

**Humboldt Bay Municipal Water
District 828 7th Street, Eureka**



Agenda for Regular Meeting of the Board of Directors

December 14, 2023

Meeting Start Time: 9:00 AM

District Mission

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

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

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

Announcement recording of meeting: This meeting may be recorded to assist in the preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the California Brown Act.

Time Set Items:

9.a New Business	New employee presentation	9:05 AM
8.2 Continuing Business	McNamara & Peepe	9:15 AM
10.4a Management	Recognizing and Honoring Steve Marshall	9:30 AM
10.1 Engineering	Engineering	11:00 AM

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

1. ROLL CALL

2. FLAG SALUTE

3. ACCEPT AGENDA

4. PUBLIC COMMENT

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

5. MINUTES

November 9, 2023, Regular Board Meeting Minutes*- discuss and possibly approve

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6. CONSENT AGENDA *-These matters are routine in nature and are usually approved by a combined single vote unless an item is pulled for discussion

Media articles of local/water interest (Articles a-j)*- discuss and possibly approve

7. CORRESPONDENCE

- a. HBMWD letters to Wiyot Tribe, Bear River Band of Rohnerville Rancheria, and Blue Lake Rancheria RE: Samoa Peninsula Waterline Right-of-Way Maintenance Project*-discuss
- b. Letter from CalOES to HBMWD re Notice of Desk Compliance Assessment*-discuss
- c. HBMWD letter to National Marine Fisheries Services (NMFS)*-discuss
- d. HBMWD letters RE: Request for Exclusion from Settlement agreement*-discuss

8. CONTINUING BUSINESS

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

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

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

- a. DTSC Monthly Summary Report, November*- discuss
- b. Site maps & historical sampling results (stormwater and well water)*-reference

9. NEW BUSINESS

- a. New employee presentation **(Time Set 9:05)**
- b. Compensation & Benefit Study RFP/RFQ*-discuss and possibly approve
- c. Director compensation*-discuss and possibly approve
- d. TRF Generator Project*: Consider and possibly adopt CEQA Exemption

10. REPORTS (from STAFF)

10.1 Engineering – (Time set 11:00 am)

- a. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR - status report
 - i. Notice of Preparation comment letters* - discuss
 - ii. AB52 inquiry from Wiyot tribe - discuss
 - iii. Debrief meetings with NGOs and CDFW – discuss
- b. Collector 2 Rehabilitation Project – status report
 - i. Layne Pay Request #8* - discuss
 - ii. Change Order #3* - discuss and possibly approve
 - iii. Notice of Completion* - discuss
- c. Essex Onsite Sodium Hypochlorite Generation Project – status report
 - i. PSI change order proposal* - discuss and possibly approve

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- d. TRF Generator Project – status report
 - e. Collector Mainline Redundancy Project – status report
 - i. Grant extension approval* - discuss
 - ii. Updated and revised match letter* - discuss and possibly approve
 - f. Reservoirs Seismic Retrofit Project – status report
 - g. Status report re: other engineering work in progress

10.2 Financial

- a. November 2023 Financial Statement & Vendor Detail Report*-discuss and possibly approve
- b. November 2023 Fieldbrook-Glendale contract revenue and Expense Summary*-discuss
- c. Ruth Area Fire Fuel Reduction Part III contract*-discuss and possibly approve

10.3 Operations

- a. November Operations Report*-discuss

10.4 Management

- a. Resolution 2023-11 Recognizing and Honoring Steve Marshall*discuss and possibly approve
(Time set 9:30)
- b. US Fire Service Silviculture Symposium*-report out
- c. ACWA and ACWA JPIA Fall Conferences*-report out
- d. R.W. Matthews Dam historical records at DSOD-discuss
- e. Taxpayer Protection and Government Accountability Act*-discuss

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

11.2 ACWA

Director Report, if any

- a. Greetings, and farewell, from your nation’s capital*-discuss
- b. ACWA Fall Conference*-report out

11.3 ACWA – JPIA

Director Report, if any

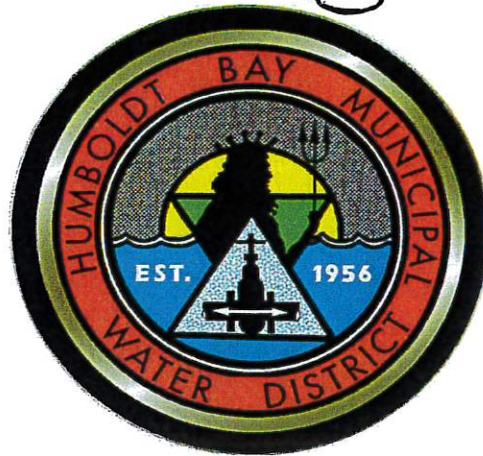
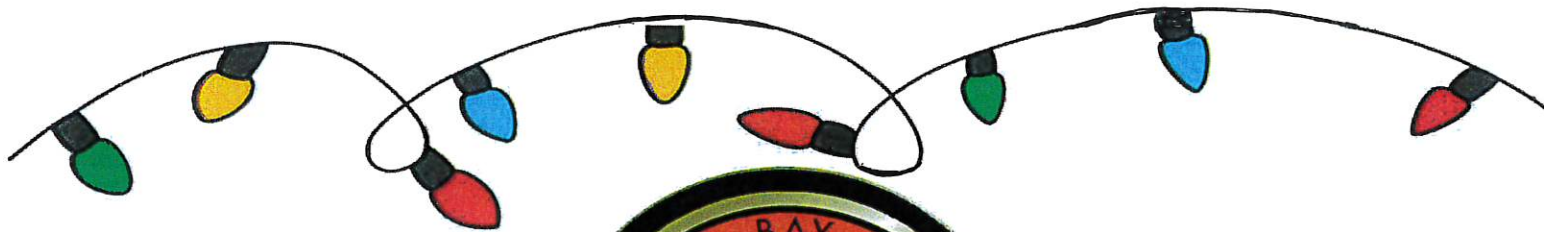
- a. President’s Special Recognition Award to HBMWD*-discuss
- b. JPIA Fall Conference*-report out

11.4 Organizations on which HBMWD Serves

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

ADJOURNMENT

ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (Posted and mailed December 8, 2023.)



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Board of Directors Meeting

December 14, 2023

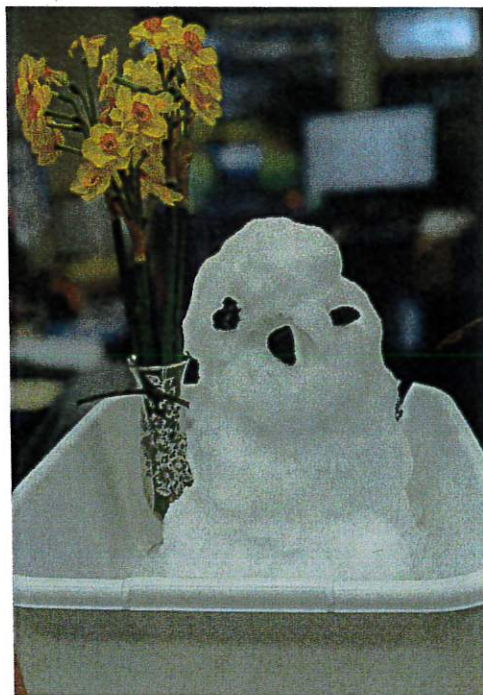
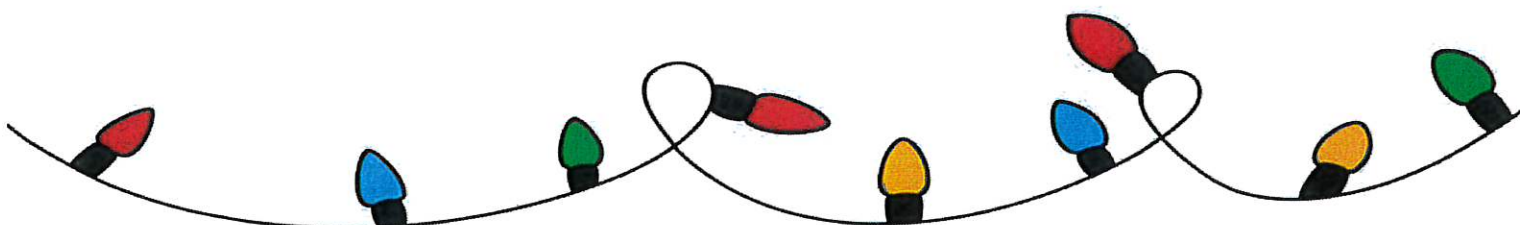


Photo by Sherrie Sobol
February 2023



MINUTES

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SECTION 5

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Minutes for Regular Meeting of the Board of Directors
November 9, 2023

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 and acting Board Secretary Dee Dee Simpson-Glenn 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

Mr. Friedenbach stated Agenda Item 9b shows a Public Hearing. This is incorrect. It is not a public hearing, but rather a scoping meeting to receive comments for the Notice of Preparation for the CEQA process for the Samoa Peninsula Project EIR. Proper notice has been provided to the agencies involved.

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

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

October 12, 2023, Regular Board Meeting Minutes

The Board requested a few minor changes to the minutes. On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the minutes as amended.

6. CONSENT AGENDA

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

7. CORRESPONDENCE

Eureka Chamber of Commerce 2024 Awards Gala

Mr. Friedenbach shared the Eureka Chamber of Commerce 2024 Awards Gala *An Evening of Intrigue and Wonder* announcement, should any of the Board wish to attend the event.

8. CONTINUING BUSINESS

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

a. Local Sales

i. Nordic Aquafarms

Mr. Friedenbach stated there public hearing announcement attached for the Coastal Commission on November 16th.

ii. Trinidad Rancheria Mainline Extension

No update was available.

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iii. Blue Lake Rancheria Mainline Extension

District and Rancheria counsels are drafting the Mainline Extension Agreement. The project is moving forward.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

No update was available. Once the EIR document is circulated, the District will provide comments.

b. Transport

No update

c. Instream Flow

The District is waiting for comments from the Water Board staff on our draft petition for change application. We expect to have them by December 31, 2023. The Board suggested a special meeting to provide public outreach regarding instream flow. It will likely be mid to late January 2024.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest and left the room. She returned when discussion ended.

a. DTSC Monthly Summary Report – October

Mr. Friedenbach stated there was not much to update.

b. DTSC Quarterly virtual update – October 24

Mr. Friedenbach shared the quarterly meeting agenda. An overview of the site investigation results were provided.

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

These were included for informational purposes.

9. NEW BUSINESS

a. Foster Clean Power LLC License Agreement

Mr. Friedenbach summarized the proposed license agreement with Foster Clean Power A&B Solar Project. The District has an easement for its water transmission lines (industrial and domestic) that traverse through Foster Clean Power parcels. The Board discussed their concerns regarding the proposed location of a fence as it could impact the District's access to the pipeline. Mr. Housh Louyeh of Renewable America was present via Zoom and felt he would need to discuss this with their engineer before he could comment. The discussion was continued to the afternoon to include Foster Clean Power's engineer. They agreed to move the proposed fence to a different location. On a motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the Foster Clean Power LLC License Agreement and directed staff to sign the agreement.

b. NOP Scoping Meeting

Ms. Kerry McNamee of GHD gave a presentation to the Board regarding the Samoa Peninsula Waterline Right-of-Way Maintenance Project.

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Catherine Mitchell, with the local California Coastal Commission office, stated "I prefer presentations versus reading through an NOP – and this was very helpful. Thank you". She then inquired; "Will this project cover certain time periods of maintenance? Perhaps it may be unexpected now but may come up in the future." Mr. Friedenbach responded we expect maintenance to be ongoing. The permit is for five years and we hope to renew it every five years.

No other public was present and no written comments regarding the NOP were received from the public prior to or at the meeting.

10. REPORTS (from STAFF)

10.1 Engineering

- a. Collector 2 Rehabilitation Project
Denise Monday, DWR Grant Liaison for Humboldt County conducted a site visit and provided positive comments. The construction is complete and the equipment has been moved off of the site. The final report with pre and post well draw down testing and as-builts is in process. The October pay request of \$108,205 was made. There will be one more pay request, including the five-percent retention.
- b. Essex Onsite Sodium Hypochlorite Generation
Most of the equipment is here except for a few minor items. They are making good progress and pushing forward on the design for installation and integration.
- c. TRF Generator
Mr. Stevens explained they are moving forward and 60% design should be completed this month.
- d. Collector Mainline Redundancy Project
 - i. Match Commitment letter
Mr. Stevens explained that the match has increased by \$924,000 dollars. The Board asked questions regarding the additional cost. On a motion by Director Rupp and seconded by Director Woo, the Board voted 5-0 to approve the Match Commitment Letter.
 - ii. Collector Mainline extension project
CalOES approved the time extension from December 4, 2023 to December 4, 2024 for the completion of Phase 1 of the project.
- e. Reservoirs Seismic Retrofit Project
 - i. GHD Scope of Services for Phase 2
Mr. Stevens provided the scope of services for Phase 2 of the project. On a motion by Director Woo, seconded by Director Lindberg, the Board voted 5-0 to award the Phase 2 engineering contract of the project to GHD.

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- f. Status report re: other engineering work in progress
Nothing to report.

10.2 Financial

a. October 2023 Financial Statement & Vendor Detail Report

Mr. Friedenbach shared the October 2023 financial report, prepared by Ms. Harris, and highlighted the balances. The General Account balance is at \$2 million, the various investments balance is \$10 million, Advanced Charges are at \$5 million and the General Reserves are at \$2.7 million. Regarding expenses, the District still has not received a bill from PG&E for power for pumping. This is the third month in a row the bill has not been received from PG&E. The vendor expenses for October total \$998,166.89. Director Rupp reviewed the bills and stated everything was in order. On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve October financial report and vendor detail in the amount of \$998,166.89.

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

Mr. Friedenbach provided an overview of the revenue and expense summary. The Board had no questions.

10.3 Operations

a. October Operations Report

Mr. Davidsen reported that due to PG&E issues, the District lost approximately 148,800 kW hours in October 2023. PG&E hopes to have the ability to receive hydro power by the end of December 2023.

Safety meeting topics for October included blood borne pathogens and rigging safety. The TRF was brought online October 12, 2023. The October 16th earthquake was not felt at Ruth however, extra precautionary inspections were conducted.

b. Surplus equipment request

Mr. Davidsen requested the following items be declared surplus:

- Limitorque valve actuator and gear box
- Spare 208V motor Limitorque valve actuator
- Schneider Electric VFD drive, with panel face.

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to surplus the items.

10.4 Management

a. District org chart

Last month the Board requested to see the District org chart. Upon review of the org chart there were no questions.

b. State of California Dam safety report

Mr. Friedenbach shared the listing from DSOD and noted that our dam is safe and in satisfactory condition.

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- c. Nominees for 2024 Eureka Chamber Board of Directors
The board was good with the slate of candidates as presented and authorized Mr. Friedenbach to cast a yes vote for the ballot.
- d. ACWA Headwaters working group
Mr. Friedenbach reported out on his participation with the Headwaters conference call. Director Rupp noted that Mr. Friedenbach attends this on behalf of the District.

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

Director Woo reported the District was asked to participate in the Humboldt Bay Symposium and to contribute funding. Mr. Friedenbach stated funding is available from the Public Outreach budget line item if the District wished to contribute funds. Director Latt provided input and the Board concurred to contribute \$500.

11.2 ACWA

Director Rupp reported the ACWA Board met to discuss a Code of Conduct Policy. After discussion, the Board agreed to discuss further at the next meeting.

11.3 ACWA – JPIA

Director Rupp reported that there was no meeting. The next meeting will be at the ACWA Fall Conference.

11.4 Organizations on which HBMWD Serves

a. RCEA

Director Woo reported out on the October 26, 2023 meeting, including a RCEA Net Billing Tariff adoption.

b. RREDC

Director Latt stated he was unable to the meeting at the last minute.

ADJOURNMENT

The meeting adjourned at 1:50 pm.

Attest:

Neal Latt, President

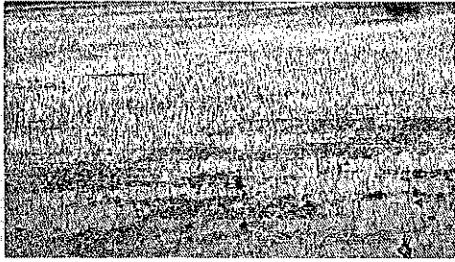
J. Bruce Rupp, Secretary/Treasurer

CONSENT

Proposed Site's Reservoir Project stirs controversy as Environmental impact report is approved

by Anna Montemor

Tue, November 21st 2023, 3:44 PM PST



The decision allows the project to move closer to construction, which is set to happen in 2026, but that does not mean it has the full green light yet.

CHICO, Calif. — The site's reservoir that would create new water storage in Eastern Colusa and Glenn counties is moving onto the next step, but not everybody is thrilled about the progress.

"There will be conflicts between environmentalists and the beneficiaries down in southern California," said Senior Policy Staff of the Friends of the River, Ronald Stork.

The site's reservoir project is officially moving forward with planned operations after the project authority approves the reservoir's environmental impact report.

Now the Friends Of The River are gearing up to start dialog with the authority as well as the State Water Resources Control Board.

The decision allows the project to move closer to construction, which is set to happen in 2026, but that does not mean it has the full green light yet.

"The critical decision is whether or not the state water resource control board will approve a water right for the project with conditions favorable enough to the authority and unfavorable enough to the environment to actually make the project feasible," said Stork.

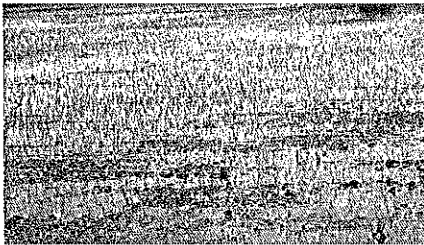


The Site's Reservoir that would create new water storage in Eastern Colusa and Glenn counties.. is moving onto the next step, but not everybody is thrilled about the progress.

According to the Site's Project Authority Board, the reservoir would create an additional 1.5 million acre-feet of off-stream storage for dry periods as well as increase Sacramento Valley water storage capacity.

Sites Project Director, Jerry Brown, said that this project has a significant component for environmental purposes. "What storage does for water users is it creates flexibility and resilience and that is exactly what we need to create for our environment going forward." Brown continued, "because in the same way that human beings are being impacted by climate change, so are the first and the birds."

It's with this same argument that Friends Of The River Organization view the site's project to be harmful. "The Sacramento River has been tapped a lot already, the first squeeze of an orange you get a lot of juice, then the second squeeze you don't get as much, and then the third squeeze you get even less juice and that's where sites are at," Stork told KRCR.



The decision allows the project to move closer to construction, which is set to happen in 2026, but that does not mean it has the full green light yet.

Now the Friends Of The River are gearing up to start dialog with the authority as well as the State Water Resources Control Board. "Start discussions on the kind of conditions that should be imposed on the project for the project to be environmentally responsible," Stork added. KRCR asked Stork, "Do you see the potential of maybe everyone agreeing on an outcome?" Stork replied, " No, I doubt that no."

CALIFORNIA

Sites Reservoir project sees movement after multi-year stalemate

by: Dennis Shanahan, Matthew Nobert

Posted: Nov 7, 2023 / 09:01 AM PST

Updated: Nov 7, 2023 / 09:01 AM PST

(FOX40.COM) — Governor Newsom announced a big step forward Tuesday toward building a new reservoir in California.

Progress on the Sites Reservoir in Colusa and Glenn counties has been on hold for several years, but the governor certified the project for streamlining.

The Sites Reservoir, about 75 miles northwest of Sacramento, would store enough water to meet the annual needs of three million California households, according to Gov. Newsom's office.

The state has already committed nearly \$47 million if the reservoir gets built. Environmental challenges have been stalling the project.

But a senate bill, SB 149, allows the governor to fast-track infrastructure projects with the stroke of a pen.

This newly signed document from the governor's office does just that.

It requires courts to decide environmental challenges to the Sites project within 270 days to the extent feasible.

The governor says it's about cutting red tape and addressing the state's biggest challenges faster.

"The Sites Reservoir is fully representative of that goal – making sure Californians have access to clean drinking water and making sure we're more resilient against future droughts," Gov. Newsom wrote in a statement.

Republican Assemblyman Tom Lackey celebrated the signing of SB 149 as a rare moment of bipartisan progress in California.

"And we're very very thankful," Lackey said. "Better last than never. No, we're excited about this. This is a big need that the people clearly need, and they deserve. And I'm very excited to see it actually taking place because it's been a long time."

The reservoir, which would divert some water from the Sacramento River is opposed by environmental groups including the Sierra Club, and still needs approval of the State Water Resources Control Board.

If the project moves forward, construction could begin in 2026.

California gearing up for strong El Niño

The Golden State could be in for another very wet winter, this time fueled by El Niño



BYLES HUBBARD

NOVEMBER 21, 2023



Meteorologists are predicting strong El Niño conditions this winter, with widespread precipitation expected to hit the California coast as early as next month and continuing into spring.

El Niño is a phase of the El Niño-Southern Oscillation phenomenon in which trade winds weaken and warm Pacific Ocean water moves towards the Americas.

The big picture: The current El Niño event is expected to intensify and potentially become a very strong or "super" El Niño event within the next couple of months.

- While most seasonal models indicate a wetter-than-average winter in California, European forecasts suggest a weaker likelihood of such conditions.
- The California Office of Emergency Services has issued warnings to Southern Californians to prepare for potential winter weather.
- California is entering the season without a moisture deficit, with the state being entirely drought-free as of early November.
- A strong El Niño could result in increased high-tide flooding in western coastal cities, potentially causing road floods and affecting low-lying buildings.

The vision of El Niño as producer of historic California storms may be outdated

The phenomenon, once a reliable source of storms, rain, snow and waves for California, may have changed permanently.



Motorists drive through a flooded area of Vanowen Street amid heavy rain in the North Hollywood neighborhood of Los Angeles on Feb. 24. Allen J. Schaben / Los Angeles Times via Getty Images file

Nov. 29, 2023, 6:00 AM PST

By Dennis Romero

SAN DIEGO — In 1983, El Niño brought historic flooding to parts of Southern California, toppling sections of fishing piers and inspiring some to travel submerged streets by surfboard. In 1998, it returned, dusting regional mountains with snow through May. For Californians' collective mind, the weather phenomenon, defined by an eastward-moving, warmer-than-normal sea surface along the equatorial Pacific, is shaped by those traumatic, potent winters with record precipitation.

But as some earth scientists see a bit of 1983 or 1998 in the coming winter's strong El Niño, they may be neglecting a new reality: A stormy, wet El Niño of that vintage hasn't struck California this century.

University of California, Irvine, earth system science professor Jin-Yi Yu, whose doubts about a predicted "Godzilla El Niño" in 2015-16 were confirmed, sees the phenomenon permanently changed.

"El Niños in these respective centuries are distinct," Yu said in a series of emails. "Recent El Niño and La Niña events have behaved differently from what we initially expected."

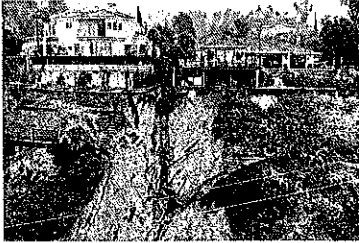
While Yu is once again a rare voice discounting the chances of a wet El Niño for California this winter, many of the state's most influential weather watchers are not wholly opposed to his bearish outlook.

The National Oceanic and Atmospheric Administration said the current El Niño is "strong" by its measurements, which could translate into strong storms affecting parts of the state. State Climatologist Michael Anderson, who also expressed some doubt in 2015's "Godzilla El Niño" predictions, has called on Californians to essentially be ready for anything.

"Until better seasonal forecasts are available, California is preparing for both extreme wet or extreme dry conditions," he said by email.

That may be wise in a weather world that sometimes seems upside down.

Though the 2022-23 season was designated as a La Niña year —usually drier and cooler — the state received 141% of average precipitation for the water year that ended Sept. 30, the California Department of Water Resources said. The snowpack in the Sierra Nevada mountains rivaled that of 1983, it said.



Landslide damage in La Cañada Flintridge, Calif., on Feb. 27. Allen J. Schaben / Los Angeles Times via Getty Images file

How accurate are El Niño predictions?

Tim Barnett, the late marine geophysicist at the University of California, San Diego's Scripps Institution of Oceanography, predicted the strong, stormy El Niño winter of 1997-98, a quantum leap for a meteorology world that is still 50-50 with 10-day forecasts. It was the first, last and only time a stormy El Niño for California has successfully been forecast. Storms that season caused \$850 million in damage in the state and doubled its normal precipitation, according to meteorologist Jan Null's Golden Gate Weather Services. Null, a retired lead forecaster for the National Weather Service's San Francisco Bay Area office, said there have been 26 El Niños and 25 La Niñas since 1950, the vast majority of the former failing to act like those of 1982-83 or 1997-98.

"El Niño is the Stephen Curry superstar of the game," Null said, referring to the Golden State Warriors' point guard. "But sometimes someone else has a good night and has a bigger influence."

Last winter's wet La Niña, he said, "totally flipped the script."

What are the chances of a rainy winter?

Anderson, the state climatologist, said an even number of El Niños this century have produced dry and wet winters. "El Niño by itself does not always translate into wet conditions," he said.

The Scripps Institution's Center for Western Weather and Water Extremes puts the chances of a wetter-than-normal winter for most of California at essentially 50-50, though its basis is historical data, not long-range forecasts.

A NOAA long-range forecast map from October shows equal chances for above- or below-average rainfall this winter for the southernmost coast of California, with the chances "leaning" in favor of greater-than-normal rain for the rest of Southern California and extending to the Bay Area.

The state Department of Water Resources said last month that residents should prepare for "the possibility of another wet season under strong El Niño conditions."

Shang-Ping Xie, a climate sciences researcher at the Scripps Institution, puts the chances of a rainy El Niño in California this winter at 2-to-1.

"We had a three-year La Niña," he said. "Two were dry and one was wet. The odds are not that different from typical results, which say La Niña favors a dry winter."

But in the two classic examples of stormy El Niño winters for California, the month of March bore the brunt of rain, wind and damage.

"March is the time we believe the tropical ocean is most influential on North America," Xie said.

JOURNALIST'S RESOURCE: El Niño: What it is, how it devastates economies, and where it intersects with climate change

by Clark Merrefield, The Journalist's Resource

There is a band of water across the equatorial Pacific Ocean, stretching from the coast of South America through to the island nations of Southeast Asia, whose temperature climatologists closely monitor as a driver of global weather patterns.

Typically, warm water that settles around Indonesia during early spring works as an atmospheric engine, an energy source that affects weather patterns around the world for the coming year.

But every two to seven years, this atmospheric engine shifts. When unusually warm water settles instead off the western coasts of Mexico and South America during the spring, the moisture and energy released into the atmosphere can profoundly change regional weather, from North America and South America to Asia and Africa.

As of mid-November, forecasters with the National Oceanic and Atmospheric Administration give a more than 55% chance of a strong El Niño this winter. Odds are 35% for a historically strong El Niño, like those that happened from 2015 to 2016, and 1997 to 1998. Odds are 62% that El Niño will persist into spring 2024.

The stronger an El Niño, the higher the likelihood of flood, drought and other regional weather consequences. This topic is relevant to environmental journalists and business journalists alike — and we've created this explainer to help reporters explain the consequences of this periodic weather pattern to their audiences.

Here is what this El Niño explainer will cover:

- How weather that deviates from regular expectations can have devastating economic consequences, particularly for people working in industries like fishing and agriculture who rely on some measure of climactic predictability.
- The findings of recent research that puts average global economic losses during El Niño years in the trillions of dollars.
- The effects of climate change on El Niño, which are poised to substantially increase that tally in the decades to come, research finds.

El Niño: 'The most predictable climate driver'

This phenomenon is part of a broader climate pattern called the El Niño-Southern Oscillation. The warm phase of ENSO is simply called El Niño. La Niña, its opposite, happens when those eastern Pacific waters are cooler than normal in the spring. A third, neutral phase, happens when Pacific waters are near average temperature.

"ENSO is the most predictable climate driver at seasonal timescales," write the authors of a June 2021 paper in the journal *Environmental Hazards*. El Niño and La Niña patterns last several months to a year, though sometimes longer. A strong El Niño is often followed the next year by a La Niña pattern.

But specific weather observed during past El Niño patterns may not appear in the same way during subsequent ones. While climatologists can predict an El Niño pattern with a high level of probability, precise regional effects are less predictable.

"Every El Niño is different," says Christopher Callahan, a postdoctoral scholar of earth system science at Stanford University. "They all have slightly different patterns, or slightly different effects."

In order to understand how El Niño stunts global economic growth and how it hampers local and regional economies, it will help to first understand predictions for regional weather based on historical analyses of

this climate pattern, especially for journalists covering and communicating its effects over the coming months.

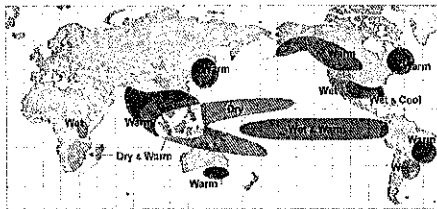
How El Niño can affect regional weather

Past El Niño events have meant warm, dry air for Southeast Asia and northern Australia during the northern hemisphere's winter months. Rain and cooler air appear in the southern U.S. during the winter months there. In South America, countries situated in the northwest and along the mid-Atlantic coast have seen wetter, warmer weather. The Gulf of Alaska and western Canada have experienced warmer temperatures during past El Niño events. El Niño patterns can even alter shorelines, finds research published June 2023 in Nature Communications.

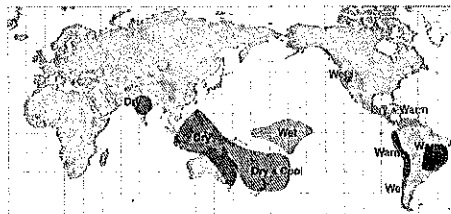
NOAA forecasters predict, as of mid-October, higher than usual temperatures in the U.S. Northwest and Northeast during the winter. Across much of the U.S. South, they predict equal odds of higher or lower temperatures. There's a slightly greater chance of rain across the middle of the country and along the eastern seaboard, with higher chances of precipitation in the Southeast, the forecasters predict.

Climatologists and meteorologists deal in probabilities, and predictions are not certainties. Ten days is about as far as meteorologists can reliably predict when it comes to specific weather patterns. Climatologists study weather events and atmospheric patterns over the long term – anything greater than about two weeks.

“You look at these seasonal outlooks and such that are influenced by El Niño, and it might shift the odds to a 60% chance of heavy rains as opposed to the average, which might be a 33% chance,” says Emily Becker, associate director of the University of Miami Cooperative Institute for Marine and Atmospheric Studies. “That also still means there's a 40% chance that you won't have those heavy rains. That's where El Niño's information is provided – it's in how the chances of certain events change. It never gives you a guarantee.”



El Niño conditions often observed during the northern hemisphere's winter months, above, and



during the summer months, below. (NOAA)

How El Niño stunts global economic growth

Recent studies indicate El Niño patterns can significantly stunt economic growth. El Niño “drives considerable impacts that include El Niño-related droughts in western Pacific regions, floods in eastern Pacific regions and severe food shortage and cyclones to Pacific Island countries,” write the authors of a May 2023 paper published in Nature Reviews Earth & Environment.

In a paper published June 2023 in Science, Callahan and Dartmouth College geography professor Justin Mankin identify links between El Niño patterns and sluggish economic growth – to the tune of trillions of dollars in unrealized economic gains – and, in some countries, shrinking gross domestic product stemming from El Niño years.

Countries vary in exactly how they measure gross domestic product, but generally GDP refers to the market value of all goods and services a country produces in a given year. Stagnant or shrinking GDP is a strong indicator that a nation's economic health is weak.

Many things affect GDP – technology, conflicts and labor supply, to name a few. But weather can also profoundly affect GDP, as extreme floods or drought may make previously fertile land un-farmable, for example.

Countries that have been most economically hurt during El Niño years tend to be lower income and in the tropical zone – Peru, Ecuador, Indonesia and the Philippines, among others, find Callahan and Mankin. The key is teleconnections, which refers to the ways in which the introduction of something like a new energy source, such as warmer water, influences far away weather.

Peru, for example, is a highly teleconnected country when it comes to El Niño and La Niña – it's in the South American tropics, right in the zone where warmer water settles during El Niño patterns.

Average yearly income there would have been nearly 20% higher in 2003 if not for the El Niño event five years earlier, find Callahan and Mankin.

Fisheries off the coast of Peru are “among the most productive in the world,” Callahan says. Usually, nutrient-rich cold water comes to the surface and encourages sea life to flourish, particularly anchoveta.

“During El Niño events, upwelling is limited by the warm water that's sitting on top of the Pacific,” Callahan says. “And so those fisheries can get really devastated by these events.”

Globally, Callahan and Mankin attribute \$5.7 trillion in unrealized economic gains, measured by GDP, over the five years following the 1997-to-1998 El Niño, along with \$4.1 trillion associated with the 1982-to-1983 El Niño. For some countries, like Peru, El Niño hasn't just meant unrealized gains – overall economic growth shrunk in the following years.

Callahan and Mankin note that the 1997-to-1998 El Niño was stronger than the 1982-to-1983 El Niño, and the world economy was larger in the late 1990s than in the early 1980s.

“El Niño events can produce extreme climate conditions that range from extreme rainfall to drought, to heat, to wildfire, to landslides to disease outbreaks,” Callahan says. “All of these things appear to sort of combine and integrate, to produce economic stress that lasts for five, or even up to 10 years, making these events far more costly than we realized.”

Wenju Cai, director of southern hemisphere oceans research at the Commonwealth Scientific and Industrial Research Organisation in Australia, and coauthors find similar economic consequences in a September 2023 paper published in Nature Communications.

Using an analysis slightly different from Callahan and Mankin, they estimate the global economy would have been \$2.1 trillion larger over the following three years if not for the 1997-to-1998 El Niño, and \$3.9 trillion larger if not for the 2015-to-2016 El Niño.

La Niña can bring catastrophic rains to Southeast Asia and nearby regions, including some of the worst flooding in the history of Queensland, Australia during the 2010 La Niña. But fisheries off the Pacific coast of South America tend to do well, and some La Niña events have been shown to modestly boost global economic growth. Cai and coauthors associate the 1998-to-1999 strong La Niña with \$60 billion in global economic gains.

Crucially, they also estimate that strong El Niño patterns linked to continued high emissions of greenhouse gasses could mean an additional \$33 trillion in global economic losses through the end of the century.

“Greenhouse warming is likely to increase frequency and intensity of extreme El Niño events,” Cai explained by email. “An El Niño typically leads to a global economic loss in trillions of US dollars. Thus, an increase in El Niño frequency and amplitude will lead to more frequent extreme weather events that are more devastating in affected regions, and globally a greater loss in economic production, particularly in developing and emerging economies.”

Flood, drought and disease from El Niño patterns

While El Niño patterns tend to hamper the global economy, they can also be costly for local and regional economies. Take the southern U.S.: El Niño years often mean more rain than usual there, and flooding is the “most common and damaging natural disaster” in the U.S., write the authors of a July 2019 paper published in *Weather, Climate and Society*.

Using four decades of insurance claims from the National Flood Insurance Program – 82,588 claims and \$1.6 billion paid – the authors find just 1% of extreme floods resulted in more than two-thirds of losses from 1978 to 2017 across the western U.S.

The 1982-to-1983 and 1997-to-1998 El Niño patterns resulted in more than \$1.4 billion in estimated damages from floods, according to past research the authors cite.

Estimated damages often exceed insurance losses because some people choose not to buy flood insurance. While damage estimates and insurance losses differ in scale, the authors show that they tend to rise and fall concurrently during and after floods.

With \$172 million and \$106 million in insured losses, Sonoma, California, and Los Angeles were the most affected counties in the dataset.

“In coastal Southern California and across the Southwest, El Niño conditions have had a strong effect in producing more frequent and higher magnitudes of insured losses, while La Niña conditions significantly reduce both the frequency and magnitude of losses,” the authors conclude.

El Niño and other regional climate patterns can also bring heavier than usual rains to the countries of eastern Africa, find the authors of a July 2020 paper published in *Atmospheric and Climate Sciences*.

Drowned crops and livestock can be devastating for farmers in those countries.

“The livelihood and socio-economic development of majority of the people in East African countries including Tanzania, Kenya, Uganda, Burundi and Rwanda largely depend on rain-fed agricultural activities,” write the authors. “The region is often affected by incidences of climate and weather extremes and is among the most flood-prone countries in Africa.”

For Zambia, a landlocked country in southern Africa, the strong 2015-to-2016 El Niño pattern brought severe drought, “which caused crops to fail shortly after planting and resulted in region-wide food deficit warnings,” write the authors of an April 2021 paper in *Environment and Development Economics*.

The country particularly relies on maize for food and commerce. Since the 1990s, Zambian farmers have used sustainable land practices, such as crop rotation and soil and water conservation, according to the paper. Because El Niño patterns are generally predictable months in advance, farmers there were able to diversify production – but it wasn’t enough to make up the income from lost crops.

“We find that maize yields were substantially reduced and that household incomes were only partially protected from the shock thanks to diversification strategies,” the authors conclude. “Mechanical erosion control measures and livestock diversification emerge as the only strategies that provided yield and income benefits under weather shock.”

The results of a June 2020 paper in the journal *Quaternary* looks at drought data in Thailand over the past 2,000 years and finds mixed results as to whether El Niño patterns bring drought there. The authors conclude that “droughts are not a product of one climate pattern, but likely the result of numerous patterns interacting.”

Communities in the Costa Rican province of Guanacaste “suffer from recurrent droughts, often related to El Niño,” write the authors of a September 2021 paper published in *Water Resources Research*. El Niño-driven droughts are likely to severely reduce local water supplies, they find. The authors use hydrological modelling to estimate a 60% decline in streamflow and groundwater during an extreme El Niño pattern, with the nearby ocean temperature rising 2.5 degrees Celsius higher than usual.

La Niña, by contrast, brings intense storms to the province, which can help recharge groundwater aquifers, but are also “characterized by high sediment loads and often rush through the watersheds within hours,” the authors write.

“A key result is that with business-as-usual water use in combination with population growth and a change toward a drier climate ... a decline in groundwater storage may be expected,” they conclude. “This would

have substantial consequences for communities and agriculture that rely on groundwater especially during the long dry season.”

Flooding, extreme storms and fires related to El Niño patterns can make transportation difficult or impossible, with higher risks during El Niño years that roads, rail and other infrastructure could be wiped out in California, Hawaii and U.S. Pacific territories, finds research published December 2021 in *Progress in Disaster Science*.

Finally, El Niño patterns affect not just land and infrastructure, but have also been linked to disease outbreaks. Southeast Asia, Tanzania, the western U.S. and Brazil all saw disease outbreaks linked to the 2015-to-2016 El Niño, find the authors of a February 2019 paper in *Scientific Reports*. These outbreaks included plague in Colorado and New Mexico, cholera in Tanzania and dengue in Brazil.

“Extreme climate conditions, such as flooding associated with severe storms and natural disasters such as hurricanes, typhoons, or earthquakes, can disrupt water systems – exposing drinking water to waste water and other effluents – thus increasing the risk of cholera activity and other water-borne infections,” the authors write.

How climate change affects El Niño patterns

The science is settled that the world is warming at a historically fast rate due to humanity’s inventions, such as gasoline-powered vehicles and electric power.

“Human activities, principally through emissions of greenhouse gases, have unequivocally caused global warming, with global surface temperature reaching 1.1 [degrees Celsius] above 1850 to 1900 levels in 2011 to 2020,” write the authors of a 2023 summary report for policymakers from the United Nation’s Intergovernmental Panel on Climate Change.

While scientific consensus is not there when it comes to how climate change affects El Niño patterns, recent research explores specific links between global warming caused by humans, which is known as anthropogenic warming, and increasing variability in Pacific Ocean temperatures that fuel El Niño conditions.

The May 2023 paper in *Nature Reviews Earth & Environment* uses statistical modeling techniques to explore the effects of global warming on El Niño and La Niña patterns over the past 120 years – Cai is lead author. This type of analysis is common in climate science research and is based on a complex series of computer models that simulate weather conditions. The authors acknowledge that when it comes to the intensity of El Niño and La Niña patterns, real-world data only goes back decades and is lower quality before the 1950s. Still, they write that “determining the anthropogenic contributions to changing ENSO variability is vital to attribute causes of extreme events that are becoming more frequent and severe to understand ENSO projection and to gauge urgency of mitigation actions.” Cai also notes in an email to *The Journalist’s Resource* that the modeling approach used in the paper is the same as what the IPCC uses.

The authors find more than three-fourths of models show more frequent, stronger El Niño and La Niña patterns from 1961 to 2020 compared with 1901 to 1960. Taken together, the modelling results and other evidence in the paper “suggest that the increase in observed ENSO variability post-1960 is at least in part related to anthropogenic warming,” the authors write.

And it’s not just that models indicate El Niño patterns are likely becoming stronger. Global warming creates conditions that can exacerbate the effects of those patterns.

“For example, in areas where El Niño causes drought, higher air temperature due to greenhouse warming increases evaporation, so drought onset is earlier, drought is more severe, and drought is harder to get out,” Cai explained by e-mail. “In areas where El Niño causes flood, warmer air holds more water vapor, making the flood more extreme.”

The authors of another recent paper, published October 2023 in *Geophysical Research Letters*, examine the geologic record contained within stalagmites from southeastern Alaskan caves to analyze the core causes of El Niño patterns over millennia.

Climate in the Northeast Pacific is very influenced by water temperature in the equatorial Pacific – this is a teleconnection, a “pattern of influence,” as Callahan puts it, where a change in the atmosphere or water in one part of the world affects weather in another. The Aleutian Low, a low-pressure pattern that lingers over the Gulf of Alaska for much of the year, is stronger when the equatorial Pacific Ocean is warmer, bringing more rain than average to the southern Alaskan coast and northwestern Canada.

Stalagmites, which rise from a cave floor, and stalactites, which grow down from a cave roof, are part of the mineral deposit family known as speleothems. These deposits are “excellent at capturing atmospheric conditions over the past 3,500 years,” the authors write. Through the flow of water into and out of the cave and the natural dripping of water from cave roof to floor, the authors were able to look back in time at the existence of El Niño and La Niña patterns.

“It’s recording stable isotopes trapped in the rock, particularly Oxygen-18, which derives from precipitation,” says lead author Paul Wilcox, a postdoctoral researcher with the Innsbruck Quaternary Research Group in Austria. “Typically, we can only access that isotope by drilling small bits of powdered rock from the stalagmite, but this sample was unique in that it also contained trace amounts of water. It’s difficult to get that in a lot of records, and we were lucky enough to have samples that had enough water and grew fast enough to piece together a high-resolution record of ancient precipitation.”

Parts of the stalagmite sample with relatively high levels of Oxygen-18 indicate a weaker Aleutian Low – meaning that while that part of the stalagmite was forming, El Niño events were probably happening less frequently. Likewise, lower levels of the oxygen isotope indicate a stronger Aleutian Low, and the likely presence of more persistent El Niño patterns.

The other key part of this study has to do with solar irradiance, which is a measure of the naturally fluctuating energy from the sun that reaches the top of the earth’s atmosphere. Solar irradiance was the driving force behind El Niño and La Niña patterns for 2,000 years, until the 1970s, the authors find. They link La Niña patterns with more solar irradiance, and El Niño patterns with less solar irradiance.

Through satellite imagery and other measures, climatologists since the 1960s have known that the movement of air and water in different parts of the Pacific are not independent and random, but rather part of a larger system.

That system has changed, with connections between wind, water and atmosphere across the Pacific weakening since the 1970s. The authors point to data from the stalagmite as indicating that this change is linked to the remarkably high emission of carbon dioxide into the atmosphere, stemming from human activity since the Industrial Revolution.

“There is a noticeable change in El Niño and La Niña variability that’s been known for several decades,” Wilcox says. “The problem is, there was too short of a record to really pinpoint if humans were causing this change or not. And this is where geologic records like the one we produced helps – kind of really more convincingly shows that this was likely human caused.”

Of the five strong El Niño events since 1901, three have happened since the 1970s, according to a September 2019 paper in the Proceedings of the National Academy of Sciences. Similar to a December 2019 paper in Geophysical Research Letters, the authors of the PNAS paper identify a westward shift since the 1970s in the “warm center” that catalyzes El Niño patterns, coinciding with “a rapid warming in the Indo-Pacific warm pool,” which they note may or may not be due entirely to human activity.

Still, if temperatures in the western Pacific continue to warm, and if greenhouse gases continue to be emitted at current rates, “more frequent extreme El Niño events will induce profound socioeconomic consequences,” the authors write.

Are atmospheric river storms coming to California soon? Here's the forecast

By Gerry Díaz Dec 1, 2023

■ An atmospheric river of moisture is slated to arrive in the Pacific Northwest during the first few days of December. Prevailing winds will keep the stream away from most of California.

Baron Lynx Weather

California's weather pattern this December is set to be a mixed bag of rain and shine.

The first week of December is set to bring some wet conditions, primarily impacting the northern region of the state. Weather models and recent trends with El Niño are favoring equal chances of above- or below-average temperatures and precipitation through the end of the month.

Symphony of storms

While low pressure systems are expected to frequently march toward the West Coast in early December, the bulk of their rain and snow is more likely to impact the Pacific Northwest. That's because the wavy nature of the jet stream, the fast-moving ribbon of winds that travels high above the ground, will act like a maestro guiding this month's orchestra of storm systems.

■ Around the end of the first week of December, weather models predict that the jet stream will begin to shift closer to California, raising the odds of more storms traveling toward the Golden State by the second week of the month.

Baron Lynx Weather

Just as a conductor dictates the movement and intensity of music, the jet stream directs the path and strength of storms. The American and European weather models indicate that the path of the jet stream will favor a northerly path during the first half of December.

Low-pressure systems traveling toward the West Coast during the first two weeks of the month are expected to bring California only light rain and snow. The forecast calls for intermittent rounds of showers reaching the North Coast, Bay Area and Sacramento Valley and little to no rain for residents in Southern California.

This calm start to December seems a bit counterintuitive to what's expected during an El Niño pattern. But this pattern typically doesn't bring a spike in storm activity to California, and particularly Southern California, until January or February. So, even though El Niño eventually may play a role in shaping winter weather, it's not expected to have a strong impact on rain and snow impacts this month.

Pattern shift on horizon

Come mid-December, things change. The medium-range models show the jet stream taking a path aimed directly at the Golden State sometime after Dec. 15. A ridge of high pressure that often blocks storm systems from arriving in California will begin to break down.

■ A ridge of high pressure is expected to shift its track during December, allowing prevailing winds to reel in more storms toward California over the next few weeks.

Baron Lynx Weather

A similar subtropical ridge was in place during the winters of 2020 and 2021 and led to extreme drought during those subsequent summers. This time, we expect a much weaker ridge, which should allow the jet stream to flow more freely and bring rounds of storms across all of California.

Are other factors affecting the forecast?

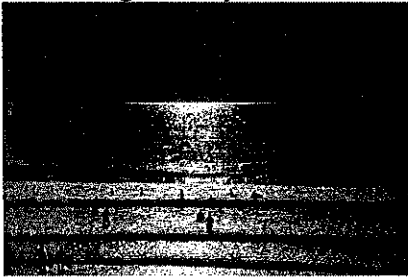
While its behavior can be unpredictable, identifying El Niño is relatively basic, reliant on a massive patch of water in the equatorial Pacific that, when found to be consistently warmer than average, triggers declaration of the phenomenon, normally for winter.

El Niño's relative warmth can affect atmospheric circulation along the equator and nudge a jet stream that normally aims for the Pacific Northwest southward, leaving that region drier and the Southeast wetter.

El Niño's no-show in 2015-16 prompted Yu of UC Irvine to dive into possible causes, and today he believes other weather and manmade phenomena are affecting it.

He thinks global warming, in part, and possibly deforestation in Southeast Asia may have helped to create a second warm patch of water adjacent to El Niño's that may be thwarting its old ways.

El Niños this century have "shifted westward to the central Pacific and lasted longer, becoming multi-year events," Yu said. "El Niño has changed."



People swim in the Pacific Ocean off Del Mar beach in La Jolla, Calif., in 2015. Brendan Smialowski / AFP via Getty Images file

Xie, the Scripps researcher who believes the odds favor a stormy El Niño, nevertheless believes there are influences on the phenomenon triggered by climate change. For example, he said, the ocean around the surface warming that defines El Niño is also warming on a long-term basis.

What happens when that warmth becomes the new baseline for a wider swath of ocean? "If that pattern is holding up in the future, then the El Niño influence is going to strengthen," Xie said.

He believes El Niño data and computer modeling may not be keeping up.

"There are a lot of questions we still need to answer," he said.

Null said all eyes are on academia to help sort out what becomes of El Niño, particularly for the country's most populous state, normally in its path.

"It's a continual learning game," he said. "We have evolved in our understanding of El Niño but then complicated it by the atmosphere and the oceans getting warmer."

"Are we keeping up?" he asked. "I don't know."

By [JACKSON GUILFOIL](#) | jguilfoil@times-standard.com | Eureka Times-Standard
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Humboldt County supervisors delay vote on wind agreement



On Tuesday, the Humboldt County Board of Supervisors decided to come back with a memorandum of agreement with Crowley Wind Services, citing the need to engage with local tribes and fishing groups. (Screenshot)

On Tuesday, the Humboldt County Board of Supervisors voted to push an agreement with the company slated to develop an offshore wind terminal in Samoa to a later meeting date.

The board's nearly unanimous vote — 1st District Supervisor Rex Bohn was absent — to delay the agreement with Crowley Wind Services resulted from the lack of input from tribal governments and fishing groups, two political bodies with vested interests in offshore wind development: the former are concerned imported workforces could exacerbate the number of Missing and Murdered Indigenous People, the latter worry about financial impacts to their industry. The memorandum of agreement between the county and Crowley would be to collaborate on economic development as the project proceeds.

Fifth District Supervisor Steve Madrone mentioned some of the company's public struggles — Jeff Andreini, Crowley Wind Service's former vice president resigned earlier this year following a sexual harassment complaint against him — as a reason for acquiring greater input before proceeding.

"There's been a lot of stuff in the news about Crowley and their issues with man camps' and prostitution and other kinds of problems. I appreciate that the vice president of that company did resign and move on, but these are cultural things within companies. They're not just one individual who that stuff happens because this one individual, and suddenly because that individual leaves, it's all okay, it's all going to work out," Madrone said.

Crowley Maritime, the wind service branch's parent company, is currently being sued in civil court by two women who allege the company facilitated sex trafficking by mandating their trips from El Salvador to the company's headquarters in Florida with a manager they had previously complained about making repeated unwanted sexual advances toward them. One of the women said the manager raped her on the Florida trip, another woman said he sexually assaulted her.

In media statements, Crowley Maritime has stated the lawsuit is meritless and they have a zero-tolerance policy regarding sexual misconduct.

Madrone said that local tribes, especially the Yurok and Hoopa tribes, wanted more engagement and ensure language around education and law enforcement regarding the workforce needed to construct the terminal. A Yurok Tribe representative spoke during public comment, urging the board to first meet with the tribe before moving forward.

An offshore wind terminal would be an essential aspect of installing the turbines, which would then need a massively improved network of local power cables in order to export energy to the rest of the state.

Amy Monier, director of projects for Crowley's Humboldt Offshore Wind Terminal Project, agreed with the board on the importance of engaging with local tribes.

"We also recognize that engaging with and consulting with tribal nations, which we've begun, is very important. We take it very seriously, supporting measures on MMIP (Missing and Murdered Indigenous People), how it's going to impact the projects moving forward. That takes time, as you know, and that's a process we're working on and we take very seriously and we're looking forward to working with the county and engaging with the tribal nations on that."

The board did not set a timeline for when the memorandum would return.

Jackson Guilfoil can be reached at 707-441-0506

Times Standard 12/6/2023, By [SAGE ALEXANDER](#)

Offshore wind company to open office in Eureka ahead of construction



The ceremony is set for 5:30 Dec. 12 in the Carson Block Building. (Shaun Walker/ The Times-Standard)

On Wednesday evening, Vineyard Offshore will be holding an opening ceremony for an office in Eureka's Carson Block building.

Vineyard Offshore is one of two companies, along with RWE Offshore Wind Holdings, that won an auction in Dec. 2022 for a federal lease area off Eureka to build floating offshore wind turbines.

"There's a reason why we want to be in the center of town. We want to be accessible for folks," said Erik Peckar, Vineyard's director of external affairs for the West Coast. He said they want a place for people to share information with organizations interested in the project.

Construction for the project is still well into the future and faces a number of hurdles. Peckar estimated that construction is ten plus years out, and added they have time to get it right. Construction of a terminal in Humboldt Bay comes first; officials from the Harbor District aim for construction of the terminal, to be operated by Crowley Wind Services, to begin in late 2026 and to be completed in 2029.

Christian Scorzoni, Vineyard's head of external affairs, said the company has been involved in other pieces of the puzzle that need to be addressed, like workforce training programs at Cal Poly Humboldt and a work force development group with Humboldt County. The company has been working in Sacramento; State Assembly Bill 1373 was recently signed by Governor Gavin Newsom, which centralizes the process of buying offshore wind energy.

Companies also must address concerns of fishermen and other groups through a community benefits agreement. The company has been meeting with government leaders, including local tribes, said Scorzoni.

Peckar, who was involved in community agreements involving the company's massive wind farm near Martha's Vineyard, Massachusetts, said the company is taking the experience from the East Coast and translating it to California. The project is set to be commercially operable next year. Christian Scorzoni, head of external affairs, said the 800 megawatt offshore wind project has 3,600 full time employees — although the two noted it's too soon to know job projections for Humboldt County.

Scorzoni noted the company learned from listening to the local community needs on the East Coast, including adding income eligible ratepayer benefits after receiving feedback.

The organizers of the event are asking for donations of nonperishable food in support of Food for People's food drive. Crowley, who will operate the terminal, also opened an office in the building earlier this year.

IF YOU GO:

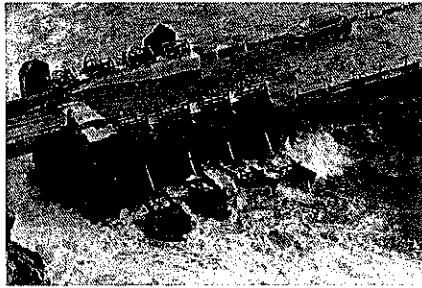
When: Wednesday, Dec 6 at 5:30 pm

Where: The Carson Block building, Eureka, on the third floor

Blue power: Will ocean waves be California's new source of clean energy?



BY JULIE CART NOVEMBER 29, 2023



Some wave technology, like this one from Eco Wave Power, is deployed near shore, attached to seawalls or jetties, where paddle-like devices are driven up and down by wave action, activating hydraulic energy. Photo courtesy of Eco Wave Power

IN SUMMARY

Only a few small demonstration projects off the West Coast have harnessed the power of waves and tides. Costs are high and hurdles are challenging.

The world's oceans may be vast, but they are getting crowded. Coastal areas are congested with cargo ships, international commercial fishing fleets, naval vessels, oil rigs and, soon, floating platforms for deep-sea mining.

But the Pacific Ocean is going to get even busier: Nearly 600 square miles of ocean off California have been leased for floating wind farms, with more expected. Now the state is considering hosting another renewable energy technology in the sea: Blue power, electricity created from waves and tides.

A new law signed by Gov. Gavin Newsom in October instructs state agencies to study the feasibility and impacts of capturing ocean movement to create power and report back to the Legislature by January 2025.

The goal is to jumpstart an industry that could fill in the power gaps as California tries to achieve its goal of transitioning to an all-renewable electric grid by 2045.

But for all the interest in renewable energy — and the government subsidies — public investment in ocean energy has lagged. And the technology that would make the projects more efficient, cost effective and able to withstand a punishing sea environment is still under development.

So far, a handful of small demonstration projects have been launched off the West Coast, although none has produced commercial power for the grid. Through 2045, the California Energy Commission's new projections for future power do not include any wave and tidal power. Yet energy experts say there is great potential along the Pacific coast.

"Of all the energies out there, marine energy has been the slowest to develop. We are kind of where land-based wind was 20 or 30 years ago," said Tim Ramsey, marine energy program manager at the U.S. Department of Energy's Water Power Technologies Office.

Energy from waves and tides is generated by an action that the ocean almost always provides — movement. Although wave and tidal devices take different forms, most capture the ocean's kinetic motion as seawater flows through cylinders or when floating devices move up and down or sideways. In some cases, that movement creates hydraulic pressure that spins a turbine or generator.

As with all developing energy technologies, Ramsey said, the cost to produce wave and tidal power is expected to be quite high in the early years.

Although there have been advances in technology, getting ocean-based projects from the pilot stage to providing commercial power to the grid is the next hurdle for the industry — and it's a substantial one. "It's very expensive right now, and really hard to do. Working out in the water is very complex, in some cases in the harshest places on Earth...Then being able to build something that can last 20 to 30 years. We've made progress, but we're a decade away," Ramsey said.

"Of all the energies out there, marine energy has been the slowest to develop. We are kind of where land-based wind was 20 or 30 years ago."

TIM RAMSEY, U.S. DEPARTMENT OF ENERGY'S WATER POWER TECHNOLOGIES OFFICE

State Sen. Steve Padilla, a Democrat from Chula Vista and the author of the wave energy bill, said ocean power has "great potential" but it has been agonizingly slow.

"Folks have been busy focusing on other things," he said, citing the state's current push for floating offshore wind development. "There has been a combination of a lack of knowledge and awareness of the infrastructure and impacts. We know the state's energy portfolio has to be as broad as possible." A spokesperson for the California Energy Commission, which is taking the lead on the new state study, declined to comment about wave power, saying its work has not yet begun.



D

STEVE PADILLA

State Senate, District 18 (Chula Vista)
[Expand for more about this legislator](#)

The potential is enticing: The [National Renewable Energy Laboratory](#) estimated that the total wave and tide energy resources that are available in the U.S. with current technology are equivalent to 57% of 2019's domestic energy production. While the report noted that the technologies are in early stages of development, "even if only a small portion of the technical resource potential is captured, marine energy technologies would make significant contributions to our nation's energy needs."

The U.S. Department of Energy's "[Powering the Blue Economy](#)" initiative, among others, provides grants and sponsors competitions to explore new and better technology. The fiscal year 2023 federal budget for ocean waves energy is \$123 million, Ramsey said.

One program is funding [research led by national labs](#), including designs to improve wave-driven turbines and building better motor drives for wave-energy converters.

The idea of harnessing wave power has been kicking around California for decades. So has the state policy of ordering research into its potential: A [2008 study](#) prepared for the Energy Commission and the Ocean Protection Council concluded that much more research was needed to better assess the potential impacts of wave and tidal energy.

At the time that study was released, one of the technology's most ardent proponents was a young politician named Gavin Newsom. While mayor of San Francisco in 2007, Newsom proposed a tidal energy project near the Golden Gate Bridge. That idea was scrapped because it was prohibitively expensive.

Not long after, as lieutenant governor, Newsom backed a pilot wave energy project he hoped would be up and running by 2012 or 2013. It wasn't.

But the dream has not died. California is already hosting wave energy projects, including one being assembled at AltaSea, a public-private research center that supports marine scientists focusing on the so-called Blue Economy. It operates out of a 35-acre campus at the Port of Los Angeles.

Its CEO is Terry Tamminen, a former California environmental secretary, who had a hand in writing the new wave and tidal energy law. Tamminen said wave energy has been ignored by some state and federal officials in the face of "irrational exuberance" for offshore wind.

He said the smaller, cheaper wave energy development would help the state meet its clean energy goal and could produce power well before massive floating offshore wind projects.

"These machines can only be developed toward commercial viability by putting them in the water and assessing their performance. ... It's a long slog to build and deploy and make money."

JASON BUSCH, PACIFIC OCEAN ENERGY TRUST

One of AltaSea's tenants, Eco Wave Power, is designed to deploy near shore, in breakwaters and jetties that roll with moving water. Its floating, paddle-like arms bob up and down in waves, triggering hydraulic pistons that power a motor.

Tamminen said the system is "ready to deploy. Within two years we could have a commercial installation of Eco Wave technology." The demonstration project will be installed at a wharf in L.A.'s harbor and will not generate any significant power, he said.

California is not likely to see much electricity from tidal energy, said Jason Busch, executive director of Pacific Ocean Energy Trust, an Oregon-based nonprofit fostering research into marine energy. He said the state of Washington is more conducive to this new energy, for example, because it has deep bays and estuaries for funneling water through turbine equipment.

"A little bit of homework would have told you there isn't much of a tidal opportunity in California," he said.

A small number of companies are preparing to launch pilot wave projects in other states. The Navy operates a wave energy test site in Hawaii; three developers are preparing to launch new projects in the water there.

PacWave, which operates two test sites off Newport, Oregon, is another demonstration project. A California-based company, CalWave, which concluded a 10-month demonstration off the Scripps Institute of Oceanography's research pier in San Diego, will deploy its wave energy devices in a grid-connected, pre-permitted open-water test. The demonstration at the Oregon site is scheduled to begin next year.



This type of wave-energy device is moored in the open ocean, where it is submerged. Units like this from CalWave will be used in a project off the coast of Oregon that will provide power to the grid. Photo courtesy of CalWave Much is riding on the success of the project, which took 11 years to acquire permits. Some testing has been conducted with small-scale versions of the final device, but not in harsh open water conditions and with no expectation of supplying power to the grid. "It's the first-of-its-kind full-scale deployment. Not in 'nursery' conditions. It's the real world, off you go," said Bryson Robertson, director of the Pacific Marine Energy Center at

Oregon State University, which is constructing the two testing sites. "We want to prove that we can deliver power."

Robertson, an engineer who studies wave dynamics, said one of the technologies being tested places large, buoyant squares in the water just below the surface, attached by lines to the sea floor. Kinetic energy is created as the floats bob and pitch with the action of the waves.

Some companies' technology sits atop the waves and others are fully submerged. Another is deployed on the surface and moves like a snake, with each segment creating energy from its movement. Each bespoke device is expensive, and some of the one-of-a-kind devices can cost \$10 million to design and build.

The industry "hasn't narrowed in on a winning archetype," Ramsey said. Some smaller designs can be picked up and thrown off a boat, he said, while others are large enough to need a boat to tow them into position.

"It's the first-of-its-kind full-scale deployment... We want to prove that we can deliver power."

BRYSON ROBERTSON, PACIFIC MARINE ENERGY CENTER AT OREGON STATE UNIVERSITY

To Busch, it's a critical moment for ocean energy, with small companies requiring years to raise enough funding to continue testing. And with attention on the industry, they cannot afford to stumble.

"Early companies that got full-scale machines in the water committed the mortal sin of overpromising and under-delivering to shareholders. One by one they went into bankruptcy," he said.

"This is the second generation. These machines can only be developed toward commercial viability by putting them in the water and assessing their performance. That process is very long. Companies receive only limited private capital. The venture capital model does not fit marine energy. It's a long slog to build and deploy and make money."

In the near future, wave and tidal energy may not provide huge amounts of power in the clean-energy mosaic that will form the grid, but the technology may prove to be one of the most versatile. Experts say marine power doesn't have to be transported to shore to be useful — it could charge oceangoing vessels, research devices, navigation equipment and aquaculture operations.

Closer to shore, modest wave-powered projects could support small, remote so-called "extension cord communities" at the end of the power supply. Federal researchers also foresee ocean power being used for desalination plants.

Wave-powered generators and other renewables are already supplying all of the needs of the Orkney Islands in Scotland, with the surplus energy used to create hydrogen to run ferries to the mainland.

New technology often comes cloaked in questions: How will the wave devices impact marine animals, shipping and other ocean users? What about transmission lines and possible floating power stations?

"Blue energy synergy" is a future possibility, with wave projects sited alongside floating offshore wind projects, allowing the power producers to share transmission lines and other infrastructure.

The state report due next year is meant to answer those questions and more.

"We still don't fully understand all of the interactions of the device in the marine environment," Ramsey said.

"Until you can put devices in the water and get long-term data collection, we don't know. We do try to extrapolate from other industries and activities in the ocean — oil and gas, offshore wind — but that only gets you so far.

"I think the potential is so enormous. If we can figure out how to do it cost-effectively, I know it will get solved. I hope the U.S. is at the forefront of solving that. If we lose a big industry to overseas, that is a lost opportunity."

BLOG POST · NOVEMBER 28, 2023**PPIC****PUBLIC POLICY INSTITUTE OF CALIFORNIA****A Better Way to Promote Urban Water Conservation**

Reducing per capita water use in cities and suburbs is key for helping communities get through droughts. And together with strategies to improve water supplies, it can also help build long-term water resilience in the face of our changing climate. In recent decades, Californians have been making great strides in long-term water conservation, and this latest drought showed once again that communities will go the extra mile to save water during droughts if needed.

But while it's often assumed that water conservation is inexpensive, it actually can be very costly. In response to 2018 legislation, the State Water Board is now considering new urban water use regulations whose statewide costs would far exceed their benefits. What's more, these costs would significantly impact affordability, hitting inland, lower-income communities hardest. In this post, we explore some of the proposed regulations' challenges and suggest some better approaches for implementing the law. An accompanying dataset provides further details.

A recap of recent urban conservation law

The 2018 legislation Making Conservation a California Way of Life called for the state to develop long-term water use standards for urban retail water suppliers—the roughly 400 utilities that serve more than 90% of California's residents. The law focused on indoor and outdoor water use and water loss from leaky pipes within distribution systems. In 2022, the State Water Board adopted regulations on reducing water loss, and new legislation set uniform statewide targets for indoor residential use.

The State Water Board is now considering proposed standards for outdoor water use by homes and non-residential water users with large amounts of landscaping. Outdoor use averages close to half of urban use, but the share varies widely across communities. Board staff developed the proposal, and it includes substantially tighter requirements than those recommended by the Department of Water Resources (DWR) following a multi-year technical assessment with extensive stakeholder input.

Once the regulations are adopted, suppliers could be fined if they fail to meet both the water loss standards and the combined indoor and outdoor standards. The board could also mandate specific actions to reduce water use. Crucially, while utilities can directly control their performance on water loss, they will need to rely on their customers to achieve the required indoor and outdoor savings. Achieving long-term water savings generally requires spending both by customers (on landscaping, for instance) and by utilities, which must staff and fund rebates and other programs to help customers use less water.

Major challenges with the State Water Board proposal

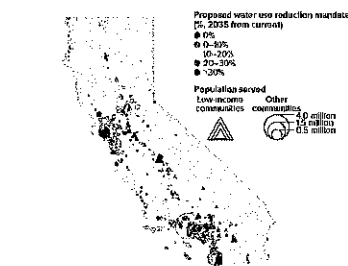
Among the issues with the proposal now before the board, three stand out:

Very high cost for little benefit. Board staff analysis concludes that the regulations would save roughly half a million acre-feet of water annually and would generate a net benefit to California of \$2.2 billion between now and 2040—or \$1.24 for every dollar spent. But as one of us shows elsewhere, that analysis both overstates the benefits and vastly understates costs. In reality, the regulations are likely to cost utilities and their customers over \$15 billion dollars to implement, while providing only \$8 billion in benefits. This would result in a net cost to California of \$7.4 billion to save less than 1.5% of annual water used by communities and farms statewide. In other words, California would see just \$0.53 of benefit for every dollar spent.

Major affordability concerns. The staff analysis also asserts that most Californians would see their water bills go down. But given the regulations' high net costs, the reverse is likely to be true. We estimate that at best, only a quarter of communities would save money or face no net costs—and the majority would see costs rise. And the regulations would hit the pocketbooks of inland, low-income, smaller communities hardest.

As the first map shows, the regulations would disproportionately impact smaller, low-income, inland communities, which would face the biggest mandated reductions, given their relatively high outdoor water use. Half of inland communities would need to cut water use by more than 30%, versus just 12% among coastal communities. Communities with the most low-income residents are twice as likely to face high cutbacks as communities with the fewest low-income residents (38% versus 19%). The smallest urban utilities are also twice as likely as the largest ones to face high cutbacks (36% versus 16%).

Mandated reductions would be highest in inland, lower-income communities



SOURCE: Author estimates, using EWRS Water Use Diagnostic Analysis Tool. **NOTE:** This map shows the proposed mandates by 2035 for water utilities and other connections to the State Water Board's regulated network. For mandated reductions, see the accompanying table. Mandates are shown as circles, with size corresponding to population served. The size of the circle is proportional to population. Community types are shown as triangles (low income) and circles (other). Community sizes are shown as small (0-10 million), medium (11-15 million), and large (16-20 million) circles. For more information, see the accompanying table. **NOTE:** Some communities may face higher mandated reductions than shown on this map because of higher water use in the future. For details by utility, see the accompanying table. **NOTE:** Data for this map are preliminary and subject to change.

As the second map shows, inland, low-income, and smaller communities also will face the biggest net costs of implementing the regulations. This map plots our conservative estimates of annual net implementation costs per connection—the average cost households could face by 2035 when the regulations are in full swing. The statewide average is \$101 per year, but the range is wide. On average, coastal communities would pay \$54/year to implement the regulations, versus \$194/year in inland areas. The communities with the most low-income residents would pay 2.5 times more than those with the fewest. And those served by smaller utilities would also face higher costs. This pattern reflects two things. First, achieving larger reductions is more costly. And second, inland areas such as the Central Valley tend to face relatively low costs for water compared to coastal areas, and thus lower benefits (or “avoided costs”) from using less of it.

The proposed regulation would be costly for most communities, and hit inland and lower-income communities hardest

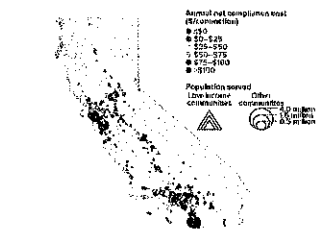


FIGURE 1. Annual net implementation cost by county. The map shows the annual net implementation cost by county for the proposed regulation. The map is color-coded by cost ranges. The legend indicates population served. Source: DWR, 2015.

Standards will be hard to meet. As many speakers at a recent board workshop pointed out, the strict standards for outdoor use not only will be costly, they will be hard for many communities to achieve without compromising the health of urban greenery, such as shade-providing trees, and banning residential lawns altogether, including in backyard play areas. Especially in the warmer inland parts of California, the standards could increase the risk of urban heat islands, erode quality of life, and undermine public confidence in government.

In response to concerns raised, the staff's approach so far has been to offer "variances" such as special allowances for communities with a lot of horses, or small delays in implementation for communities that file special requests to protect their trees. Such approaches add to the administrative costs for utilities, and they will tend to amplify the already considerable inequities, because larger, better-resourced utilities will find it easier to avail themselves of these variances.

A better approach

We believe it's possible for the board to meet both the letter and spirit of the Making Conservation a California Way of Life legislation, while limiting the harmful unintended consequences. The following options could be used individually—or ideally in combination:

1. **Revert to the outdoor water use standards proposed by DWR.** Whereas the board staff opted to impose largely untested design standards for outdoor water use efficiency, DWR's proposal includes some room for error, based on expert judgement of what's feasible in large-scale implementation. Applying these standards would reduce average annual implementation costs by 40%—down to \$60/connection—and lower the share of communities facing high reductions and high net costs.
2. **Cap required water use reductions.** Past experience has shown that it's both hard—and very costly—for communities to go beyond 20% savings. Capping the reductions at that level would bring average compliance costs down to \$57/year, while reducing the gap in costs between inland and coastal regions and lessening the burden on lower-income communities. DWR also recommended including a cap for utilities facing very high reductions.
3. **Conduct benefit-cost assessments at the utility level.** Even with these options, a majority of communities are likely to lose money implementing the new conservation law; nearly a quarter—including many lower-income communities—would still face annual net implementation costs of more than \$100 per household. This is especially troubling given growing concerns about water affordability in the state. A reasonable—and feasible—approach would be to limit conservation requirements for each community to levels that can be justified by the data. It is relatively straightforward to obtain credible estimates of supplier-level benefits and costs using the data developed by DWR and board staff; we have done that for our estimates above. The board has already used such an approach to adjust utility water loss standards. To guard against very costly outcomes, something similar could be done to gauge the local cost-effectiveness of the indoor and outdoor urban water use targets.

The bottom line

The proposed regulations show that urban water conservation can indeed be very costly for California's households, with very large expenses for very little payoff. Judicious modifications could meet the legislature's goal of promoting continued progress in urban water use efficiency in ways that are both equitable and wallet-smart. If the regulations go forward as proposed, it will be tempting to look for taxpayer dollars to help keep conservation programs locally affordable. But that would be penny-wise and pound-foolish. In our warming, increasingly volatile climate, California has vast investment needs to safeguard our water supplies and protect people and property from growing flood, heat, and wildfire risks. It's imperative that we spend our water dollars wisely.

CORRESPONDENCE



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SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

November 13, 2023

Wiyot Tribe
Tribal Historic Preservation Officer
1000 Wiyot Drive
Loleta, CA 95551

Re: Samoa Peninsula Waterline Right-of-Way Maintenance Project

To the Tribal Historic Preservation Officer:

The subject Project is being referred to the **Wiyot Tribe** to provide written notification in compliance with Assembly Bill 52 (Native Americans: California Environmental Quality Act). As such, and pursuant to Section 21080.3.1 (d) of the Public Resources Code, please submit your written request for consultation with the Humboldt Bay Municipal Water District regarding this Project and its potential impacts to tribal cultural resources within 30 days of the date of this letter. Maps of the Project location is attached for reference. Project scope and archaeological studies completed to-date include:

The **Samoa Peninsula Waterline Right-of-Way Project** involves both general maintenance activities, and specific Project components.

Project maintenance activities include:

- Removal of vegetation (grasses, herbaceous plants, shrubs, and trees);
- Grubbing (shallow digging);
- Filling and/or movement of sand or soil to safeguard District infrastructure;
- Excavation for pipeline repairs and replacement; and
- Other activities required for accessing the District's infrastructure and managing and maintaining water service in this region.

And specific Project components include:

- Replacement of an existing 15-inch pipe with a 24-inch pipe;
- Overflow pipe area maintenance;
- Electrical line installation;
- Domestic waterline maintenance along New Navy Base Road.

Details of these Project activities are included in the Notice of Preparation which was mailed to the Bear River Band on October 20, 2023. Please contact the District to discuss any of the proposed Project components or to request additional information.

Past communications with the **Wiyot Tribe** regarding this Project include the following:

In Spring and Summer 2023, cultural resource specialist Jamie Roscoe contacted the Bear River Band to notify them of the Project and that a cultural resources investigation and report was being completed in the Project's Area of Potential Effect.

On October 20, 2023, the District mailed the Notice of Preparation via U.S. Postal Service certified mail to the Bear River Band to provide notification of the Project and to garner potential comments on the Project from the Bear River Band.

Upon review of this letter and Project information, if consultation under AB52 is desired by the Bear River Band, within 30 days of receiving the request for consultation the District will begin the consultation process.

A "California Native American tribe" is defined as a Native American tribe located in California that is on the contact list maintained by the NAHC for the purposes of Chapter 905 of Statutes of 2004 (SB 18).

We understand that the information you provide may be sensitive, protected or confidential. Any information provided, or any exchange of information regarding tribal cultural resources as a result of consultation with the District, will be recorded and managed in accordance with state law (Cal. Code Regs. 15120(d), Public Resources Code 5097.9, 5097.993, 21082.3).

Please respond in writing no later than 30 days from date of letter to friedenbach@hbmwd.com or by mail to:

Humboldt Bay Municipal Water District
Attention: John Friedenbach, General Manager
PO Box 95
Eureka, CA 95502-0095

If you have any questions regarding the Project, please contact me.

Regards,



John Friedenbach
General Manager

Attachment: Location Map, Project Maps



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

November 13, 2023

Bear River Band of Rohnerville Rancheria

Tribal Historic Preservation Officer

266 Keisner Road

Lolita, CA 95551

Re: Samoa Peninsula Waterline Right-of-Way Maintenance Project

To the Tribal Historic Preservation Officer:

The subject Project is being referred to the **Bear River Band of Rohnerville Rancheria** to provide written notification in compliance with Assembly Bill 52 (Native Americans: California Environmental Quality Act). As such, and pursuant to Section 21080.3.1 (d) of the Public Resources Code, please submit your written request for consultation with the Humboldt Bay Municipal Water District regarding this Project and its potential impacts to tribal cultural resources within 30 days of the date of this letter. Maps of the Project location is attached for reference. Project scope and archaeological studies completed to-date include:

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Past communications with the **Bear River Band of Rohnerville Rancheria** regarding this Project include the following:

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

If you have any questions regarding the Project, please contact me.

Regards,



John Friedenbach
General Manager

Attachment: Location Map, Project Maps



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SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

November 13, 2023

Blue Lake Rancheria
Tribal Historic Preservation Officer
P.O. Box 428
Blue Lake, CA 95525

Re: Samoa Peninsula Waterline Right-of-Way Maintenance Project

To the Tribal Historic Preservation Officer:

The subject Project is being referred to the **Blue Lake Rancheria** to provide written notification in compliance with Assembly Bill 52 (Native Americans: California Environmental Quality Act). As such, and pursuant to Section 21080.3.1 (d) of the Public Resources Code, please submit your written request for consultation with the Humboldt Bay Municipal Water District regarding this Project and its potential impacts to tribal cultural resources within 30 days of the date of this letter. Maps of the Project location is attached for reference. Project scope and archaeological studies completed to-date include:

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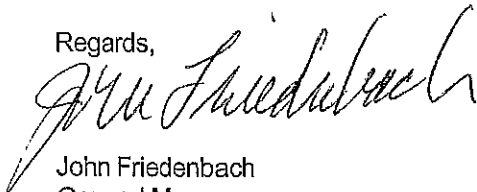
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Attention: John Friedenbach, General Manager
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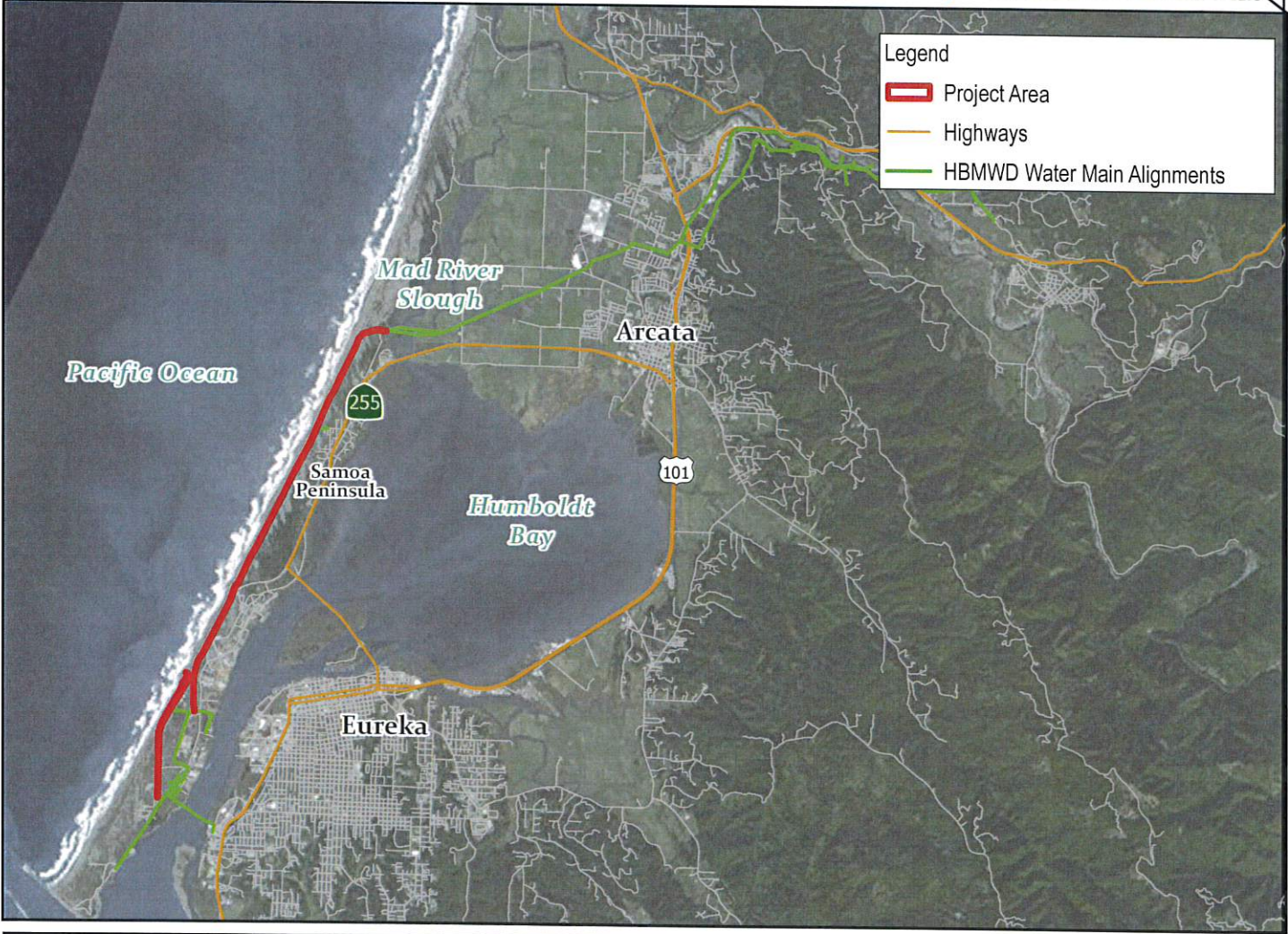
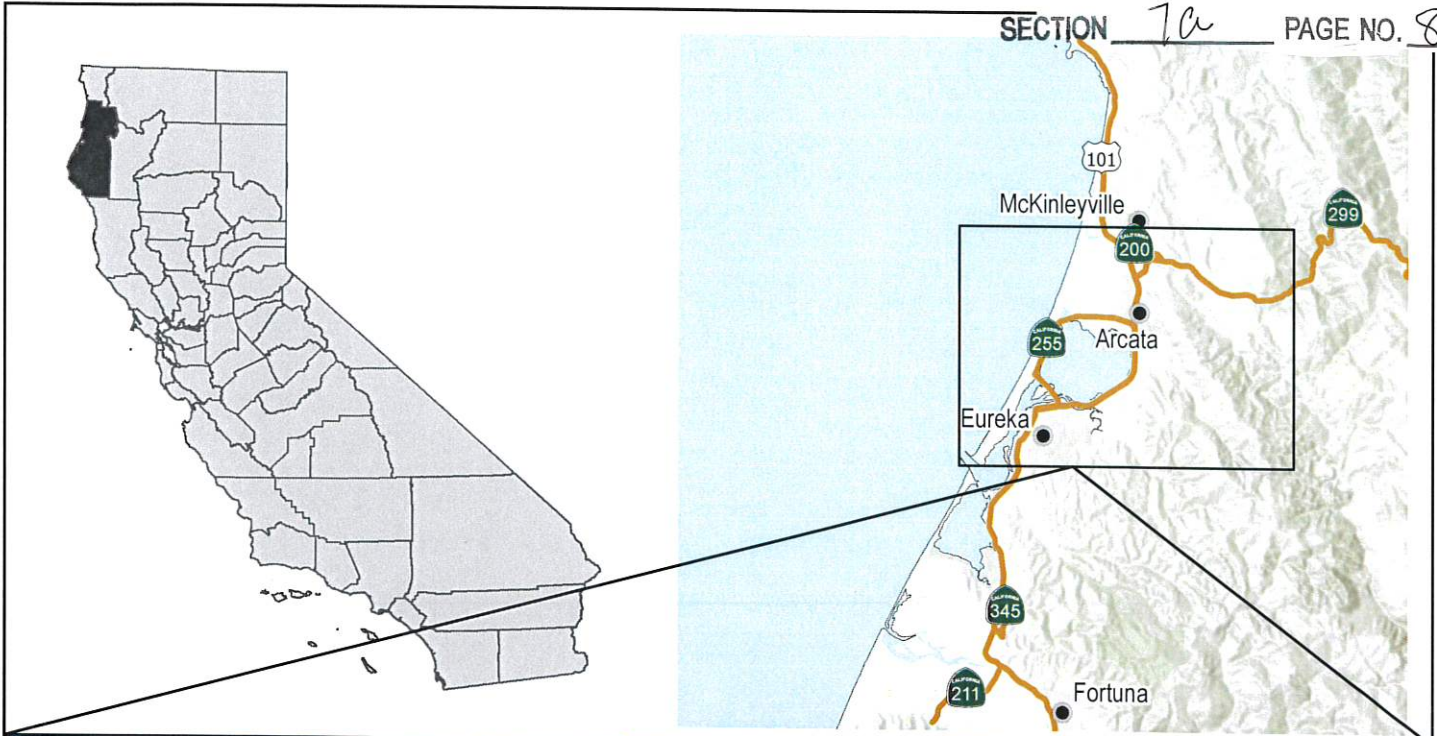
Regards,



John Friedenbach
General Manager

Attachment: Location Map, Project Maps

These attachments were sent with each
Tribal letter.



Paper Size ANSI A
 0 1 2
 Miles
 Map Projection: Mercator Auxiliary Sphere
 Horizontal Datum: WGS 1984
 Grid: WGS 1984 Web Mercator Auxiliary Sphere



Humboldt Bay Municipal Water District
 Samoa Peninsula Waterline
 Right-of-Way Maintenance Project

Project No. 12603983
 Revision No. -
 Date Sep 2023

Project Vicinity

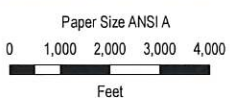
FIGURE 1

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Legend

- Phase 1 (Surveyed 2022)
- Phase 2 (Surveyed 2023)
- Phase 3 (To be surveyed in 2024)
- HBMWD Water Main Alignments
- Highways
- Roads



Map Projection: Lambert Conformal Conic
Horizontal Datum: North American 1983
Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

**Humboldt Bay Municipal Water District
Samoa Peninsula Waterline
Right-of-Way Maintenance Project**

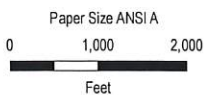
Project No. 12603983
Revision No. C
Date Sep 2023

Project Area

FIGURE 2-1

Legend

- Phase 1 (Surveyed 2022)
- Phase 2 (Surveyed 2023)
- Phase 3 (To be surveyed in 2024)
- HBMWD Water Main Alignments
- Highways
- Roads



Map Projection: Lambert Conformal Conic
Horizontal Datum: North American 1983
Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Humboldt Bay Municipal Water District
Samoa Peninsula Waterline
Right-of-Way Maintenance Project

Project No. 12603983
Revision No. C
Date Sep 2023

**15-inch Pipe
Replacement Project Component**

FIGURE 2-2



Legend

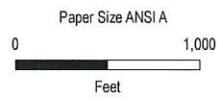
- Phase 3 (To be surveyed in 2024)
- Humboldt County Roads ROW
- HBMWD Water Main Alignments
- Roads

Domestic Waterline Maintenance Along New Navy Base Road

Overflow Pipe Area

Electrical Line Installation

Data Disclaimer
 Humboldt County Roads Right of Way (ROW) determined by GIS data of approximate parcel boundaries



Map Projection: Lambert Conformal Conic
 Horizontal Datum: North American 1983
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Humboldt Bay Municipal Water District
 Samoa Peninsula Waterline
 Right-of-Way Maintenance Project

Project No. 12603983
 Revision No. C
 Date Nov 2023

**Project Components
 in Phase 3**

FIGURE 2-3

Vghdnet\ghd\US\I\Eureka\Projects\5811\2603983\GIS\Maps\Deliverables\12603983_ProjectDescription.aprx 12603983_004_Fig2-3_ProjectArea_RevE
 Print date: 10 Nov 2023 - 13:18

Data source: World Imagery (Clarity). This work is licensed under the Esri Master License Agreement. View Summary | View Terms of Use. Export: This layer is not intended to be used to export tiles for offline. Data Collection and Editing: This layer may be used in various ArcGIS apps to support data collection and editing, with the results used internally or shared with others, as described for these use cases. Created by: jlopez4

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



November 15, 2023

Chris Harris
Business Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502-0095

TRF Redundant Pipeline

SUBJECT: Notice of Desk Compliance Assessment, CR#23-02958; FIPS # 023-91000,
Hazard Mitigation Grant Program, Cal OES project # PJ0701,
FEMA-4407-DR-CA, November 2018 California Wildfires

Dear Humboldt Bay Municipal Water District:

The California Governor's Office of Emergency Services (Cal OES) will be conducting a compliance assessment of your grant processes and documentation related to the above Grant Subaward. The purpose of the assessment is to ensure your organization has complied with applicable state and federal regulations, and grant guidelines.

To ensure the assessment is completed in a timely manner, please provide the requested electronic documents outlined in the attached Cal OES Document Request, no later than December 12, 2023, to Heather Kearns, Program Monitor, at Heather.Kearns@caloes.ca.gov. At the conclusion of our assessment, an informal exit meeting will be held via telephone, at which time we will discuss the results of the assessment. If you have any questions about this process, please contact Heather Kearns at (916) 767-3016 or via email at the abovementioned address.

Sincerely,

URSULA HARELSON
Division Chief, Recovery Planning & Quality Control

Enclosure(s): Document Request List, Internal Control Questionnaire

cc: Ron Miller, Acting State Hazard Mitigation Officer



3650 SCHRIEVER AVENUE • MATHER, CA 95655
RECOVERY DIRECTORATE • QUALITY CONTROL AND MONITORING UNIT
PHONE (916) 845-8200 • FAX (916) 845-8387
www.caloes.ca.gov

CAL OES DOCUMENT REQUEST

Please gather copies of all worksheets and other records used to prepare and support the Request for Reimbursement(s) for the referenced Project Number as follows:

PROJECT #	TOTAL OBLIGATION	REQUESTED AMOUNT	PAYMENT AMOUNT	RETENTION AMOUNT	MATCH AMOUNT	PERIOD COVERED
PJ0701	\$339,255.00	\$50,779.00	34,275.83	\$5,077.90	\$11,425.27	07/01/23 -09/30/23

Please send via email by December 12, 2023:

1. Chart of Accounts & General Ledger (or sub-ledger) relating to the grant revenues and expenditures for the period covered.
2. Copy of the most recently completed financial single audit.
3. List of all equipment and materials purchased with grant funds, and documentation of the most recent physical inventory of the equipment.
4. Fiscal/Administrative Policies
 - a. Procurement (Including Conflict of Interest/Code of Conduct).
 - b. Travel.
 - c. Records Retention.
5. Organizational Chart that displays each person being charged to the grant, including unit, name and title.
6. Equipment list by type and equipment used on project.
7. Invoices, cancelled checks, procurement records, contracts, etc., supporting all claimed expenses for period covered.
8. Contracts entered into using grant funds during the fiscal year in review.
9. A description of your process for verifying a vendor/contractor has not been suspended or debarred from participation in federal grant awards.
10. Documents supporting all procurements conducted during the period covered.
11. Copies of timesheets and payroll registers supporting the requested reimbursement.
12. Approved employee hourly rate from Human Resource department for each employee charged to the grant for the period covered.
13. Job descriptions for staff allocated to the project.
14. Documentation supporting the match requirement as applicable for the period covered.
15. Memorandum of Understanding (MOUs), Operational Agreements (OAs), etc., if applicable to the period covered. Include a copy of the written procedures used to monitor your Subrecipient(s).

Please assemble the above items and label according to their item number. If the expenses were reported by cost category, please organize the documents according to each category.

Please be advised the Program Monitors may request additional documentation as necessary.

Eumboldt Bay Municipal Water District

Compliance Assessment #: 23-02958

Internal Control Questionnaire

Please type responses to the following questions:**Board Members**

Please provide the names, addresses, phone numbers and email addresses for all Board members.

Grants Management/Cash

1. Does your organization's financial system account for Subaward funds and expenditures separately from other programs of the organization?
2. Who is responsible for tracking the Subaward expenditures and reimbursements on the accounting records (general ledger)?
3. Who is responsible for submitting budget modification requests to Cal OES?
4. Who is responsible for preparing the monthly bank reconciliation?
5. Who is responsible for reviewing the monthly bank reconciliations?
6. How does your organization ensure assets (cash and equipment) are protected?
7. How does your organization ensure grant-related documents are safeguarded?
8. What is your organization's policy for retaining grant-related documents; how many years are the documents retained after Subaward closure?

Reimbursement Requests

1. Who is responsible for preparing and submitting reimbursement requests to Cal OES?
2. What is the process for reviewing the reimbursement requests and ensuring supporting documents are maintained for Subaward expenditures?
3. What is the process to ensure expenditures are paid prior to requesting reimbursement?
4. Who is responsible for ensuring that only allowable, reasonable and allocable expenditures (per grant guidelines) are submitted on the reimbursement requests?
5. What is the process to ensure expenditures are allowable, reasonable and allocable to the Cal OES Subaward(s)?

Disbursements

1. How often are checks prepared for disbursement?
2. Who has authority to approved checks to pay Subaward expenditures?
3. Who has the authority to sign checks for Subaward expenditures?
4. Has a payment been processed without proper supporting documentation during the period in review? If so, explain.
5. Who reviews and approves the payroll expenditures?
6. Who pays the payroll expenditures?
7. What documentation is provided to the reviewer for their review and approval (all paid expenditures)?

Humboldt Bay Municipal Water District

Compliance Assessment #: 23-02958

4. Does the individual responsible for performing the physical inventory sign a document stating the inventory was performed and all assets were accounted for?
5. Does your organization maintain an inventory log/list of all equipment purchases with Cal OES Subaward funds? If so, what information is contained on the log/list?

Purchasing/Procurements

1. Does your organization have written purchasing/procurement procedures?
2. Do the written procedures require obtaining multiple quotes or following a formal bid or request for proposal process? Include a brief overview of the procurement thresholds and levels of approval.
3. Do the written procurement procedures require that documentation be retained to support the procurement and purchase of goods and services?
4. Who is responsible for procuring goods/services for the performance of the Subaward?
5. What is the process to ensure that only allowable goods and services are purchased with Subaward funds?
6. Who is responsible for obtaining quotes for procurements that meet the simplified acquisition threshold?
7. Who is responsible for preparing and reviewing competitive bid requests or requests for proposals?
8. Who is responsible for making the purchasing decision and preparing the justification?
9. What is the process to procure goods/services via a non-competitive/sole source procurement?
10. Who is responsible for reviewing and approving the non-competitive/sole source procurement?
11. Are the non-competitive/sole source requests submitted to Cal OES for pre-approval? If so, who is responsible for submitting the requests and maintaining the documentation?
12. Were any non-competitive/sole source procurement transactions conducted during the Subaward performance period? If yes, what was the purchase and who was the contractor/vendor? Was approval obtained from Cal OES prior to the contract signing?
13. Who is responsible for preparing the price/cost analyses when required?
14. Who is responsible for negotiating profit when there is no competition?
15. Who is responsible for the settlement of all contractual and administrative issues arising out of procurements?
16. What is the process by which procurement protests, disputes and/or claims are handled?
17. Has your organization maintained documentation to support all procurements conducted using Subaward funds or matching contributions for procurements over \$10,000?

Contracts

1. Who is responsible for preparing contracts for the purchase of goods and/or services?
2. Who is responsible for ensuring all federally required provisions are contained in the contracts?

Humboldt Bay Municipal Water District

Compliance Assessment #: 23-02958

3. Who has the authority to sign the contracts on behalf of the organization?
4. Are there written procedures in place for the preparation of contracts for goods and services?
5. Does your organization understand that a purchase order constitutes a contract, and must contain all the required provisions? (Please note that purchase orders may contain a link to the provisions, or a copy of the provisions can be attached to the purchase order at the time it is sent to the contractor/vendor.)

GAVIN NEWSOM
GOVERNORNANCY WARD
DIRECTOR**Cal OES**
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

December 6, 2023

Chris Harris
Business Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502-0095TRF Redundant PipelineSUBJECT: Compliance Assessment, CR#23-02958; FIPS # 023-91000,
Hazard Mitigation Grant Program, Cal OES project #PJ0701,
FEMA-DR-4407-DR-CA, November 2018 California Wildfires

Dear Humboldt Bay Municipal Water District:

The California Governor's Office of Emergency Services (Cal OES) has concluded its desk compliance assessment on the Cal OES Grant Subaward noted below. Our assessment included examining selected documentation that supported your expenditures and performing certain procedures as necessary, to determine compliance with the Code of Federal Regulations (CFR), and grant guidelines.

<u>Disaster #</u>	<u>Disaster Name</u>	<u>Project #</u>	<u>Review Period</u>
DR-4407	November 2018 California Wildfires	PJ-0701	07/01/23-09/30/23

* Cal OES did not identify any instances of non-compliance as a result of this assessment. *

Advisory: Title 2 CFR, Part §, 200.334 states in part "Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report...". Subrecipient has an extensive records retention policy, though detail as it relates to Federal funds and federally funded project records was not noted. The subrecipient written policy on records retention remains open to interpretation, "a minimum of 2 years past when it is required"

Recommendation: Subrecipient should clarify the required time period in their written records retention policy, so that at a minimum it meets the requirement for Federally funded projects as stated in the regulations.

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RECOVERY DIRECTORATE • QUALITY CONTROL AND MONITORING UNIT
PHONE (916) 845-8200 • FAX (916) 845-8387
www.caloes.ca.gov

Humboldt County Municipal Water District.
December 6, 2023
Page 2

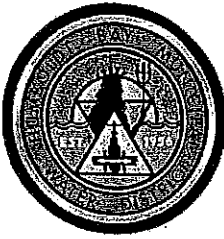
Thank you for the courtesy and cooperation you extended Cal OES in completing this assessment. If you have any questions, please contact Heather Kearns at (916) 767-3016 or by email at Heather.Kearns@caloes.ca.gov.

Sincerely,



URSULA HARELSON
Division Chief, Recovery Planning & Quality Control

cc: Ron Miller, Acting State Hazard Mitigation Officer



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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NEAL LATT, PRESIDENT
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DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
SHERI WOO, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

November 27, 2023

Mr. Justin Ly
North Coast Branch Supervisor
National Marine Fisheries Services (NMFS)
West Coast Region, Northern California Office
1655 Heindon Road
Arcata, CA 95521-4573

Subject: Response to NMFS Letter 10012WCR2023AR00078 "Comments on the Humboldt Bay Water District's Proposed Petition for Change of Use 1707 Instream Flow Dedication"

Dear Mr. Ly,

This letter is a response to NMFS No. 10012WCR2023AR00078 dated September 27, 2023 that we received via email on the same day. We would like to clarify that incidental take of listed salmonids from the Humboldt Bay Municipal Water District (District) operations have already been addressed by NMFS's Biological Opinion (dated March 10, 2005) of the Humboldt Bay Municipal Water District's Habitat Conservation Plan (HCP). Operations described in our Draft Petition for Change for Instream Flow Dedication (Water Code Section 1707) are within the operations described in our HCP. Our Draft Petition for Change does not augment flows nor does it propose any change in District operations from those described in the HCP and NMFS's Biological Opinion. Therefore, NMFS's request for a 30-day response to meet the timeline in the HCP implementation agreement does not apply because our operations and those described in the Draft Petition for Change remain within the flows of the approved HCP.

This response letter can be summarized by the following headings:

- The Draft Petition for Change requests an additional purpose of use to allow for instream flow dedication for a portion of our water rights but does not propose augmentation of flows or change to operations that are described in the District's Habitat Conservation Plan.
- The District has considered NMFS's comments during private meetings, public meetings, and in written communications.
- NMFS's requested level of detail (such as flow analyses based on hourly data) is inconsistent with the District's operational constraints and controls.
- Additional studies to quantify habitat and ecological benefits and bypass flows are unnecessary because the District is not proposing changes to our already-permitted operations, so previous studies that support these operations still hold.

- The District's motivations for submitting a petition for change of purpose of use to include instream flow dedication are preserving our water rights and preserving or enhancing fish and wildlife resources. These reasons are not mutually exclusive.

The Draft Petition for Change requests an additional purpose of use to allow for instream flow dedication for a portion of our water rights but does not propose augmentation of flows or change to operations that are described in the District's Habitat Conservation Plan.

The Draft Petition for Change does not propose an augmentation of flows but requests that the District be able to continue the existing releases in excess of current demand by adding to its existing purposes of use for instream purposes of preserving or enhancing fish and wildlife resources. Without adding this purpose of use, the District could be required to cease releasing the additional water over and above its municipal and industrial demands (current permitted uses). This would be detrimental to aquatic organisms and habitat in the Mad River.

NMFS repeatedly indicates in their September 27, 2023 letter that the Draft Petition for Change is a "further augmentation of the natural flow", and that "increased flow augmentation is likely more detrimental than beneficial to listed species and their critical habitats". First, the District is not proposing an augmentation of the flow above 60 cfs during summer low flows, or above what is already approved in the HCP and NMFS's Biological Opinion. Second, a "natural flow"¹ scenario could have a seriously detrimental effect on the Mad River ecosystem, by negatively impacting (decreasing) summer holding habitat for adult summer steelhead, and rearing habitat in the mainstem in the summer for juvenile Chinook and coho salmon, and steelhead. In addition, some scientists are concerned that a "natural flow" scenario could be detrimental to water quality and lead to the development of a barrier beach and significantly delay entry into the river by Chinook salmon, which typically begins in late-August or early September.

The District has considered NMFS's comments during private meetings, public meetings, and in written communications.

The District has reached out to NMFS several times to discuss the flows that are the subject of the Draft Petition for Change, including meetings on July 14, 2021; February 24, 2022; and May 13, 2022. Numerous monthly District Board public meetings have listed "Instream Flow" on the agendas, and a special board meeting was held on August 3, 2023 that specifically addressed the Draft Petition for Change instream flow dedication. We have considered NMFS' previous suggestions, previous studies on the Mad River, and previous studies on the District's operational constraints to shape our Draft Petition. NMFS has indicated support in the past for the District's efforts to pursue beneficial instream flow dedications (letter dated September 25, 2015). (We also note that NMFS's comments are on the November 3, 2022 version of our Draft Narrative Summary for HBMWD Petition for Change. The most recent version was made public at the August 3, 2023 special meeting and is [online here](#)² and [here](#).³

NMFS's requested level of detail (such as flow analyses based on hourly data) is inconsistent with the District's operational constraints and controls.

NMFS describes two primary technical issues in their September 27, 2023 letter. The first is the premise that the District is proposing an augmentation (which is not being proposed), and the second is that the District needs to provide an analysis of flows on an hourly basis. Technical issues based on augmentation are not addressed here because the Draft Petition for Change is proposing no change in flow regime from what is described in the District's HCP and NMFS's Biological Opinion. To better understand how detailed hourly flow data analyses might assist us, we provide here a description of the District's operations and controls with respect to flows; due to the time scale of dam operations (days to weeks) an hourly analysis at flows at the 299 gage would have no meaningful influence on the results/outcome of the analysis.

¹ The comment on the equation for "natural flow" that is included in the HCP is not relevant to the Draft Petition for Change, because as explained, the Petition does not request any changes to operations already approved in the HCP, and so it is not addressed further in this letter.

² <https://www.hbmwd.com/files/914765d89/Instream+flow+board+presentation+08-03-23.pdf> (pages 30 – 86)

³ <https://www.hbmwd.com/files/19b502065/Agenda+and+packet+combined+for+October.pdf> (October 12, 2023 Board packet pages 70 to 84)

The District manages flows in the reaches of the Mad River between Ruth Lake and the Essex facility by releases at Matthews Dam via four flow route options; they are:

- 1) over the spillway,
- 2) through the fish bypass line,
- 3) through the penstock and Howell Bunger valve, and
- 4) through the penstock and generators.

The District does not control flow that passes over the spillway. These flows occur when Ruth Lake is full (at spillway crest) and flow into the reservoir is greater than the flow out through the penstock.

Flows through the fish bypass line only occur when there is no flow over the spillway and the penstock is closed for service of the Howell Bunger valve and/or the generators. The purpose of this line is to allow the minimum fish flows in the river while the penstock is not in operation. The fish bypass line is controlled with a single butterfly valve, which is not designed as a throttling valve. This valve is either open or closed. The discharge from this line is between 5 and 7 cfs and fluctuates with the height of water in the reservoir (static head pressure).

Flow through the penstock may be routed to the Howell Bunger valve or to one or both of the generators. The flow through the Howell Bunger valve is throttleable over the range of flows possible through the penstock, which range from 0 cfs to 250 cfs. When generating electricity (the preferred operating mode because it generates revenue), the Howell Bunger valve is typically closed, and flow is routed through the generators. Flow through the generators is controllable, however, they only function efficiently at specific "steps" or ranges of flow rates. When the reservoir is full and subsequent water pressure is high, both generators may operate. This typically occurs during the winter and spring months. As reservoir levels decrease and pressure is lower, only one generator may operate. During the late summer and fall, the District typically operates only one generator. With one generator running, flows may vary in specific steps from 200 cfs to as low as 42 cfs, depending on reservoir elevation.

Several factors are considered when managing the Ruth Lake reservoir and releases. One of the District's primary objectives is to recharge the aquifer (Holocene River deposits) near the District's Essex pump stations. In order to meet this objective, reservoir water storage must be sufficient to meet 1) minimum discharge requirements, 2) the groundwater recharge demands near Essex, and 3) reserve capacity needed for drought contingency. Ruth Lake is usually full during winter storms and spring runoff, but its level varies throughout the year and the District has developed a calendar of required reservoir water levels by date to meet all of the required demands. The required demand may vary due to several factors, including weather projections.

To manage the reservoir water levels, flows through the penstock may be adjusted. This flow adjustment is a manual process, and the throttling valves are not designed for constant or dynamic management control. While the District continually monitors the reservoir level and releases, the flows are typically adjusted on a weekly basis.

For these reasons, analysis of flows on an hourly basis is inconsistent with the level of reservoir water release management the District can perform. In short, the District cannot functionally operate reservoir releases on an hourly basis. During the summer with one generator running, there are relatively few flow steps or levels that can be released between 42 to 200 cfs. Due to the minimum discharge, groundwater recharge, and drought contingency requirements, and taking short- and long-term weather projections into account, flows are typically adjusted weekly, which is inconsistent with flow analyses based on hourly data.

Additional studies to quantify habitat and ecological benefits and bypass flows are unnecessary because the District is not proposing changes to our already-permitted operations, so previous studies that support these operations still hold.

NMFS states that "the effect of storm flow retention in Matthews Dam and the effects of increased flow rates and fluctuation into the lower river⁴ and the estuary should be part of the effects analysis." The District is not proposing to increase flow rates into the lower river, but would maintain the current flow regime as described in the HCP and as has occurred since 2009. Three studies on fluctuations in the lower river have been performed. The District conducted a study (Stillwater Sciences 2014a) on the effect of storm flow retention behind Matthews Dam as it related to muting of instream flows and fish passage in the lower river. NMFS (2005) conducted a field investigation on the effects of the Essex surface diversion on fish stranding. The District also conducted a study (Stillwater Sciences 2014b) on habitat effects of flow fluctuation from water diversions in the lower river.

The Stillwater Sciences (2014a) study found that muting of the hydrograph does occur during the fall and winter prior to Ruth Lake being at capacity and spilling over Matthews Dam. However, the muting occurs only when Ruth Lake inflow exceeds the capacity of the hydro plant to release flow. In addition, the heaviest rainfall in the Mad River watershed typically occurs downstream of Matthews Dam, which results in significant flow accretion and minimization of any muting effects on hydrology. The study also found that the effect of hydrograph muting on adult Chinook salmon passage over riffles was minimal since early season rains generally result in tributary accretion downstream of Matthews Dam and prior to any inflow into Ruth Lake.

NMFS conducted a study (NMFS 2005) on the effects of the District's surface diversion (27 cfs) downstream of the Essex Facility in regard to fish stranding. NMFS reported a drop in water surface elevation of 0.17 feet and that juvenile salmonid stranding risk was negligible. In addition, NMFS reported that their visual observations suggested that distribution of habitat types remained unchanged during the pump-on scenario and that there were no apparent changes in existing riffles, runs, and deep pools that salmonids would utilize during that time of year (August).

The Stillwater Sciences (2014b) study looked at changes in water surface elevation and wetted width during pump-on and pump-off conditions at four cross-sections downstream of the Ranney collectors and upstream of Highway 299. The diversion rate of the Ranney collectors was 12 cubic feet per second. The study reported reductions in water surface elevations of 0.03–0.18 feet and wetted width of 0.9–2.2 feet (1.6–2.7 percent of wetted width) during the pump-on scenario. The study concluded that similar to what NMFS (2005) reported, "there is little risk of fish stranding or loss of instream habitat. It does not appear that the District's municipal pumping operation results in significant changes to river width or depth. The small change observed occurred slowly over three hours. Given the slow rate of change in depth and limited effect on wetted width, fish would have ample time to respond to any diversion-related effects on water surface characteristics in the lower Mad River."

The District's motivations for submitting a petition for change of purpose of use to include instream flow dedication are preserving our water rights and preserving or enhancing fish and wildlife resources. These reasons are not mutually exclusive.

NMFS states that "HBMWD's proposed 1707 water dedication appears to be for the preservation of HBMWD's water rights instead of for fish and wildlife beneficial uses" and then NMFS "recommend[s] the HBMWD terminate their proposed 1707." The District's motivations for submitting a petition for change of purpose of use to include instream flow dedication are two-fold: to preserve our water rights and preserve or enhance fish and wildlife resources. These reasons are not mutually exclusive. Since 2009, the District has been releasing more water in the summer than is used by municipal and industrial customers. There have been 14 years of greater groundwater recharge likely resulting in greater surface water flow in the lower Mad River and resulting ecological benefit. This Petition for Change seeks to codify this practice, permanently and in perpetuity.

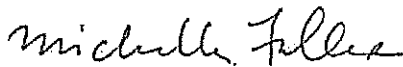
⁴ The term "lower river" is not formally defined, but the District considers it to refer to the Mad River upstream of its Essex Facilities.

We hope this response clarifies the technical aspects of the District's Petition for Change, and that NMFS will support our Petition for Change and the District's ongoing enhancements to the ecology of the Mad River watershed.


Sincerely,
HBMWD Instream Flow Committee



John Friedenbach, GM



Michelle Fuller, Vice-President of the Board of Directors



Sheri Woo, Board Director

Cc: Monty Larson, CDFW, Monty.Larson@wildlife.ca.gov
Sharon Kramer, H.T. Harvey and
Associates Dennis Halligan, Stillwater
Sciences Patrick Sullivan, GHD

References

NMFS. 2005. Investigation of Mad River stage fluctuations below Humboldt Bay Municipal Water District's pumping facilities. Arcata, California. File number: 151422SWR99AR25.

Stillwater Sciences. 2014a. Mad River fish passage study. Technical Memorandum. Prepared by Stillwater Sciences, Arcata, California for Humboldt Bay Municipal Water District. Eureka, California.

Stillwater Sciences. 2014b. Mad River Flow Fluctuation Investigation. Arcata, California.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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SHERI WOO, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

November 30, 2023

(Via Overnight Mail)
In re: Aqueous Film-Forming Foams Products Liability Litigation
c/o DuPont Notice Administrator
1650 Arch Street, Suite 2210
Philadelphia, PA 19103

RE: Request for Exclusion from Settlement Agreement in *In re: Aqueous Film-Forming Foams Products Liability Litigation*, MDL No. 2-18-mn-2873-RMG. This request relates to *City of Camden, et al. v. E.I. DuPont De Nemours and Company (n/k/a EIDP, Inc.), et al.*, 2:23-cv-03230-RMG

Dear DuPont Notice Administrator:

The Humboldt Bay Municipal Water District ("System") hereby formally requests to be excluded from the Settlement Agreement between Public Water Systems and the E.I. DuPont De Nemours and Company (n/k/a EIDP, Inc.), et al., in the above-referenced matter. The attached affidavit establishes System's standing, including the name, address, telephone and facsimile number, and email address if available of the System as well as my name, address, telephone and facsimile number, and email address if available. It also establishes that I have the authority to make this request of behalf of System.

By this request, System understands that it will be waiving the ability to participate in the settlement of the above-referenced case, and all benefits and obligations contained therein. If System desires to receive payment from E.I. DuPont De Nemours and Company (n/k/a EIDP, Inc.), et al., for any damages related to PFAS contamination, it must do so via separate litigation. *

If you have any questions about this request for exclusion, please contact the System's attorney: Ryan T. Plotz, THE MITCHELL LAW FIRM, LLP, 426 First Street, Eureka, CA 95501, Phone: (707) 443-5643, Fax: (707) 444-9586.

Sincerely,

John Friedenbach, General Manager
John Friedenbach, General Manager

Attachment: Affidavit in support of request for exclusion

cc (via Certified or First Class Mail, and as required by FRCP 5):

Jeffrey M. Wintner
Graham W. Meil
Wachtell, Lipton, Rosen & Katz
51 West 52nd Street
New York, NY 10019

Kevin T. Van Wart
Kirkland & Ellis LLP
300 North LaSalle
Chicago, IL 60654

Michael T. Reynolds
Cravath, Swaine & Moore LLP
825 Eighth Avenue
New York, NY 10019

Scott Summy
Baron & Budd, P.C.
3102 Oak Lawn Ave., Ste. 1100
Dallas, Texas 75219

Michael A. London
Douglas & London
59 Maiden Lane, 6th Floor
New York, NY 10038

Paul J. Napoli
Napoli Shkolnik
1302 Ponce de Leon
San Juan, Puerto Rico 00907

Elizabeth A. Fegan
Fegan Scott LLC
150 S. Wacker Drive, 24th Floor
Chicago, IL 60606

Joseph F. Rice
Motley Rice
28 Bridgeside Blvd.
Mount Pleasant, SC 29464

**Affidavit In Support of Request for Exclusion from Settlement Agreement in
In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2-18-mn-2873-RMG
and specifically City of Camden, et al. v. 3M Company, Case No. 2:23-cv-03147-RMG.**

1. I am the Acting General Manager of the Humboldt Bay Municipal Water District ("System"). In this role, I have authority over the supervision, management and control of the System, including provision of drinking water to individuals and businesses in Humboldt County in California in the United States of America. This includes authority to oversee operations at the System.
2. The proposed Settlement Class, for settlement purposes only, is defined as, "[e]very Active Public Water System in the United States of America that—(a) has one or more Impacted Water Sources as of the Settlement Date (June 22, 2023); or (b) does not have one or more Impacted Water Sources as of the Settlement Date, and (i) is required to test for certain PFAS under UCMR-5, or (ii) serves more than 3,300 people, according to SDWIS." (Dkt. No. 3620-1 ¶ 5.1.)
3. Check one:

The System has one or more impacted sources as of the Settlement Date (June 22, 2023) and is a Phase I eligible public water system. It is listed in Exhibit E of the Settlement Agreement. The impacted water source is [name of impacted water source]. As such, the System is a member of the above-referenced proposed Settlement Class under the Settlement Class definition subsection (a).

OR

The System does not have one or more impacted water sources, but is required to test for certain PFAS under UCMR-5, and is a Phase II eligible public water system. It [is/is not] listed in Exhibit F of the Settlement Agreement. It is a member of the above-referenced proposed Settlement Class under the proposed Settlement Class definition subsection (b)(i).

OR

The System does not have one or more impacted water sources, but serves 90,000 customers with drinking water and is a Phase II eligible public water system. It is not listed in Exhibit F of the Settlement Agreement. It is a member of the above-referenced proposed Settlement Class under the proposed Settlement Class definition subsection (b)(ii).

4. Check one:

The System is listed on Exhibit H of the Settlement Agreement as a state-owned public water system that would be excluded from the Settlement Agreement if it could not sue or be sued in its own name. System has the ability to sue and be sued in its own name. As such, it meets none of the exclusion criteria set forth in the Settlement Agreement at Paragraph 5.1.

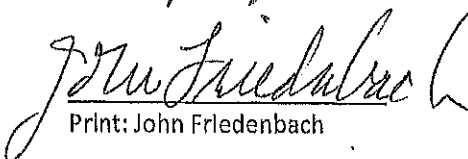
OR if the public water system is not listed on Exhibit H, use the following:

___ The System is a state-owned system, but it is not listed on Exhibit H of the Settlement Agreement as a state-owned public water system that would be excluded from the Settlement Agreement if it could not sue or be sued in its own name. However, the System has the ability to sue and be sued in its own name. As such, it meets none of the exclusion criteria set forth in the Settlement Agreement at Paragraph 5.1

5. My address is PO Box 95, Eureka, CA 95502-0095. My telephone number is (707) 443-5018. My fax number is (707) 443-5737. My email is friedenbach@hbmwd.com.
6. The address of System is 828 Seventh Street, Eureka, CA 95501. The telephone number is (707) 443-5018. The email address for the System is friedenbach@hbmwd.com.
7. As the General Manager of the System, I have authority to make decisions on legal matters involving it, pursuant to Sections 71362 and 71363 of the California Water Code and delegated authority from the Board of Directors of the System. I am, therefore, legally authorized to request to exclude System as a Settlement Class Member, from the 3M Settlement Agreement. At this time, I am formally requesting that the System be excluded from the 3M Settlement Agreement in the case of *In re: Aqueous Film-Forming Foams Products Liability Litigation*, MDL No. 2-18-mn-2873-RMG. This request relates to *City of Camden, et al. v. 3M Company*, Case No. 2:23-cv-03147-RMG.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Executed this 30th day of November, 2023, at Palm Springs, California.


Print: John Friedenbach

On behalf of Humboldt Bay Municipal Water District

Its: General Manager



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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

BOARD OF DIRECTORS
NEAL LATT, PRESIDENT
MICHELLE FULLER, VICE-PRESIDENT
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DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
SHERI WOO, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

November 30, 2023

(Via US Mail)
In re: Aqueous Film-Forming Foams Products Liability Litigation
c/o 3M Notice Administrator
1650 Arch Street, Suite 2210
Philadelphia, PA 19103

RE: Request for Exclusion from Settlement Agreement in *In re: Aqueous Film-Forming Foams Products Liability Litigation*, MDL No. 2-18-mn-2873-RMG. This request relates to *City of Camden, et al. v. 3M Company*, Case No. 2:23-cv-03147-RMG

Dear 3M Notice Administrator:

The Humboldt Bay Municipal Water System ("System") hereby formally requests to be excluded from the Settlement Agreement between Public Water Systems and 3M Company in the above-referenced matter. The attached affidavit establishes System's standing, including the name, address, telephone and facsimile numbers, and email address (if available) of the System as well as my name, address, telephone and facsimile number, and email address (if available). It also establishes that I have the authority to make this request on behalf of System.

By this request, System understands that it will be waiving the ability to participate in the settlement of the above-referenced case, and all benefits and obligations contained therein. If System desires to receive payment from 3M for any damages from 3M related to PFAS contamination, it must do so via separate litigation.



If you have any questions about this request for exclusion, please contact the System's attorney: Ryan T. Plotz, THE MITCHELL LAW FIRM, LLP, 426 First Street, Eureka, CA 95501, Phone: (707) 443-5643, Fax: (707) 444-9586.

Sincerely,


John Friedenbach, General Manager

Attachment: Affidavit in support of request for exclusion

cc (served as required by FRCP 5):

Special Master Matthew Garretson
Wolf/Garretson LLC

P.O. Box 2806
Park City, UT 84060

AFFF Public Water System Claims
P.O. Box 4466
Baton Rouge, LA 70821

(continued on next page)

Kevin H. Rhodes
Executive Vice President and Chief
Legal Affairs Officer
Legal Affairs Department
3M Company
3M Center, 220-9E-01
St. Paul, MN 55144-1000

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Napoli Shkolnik
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Elizabeth A. Fegan
Fegan Scott LLC
150 S. Wacker Dr, 24th floor
Chicago, IL 60606

Joseph F. Rice
Motley Rice
28 Bridgeside Blvd.
Mount Pleasant, SC 29464

Affidavit in support of request for exclusion from settlement agreement in
In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2-18-mn-2873-RMG;
City of Camden, et al. v. E.I. DuPont De Nemours and Company (n/k/a EIDP, Inc.), et al.,
2:23-cv-03230-RMG.

1. I am the General Manager of the Humboldt Bay Municipal Water District ("System"). In this role, I have authority over the supervision, management and control of the System, including provision of drinking water to individuals and businesses in Humboldt County in California in the United States of America. This includes authority to oversee operations at the System.
2. The proposed Settlement Class in the above-referenced matter is defined as, "(a) All Public Water Systems in the United States of America that draw or otherwise collect from any Water Source that, on or before the Settlement Date, was tested or otherwise analyzed for PFAS and found to contain any PFAS at any level; and (b) All Public Water Systems in the United States of America that, as of the Settlement Date, are (i) subject to the monitoring rules set forth in UCMR 5 (i.e., "large" systems serving more than 10,000 people and "small" systems serving between 3,300 and 10,000 people), or (ii) required under applicable federal or state law to test or otherwise analyze any of their Water Sources or the water they provide for PFAS before the UCMR 5." (Settlement Agreement at paragraph 5.1.1.)

3. Check one:

The System has one or more PFAS-impacted water sources, as the [name of impacted water source] provides it with water. As such, the System is a member of the above-referenced proposed Settlement Class under the Settlement Class definition, subsection (a).

OR

The System is subject to the monitoring rules set forth in UCMR 5. As such, System is a member of the proposed Settlement Class under the Settlement Class definition, subsection (b)(i).

OR

The System serves 90,000 people with drinking water. As such, it is a member of the above-referenced proposed Settlement Class under the Settlement Class definition, subsection (b)(ii).

4. Check one:

The System is listed on Exhibit I of the Settlement Agreement as a state-owned public water system that would be excluded from the Settlement Agreement if it could not sue or be sued in its own name. (Settlement Agreement paragraph 5.1.2, subsection (b)). The System has the ability to sue and be sued in its own name. As such, it meets none of the exclusion criteria set forth in the Settlement Agreement at Paragraph 5.1.2.


OR

___ The System is a state-owned system, but is not listed on Exhibit I of the Settlement Agreement as a state-owned public water system that would be excluded from the Settlement Agreement if it could not sue or be sued in its own name. (Settlement Agreement paragraph 5.1.2, subsection (b)). The System has the ability to sue and be sued in its own name. As such, it meets none of the exclusion criteria set forth in the Settlement Agreement at Paragraph 5.1.2. .

5. My address is PO Box 95, Eureka, CA 95502-0095. My telephone number is (707) 443-5018. My fax number is (707) 443-5737. My email is friedenbach@hbmwd.com.
6. The address of System is 828 Seventh Street, Eureka, CA 95501. The telephone number is (707) 443-5018. The email address for the System is friedenbach@hbmwd.com.
7. As the General Manager of the System, I have authority to make decisions on legal matters involving it, pursuant to Sections 71362 and 71363 of the California Water Code and delegated authority from the Board of Directors of the System. I am, therefore, legally authorized to request to exclude System as a Settlement Class Member, from the Settlement Agreement. At this time, I am formally requesting that the System be excluded from the E.I. DuPont De Nemours and Company(n/k/a EIDP, Inc.), et al Settlement Agreement in the case of *In re: Aqueous Film-Forming Foams Products Liability Litigation*, MDL No. 2-18-mn-2873-RMG. This request relates to *City of Camden, et al. v. E.I. DuPont De Nemours and Company(n/k/a EIDP, Inc.), et al.*, 2:23-cv-03230-RMG

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Executed this 30th day of November, 2023, at Palm Springs, California.


John Friedenbach

On behalf of

The Humboldt Bay Municipal Water District

Its: General Manager

CONTINUING BUSINESS

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
From: John Friedenbach
Date: December 14, 2023
Subject: Water Resource Planning (WRP) – Status Report

.....

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

1) Top-Tier Water Use Options

a) Local Sales

- i) Nordic Aquafarms –. Secures Coastal Commission - See notice.
- ii) Trinidad Rancheria mainline extension. No update.
- iii) Blue Lake Rancheria mainline extension. Counsel is preparing the Mainline Extension Agreement.
- iv) Offshore Wind Heavy Lift Multipurpose Marine Terminal Project. No update.

b) Transport – no update.

c) Instream Flow Dedication

Waiting for comments from the Water Board staff on our draft petition for change application. Next step will be to evaluate draft comments by the Water Board Staff for incorporation into our petition for change submittal to the Water Board.

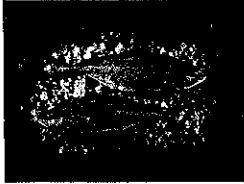
Response letter sent to NMFS's Sept. 27th comment letter. See Agenda Item 7 c.

General Manager made a public outreach presentation to the Old Town Rotary about the petition for change on Tuesday December 5th.

A Special Board Meeting Study Session regarding our draft petition for change has been scheduled for Wednesday, January 24th at the Eureka Wharfinger Building at 5:30 p.m. to 7:30 p.m.

Nordic Aquafarms Secures Final Major Permit for Groundbreaking Yellowtail Kingfish Land-Based RAS Farm in California

November 20, 2023



Nordic Aquafarms is pleased to share the news of the California Coastal Commission's "Notice of Intent to Issue" of the final major permit for its innovative land-based finfish farm in California, in a unanimous vote of 12-0. The outfall CDP, or Coastal Development Permit will contain further special conditions, but this landmark achievement marks a significant milestone in the company's journey to establish the first-of-its-kind aquaculture facility in the region.

The project is strategically located on the site of a former abandoned pulp mill which has been meticulously re-envisioned by the landowner, the Harbor District, as an Aquaculture Innovation Center. This transformative initiative not only advances sustainable aquaculture practices but also contributes to the environmental restoration of an underutilized industrial site.

Nordic Aquafarms acknowledges and appreciates the support and collaboration from various stakeholders, including non-governmental organizations (NGOs), local and state governments, and the dedicated members of the community. The project's success is a testament to the power of effective engagement and cooperation among diverse groups with a shared commitment to environmental sustainability and responsible development.



The Harbor District, as the landowner, has played a pivotal role in facilitating the project's progression and will continue its permitting activities for the intake side of the initiative. This next phase is anticipated to be completed by 2024, further solidifying the commitment to responsible and transparent development practices.

"We are extremely proud of the engagement and collaboration with NGOs, local and state governments, and our many steadfast community members. Together we simply made this a better project all around," stated Brenda Chandler, US CEO at Nordic Aquafarms.

Nordic Aquafarms remains dedicated to implementing cutting-edge technology and sustainable practices in aquaculture, contributing to the growth of a resilient and responsible industry. The company looks forward to the continued support of its partners and the community as it moves forward with this ground-breaking project.

ISABELLA VANDERHEIDEN / 11/16/2023

LOST COAST OUT POST

Coastal Commission OKs Wastewater Discharge Permit for Nordic Aquafarms' Onshore Fish Farm



Architectural mock-up of the land-based fish farm Nordic Aquafarms plans for the Samoa Peninsula.

Nordic Aquafarms has cleared yet another hurdle in the extensive permitting process for its land-based fish farm planned for the Samoa Peninsula. During today's monthly meeting, the California Coastal Commission unanimously approved a coastal development permit, with special conditions, for wastewater discharge for the proposed project.

The Norwegian seafood company plans to raise yellowtail kingfish at the massive aquaculture facility, which would discharge more than 10 million gallons of "tertiary treated wastewater" per day through the existing Redwood Marine Terminal II outfall pipe located 1.55 miles offshore. To put that into perspective, when the Samoa Pulp Mill was operational it would produce 70 million gallons of untreated wastewater per day, according to Coastal Commission staff.

"The proposed discharge has the potential to adversely affect several coastal resources, including water quality and fisheries," according to the [staff report](#). "However, a review of available information by Commission staff indicates that such effects would be unlikely. A dilution study commissioned by Nordic found that water quality targets for

salinity, ammonia, and temperature would all be met within no more than five feet of the outfall pipe's diffuser array. The dilution study also found that nitrates, the largest constituent in the discharge, would reach the same concentrations as background coastal waters fifty percent of the time in the immediate vicinity of the diffuser."

In staff's projected worst-case scenario, the "discharge plume" could extend up to 1.5 kilometers, or 0.93 miles, away from the diffuser array, but it would not enter Humboldt Bay or other sensitive marine areas, according to the report. "Moreover, the rapid dilution of nutrients expected to occur in coastal waters would reduce the likelihood of eutrophication, hypoxia, and harmful algal blooms."

The staff report includes five special conditions to further reduce potential impacts on water quality and coastal fisheries through extensive monitoring and review.

Brenda Chandler, chief executive officer for Nordic Aquafarms, spoke in favor of staff's recommendation, adding that Nordic would be willing to implement the special conditions requested by Coastal Commission staff.



Chandler

"We rely [on] and must preserve the very marine resource that your commission is tasked to protect. Our values are aligned," she said. "We think that locating the farm in the coastal zone makes sense and [would be] an excellent use of the property. [It would] provide for further cleanup of the land, modernize the stormwater systems and provide water monitoring, as mentioned, two years before and after we start to discharge."

Chandler noted that Nordic has held over 50 site tours and hundreds of public meetings since the project's inception, all of which have allowed Nordic to "make this a better project."

"These interactions truly have molded and shaped what you see today," she said. "We may not have always agreed with one another, but we have certainly always listened."

Speaking on behalf of the Humboldt Bay Harbor, Recreation and Conservation District during the public comment portion of today's meeting, outgoing Executive Director Larry Oetker underscored the district's "strong support" for the project.

“The former [Samoa] Pulp Mill is one of the most contaminated pieces of property on the entire California coast, and it also contains a host of blighted buildings. ... Nobody would touch it with a 10-foot pole,” Oetker said. “[When] we acquired this property [in 2013], we set out a vision for how could we adaptively reuse this property and clean up the contamination. And at the end of the day, aquaculture was the primary anchor tenant that we felt like we could [host]”

Jennifer Kalt, executive director of Humboldt Waterkeeper, spoke on behalf of the Surfrider Foundation, the Northcoast Environmental Center and the Environmental Protection Information Center (EPIC), and offered her support for the permit application. She credited Nordic for its “commitment to 100 percent renewable energy” and the company’s “willingness to discuss, negotiate and compromise” throughout the project development process.

“We view the project’s potential impacts along with its benefits – namely that it would begin by removing contaminated structures, including the smokestack and chemical tanks abandoned in 2008 by the pulp mill that operated there since the 1960s,” Kalt continued. “We strongly support staff recommendations, and we urge you to approve the [coastal development permit] with special conditions.”

Scott Frazer, a representative of Citizens Protecting Humboldt Bay, asked the commission to table its decision on the permit application until after next month’s appeal hearing.

Citizens Protecting Humboldt Bay, an informal group of local residents, sued the County of Humboldt and the Board of Supervisors last year following the board’s decision to uphold the Planning Commission’s decision to certify Nordic’s Environmental Impact Report and approve a coastal development permit for the project. The group subsequently filed five appeals with the Coastal Commission that challenge the county’s issuance of a Coastal Development Permit.

“The action proposed today should be delayed until after the five appeals of the [permit] approval by Humboldt County have been heard by your commission,” Frazer said. “Additionally, the approval by Humboldt County of the Nordic Aquafarms [permit] has been contested at every administrative level, and is now subject to litigation in Superior Court due to numerous California Environmental Quality Act (CEQA) statute violations.”

Following public comment, Commissioner and Third District Humboldt County Supervisor Mike Wilson provided a bit of background on the defunct pulp mill site and how it has evolved in the last decade. “There’s been a lot of work that’s been done on this site,” he said, adding that more than \$22 million has been spent on clean-up efforts since the Harbor District acquired the property in 2014.

Speaking specifically to outfall impacts associated with the project, Wilson said there are already aquaculture facilities operating at the site, including Coast Seafood’s oyster farming project.

“Are we talking about something that will that could have an impact? Sure. We have to talk about the significance of that, and I think staff has talked about that pretty specifically,” Wilson said. “I will say, when we say it’s massive, it is probably the biggest indoor [aquaculture] facility maybe on the planet. I mean, it’s only 30 acres, right? But if you do outdoor fish farming, then they can be hundreds of acres and they’re all over the place. This [project] is very unique in that space.”

Wilson also expressed support for the additional monitoring requirements implemented by Coastal Commission staff.

Commissioner Justin Cummings thanked staff for bringing forward recommendations “that minimize environmental impacts to the greatest extent possible.”

“To Commissioner Wilson’s point, there are going to be impacts and trade-offs, but I think for this – especially because it’s taking a former brownfield site, something that’s been heavily contaminated and putting it to a new use – I think that this is a really great model project,” Cummings said.

Commission Chair Donne Brownsey also expressed support for staff’s recommendation, adding that it is “encouraging to see present and future industries being proposed with elements, conditions and requirements that were not present in the past.”

After a bit of additional discussion, Cummings made a motion to approve staff’s recommendation, along with the special conditions listed in the staff report. Wilson seconded the action.

The motion passed with a unanimous 12-0 vote.

###

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

November 2023

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

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

- Contract Renewal. The contract with SHN will expire in December of 2023. DTSC has prepared a contract renewal to extend activities with SHN. The proposed work includes additional investigation and monitoring, well installation, and a human health risk assessment.

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

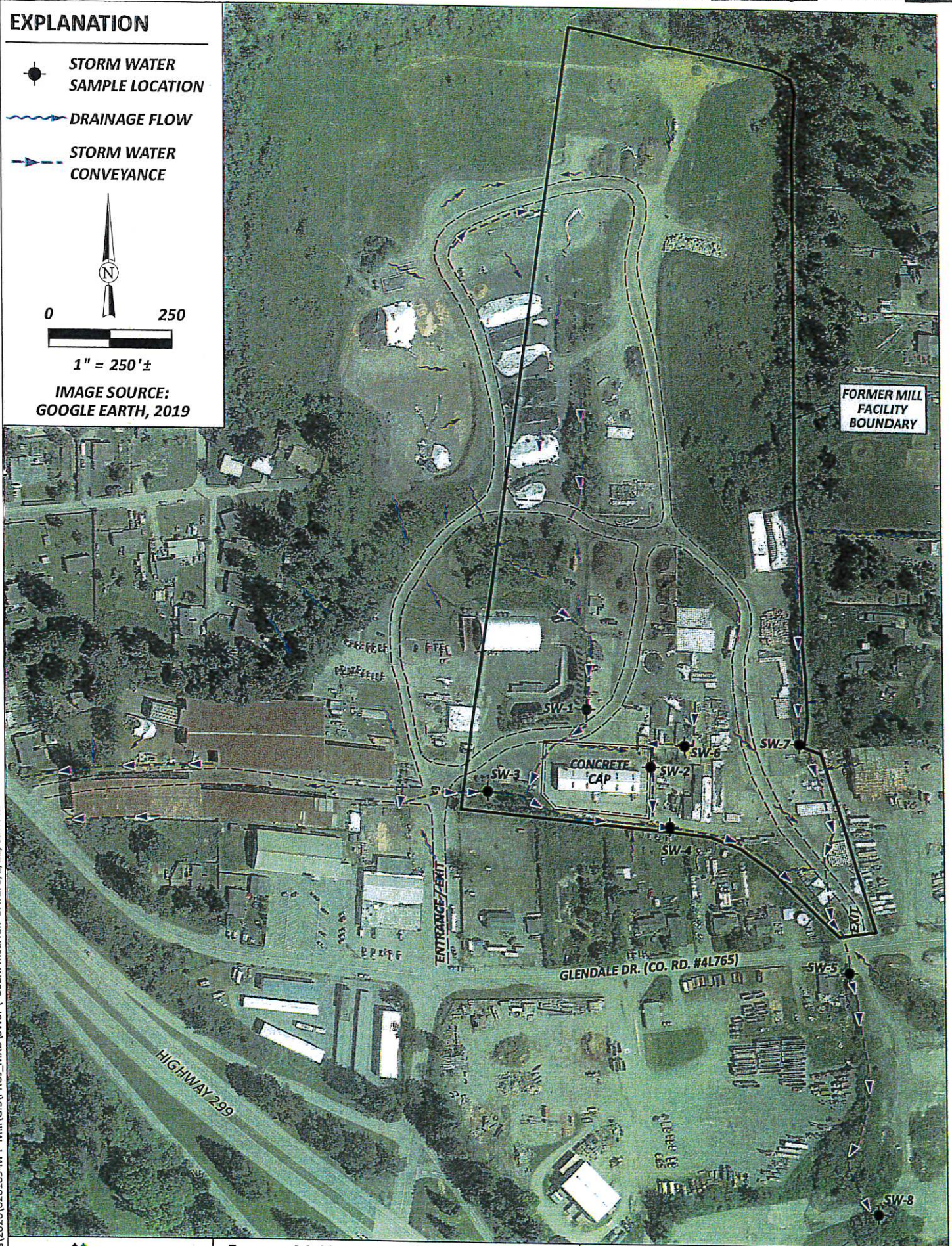
- First Semi-Annual 2023 Groundwater Sampling Report. DTSC is currently reviewing the groundwater sampling report. Approval is expected in early December 2023.
- 2023 Site Investigation Report of Findings. DTSC is currently reviewing the 2023 site investigation report. Approval is expected in January 2024.
- Second Semi-Annual 2023 Groundwater Sampling Report. A summary of activities and results for the second semi-annual groundwater sampling event was submitted by SHN and is currently being reviewed by DTSC.
- Virtual Quarterly Update Meeting. DTSC will be hosting a virtual quarterly update meeting with DTSC, EPA, Humboldt Bay Municipal Water District, and Humboldt Waterkeeper in January 2024. A date and an agenda will be sent out in December.

DTSC website for McNamara & Peepe Lumber Mill (12240115)

1619 Glendale Drive

Humboldt County

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



eureka\projects\2020\02\01\89-M-P-Mill\GIS\PROJ_MXD\SWSP\ USER: mcurran DATE: 3/1/22, 3:10PM



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

Site Plan with
Storm Water Sample Locations
SHN 020189.050

March 2022

SWSP Fir2 SitePlan 20220111

Figure 2

Nicole Yuen

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

May 19, 2023

Page 3

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

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

3.0 Laboratory Analysis

Stormwater samples collected were analyzed for:

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

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

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

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

4.0 Stormwater Sampling Results

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



Nicole Yuen

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

May 19, 2023

Page 4

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

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

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290^b pg/L: picograms per liter^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07^e ug/L: micrograms per liter^f <: "less than" the stated laboratory reporting limit for chlorophenols and detection limit for dioxins^g J: The amount detected is below the Reporting Limit/Limit of Quantitation.^h MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019ⁱ NR: no reference^j PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019

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

5.0 Discussion of Results

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



Table 3-1
Historical Storm Water Sample Results
Former McNamara and Peepe Lumber Mill, Arcata, California

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



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

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

^b pg/L: picograms per liter

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

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

^e ug/L: micrograms per liter

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

^g J: estimated value

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

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

^j NR: no reference





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




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EXPLANATION

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

0 100
1" = 100' ±




Former McNamara & Peepe Lumber Mill
 Groundwater Monitoring
 1619 Glendale Drive, Arcata, California
 October 2022
 GW_Fig3_GWCs

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

Image Source:
 Google Earth, 2019

EXPLANATION

- PRIVATE WELL
- ◆ PRODUCTION WELL
- ⊕ MONITORING WELL

--- FIRE ACCESS ROAD

▭ CONCRETE CAP AREA

▭ FORMER MILL BOUNDARY

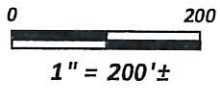
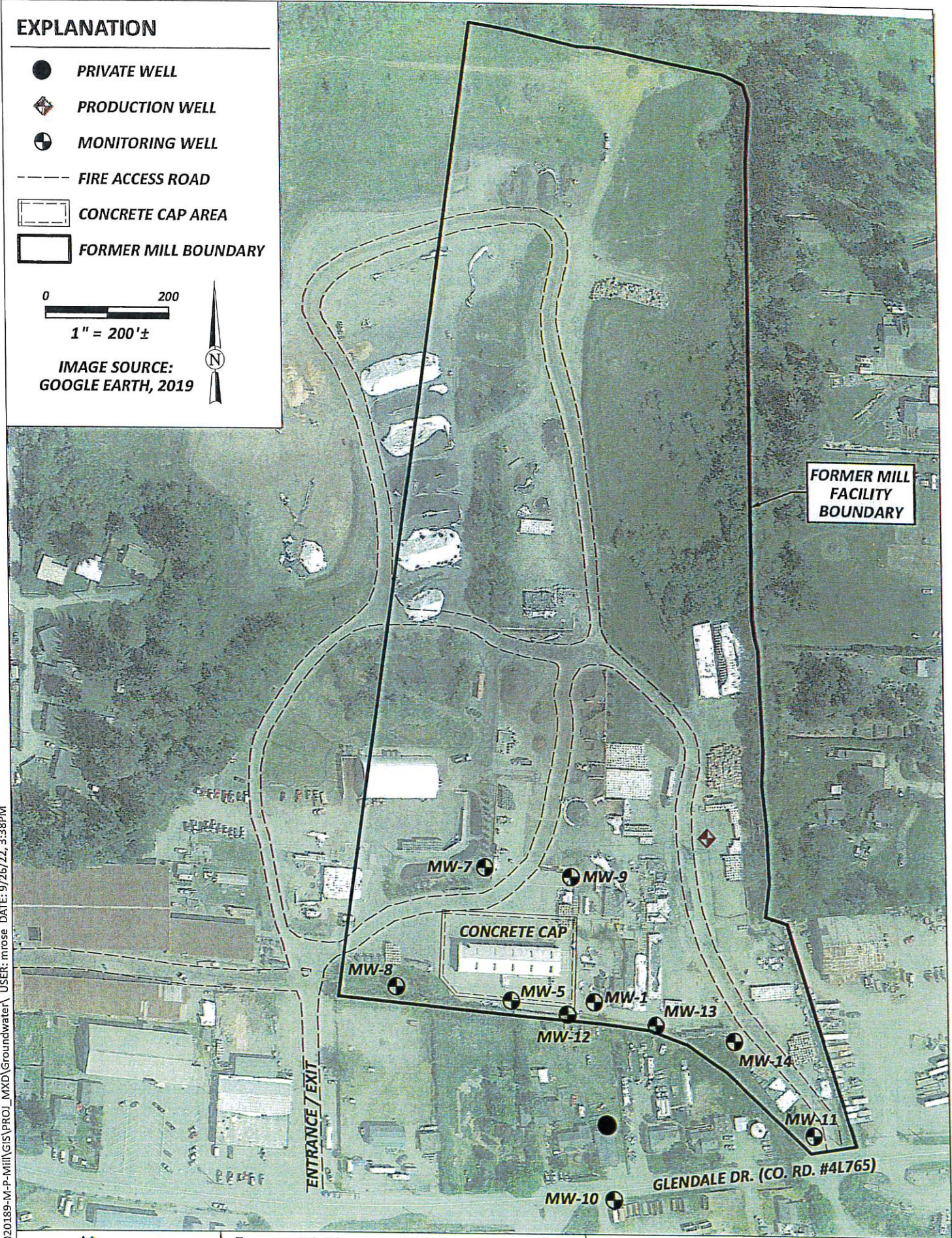


IMAGE SOURCE:
GOOGLE EARTH, 2019



:Eureka\2020\020189-M-P-Mill\GIS\PROJ_MXD\Groundwater\ USER: mrose DATE: 9/26/22, 3:38PM

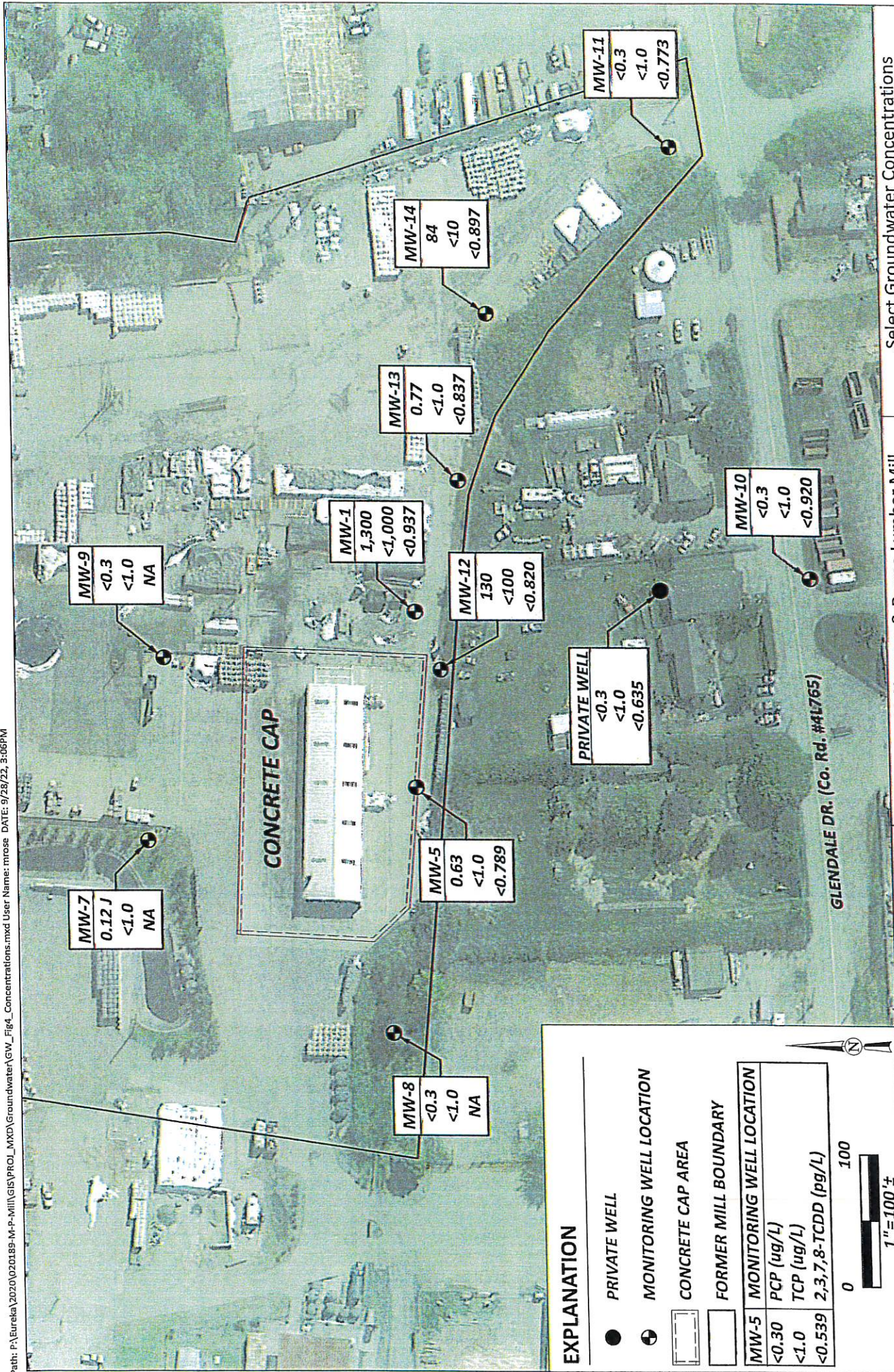


Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Site Plan

SHN 020189.030

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EXPLANATION

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

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

0 100
1" = 100' ±

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

Select Groundwater Concentrations
August 23, 2022
SHN 020189.030

Figure 4

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

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

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

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

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

^d ug/L: micrograms per liter

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

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

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

^h NA: not analyzed

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

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

^k NR: no reference

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

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

4.3 Field Measured Parameters

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



**Table 2-3
Groundwater Analytical Results
2015 to 2022**

Well Name	Date	PCP	TCP	Chromium	Hexavalent Chromium	Nitrate	Total Iron	Ferrous Iron	Arsenic	Sulfate	Chloride	TPHD	VOCs (DIPE)	
	Units			ug/L		mg/L		ug/L		mg/L			ug/L	
MW-1	5/13/2015	690 ^a	14	--	--	--	--	--	--	--	--	--	--	
	5/13/2015 (FD)	560 ^a	12	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	610 ^a	120	--	--	--	--	--	--	--	--	--	--	
	11/11/2015 (FD)	670 ^a	120	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	890 ^a	7.1	--	--	--	--	--	--	--	--	--	--	
	5/23/2016 (FD)	1,100 ^b	8	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	1.2 ^b	<1.0	<5.0	<5.0	0.99	25	<100	<10	18	19	--	--	
	12/14/2016 (FD)	1.2 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	570 ^a	8.4	--	--	--	--	--	--	--	--	--	--	
	5/8/2017 (FD)	530a	7.9	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	1,200 ^b	29	--	<1.0	--	--	--	--	--	--	740 A _J	1.7	
	3/5/2021	460 ^a	5.6	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	920 ^a	9.7	--	--	--	--	--	--	--	--	--	--	
8/23/2022	1300 ^b	<1,000 B9	--	--	--	--	--	--	--	--	--	--		
MW-5	5/13/2015	35 ^a	4.3	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	65 ^a	3.3	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	56 ^a	1.5	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	39 ^a	2.3	<5.0	<5.0	<0.10	330	600	<10	12	45	--	--	
	5/8/2017	46 ^a	2.3	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	--	--	--	--	--	--	--	--	--	--	--	--	
	3/5/2021	18	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	19	1.1	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.63	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.63	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-7	5/13/2015	0.39	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	<50	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.63	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-8	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.13 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-9	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	<5.0	<5.0	1.1	<15	<100	--	1.9	10	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.21 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-10	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.6	<2.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	<5.0	<5.0	0.11	58	<100	<10	1.5	0.96	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	280 A _J	<0.5	
	8/21/2019 (FD)	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	210 A _J	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	3/5/2021 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022 (FD)	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	MW-11	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	0.67	<1.0	--	--	--	--	--	--	--	--	--	--
5/23/2016		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
12/14/2016		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
5/8/2017		1.9 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
8/21/2019		<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
3/5/2021		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2022		0.14 J	<1.0	--	--	--	--	--	--	--	--	--	--	
8/23/2022		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
8/23/2022		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-12	5/13/2015	52 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	51 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	46 ^a	<1.0	<5.0	<5.0	0.13	<15	<100	<10	5.4	28	--	--	
	5/8/2017	81 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	110 ^a	1.7	--	--	--	--	--	--	--	--	--	--	
	3/5/2021	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	120 ^a	0.49 J	--	--	--	--	--	--	--	--	--	--	
8/23/2022	130 ^a	<100 B9	--	--	--	--	--	--	--	--	--	--		
MW-13	2/22/2022	0.27 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.77	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-14	2/22/2022	85 ^a	1.7	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	84 ^a	<10 B9	--	--	--	--	--	--	--	--	--	--	



**Table 2-4
Dioxin Analytical Results
McNamara and Pespe Lumber Mill**

Well Name	Date	2,3,7,8-TCDF 30 µg/L	2,3,7,8-TCDF 0.05 µg/L	1,2,3,4,6,7,8-HxCDF Total	1,2,3,4,7,8-HxCDF Total	1,2,3,6,7,8-HxCDF Total	1,2,3,7,8-HxCDF Total	2,3,4,6,7,8-HxCDF Total	Total HxCDF	OCDF	1,2,3,7,8-PeCDD Total	1,2,3,7,8-PeCDD Total	1,2,3,7,8-PeCDD Total	2,3,4,7,8-PeCDD Total	2,3,7,8-TCDF	Total TCDF	TEQ
MW-1	10/18/2010	0	0	180	0	0	0	0	0	1700	0	0	0	0	0	0	2.8
	11/18/2010	<10	0	110	0	0	0	0	0	1000	0	0	0	0	0	0	4.67
	11/22/2011 (FD)	<10	0	110	0	0	0	0	0	1000	0	0	0	0	0	0	4.36
	8/21/2019	0	0	520	22	ND	75	ND	75	5500*	340	0	0	0	0	0	31
	3/5/2021	<0.941	63.8	4350	811	12.3	623	103	5.82	17.4	4310 D.M.	2910	122	14.3	<1.20	474 D.M.	108 D.M.
	2/22/2022	<0.727	339	1710	425	70	591	260	<2.11	<2.90	17000	1150	44	8.84	<0.717	69.9 D.M.	34.2
	8/23/2022	<0.937	1690	3110	341	25.1	643	254	9.55	2.030 D.M.	17400	1230	23.6	<2.01	<0.919	73.6 D.M.	34
	10/18/2010 (FD)	0	0	0	0	0	0	0	0	180	0	0	0	0	0	0	0.054
	10/18/2010 (FD)	0	0	0	0	0	0	0	0	160	0	0	0	0	0	0	0.048
	11/18/2011	<9.9	<3.4	<4.0	<1.2	<1.0	<1.2	<1.0	<1.2	<1.1	19.1	<2.57	<0.935	<0.817	<0.600	<0.600	0.0361
MW-5	3/5/2021	<0.622	3.04	5.56	<1.34	<1.91	<1.27	<1.10	<1.51	19.1	<2.57	<0.935	<0.817	<0.600	<0.600	0.0361	
	2/22/2022	<0.696	2.75	6.52	<1.54	<2.09	<1.49	<1.65	<1.17	19.5	<2.20	<1.169	<1.17	<0.770	<0.770	0.0334	
	8/23/2022	<0.789	<5.03	<1.30	<1.24	<1.30	<1.19	<1.38	<0.946	34.5	<3.11	<0.930	<0.622	<0.547	<0.547	0.0104	
	10/18/2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	8/21/2019	0	4.6	4.6	<5.2	<5.2	5.8	13	35	<100	<100	0.64	0.55	6.6	0.43	0.43	0.1
	8/21/2019 (FD)	0	11	19	3.6	8.1	18	11	64	<10	<10	0.64	0.55	6.6	0.43	0.43	0.7
	3/5/2021	<0.539	3.86	7.26	<1.39	<1.72	<1.11	<1.15	<1.26	17.3	<2.61	<0.824	<0.976	<0.721	<0.721	0.0488	
	2/22/2022	<0.652	50.8	92.3	12.5	34.2	2.64	18.2	<1.23	347	38.7	<1.20	<0.989	<0.961	<0.652	4.28	1.35
	2/22/2022 (FD)	<0.658	30.4	55.0	8.11	<1.18	20.7	7.70	<1.47	16.9 D.M.	221	<1.35	<0.898	<0.873	<0.743	3.01	0.459
	8/23/2022	<0.920	73.7	134	19.8	<2.07	44.8	30.3	<1.09	39.7 D.M.	520	<2.07	<0.968	<0.949	<0.883	10.1 D.M.	2.40
MW-11	8/23/2022 (FD)	<0.956	59.5	108.0	18.0	44.2	37.9	<1.26	<1.75	398	<1.89	<0.926	<0.920	<0.883	12.5 D.M.	2.11	
	10/18/2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MW-12	2/22/2022	0.983	7.05	13.5	<1.85	<2.24	<1.96	<1.27	<1.78	33.2	<1.77	<1.77	<1.52	<0.946	5.17	0.0805	
	8/23/2022	<0.773	5.92	11.8	<0.942	<1.39	<2.00	<1.06	<1.34	25.5	<1.17	<1.17	<0.622	<0.755	8.46 D.M.	0.0669	
MW-13	3/5/2021	<0.542	2.97	6.27	<1.63	<2.15	<1.51	<1.39	<1.89	15.5	<2.42	<0.976	<0.882	<0.717	<0.717	<0.0284	
	2/22/2022	<0.656	2.78	6.36	<1.31	<1.70	<2.19	<0.859	<1.21	19.8	<2.82	<1.24	<1.32	<0.675	<0.675	0.0357	
MW-13	8/23/2022	<0.820	<2.69	<2.69	<0.851	<1.23	<1.56	<1.20	<1.62	17.1	<2.05	<0.969	<0.718	<0.818	<0.818	0.00513	
	2/22/2022	<0.677	<1.83	<1.23	<1.69	<1.69	<1.40	<1.19	<0.850	19.3	<1.90	<0.928	<0.822	<0.767	<0.767	0.00399	

Y:\mna\Projects\2020\2021\88-14-P-111020-CM-Reporting\PUSS\Sheets\2022\1007-AIP-1-160-Data\dx\dx\dx\2-4



**NEW
BUSINESS**

Humboldt Bay Municipal Water District

To: Board of Directors

From: Chris Harris

Date: December 14, 2023

Re: Compensation & Benefit Study RFP/RFQ Results, Take II

Review

From the June 8, 2023 Staff Report:

On April 28, 2023 the District released an RFP/RFQ for a Compensation and Benefit Study (also known as a Salary Survey) to assist the District in understanding how the District compensation and benefits package compares to similar agencies; to ensure the District has adequate staffing; and to ensure District positions are "internally equitable and externally competitive." Although the District was in communication with multiple firms at the time, only one agency submitted a response to the RFP. Based on the limited response to the RFP, at the June 8th meeting, the Directors voted to reject all bids and requested staff to reissue the RFP at a later date to hopefully garner increased responses.

Current

Staff reissued the RFP for a Compensation and Benefit Study on October 23, 2023. The RFP was provided directly to firms who had expressed an interest in the past and was also posted on the CSDA clearing house. The District received three responses to the RFP:

Firm Name	Amount of Proposal	Comments
CPS HR Consulting	\$44,805 – Classification Study \$54,220 – Total Compensation Study	12-month timeline for Total Compensation Study
JER HR Group	\$25,500	Proposal includes \$4,000 in travel expenses, 10-week workplan
Regional Government Services (RGS)	\$31,800	21-week workplan

Staff has reviewed the three RFP responses. While all of the submittals exceed budgeted funds (\$25,000), staff finds them all to be complete and responsive. If the Board chooses a response that exceeds budget, the difference can be temporally funded through General Reserves. Once the Project Budget Reallocation is completed, the Reserves may be replenished. Staff will review various aspects of the submittals during the Board Meeting.

Next Steps/ Staff Recommendation

Staff recommends the Board review and discuss the attached responses. The Board has two options:

1. Approve entering into a contract with one of the submitting firms and direct staff to prepare the appropriate documents to implement the project; or
2. Reject all bids and direct staff to republish the RFP/RFQ at a future date.

Attachments

CPS HR Consulting RFP Response

JER HR Group LLC RFP Response

Regional Government Services (RGS) RFP Response



PROPOSAL

Humboldt Bay Municipal Water District

Compensation and Benefits Study

RFP

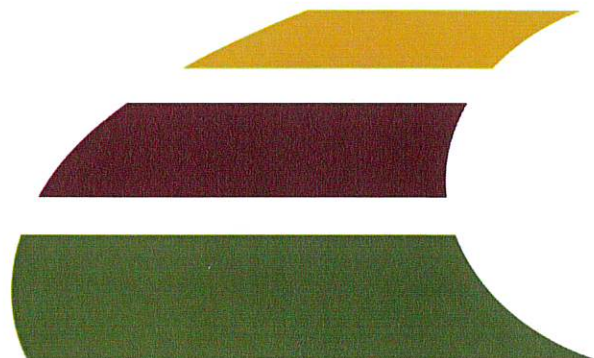
DUE: Friday, November 17, 2023

3:00 p.m. Pacific

SUBMITTED BY:
VICKI QUINTERO BRASHEAR
Director of Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3481
vbrashear@cpsshr.us
Tax ID: 68-0067209

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Your Path to Performance



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3.1 Cover Letter

November 17, 2023

Chris Harris, Business Manager
 Humboldt Bay Municipal Water District
 828 7th Street
 Eureka, CA 95501

Submitted via e-mail to: harris@hbmwd.com

CPS HR Consulting (CPS HR) is pleased to submit this proposal to Humboldt Bay Municipal Water District (District) to provide classification and compensation consulting services. We are excited to deliver this as your potential partner in achieving organizational excellence. With our comprehensive range of HR services, we combine our unmatched government sector knowledge with a shared perspective to drive results.

About CPS HR Consulting

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Main Office	2450 Del Paso Road, Suite 220, Sacramento, CA 95834; WEB: www.cps hr.us <i>*Primary Office from which services will be conducted.</i>
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Type of Business	Joint Powers Authority (Public Agency)
Size of Firm	104 FTEs

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service. CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.



Our Understanding of the Scope of Work

CPS HR understands that the District is seeking a consulting firm to conduct an organization-wide classification and compensation study within the following parameters. Due to capacity constraints, CPS HR is not responding to the area of scope related to the review of staffing levels and assessing these for future needs.

■ **Classification Study**

- Up to **20** classifications and up to **30** incumbents (FTE + PTE)
- Two orientations at start of project: one for study participants; one with supervisors
- Online position description questionnaire with online 1-level supervisor review process
- Incumbent/supervisor job evaluation interviews of selected study participants
- Update of **20** classification specifications¹ and creation of up to **2** new classification specifications within the District's current classification structure
- Provision of project report and two (**2**) presentations at the conclusion of the study

■ **Compensation Study**

- Total compensation (salary² and benefits) collection, analysis, and comparison
- Up to **12** benchmark classifications (recommended; represents **60%** of the total classes under study)
- Labor market pool of up to **8** agencies (CPS HR will conduct research and provide recommendations for selection by the District)
- Internal equity leveling at the classification level
- Salary recommendations for all pay grades and compensation structure update
- Provision of project report and two (**2**) presentations at the conclusion of the study

Distinguishing Characteristics

We differentiate ourselves by offering best-practice expertise that emphasizes an integrated, systems-oriented approach to human resources. Our consultants recognize that the various facets of human resources, including classification and compensation, function cohesively to nurture an optimal HR system.

For nearly four decades, CPS HR has been delivering classification and compensation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations.

¹ AKA job descriptions.

² CPS HR collects the minimum and maximum of the salary range; not actual, individual salaries.



Our extensive experience includes numerous projects with agencies of similar size and scope. Furthermore, the references and project portfolio we provide offer additional insights into the nature of our work in classification and compensation. Through these examples, we demonstrate our proficiency in data collection, thorough data analysis, strategic recommendations, and our ability to work effectively with our valued partners and clients.

Extensive Public Sector Expertise: We have a profound depth of experience working exclusively with public agencies and non-profit organizations. CPS HR is a joint powers authority, and as such, our charter mandates that **we provide services exclusively to public agencies and non-profits**. Over the years, we have conducted numerous classification and compensation studies for a wide array of public agencies.

Highly Qualified Staff: Our dedicated team members bring a wealth of knowledge, having worked in both public and private sectors in classification and compensation. They are known for their meticulous approach to tasks, active listening to our clients' needs, and hold advanced education and certifications such as **SHRM** and **IPMA/PSHRA**, among others.

Cutting-Edge Technology: At CPS HR, we utilize the power of our proprietary web-based tool, the Comp Calculator, for efficient management and analysis of compensation survey data. This innovative platform allows for agency-specific data entry and generates individual datasheets in Excel for each surveyed classification. Moreover, we facilitate secure and seamless collaboration through shared documents via Microsoft Teams™.

Tailored Services: CPS HR is committed to delivering top-quality classification and compensation services tailored to the unique objectives of each client's study.

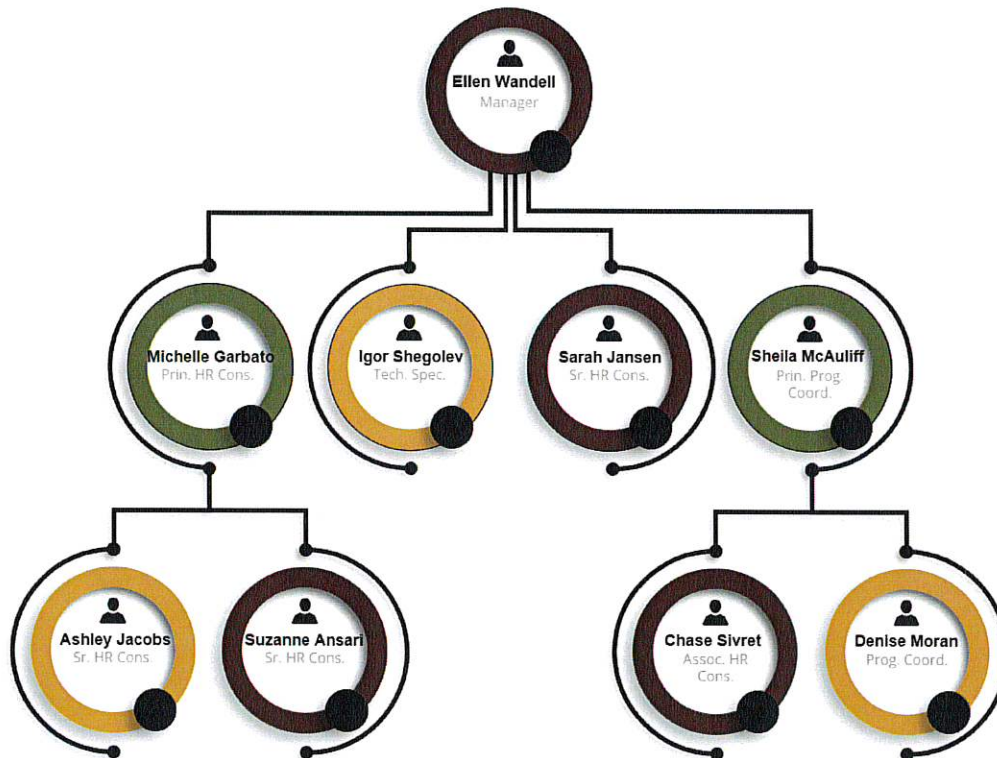
Open and Transparent Communication: Throughout the project, the CPS HR Project Team is dedicated to maintaining open channels of communication with our client's staff. This commitment ensures that the project remains on track, adheres to the established timeline, and remains within budget constraints.

Our Team of Experts

CPS HR has a uniquely qualified team of professionals to assist the District with this study. Our team of professionals have decades of combined experience in providing job evaluation and compensation studies. Each of the team members has broad and deep experience in public sector classification and compensation systems and analysis. An organization chart showcasing our Classification and Compensation professionals follow.



STAFF CHART



With more than 100 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients *throughout the United States and Canada.*

AUTHORIZED CONTACT INFORMATION	
Proposal/RFP Process Contact/Contract Authorized Representative	Vicki Quintero Brashear, Director of Products and Services 2450 Del Paso Rd., Suite 220, Sacramento, CA 95834 (916) 471-3481; vbrashear@cpshr.us

We look forward to the possibility of working with Humboldt Bay Municipal Water District on this important project. Should you have any questions, please do not hesitate to contact me *at the contact information indicated in the preceding table.*

[3.7] I am duly authorized to bind CPS HR to this proposal and into contract.

Sincerely,

Vicki Quintero Brashear
Director of Products and Services

3.2 Qualifications and Experience

We have conducted hundreds of these types of studies for cities, counties, towns, courts, special districts, water and utilities, and higher education institutions for almost 40 years.

Examples of Completed Projects List

Due to the significant number of projects, we have provided a partial list of public agencies for which we have provided classification and compensation services. Our references provide more detail regarding the scope of work, date, engagement partner, and total staff hours.

Partial Five-Year Listing	
Albert Einstein Academies	Fremont Irrigation District
California Department of Food and Agriculture	Fresno Unified School District
California High-Speed Rail Authority	Imperial County
California Infrastructure & Economic Dev Bank	Imperial Irrigation District
California Office of the State Public Defender	Inland Empire Utilities Agency
California Public Utilities Commission	Jefferson Union High School District
California State Lands Commission	Las Gallinas Valley Sanitary District
Cathedral City	Long Beach Water Department
Chaffey College	Mariposa County USD / Office of Education
City of Aurora	Maryland-National Capital Park & Planning Comm.
City of Carlsbad	McKinleyville Community Services District
City of Carpinteria	Mendocino County
City of Chicago	Montgomery County
City of Commerce	Morgan County
City of Glendora	National Institute of Nursing Research
City of Long Beach	North County Transit District
City of Menlo Park	Northern California Power Agency
City of Newport Beach	Ojai Valley Sanitary District
City of Palm Desert	Orange County
City of Plano	Orange County Fire Authority
City of Rancho Cucamonga	Otero County
City of San Jose	Paradise Irrigation District
City of San Luis	Paratransit
City of San Mateo	Port of Long Beach
City of Santa Cruz	Prince George's County
City of Santa Monica	Rancho Santa Fe Fire Protection District

*Proposal to the Humboldt Bay Municipal Water District
RFP Compensation and Benefits Study*

Partial Five-Year Listing	
City of Sheridan	Redlands Unified School District
City of Sparks	Reef-Sunset Unified School District
City of Temecula	San Diego Association of Governments
Colorado River Fire Rescue	Santa Clarita Valley Water District
Colorado Special Districts Property & Liability Pool	Schools Excess Liability Fund
County of Calaveras	Seattle City Light Department
County of Montgomery	Sequoia Union High School District
County of Park	Southwestern Power Administration
County of San Joaquin	CA State Controller's Office
County of Sonoma	Superior Court of California - Tulare County
Covered California	Superior Court of CA, County of Sacramento
Cucamonga Valley Water District	Town of Eaton
CA Department of Industrial Relations	Tulare County
Eagle River Water & Sanitation District	Vail Recreation District
El Dorado County Office of Education	Ventura County Transportation Commission
Elbert County	WAPA (CSO) US DOE/Western Area Power
Folsom Cordova Unified School District	West Valley Water District
Fort Collins – Loveland Water District & South Fort Collins Sanitation District	Williams S. Hart Union High School District

References

Note: Total staff hours vary based on services (some are multi-phase) and current status of projects, therefore we have provided Contract dollar amounts for our references in lieu of hours.

Agency: McKinleyville Community Services District (April 2023 – August 2023)

Contact: Patrick Kaspari, General Manager; (707) 839-3251; pkaspari@mckinleyvillecsd.com

Contract: \$20,985

Services: CPS HR conducted a total compensation study including 17 benchmark classifications, 10 comparable labor market agencies, and also developed salary recommendations for the district.

Status of Project: Successfully completed the total compensation study in August 2023.

Agency: Santa Clarita Valley Water Agency (2019-2021)

Contact: Aristeia Mantis, Human Resources, Supervisor; (661) 297-1600 ext. 235; amantis@scvwa.org

Contract: \$162,000

Services: Conducted classification and total compensation study with FLSA analysis and allocation recommendations for 208 incumbents across 86 classifications; 40 benchmark classifications and 12 comparable agencies. CPS HR continues to provide classification and compensation studies for this client on an ad-hoc basis.

*Proposal to the Humboldt Bay Municipal Water District
RFP Compensation and Benefits Study*

Agency: Long Beach Water District (2019-2023)

Contact: Meg Rau, Administrative/Personnel Officer; (562) 570-2375; meg.rau@lbwater.org

Contract: #1 \$28,000; #2 \$44,282; #3 \$4,495

Services: #1 Conducted a classification study for 25 incumbents across 34 management classifications. #2 Conducted a base salary survey including 19 management benchmark classifications and 12 comparable agencies; developed a new management compensation structure and recommended salary ranges for all management positions. #3 Refreshed market salary data, updated compensation structure and salary ranges to account for wage changes, addressed compaction issues as well as adjusted employee salaries based on the new structure..

3.3 Our CPS HR Project Team

We have a uniquely qualified team of professionals who are readily available to assist the District with this engagement. Our CPS HR Project Team will focus on maintaining open communication with the District's designated staff to ensure that this project preserves its focus, the District's objectives are met, and all deliverables adhere to the confirmed timeline and budget.

Project Manager

We have selected **Ms. Ellen Wandell** to serve as Project Manager and Point of Contact. The Project Manager's role will be to work directly with the District's Internal Project Manager to (i) ensure the District's study needs and goals and objectives are understood and accurately communicated to District management, other key stakeholders, and the CPS HR Project Team; (ii) conduct client meetings; (iii) be responsive to all client requests; (iv) manage the work of the CPS HR Project Team; (v) meet timeline and budget expectations; (vi) conduct quality control of deliverables; and (vii) meet/provide information/present results to the District.

Consultants and Roles

CPS HR has a uniquely qualified team of professionals to assist the District. Ms. Wandell will be joined by a combination of staff who will be assigned upon award: **Sarah Jansen, Ashley Jacobs, Suzanne Ansari, Michelle Garbato, and Igor Shegolev.**

In addition, under the guidance of Principal Program Coordinator **Sheila McAuliff**, our operations team, comprised of Program Coordinator **Denise Moran** and Associate Human Resources Consultant **Chase Sivret**, will ensure commitment to maintaining the highest professional standards of quality. Our team, with decades of combined experience in providing evaluation and compensation studies, will harness innovative technology solutions and robust data management strategies to provide operational direction for the project. No subcontractors will be used to perform the services as outlined in the Scope of Work.

Brief biographies follow for our Project Team members. Full résumés of our team members are provided under **Appendix A**. A summary of the roles and responsibilities of our Project Team members follow.

Availability and Capacity

The designated project team is available to integrate project assignments into their existing workload. Our CPS HR Project Team will focus on maintaining open communication with the District's designated staff to ensure that this project preserves its focus, the District's objectives are met, and all deliverables adhere to the confirmed timeline and budget.

Proposal to the Humboldt Bay Municipal Water District
RFP Compensation and Benefits Study

Project Team Roles

PROPOSED CPS HR TEAM—STAFF ROLES AT A GLANCE		
CPS HR Consultant / Years with CPS HR	Responsibilities	Years of Overall Experience
Ellen Wandell, Project Manager	<ul style="list-style-type: none"> Develops and ensures the project plan is in alignment with needs of the Client Manages costs by ensuring project remains within the appropriate scope and expenditure targets Acts as primary client liaison and interfaces directly with client representatives Defines the direction of the team on the project Uses reports and status meetings to control progress/address hurdles Ensures timely deliverables within budget and scope Ensures compliance with contract terms & conditions Checks all deliverables for accuracy and correctness 	12+
Sarah Jansen, Sr. HR Consultant	<ul style="list-style-type: none"> In concert with Project Manager, reviews and provides feedback on the project plan and methodologies Responsible for the development of all project deliverables Uses reports and status meetings to control progress/address hurdles; conducts quality control 	20+
Ashley Jacobs, Sr. HR Consultant		13+
Suzanne Ansari, Sr. HR Consultant		15+
Michelle Garbato, Prin. HR Consultant		13+
Igor Shegolev, Technical Specialist		25+
Sheila McAuliff, Prin. Program Coord	<ul style="list-style-type: none"> Ensures execution and tracking of contractual agreements, timeline management, billing, and resource allocation 	20+
Denise Moran, Program Coordinator	<ul style="list-style-type: none"> Conducts data collection, reconciliation, management, and quality control 	20+
Chase Sivret, Associate HR Consultant	<ul style="list-style-type: none"> Provides comprehensive administrative and operational support for internal project team, external stake holders, and study participants 	5+

Staff Biographies

Ellen Wandell, MLHR, PHR, CLRP; Manager, Classification and Compensation

Ms. Wandell is the CPS HR Manager of Classification and Compensation. She has over 12 years of progressive experience in public sector human resources at the state and local levels. A leader and established HR professional, she has extensive experience partnering with business units to design, deliver, and implement policy-driven, innovative solutions to daily HR issues as well as large scale strategic initiatives. She has a desire to understand the client's needs and provide recommendations for improvement while working within defined parameters. She has led county and citywide initiatives regarding compensation, performance management, and benefits administration impacting over 1,500 employees and multiple bargaining units.

Certifications: Professional in Human Resources (PHR), Human Resources Certification Institute (HRCI); Certified Labor Relations Professional (CLRP), National Public Employees Labor Relations Association; Ohio Office of Collective Bargaining Academy Graduate, Ohio Department of Administrative Services

Sarah Jansen, B.B.A., Senior HR Consultant

Ms. Jansen possesses 15 years of experience, including more than 12 years as a generalist and Deputy HR Director with the County of Lake. During that time, she served as the primary classification and compensation contact for the County, including serving on the County's Classification and Compensation Committee.

Ashley Jacobs, M.B.A., Senior HR Consultant

Ms. Jacobs brings over eight years of progressive experience in public sector HR at the municipal level, as well as nearly five years of HR experience in the private sector. She has a unique combination of strengths, including education and mentorship, and organizational structure. Her goal is to transcend conventional HR practices in hopes of generating both immediate and long-term results, along with contributing to the bottom-line success of the organization. She has developed and led citywide initiatives to help retain top talent and has been responsible for managing merit projects and budgets exceeding \$15 million.

Suzanne Ansari, B.A., Senior HR Consultant

Ms. Ansari's HR experience includes classification and compensation, recruiting, training, program development, employee relations, benefits, safety and compliance. She has participated in multiple classification and compensation studies and has prepared over a thousand job descriptions. She also participates in the research of salary and benefits surveys. Ms. Ansari has completed the Merit System Training Academy and was a guest speaker on Classification and Compensation topics at the California School Personnel Commissioners Association (CSPCA) conference.

She previously worked for the Orange County Office of Education. Ms. Ansari is a member of the Society for Human Resource Management (SHRM) and has published several articles for local Orange County based newspapers.

Certifications: Merit Academy graduate-California Personnel School Commission (CSPCA), Orange County Sheriff Department Citizen's Police Academy graduate

Michelle Garbato, M.A., SPHR, Principal Consultant

Ms. Garbato brings over 12 years of progressive experience in public sector human resources at the state and local levels. A consultant and change agent, she has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees. She has a talent for managing large scale projects while balancing multiple stakeholder interests and ensuring quality and compliance.

She has led statewide initiatives impacting over 200 state agencies and has been responsible for upholding the merit principle for over 220,000 employees. A firm believer in professional growth through education and training, she remains active within the field and holds various human resources certifications and credentials.

Certifications: Senior Professional of Human Resources (SPHR), Certified Professional (IPMA-CP), CALPELRA Labor Relations Master (CLRM), and various HR-related certifications from the California Department of Human Resources and State Personnel Board (Selection Analyst, Recruitment & Selection, Classification & Compensation, and Workforce and Succession Planning)

Igor Shegolev, M.S., SPHR, Technical Specialist

Mr. Shegolev is a compensation and HR practitioner with extensive experience in managing HR activities and teaching graduate business courses. For 20 years, he has held executive jobs in compensation and HR management in government and the healthcare. He has worked with a broad spectrum of organizations providing advanced and effective solutions in compensation management, total rewards, and employment analytics.

Certifications: Sr. Professional of HR (SPHR), WorldatWork (U.S. Total Rewards Assc.)

Sheila McAuliff, B.S., Principal Program Coordinator

Ms. McAuliff has more than 20 years of HR experience with focus in the areas of recruitment and selection, licensure and certification, and classification and compensation. She has been the project manager for a variety of employment testing and certification programs at the state and local levels. She currently manages the operations team in the classification and compensation division with a focus on quality control, technology solutions, and data management.

Denise Moran, Program Coordinator

Ms. Moran is currently the Classification and Compensation Program Coordinator with CPS HR Consulting. She has been with CPS HR since 2007 and has over 25 years of administrative experience, 18 of which have been in the Human Resources environment. She currently assists the Classification and Compensation department with benefit data collection and project management support.

Chase Sivret, B.S., Associate Human Resources Consultant

Mr. Sivret is currently the Classification and Compensation Associate Human Resources Consultant with CPS HR Consulting. He has been with CPS HR since 2018 and has over 5 years of administrative experience. He currently assists the Classification and Compensation department conducting research, data collection and management, quality control, and analysis.

3.4 Proposed Fee/Compensation

Professional Fixed Fee

CPS HR has prepared the following **professional fixed fee** based on the scope of work outlined. The fees outlined in this schedule are valid for 90 days from the proposal submittal deadline of November 17, 2023.

Study	Professional Fixed Fee
Classification Study	\$44,805
Total Compensation Study	\$54,220
Not-To-Exceed Contract Amount: <i>Dependent on client selections</i>	

Pricing Assumptions

Not Included in Fixed Fee Amount:
Materials Production - CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the Client.
Expenses – We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online portal provided by CPS HR.

Billing Terms

CPS HR will bill in equal installments at the following milestones:

CLASSIFICATION:

1. After kick off meeting
2. Approval of project parameters letter
3. Scheduling of job evaluation interviews
4. Submission of draft classification specifications
5. Provision of classification report

COMPENSATION:

1. After kick off meeting
2. Approval of project parameters letter
3. Provision of draft matches
4. Submission of data sheets
5. Provision of compensation report

It is assumed that the District will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing.**

Pricing Philosophy

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the client which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the client's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

3.5 Approach, Methodology, and Project Timeline

The CPS HR Approach to Consulting

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. **At CPS HR Consulting, our philosophy for delivering outstanding customer service is deeply rooted in our commitment to client satisfaction and success.** We understand that every client is unique, and we tailor our approach to meet their specific needs and objectives. Our core principles for exceptional customer service include:

- **Client-Centric Approach:** We prioritize the client's goals and vision, ensuring that our solutions align with their objectives. By actively listening and engaging with our clients, we develop a comprehensive understanding of their challenges, allowing us to provide tailored and effective solutions.
- **Open Communication:** We believe in transparent and open communication throughout the project lifecycle. Our dedicated project managers maintain regular contact with clients, providing updates, addressing concerns, and seeking feedback to ensure alignment and satisfaction.
- **Responsive and Accessible:** Our team is readily available to address client inquiries and concerns promptly. Whether through scheduled meetings, e-mail, or phone calls, we maintain accessibility to support our clients whenever needed.
- **Expertise and Innovation:** Our consultants bring a wealth of knowledge and experience to each project. We stay current with industry best practices and innovative approaches to deliver solutions that drive success.
- **Timely Delivery:** We understand the importance of meeting deadlines and project milestones. Our team works diligently to ensure projects are completed on time, and we proactively address any potential delays.
- **Continuous Improvement:** We continually assess our performance and seek ways to enhance our services. Client feedback is invaluable in this process, and we use it to refine our strategies and improve our offerings.
- **Our approach to customer service is a culture within our organization.** We are dedicated to going above and beyond to exceed client expectations, fostering long-term partnerships built on trust, collaboration, and mutual success.

Work Plan

Classification Work Plan

Task 1.1 – Receive and Review Background Materials. Upon contract execution, CPS HR will gather background information including the following materials:

- Organizational Charts and Employee Roster
- Memorandums of Understanding, as applicable
- Classification Specifications, preferably in MS Word
- Past Classification and Compensation Studies
- Relevant Policies and Procedures
- Agency's Mission, Vision, and Values statements

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client will upload electronic copies of all requested documents to a shared online site provided by CPS HR.
- The employee roster provided by the client will establish a mutually agreed effective date.
 - Any revisions or discrepancies in the roster will be promptly addressed through close collaboration between CPS HR and the client. Maintaining the accuracy of the roster is of utmost importance as it directly affects the completion of Position Description Questionnaires (PDQs) and the supervisor review process, both critical components of the study. It is imperative to uphold the roster's precision throughout the study to ensure seamless progress. Please note that any modifications initiated by the client to the roster during the study, or any inaccuracies identified in the roster after provision to CPS HR, will necessitate the initiation of a scope change amendment and adjustments to the contract funding to accommodate these changes.

Task 1.2 – Initial Project Meeting. During the kick-off meeting for the classification study, CPS HR's Project Manager will convene with the District's internal project staff and designated key stakeholders. The primary objectives of this meeting are to:

- **Confirm Study Goals and Objectives:** Establish a clear understanding of the study's overarching goals and specific objectives, ensuring alignment between CPS HR and the client's expectations.
- **Define Project Tasks:** Outline the comprehensive list of tasks to be performed throughout the study, clarifying roles and responsibilities for all parties involved.
- **Discuss Methodologies:** Delve into the chosen methodologies and tailored approaches for the classification study, promoting transparency and consensus on project deliverables.
- **Develop a Communication Plan:** Collaboratively design a communication plan tailored to the needs of the project. This plan will address communication frequency, channels, and key contacts, emphasizing the importance of open and consistent communication as a cornerstone of project acceptance and success.

This structured meeting will provide a solid foundation for the classification study, ensuring that all stakeholders are on the same page regarding project objectives, methodologies, and communication protocols.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- After the kick-off meeting, CPS HR will provide a project parameters memo for the client's review and approval, ensuring mutual alignment before progressing with the project.
- CPS HR will furnish an estimated timeline, including key milestones, shortly after the approval of the project parameters document.

Task 1.3 – Develop Job Evaluation Tool. CPS HR will use a survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire (PDQ) for approval by the District, and distribution of the PDQ to study participants.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- For purposes of creating a cost-effective response, our pricing assumes the District will use CPS HR's PDQ with minor (3-4) edits. Additional hours spent on the task will be contracted separately.
- The PDQ will be provided in English in online survey format. All surveys will be completed online³.

Task 1.4 – Conduct Orientation Session. The CPS HR Project Manager will draft a communication to be sent via e-mail (by District staff) to all employees included in the study to invite them to attend an orientation session. For purposes of this scope of work, we have planned for **two (2) virtual, one-hour orientation sessions** to be conducted which can be recorded by CPS HR for viewing by individuals who are not able to attend the scheduled sessions.

The purpose of the orientation session is to (i) **communicate** study goals, methodology, and processes; (ii) **demonstrate** the PDQ and explain to employees how the document should be completed; (iii) **explain** the role of employees, supervisors, and managers in the study; and (iv) **respond** to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage executives, managers, supervisors, employee bargaining unit representatives, and human resources staff to attend the meeting to familiarize themselves with employee questions and the responses to those questions.

³ We are open to discussing alternatives to online completion should the client desire to accommodate any personnel who do not have web/computer access during the conduct of their job duties. Depending on the alternative chosen, an amendment to the contract for additional funding may be necessary.

Task 1.5 – PDQ Completion. All study employees will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and other aspects of the classification. Each incumbent's supervisor (*during a 1-level review process*) will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- All PDQs will be completed online, including the supervisor/manager review process.
- Unique links to PDQ will be sent to incumbents via e-mail by CPS HR.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out.
- The supervisor/manager review process includes one (1) level of supervisory review.

Task 1.6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews. The CPS HR Project Team will thoroughly review each completed PDQ⁴ to obtain an understanding of the duties and responsibilities assigned to the position. Job evaluation interview questions for selected study employees will be developed based upon the results of the documentation review. CPS HR Project Team members will develop an interview schedule for selected incumbents and will coordinate the schedule with the Agency's designated staff member.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

For purposes of creating a cost-effective response, our pricing assumes that:

- **100%** of incumbents will provide completed PDQs. Therefore, project staff will review up to **30** returned PDQs
- project staff will create interview questions for up to **100%** of those respondents (or up to **30** incumbents)
- up to **6** supervisor interviews will be conducted
- CPS HR will develop an interview schedule in coordination with the client and will send a meeting invitation to incumbents, and then later to supervisors, via e-mail. Staff will have one (1) opportunity to request a re-schedule if needed. At the agreed-upon deadline, staff may not change the final selected time slot.

Task 1.7 – Conduct Job Evaluation Interviews, Focus Groups, follow up Supervisor/Manager Interviews. In addition to PDQs, job evaluation interviews will be conducted with *selected* incumbents to ensure the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to the position. Incumbents to be interviewed, or invited to participate in a focus group, is determined during the PDQ review process.

⁴ For single position classifications lacking a completed PDQ, CPS HR will provide an opportunity for the appropriate supervisor to provide commentary on that position's duties and scope.

Additionally, interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees' PDQs. For planning purposes, each interview session may take up to sixty (60) minutes via video or telephone conference. **For purposes of this costing, reschedules for missed interviews have not been estimated.**

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR reserves the right to identify the interviewees.
- Interviews will take place over sequential business days and will take place between the hours of 8:00 am and 5:00 pm Pacific Time via telephone or web conference.
- If requested, we can supply a contract amendment to accommodate a reschedule process or add additional interviewees.

Task 1.8 – Analyze Classification Data. The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification concepts that align with current business needs.

Task 1.9 – Prepare and Present Findings. The Project Team will prepare a presentation which will include the methodology, findings, and preliminary recommendations.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume one meeting with the client's Project Manager/HR staff to discuss these topics.

Task 1.10 – Revise Classification Specifications. Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities; required knowledge, skills, and abilities; minimum education and experience requirements; and minimum special qualifications for each position in the study.
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties; any distinguishing features of the class; essential duties, knowledge, skills, and abilities; acceptable minimum education and experience; and required special training and certifications.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- CPS HR will utilize the District's current classification specification template.
- Classification specifications will be uploaded to the shared online site. Documents will be marked "Draft" and provided in Microsoft Word with several views – "with mark-up" and "without mark-up." This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked "Final."

- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive.
- The District will be responsible for allocating employees into the newly updated/created classification specifications.

Task 1.11 – Prepare, Submit, and Present the Classification Report. CPS HR’s reporting will include a discussion of our methodology and a narrative summary to support our recommendations and actions taken.

The District will be responsible for approving and implementing classification specification content changes through their standard process, including any necessary notifications to employees, employee representatives, or the Department of Human Resources.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume **one meeting for up to 1.5 hours** with primary client stakeholders to present the report.
 - We have also budgeted for one (1) additional presentation for a stakeholder group of the client’s choosing.
 - The client may add other formal presentations, should it desire, at an additional cost.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

Compensation Work Plan

Task 2.1 – Review the District’s Background Materials. Upon contract execution, CPS HR will request background information from the client to ensure our Project Manager and the CPS HR Project Team are prepared for initial meetings. The CPS HR Project Manager will coordinate activities through and report to the client’s Internal Project Manager and other designated key stakeholders.

Task 2.2 – Initial Project Meeting. The primary objective of this task is to conduct an initial meeting between the CPS HR Project Manager and the District’s Internal Project Manager along with other designated stakeholders. This meeting will align all parties on the study methodology, deliverables, timelines, communication strategies, and data collection methods. Additionally, the meeting will serve as an opportunity to delve into the specifics of the District’s current compensation philosophy and its market positioning goals.

The following key elements will be discussed:

- Overall scope of the study
- Benefit elements to be collected
- Data gathering methodology and the job matching process
- Review whether the District aims to lag, meet, or lead the market

- Use of median, mean, or other percentiles for market positioning
- Labor market agency selection and use of private sector data
- Benchmark classifications, considering skills, competencies, and responsibilities
- How benchmark classifications compare to similar roles in competitor agencies or organizations
- Various phases of the study and review of general timelines
- Channels for ongoing communication between CPS HR and the District
- How to engage with other stakeholders such as labor unions, employees, and department heads
- Deliverables and first immediate steps

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- It is assumed that no more than **12** benchmark classifications will be surveyed.
 - CPS HR will complete a benchmark summary matrix describing various components of each job, such as primary duties, minimum qualifications, distinguishing characteristics, etc.
- It is assumed that no more than **8** total labor market agencies will be selected.
 - CPS HR will research up to **13** comparable labor market agencies and provide recommendations for final selection by the District.

Task 2.3 – Design, Develop, and Distribute the Survey Instrument. The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. The online survey will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each.

For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

For a *total compensation* study, the following elements of total compensation are added to the base salary survey:

- 1) Retirement Contributions - Money paid by the employer on behalf of employees (members). The data are collected for reporting and are included in total compensation calculations.
 - a. Employer Retirement Contribution - CPS HR reports and analyze a stated percentage of salary paid by the employer or the employee at the current point in time. The normal cost rate is collected, which excludes unfunded accrued liability.
 - b. Medicare – Contribution rate of 1.45% times the base salary median is used to calculate total compensation, there is no maximum compensation limit.
 - c. Social Security (if agency participates) - Contribution rate is 6.20% of the median compensation and is included in the total compensation calculation.

- 2) Health benefits data are collected for reporting and included in total compensation calculations.
 - a. Medical, Dental, and Vision benefits, based on the maximum contribution for family coverage (employee + 2 or more dependents)
 - b. Cafeteria Plans (Flex Credit & Health Savings Account)
- 3) These data are collected for reporting purposes only and are not included in total compensation calculations.
 - a. Sick, Holiday, and Vacation Leave
 - b. Paid Time Off
 - c. Administrative/Management Leave
- 4) Cash Add-Ons are defined as “supplemental pay and benefit components that are equivalent to cash for the employee” and are typically found in a benefit summary document or bargaining agreement. The data are collected for reporting and are included in total compensation calculations.
 - a. Retirement Pick-up (i.e., Employer Paid Member Contribution (EPMC))
 - b. Deferred Compensation (i.e., 457b, 401k, 403b)
 - c. Incentives (only education/certifications, performance)
 - d. Longevity
 - e. Hiring incentives

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client may add other benefits elements, should it desire, at an additional cost.
- The client shall complete a spreadsheet (template provided by CPS HR) detailing the client’s benefits elements and their costs/details.
- Please be aware that our standard data collection practice at CPS HR primarily focuses on gathering employer costs, rather than employee costs. However, we acknowledge the District's specific request to include certain employee-related expenses. We work closely with comparable labor market agencies to obtain comprehensive data on benefit element costs. In cases where a comparable agency is unresponsive, either partially or entirely, we will promptly communicate this to the District. It's important to note that, despite our best efforts, there may be limitations in collecting certain data points, as they may not be readily reportable by all agencies within the comparable pool. We are committed to addressing such challenges in a timely manner and will work closely with the District to find suitable solutions.

Task 2.4 – Review, Analyze, and Validate Labor Market Survey Data. CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain benefits data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

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Classification matching includes reviewing agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. It is critical that the CPS HR Project Team review such documents since titles alone can often be misleading and should not be relied upon.

To determine whether a match from a labor market agency is comparable to the District's benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed.

Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- At an additional cost, the District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

Task 2.5 – Design and Develop Data Spreadsheets. CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

Task 2.6 – Conduct Benefits Comparison. The benefit data submitted from the labor market agencies will be analyzed quantitatively and qualitatively.

In the quantitative analysis, specific benefits will be incorporated into the base salary data sheets to provide a total compensation analysis. This analysis of program costs will provide the District with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration.

Within these data sheets, four different analyses can be conducted based on how our clients wish to view the data:

1. An analysis of the survey classification's position within the labor market for base salary
2. An analysis of the survey classification's position within the labor market when the cost of cash add-ons is taken into consideration (total cash)
3. An analysis of the survey classification's position within the labor market when the cost of cash add-ons and health programs are taken into consideration
4. An analysis of the survey classification's position within the labor market when the cost of cash add-ons, health program costs, and retirement contributions are taken into consideration (total compensation)

The qualitative analysis will include a write-up of the general trends of benefits offered across the agencies as well as summary tables showing the practices of each agency.

Task 2.7 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations/Update Compensation Structure. A well-rounded compensation program encompasses an evaluation of external labor market data as well as a careful assessment of internal job relationships aligned with the District's values. The internal equity analysis for non-benchmark classifications involves a series of essential steps to establish fair and consistent relationships. These steps include:

1. **Analysis of Pay Relationships:** This involves evaluating pay relationships based on the hierarchy of jobs and historical pay practices.
2. **Development of Guidelines:** These guidelines encompass factors like span of control and the nature and level of work performed.
3. **Recommendation of Differentials:** Based on the above analysis, we will recommend equitable and appropriate internal relationship differentials between classifications/pay grades.

Our methodology for setting salary levels for both benchmark and non-benchmark classifications follows these steps, ensuring consistency across all District study classifications:

1. **Benchmark Classifications:** We identify benchmark classifications that serve as reference points for salary setting based on market data.
2. **Salary Recommendations:** Salary levels for benchmark classifications are established in line with market data.
3. **Internal Alignment Review:** We conduct a comprehensive review of the District's existing internal alignment differentials to assess where adjustments are needed.

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4. **Internal Differentials:** Recommended internal differentials are applied within job families to determine salaries for classifications with significant relationships due to shared job series or family.
5. **Remaining Classifications:** For non-benchmark classifications or those with limited comparable data, we will evaluate their alignment with other classifications based on factors such as job nature, level, and minimum qualifications.

The salary recommendations for each study classification will include:

- Classification Title
- Current Monthly Range Maximum
- Recommended Monthly Range Maximum
- Percentage or Dollar Amount Differences between Current and Recommended Ranges, including steps within a range if desired.

This detailed information enables the District to assess the percentage and dollar amount of any increase on a classification-by-classification basis. Our approach ensures a thorough and equitable compensation structure that aligns with both external market data and internal relationships within the organization.

Finally, updating the compensation structure itself is a complex process that involves a thorough evaluation of an organization's pay practices. The first step is to conduct a comprehensive analysis of market data, internal equity, and the organization's strategic goals. This analysis helps in identifying areas that require adjustment within the compensation structure. Some key technical aspects include:

- **Range Type Decision:** Whether to use an open range or a step system for salary scales, considering factors like flexibility and performance-based incentives.
- **Bandwidth Analysis:** Analyzing the width between the minimum and maximum salaries within each pay grade to determine the balance between cost control and talent attraction and retention.
- **Separation Between Pay Grades:** Reviewing the separation between pay grades to ensure clear distinctions in job value and responsibilities, aligning them with market standards, internal equity, and the organization's compensation philosophy. This will help easily spot situations where there is minimal pay difference between employees at different levels.

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Determination of exact cost to implement any salary range changes will be the responsibility of the client. Implementation considerations will be discussed by CPS HR.
- The compensation structure will also be updated. For example, changes will be made to the *bandwidth* of each pay grade or the *separation* between grades. CPS HR will also discuss potential compression or compaction issues with the client.

Task 2.8 – Prepare and Present the Compensation Report. CPS HR will develop a report detailing the results of the methodology and results of the labor market survey. This report will be comprised of the following:

- Scope of the study, list of benchmark classifications and labor market agencies
- Results of the base salary and total compensation survey (job matches to be provided under separate cover in MS Excel)
- Labor market data analysis (data sheets and benefit tables provided under separate cover in MS Excel)
- Actions taken to develop salary recommendations and update the compensation structure

Client Responsibilities and/or Pricing Assumptions Associated with Task:

- Costs assume **one meeting for up to 1.5 hours** with primary client stakeholders to present the report.
 - We have also budgeted for one (1) additional presentation for a stakeholder group of the client's choosing.
 - The client may add other formal presentations, should it desire, at an additional cost.
- An opportunity for a single round of feedback/updates to the report will be provided to the client. The District will provide any change requests, if needed, within two (2) weeks of initial receipt of the report.

District Staff Expectations

District staff will be expected to participate in various stages and levels of the classification study. This will involve completing position description questionnaires (PDQs), attending orientation meetings, providing information in position interviews, and reviewing responses of subordinates. In addition, the District will need to designate one or more decision-makers to provide project input and policy direction for both the classification and compensation studies. We will also need one or more District individuals to review reports, make comments, and provide response to specific questions. Finally, we may need District staff to help with follow-up phone calls to members who do not provide compensation data after repeated CPS HR requests. Staff involvement illustrates a commitment to participants and enhances the implementation of any study result recommendations by building staff knowledge of key actions and overall concept buy-in.

Following is a table showing the typical meeting opportunities we coordinate with our clients for these types of projects.

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#	Meeting Description	Involved Stakeholders
CLASSIFICATION STUDY		
1	Kick off meeting at outset of classification study	HR/primary client project group
2	Orientation session	Affected employees and HR/management staff
3	Check in meeting during PDQ completion window	HR/primary client project group
4	Incumbent and supervisor job evaluation interviews	Selected incumbents and supervisors
5	Discussion of preliminary classification structure	HR/primary client project group
6	Discuss draft classification specifications and update process	HR/primary client project group
7	Present classification report	HR/primary client project group
TOTAL COMPENSATION STUDY		
1	Kick off meeting at the outset of the study: Client provides all relevant background material and explains goals/definition of project success.	HR/primary client project group
2	Check in to confirm labor market agency and benchmark classification selections	HR/primary client project group
3	Discuss client's benefits costs and what should be collected in the comparable agencies: Client provides detailed benefits cost and descriptions.	HR/payroll or benefits analyst
4	Review of preliminary job matches and finalize: Client reviews all job matches and justifications and gives feedback.	HR/primary client project group
5	Discussion of current salary structure and direction of salary recommendations: Client reviews and detailed provides feedback.	HR/primary client project group
6	Discussion of draft salary recommendations: Client reviews and detailed provides feedback.	HR/primary client project group
7	Discussion of final salary recommendations	HR/primary client project group
8	Present compensation report	HR/primary client project group

Proposed Timeline

The CPS HR Internal Project Manager and the District will discuss varying approaches to customize a timeline after the initial kick-off meeting. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones. Our study timelines are based upon the assumptions that:

- The District is able to enforce orientation, PDQ deadlines, and the interview schedule within the designated timeframe
- The District will be able to review, comment on, and approve study products within agreed upon deadlines
- selected labor market agencies will provide the information required within the specified timeframe
- the compensation study will begin after the classification specifications resulting from the classification study have been finalized
- CPS HR is available to begin the work upon full contract execution after January 22, 2024

We estimate the timeline for this scope of work to be conducted is:

- Classification Study: 5.5 to 6 months
- Total Compensation Study: 4 to 5.5 months

If the project begins on January 22, 2024, the estimated project completion date is January 2025.

We have presented a conservative timeline estimate. **In today's dynamic environment, timelines for projects like these are facing exceptional challenges.** Client staff and our contacts in comparable labor market agencies are busier than ever, which has led to extended schedules for various project components.

We understand the urgency and importance of these initiatives, and we are committed to working diligently to expedite timelines wherever feasible, leveraging our resources to ensure that projects stay on track. While external factors may introduce complexities, our proactive approach allows us to streamline processes, delivering results in a timely manner.

For expedited progress, we suggest strengthening the classification specifications internally, enabling CPS HR to commence the compensation study in January 2024.

Project Progress Monitoring and Deadline Adherence

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. Our approach is designed to ensure a focused and efficiently executed project. We use sound project management procedures and ongoing communication to ensure project success.

We are committed to ensuring transparent communication and adherence to project timelines throughout the duration of our collaboration with the District. To achieve this, we employ a set of procedures designed to keep all stakeholders well-informed and the project on track.

- **Dedicated Project Manager:** Your project will be overseen by a dedicated CPS HR Project Manager who will serve as your primary point of contact. This seasoned professional will be responsible for orchestrating project activities, tracking progress, and ensuring that all milestones and deadlines are met.
- **Milestone Timeline:** After the project kick-off meeting, CPS HR will provide a detailed milestone timeline. This timeline outlines key project phases, specific deadlines, and deliverable dates, providing a clear roadmap for the project's progression.
- **Regular Meetings:** To facilitate ongoing communication and progress monitoring, CPS HR will schedule standing bi-weekly or monthly meetings with the District's designated representatives. These meetings serve as valuable touchpoints for discussing project status, addressing concerns, and making necessary adjustments to ensure the project stays on course.
- **Microsoft Teams™:** For even more immediate and frequent updates, CPS HR will leverage Microsoft Teams™ as a collaborative platform. This allows for real-time sharing of project-related information, documents, and updates, enhancing transparency and accessibility.
- **Ad Hoc Telephone Conferences:** In addition to structured meetings, we understand that sometimes unforeseen issues or urgent matters may arise. To address these situations promptly and efficiently, we conduct ad hoc telephone conferences. These discussions can be scheduled whenever the need arises, providing a direct line of communication between our team and the District's representatives. These opportunities ensure that timely decisions and solutions can be reached to maintain project momentum.
- **Early Risk Analysis:** In the event of any potential roadblocks that may affect project timelines, CPS HR is proactive in conducting risk analysis. This preemptive approach allows us to identify challenges swiftly and develop mitigation strategies to keep the project moving forward without significant delays.

By implementing these procedures, CPS HR plans to provide the District with a project management framework that ensures constant progress tracking, effective communication, and timely achievement of project milestones and deadlines.

3.6 Terms and Conditions/Insurance Requirements

Our CPS HR Contracts Manager and Insurance Broker have reviewed the Terms and Conditions and District's insurance requirements. We can comply with the requirements set forth with the following notations:

1. Regarding insurance, please be advised CPS HR does not own any automobiles and our self-insured retention is \$50,000.

Appendix A – Project Team Résumés

Ellen Wandell, MLHR, PHR, CLRP; Manager, Classification and Compensation

Employment History

- Manager, Classification and Compensation, CPS HR Consulting
- Director of Human Resources, Delaware County, Ohio and Whitehall, Ohio
- Administrative Officer – Human Resources, Franklin County, Ohio

Professional Experience

- Current Project Manager for classification and compensation studies for public sector clients (state, local and special districts)
- Director of Human Resources experience with expertise in recruitment and selection, Labor (Employee) Relations, classification and compensation, and employee benefits
- Conduct position/classification analysis, working out of class, salary surveys, developing classification specifications and duty statements, etc.
- Complete organization-wide job analyses for a variety of classification levels and types, including public safety and civilian personnel
- Negotiate and administer collective bargaining agreements and memorandums of understanding which involve employee compensation, classification, and leave benefits
- Experience in design and delivering training for large groups on mentoring and coaching, benefits administration, and performance management

Education

- Master of Labor and Human Resources, The Ohio State University, OH
- B.S., Business Administration, The Ohio State University, OH

Igor Shegolev, M.S., SPHR, Technical Specialist

Employment History

- Principal HR Consultant, CPS HR Consulting
- Owner, HR Know Consulting
- Faculty Instructor, University of Phoenix
- Senior Director of Compensation, Carondelet Health Network (Ascension Health)
- Manager of Compensation, Northwest Health System
- Compensation Analyst, Pima and Cochise County Government

Professional Experience

- Served as an independent consultant and expert advisor for various projects related to compensation, classifications, employment databases, record keeping, total rewards, executive compensation, policy development and benefits designs.
- Advised companies and government entities on retirement plan design, executive compensation, development of incentive and variable pay structures, classification structure, HRIS systems and databases. Lead team of independent contractors.
- Taught graduate and undergraduate courses in human resources management, economics, organizational behavior, business ethics and employment law.
- Directed development and implementation of compensation and benefits strategies, policies and practices of the Healthcare Network (three hospitals, surgery group and physician group (4,200 employees); oversaw compensation, benefits and HRIS strategies, policies and practices of the 650- bed nonprofit (3,500 employees) hospital.
- Participated in development of organizational strategy and strategic initiatives as a member of executive team.

Education

- M.S., Troy University, Troy, AL

Sarah Jansen, B.B.A., Sr. HR Consultant**Employment History**

- Senior HR Consultant, CPS HR Consulting
- Deputy Human Resources Director I/II; HR Analyst I/II, County of Lake, Lakeport, CA
- Human Resources Assistant; Personnel Clerk (Student Trainee); Office Automation Clerk; US Forest Service, Eureka, CA

Professional Experience

- Advise County departments on the complex human resources matters, including but not limited to, leave of absence, employee performance, classification and compensation, etc.; advise departments on Human Resources related laws, policies, MOUs, etc. Oversee and manage the County's recruitment process
- Involved in numerous aspects of the County classification and compensation system, including advising departments, serving as the primary contact for job description development, performing and/or overseeing salary studies, making salary recommendations, etc.
- Serve as joint administrator for the County's HR information system, and primary system administrator for the County's online recruitment system
- Create, edit, and produce reports from the Human Resources and Payroll systems using specialized software (Cognos Impromptu)
- Oversee various mandated state and federal reports (i.e. EEO 4)
- Served as a member of the County's negotiating team for approximately one year
- Participate in benefits open enrollment for the County
- Responsible for the County's "position control" process - ensuring that only allocated, and funded positions are filled

Education

- Bachelors in Business Administration, Magna Cum Laude, Humboldt State University

Ashley Jacobs, M.B.A., Senior HR Consultant

Employment History

- Senior Human Resources Consultant, CPS HR Consulting
- Manager, Human Resources Consultant, Charles Schwab & Co.
- Human Resources Manager, City of Grand Prairie

Professional Experience

- Current Project Consultant for classification and compensation studies for public sector clients (state, local and special districts)
- Manager level Human Resources experience with expertise in Employee Relations & Benefits Administration; lead compensation, risk management, and recruiting teams
- Provide consultative services at a local and organizational level; conduct internal audits, resulting in updates to organizational policies and procedures
- Experience developing and implementing management training to large groups on HR management, recruiting and retention, HR law and ethics, and performance management
- Conduct local position/classification analyses, salary surveys, developing classification specifications and duty statements, etc.
- Complete statewide job analyses and Civil Service exam development for a variety of classification levels and types

Education

- M.B.A., Healthcare Administration, University of Texas at Arlington, Arlington, TX
- B.S., Health Ecology, University of Nevada, Reno, NV

Professional Affiliations

- Member, Society for Human Resources Management (SHRM)

Suzanne Ansari, B.A., Sr. HR Consultant

Employment History

- Senior HR Consultant, CPS HR Consulting, California
- Coordinator, Community Resource Center of San Clemente

Professional Experience

- Performs a variety of complex, analytical and professional human resources consulting functions in support of classification, compensation, job analysis and organizational studies
- Develops over a thousand job descriptions in accordance with applicable laws, codes, policies and procedures including ADA
- Conducts multi-level salary, compensation systems evaluations and benefits surveys of organizations including school districts, superior courts, county offices of education, cities, tribal agencies, colleges, other governmental and non-governmental entities
- Participates in the research, analysis and assembly of a variety of technical information including classification realignments, merit pay, equity adjustments, promotional increases and salary decreases
- Develops and conducts informational seminars, trainings, orientations, study briefings and presentations

Education

- B.A., Speech Communication with minor in Education, University of Alaska (Cum Laude Honors & Chancellor's List)

Professional Affiliations

- Society for Human Resources Management Professional Member
- Business Networking International member
- Public Relations Society of America-Orange County member

Michelle Garbato, M.A., SPHR, Principal Consultant

Employment History

- Principal Human Resources Consultant, CPS HR Consulting
- Human Resources Analyst III, Sanitation Districts of Los Angeles County
- Administrative Manager, County of Orange
- Program Manager, California Department of Human Resources
- Human Resources Manager, Beyond Carnism

Professional Experience

- Generalist and Specialist Human Resources experience with expertise in Recruitment & Selection and Classification & Compensation
- Current Project Manager for classification and compensation studies for public sector clients (state, local and special districts)
- Conduct position/classification analysis, working out of class, salary surveys, developing classification specifications and duty statements, etc.
- Complete statewide job analyses and exam development for a variety of classification levels and types
- Provide consultative services at state and local organizations; conduct audits, resulting in updates to CA Government Code Section 18661 (creating a Compliance Unit)
- Experience as Lead Trainer & Subject Matter Expert (e.g., job analysis, exam development, orientation and stakeholder sessions)

Education

- M.A., Industrial/Organizational Psychology, California State University, Sacramento, CA
- B.S., Psychology, Rochester Institute of Technology, Rochester, NY

Sheila McAuliff, B.S., Principal Program Coordinator**Employment History**

- Principal Program Coordinator; Senior Program Coordinator; Program Coordinator; Test Program Technician, CPS HR Consulting

Professional Experience

- Current operations manager for classification and compensation division responsible for overseeing the quality control and data management for all deliverables. Evaluates technology solutions, designs and developments technology tool replacement, and provides training and support for division technology solutions.
- Conducts a variety of classification and compensation consulting tasks including PDQ review, incumbent and supervisor interviews, development and distribution of salary surveys, job matching, and benefit collection and analysis.
- Planned, organized, directed, trained, and oversaw the work of project staff including four technicians, two clerical staff members, and over 375 nationwide proctors.
- Managed projects for test administration including State of California Unit 7 Physical Agility, Board of State and Community Corrections, Commission on POST, City of Oakland Police Officer Trainee, City of Chicago's Police Sergeant and Entry-Level and Promotional Examinations – Fire & Law, City University of New York Campus Peace Officer, and Port Authority of New York and New Jersey internal and external test administration services.
- Manager for the Carpenters International Certification Council's Written Examination program overseeing all aspects of testing for the Certified Rigger & Signaler certification program. Successfully administered approximately 750 written examinations per year across the United States and Canada.

Education

- B.S., Business – Human Resource Management

Professional Affiliations

- Personnel Testing Council of Northern California (PTC-NC)
- IHRIM International Association for Human Resource Information Management
- CompTIA AITP
- Institute for Credentialing Excellence

Denise Moran, Program Coordinator

Employment History

- Program Coordinator; Class/Comp Administrative Technician; Marketing Technician; HR Administrative Technician, CPS HR Consulting
- Regional Office Manager & HR Support Rep., Office Depot, Business Services Division
- Senior Admin to Director of E-Business, Intel Corporation
- Executive Assistant, Regional Sales Director, Office Depot, Business Services Division
- IT/Executive Secretary, National Council on Aging and Older People
- Personal Assistant to President/Owner, Alfred Haber Distribution Inc.
- Senior Client Services Executive, PHH Ltd

Professional Experience:

- Provide project management support, including project timelines and improving procedure and process efficiency and quality.
- Assist consultants in analyzing and compiling data. Creates and distributes reports for consultants.
- Audited and processed on-boarding and off-boarding paperwork. Handled setup and maintenance of employee personnel and benefit files and processed ongoing personnel changes in the HR systems. Coordinated and participated in new hire orientation and training.
- Analyzed requirements and designed an electronic filing system for all personnel and benefits records to ensure records are secure and separated appropriately. Developed guidelines to facilitate access of electronic personnel files by employees, supervisors, and background investigators while maintaining the integrity of the information. Assisted with transition to paperless system, including removal of documentation in accordance with sound record retention requirements.
- Assisted with recruitment, applicant tracking and processing, and collection of data and statistics for Annual Report. Provided administrative support on other projects as assigned.

Chase Sivret, Associate Human Resources Consultant

Employment History

- Associate Human Resources Consultant; Class/Comp Administrative Technician; Chief Proctor, CPS HR Consulting
- Gate Operations Agent, American Airlines, Sacramento International Airport
- Preceptor, Eller College of Management, Department of Finance, University of Arizona

Professional Experience:

- Sets up unit infrastructure and data management solutions.
- Conducts comprehensive data collection and analysis and visualizes data analytics to optimize business operations.
- Provide quality control review for all deliverables.
- Assisted with the receipt and inventorying exam booklets and ensured exam security for every administration.
- Analyzed flight and reservation data to ensure efficient and secure operations.
- Held office hours, provided private tutoring, proctored exams, conducted grading activities, and analyzed student performance data.

Education

- B.S., Business Administration Finance, University of Arizona
- Google Data Analytics Certificate



Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC

Compensation and Benefit
Study

Due: November 17, 2023
3:00pm

Contact: Blair Johanson
Managing Consultant
blair@jerhrgroup.com,
479-521-2697 x202

(866) 475-7687

info@jerhrgroup.com

www.jerhrgroup.com

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Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Cover Letter

Humboldt Bay Municipal Water District
Attn: Chris Harris, Business Manager
828 7th Street
Eureka, CA 95501

Dear Chris,

We are pleased to submit our proposal in response to the Request for Proposal issued by the Humboldt Bay Municipal Water District to conduct a Compensation and Benefit Study. We have addressed the specific items requested in the RFP on the following pages, particularly the objectives, steps, timing, and fees involved in the project, and information regarding the professional qualifications and experience of the JER HR Group team. The contents of this proposal remain valid for a period of 90 days from the proposal due date.

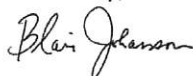
Founded in 1990, JER HR Group is a Domestic Limited Liability Company, registered as such in the State of New York. Our headquarters are in New York City with full-service offices in Greensboro, NC; Columbia, SC; Denver, CO; and Fayetteville, AR. Our main website is www.jerhrgroup.com. JER HR Group is a certified Minority-Owned Business in the State of New York and a HUB certified Minority-Owned Business in the State of North Carolina.

JER HR Group has a team of over thirty highly credentialed professional consultants with an average of 20 years of in-depth, hands-on, bottom-line oriented human resource experience. Many of our consultants have designations as Professional and Senior Professional in Human Resources through both the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). In addition, four have served on SHRM State Councils. We work closely with our partners to ensure open and effective communications and work through an iterative process, developing a close working relationship and a firm understanding of the client's programs, operations, structure and priorities.

We will assign a Senior Project Manager for this project who will manage the project from its initiation to its completion. This senior manager will act as a single point of contact for you and your team throughout the course of the project. Throughout the project, our staff will monitor progress against a delivery schedule and alert all parties should an issue occur. All issues will be openly addressed and managed as they arise. We provide reports to ensure that all stakeholders are fully informed of the status of the project as it progresses. We manage projects proactively with status and issue tracking including progress reporting. Effective, open and clear communication clearly identifying activities and responsibilities are utilized to ensure timely delivery.

We would very much welcome the opportunity to partner with Humboldt Bay Municipal Water District on this study. If you have any questions, please contact Blair Johanson, Managing Consultant at blair@jerhrgroup.com or 479-521-2697 x202.

Sincerely,



Blair Johanson, Managing Consultant



Statement of Understanding of the Work

Humboldt Bay Municipal Water District (“HBMWD”) seeks consulting assistance in completing a Compensation and Benefit Study.

With the goal of gaining a thorough understanding of how the District employee compensation and benefit package compares to similar agencies in a similar geographic area, ensuring adequate staffing, both currently and for future needs, and ensuring all positions within the District are both internally equitable and externally competitive, this project is intended to achieve the following primary objectives:

- Interviews with District staff, including management, supervisors, and employees as appropriate, regarding their positions at the District, compensation, and benefits;
- Analyze work as performed by employees, compared to their current position descriptions (job audit);
- Evaluate the present organizational structure for effectiveness and efficiency, provide recommendations for revisions if needed;
- Review and provide recommendations regarding existing position descriptions to ensure accurate definition of essential job functions, minimum qualifications (education/experience), required knowledge, skills, and abilities, and compliance with any federal, state, and local regulations;
- Review position descriptions and salary schedule, ensure pay differential between different positions is justifiable and sufficient;
- Review staffing levels and potential future needs of the District, make recommendations to District for any revisions needed;
- Identify a suggested list of comparable agencies and/or special districts to consider in the compensation study;
- Conduct a comprehensive compensation and benefits survey and analysis based on the identified comparable agencies, using not only job titles, but duties and responsibilities based on the position descriptions of the District (including total cost to the employer of salary and all benefits and total value of the benefits package to the employee);
- Recommend appropriate salary ranges for each position based on comparison analysis (including a suggested implementation strategy for revisions to salary/wages, benefits and staffing levels).

Workplan and Deliverables

Project Initiation Phase

Step 1. Project Initiation Meeting(s)

- *Confirm project scope, deliverables and timelines:* Agree on steps to be taken at each phase of the project, work products to be delivered, and a timetable for completing each project phase.
- *Define competitive labor market:* Discuss HBMWD's positions, the types of peer organizations to be included in the market pricing analysis, and criteria to capture the most relevant data pertaining to the labor market(s) in which HBMWD competes. Criteria would typically include the organization type, geographic location, staff size, and budget size. Comparisons will be made to other public entities, other comparable not-for-profit organizations, and for-profit companies, if/as appropriate.

Step 2. Obtain background information including:

- Organization charts
- Current job descriptions for all discreet titles in a word.doc or word.docx format.
- List of all staff by salary, job title, current salary range (if available), gender and race, time in position, hire date, birth date, hours worked, department, and location.
- Any industry- or location-specific published data sources to round out our dataset (if applicable); and
- Current financial data including operating budget, revenues, and balance sheet.

Step 3. Review and update current compensation philosophy, policies and practices.

- Discuss and facilitate updating of a competitive compensation philosophy. This process may include additional members of HBMWD's leadership and HR Department. As a deliverable, your consultant will prepare a draft of a competitive compensation philosophy for review and approval.
- Discuss HBMWD's current compensation practices and policies and related issues including: the perceived competitiveness of pay levels; ability to recruit and retain staff; approaches to pay delivery (merit, general, incentive); job title structure; and salary administration practices. We will also discuss the strategy to target salary levels in relation to the market. Policies will be updated as a result of discussions.

Project Initiation Deliverables

We will complete the project initiation steps to include confirmation on project scope, deliverables, timeline, defined competitive labor market and data sources, request and receipt of background information, job descriptions, and review and update for compensation philosophy, policies and practices.

Job Audit Phase

- Step 4. Conduct a Job Audit for 20 job titles to evaluate the tasks, responsibilities, skills and qualifications for each position.
- Gather information about the job via review of current job description and any other relevant documentation. Distribute a questionnaire asking for specific job-related information.
 - Hold virtual interviews to gather further information and details.
 - Analyze the information and identify gaps between the current job description and the desired state, considering any external factors that may affect the job, such as market trends, customer needs, or organizational changes.
 - Update job descriptions based on the analysis.

Classification Phase

JER HR Group leverages our own proprietary software, DBCOMPENSATION™, to complete the classification process. This software allows for management of an active database with the job title classification descriptions, including an efficient editing function, collaboration email feature and the ability to view and save classification in various file formats inclusive of Microsoft Word. More information on DBCompensation is available at the end of this proposal.

- Step 5. Enter all 20 job descriptions into the software.
- Transfer HBMWD's current classification descriptions into the DBCompensation 10.0 software database. General heading information, purpose statements and duties/responsibilities will be transferred into the software's Position Analysis Questionnaire format for each of the job title classification descriptions.
 - If the job descriptions do not exist, the electronic software PAQs will be utilized to help employees, supervisors, managers and human resources professional develop job descriptions for HBMWD's jobs.
 - Each classification description will be produced in an electronic file format that is comprehensive, consistent and compliant with employment laws.
- Step 6. Assign scoring for the 15 factors, grouped into three major categories.
- Skill Requirements:** General Experience, Management Experience, Initiative and Ingenuity, Education, Mental Demand and Analytical Ability/Problem Solving.
- Responsibilities:** Responsibility for Work of Others (Supervision), Responsibility for Funds, Equipment and Property, Responsibility for Accuracy and Accountabilities (End Results).
- Contacts/Human Relations/Efforts:** Contacts with Public, Contacts with Employees, Machine Operations, Working Conditions, and Physical Demands.

Classification Phase (continued)

- Once classifications have been transferred into the software database, we will complete this process by selecting the appropriate scores for the fifteen factors, the remaining computer skills, and physical demands and working conditions drop down selections that mirror HBMWD's current job descriptions by job title.
- This process encourages objective classification descriptions and minimizes legal risk considerations when completed for the classification requirements and not for the employee in the classification.

Step 7. Conduct FLSA and EEO audit of jobs

- Audit all exempt/non-exempt classification designations for classification specifications to comply with current Fair Labor Standards Act (FLSA) regulations. We will use the job valuing system to discover those easily identified exempt and non-exempt positions based on job values and narrow the number of positions that need great review for FLSA exempt tests.
- Audit all classifications for appropriate Equal Employment Opportunity (EEO-4) job categories.
- As part of the classification review process, the JER HR Group consultants, with input from Department Heads and the Human Resources Director will determine if similar job titles/positions can be grouped or eliminated, reducing the number of redundant job descriptions where applicable.

Step 8. Assign job values

- In collaboration with HBMWD, we will assign a job evaluation value to each job description provided during the Study's job classification process. HBMWD will have access to the DBCompensation job valuing system and the JER HR Group project lead consultant will demonstrate the use of this system which supports the classification and compensation system. The consultant, with input from the Human Resources Director and Department Heads, will determine if any jobs have been understated or overstated in value based on the surrounding positions on the job valuing summary table. The consultant will present and explain the resulting job classification structure to HBMWD's senior management team members.

Step 9. Presentation

- The JER HR Group lead consultant will present and explain the resulting job classification structure to HBMWD's chosen review team.

Classification Deliverables

With completion of the classification section steps, HBMWD will receive and have access to updated job descriptions that are comprehensive, complete and compliant with employment regulations. The consultant, with input from the Human Resources Director and Department Heads will finalize the job ratings and present and explain the resulting job classification system.

Compensation Phase

Step 10. Compare HBMWD jobs and pay to external jobs and pay for 20 job titles.

- JER HR Group will compare eight (8) to ten (10) government or private organizations, located within an appropriate recruitment area radius of HBMWD that are deemed viable competitors. The comparison organizations will not be selected solely based on comparable city size, but also based on their likelihood to be recruitment competitors. (See Step 1 above, second bullet)
- We will also compare HBMWD's jobs to additional surveys for management and professional positions where salaries may not be competitive in the local market area. JER HR Group consultants have access to national survey data sources that can index aggregated pay data to a particular market area. We have found these sources to be beneficial when included with municipality data from targeted cities. In addition, we would like to recommend the use of the Department of Labor Bureau of Labor Statistics salary survey data as another source for public and private entities in HBMWD's area.
- Determination of Benchmark Classifications to be utilized for the market pay study with input from HBMWD's leadership team.
- Make recommendation for a new pay plan system which considers employee retention, longevity, along with cost of living and merit.

Step 11. Review for internal and external pay equity

- The JER HR Group consultants will recommend mechanisms to maintain both internal and external pay equity for HBMWD's employees.
- Using the newly developed salary grade and range structure, we would analyze the salaries paid to staff within each discrete grade level/job level by gender and race, as well as by aggregate or multi-incumbent titles, where applicable.
- To the extent that there is not a clear and defensible rationale for significant differences in pay, we would make recommendations for HBMWD to consider regarding appropriate adjustments to rectify any disparities.
- In addition, as part of the final study report, the JER HR Group consultants will recommend the frequency of market surveys to assess HBMWD's competitive position relative to HBMWD's adopted total compensation philosophy.

Step 12. Recommend a pay increase plan

- Recommendation for a pay increase system will consider employee retention, longevity, cost of living and merit.

Humboldt Bay Municipal Water District

Compensation Phase (continued)

- The DBCompensation software (proposed grade and steps table for the merit pay plan employees) will be used to determine recommended employee pay placement on the new pay table and to determine future pay increases based upon the determined market values for job categories for the current fiscal or additional fiscal year budgets depending on budget constraints.

Compensation Deliverables

We will upload employee census data and complete an external market pay study survey with HBMWD benchmark positions and pay comparisons from government, private and other like-type entities within the identified recruitment area along with published compensation data. Develop, present and recommend new pay plan structure and system that fosters internal pay and position equity and external pay competitiveness. Complete initial draft report with study findings, recommendations, associated costs and timeline for implementation. Complete, present and discuss final study report with an executive summary, exhibits, and other related documents for consideration and approval by General Manager, Business Manager and Board of Directors as appropriate.

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Benefits Phase

JER HR Group consultants and the firm's staff have developed, distributed, compiled and reported the annual salary and benefits surveys for the Arkansas Compensation Association, the Northwest Arkansas SHRM Chapter (NOARK) and the Arkansas Municipal League. We have a significant amount of experience working with salary and benefits surveys for these organizations and with other counties and municipalities. We believe that this experience will be beneficial in helping HBMWD achieve success with its salary and benefits surveys.

JER HR Group consultants will work with HBMWD to develop a survey form for employee benefits inclusive of the following:

- Retirement savings program (457/401k/401a) employer contributions in dollar value or percentage of pay.
- Health/dental/vision insurance, life insurance – employer-paid premium levels, employee premium, and plan design options.
- Paid time off benefits (vacation, sick leave, compensatory, holiday, military, fit for duty, etc.) – rate of accrual, days per year, etc. as applicable.

The preparation of the benefits survey form, distribution of the survey, appropriate follow-up to encourage participation in the survey and the benefits survey analysis will take two days to complete.

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Preparation of Required Significant Deliverables

Step 13. Create initial drafts of reports and submit for review

- We will prepare a complete summary and final written report that can be used to explain and justify any recommendations to modify existing jobs, impact on pay scale or benefit offerings. The Report will include a suggested timeline for implementation of recommendations by HBMWD including a prioritization of recommendations, support and training.

Step 14. Make changes and finalize reports, submit final to key stakeholders.

- Revise, edit or add information to draft report based on input from HBMWD's leadership team.
- Finalize executive summary, report tables, graphs, worksheets, recommendations and other related documents and content for final report and deliverables.

Step 15. Presentation to key stakeholders

- A formal presentation will be made to the General Manager, Business Manager and Board of Directors as appropriate at the completion of the study. The lead project consultant will present the final report, recommendations, implementation options and associated cost estimates.

Step 16. Train HR staff on maintenance of plan/software

- If a decision is made by HBMWD to lease and use the software on completion of the project, JER HR Group principal consultants will train HBMWD's Human Resources staff on internal compensation analysis and data utilization techniques. Your Human Resources staff will be equipped to conduct internal compensation system maintenance efforts with the DBCompensation software. Training for the internal job valuation and salary administration process will take four hours. This virtual training session will be conducted by one of the JER HR Group principal consultants. If HBMWD decides to forgo licensing or using the compensation system software after completion of the project and wants to secure job valuing consulting services, a post project services agreement will be a viable option.

Preparation of Required Significant Deliverables

Complete initial draft report with study findings, recommendations, associated costs and timeline for implementation. Complete, present and discuss final study report with an executive summary, exhibits, and other related documents for consideration and approval by General Manager, Business Manager and Board of Directors as appropriate.

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Cost Proposal

Cost Sheet Summary based on Services/Fees Described in RFP Sections and Paragraphs

	#UNITS	Price per unit	Totals
Project Initiation Phase (fixed price), includes:			\$ 3,000.00
Meetings			
Obtain background information			
Review and update current compensation philosophy, policies and practices			
Job Audit Phase, includes:	20	300	\$ 6,000.00
Distribution of questionnaire			
Schedule/Hold virtual meetings to further clarify job details			
Update job descriptions			
Classification Phase, includes:	20	125	\$ 2,500.00
Entry of job descriptions into software			
Assign scoring for 15 factors			
Conduct FLSA and EEO audit of jobs			
Assign job values			
Presentation to key stakeholders			
Compensation Phase, includes:	20	275	\$ 5,500.00
Compare HBMWD jobs and pay to external jobs and pay for 20 titles			
Review for internal and external pay equity			
Recommend pay increase plan			
Review for Compression issues and recommend solutions			
Benefits Survey Phase(fixed price), includes:			\$ 3,000.00
Preparation of the survey form, distribution, reminders, and survey data analysis			
Required Significant Deliverables (fixed price), includes:			\$ 1,500.00
Create initial drafts of reports and submit for review			
Make changes and finalize reports			
Presentation to key stakeholders			
Train HR staff on maintenance of plan/software			
Travel			\$ 4,000.00
Travel for two on-site visits			
TOTAL FOR SALARY SURVEY AND CLASSIFICATION/COMPENSATION WORK			\$ 25,500.00

If HBMWD would like to maintain its own compensation and classification system in the future, we offer a subscription to the DBCompensation software for \$400 per month. More information is included later in this proposal.

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Cost Proposal (continued)

This cost proposal includes all incidental expenses involved in developing the report and presentation virtually, plus two onsite visits (generally one at the beginning of the project, and one at the end for presentations). Additional onsite visits involving travel will be billed separately for hourly time spent (at \$180 per hour) and actual expenses like travel cost, accommodation and other related travel expenses, not to exceed \$2,000 per day in total.

Qualifications of Our Firm

JER HR Group, a **leading HR and Compensation consulting firm in existence since 1990**, is headquartered in New York with additional offices in North Carolina, Iowa and Arkansas. Our consultants have extensive experience working with a variety of leading local, national, and international organizations to address their HR and compensation consulting needs. JER HR Group is a New York State **certified Minority Owned Business** and a North Carolina certified HUB business committed to promoting diversity within the firm and through its practices.

With the recent merger between **JER HR Group and the Johanson Group**, JER HR Group has expanded its clientele with additional private and public sector clients. In addition, with the induction of Johanson Group, JER HR Group is now able to offer an optional SaaS software (DBCompensation™) for continued HR Compensation management.

We have developed in-depth knowledge supporting clients at a **variety of industries, including municipalities, cities and other public entities**, working in both union and non-union environments. We provide customized expert assistance tailored to the individual needs and challenges of each valued client. We work closely with Human Resources Departments, senior executives, as well as Boards and Councils to develop solutions that are aligned with our clients' mission, structure, budget and staffing.

In the past 31 years, we have developed our own process model that provides an opportunity for us to leverage our own database in addition to external published sources, providing a unique perspective. Over time, our client list has become long and our percentage of returning clients is very high. In fact, approximately **80% of our current clients come back to us year after year** for their compensation needs.

Our Compensation Consulting Division, with a **focus on Total Rewards strategy**, offers the following services to assist clients in establishing total compensation approaches that are competitive, but also assure that their compensation program complies with regulatory requirements:

Compensation Consulting

- Total Rewards/Compensation Strategy
- Base Salary Management
- Incentive Compensation
- Custom Compensation Surveys
- Executive Compensation
- International Compensation
- Intermediate Sanctions
- New York State Executive Governor's Order #38

HR Review Services

- FLSA Reviews
- Organization and Staffing Review
- Performance Management Process Review
- Comparative Benefits Analysis

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Timeline

Pending the timely receipt of information and arrangement of meetings and calls to review key deliverables, we anticipate delivery of the draft report within 10 weeks from Project Initiation and receipt of all necessary background information.

The following proposed timeline can be revised based on HBMWD's needs.

Tasks/Deliverables for Project Initiation Phase	Week for Completion
1. Project Initiation Meeting – finalize timeline and expectations and agree on comparison organizations for market study	Week 1
2. Gather/review HBMWD's information	Week 1
3. Review and update organization's compensation philosophy, policies & practices	Week 2
Tasks/Deliverables for Job Audit Phase	
4. Distribute questionnaire	Week 2
5. Schedule/Hold virtual meetings to further clarify job details	Week 3
6. Update job descriptions	Week 3
Tasks/Deliverables for Classification Phase	
7. Enter all job descriptions into software	Week 4
8. Assign degrees for the 15 factors & input other job descriptions detail	Week 4
9. Assign and review job value for each job description and recommend class/grade structure	Week 5
10. Presentation to client senior management for input/changes	Week 5
Tasks/Deliverables for Compensation Phase	
11. Compare HBMWD's jobs and pay to external jobs and pay	Week 6
12. Review for internal and external pay equity	Week 7
13. Recommend a new pay plan(s)	Week 7
Tasks/Deliverables for Benefits Phase	
14. Administration of Benefits Survey	Week 8
Preparation of Significant Deliverables Phase	
15. Create initial drafts of reports and submit for review	Week 8
16. Make changes and finalize reports, submit final to HBMWD	Week 9
17. Presentations to General Manager, Business Manager and Board of Directors as appropriate	Week 9
18. Provide client with final job descriptions in Word	Week 10
19. Train HR staff on maintenance of plan/software	Week 10

Humboldt Bay Municipal Water District

About JER HR Group

JER HR Group is a Leading HR Consulting & Human Capital Management (HCM)
 Technology Organization

CONSULTING SERVICES

- ✓ Consulting firm with more than thirty years' experience in HR Consulting.
- ✓ Leading provider of strategic compensation services to organizations nationwide.
- ✓ Team of Leadership Development professionals with extensive experience in training, coaching and leadership development.

AT-A-GLANCE

30+ <i>Consultants</i>	30+ <i>Years' Experience</i>
400+ <i>Projects since 2016</i>	250+ <i>Non-Profit Clients Nationwide</i>
80% <i>Returning compensation clients</i>	

CONSULTING SERVICES

Compensation Services	HR Services
Leadership & Team Development	Assessment Resources

HCM TECHNOLOGY SOLUTION

Learning Management System	Talent Management
Streaming Services	Talent Acquisition

Consultant Qualifications

Blair Johanson, Managing Consultant, JER HR Group, Fayetteville, AR

Areas of Expertise – Job Evaluation and Salary Administration Programs (JESAP) ©1985-2022. Blair has worked with over 50 municipal, county, utility, library and education clients during the past 5 years to facilitate and complete classification, compensation and benefits studies. He can help clients address common and complicated compensation management issues with his extensive career experience. In addition, Blair had a previous career in the health care sector as a hospital and physician practice administrator and human resources professional. Blair has an MBA and a BSBA in Human Resources from the University of Arkansas Sam M. Walton School of Business.

Bruce Johanson, Managing Consultant, JER HR Group, Fayetteville, AR

Areas of Expertise – Job Evaluation and Salary Administration Programs (JESAP) ©1985-2022. Bruce has worked with several hundred of municipality, county, utility, banking manufacturing and non-profit clients during the past 36 years to facilitate and complete classification, compensation and benefits studies. He has also worked with executives and Boards of Directors on Executive level total rewards review and planning. Bruce has taught for several years at the University level as well as completed several strategic planning projects for a variety of organizations. Bruce has facilitated many leadership programs including FranklinCovey, Crucial Conversations, DDI, and DISC Personality for Fortune 500 organizations. Bruce has an MBA and a BSBA in Human Resources from the University of Arkansas Sam M. Walton School of Business.

Robert Culpepper, CCP

Robert is a Senior Compensation Consultant with 27+ years of experience leading compensation-related projects in multiple industries and in city government. His experience includes annual compensation planning, merit pay and profit sharing, developing and administering performance management initiatives, building and maintaining compensation structures, job analysis and point-factor job evaluation, job architecture, market pay studies, incentive compensation and other related compensation projects and technologies. He also has experience implementing HRIS, compensation, and performance management modules for SAP SuccessFactors, both as an SAP-certified consultant and internal compensation practitioner. He is a Certified Compensation Professional by the WorldatWork Total Rewards Association. Robert earned a Bachelor of Arts degree in Psychology from the University of Arkansas at Little Rock and a Master of Arts degree in Industrial/Organizational Psychology from the University of Tulsa. Robert is new to the firm.

Clifford Sandsmark, MBA, CCP, CSCP, SPHR, SHRM-SCP

Cliff Sandsmark is a SPHR certified senior Compensation Consultant with 30+ years of experience working on a variety of compensation systems. He is a strategic human resource professional with extensive compensation, benefits, and employment law compliance. This includes designing corporate and nationwide compensation plans including base pay plans, sales compensation design, incentive pay, job analysis, job evaluation, and other related compensation projects. He also has solid expertise with FLSA, Davis Bacon, and OFCCP compliance. Over the past 16 years he has served as university faculty teaching HR and Compensation at the graduate level, as well as prep classes for the SHRM certifications. Cliff also has experience implementing HRIS systems like Peoplesoft and Workday covering HR and HRIS projects in a shared service environment. He earned a BFA Cum Laude from The Maryland Institute and MBA from The University of Arkansas, Sam M. Walton College of Business. Cliff has been with the firm since February 2022.

Consultant Qualifications (continued)**Rodney Hulsey, MSIR, CCP, PHR, Compensation Consultant**

Rodney Hulsey is an HR and compensation professional with experience in Management and Consulting roles with both domestic and non-domestic multinational corporations. His expertise lies in the ability to align HR & compensation strategies and programs to corporate strategy, goals and initiatives. In addition to compensation, he is also skilled in HR compliance, leadership development, talent management, performance management, labor relations, policy development and a number of other areas. Rodney served as Compensation Manager at VF Corp, as an HR/Compensation Consultant for Volvo Group North America, and as Regional HR Manager for Varian (which is now part of Agilent Technologies). Rodney has a Master of Science degree in Industrial and Labor Relations from West Virginia University. Rodney has been with the firm since 2022.

List of Government Compensation Projects – Last 5 Years

JER HR Group (and legacy Johanson Group) have conducted classification, compensation and benefits studies for the following entities. This list is representative and not exhaustive.

Allen County IN Public Library	Craighead County AR
Arkansas Municipal League	Franklin County OH Board of Health
Arkansas One Call	Franklin County KY
Beaver AR Water District	Garland County AR
Butterfield Trail Village AR	Head Start of Greater Dallas TX
Charles City County VA	Henderson KY Municipal Power & Light
Charleston (SC) County Park & Rec Committee	Johnson County AR
Chautauqua County NY	Kenton County, KY
City of Anna TX	Lancaster (SC) County Water & Sewer
City of Arkadelphia AR	Little Rock AR Water Reclamation Authority
City of Bandera TX	Logan County AR
City of Bella Vista AR	Mississippi County AR
City of Bentonville AR	Montrose Recreation District (CO)
City of Bryant AR	New York 811
City of Clarksville AR	NOARK 2022 Salary & Benefits Survey
City of Denton TX	North Little Rock AR Wastewater
City of Edmond OK	NW Arkansas Community College
City of Fayetteville AR	Orange (NC) Water & Sewer Authority
City of Frankfort KY	Owensboro KY Riverport Authority
City of Hendersonville TN	Paducah KY Power Market
City of Highfill AR	Pine Bluff AR WW Utility
City of Hutto TX	Pulaski County AR
City of Lawton OK	Rappahannock Area Community Services Board (VA)
City of Lincoln AR	Rogers Water Utilities AR
City of Malvern AR	Saline County AR
City of Minden LA	Sanpete County UT
City of Natchitoches LA	Sebastian County AR
City of Owensboro KY	Springdale AR Water Utilities
City of Republic, MO	St. Charles MO City-County Library
City of Rogers AR	STEP Inc.
City of Rowlett TX	Town of Harrisburg NC
City of San Marcos TX	Traverse City Michigan L&P
City of Siloam Springs AR	Tri-County Regional Water (AR)
City of Springdale AR	Washington County AR
City of Tipp City OH	York Technical College (NC)

Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Client References

ORGANIZATION	CONSULTING SERVICES PROVIDED
<p><u>Orange Water and Sewer Authority</u> Stephanie Glasgow, Director of Human Resources and Safety Kelly H. Belcher, Human Resource Generalist 400 Jones Ferry Road Carrboro, NC 27510 Office: (919) 537-4223 Email: sglasgow@owasa.org Email: kbelcher@owasa.org</p>	<p>Classification and Compensation for 65 positions Completion of the project April 2023.</p>
<p><u>Frankfort Plant Board</u> Nichell L. Brown, MPA, SHRM-CP Human Resources Director PO Box 308, 151 Flynn Ave. Frankfort, KY 40602 502.352.4367 nbrown@fewpb.com</p>	<p>Compensation, Classification and Benefits project in 2016. Electric, Water, and Cable provider for the City of Frankfort, KY. Over 150 position titles and three updates since 2016.</p>
<p><u>Lancaster County Water & Sewer District</u> English Henderson, HR Director PO Box 1009 Lancaster, SC 29721 (803) 416-5513 ehenderson@lcwasd.org</p>	<p>Conducted a classification and compensation survey and analysis for their 52 job titles. Projected completed in February 2023.</p>

Statement About Insurance

We confirm our ability to comply with HBMW's insurance requirements as stated in the sample contract, which was part of the RFP.

Signature

This proposal is submitted by JER HR Group's Managing Director, Mahesh Kumar.



Appendix

More about the DBCompensation software

DBCompensation software contains an automated classification descriptions process that provides for input by employees, supervisors, and managers as to the job content and knowledge, skills and abilities required for effective performance, reporting relationships, and other related matters. The collaborative classification descriptions are viewable and editable by employees, supervisors and managers as requested by Department Directors and managed by the Human Resources staff. Each classification description will have the following content headings:

- Classification Title
- Department
- Supervisor’s Title
- Location
- Exempt/Non-Exempt Status
- Purpose Statement
- Duties and Responsibilities
- Required General Experience
- Required Management Experience
- Education
- Initiative/Ingenuity
- Mental Demand, Problem-Solving
- Responsibilities for Supervision
- Funds
- Budgets, and Equipment
- Accuracy
- Accountabilities
- Internal and External Communication
- Software Skills Inventory
- Machine and Computers
- Physical Demands
- Working Conditions
- Additional Information

JER HR Group’s recommended classification description format and job rating process has been functional since 1985. Hundreds of municipal classifications/jobs have been developed by this internal classification description and job rating system which has experienced a few modifications during the past 35 years. Several municipalities, county governments, and utilities in Arkansas, Missouri, Oklahoma, Kentucky, and Texas have purchased the DBCompensation software since 2006 when the software was licensed and made available to public and private sector clients. Since 1985, the Job Evaluation and Salary Administration Program classification description assessment methodology has stood the examination of outside regulatory review agencies, union representatives and a labor arbitrator.

Humboldt Bay Municipal Water District

Sample Exhibits

SAMPLE MUNICIPALITY
 EXHIBIT 6G: PAY vs. PAY GRADE RANGES

Position Title / Classification	No. Emp	Job Value	Job Value Range	Range Mid Point	Pay Grade	Pay Rate	Employee Name	44,112.27 Policy Pay Range			10,992.07 Pay Within Policy Range Quartiles						Dollar Variance To Midpoint	Percent Variance
								Min (80%)	Midpoint	Max (120%)	Under Min.	1st	2nd	3rd	4th	Over Max.		
Director of Public Works	1	1671	1601-1700	1650	125	\$85,000	Stout, Odel	\$67,022	\$83,777	\$100,533				X			\$1,223	1.44%
Director of Finance	1	1669	1601-1700	1650	125	\$85,000	Hamilton, Henry	\$67,022	\$83,777	\$100,533				X			\$1,223	1.44%
Chief of Police	1	1664	1601-1700	1650	125	\$80,000	Dean, Jim	\$67,022	\$83,777	\$100,533			X				(\$3,777)	-4.72%
Fire Chief	1	1646	1601-1700	1650	125	\$80,000	Weeks, Norman	\$67,022	\$83,777	\$100,533				X			(\$3,777)	-4.72%
City Clerk-Treasurer	1	1417	1401-1500	1450	115	\$65,000	Song, Frances	\$59,964	\$74,955	\$89,946		X					(\$9,955)	-15.32%
Police Major	1	1376	1301-1400	1350	110	\$65,000	Rodgers, Bill	\$56,435	\$70,544	\$84,652				X			(\$5,544)	-8.53%
Assistant Fire Chief	1	1260	1201-1300	1250	105	\$64,000	Moore, Willie	\$52,906	\$66,132	\$79,359				X			(\$2,132)	-3.33%
Superintendent-Water/Wastewat	1	1210	1201-1300	1250	105	\$60,000	Underwood, Gab	\$52,906	\$66,132	\$79,359				X			(\$6,132)	-10.22%
Superintendent-Street	1	1126	1101-1200	1150	100	\$59,000	Hoyle, Paul	\$49,377	\$61,721	\$74,065				X			(\$2,721)	-4.61%
Superintendent-Landfill/Sanitatio	1	1086	1001-1100	1050	95	\$58,000	O'Brien, Issac	\$45,848	\$57,310	\$68,772				X			\$690	1.19%
Water Treatment Plant Manager	1	1085	1001-1100	1050	95	\$55,000	Gross, Nick	\$45,848	\$57,310	\$68,772				X			(\$2,310)	-4.20%
Superintendent-Parks	1	1007	1001-1100	1050	95	\$55,000	Walton, Henry	\$45,848	\$57,310	\$68,772				X			(\$2,310)	-4.20%
Leutenant - Patrol	1	961	901-1000	950	90	\$60,000	McKinney, James	\$42,319	\$52,899	\$63,478					X		\$7,101	11.84%
Leutenant - CID	1	945	901-1000	950	90	\$60,000	McAllister, Ian	\$42,319	\$52,899	\$63,478					X		\$7,101	11.84%
Personnel Supervisor	1	927	901-1000	950	90	\$60,000	Conner, Arlene	\$42,319	\$52,899	\$63,478					X		\$7,101	11.84%
Dispatcher-Jail Supervisor	1	863	801-900	850	85	\$57,000	Griffin, Sean	\$38,790	\$48,487	\$58,185					X		\$8,513	14.93%
Supervisor-Equipment / Fleet Mai	1	861	801-900	850	85	\$50,000	Jones, Hank	\$38,790	\$48,487	\$58,185				X			\$1,513	3.03%
Code Administrator	1	848	801-900	850	85	\$48,000	Puckett, Earl	\$38,790	\$48,487	\$58,185				X			(\$487)	-1.02%
Sergeant - Patrol	2	842	801-900	850	85	\$50,000	Griffin, Matthew	\$38,790	\$48,487	\$58,185				X			\$1,513	3.03%
		842	801-900	850	85	\$50,000	Schroeder, Larry	\$38,790	\$48,487	\$58,185				X			\$1,513	3.03%
Sergeant - CID	1	819	801-900	850	85	\$50,000	Byrne, Karl	\$38,790	\$48,487	\$58,185				X			\$1,513	3.03%
Court Clerk-Customer Service Su	1	795	751-800	775	80	\$49,000	Teague, Bernette	\$36,143	\$45,179	\$54,215				X			\$3,821	7.80%
Senior Accountant	1	772	751-800	775	80	\$51,000	Wagner, Ivanho	\$36,143	\$45,179	\$54,215					X		\$5,821	11.41%
Fire Captain	3	761	751-800	775	80	\$49,000	Graves, Claud	\$36,143	\$45,179	\$54,215				X			\$3,821	7.80%
		761	751-800	775	80	\$48,500	Scarborough, Danny	\$36,143	\$45,179	\$54,215				X			\$3,321	6.85%
		761	751-800	775	80	\$48,000	Sutton, Eric	\$36,143	\$45,179	\$54,215				X			\$2,821	5.88%
Crew Leader-Street	1	746	701-750	725	75	\$45,000	Barton, Ben	\$34,379	\$42,973	\$51,568				X			\$2,027	4.50%
Crew Leader-Water & Sewer	1	693	651-700	675	70	\$44,000	Woods, Andy	\$32,614	\$40,768	\$48,921				X			\$3,232	7.35%
Police Officer	11	679	651-700	675	70	\$42,500	Abrams, Wanda	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Beasley, Tom	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Bowling, Sam	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Boykin, Colin	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Cassidy, Earl	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Chen, Zen	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Clapp, Victor	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Cowan, Peter	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Morse, Bill	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%

SAMPLE MUNICIPALITY (Dec 2021)
 Exhibit 6G Landscape Pay vs. Pay Grade Ranges, Page 1 of 3

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Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

Position Title / Classification	No. Emp	Job Value	Job Value Range	Range Mid Point	Pay Grade	Pay Rate	Employee Name	44.11227			10.992.07						Dollar Variance To Midpoint	Percent Variance
								Policy Pay Range			Pay Within Policy Range Quantiles							
								Min (80%)	Midpoint	Max (120%)	Under Min.	1st	2nd	3rd	4th	Over Max.		
Police Officer		679	651-700	675	70	\$42,500	Sumner, Danny	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
		679	651-700	675	70	\$42,500	Tilley, Alex	\$32,614	\$40,768	\$48,921				X			\$1,732	4.08%
CID Detective	3	677	651-700	675	70	\$41,500	Blanchard, Herman	\$32,614	\$40,768	\$48,921				X			\$732	1.76%
		677	651-700	675	70	\$41,500	Davidson, Fred	\$32,614	\$40,768	\$48,921				X			\$732	1.76%
		677	651-700	675	70	\$41,500	Heath, Nick	\$32,614	\$40,768	\$48,921				X			\$732	1.76%
Crew Leader-Parks	1	655	651-700	675	70	\$40,000	Wilkerson, Oscar	\$32,614	\$40,768	\$48,921				X			(\$768)	-1.92%
Firefighter	9	651	651-700	675	70	\$37,900	Alvarez, Juan	\$32,614	\$40,768	\$48,921				X			(\$2,868)	-7.57%
		651	651-700	675	70	\$37,500	Bowman, John	\$32,614	\$40,768	\$48,921				X			(\$3,268)	-8.71%
		651	651-700	675	70	\$39,750	Christian, Karl	\$32,614	\$40,768	\$48,921				X			(\$1,018)	-2.56%
		651	651-700	675	70	\$38,500	James, Mike	\$32,614	\$40,768	\$48,921				X			(\$2,268)	-5.89%
		651	651-700	675	70	\$38,000	Lamb, Larry	\$32,614	\$40,768	\$48,921				X			(\$2,768)	-7.28%
		651	651-700	675	70	\$40,000	Love, Larry	\$32,614	\$40,768	\$48,921				X			(\$768)	-1.92%
		651	651-700	675	70	\$39,500	McLean, Jack	\$32,614	\$40,768	\$48,921				X			(\$1,268)	-3.21%
		651	651-700	675	70	\$39,000	Olsen, Henry	\$32,614	\$40,768	\$48,921				X			(\$1,768)	-4.53%
		651	651-700	675	70	\$40,000	Sindar, Fred	\$32,614	\$40,768	\$48,921				X			(\$768)	-1.92%
CAD Technician	1	589	551-600	575	60	\$34,133	Ho, Don	\$29,085	\$36,357	\$43,628				X			(\$2,224)	-6.51%
Crew Leader-Truck Driver	1	585	551-600	575	60	\$35,000	Hall, Sam	\$29,085	\$36,357	\$43,628				X			(\$1,357)	-3.88%
Crew Leader-Landfill	1	545	501-550	525	50	\$34,000	Bender, William	\$27,321	\$34,151	\$40,981				X			(\$151)	-0.44%
Code Enforcement Officer	1	538	501-550	525	50	\$34,500	Mellon, Carl	\$27,321	\$34,151	\$40,981				X			\$349	1.01%
Purchasing Agent	1	531	501-550	525	50	\$38,000	Bender, Harvey	\$27,321	\$34,151	\$40,981					X		\$3,849	10.13%
Domestic Violence Victim's Advo	1	504	501-550	525	50	\$35,000	Woodard, Mark	\$27,321	\$34,151	\$40,981				X			\$849	2.43%
Operator-Water Treatment Plant	2	501	501-550	525	50	\$34,000	Baker, Billy	\$27,321	\$34,151	\$40,981				X			(\$151)	-0.44%
		501	501-550	525	50	\$34,000	Merritt, Jerry	\$27,321	\$34,151	\$40,981				X			(\$151)	-0.44%
Police Service Officers Assistant	1	483	451-500	475	45	\$32,500	Wallace, Paulette	\$27,154	\$31,945	\$36,737				X*			\$555	1.71%
Accounting Clerk II	1	476	451-500	475	45	\$31,500	McNamara, Jim	\$27,154	\$31,945	\$36,737				X*			(\$445)	-1.41%
Receptionist - Clerk II	1	458	451-500	475	45	\$30,000	Middleton, Laquita	\$27,154	\$31,945	\$36,737				X*			(\$1,945)	-6.48%
Lab Technician-Wastewater	1	448	401-450	425	40	\$33,000	Connolly, Helene	\$25,279	\$29,740	\$34,201					X*		\$3,280	9.88%
Animal Officer I	1	445	401-450	425	40	\$30,000	Hawkins, Isaac	\$25,279	\$29,740	\$34,201				X*			\$260	0.87%
Operator-Wastewater Treatment	2	419	401-450	425	40	\$29,000	Allen, Rebekah	\$25,279	\$29,740	\$34,201				X*			(\$740)	-2.55%
		419	401-450	425	40	\$28,500	Rich, Seth	\$25,279	\$29,740	\$34,201				X*			(\$1,240)	-4.35%
Customer Service Clerk	3	411	401-450	425	40	\$28,100	Gallagher, Debby	\$25,279	\$29,740	\$34,201				X*			(\$1,640)	-5.84%
		411	401-450	425	40	\$27,900	Solomon, Ernestine	\$25,279	\$29,740	\$34,201				X*			(\$1,840)	-6.59%
		411	401-450	425	40	\$28,000	Vick, Chrissy	\$25,279	\$29,740	\$34,201				X*			(\$1,740)	-6.21%
Equipment Operator II-Street	4	408	401-450	425	40	\$32,000	Diaz, Auro	\$25,279	\$29,740	\$34,201					X*		\$2,260	7.06%
		408	401-450	425	40	\$32,000	Grant, Van	\$25,279	\$29,740	\$34,201					X*		\$2,260	7.06%
		408	401-450	425	40	\$32,000	Proctor, Wally	\$25,279	\$29,740	\$34,201					X*		\$2,260	7.06%
		408	401-450	425	40	\$32,000	Ruinea, Tanner	\$25,279	\$29,740	\$34,201					X*		\$2,260	7.06%
Accounting Clerk I	1	407	401-450	425	40	\$28,500	McLaughlin, Josephine	\$25,279	\$29,740	\$34,201				X*			(\$1,240)	-4.35%
Equipment Operator II - Landfill	1	405	401-450	425	40	\$29,500	Holmes, Mel	\$25,279	\$29,740	\$34,201				X*			(\$240)	-0.81%
Mechanic	1	405	401-450	425	40	\$30,000	Dougherty, Tommy	\$25,279	\$29,740	\$34,201					X*		\$260	0.87%

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Exhibit 5G Landscape: Pay vs Pay Grade Ranges, Page 2 of 3

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Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

**SAMPLE MUNICIPALITY
EXHIBIT 1: JOB VALUING SUMMARY**

POSITION TITLE / CLASSIFICATION	JOB CODE	Factor 1: Experience-General															VALUE
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Director of Public Works	10	7	5	8	7	7	9	8	5	11	5	5	4	3	2	1671	
Director of Finance	10	8	6	8	7	7	4	8	7	11	4	5	6	2	2	1669	
Chief of Police	10	8	4	8	7	7	9	7	5	11	5	5	4	3	2	1664	
Fire Chief	9	8	3	8	7	7	8	8	5	11	5	6	4	3	2	1646	
Superintendent-Electric Distribution	9	7	3	7	6	7	3	8	5	11	5	5	4	7	5	1453	
City Clerk-Treasurer	9	7	5	7	6	7	3	8	5	10	6	5	4	2	3	1417	
Police Major	9	7	4	6	6	6	8	6	5	10	5	5	4	7	2	1376	
Assistant Fire Chief	8	6	3	6	6	6	8	7	5	10	4	5	4	3	1	1260	
Superintendent-Water/Wastewater Services	9	7	4	7	6	6	2	7	5	10	4	4	4	5	5	1210	
Superintendent-Street	8	7	3	6	6	6	4	6	4	9	4	4	4	5	5	1126	
Superintendent-Landfill/Sanitation	8	6	3	6	5	6	3	7	4	9	5	5	4	3	5	1086	
Water Treatment Plant Manager	8	6	4	6	5	6	2	7	4	9	4	4	4	7	5	1085	
Superintendent-Parks	8	6	4	6	5	6	4	5	3	9	4	5	3	3	5	1007	
Lieutenant - Patrol	8	5	4	6	5	5	2	5	5	9	5	4	4	7	2	961	
Lieutenant - CID	8	5	4	6	5	5	2	4	5	9	5	4	4	7	2	945	
Personnel Supervisor	8	5	4	5	5	5	2	5	4	9	5	5	5	1	2	927	
Lineman Crew Leader	9	5	3	5	5	5	2	5	4	9	4	3	4	7	5	919	
Dispatcher-Jail Supervisor	6	6	3	5	4	5	3	3	3	8	4	3	4	7	3	863	
Supervisor-Equipment / Fleet Maintenance	8	5	4	6	4	6	1	5	4	9	2	4	4	4	5	861	
Code Administrator	8	5	4	6	4	6	2	4	4	8	5	3	3	2	2	848	
Sergeant - Patrol	6	5	4	5	4	5	2	4	5	6	5	4	4	7	5	842	
Sergeant - CID	6	5	4	5	4	5	1	4	5	6	5	4	4	7	5	819	
Court Clerk-Customer Service Supervisor	6	5	3	6	4	5	2	4	4	8	5	3	4	2	2	795	
Chief Accountant	7	5	5	4	4	5	2	4	4	8	3	2	4	2	2	772	
Fire Captain	5	5	3	5	4	4	2	4	4	8	3	2	4	7	5	761	
Crew Leader-Street	5	5	3	5	3	5	3	4	3	8	3	2	4	5	5	746	
Journeyman Lineman II	6	2	3	4	5	4	1	4	4	7	2	2	6	8	5	729	
Crew Leader-Water & Sewer	5	5	3	4	3	4	2	4	3	8	3	2	4	5	5	693	
Police Officer	3	0	3	5	5	5	0	4	6	7	6	4	4	7	5	679	

SAMPLE MUNICIPALITY (Dec 2021)
Exhibit 1. Job Valuing Summary. Page 1 of 3

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Humboldt Bay Municipal Water District

Proposal from JER HR Group LLC
Compensation and Benefit Study

POSITION TITLE / CLASSIFICATION	JOB CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	VALUE
CID Detective		5	0	4	5	4	5	0	4	6	7	5	5	4	7	5	677
Crew Leader-Parks		5	5	2	4	3	4	3	4	2	7	3	2	3	5	5	655
Firefighter		3	0	3	4	4	5	0	4	5	7	5	4	5	7	5	651
Journeyman Lineman I		5	0	3	3	5	4	0	4	4	6	2	2	6	8	5	616
CAD Technician		5	0	4	4	4	5	0	4	3	6	2	2	7	2	2	589
Crew Leader-Truck Driver		5	2	3	5	3	4	2	4	3	7	2	3	4	5	3	565
Crew Leader-Landfill		5	2	3	5	3	4	1	4	2	7	3	2	4	5	5	545
Code Enforcement Officer		6	0	4	4	4	4	0	4	3	7	5	3	3	5	2	538
Purchasing Agent		5	0	3	4	3	4	0	4	4	8	5	4	4	2	2	531
Domestic Violence Victim's Advocate		5	0	3	4	4	4	0	2	3	5	5	2	4	7	2	504
Operator-Water Treatment Plant		5	0	3	4	4	4	0	4	4	6	2	2	4	7	5	501
Police Service Officers Assistant		3	0	3	4	3	4	0	4	3	5	4	3	4	7	5	483
Accounting Clerk II		0	0	4	4	4	4	0	4	4	0	3	2	4	2	2	470
Receptionist - Clerk II		4	0	3	4	3	3	0	3	2	5	6	4	4	2	3	458
Lab Technician-Wastewater		3	0	3	3	3	4	0	4	5	4	2	2	5	5	3	448
Animal Officer I		4	0	2	4	3	4	0	4	2	6	5	2	3	5	5	445
Apprentice Lineman		3	0	3	4	3	4	0	0	3	4	2	2	4	8	5	420
Operator-Wastewater Treatment Plant		5	0	3	3	3	4	0	4	3	4	0	2	4	7	5	419
Customer Service Clerk		2	0	3	3	3	3	0	4	3	5	5	3	4	2	2	411
Equipment Operator II-Street		6	0	3	3	3	3	0	4	2	4	2	2	4	6	5	408
Accounting Clerk I		5	0	3	3	3	4	0	4	2	5	4	2	4	2	2	407
Equipment Operator II - Landfill		6	0	3	3	3	3	0	4	2	5	2	2	4	6	3	405
Mechanic		6	0	3	4	3	4	0	4	3	5	1	2	3	4	5	405
Equipment Operator-Water Dist.& WW Collection		5	0	3	3	3	3	0	4	3	5	1	1	4	5	5	384
Landfill Serviceman		5	0	3	3	3	3	0	4	2	4	0	1	4	7	5	382
Meter Reader		2	0	2	3	3	3	0	3	3	5	3	2	4	5	5	377
Commercial Driver		3	0	3	3	3	3	0	4	2	6	2	1	4	5	4	370
Equipment Operator I-Street		3	0	3	3	3	3	0	4	2	4	1	2	4	6	5	362
Equipment Operator I - Landfill		2	0	3	3	3	3	0	4	2	3	2	1	4	5	4	335
Relief Driver		2	0	2	3	3	3	0	4	2	5	1	2	4	5	3	329
Packer Driver		2	0	3	3	3	3	0	4	2	5	0	1	4	5	4	327
Dispatcher/Jailer		2	0	2	3	4	3	0	3	2	4	2	2	3	2	5	326

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Humboldt Bay Municipal Water District

POSITION TITLE / CLASSIFICATION	JOB CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	VALUE
Landfill Attendant		2	0	2	3	2	3	0	3	2	5	3	2	4	2	3	322
Serviceman-Apprentice Mechanic		5	0	3	3	3	3	0	2	2	4	1	2	2	3	5	320
Records Clerk		2	0	2	3	3	3	0	2	3	3	3	2	4	2	2	316
Greenhouse/Parks Maintenance Technician		4	0	2	3	3	3	0	3	2	3	1	2	3	5	4	315
Reception - Data Entry		2	0	2	3	3	3	0	2	2	4	3	2	3	2	2	297
Laborer-Water Distribution & WW Collection		3	0	3	2	2	3	0	4	1	3	1	1	3	5	5	289
Equipment Operator I - Park		2	0	2	2	2	3	0	3	2	3	1	1	4	6	3	283
Parking Attendant		1	0	2	2	2	2	0	1	1	4	3	2	3	3	3	247
Laborer - Parks		1	0	2	2	2	2	0	1	1	4	1	1	2	6	7	240
Laborer-Sanitation		1	0	2	2	2	2	0	1	1	4	1	1	2	6	7	240



PROPOSAL

Humboldt Bay Municipal Water District

Compensation and Benefit Study

November 2023



November 17, 2023

Chris Harris, Business Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502
harris@hbmwd.com

**RE: PROPOSAL TO HUMBOLT BAY MUNICIPAL WATER DISTRICT
TO PROVIDE A COMPENSATION AND BENEFIT STUDY**

Dear Mr. Harris,

Regional Government Services Authority (RGS) is pleased to submit this proposal to the Humboldt Bay Municipal Water District (HBMWD) to provide a compensation and benefit study.

RGS is a unique, fee-supported, joint powers authority specializing in public-sector administration and consulting services. RGS serves public agencies and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served nearly 400 public agencies through our unique network of geographically distributed Advisors who work onsite at partner agency offices and through various remote access technologies to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state.

The primary RGS project team of five local government, classification and compensation professionals are well-prepared to assist the Humboldt Bay Municipal Water District in conducting a complete compensation and benefit study to evaluate its employee compensation and benefits package. If selected, RGS' study will ensure a thorough understanding of the district's staffing needs, both current and future, and will guarantee internal equity and external competitiveness of all positions. RGS will conduct interviews with district staff, analyze job descriptions, assess organizational structure, and review staffing levels. Additionally, RGS will identify comparable agencies, conduct a comprehensive compensation and benefits survey, and recommend appropriate salary ranges based on the comparison analysis.

Final deliverables will include a timeline, presentation of preliminary findings, a comprehensive final report, and recommendations presented to the Board of Directors. This process will involve collaboration with management, and supervisors, and regular involvement of the Business

Chris Harris, Business Manager
Humboldt Bay Municipal Water District
Page 2

Manager and Accounting Specialist throughout. Our Detailed Work Plan can be found in Attachment A of our proposal.

The project contact is Senior Advisor Patty Howard. She can be reached at (916) 521-6643 or via email at poward@rgs.ca.gov.

I am confident that you will find RGS's approach responsive to each District's objectives and needs. RGS is best qualified to provide these services because our consultants are supremely experienced in compensation and benefit studies, working effectively with management, employees, elected officials, and labor representatives to achieve desired results. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery and effective implementation. As a public agency, we fully understand the needs and requirements of public agencies. This proposal will remain valid for a 90-day period from the date this proposal is opened.

The RGS team appreciates the opportunity to be of service to HBMWD!

Sincerely,



Sophia Selivanoff, Executive Director
REGIONAL GOVERNMENT SERVICES

COMPENSATION AND BENEFIT STUDY PROPOSAL

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COMPENSATION AND BENEFIT STUDY PROPOSAL

RELEVANT EXPERIENCE

Our advisors have worked on multiple comprehensive classification and compensation studies for public entities at the state, county, and local levels. We are skilled at crafting, reviewing, and analyzing a wide array of public sector organizational classification and compensation structures. The following is the list of clients RGS has completed similar classification and compensation studies in the last five (5) years. Included are the agency name, the year(s) of the project, the project type, and a brief project description.

CLIENT	YEAR OF PROJECT	TYPE OF PROJECT	PROJECT DETAIL
Solano County Water Agency	2019	Compensation Study	Seven benchmark classifications, seventeen comparator agencies
Sonoma County Library	2019	Compensation Study	Twenty-nine benchmark classifications, twelve comparator agencies
City of Marysville	2019	Compensation Study	Twelve classifications, eight comparable agencies
City of Sacramento	2020	Classification and Compensation Study	Convention Center, nineteen classifications, forty-two employees. In addition, seven individual classification studies
City of San Rafael	2020	Classification Study	Three classifications, four employees
East Contra Costa Fire Protection District	2020	Compensation Study	Seven classifications, ten comparator agencies
Calaveras Council of Governments	2020	Classification and Compensation Study	Agency-wide, six classifications, four employees; four benchmark classes, eight comparator agencies
Contra Costa Transportation Authority	2020	Compensation Study	Three benchmark classifications, nine comparator agencies
Central Coast Community Energy (3CE)	2021	Compensation Study	Agency-wide, thirty-four classifications, six comparator agencies
Sedona Fire District	2021	Classification Study	Five classifications, five employees

COMPENSATION AND BENEFIT STUDY PROPOSAL

City of Fairfield	2019-2021	Classification and Compensation Study	Various - eighteen separate class and comp studies for single classifications
City of Salinas	2018-2021	Classification and Compensation Study	Various - seventeen separate class and comp studies for single classifications
City of Fort Bragg	2021-2022	Classification and Compensation Study	Agency-wide class and comp study; twenty-eight classes; thirty-seven employees; ten comparable agencies.
Sonoma County Employees' Retirement Authority	2020 & 2022	Compensation Study	Single class (Executive Director), twelve comparator agencies
Regional Water Authority	2022	Classification and Compensation Study	Three class studies and agency-wide compensation study
City of Yreka	2022	Compensation Study	Twenty-seven benchmark classes, ten comparable agencies
Santa Cruz County Transportation Commission	2022	Staffing Assessment	Agency-wide assessment of current staffing structure and recommendations based on future needs
West Valley Sanitation District	2022	Compensation Study	Fourteen benchmark classes, ten comparable agencies
Hi-Desert Water District	2022	Classification Study/Salary Analysis	Three class studies; conducted internal salary alignment analysis
Orange County Fire Authority	2022-2023	Classification and Salary Study	Seven classes; thirty-two employees; fifteen comparator agencies
Grossmont Healthcare District	2022-2023	Compensation Study	Agency-wide comp study; nine classes; twenty-four comparator agencies
Ironhouse Sanitary District	2023	Compensation Study	Agency-wide comp study; ten benchmark classes; eleven comparator agencies

COMPENSATION AND BENEFIT STUDY PROPOSAL

REFERENCES

RGS teams regularly provide services beyond contract requirements and partner agency expectations. The intent is to address the services identified in the contract and take a holistic approach to ensure our partner agencies have considered all avenues, risks, and implementation options. RGS always strives to provide exceptional service without exceeding the contract's financial constraints. We are familiar with and have helped many organizations successfully navigate the challenges and opportunities that surface in studies. Additional references can be provided upon request.

GROSSMONT HEALTHCARE DISTRICT

RGS conducted an agency-wide total compensation study, surveying twenty-four designated comparator agencies for nine of the District's classifications. RGS collected salary and benefits data for all comparable classifications and recommended salary adjustments based on the external market data and the internal compensation alignment analysis conducted. Salary recommendations were made utilizing generally accepted compensation standards to ensure equity within class series, families, and across the various workgroups.

Tom Scaglione
Chief Administrative Officer
tscaglione@grossmonthealthcare.org
9001 Wakarusa Street
La Mesa, CA 91942

CITY OF FORT BRAGG

RGS conducted an agency-wide classification and compensation study of the thirty-one classifications (thirty-nine employees). RGS conducted job analysis on each position in the Division, identified essential duties, aligned positions into job families within classification series and across the classification plan, recommended new classification titles, and created new classification specifications for positions at various levels of the organization. RGS then conducted an internal compensation alignment analysis based on the updated classification plan. Salary recommendations were made utilizing generally accepted compensation standards to ensure equity within class series, class families, and across the various workgroups.

Peggy Ducey
Interim Agency Manager
pducey@fortbragg.com
416 North Franklin Street
Fort Bragg, CA 95437

COMPENSATION AND BENEFIT STUDY PROPOSAL

CITY OF WATERFORD

RGS conducted an agency-wide total compensation study, surveying thirteen (13) designated comparator agencies for twenty-two of the agency's classifications. RGS collected salary and benefits data for all comparable classifications and recommended

salary adjustments based on the external market data and the internal compensation alignment analysis conducted. Salary recommendations were made utilizing generally accepted compensation standards to ensure equity within class series, families, and across the various workgroups.

Corbett Browning

Agency Attorney

cjb@rbgmlaw.com

101 E. Street

Waterford, CA 95386

DELTA DIABLO SANITATION DISTRICT

RGS conducted an agency-wide classification study that included 68 classifications for the District. RGS conducted job analysis on each position in the District, identified essential duties, aligned positions into job families within the classification series and

across the classification plan, recommended new classification titles, and created new classification specifications for positions at all levels of the organization.

Carol Margetich

Business Services Director

carolm@deltadiablo.org

2500 Pittsburg-Antioch Highway

Antioch, CA 94509

(925) 756-1935

STAFFING

Since 2015, RGS advisor teams have completed several hundred classification and compensation and multiple staffing projection studies for agencies throughout the State of California, including municipalities, county organizations, water and wastewater districts, special districts, a municipal insurance agency, transportation agencies, waste management agencies, and joint powers authorities. These studies have ranged from organization-wide comprehensive classification and compensation studies to staffing projections as part of an organizational development assessment or redesign. Most of our partner agencies have intended to design and implement traditional organizational hierarchies. We respect each agency's policy in offering classification and compensation services while providing creative and effective solutions to enhance staff attraction, retention, growth, and delivery of excellent public service.

In addition to our specific classification and compensation studies, RGS regularly provides organizational assessment studies in which alternative staffing, structure, and service delivery models are explored.

COMPENSATION AND BENEFIT STUDY PROPOSAL

Regional Government Services (RGS) takes a holistic approach to the classification and compensation consulting services it provides since each agency is unique in its work culture, services, and community. RGS will consider these factors when analyzing and making recommendations. The methods of how the study will be approached and analyzed are addressed fully in the Work Plan section of this proposal.

The RGS team we have assembled to assist the HBMWD has outstanding relevant experiences, talents, and accomplishments in a range of public-sector operations. The primary project staff resourced for this team are available and prepared to begin immediately, will be available to the extent proposed for the duration of the contract, and have extensive experience in staffing projections, classification projects, and developing compensation structures and strategies. RGS does not utilize sub-consultants. The primary project team assigned to the HBMWD to deliver services will consist of the following:

- Patty Howard, Senior Human Resources Advisor, Project Manager
- Judy LaPorte, Human Resources Advisor
- Tracy Melone Human Resources Advisor
- David Prieto, Human Resources Advisor
- Matthew Jadrich, Technical Specialist

Summary resumes for the identified key RGS project team may be found in **Appendix B**. In addition, RGS may add other available and qualified Advisors to the team at the Senior Advisor's discretion as project requirements and priorities may be required.

COST PROPOSAL

At RGS, we bill only actual hours attributable to the project at the specific Advisor or Technician's rate. Work will commence upon notification by the HBMWD of the project award. Work is performed as agreed and billed each month based on worked hours. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies. Mileage, if applicable, will be calculated and invoiced using the current IRS rate.

In calculating the costs for the project, RGS has considered the most efficient and cost-effective methods while continuously maintaining Human Resources' best practices. The total project cost for the classification and compensation studies would **not exceed \$31,800**. Estimated project costs include:

COMPENSATION AND BENEFIT STUDY PROPOSAL

PROJECT PHASES	ESTIMATED COST
1. Classification Analysis: Review of Agency documents; meetings and correspondence; development of class survey; staff interview; data analysis; development of classification recommendations.	\$1,500
2. Compensation Analysis: Review, analysis, and establishment of study components; data collection; analysis of data; development of compensation recommendations.	\$13,100
3. Study documents: draft and finalize class specifications, compensation worksheets, classification and compensation maintenance plans, and draft/final study report.	\$14,300
4. Presentation of classification findings and recommendations to the Board of Directors and other stakeholders.	\$2,900
TOTAL ESTIMATED COST NOT TO EXCEED:	\$31,800

The hourly rate for work performed will be billed at the following hourly rates based on the Advisor(s) assigned to the project.

TITLE	HOURLY RATE
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

PROJECT TIMELINE

The following is a tentative project timeline that may be modified with mutual agreement between the HBMWD and RGS. Staff availability and responsiveness will be critical to meet the following timeline. In addition, the success of the data collection process during the compensation study will depend on how forthcoming the comparator agencies are with the requested information.

Meetings between RGS and the Agency's points of contact can be scheduled as required. Progress reports can be provided throughout the project. RGS strives to manage the timeline to ensure deadlines are met.

COMPENSATION AND BENEFIT STUDY PROPOSAL

CLASSIFICATION ANALYSIS	TENTATIVE DATES	RESPONSIBLE PARTY
1. Request and receive all related HBMWD documents.	Week 1	HBMWD/RGS
2. Kick-off meetings with the HBMWD's points of contact to discuss the project.	Week 2	HBMWD/RGS
3. Interviews with executive and key management staff.	Week 3	HBMWD/RGS
4. Develop/distribute employee surveys.	Week 4	RGS
5. Completed employee surveys submitted to RGS.	Week 5	HBMWD
6. Staff Interviews.	Weeks 6-7	HBMWD/RGS
7. Review/assess current class specifications; analyze and develop recommendations.	Weeks 8-9	RGS
8. Status meeting to discuss findings and recommendations.	Week 9	HBMWD/RGS
9. Draft class specifications; submit to HBMWD for review.	Weeks 10-11	RGS
10. HBMWD returns draft classification descriptions to RGS with edits.	Week 12	HBMWD
11. Final job classifications submitted to the HBMWD.	Week 13	RGS

COMPENSATION ANALYSIS	TENTATIVE DATES	RESPONSIBLE PARTY
1. Review of all HBMWD compensation-related documents.	Concurrent with Class Study	RGS
2. Recommend/establish the list of comparable agencies.	Concurrent with Class Study	HBMWD/RGS
3. Collect salary data for study classes.	Weeks 12-14	RGS
4. Review and analysis of compensation survey data.	Weeks 15-16	RGS
5. Status meeting to discuss findings and draft recommendations for the compensation plan.	Week 16	RGS/HBMWD
6. Draft compensation data worksheets sent to HBMWD for review.	Week 17	RGS
7. Feedback received from HBMWD regarding data collected.	Week 18	HBMWD

COMPENSATION AND BENEFIT STUDY PROPOSAL

COMPENSATION ANALYSIS	TENTATIVE DATES	RESPONSIBLE PARTY
8. Draft study report provided to HBMWD.	Week 19	RGS
9. Draft report returned to RGS with HBMWD edits.	Week 20	HBMWD
10. Final report, class specifications, and compensation worksheets submitted to HBMWD.	Week 21	RGS
11. Present finding and recommendations to Board of Directors and other stakeholders.	TBD	RGS

APPENDIX A – DETAILED WORK PLAN

HUMBOLDT BAY MUNICIPAL WATER DISTRICT DETAILED WORK PLAN

RGS has developed a work plan which includes the review and analysis of HBMWD's current classification structure and compensation plan. This analysis will include eliciting information and feedback from employees; reviewing and assessing the staffing, classification, and compensation plans of comparable agencies; and interpreting market trends that may affect HBMWD's future staffing structure and compensation plan. All work will be performed with the goal of providing HBMWD with a final product that provides equity and consistency for HBMWD staff, while allowing adaptability and flexibility to meet the needs of future workforce challenges and opportunities.

The RGS Senior Human Resources Advisor and Human Resources Advisors will be available for phone and email consultation and video conference/phone meetings throughout the project. Additionally, this project requires an investment of HBMWD staff time, and it is assumed that Agency personnel are willing to make this commitment. Agency staff will be tasked with timely participation in interviews and surveys and making electronic or paper documentation accessible for review if needed.

RGS will take the following steps to provide the classification and compensation services requested.

VIRTUAL KICK-OFF MEETING WITH THE AGENCY'S POINT(S) OF CONTACT

The kick-off meeting will allow the HBMWD to provide RGS with pertinent organizational data and share information regarding the HBMWD's classification and compensation plans. RGS will explain and answer any questions regarding the methodology, objectives, deliverables, and data collection methods to be used during the study.

REQUEST FOR KEY ORGANIZATIONAL BACKGROUND MATERIAL

Once the contract is executed, RGS will request background material and documents related to HBMWD's current classification, compensation, organizational structure, policies, and procedures. Typical materials requested include:

- Governance Policies
- Mission and Vision Statements and Strategic Plans
- Organizational chart
- Classification specifications
- Current salary schedules
- Applicable policies and procedures.

- Current budget documents.
- Previous studies of similar scope

STAFFING/CLASSIFICATION ANALYSIS

Information Gathering

This phase will include a thorough review of the documents provided by HBMWD. Our methods include interviews with key executive staff and other stakeholders to obtain a clear understanding of the various factors related to the HBMWD's classification and compensation plans, as well as any specific policies and procedures affecting the study classifications.

RGS will gather data from key managers and employees regarding the various factors of their assigned work. This will be done via internet-based surveys and virtual individual/group interviews.

RGS will also collect and review staffing information from the established comparable agencies. This information will include organizational charts, personnel allocations, and relevant class specifications.

Develop Classification Recommendations

Based on the analysis of the information collected, RGS will review the current class specifications to ensure all critical duties, knowledge, skills, and abilities are identified and that minimum education and experience qualifications are appropriate and defensible based on current industry standards. RGS will develop recommendations for each class specification, structure, and format to ensure each classification accurately reflects the following information:

- Job Title.
- General description and purpose of classification.
- Supervision exercised and received.
- Distinguishing characteristics in relation to other classifications performing similar work within the same job family or across the class plan.
- An illustrative list of essential duty statements in order of importance.
- Knowledge, skills, abilities, and other attributes necessary to perform the essential duties.
- Minimum qualifications required at entry to successfully perform the essential functions, including education, experience, training, certifications, licenses, etc.
- Appropriate FLSA designation, if requested by the HBMWD.

ESTABLISHMENT OF COMPARABLE AGENCIES

Establishing the list of comparable agencies is critical to the accuracy and validity of the data collected during the study. RGS will evaluate agencies included in any previous study as well as other agencies using the following factors:

- **Organizational Type and Services Provided:** Entities on the list will be reviewed regarding the type of organization, services provided, and how closely they align with the HBMWD.
- **Population Served, Demographics:** This will provide insight into the level and types of services required and the staffing levels and funding needed to provide those services.
- **Agencies Employing Citizens and the Labor Market Climate:** RGS will review this in combination with the information gained above to obtain an indication of applicant pools, the proximity of applicants to potential employers, and the likelihood of attracting sufficient qualified applicants from within the immediate market.
- **Personnel, Operational, and Capital Plan Budgets:** RGS will review the size of a potential comparator's budgets and current staffing allocations to gain insight into the resources available to provide services.
- **Cost of Living:** This factor, which includes the cost of housing, goods, and services, helps to analyze further the available labor market, such as mean housing prices and median household incomes.

COMPENSATION ANALYSIS

Using the updated class specifications and the established list of comparable agencies, RGS will identify match classifications within each comparable agency and collect and compile the salary data. Comparable classifications will be identified on a "whole job" basis, considering duties, reporting structure, and requirements, and not by title alone.

STUDY REPORT

RGS will compile and incorporate information gathered for each segment of the study to provide the HBMWD with a draft study report. Then, through the collaborative review process, the report will be finalized. The final report will include, at a minimum, the following:

Classification Analysis

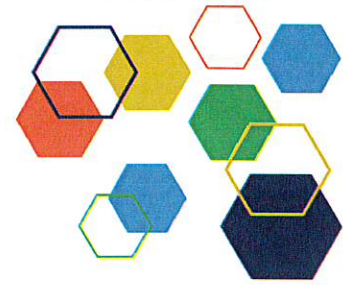
- Executive Summary – including process followed and methodology used.
- Classification Study
 - Findings related to the review of documents and interviews with staff related to the scope of work, class levels, and span of control of the study positions.

- Comparative data from the applicable comparable agencies.
- Revised/updated class specifications that include accurate duty statements, skills, and competencies required for each position.
- Analysis and recommendations regarding the HBMWD's staffing structure based on the study's analysis and findings.

Compensation Analysis

- Executive Summary – including process followed and methodology used.
- Compensation Study:
 - A list of comparator agencies surveyed as part of the compensation study.
 - A list of classifications surveyed.
 - Statistics for each benchmark classification's base rate of pay, identifying the percentage above or below the average and median of market comparators.
 - Complete compensation survey data.

APPENDIX B – RESUMES



Patricia J. Howard, M.A.

Senior Human Resources Advisor

Ms. Howard joined Regional Government Services as an Advisor in the Human Resources service group in 2016. She provides a broad range of human resources services to municipalities and special districts throughout northern California as well as serving as the Lead Advisor on the Classification and Compensation team.

Prior to joining RGS, Ms. Howard had over twenty-eight years of management-level human resources experience in local government agencies. Ms. Howard has served in the public sector in all areas of human resources management including recruitment and selection, classification and compensation, employee relations, labor negotiations, and EEO investigations. She is also a seasoned trainer, having developed and presented supervisory and lead worker training, harassment and discrimination prevention, and new employee orientations.

Ms. Howard has a master's degree in public administration with an emphasis in human resources. She holds certificates as a Senior Human Resources Professional from IPMA, a master's in labor relations from CALPELRA, and in Mediation Skills and Instruction Techniques for Trainers.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Human Resources Lead Advisor

As a Lead Advisor, Ms. Howard has been assigned to over twelve different partner agencies. She has provided human resources services such as:

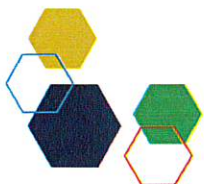
- Conducted classification and compensation studies.
- Reviewed employee's position description questionnaires.
- Created draft job specifications.
- Conducted research regarding comparable classifications within study agencies and/or outside agencies.
- Developed recommendations for setting salaries of new and existing classifications based on data gathered.

KOFF & ASSOCIATES

Senior Associate

Ms. Howard served as a human resources consultant with a full-service HR consulting firm specializing in public sector management. Her assignments included:

- Assisted with classification and compensation studies.
- Conducted research related to compensation and benefit data of comparable agencies.



Patricia Howard, M.A.
Advisor – Human Resources
Page 2

- Analyzed data to ensure reliability and accuracy.
- Provided data for review by executive staff.

CITY OF ROCKLIN

Principal Human Resources Analyst

Ms. Howard served as the Supervisor of all human resources activities for the city. Some of her duties included:

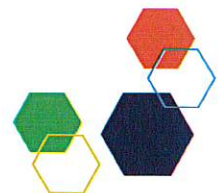
- Organized, directed, and oversaw the activities of the human resources division.
- Served as city training coordinator.
- Supervised professional, technical, and administrative human resources staff.
- Developed and administered division budget.
- Participated in labor negotiations as a member of the management negotiating team.
- Conducted investigations related to allegations of misconduct, harassment, discrimination, and violence in the workplace in compliance with local, State and Federal laws and guidelines.
- Conducted classification and compensation studies.

COUNTY OF EL DORADO

Principal Personnel Analyst

Ms. Howard was responsible for supervising and overseeing personnel staff and operations such as:

- Supervised professional, technical, and administrative personnel staff in the areas of recruitment and selection, classification and compensation, training and orientation, operations support.
- Coordinated countywide training programs.
- Prepared and implemented departmental budget.
- Conducted investigations related to allegations of misconduct, harassment, discrimination, and violence in the workplace.
- Provided HR assistance including contract interpretation.
- Served as member of management team for contract negotiations with various bargaining units.
- Conducted classification and compensation studies.
- Analyzed all data to ensure reliability and accuracy.
- Provided data for review by management staff.



Judy LaPorte

Advisor – Human Resources

Judy LaPorte joined Regional Government Services as an Advisor in the Human Resources service group in 2019. Her areas of expertise include human resources, risk management, finance, information technology, management, and project oversight.

Ms. LaPorte has over twenty years of senior level management experience in public sector agencies. Prior to joining RGS, Ms. LaPorte served in senior management positions in county, city and special district government, and has experience as an executive recruiter for public agencies.

Ms. LaPorte has a bachelor's degree in business administration.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Project Advisor

As an Advisor, Ms. LaPorte has led organizational development projects for partner agencies. Specific assignments have included:

- Organizational assessments
- Reorganization analysis
- Classification and compensation studies
- Created detailed reports from data analysis
- Recruitments
- Performed complex Human Resources services

DEBORAH GLASSER LABOR RELATIONS, LLC.

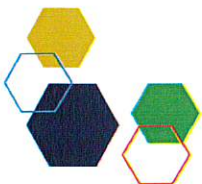
Labor Relations Specialist

Ms. LaPorte served as Chief Negotiator for a northern California client resulting in settlement of two contracts, on time and within the agency's budget. She met with the agency's Board on a regular basis in closed session

COUNTY OF PLACER

Assistant Director of Human Resources

Overseeing a staff of 50, Ms. LaPorte was responsible for assisting in the overall direction and management of the Human Resources Department including managing the administrative and fiscal operations, benefits, HR Information System, participating in labor negotiations, and providing professional assistance to management on personnel matters.



Judy LaPorte
Advisor – Human Resources
Page 2

COUNTY OF PLACER – SHERIFF’S OFFICE

Administrative Services Manager

Ms. LaPorte was responsible for managing the fiscal and human resource function for this the Sheriff’s Office of 500 employees with an annual budget of \$110 million.

BOB MURRAY & ASSOCIATES

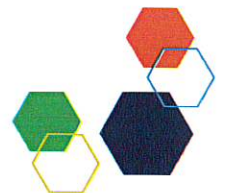
Vice President

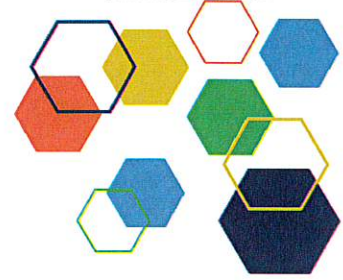
Ms. LaPorte conducted executive searches for senior management positions serving cities, counties, and special districts.

CITY OF ROCKLIN

Director of Administrative Services

Ms. LaPorte was responsible for overseeing the department comprised of the Finance, Human Resources, Risk Management, Information Technology, and Fleet Services divisions.





Tracy Melone

Advisor – Human Resources

Tracy Melone joined Regional Government Services (RGS) as an Advisor in the Human Resources Service Group in 2022. Ms. Melone has broad leadership experience in local government. As a human resources analyst and manager, she served in a municipality, a county, and a utility district. She is a generalist and has been responsible for establishing and maintaining various innovative programs.

Prior to joining RGS, Ms. Melone had over twenty-three years of management-level human resources experience in local government agencies. Ms. Melone has served in the public sector in all areas of human resources management including classification and compensation; recruitment and selection; employer/employee relations; grievance resolution; labor negotiations; development of policies and procedures; new employee orientation; discipline and due process; and benefits.

Ms. Melone holds a master's and a bachelor's degree in business management and human resources management.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Project Advisor

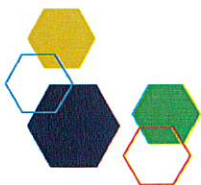
As Project Advisor, Ms. Melone performs complex classification and compensation analysis including:

- Compensation study: Determine comparable classifications based on research and analysis; develop recommendations for setting salaries of new and existing classifications based on data gathered.
- Classifications studies: Review employee-completed position description questionnaires; conduct research regarding comparable classifications within study agencies and/or outside agencies; create draft job specifications for review by department and management staff.

CITY OF ALBANY

Human Resources Manager

Ms. Melone managed the day-to-day personnel functions for a City employing approximately one hundred full-time employees and part-time staff; reported directly to the City Administrator. Duties included, but were not limited to, the following: classification and compensation; recruitment and selection; employer/employee relations; grievance resolution; labor negotiations; development of policies and procedures; new employee orientation; discipline and



Tracy Melone
Advisor – Human Resources
Page 2

due process; revised and updated the City's City Charter and Civil Service Rules; assisted in the reorganization of two major departments; served as Secretary to the Civil Service Commission; created a new performance appraisal system for employees and supervisors; and implemented a newly negotiated City-wide employee benefits program.

EAST BAY MUNICIPAL UTILITY DISTRICT

Senior Human Resources Analyst

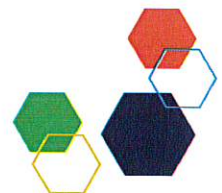
Performed various employee/employer relations duties which included: participating in tri-annual contract negotiations; grievance resolution; discipline and due process; conflict resolution; harassment investigations; served as advocate on behalf of the District in civil service proceedings; assisted in development of District's drug testing program; and wrote a variety of correspondence.

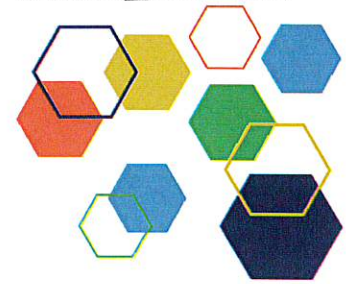
EL DORADO COUNTY, HUMAN RESOURCES DEPARTMENT

Personnel Analyst II

Performed a variety of professional activities, including the following: recruitment and selection; classification analysis and development; compensation administration; employee development; policy development; grievance resolution; discipline and due process; sexual harassment and discrimination investigations; employee orientation; and interpreted and applied laws, regulations, ordinances, policies, and contract agreements. Special Projects included: Developed the County's Equal Employment

Opportunity Program (EEO), Affirmative Action Plan, and a new county-wide employee and supervisor performance appraisal form; standardized the County's recruitment process and developed an Oral Board Guide for conducting interviews; created and implemented a county-wide Employee Excellence Award Program; planned, organized, and coordinated the County's first Career Fair; and ensured County compliance with Title I of the American with Disabilities Act.





David Prieto

Advisor – Human Resources

David Prieto joined Regional Government Services (RGS) as an Advisor in the Recruitment Services Group in 2021 and provides full-cycle recruitment and selection services for RGS partner agencies.

Prior to joining RGS, Mr. Prieto has had over eleven years of human leadership experience in recruitment and selection - attracting and retaining high-quality employees, developing their skills, managing performance effectively, and creating a motivated workforce.

Mr. Prieto has a bachelor's degree in psychology, an M.B.A., and a master's degree in industrial/organizational psychology in progress.

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Advisor – Human Resources

Mr. Prieto leads recruitments for RGS partner agencies. He works with managers and subject matter experts to craft selection procedures and skills assessments matched to the specific requirement of each open position and the hiring needs of the organization. He assists hiring managers by screening and identifying the most qualified candidates and documenting the process.

MODESTO CITY SCHOOLS

Senior Director, Talent Management

As a Senior Director, Mr. Prieto managed and developed the talent acquisition and employee retention strategies, branding, candidate experience, and sourcing methodology; the selection process and onboarding programs as well as the job classification and compensation strategies.

CITY OF LANCASTER

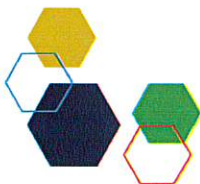
Talent Development Manager

Mr. Prieto managed the staff and process of updating of class specifications and salary allocation, the development and validation of tests, assessments, and interviews, and the delivery of learning and development programs.

NETFLIX, INC.

Senior Talent Management Partner

In this position, Mr. Prieto was responsible for managing and implementing strategies for both the Global Talent Acquisition and the Learning and Development teams. He supervised competency development and managed criterion-validity studies of assessments and analysis of talent analytics.



David Prieto
Advisor – Human Resources
Page 2

LOS ANGELES COUNTY OFFICE OF EDUCATION
Human Resources Generalist

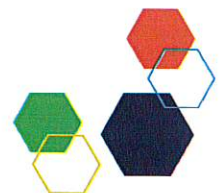
Mr. Prieto conducted classification and compensation studies for all levels of positions and created reliable and valid assessments taking into consideration adverse impact and item analysis measures.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Talent Acquisition Analyst

Mr. Prieto developed recruitment and selection assessments that led to over 1,400 hires a year ensuring strong psychometrics. He trained and developed over thirty employees each quarter ranging from clerical staff to executives utilizing the appropriate instructional design.

Program Supervisor

Mr. Prieto trained and evaluated colleagues in conflict resolution, time management, organizational skills, and leadership. He coordinated academic, sports, and recreational events throughout the Los Angeles area, supervised school programs, and developed lines of communication with students, parents, and school staff.



Matthew Jadrich

Technical Specialist – Communications and Engagement

Matthew Jadrich joined Regional Government Services (RGS) as a Technical Specialist serving the Joint Powers Authority in 2018. He is a highly skilled project manager and team leader with extensive background in oversight of technical and logistical projects in diverse business environments. In addition to overseeing the technical aspects of RGS communications and outreach, Mr. Jadrich serves as a Communications Specialist for RGS partner agencies.

TECHNICAL PROFICIENCIES

Platforms: Windows, Mac OS 10-7, Adobe Connect, Zoom, RingCentral

Tools: Adobe Suite, Canva, CivicPlus, Streamline, WordPress, Oracle, Microsoft Office Suite

LinkedIn Credentials:

- Marketing Analytics: Presenting Digital Marketing Data
- Content Marketing Foundations
- Content Marketing: Newsletters
- Write Marketing Copy
- Write for the Web
- Marketing During a Crisis

PROFESSIONAL EXPERIENCE

REGIONAL GOVERNMENT SERVICES

Technical Specialist – Communications and Engagement

Mr. Jadrich provides communications services such as facilitating production of the monthly agency newsletter, managing RGS presence on LinkedIn, coordinating marketing outreach. In addition, he provides technical hosting for RGS Training and Development sessions and completes agency website work.

IBM/RATIONAL SOFTWARE/PURE ATRIA/PURE SOFTWARE

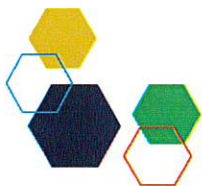
Supplier Base Manager

Senior Buyer/Planner

Materials Planner/Buyer

Mr. Jadrich oversaw the global lead management lead management logistics program for the Marketing Operations group. He established and maintained best practices of product release, procurement, inventory management, and customer shipments through leverage of Oracle 11i platform and provided logistical project management support to cross-functional teams.

He introduced performance measurement metrics to track cost and return-on-investment data and improved delivery of materials and services to customers.



**APPENDIX C – EXCEPTIONS TO THE
PROFESSIONAL SERVICES AGREEMENT**

Humboldt Bay Municipal Water District

RFP — TO PROVIDE A COMPLETE COMPENSATION AND BENEFIT STUDY Regional Government Services Authority (RGS)

EXCEPTION TO TERMS

Section A:

When the law established a standard of care for the Consultant's services, to the fullest extent permitted by law, Consultant will fund the defense of indemnify and hold harmless the District, its directors, officers or employees from claim and demands of ~~persons~~ **third parties** to the extent cause by the **negligent** performance (or actual nonperformance) of the work under this Agreement, for damages to persons or property due to the Consultant's negligent or willful acts, errors, or omissions committed. Consultant shall defend itself against any and all liabilities, claims, loses, damages, and costs **to the extent** arising out of or alleged to arise out of consultant's performance or nonperformance of the work hereunder, and shall not tender such claims to District nor to its directors, officers, employees, or authorized volunteers for defense of indemnity. **Notwithstanding the foregoing and for the avoidance of doubt, nothing herein shall be interpreted as obligating Consultant to indemnify District against its own negligence or willful misconduct.**

Section B:

Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will fund the defense of, indemnify and hold the harmless the District, its directors, officers or employees from claims and demands of ~~persons~~ **third parties** to the extent cause by the negligent performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the negligence or willful misconduct or active negligence of the District, its directors, officers, employees, or authorized volunteers.

Include the following provisions:

It is understood that the relationship of Consultant to the District is that of an independent contractor and all persons working for or under the direction of Consultant are its agents or employees and not agents or employees of District. The District and Consultant shall, at all times, treat all persons working for or under the direction of Consultant as agents and employees of Consultant and not as agents or employees of the District. District shall have the right to control Consultant employees only insofar as the results of Consultant's services rendered pursuant to this Agreement.

This Agreement may be terminated by either Party, with or without cause, upon 30 days' written notice.

The laws of the State of California shall govern this Agreement. Any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

APPENDIX D
ACKNOWLEDGEMENT OF LICENSE
REQUIREMENTS

Regional Government Services Authority understands the Humboldt Bay Municipal Water District insurance requirements and is prepared to demonstrate appropriate coverage as required. Our insurer issues COI's upon the execution of an agreement for services.

Humboldt Bay Municipal Water District

To: Board of Directors
From: Chris Harris
Date: December 14, 2023
Re: Director Compensation

Background

Staff is providing requested information regarding Director compensation. Director compensation is part of the District Board Policy Handbook (last revised 2020), and is regulated by multiple sections of California Water Code. The applicable California Water Code Sections are attached for reference.

California Water Code Regulations

California Water Code regulates the amount of compensation a Board of Directors can receive. This amount is set at an initial maximum of \$100, with 5% increases allowable each calendar year following the “operative date of the last adjustment to compensation.”

An increase to Director compensation requires the Board to revise/approve an ordinance, following standard ordinance protocol requirements. Ordinance protocol requirements include:

1. *First Reading (introduction of the draft ordinance);*
2. *Public Notice (14-days prior to Public Hearing) and Public Hearing (typically held during a board meeting)*
3. *Second Reading (during same meeting as Public Hearing)*
4. *Vote/Approval (can also be during same meeting of Public Hearing, or can be delayed)*
5. *Adoption (60-days from approval)*

District Board Compensation History

1986 – Board Compensation increased from \$50 to \$100 “to properly reflect the current provisions of the of the Municipal Water District Act.”

2001 – Board compensation increased from \$100 to \$160 by the passage of Ordinance 17 (attached).

2015 - Ordinance 17 was revised to include Director travel expenses associated with meetings outside of Humboldt County.

Additional Information

As requested, staff has provided information regarding compensation of other local Boards and Councils.

Municipal Agency	Type of Governing Structure	Compensation*
City of Arcata**	City Council	\$735.50/month
City of Blue Lake**	City Council	\$50/month
City of Eureka**	City Council	\$500/month
Fieldbrook-Glendale Community Services District	Board of Directors	\$50/month, regardless of number of meetings
Humboldt Community Services District	Board of Directors	\$100/meeting, \$50/each additional, \$400 max.
Manila Community Services District	Board of Directors	\$100/per "day of service"
McKinleyville Community Services District	Board of Directors	\$150/per meeting
*Compensation does not include any benefits provided		
**City Council Member compensation is governed by a different section of the California Government Code (§3561-35616)		

Based on California Water Code, Director Compensation could be increased up to 110% of current compensation (22-years since last increase). Staff has provided a chart below showing increases at 5% increments. Note: Compensation increase does not need to tie to a 5% increase, but increase cannot exceed the maximum of \$308.04/meeting.

	5% Per/Meeting Increase	Total Per/Meeting	Accumulated Increase Per/Meeting	Est. Annual Expense*	Est. Annual Change from Current
Current (Est. 2001)		\$160.00		\$ 9,600.00	
2002	\$8.00	\$168.00	\$8.00	\$10,080.00	\$480.00
2003	8.40	176.40	16.40	10,584.00	984.00
2004	8.82	185.22	25.22	11,113.20	1,513.20
2005	9.26	194.48	34.48	11,668.86	2,068.86
2006	9.72	204.21	44.21	12,252.30	2,652.30
2007	10.21	214.42	54.42	12,864.92	3,264.92
2008	10.72	225.14	65.14	13,508.16	3,908.16

	5% Per/Meeting Increase	Total Per/Meeting	Accumulated Increase Per/Meeting	Est. Annual Expense*	Est. Annual Change from Current
2009	11.26	236.39	76.39	14,183.57	4,583.57
2010	11.82	248.21	88.21	14,892.75	5,292.75
2011	12.41	260.62	100.62	15,637.39	6,037.39
2012	13.03	273.65	113.65	16,419.26	6,819.26
2013	13.68	287.34	127.34	17,240.22	7,640.22
2014	14.37	301.70	141.70	18,102.23	8,502.23
2015	15.09	316.79	156.79	19,007.34	9,407.34
2016	15.84	332.63	172.63	19,957.71	10,357.71
2017	16.63	349.26	189.26	20,955.60	11,355.60
2018	17.46	366.72	206.72	22,003.38	12,403.38
2019	18.34	385.06	225.06	23,103.54	13,503.54
2020	19.25	404.31	244.31	24,258.72	14,658.72
2021	20.22	424.53	264.53	25,471.66	15,871.66
2022	21.23	445.75	285.75	26,745.24	17,145.24
2023	22.29	468.04	308.04	28,082.50	18,482.50

*Based on Five Directors, 12-months, does not include Secretary/Treasurer compensation

Staff Recommendation

Staff recommends the Directors review and discuss the information provided and provide direction to staff.

Attachments

1. Ordinance 17 – Revised 2015 to include Travel
2. California Water Code Sections: 20201-20203; 30507
3. CSDA – Special District Board Member Compensation Guide

SECTION 9C PAGE NO. 4
ORDINANCE NO. 17
Amended January 8, 2015 to include travel

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

DIRECTORS' COMPENSATION

WHEREAS, California Water Code Sections 20200 - 20207 authorize the Board of Directors of the Humboldt Bay Municipal Water District to establish amounts of compensation to be paid to members of the governing board of the Humboldt Bay Municipal Water District; and

WHEREAS, the Board of Directors desires to expand its definition of service within the authority described in Water Code §§20200 – 20207; and,

WHEREAS, Water Code §20202 authorizes increases in directors' compensation above \$100 per day by an amount equal to five percent (5%) of the current daily compensation for each year following the operative date of the last adjustment in compensation; and,

WHEREAS, the Board of Directors on July 12, 2001 increased the amount of compensation to be paid to directors to \$160 which was within the limits provided by Water Code §20202; and,

WHEREAS, the Board of Directors desires to retain the amount of compensation at \$160 per day for service to the Board of service within the authority described in Water Code §§20202; and

WHEREAS, service rendered as a member of the board by request of the board may include travel to and from meetings outside Humboldt County; and,

WHEREAS, because of our remote location in Northern California, such travel may include one full or half day travel to and from Humboldt County; and,

WHEREAS, the Board of Directors wishes to include travel associated with meetings outside our County to be included in the Board's definition of service within the limits provided by Water Code §20201; and,

WHEREAS, notice of public hearing has been provided in accordance with Water Code §20203 and Government Code §6066, and a public hearing was held by the Board of Directors on January 8, 2015.


NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Each director shall receive the amount of \$160.00 per day for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board of Directors. For each one-half day's service (4 hours or less) rendered as a member of the Board by request of the Board of Directors, the compensation shall be one-half of the amount paid for a full day's service. The Board of Directors recognizes that due to the geographic isolation of the District and problems inherent with transportation from the District to other areas, when the Board requests a member to provide service to the District outside of the local area (for example, to attend a meeting in Sacramento as a representative of the District), a substantial commitment of travel time may be required. Therefore, when the Board requests a member to render services to the District outside of Humboldt County, the compensation shall include reasonable time for travel at the rates set forth in this section.
2. The compensation described in paragraph 1 hereof shall be paid for no more than ten (10) days in each calendar month;
3. In addition to the foregoing, each director shall be reimbursed for any expenses incurred in the performance of duties required or authorized by the Board of Directors;
4. This ordinance shall become effective sixty (60) days following the date of its adoption.

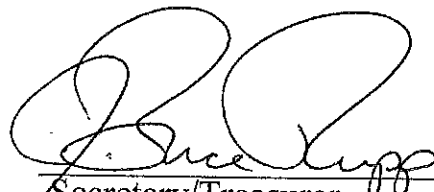
PASSED, APPROVED AND ADOPTED this 8th day of January, 2015 by the following vote:

AYES: Directors Hecathorn, Laird, Rupp, Sopoci-Belknap and Woo
NOES: None
ABSENT: None

ATTEST:



President



Secretary/Treasurer

CA Water Code Section 20201

Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

Location: https://california.public.law/codes/ca_water_code_section_20201

Original Source: Section 20201, https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WAT&ionNum=20201. (last accessed Aug. 19, 2023).

CA Water Code Section 20202

In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

Location: https://california.public.law/codes/ca_water_code_section_20202

Original Source: Section 20202, https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WAT&ionNum=20202. (last accessed Aug. 19, 2023).

CA Water Code Section 20203

Any water district described in Section 20201 is authorized to adopt ordinances pursuant to this chapter. No ordinance shall be adopted pursuant to this chapter except following a public hearing. Notice of the hearing shall be published in a newspaper of general circulation pursuant to Section 6066 of the Government Code.

CA Water Code Section 20204

An ordinance adopted pursuant to this chapter shall become effective 60 days from the date of its final passage. The voters of any water district shall have the right, as provided in this chapter, to petition for referendum on any ordinance adopted pursuant to this chapter.

CA Water Code Section 20205

If a petition protesting against the adoption of the ordinance is presented to the governing board of the water district prior to the effective date of the ordinance, the ordinance shall be suspended and the governing board shall reconsider the ordinance.

If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district exceeds 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 5 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election. If the number of votes cast for all candidates for Governor at the last gubernatorial election within the boundaries of the water district is less than 500,000, the ordinance is subject to referendum upon presentation of a petition bearing signatures of at least 10 percent of the entire vote cast within the boundaries of the water district for all candidates for Governor at the last gubernatorial election.

CA Water Code Section 20206

If the governing board does not entirely repeal the ordinance against which a petition is filed, the governing board shall submit the ordinance to the voters either at a regular election or a special election called for the purpose. The ordinance shall not become effective unless and until a majority of the votes cast at the election are cast in favor of it. If the ordinance is not approved by the voters, no new ordinance may be adopted by the governing board pursuant to this chapter for at least one year following the date of the election.

CA Water Code Section 20207

Except as otherwise provided in this chapter, the provisions of the Elections Code applicable to the right of referendum on legislative acts of districts shall govern the procedure on ordinances against which a petition is filed.

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**SPECIAL DISTRICT BOARD MEMBER
COMPENSATION GUIDE**
**California Special
Districts Association**
Districts Stronger Together
UNDERSTANDING SPECIAL DISTRICT BOARD MEMBER COMPENSATION

By: Richard D. Pio Roda and Anthony Felix, Meyers Nave

This paper is intended to help you understand compensation for special district board members in California. Specifically, it describes (1) the statutory authority behind board member compensation, (2) the maximum compensation board members can receive, (3) how board members can increase compensation, (4) board member reimbursements for job-related expenses, (5) the extent to which board members may receive benefits, and (6) how small community services districts typically compensate board members.

Under what authority can special districts compensate board members?

Typically, special district board member compensation is set by the Legislature. Special districts have the general authority to compensate board members for attendance at meetings under the California Government Code.¹ However, this general authority is limited by statutes specific to particular types of districts, which prescribe rates and conditions for board member compensation. Special districts are granted authority either under principal acts or special acts. Principal acts are codified in state laws and are generic statutes that apply to all special districts of a particular type. Special acts are often uncoded and are narrowly focused on governing one or a few special districts to fit the unique needs of those districts. A board member interested in learning more about their district's authority to compensate its board members should first reference their district's formation or enabling documents to determine whether the district is governed by a principal act or a special act. Identifying which statutes govern a district is important because such statutes often vary in provisions for the maximum amount of compensation a board member may receive, how and if board members can increase compensation, and provisions regarding reimbursements and board member benefits.

What is the maximum amount of compensation a special district board member may receive?

Principal act districts that have been codified in state law vary on the maximum amount a board member may be compensated. Most code sections set the maximum compensation rate at \$100 for each meeting attended by a board member or each day in which a board member is engaging in official duties. This includes special districts such as county water districts,² recreation and park districts,³ community services districts,⁴ public cemetery districts,⁵ and more. Other code sections explicitly provide that special district board members are to receive no compensation in their roles as board members. These

¹ Gov. Code § 53232.1(a).

² Water Code § 30507.

³ Pub. Res. Code § 5784.15(a).

⁴ Gov. Code § 61047(a).

⁵ Health and Safety Code § 9031(a).

districts include pest abatement districts,⁶ police protection districts,⁷ citrus pest control districts,⁸ port districts,⁹ river port districts,¹⁰ and memorial districts.¹¹ Many districts set maximum compensation rates at amounts smaller than \$100, such as \$10,¹² \$25,¹³ or \$50¹⁴ per meeting attended by the board member. Some code sections authorize a flexible compensation rate to be determined by the board members themselves. The California Water Code sections governing levee districts¹⁵ and reclamation districts¹⁶ provide that each board member shall receive compensation for their services "... as the board determines to be just and reasonable..." Generally, these districts still compensate board members at a rate under \$100 per meeting.

Can special district board members increase their compensation? If so, how can board members do so?

In addition to attending regularly scheduled board meetings, board members often must attend the meetings of other agencies or travel to conferences in order to better understand and fulfill their roles. In order to meet these often demanding and time-consuming duties, some special districts consider increasing the compensation of its board members. If a special district board is considering increasing the compensation of its board members it is important it starts by referencing its governing statutes or acts. A district's governing statutes or acts will determine whether board members can increase compensation, to what extent compensation can be increased, and how to increase compensation.

Many special districts can increase board member compensation pursuant to California Water Code section 20201, which both sets the maximum amount of compensation per meeting at \$100 but also authorizes board members to increase compensation above \$100.¹⁷ Although this may be welcome news to districts interested in increasing compensation, there are three notable restrictions on a district's ability to do so. If a special district board can increase compensation via section 20201: (1) it must do so via ordinance,¹⁸ (2) the increase may not exceed 5% for each calendar year,¹⁹ and (3) voters may petition for a referendum on the ordinance increasing compensation.²⁰ As part of the ordinance requirement, special district boards must hold a public hearing for discussion of the compensation increase and publish a notice of the hearing.²¹ Special districts should also note voter referendums may result in the ordinance appearing on a regular election or special election ballot for voter approval.²² If the ordinance is struck down by voters, the special district board will be prohibited from adopting a new compensation increase ordinance for at least one year.²³

⁶ Health and Safety Code § 2851

⁷ Health and Safety Code § 20069

⁸ Food and Ag. Code § 8508

⁹ Har. and Nav Code § 6251.

¹⁰ *Id.* at § 6836.

¹¹ Mil. and Vet Code § 1197.

¹² Wat. Code § 56031.

¹³ Pub. Res. Code § 13041(b).

¹⁴ Har. and Nav. Code § 7047.

¹⁵ Wat. Code § 70078.

¹⁶ *Id.* at § 50605(a).

¹⁷ *Id.* at § 20201.

¹⁸ *Id.*

¹⁹ *Id.* at § 20202.

²⁰ *Id.* at § 20204.

²¹ *Id.* at § 20203

²² Wat. Code § 20206.

²³ *Id.*

On the other hand, many statutes and acts governing special districts are silent on a district's authority to adjust board member compensation. As a result of lacking a statutory authority to adjust board member compensation, special districts falling into this category may be unable to do so. Therefore, it is important that special districts interested in increasing board member compensation reference its district's formation documents to identify if its governing statutes or acts allow such actions.

Can board members be reimbursed for job-related expenses?

Special district board members are often expected to attend a variety of events in the performance of their duties, including trainings, community outreach events, conferences, and local agency meetings. The expenses associated with these activities, including travel, lodging, and food costs, can be significant. Fortunately, the Legislature has recognized the costs associated with serving as a board member and granted special districts with the authority to provide reimbursements. In fact, the vast majority of special districts have the authority to reimburse board members for expenses related to fulfilling their duties as board members.

Again, the most important starting point to determine whether a special district may reimburse its board members is identifying the governing acts or statutes. Most districts have the statutory authority to reimburse board members but are required to abide by the reimbursement procedures set out in Government Code sections 53232.2- 53232.4. In order to comply with Government Code section 53232.2, special districts generally must only reimburse board members for actual and necessary expenses incurred in the performance of official duties and adopt a written policy that specifies the types of expenses that may be reimbursed. Other requirements on board members include the filing of expense reports with special district boards and providing brief reports on the meetings requiring reimbursement.²⁴ Special districts should note the misuse of reimbursement funds can result in the loss of reimbursement privileges, civil penalties, and even criminal penalties.²⁵ Therefore, special districts governed by Government Code sections 53232.2- 53232.4 should ensure its reimbursement policies are consistent with these sections and that board members are only being reimbursed for actual and necessary expenses.

Some districts are not directly governed by the statutory requirements of Government Code sections 53232.2- 53232.4 but instead follow a less stringent reimbursement procedure. For example, in reclamation districts a board member's claims for expenses incurred are to be presented to the board and then paid in the same manner as other indebtedness of the district.²⁶ Although citrus pest control district board members are not entitled to any compensation, they may be reimbursed for actual and necessary expenses when claims for those expenses have been approved by the board.²⁷ Still, other districts lack the statutory authority to provide any reimbursements for board members, including police protection districts.²⁸

To what extent can special district board members receive benefits?

Although only some special district board members may be entitled to compensation, all special district board members may receive group insurance benefits if the board elects to do so. Under Government Code section 53201 and 53205.1, a special district board may provide benefits to its board members,

²⁴ Gov. Code § 53232.3(a); Gov. Code § 53232.3(d).

²⁵ *Id.* at § 53232.4.

²⁶ Wat. Code § 50606.

²⁷ Food and Ag. Code § 8508.

²⁸ Health and Saf. Code § 20000 *et seq.*

retired board members, and the families of board members and retired board members. Benefits can include medical, dental, vision, and life insurance.²⁹

California state law is relatively silent on the procedures a special district must take to adopt a benefits policy for its board members. The Office of the Attorney General provides some guidance on the issue by declaring that no official declaration of policy is required for a special district to provide health benefits to its elective officers.³⁰ The Attorney General's opinion noted that no procedure or mode for providing the benefits is set forth in Government Code section 53201.³¹ The Attorney General concluded that a special district board may take action in any appropriate manner, whether by ordinance, resolution, motion, or otherwise.³² Therefore, whether a district must approve a benefits plan by ordinance or resolution comes down to what the enabling or principal act governing it requires. Beyond that, the Brown Act requires changes in compensation, including fringe benefits, to be made during an open meeting.³³

Special district boards should note that districts considering providing benefits to its board members have often received pushback from the community.³⁴ If a special district is considering providing a benefits program to its board members, it may be prudent for them to be transparent about the program's estimated costs and expected beneficiaries so the public is aware of the district's proposed expenditures.

With that being said, most of the principal acts governing special districts make no explicit mention of a board's authority to provide benefits to its board members. This is not to say these special districts may not provide benefits to its board members as Government Code section 53201, which grants districts the authority to provide benefits, still applies to them as well. The few special districts with principal acts that mention benefits separately (such as regional park and/or open space districts) note that board members are eligible for the same group medical or dental plans available to permanent employees of the district.³⁵

How do small community service districts typically compensate board members?

In addition to applicable statutory restrictions, board member compensation for a small district may also be restricted if the district has a small budget. If a particular community services district is governed by the principal act requirements set out in Government Code section 61047, it may provide its board members with \$100 each day for services provided. Community services districts may also increase board member compensation above \$100 in accordance with the authority and requirements set out in Water Code section 20201.

Most community services district do not compensate board members. Some community services districts compensate its board members as much as \$10,000 per year including the Phelan Pinon Hill Community

²⁹ Gov. Code § 53205.16.

³⁰ 86 Cal. Att'y Gen. Op. No. 92-1008 (May 5, 1993).

³¹ *Id.*

³² *Id.*

³³ Gov. Code § 5493(c)(3).

³⁴ Brad Branan, *Health benefits boost board compensation at Sacramento area special districts*, The Sacramento Bee (March 6, 2015, 6:20 PM), <https://www.sacbee.com/news/investigations/the-public-eye/article12892430.html>.; Paul Rogers, *Santa Clara Valley Water District considers idea for lifetime medical benefits for board members*, (August 27, 2012, 1:19PM), <https://www.mercurynews.com/2012/08/27/santa-clara-valley-water-district-considers-idea-for-lifetime-medical-benefits-for-board-members/>.

³⁵ Pub. Res. Code § 5536.

Services District³⁶ and the Rosamond Community Services District.³⁷ Many community services districts compensate board members at a rate consistent with Government Code section 61047, which amounts to \$4,800 a year assuming board members provide services or attend meetings four days a month.

How a small district compensates its board members will come down to what the district's budget and needs are. Although all community services districts have the statutory authority to compensate board members at a rate more than \$100 for each meeting attended, most small districts elect to compensate less than \$100 per meeting or not at all.

Moving Forward

The California Government Code, through principal or special acts, generally provides special districts with the authority to compensate its board members. Although most districts set the maximum board member compensation rate at \$100 for each meeting attended by a board member, some districts offer a flexible compensation rate, compensation under \$100, or no compensation at all. Many special districts can increase board member compensation pursuant to California Water Code section 20201, which both sets the maximum amount of compensation per meeting at \$100 but also authorizes board members to increase compensation above \$100. The vast majority of districts have the authority to reimburse board members for the actual and necessary expenses incurred on the job, subject to those districts and board members meeting certain requirements. All special districts board members may receive group insurance benefits, including medical, dental, vision, and life insurance. Lastly, most small community services districts compensate board members at a rate less than \$100 for each meeting attended or not at all, despite having the authority to compensate board members more than \$100. Moving forward, a special district interested in compensating its board members should reference its enabling statutes because such statutes will often determine the maximum amount of compensation a board member may receive, how and if board members can increase compensation, and whether board members may be provided reimbursements and benefits.

³⁶ Government Compensation in California,

<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=19490354>, (last visited June 19, 2019).

³⁷ Government Compensation in California,

<https://publicpay.ca.gov/Reports/PositionDetail.aspx?employeeid=19955885>, (last visited June 19, 2019).

Richard D. Pio Roda is a Principal at the Meyers Nave law firm. Richard's legal practice is focused on strategic advice and counsel, and transactional legal services for municipalities and special districts throughout California. Richard is General Counsel to the Rodeo Hercules Fire Protection District, and the Mendocino County Community Development Commission. Richard also serves as Special Counsel to numerous special districts, including the West County Wastewater District, Rincon del Diablo Municipal Water District, San Ramon Valley Fire Protection District and the Twain Harte Community Services District. Richard frequently provides advice on a variety of issues that range from General Manager performance evaluation, negotiating all types of transactions from complex technology purchases to property leases, to emergency declarations, policies and procedures, to public official conflicts of interest. He can be contacted at 510.808.2000 or rpioroda@meyersnave.com

Anthony Felix is a second year law student at the University of California, Hastings College of the Law. During his second year at UC Hastings, Anthony will serve as the Admissions Chair for the UC Hastings La Raza Law Students Association and will be a staff editor of the Hastings Law Journal. Prior to attending law school, Anthony graduated from the University of California, Santa Barbara with a bachelor's degree in Political Science. Anthony is originally from National City, California and has interned at the City Attorney's office in National City. During the summer of 2019, Anthony was a Summer Fellow at Meyers Nave where he worked closely with Meyers Nave's Municipal and Special District Law Practice Group. He is interested in practicing municipal law after he graduates law school.

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Humboldt
825 5th Street
Eureka, CA 95501

From: (Public Agency): Humboldt Bay Municipal Water District
PO Box 95
Eureka CA 95502-0095

(Address)

Project Title: TRF Power Resiliency Generator Project

Project Applicant: Humboldt Bay Municipal Water District

Project Location - Specific:
440 Pipeline Road. Lat 40.907384 Lon -124.063411

Project Location - City: Arcata Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:
The generator will reduce or prevent loss of water service to approx. 90,000 residents of Humboldt County by providing power to the District's Turbidity Reduction Facility. If there is a power outage at the TRF, the treatment plant cannot function, and potable water cannot be supplied during a power outage.

Name of Public Agency Approving Project: Humboldt Bay Municipal Water District

Name of Person or Agency Carrying Out Project: Humboldt Bay Municipal Water District

- Exempt Status: (check one):
- Ministerial (Sec. 21080(b)(1); 15268);
 - Declared Emergency (Sec. 21080(b)(3); 15269(a));
 - Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 - Categorical Exemption. State type and section number: Small Structure 15303
 - Statutory Exemptions. State code number: _____

Reasons why project is exempt:
Footprint is 20' x 27'. Class 3 consists of construction and location of limited small facilities or structures; installation of small new equipment. The equipment is a backup generator which is located adjacent to existing facilities in an area that has been previously disturbed.

Lead Agency
Contact Person: John Friedenbach, General Manager Area Code/Telephone/Extension: 707-443-5018

- If filed by applicant:
1. Attach certified document of exemption finding.
 2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR: _____
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

ENGINEERING

From: [Kerry McNamee](#)
To: [Kerry McNamee](#)
Subject: RE: Coastal Commission Comment
Date: Tuesday, December 5, 2023 3:01:06 PM

From: John Friedenbach <friedenbach@hbmwd.com>
Sent: Monday, November 13, 2023 4:59 PM
To: Kerry McNamee <Kerry.McNamee@ghd.com>
Subject: RE: Coastal Commission Comment

Hi Kerry,
Here is what we took off of the recording for Kat's comments:

Catherine Mitchell, with the local California Coastal Commission office, stated "I prefer presentations versus reading through an NOP – and this was very helpful. Thank you". She then inquired; "Will this project cover certain time periods of maintenance? Perhaps it may be unexpected now but may come up in the future." Mr. Friedenbach responded we expect maintenance to be ongoing. The permit is for five years and we hope to renew it every five years.

John



STATE OF CALIFORNIA

Govin Newsom, Governor

NATIVE AMERICAN HERITAGE COMMISSION

October 24, 2023

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



CHAIRPERSON
Reginald Pagaling
Chumash

VICE-CHAIRPERSON
Buffy McCullen
Yokayo Pomo, Yuki,
Nomlaki

SECRETARY
Sara Dutschke
Miwok

PARLIAMENTARIAN
Wayne Nelson
Luiseño

COMMISSIONER
Isaac Bojorquez
Ohlone-Costanoan

COMMISSIONER
Stanley Rodriguez
Kumeyaay

COMMISSIONER
Laurena Bolden
Serrano

COMMISSIONER
Reid Milanovich
Cahuilla

COMMISSIONER
Vacant

EXECUTIVE SECRETARY
Raymond C. Hlchcock
Miwok, Nisenan

NAHC HEADQUARTERS
1550 Harbor Boulevard
Suite 100
West Sacramento,
California 95691
(916) 373-3710
nahc@nahc.ca.gov
NAHC.ca.gov

Re: 2023100565, Samoa Peninsula Waterline Right-Of-Way Maintenance Project, Humboldt County

Dear Mr. Friedenbach:

The Native American Heritage Commission (NAHC) has received the Notice of Preparation (NOP), Draft Environmental Impact Report (DEIR) or Early Consultation for the project referenced above. The California Environmental Quality Act (CEQA) (Pub. Resources Code §21000 et seq.), specifically Public Resources Code §21084.1, states that a project that may cause a substantial adverse change in the significance of a historical resource, is a project that may have a significant effect on the environment. (Pub. Resources Code § 21084.1; Cal. Code Regs., tit.14, §15064.5 (b) (CEQA Guidelines §15064.5 (b)). If there is substantial evidence, in light of the whole record before a lead agency, that a project may have a significant effect on the environment, an Environmental Impact Report (EIR) shall be prepared. (Pub. Resources Code §21080 (d); Cal. Code Regs., tit. 14, § 5064 subd.(a)(1) (CEQA Guidelines §15064 (a)(1)). In order to determine whether a project will cause a substantial adverse change in the significance of a historical resource, a lead agency will need to determine whether there are historical resources within the area of potential effect (APE).

CEQA was amended significantly in 2014. Assembly Bill 52 (Gatto, Chapter 532, Statutes of 2014) (AB 52) amended CEQA to create a separate category of cultural resources, "tribal cultural resources" (Pub. Resources Code §21074) and provides that a project with an effect that may cause a substantial adverse change in the significance of a tribal cultural resource is a project that may have a significant effect on the environment. (Pub. Resources Code §21084.2). Public agencies shall, when feasible, avoid damaging effects to any tribal cultural resource. (Pub. Resources Code §21084.3 (a)). **AB 52 applies to any project for which a notice of preparation, a notice of negative declaration, or a mitigated negative declaration is filed on or after July 1, 2015.** If your project involves the adoption of or amendment to a general plan or a specific plan, or the designation or proposed designation of open space, on or after March 1, 2005, it may also be subject to Senate Bill 18 (Burton, Chapter 905, Statutes of 2004) (SB 18). **Both SB 18 and AB 52 have tribal consultation requirements.** If your project is also subject to the federal National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (NEPA), the tribal consultation requirements of Section 106 of the National Historic Preservation Act of 1966 (154 U.S.C. 300101, 36 C.F.R. §800 et seq.) may also apply.

The NAHC recommends consultation with California Native American tribes that are traditionally and culturally affiliated with the geographic area of your proposed project as early as possible in order to avoid inadvertent discoveries of Native American human remains and best protect tribal cultural resources. Below is a brief summary of portions of AB 52 and SB 18 as well as the NAHC's recommendations for conducting cultural resources assessments.

Consult your legal counsel about compliance with AB 52 and SB 18 as well as compliance with any other applicable laws.

AB 52

AB 52 has added to CEQA the additional requirements listed below, along with many other requirements:

- 1. Fourteen Day Period to Provide Notice of Completion of an Application/Decision to Undertake a Project:** Within fourteen (14) days of determining that an application for a project is complete or of a decision by a public agency to undertake a project, a lead agency shall provide formal notification to a designated contact of, or tribal representative of, traditionally and culturally affiliated California Native American tribes that have requested notice, to be accomplished by at least one written notice that includes:
 - a. A brief description of the project.
 - b. The lead agency contact information.
 - c. Notification that the California Native American tribe has 30 days to request consultation. (Pub. Resources Code §21080.3.1 (d)).
 - d. A "California Native American tribe" is defined as a Native American tribe located in California that is on the contact list maintained by the NAHC for the purposes of Chapter 905 of Statutes of 2004 (SB 18). (Pub. Resources Code §21073).

- 2. Begin Consultation Within 30 Days of Receiving a Tribe's Request for Consultation and Before Releasing a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report:** A lead agency shall begin the consultation process within 30 days of receiving a request for consultation from a California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed project. (Pub. Resources Code §21080.3.1, subds. (d) and (e)) and prior to the release of a negative declaration, mitigated negative declaration or Environmental Impact Report. (Pub. Resources Code §21080.3.1(b)).
 - a. For purposes of AB 52, "consultation shall have the same meaning as provided in Gov. Code §65352.4 (SB 18). (Pub. Resources Code §21080.3.1 (b)).

- 3. Mandatory Topics of Consultation If Requested by a Tribe:** The following topics of consultation, if a tribe requests to discuss them, are mandatory topics of consultation:
 - a. Alternatives to the project.
 - b. Recommended mitigation measures.
 - c. Significant effects. (Pub. Resources Code §21080.3.2 (a)).

- 4. Discretionary Topics of Consultation:** The following topics are discretionary topics of consultation:
 - a. Type of environmental review necessary.
 - b. Significance of the tribal cultural resources.
 - c. Significance of the project's impacts on tribal cultural resources.
 - d. If necessary, project alternatives or appropriate measures for preservation or mitigation that the tribe may recommend to the lead agency. (Pub. Resources Code §21080.3.2 (a)).

- 5. Confidentiality of Information Submitted by a Tribe During the Environmental Review Process:** With some exceptions, any information, including but not limited to, the location, description, and use of tribal cultural resources submitted by a California Native American tribe during the environmental review process shall not be included in the environmental document or otherwise disclosed by the lead agency or any other public agency to the public, consistent with Government Code §6254 (r) and §6254.10. Any information submitted by a California Native American tribe during the consultation or environmental review process shall be published in a confidential appendix to the environmental document unless the tribe that provided the information consents, in writing, to the disclosure of some or all of the information to the public. (Pub. Resources Code §21082.3 (c)(1)).

- 6. Discussion of Impacts to Tribal Cultural Resources in the Environmental Document:** If a project may have a significant impact on a tribal cultural resource, the lead agency's environmental document shall discuss both of the following:
 - a. Whether the proposed project has a significant impact on an identified tribal cultural resource.
 - b. Whether feasible alternatives or mitigation measures, including those measures that may be agreed to pursuant to Public Resources Code §21082.3, subdivision (a), avoid or substantially lessen the impact on the identified tribal cultural resource. (Pub. Resources Code §21082.3 (b)).

- 7. Conclusion of Consultation:** Consultation with a tribe shall be considered concluded when either of the following occurs:
- a. The parties agree to measures to mitigate or avoid a significant effect, if a significant effect exists, on a tribal cultural resource; or
 - b. A party, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached. (Pub. Resources Code §21080.3.2 (b)).
- 8. Recommending Mitigation Measures Agreed Upon in Consultation in the Environmental Document:** Any mitigation measures agreed upon in the consultation conducted pursuant to Public Resources Code §21080.3.2 shall be recommended for inclusion in the environmental document and in an adopted mitigation monitoring and reporting program, if determined to avoid or lessen the impact pursuant to Public Resources Code §21082.3, subdivision (b), paragraph 2, and shall be fully enforceable. (Pub. Resources Code §21082.3 (a)).
- 9. Required Consideration of Feasible Mitigation:** If mitigation measures recommended by the staff of the lead agency as a result of the consultation process are not included in the environmental document or if there are no agreed upon mitigation measures at the conclusion of consultation, or if consultation does not occur, and if substantial evidence demonstrates that a project will cause a significant effect to a tribal cultural resource, the lead agency shall consider feasible mitigation pursuant to Public Resources Code §21084.3 (b). (Pub. Resources Code §21082.3 (e)).
- 10. Examples of Mitigation Measures That, If Feasible, May Be Considered to Avoid or Minimize Significant Adverse Impacts to Tribal Cultural Resources:**
- a. Avoidance and preservation of the resources in place, including, but not limited to:
 - i. Planning and construction to avoid the resources and protect the cultural and natural context.
 - ii. Planning greenspace, parks, or other open space, to incorporate the resources with culturally appropriate protection and management criteria.
 - b. Treating the resource with culturally appropriate dignity, taking into account the tribal cultural values and meaning of the resource, including, but not limited to, the following:
 - i. Protecting the cultural character and integrity of the resource.
 - ii. Protecting the traditional use of the resource.
 - iii. Protecting the confidentiality of the resource.
 - c. Permanent conservation easements or other interests in real property, with culturally appropriate management criteria for the purposes of preserving or utilizing the resources or places.
 - d. Protecting the resource. (Pub. Resource Code §21084.3 (b)).
 - e. Please note that a federally recognized California Native American tribe or a non-federally recognized California Native American tribe that is on the contact list maintained by the NAHC to protect a California prehistoric, archaeological, cultural, spiritual, or ceremonial place may acquire and hold conservation easements if the conservation easement is voluntarily conveyed. (Civ. Code §815.3 (c)).
 - f. Please note that it is the policy of the state that Native American remains and associated grave artifacts shall be repatriated. (Pub. Resources Code §5097.991).
- 11. Prerequisites for Certifying an Environmental Impact Report or Adopting a Mitigated Negative Declaration or Negative Declaration with a Significant Impact on an Identified Tribal Cultural Resource:** An Environmental Impact Report may not be certified, nor may a mitigated negative declaration or a negative declaration be adopted unless one of the following occurs:
- a. The consultation process between the tribes and the lead agency has occurred as provided in Public Resources Code §21080.3.1 and §21080.3.2 and concluded pursuant to Public Resources Code §21080.3.2.
 - b. The tribe that requested consultation failed to provide comments to the lead agency or otherwise failed to engage in the consultation process.
 - c. The lead agency provided notice of the project to the tribe in compliance with Public Resources Code §21080.3.1 (d) and the tribe failed to request consultation within 30 days. (Pub. Resources Code §21082.3 (d)).

The NAHC's PowerPoint presentation titled, "Tribal Consultation Under AB 52: Requirements and Best Practices" may be found online at: http://nahc.ca.gov/wp-content/uploads/2015/10/AB52TribalConsultation_CalEPAPDF.pdf

SB 18

SB 18 applies to local governments and requires local governments to contact, provide notice to, refer plans to, and consult with tribes prior to the adoption or amendment of a general plan or a specific plan, or the designation of open space. (Gov. Code §65352.3). Local governments should consult the Governor's Office of Planning and Research's "Tribal Consultation Guidelines," which can be found online at: https://www.opr.ca.gov/docs/09_14_05_Updated_Guidelines_922.pdf.

Some of SB 18's provisions include:

1. **Tribal Consultation:** If a local government considers a proposal to adopt or amend a general plan or a specific plan, or to designate open space it is required to contact the appropriate tribes identified by the NAHC by requesting a "Tribal Consultation List." If a tribe, once contacted, requests consultation the local government must consult with the tribe on the plan proposal. **A tribe has 90 days from the date of receipt of notification to request consultation unless a shorter timeframe has been agreed to by the tribe.** (Gov. Code §65352.3 (a)(2)).
2. **No Statutory Time Limit on SB 18 Tribal Consultation.** There is no statutory time limit on SB 18 tribal consultation.
3. **Confidentiality:** Consistent with the guidelines developed and adopted by the Office of Planning and Research pursuant to Gov. Code §65040.2, the city or county shall protect the confidentiality of the information concerning the specific identity, location, character, and use of places, features and objects described in Public Resources Code §5097.9 and §5097.993 that are within the city's or county's jurisdiction. (Gov. Code §65352.3 (b)).
4. **Conclusion of SB 18 Tribal Consultation:** Consultation should be concluded at the point in which:
 - a. The parties to the consultation come to a mutual agreement concerning the appropriate measures for preservation or mitigation; or
 - b. Either the local government or the tribe, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached concerning the appropriate measures of preservation or mitigation. (Tribal Consultation Guidelines, Governor's Office of Planning and Research (2005) at p. 18).

Agencies should be aware that neither AB 52 nor SB 18 precludes agencies from initiating tribal consultation with tribes that are traditionally and culturally affiliated with their jurisdictions before the timeframes provided in AB 52 and SB 18. For that reason, we urge you to continue to request Native American Tribal Contact Lists and "Sacred Lands File" searches from the NAHC. The request forms can be found online at: <http://nahc.ca.gov/resources/forms/>.

NAHC Recommendations for Cultural Resources Assessments

To adequately assess the existence and significance of tribal cultural resources and plan for avoidance, preservation in place, or barring both, mitigation of project-related impacts to tribal cultural resources, the NAHC recommends the following actions:

1. Contact the appropriate regional California Historical Research Information System (CHRIS) Center (https://ohp.parks.ca.gov/?page_id=30331) for an archaeological records search. The records search will determine:
 - a. If part or all of the APE has been previously surveyed for cultural resources.
 - b. If any known cultural resources have already been recorded on or adjacent to the APE.
 - c. If the probability is low, moderate, or high that cultural resources are located in the APE.
 - d. If a survey is required to determine whether previously unrecorded cultural resources are present.
2. If an archaeological inventory survey is required, the final stage is the preparation of a professional report detailing the findings and recommendations of the records search and field survey.
 - a. The final report containing site forms, site significance, and mitigation measures should be submitted immediately to the planning department. All information regarding site locations, Native American human remains, and associated funerary objects should be in a separate confidential addendum and not be made available for public disclosure.
 - b. The final written report should be submitted within 3 months after work has been completed to the appropriate regional CHRIS center.

3. Contact the NAHC for:
 - a. A Sacred Lands File search. Remember that tribes do not always record their sacred sites in the Sacred Lands File, nor are they required to do so. A Sacred Lands File search is not a substitute for consultation with tribes that are traditionally and culturally affiliated with the geographic area of the project's APE.
 - b. A Native American Tribal Consultation List of appropriate tribes for consultation concerning the project site and to assist in planning for avoidance, preservation in place, or, failing both, mitigation measures.

4. Remember that the lack of surface evidence of archaeological resources (including tribal cultural resources) does not preclude their subsurface existence.
 - a. Lead agencies should include in their mitigation and monitoring reporting program plan provisions for the identification and evaluation of inadvertently discovered archaeological resources per Cal. Code Regs., tit. 14, § 15064.5(f) (CEQA Guidelines § 15064.5(f)). In areas of identified archaeological sensitivity, a certified archaeologist and a culturally affiliated Native American with knowledge of cultural resources should monitor all ground-disturbing activities.
 - b. Lead agencies should include in their mitigation and monitoring reporting program plans provisions for the disposition of recovered cultural items that are not burial associated in consultation with culturally affiliated Native Americans.
 - c. Lead agencies should include in their mitigation and monitoring reporting program plans provisions for the treatment and disposition of inadvertently discovered Native American human remains. Health and Safety Code § 7050.5, Public Resources Code § 5097.98, and Cal. Code Regs., tit. 14, § 15064.5, subdivisions (d) and (e) (CEQA Guidelines § 15064.5, subds. (d) and (e)) address the processes to be followed in the event of an inadvertent discovery of any Native American human remains and associated grave goods in a location other than a dedicated cemetery.

If you have any questions or need additional information, please contact me at my email address:
Cameron.Vela@nahc.ca.gov.

Sincerely,

Cameron Vela

Cameron Vela
Cultural Resources Analyst

cc: State Clearinghouse



State of California – Natural Resources Agency
 DEPARTMENT OF FISH AND WILDLIFE
 Northern Region
 601 Locust Street
 Redding, CA 96001
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
 CHARLTON H. BONHAM, Director



November 9, 2023

John Friedenbach, General Manager
 Humboldt Bay Municipal Water District
 PO Box 95
 Eureka, CA 95502
friedenbach@hbmwd.com

**SUBJECT: SAMOA PENINSULA WATERLINE RIGHT-OF-WAY MAINTENANCE PROJECT
 NOTICE OF PREPARATION (SCH# 2023100565)**

Dear John Friedenbach:

The California Department of Fish and Wildlife (CDFW) received a Notice of Preparation (NOP) for a Draft Environmental Impact Report (DEIR) from Humboldt Bay Municipal Water District (District; Lead Agency) for the Samoa Peninsula Waterline Right-of-Way Maintenance Project (Project). CDFW appreciates the opportunity to provide feedback and looks forward to reviewing additional details in the DEIR.

As the Trustee Agency for the State's fish and wildlife resources, CDFW has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and the habitat necessary to sustain their populations (Fish and Game Code, §§ 1801 and 1802). As a Responsible Agency, CDFW administers the California Endangered Species Act (CESA) and other provisions of the Fish and Game Code that conserve the State's fish and wildlife public trust resources. CDFW offers the following comments and recommendations in our role as Trustee and Responsible Agency pursuant to the California Environmental Quality Act (CEQA; California Public Resource Code §21000 *et seq.*). These comments are intended to minimize Project impacts on public trust resources.

Project Description

The Project is located on the Samoa peninsula in coastal Humboldt County, California. The Humboldt Bay Municipal Water District supplies drinking water to wholesale municipal customers and community service districts in the Humboldt Bay area. A separate industrial system delivers water for commercial use and fire suppression on the Samoa Peninsula. Due to relatively low industrial demand, right-of-way (ROW) maintenance within the Samoa Peninsula has been deferred. However, the District wishes to resume maintenance work along its industrial and domestic lines in anticipation of future growth in industrial services. The Project area extends over 7.37 miles of ROW throughout the Samoa Peninsula, covering an area of approximately 54.49 acres. As described in the NOP, Project elements

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
November 9, 2023
Page 2

include replacement of a four-mile stretch of 15-inch pipe with a larger 24-inch pipe; maintenance of an overflow discharge point associated with an industrial water tank; replacement of an existing electrical line; and maintenance or replacement of techite pipe along New Navy Base Road. The Project also entails general maintenance activities necessary to access, protect, and replace or maintain infrastructure, including grubbing and vegetation removal, excavation, and mechanical movement or fill of sand. The Project will be implemented in phases, with routine maintenance activities anticipated every five years thereafter. The lifespan or operational period of the Project is assumed to be 50 years.

Biological Significance

The Samoa Peninsula is a diverse mosaic of wetland, riparian, coastal dune, and upland forest habitats, many of which are considered Sensitive Natural Communities (SNC) due to their limited extent and vulnerability to ongoing threats. These diverse ecosystems provide essential habitat for numerous special status species, including several listed or proposed for candidacy pursuant to the federal Endangered Species Act and the California Endangered Species Act. Notable examples include beach layia (*Layia carnosa*; federally threatened [FT], state endangered [SE]) and Menzies' wallflower (*Erysimum menziesii*; FE, SE). Special status wildlife known or likely to occur in the Project area include Western Snowy Plover (*Charadrius nivosus nivosus*; FT), White-Tailed Kite (*Elanus leucurus*; CDFW Fully Protected [FP]), Northern Harrier (*Circus hudsonius*; CDFW Species of Special Concern [SSC]), and northern red-legged frog (*Rana aurora*; SSC), among others. There are also several historical occurrences of western bumble bee (*Bombus occidentalis*; state candidate endangered) on the Samoa Peninsula, which includes large tracts of intact foraging and nesting habitat. Coastal dunes support a diverse array of sensitive plant species, including but not limited to short-leaved evax (*Hesperis matronalis* var. *brevifolia*; California Rare Plant Rank [CRPR] 1B.2) and dark-eyed gilia (*Gilia millefoliata*; CRPR 1B.2).

Comments and Recommendations

CDFW is familiar with the Project area and looks forward to working with the District to minimize or adequately mitigate the Project's potentially significant impacts on biological resources.

California Endangered Species Act (CESA) Compliance. CDFW recommends including a full impact analysis of CESA listed species in the DEIR. Project-related activities that result in take of CESA listed species would require authorization from CDFW through an Incidental Take Permit (ITP) or Consistency Determination (CD) pursuant to Fish and Game Code §§2080.1 or 2081(b) and California Code of Regulations Title 14 (14 CCR) §783 *et seq.* The ITP or CD application should include a complete project description, as well as other required elements (14 CCR §783.2). CDFW's [CESA website](#) provides additional information about the permitting process and maintains lists of rare, threatened, and endangered plants and animals.

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
November 9, 2023
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Biological Surveys. A thorough biological assessment should be conducted *prior* to circulation of the DEIR to adequately disclose direct, indirect, and cumulative impacts and identify feasible mitigation measures. CDFW understands biological surveys have only been completed for Phase 1 and 2, with Phase 3 surveys scheduled for 2024. The NOP acknowledges “*additional federally and/or state listed species may occur in the remaining Phase 3 area.*” As written, it is unclear whether the Lead Agency intends to complete biological surveys prior to circulating the CEQA document. Without the results of these surveys to establish baseline conditions, CDFW, other agencies, and the public cannot evaluate the full extent or significance of impacts to special status species and sensitive habitats. Appropriately timed habitat assessments and/or focused, species-specific surveys are recommended to adequately evaluate presence within the Project area as well as potential Project impacts. Rare plants and Sensitive Natural Communities should be assessed following CDFW’s March 2018 *Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Natural Communities*. A comprehensive assessment of biological resources should also consider wetlands, riparian areas, and migratory corridors.

Mitigation. An EIR must discuss mitigation measures to reduce significant adverse impacts, providing sufficient detail to evaluate the efficacy and feasibility of proposed measures. Although CDFW appreciates the District’s commitment to mitigate for unavoidable impacts to biological resources, we caution against deferring the details of mitigation to some future time (CEQA § 15126.4(a)(1)(B)). The NOP currently implies that mitigation measures will be formulated during the permitting phase of the Project: “*affected biological resources will be mitigated as warranted based on agreements with jurisdictional agencies as determined during Project permitting.*” The DEIR should disclose the whole of the action for public review (CEQA § 15378(a)), quantifying the nature and extent of Project-related impacts and identifying feasible mitigation measures. A draft Mitigation and Monitoring Plan (MMRP) should be provided, specifying performance standards such as revegetation ratios and success criteria. CDFW encourages the District to consider coastal dune restoration with an emphasis on invasive species removal, which is identified as an effective conservation strategy for both beach layia and Menzies’ wallflower (USFWS 1998). Dune restoration also increases resiliency to sea level rise by facilitating landward transfer of sand and more rapid recovery following storm surge (Hilgendorf et al. 2022). CDFW looks forward to working with the District to identify potential mitigation strategies and suitable locations.


Submittal of Biological Data to CNDDDB. CEQA requires that information developed in Environmental Impact Reports and Negative Declarations be incorporated into a database, which may be used to make subsequent or supplemental environmental determinations (Public Resources Code § 21003(e)). Accordingly, please report any special status species and Sensitive Natural Communities detected during Project surveys to the California Natural Diversity

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
November 9, 2023
Page 4

Database (CNDDDB). Additional information and instructions for data submission can be found on the CNDDDB website.

If you have any questions, please contact Kathryn Rian, Environmental Scientist, by e-mail at Kathryn.Rian@Wildlife.ca.gov.

Sincerely,

DocuSigned by:

B5D12ECE94324AF...

Rebecca Garwood
Northern Region Coastal Habitat Conservation Program Manager

cc: Office of Planning and Research, State Clearinghouse
state.clearinghouse@opr.ca.gov

California Department of Fish and Wildlife
Rebecca Garwood, Michael van Hattem, Kathryn Rian
CEQACommentLetters@wildlife.ca.gov

References

Hilgendorf, Z., I. J. Walker, A. J. Pickart, and C. M. Turner. 2022. Dynamic restoration and the impact of native versus invasive vegetation on coastal foredune morphodynamics, Lanphere dunes, California, USA. *Earth Surface Processes and Landforms* 2022: 1-17.

USFWS. 1998. Seven coastal plants and the Myrtle's silverspot butterfly recovery plan. U.S. Fish and Wildlife Service, Portland, OR.



December 4, 2023

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502
friedenbach@hbmwd.com

Subject: Samoa Peninsula Waterline Right-of-Way Maintenance Project, Notice of Preparation of a Draft Environmental Impact Report

Dear John Friedenbach:

Friends of the Dunes received a Notice of Preparation (NOP) for a Draft Environmental Impact Report (DEIR) from Humboldt Bay Municipal Water District's (District) contractor on this project, along with a letter about this proposed project. Friends of the Dunes appreciates being notified, as this environmentally significant project is proposed on and across lands that our non-profit organization owns and manages for habitat conservation, native dune ecosystem restoration, and public access consistent with these conservation and habitat protection purposes.

The letter accompanying the NOP, dated November 13, 2023, informed us that the public scoping meeting for this phase of the California Environmental Quality Act (CEQA) planning process had already taken place on November 9, 2023, four days after the date of the letter and five days after the notice was initially put in the mail to our organization. From this point forward, we request that Friends of the Dunes be informed of opportunities for public comment under CEQA on this project before the opportunity takes place, rather than after.

The NOP includes language in section 2.2.1 of the project description that is concerning: "It should be assumed that biological resources throughout the entirety of the Project Area could be removed or manipulated under this Project for the purpose of maintaining access to HBMWD's infrastructure." Friends of the Dunes is concerned that this EIR could pursue an extreme and environmentally damaging alternative of wholesale and repeated removal of vegetation from the entirety of the District's right-of-way without exploring reasonable and viable alternatives that seek to avoid impacts rather than to mitigate for them.

CEQA mandates that an EIR must describe a reasonable range of alternatives to a proposed project that could feasibly attain most of the basic project objectives, and would avoid or substantially lessen any of the proposed project's significant effects. We ask that the District enter into this CEQA process in a good-faith effort with environmental organizations, regulators, coastal land managers, and the public in order to meet District objectives for access and maintenance while finding ways to avoid severe adverse environmental impacts. Avoidance as an environmental planning tool needs to be legitimately integrated in the EIR's alternatives as a replacement for mitigation.



Friends of the Dunes recognizes and appreciates our longstanding positive, collaborative relationship with the Humboldt Bay Municipal Water District, and we seek to continue a dialogue through this CEQA planning process that allows the District to meet its maintenance needs while prioritizing the conservation of what are, in many areas of this proposed project area, irreplaceable coastal resources.

Thank you for your consideration of these comments, and for adding us to the list of organizations that you will contact in advance of the next public meetings for this CEQA process.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cipra".

Mike Cipra
Executive Director



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Arcata Field Office
1695 Heindon Road
Arcata, CA 95521
www.ca.blm.gov/arcata

November 28, 2023

In Reply Refer To:

2920/7000/2881 (CA330)P

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

Dear Mr. Friedenbach,

The Bureau of Land Management (BLM), Arcata Field Office is in receipt of the Notice of Preparation of a Draft Environmental Impact Report for the Samoa Peninsula Waterline Right-of-Way Maintenance Project (NOP). Thank you for the opportunity to review this proposed project. We understand that this is an important project to the local community and we look forward to working with you.

The southern portion of the Ma-le'I Dunes Cooperative Management Area (CMA) is managed by the BLM and overlaps the area proposed for waterline maintenance. The CMA is a popular recreational area for visitors to the dunes and beach, and as you indicate in the NOP, contains wetlands, plant species of concern, and the potential for culturally significant deposits. The BLM recognizes that the Humboldt Bay Municipal Water District (HBMWD) maintains the pipeline through this area via both an easement and a right-of-way (see attached map). The BLM and HBMWD have enjoyed a constructive partnership for decades, and the BLM looks forward to this project as an opportunity to continue collaborating. To that end, the BLM staff has several comments, both on the NOP, and issues that may extend beyond the parameters of the EIS/EIR:

1. Please identify all public lands parcels affected by the proposed project prior to implementation. This should include referencing the MOU that was recorded between BLM and HBMWD on June 30, 2011 (2011-13696-8) which spells out the roles and responsibilities of both agencies regarding dune vegetation preservation and pipeline maintenance.
2. The project, as outlined, has the potential to impact significant recreational resources on public lands. Please describe the timing of proposed maintenance activities on public lands and how these activities will be designed to minimize impacts to recreational users in this high-use area. The CMA is a popular, high-use area where the current pipeline corridor is multi-use trail and waterline activities have the potential to affect public use and safety. Disruptions to the use of this trail should be fully considered in the EIS/EIR and actions taken to minimize disruptions to public recreational use.
3. The project would impact known populations of federally-listed plant species including beach layia (*Layia carnosa*) and Menzies wallflower (*Erysimum menziesii*) as well as state-listed rare species such as manyleaf gilia (*Gilia millefoliata*) in the proposed project area. The proposal to excavate and clear vegetation to the full extent of the ROW (10-15 ft) for the 15-inch pipe segment and electrical line replacement phase of the project may be more clearing than necessary in all areas. Additionally, total clearing of vegetation along the ROW every 5 years for scheduled maintenance seems more than necessary. The frequency of periodic disturbance would likely lead to negative impacts within the

dune mat community and known populations of federally-listed species mentioned above. The proposal to conduct off-site mitigation would likely be inadequate to properly compensate for the loss of known listed species if those species are not present within the new proposed mitigation site. Please describe alternatives within the EIR to address minimizing impacts within the ROW where federally-listed species are present and what measures would be taken to minimize impacts where impacts are unavoidable. As you have indicated, consultation with the U.S. Fish and Wildlife Service will likely be needed to address any impacts. Please coordinate with us on your consultation efforts to ensure consistency. BLM staff can assist in identifying appropriate measures for mitigation, as needed.

4. Reintroduction of non-native, invasive species within the proposed project area is a concern. The BLM has conducted habitat restoration since 1994 in support of native plant community diversity through eradication of non-native European beachgrass (*Ammophila arenaria*), ice plant (*Carpobrotus edulis*), yellowbush lupine (*Lupinus arboreus*), and pampas grass (*Cortaderia selloana*) that threaten the biodiversity within the Ma-le'l Dunes unit. This work helped provide natural ecosystem conditions that supported the 2021 designation of the Ma-le'l Dunes as part of a National Natural Landmark by the National Park Service. Further, heavy equipment and vegetation clearing operations may lead to new areas becoming vulnerable to invasion by non-native species from surrounding lands that have not been restored from the north and south that contain robust populations of the aforementioned species. The concern is that seeds would be transported on heavy equipment from heavily infested areas to recently disturbed (vegetation clearing) sites along the ROW within the project area. The BLM would like to see this evaluated within the EIR as well as stipulations for the HBMWD to ensure this threat is minimized during the proposed activities.
5. The project may affect cultural resources on public lands and we ask that you coordinate with the BLM to ensure all relevant data are shared among appropriate cultural resources staff, and measures are taken to avoid impacts, where feasible.
6. Similarly, please identify tribal consultation work in progress, or anticipated. As you may know, federal agencies are required to consult with relevant tribes. A Native American Graves Protection and Repatriation Act (NAGPRA) Plan of Action will be needed prior to implementation. We can discuss who would be the appropriate party to initiate this effort.
7. The project should consider effects to the western snowy plover (*Charadrius alexandrinus nivosus*) and any actions that might occur on the foredunes or the beach.
8. Please describe the quantities of sand and method it would be moved to maintain the pipeline through the public lands parcels. Given that the dunes are a dynamic environment, examining the methods and extent of sand manipulation should be fully considered in the effects analysis.
9. Mitigation options should be proposed that address impacts to repair any access routes, vegetation impacts, and recreation impacts. Mitigation measures could be included as proactive design features within the proposed action and may include road repairs, trail improvements, and vegetation enhancements. The BLM would like to collaborate on these issues to minimize or eliminate impacts of the project.
10. The BLM requests the HBMWD provide resources to help with the cost of reviewing the EIS/EIR, and the costs associated with preparing our own NEPA document should additional, temporary access require more rights-of-way authorizations. This may include establishing a contributed funds agreement and/or providing for cost recovery in the case of EIS/EIR review and NEPA preparation, respectively. Once a proposed action is more fully developed, BLM and HBMWD key staff should meet to discuss any additional BLM requirements and associated workload.


11. Finally, the BLM requests that the HBMWD detail all access points, staging areas, equipment to be used, and other areas of ingress/egress to fully describe the disturbance footprint outside of the established easement in the vicinity of public lands. These descriptions will be necessary for the BLM to address any offsite effects that may accrue during project implementation.

Our staff looks forward to working with you on this project to minimize impacts to public lands. I suggest that key HBMWD and BLM staff meet to discuss more project-specific details once you consider our comments.

Please contact Jennifer Wheeler, Assistant Field Manager, at (707) 298-8504 or jswheele@blm.gov, who can discuss the project, direct specific issues to relevant staff, and/or help coordinate a meeting.

Sincerely,

COLLIN
EWING

 Digitally signed by COLLIN
EWING
Date: 2023.11.28 13:46:16
-08'00'

Collin Ewing
Field Manager



Dec. 4, 2023

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502
Submitted via email: friedenbach@hbmwd.com

Subject: Samoa Peninsula Waterline Right-of-Way Maintenance Project, Notice of Preparation of a Draft Environmental Impact Report

Dear John Friedenbach:

Thank you for the opportunity to comment on the Notice of Preparation (NOP) for a Draft Environmental Impact Report (DEIR) for the Samoa Peninsula Waterline Right-of-Way Maintenance Project. Please accept these comments on behalf of the Northcoast Environmental Center, Environmental Protection Information Center, and Humboldt Waterkeeper.

We would like to incorporate by reference the comments of the California Department of Wildlife dated Nov. 9, 2023. In addition, we submit the following comments:

The NOP includes language in section 2.2.1 of the project description that is concerning: "It should be assumed that biological resources throughout the entirety of the Project Area could be removed or manipulated under this Project for the purpose of maintaining access to HBMWD's infrastructure." Our concern is that this EIR could pursue an extreme and environmentally damaging alternative of wholesale and repeated removal of vegetation from the entirety of the District's right-of-way without exploring reasonable and viable alternatives that seek to avoid impacts rather than to mitigate for them. The project area includes wetlands, Sensitive Natural Areas, and Environmentally Sensitive Habitat Areas as defined by the Coastal Act, and avoiding impacts needs to be prioritized over mitigating them whenever possible.

In addition, all areas proposed for ground disturbance, whether as part of the proposed project's activities or in areas to be used for compensatory mitigation for the project's unavoidable impacts, should be carefully scrutinized for known, suspected, and potential contamination, including legacy contamination from historical uses. If contaminants in soil, groundwater, or bay sediment are present and unaddressed in project plans, ground disturbance can remobilize them, resulting in impacts to human health and the environment. Mitigation in or near tidal or freshwater wetlands are of particular concern given that dioxins and furans, PCBs, heavy metals, petroleum hydrocarbons, and other constituents are often present on or near former

industrial sites, even those that have not been used in decades. Not all of these sites are included in state and federal databases, and are often inappropriately excluded from consideration in environmental review.

CEQA mandates that an EIR must describe a reasonable range of alternatives to a proposed project that could feasibly attain most of the basic project objectives, and would avoid or substantially lessen any of the proposed project's significant effects. We ask that the District enter into this CEQA process in a good-faith effort with environmental organizations, regulators, coastal land managers, and the public in order to meet District objectives for access and maintenance while finding ways to avoid severe adverse environmental impacts. Avoidance as an environmental planning tool needs to be legitimately integrated in the EIS' alternatives as a replacement for mitigation.

We look forward to continuing dialogue with the Humboldt Bay Municipal Water District throughout the CEQA process and respectfully request that our organizations be added to the list of stakeholders to be notified of future public meetings and other opportunities for review and comment.

Sincerely,

Tom Wheeler, Executive Director and Staff Attorney
Environmental Protection Information Center (EPIC)
145 G St, Suite A
Arcata, CA 95521
tom@wildcalifornia.org

Jennifer Kalt, Executive Director
Humboldt Waterkeeper
Mail: 600 F Street, Suite 3 #810, Arcata, CA 95521
(707) 499-3678
jkalt@humboldtwaterkeeper.org

Caroline Griffith, Executive Director
Northcoast Environmental Center
PO Box 4259
Arcata, CA 95518
director@yournec.org

Cc:

Catherine Mitchell, California Coastal Commission catherine.mitchell@coastal.ca.gov
Kathryn Rian, California Dept. of Fish & Wildlife Kathryn.Rian@Wildlife.ca.gov



Humboldt Bay Municipal Water District - Collector 2 Rehabilitation Project
 Layne Job # 1211234
 November 27, 2023
 PAYMENT REQUEST # 8
 For Work period: October 25, 2023 to November 26, 2023

INVOICE TO:
 Humboldt Bay Municipal Water District
 PO Box 65
 Eureka, CA 95502-0065

Mailing Address:
 Layne Christensen Company
 P.O. Box 749809
 Los Angeles, CA 90074-3609

From:
 Layne Christensen Company, Inc.
 6360 Hundley Rd.
 Columbus, Ohio 43229
 Phone: (614) 888-6263
 james.bell@layne.com

Shipping Address:
 Bank of America Lockbox Service
 C/O Layne Christensen Company
 Lockbox #743809
 Los Angeles, CA 90065-1733

ACH/EFT/ires Bank:
 Bank of America, N.A.
 ACH ABA 121100358
 FED Wire ABA 026009583
 Acct Name Layne Christensen Company
 Acct No. 1281276208
 Email payment advice to: james.bell@layne.com

Item #	Description	ORIGINAL CONTRACT				THIS PERIOD		PREVIOUS PERIODS		TOTAL COMPLETED	
		Quantity	Unit	Unit Price	Contract Value	Quantity	Amount	Quantity	Amount	Quantity	Total
PHASE 1 - Item											
1-1	Mobilization & Demobilization	1	LS	\$ 163,800.00	\$ 163,800.00			1	\$ 163,800.00	1	\$ 163,800.00
1-2	Percolation Pond	1	LS	\$ 127,700.00	\$ 127,700.00			1	\$ 127,700.00	1	\$ 127,700.00
1-3	Devaltering Pumps & Piping within Caisson	1	LS	\$ 74,000.00	\$ 74,000.00			1	\$ 74,000.00	1	\$ 74,000.00
1-4	Installation of Ports	2	EA	\$ 30,000.00	\$ 60,000.00			2	\$ 60,000.00	2	\$ 60,000.00
1-5	Setup & Take-down for Lateral Jacking	1	LS	\$ 45,000.00	\$ 45,000.00			1	\$ 45,000.00	1	\$ 45,000.00
1-6	Turning Jacking Setup to Next Lateral	1	EA	\$ 50,000.00	\$ 50,000.00			1	\$ 50,000.00	1	\$ 50,000.00
1-7	Furnish, Install & Develop 12" Laterals	300	LF	\$ 1,650.00	\$ 495,000.00			300	\$ 495,000.00	300	\$ 495,000.00
1-8	Furnish & Install (1) 12" Stainless Steel Gate Valves	1	LS	\$ 92,000.00	\$ 92,000.00			1	\$ 92,000.00	1	\$ 92,000.00
1-9	Initial & Final Performance Tests	1	LS	\$ 108,000.00	\$ 108,000.00			1	\$ 108,000.00	1	\$ 108,000.00
TOTAL PHASE 1											
PHASE 2 - Item											
2-1	Mobilization & Demobilization	1	LS	\$ 163,800.00	\$ 163,800.00			1	\$ 163,800.00	1	\$ 163,800.00
2-2	Percolation Pond	1	LS	\$ 127,700.00	\$ 127,700.00	50%	\$ 63,850.00	1	\$ 74,000.00	1	\$ 74,000.00
2-3	Devaltering Pumps & Piping within Caisson	1	LS	\$ 74,000.00	\$ 74,000.00			1	\$ 74,000.00	1	\$ 74,000.00
2-4	Installation of Ports	2	EA	\$ 30,000.00	\$ 60,000.00			2	\$ 60,000.00	2	\$ 60,000.00
2-5	Setup & Take-down for Lateral Jacking	1	LS	\$ 45,000.00	\$ 45,000.00			1	\$ 45,000.00	1	\$ 45,000.00
2-6	Turning Jacking Setup to Next Lateral	2	EA	\$ 50,000.00	\$ 100,000.00			2	\$ 100,000.00	2	\$ 100,000.00
2-7	Furnish, Install & Develop 12" Laterals	300	LF	\$ 1,650.00	\$ 495,000.00			230	\$ 378,500.00	230	\$ 378,500.00
2-8	Furnish & Install (1) 12" Stainless Steel Gate Valves	1	LS	\$ 76,000.00	\$ 76,000.00			1	\$ 76,000.00	1	\$ 76,000.00
2-9	Initial & Final Performance Tests	1	LS	\$ 108,000.00	\$ 108,000.00	90%	\$ 97,200.00			1	\$ 97,200.00
TOTAL PHASE 2											
TOTAL PHASE 1 & 2											
Additive Bid Schedule											
BID ADDITIVE											
A-1	Assembly & Disassembly of Supplied Yelomine Piling		EA	\$ 44,000.00		50%	\$ 22,000.00				
A-2	Installation of Ports		EA	\$ 52,000.00							
A-3	Furnish, Install & Develop 12" Laterals		LF	\$ 1,650.00							
A-4	Furnish & Install (1) 12" Stainless Steel Gate Valves		EA	\$ 45,000.00							
A-5	Turning Jacking Setup to Next Lateral		EA	\$ 95,000.00							
A-6	Remove & Reinstall Support Flooring at Different Elev.		EA	\$ 72,000.00							
A-7	Provide Stainless Steel Ladder		LS	\$ 49,000.00							
A-8	Install Stainless Steel Ladder		LS	\$ 32,000.00							
TOTAL ADDITIVE WORK											
CHANGE ORDERS											
CO #	Change Orders										
2	Port Leaks, Dive Work to Seal	1	LS	\$ 40,125.18	\$ 40,125.18			1	\$ 40,125.18		
TOTAL CHANGE ORDER WORK											
TOTAL PROJECT COST											
TOTAL PROJECT COST \$ 2,505,125.18											
Retainage (5%) \$ 125,262.56											
Net Due to Date \$ 2,379,862.62											
Previously Invoiced \$ 173,897.50											
Due This Period \$ 173,897.50											

Respectfully Submitted:
 Layne Christensen, James Bell, Project Manager
 11/27/2023

Approved:
 Humboldt Bay Municipal Water District, John Fridenbach, General Manager
 11/28/2023

Approved:
 GHD Inc., Patrick Sullivan or Nathan Stevens, Engineer



CHANGE ORDER

PROJECT: Collector 2 Rehabilitation

Change Order No.: 3

Date: 11/28/2023

Page No.: 1 of 1

DESCRIPTION OF CHANGE:

The District was required to pull pumps from Collector 2 to create space in the collector to allow the contractor to perform the work as described in the contract documents. The District was also required to reinstall pumps after construction of the project was complete. The contractor rented a crane for construction of the project and provided that crane and an operator to assist the District with pulling and reinstalling pumps. Three days were required to pull pumps, and one day was required to reinstall pumps. The District and contractor agreed that the District would reimburse the contractor for the operator's time, per diem, and rental of the crane as extra work so the District would not have to rent a separate crane and procure a separate operator to perform this work.

This change order also includes a credit for the material cost of (1) stainless-steel (sst) gate valve. Layne's bid included furnishing and installing (3) sst valves, and installing (1) additional sst valve to be provided by HBMWD. However, it was determined that HBMWD had additional sst valves available in storage, and Layne was only required to provide (2) sst gate valves as opposed to the (3) included with the original bid. Layne installed (4) valves in agreement with the contract documents, meaning that no credit for labor is required.

The District and contractor have agreed to a cost breakdown for the above items as provided on the attached sheet. The net change for this change order is an extra amount of \$1,933.22.

CONTRACTOR: Layne Christensen Company

Adjustment of contract sum	
Original Contract Sum	\$3,064,500
Prior Adjustments	\$40,125.18
Contract Sum Prior to this Change	\$3,104,625.18
Adjustment for this Change	\$1,933.22
Revised Contract Sum	\$3,106,558.40

Adjustment of contract completion dates	
Original Contract Completion Date	Dec. 23, 2023
Prior Adjustments in Calendar Days	0
Adjustment in Calendar Days for this Change Order	0
Revised Contract Completion Date	Dec. 23, 2023

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

RECOMMENDED BY:

Nathan Stevens
Engineer – Nathan Stevens, PE

DATE: 11/28/23

APPROVED BY:

Owner – John Friedenbach, General Manager

DATE: _____

ACCEPTED BY:

Contractor – James Bell, Project Manager

DATE: _____

#1211234 HBMWD Collector 2
Crane & Operator Change Order #3Pull/Raise Pumps

Labor

Operator	3 days @	\$ 1,600.00 /day	\$ 4,800.00
----------	----------	------------------	-------------

Directs

Crane Rental	1 week @	\$ 2,500.00 /week	\$ 2,500.00
--------------	----------	-------------------	-------------

Per Diem	3 days @	\$ 200.00 /day	\$ 600.00
----------	----------	----------------	-----------

			<u>\$ 7,900.00</u>
--	--	--	--------------------

Reset Pumps

Labor

Operator	1 days @	\$ 1,600.00 /day	\$ 1,600.00
----------	----------	------------------	-------------

Directs

Crane Rental	week @	\$ 2,500.00 /week	\$ -
--------------	--------	-------------------	------

Per Diem	1 days @	\$ 200.00 /day	\$ 200.00
----------	----------	----------------	-----------

			<u>\$ 1,800.00</u>
--	--	--	--------------------

Crane/Operator Total	\$ 9,700.00
----------------------	-------------

Williams SS Valve Cost	\$ (7,766.78)
------------------------	---------------

Change Order #3	\$ 1,933.22
-----------------	-------------

For the benefit of Humboldt Bay Municipal Water District
Exempt from Recording Fees
California Government Code 27383

Return to:
Humboldt Bay Municipal Water District
PO Box 95
Eureka, CA 95502-0095

NOTICE OF COMPLETION

NOTICE is hereby given that the undersigned, John Friedenbach, General Manager of the Humboldt Bay Municipal Water District (HBMWD), the owner of the improvements situated in the County of Humboldt, State of California, and described as follows, to wit:

Construction of the HBMWD Collector 2 Rehabilitation Project is complete. The work for this project generally included furnishing all labor, materials, equipment, and supervision for installing, developing, disinfecting, and testing a total of four new laterals, totaling a combined 530 feet in length, in HBMWD's Collector 2. Work also included the construction and associated re-grading of a temporary dewatering pond and associated appurtenances, as well as other items of work as outlined in the contract documents.

That Humboldt Bay Municipal Water District as the owner of the improvements in fee did enter into a contract with Layne Christensen Company for the construction of:

HBMWD Collector 2 Rehabilitation Project

That on November 1, 2023 the construction components of said contract were actually completed by Layne Christensen Company.

The name and address of the owner of said improvements is as follows:

Humboldt Bay Municipal Water District
828 7th Street
Eureka, CA 95501-1114



Humboldt Bay Municipal Water District

BY _____
John Friedenbach
General Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the General Manager of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(John Friedenbach, General Manager)

PSI WATER TECHNOLOGIESA cleanwater¹ Company

550 Sycamore Drive

Milpitas, CA 95035

408 370 6540 ☎

cleanwater1.com 🌐

info@cleanwater1.com ✉

11.09.23

Humboldt Bay MWD - CA
 P.O. Box 95
 Eureka, CA 95502

ATTN: Mr. Dale Davidson

Re: Humboldt Bay MWD – WTP
 PSI File No. 922028

Dear Mr. Davidson,

This letter is to inform you that PSI Water Technologies, Inc. is requesting a change order to the above-referenced project for the following:

Pump Skid, including:	\$4,250
<ul style="list-style-type: none"> • Polypropylene Construction • Approximate Footprint: 39" W x 31" D x 48" H • Approximate Containment Volume: 25 Gallon 	
Fasteners/Hardware, Sch 80 PVC Piping:	\$1,105
Electrical Control Panel, including:	\$13,145
<ul style="list-style-type: none"> • Stainless Steel Enclosure, 36" H x 24" W x 12" D, NEMA 4X-Rated • 480VAC/3P/60Hz Power Supply • 15A Main Circuit Breaker with Rotary Disconnect Switch • Thermostat-Controlled Ventilation Fan with Filter • Pilot Lights (Power On, Running, Relay Fault) • Selector Switch (Hand-Off-Auto) • Transformer • Circuit Breakers, Relays, Terminal Blocks • 85 F Ambient Temperature Rating 	
CREDIT: Removal of Pump Stand	<\$113>
CREDIT: Removal of Yaskawa VFD	<\$1,050>
Pump Skid Sub-Total (per skid): \$17,337	
x 3 Skids Pump Skids:	\$52,011
Control Panel Engineering:	\$1,630
PSI Project Management, Engineering:	\$5,808
PSI Shop Labor:	\$1,915
Freight:	\$1,461
TOTAL:	\$62,825

PSI WATER TECHNOLOGIES

A cleanwater1 Company

Value Engineer Option:

\$59,680

- Replace Stainless Steel Enclosure with Polyester Powder-Coated, Mild Steel Enclosure, 35" H x 24" W x 12" D, NEMA 3R-Rated

Notes:

1. Allen-Bradley VFDs and HIM Panels to be supplied by the customer and shipped to PSI's vendor for installation in the panels.
2. Control panels to be wall-mounted adjacent (or over) pump skids by customer. Interconnecting wiring between pump motor and VFD by installer. A skid-mounted junction box is NOT included.
3. Containment leak detection is NOT included.
4. Design and supply of seismic anchors and anchor bolts are NOT included.

We ask for your confirmation of your assent to these modifications by signing and returning one copy of this letter by email. Your acknowledgement will confirm that the same terms and conditions of the original contract apply. Please return to me at agarcia@cleanwater1.com so we can release this work. Upon our receipt of the signed copy of this letter, we will sign and return the fully-executed to you.

PSI Water Technologies, Inc.
(Company Name)

Humboldt Bay MWD - CA
(Company Name)

(Signature)

(Signature)

(Printed Name & Title)

(Printed Name & Title)

(Date)

(Date)

If you have any questions or comments concerning the above or any other outstanding issues, please do not hesitate to contact me anytime at the contact information listed below. Thanks again for your valued business and for choosing PSI Water Technologies, Inc. as your system supplier.

Cordially yours,

Amelia Garcia

Amelia Garcia
Project Manager
Phone: (408)890.1773



December 4, 2023

Chris Harris
Business Manager
Humboldt Bay Municipal Water District
PO BOX 95
Eureka, CA 95502-0095

TRF Redundant Pipeline

Subject: **Updated Grant Subaward Information Sheet Notification**
Hazard Mitigation Grant Program
FEMA-4407-DR-CA, Project #**PJ0701**, FIPS #**023-91000**

Dear Ms. Harris:

In compliance with 2 CFR Ch. II §200.331, the California Governor's Office of Emergency Services (Cal OES) is sending you an updated Supplemental Grant Subaward Information sheet to reflect recent changes to information regarding your subaward. This document has the following revision(s):

- A new performance period end date due to a project time extension. The new end date for this project is December 4, 2024.

Please review the enclosed document to verify its accuracy. For further assistance, please contact the Recovery Financial Processing Unit at (916) 845-8110 or at HMGrantsPayments@caloes.ca.gov.

Recovery Financial Processing Unit
Enclosures: Supplemental Grant Subaward Information Sheet
c: Subrecipient's Project File



**California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Humboldt Bay Municipal Water District **1a.SAM ID:** CEZLLFQMDLK3

2. Implementing Agency: Humboldt Bay Municipal Water District **2a.SAM ID:** CEZLLFQMDLK3

3. Implementing Agency Address: 828 7th Street, Eureka CA 95501-1114
 Street City State ZIP+4

4. Location of Project: City of Arcata, Humboldt County
 City County ZIP+4

5. Federal Award Identification Number: FEMA-4407-DR-CA **6. Performance Period:** 07/28/2021 to 12/04/2024

7. Indirect Cost Rate: N/A 10% de minimis Federally Approved ICR

8. Supplement Information

Supp No.	Federal Share	Non-Federal Share	SR Mgmt Cost	Total Supplement Cost	Fed / Non-Fed Percentage
117	\$339,255.00	\$113,085.00	\$0.00	\$452,340.00	75%/25%
156	\$0.00	\$0.00	\$22,617.00	\$22,617.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Totals:	\$339,255.00	\$113,085.00	\$22,617.00		

Total Project Cost: \$474,957.00

9. Primary Authorized Agent:

Name: Ms. Chris Harris Title: Business Manager

Phone: 707-443-5018 Email: harris@hbmwd.com

Mailing Address: P.O. Box 95, Eureka CA 95502-0095
 Street City State ZIP+4

Payment Mailing Address: P.O. Box 95, Eureka CA 95502-0095
 Street City State ZIP+4

**California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

Cal OES Contact Information Section:

Governor's Office of Emergency Services
Nancy Ward, Director
3650 Schriever Avenue
Mather, CA 95655
Phone: (916) 845-8510

Cal OES Use Only	
Cal OES #	023-91000-00
FIPS #	023-91000
Subaward #	DR4407-PJ0701
PCA	
Federal Award Dates	11/08/2018 08/07/2026

Federal Awarding Agency Section

Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount
Hazard Mitigation Grant Program / 97.039	U.S. Department of Homeland Security, Federal Emergency Management Agency	\$474,957.00

Project Description Section:

HBMWD Collector Mainline Redundancy Project

Research and Development Section:

Is this Subaward a Research and Development grant? Yes No



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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

BOARD OF DIRECTORS
NEAL LATT, PRESIDENT
MICHELLE FULLER, VICE-PRESIDENT
J. BRUCE RUPP, SECRETARY-TREASURER
DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
SHERI WOO, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

December 14, 2023

California Governor's Office of Emergency Services
Hazard Mitigation Grants Program Unit
3650 Schriever Avenue
Mather, CA 95655

**RE: HBMWD DR4407-0701 Project Revised Match Commitment Letter
Collector Mainline Redundancy Pipeline**

Dear State Hazard Mitigation Officer,

As part of the Hazard Mitigation Grant Program process, a local funding match is required. This letter serves as Humboldt Bay Municipal Water District's commitment to meet the matching fund requirements for the HBMWD Collector Mainline Redundancy Project under the Hazard Mitigation Grant Program and revised Scope of Work.

Name of funding source: Municipal customer rate payers.

Funding type: Wholesale water rates.

The local matching fund requirement is \$1,715,070 (\$763,500 + \$924,500 + 27,070) and is available as of December 14, 2023.

Please contact Chris Harris, Business Manager, by phone at (707) 443-5018 or email at harris@hbmwd.com if you have any questions.

Sincerely,

John Friedenbach
General Manager

FINANCIAL

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 1 OF 2



<u>BANK ACCOUNT BALANCES AT MONTH-END</u>	November 30, 2023	November 30, 2022
GENERAL ACCOUNTS		
1. US Bank - General Account	1,773,735.19	3,823,452.46
2. US Bank - Xpress BillPay/Electronic Payments Account	6,212.66	10,560.55
<i>Subtotal</i>	1,779,947.85	3,834,013.01
INVESTMENT & INTEREST BEARING ACCOUNTS		
3. US Bank - DWR/SRF Money Markey Acctn	166,610.78	303,417.57
4. US Bank - DWR/SRF Reserve CD Account	547,336.94	547,336.94
5. US Bank - PARS Investment Account	807,016.87	888,766.77
<i>Contributions = \$800,000 Disbursements = \$166,619</i>		
6. L. A. I. F Account - MSRA Reserve Account	460,123.29	447,094.05
7. CalTRUST - Restricted Inv. Account (Medium Term)	1,712,100.45	1,677,022.74
8. CalTRUST - DWFP Reserve Account (FedFund)	-	243,573.43
9. CalTRUST - ReMat Account (LEAF Fund)	-	1,158,054.64
10. CalTRUST - General Reserve Account (Short-Term)	4,574,299.51	2,383,833.35
<i>Total CalTRUST Accounts</i>	6,286,399.96	5,462,484.16
11. California CLASS - DWFP Reserve Account	253,866.71	-
12. California CLASS - ReMat Reserve Account	1,400,545.33	-
<i>Total California CLASS Accounts</i>	1,654,412.04	-
13. Humboldt County - SRF Loan Payment Account	144,027.61	280,861.90
14. Humboldt County - 1% Tax Account	182,445.72	(18,048.38)
15. Principle Investment Account	39,425.22	47,889.09
<i>Subtotal</i>	10,287,798.43	7,959,802.10
OTHER ACCOUNTS		
16. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
17. Cash on Hand	650.00	650.00
<i>Subtotal</i>	27,650.00	27,650.00
TOTAL CASH	12,095,396.28	11,821,465.11

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 2 OF 2



<u>FUND BALANCES AT MONTH-END</u>	November 30, 2023	November 30, 2022
RESTRICTED FUNDS - ENCUMBERED		
1. Prior-Year Price Factor 2 Rebate	(13,793.25)	(16,986.85)
2. Prior-Year Restricted AP Encumbrances	(707,340.00)	(87,252.00)
3. Advanced Charges - 3x Tank Seismic Retrofit	(1,519,111.09)	(1,269,146.62)
4. Advanced Charges - Cathodic Protection Project	(124,999.96)	(124,999.96)
5. Advanced Charges - Collector 2 Rehabilitation	(704,531.18)	(997,238.62)
6. Advanced Charges - On-Site Generation of Chlorine	(665,910.17)	(1,076,633.12)
7. Advanced Charges - Redundant Pipeline	(387,782.70)	(311,792.49)
8. Advanced Charges - TRF Emergency Generator	(372,389.61)	(375,000.00)
9. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(312,858.62)
10. Advanced Funding - FEMA, Shoreline Debris Removal	-	(97,941.60)
11. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	(112,456.22)
12. Advanced Charges - Assist. Spillway Seismic Grant	(23,333.32)	(23,333.32)
13. Advanced Funding - Eureka Cyber Security	(19,597.72)	(19,597.72)
14. Advanced Charges - Essex Facility Expansion	(105,400.00)	(105,400.00)
15. Advanced Charges - Capital Financing/Debt Service	(310,885.04)	(148,683.35)
<i>Subtotal</i>	(5,380,388.88)	(5,079,320.49)
RESTRICTED FUNDS - OTHER		
16. 1% Tax Credit to Muni's	(182,445.72)	18,048.38
17. DWR Reserve for SRF Payment	(166,610.78)	(303,417.57)
18. DWR Reserve for SRF Loan	(547,336.94)	(547,336.94)
19. Pension Trust Reserves	(807,016.87)	(888,766.77)
20. ReMat Deposit	(27,000.00)	(27,000.00)
21. HB Retail Capital Replacement Reserves	(194,438.39)	(147,283.43)
<i>Subtotal</i>	(1,924,848.70)	(1,895,756.33)
UNRESTRICTED FUNDS		
BOARD RESTRICTED		
22. MSRA Reserves	(460,123.29)	(447,094.05)
23. DWFP Reserves	(253,866.71)	(243,573.43)
24. ReMat Reserves	(1,400,545.33)	(1,158,054.64)
25. Paik-Nicely Development	-	(4,158.00)
26. Principle Investment Reserves	(39,425.22)	(47,889.09)
27. Northern Mainline Extension Study Prepayment	56.40	56.40
28. Blue Lake Rancheria Extension Study Prepayment	(2,916.00)	-
<i>Subtotal</i>	(2,153,904.15)	(1,900,712.81)
UNRESTRICTED RESERVES		
29. Accumulation for SRF Payment	(144,027.61)	(280,861.90)
30. General Fund Reserves	(2,492,226.94)	(2,670,446.02)
<i>Subtotal</i>	(2,636,254.55)	(2,945,675.48)
TOTAL NET POSITION	(12,095,396.28)	(11,821,465.11)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 REVENUE REPORT
 November 30, 2023

42%
 Of Budget Year



A. REVENUE RETURNED TO CUSTOMERS VIA PF2

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
1. Humboldt Bay Retail Water Revenue	26,791	151,824	137,369	350,000	43%
General Revenue					
Power Sales (Net ReMat)	0	0	29,244	125,000	0%
Tax Receipts (1% Taxes)	212,688	529,900	0	1,000,000	53%
2. Miscellaneous Revenue*	190	3,350	58,292	50,000	7%
<i>*Detail on following page</i>					
TOTAL PF2 REVENUE CREDITS	239,669	685,073	224,905	1,525,000	45%

B. DISTRICT REVENUE

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
3. Industrial Water Revenue					
Harbor District	0	0	200	0	0
<i>Subtotal Industrial Water Revenue</i>	<i>0</i>	<i>0</i>	<i>200</i>	<i>0</i>	<i>0</i>
4. Municipal Water Revenue					
City of Arcata	130,756	638,444	628,138	1,538,900	41%
City of Blue Lake	17,649	85,129	82,232	202,362	42%
City of Eureka	0	1,192,887	1,459,627	3,617,684	33%
Fieldbrook CSD	17,308	82,990	62,417	194,298	43%
Humboldt CSD	92,994	462,717	442,064	1,105,724	42%
Manila CSD	7,639	37,747	36,360	90,372	42%
McKinleyville CSD	107,788	527,761	514,131	1,266,298	42%
<i>Subtotal Municipal Water Revenue</i>	<i>374,133</i>	<i>3,027,676</i>	<i>3,224,970</i>	<i>8,015,638</i>	<i>38%</i>
TOTAL INDUSTRIAL & WHOLESALE REVENUE	374,133	3,027,676	3,225,170	8,015,638	38%

5. Power Sales					
Power Sales (ReMat Revenue)	0	0	59,683	300,000	0%
Interest (ReMat Revenue)	0	0	0	0	
TOTAL REMAT REVENUE	0	0	59,683	300,000	0%

6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	3,693	19,739	19,410		
FCSD Contract	0	94,784	114,856		
FEMA/CalOES Grant Revenue	39,606	152,968	320,048		
SWRCB In-Stream Flow Grant Revenue	14,653	14,653	5,243		
Quagga Grant Revenue	0	0	0		
Misc. Grant Revenue	0	1,120	0		
CalFire Healthy Forest Funding	0	0	0		
CalFire Fuel Reduction Funding	0	339,969	0		
Interest - Muni PF2 Retained	0	7,665	2,364		
Net Increase/(Decrease) Investment Accounts	55,054	149,314	(40,773)		
TOTAL OTHER/GRANT REVENUE	113,006	780,212	421,147		
GRAND TOTAL REVENUE	726,807	4,492,960	3,930,905	9,840,638	46%

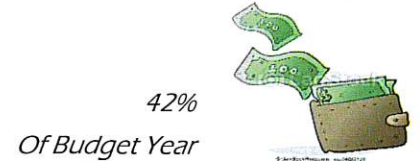


HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MISCELANEOUS REVENUE - DETAIL REPORT
 November 30, 2023

B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	-	689
Fees - Park Use	-	-
Rebate - CALCard	-	227
Refund - Diesel Fuel Tax	-	200
Refunds - Miscellaneous	-	101
Reimb - Blue Lake SCADA/Internet Monthly Fees	-	-
Reimb. - Copies & Postage	-	133
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	-
Reimb. - Telephone	-	-
UB - Water Processing Fees	30	180
UB - Hydrant Rental Deposit/Use	-	-
<u>Ruth Area</u>		
Lease - Don Bridge	-	-
Rent - Ruth Cabin	160	1,720
Ruth Annual Lessee Water Fees	-	100
<hr/>		
TOTAL MISCELANEOUS REVENUE	190	3,350

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3
November 30, 2023

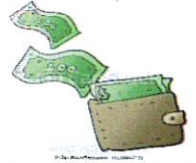


SALARY AND EMPLOYEE BENEFIT EXPENDITURES (S. E. B.)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
<i>Compensation</i>					
1. Wages - Regular	189,558.13	921,659.19	970,222.06	2,556,746	42%
2. Wages - Sick	14,153.01	38,501.09	44,653.59		
3. Wages - Vacation	14,905.14	102,487.94	104,435.96		
<i>Subtotal</i>	218,616.28	1,062,648.22	1,119,311.61	2,556,746	42%
4. Wages - Overtime	2,810.52	6,030.26	5,372.23	15,855	
5. Wages - Holiday (Worked)	872.63	3,620.87	2,899.98	15,855	
<i>Subtotal</i>	3,683.15	9,651.13	8,272.21	31,710	30%
6. Wages - Part-Time	4,992.88	29,263.50	22,036.96	115,430	25%
7. Wages - Shift Differential	1,004.32	4,815.40	4,768.89	12,156	40%
8. Wages - Standby	8,514.43	42,146.50	37,929.46	97,773	43%
9. Director Compensation	1,680.00	10,560.00	11,040.00	26,000	41%
10. Secretarial Fees	262.50	1,378.13	1,312.50	3,200	43%
11. Payroll Tax Expenses	17,696.04	87,169.26	89,773.92	228,272	38%
<i>Subtotal</i>	34,150.17	175,332.79	166,861.73	482,831	36%
<i>Employee Benefits</i>					
12. Health, Life, & LTD Ins.	44,153.10	220,032.06	285,536.34	982,991	22%
13. Air Medical Insurance	-	2,291.00	1,885.00	2,707	85%
14. Retiree Medical Insurance	9,112.27	45,561.35	46,295.80	83,000	48%
14a. Retiree Medical Reimb.	(169.40)	(5,878.01)	(30,644.38)		
15. Employee Dental Insurance	2,763.64	13,667.15	14,901.64	44,086	31%
16. Employee Vision Insurance	585.28	2,900.27	3,229.44	7,471	39%
17. Employee EAP	78.21	387.45	414.31	1,116	35%
18. Fitness Stipend	-	-	-	5,400	0%
19. 457b District Contribution	3,975.00	18,612.50	10,969.04	48,900	38%
20. CalPERS Expenses	31,387.06	353,614.20	441,850.08	599,102	59%
21. Workers Comp Insurance	97.34	58,201.69	61,617.70	146,512	40%
<i>Subtotal</i>	91,982.50	709,389.66	836,054.97	1,921,285	37%
TOTAL S.E.B	348,432.10	1,957,021.80	2,130,500.52	4,992,572	39%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3
November 30, 2023

42%
Of Budget Year



SERVICE & SUPPLY EXPENDITURES (S & S)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Operations & Maintenance					
1. Auto Maintenance	3,666.57	20,519.84	22,138.68	39,200	52%
2. Engineering	-	9,217.69	28,316.47	75,000	12%
3. Lab Expenses	2,665.00	9,895.00	9,925.00	13,000	76%
4. Maintenance & Repairs					
General	1,978.68	14,533.07	18,743.37	45,200	32%
TRF	246.70	1,786.87	8,302.37	17,000	11%
<i>Subtotal</i>	<i>2,225.38</i>	<i>16,319.94</i>	<i>27,045.74</i>	<i>62,200</i>	<i>26%</i>
5. Materials & Supplies					
General	2,593.24	25,130.84	25,156.82	39,500	64%
TRF	1,312.47	21,429.60	9,283.96	35,000	61%
<i>Subtotal</i>	<i>3,905.71</i>	<i>46,560.44</i>	<i>34,440.78</i>	<i>74,500</i>	<i>62%</i>
6. Radio Maintenance	578.09	2,890.45	3,016.30	8,500	34%
7. Ruth Lake License	-	1,500.00	-	1,500	100%
8. Safety Equip./Training					
General	1,349.34	5,504.98	6,883.66	19,000	29%
TRF	-	153.00	144.00	2,000	8%
<i>Subtotal</i>	<i>1,349.34</i>	<i>5,657.98</i>	<i>7,027.66</i>	<i>21,000</i>	<i>27%</i>
9. Tools & Equipment	117.82	1,063.23	976.63	5,000	21%
10. USGS Meter Station	-	8,600.00	8,220.00	9,000	96%
<i>Operations Subtotal</i>	<i>14,507.91</i>	<i>122,224.57</i>	<i>141,107.26</i>	<i>308,900</i>	<i>40%</i>
General & Administration					
11. Accounting Services	-	19,605.00	24,215.00	35,000	56%
12. Bad Debt Expense	-	-	-	-	0
13. Dues & Subscriptions	9,525.00	31,628.56	30,391.95	37,400	85%
14. IT & Software Maintenance	3,074.67	28,803.16	32,113.92	82,000	35%
15. Insurance	-	130,217.44	107,309.77	120,000	109%
16. Internet	680.94	3,454.13	4,582.91	5,500	63%
17. Legal Services	403.00	7,326.16	10,829.50	35,000	21%
18. Miscellaneous	1,173.23	4,380.25	4,355.28	10,000	44%
19. Office Building Maint.	1,495.82	8,322.91	10,002.65	19,000	44%
20. Office Expense	3,559.15	18,292.46	15,780.07	39,600	46%
21. Professional Services	425.00	1,433.75	4,208.98	20,000	7%
22. Property Tax	2,764.00	2,764.00	2,764.00	3,000	92%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3
November 30, 2023

**SERVICE & SUPPLY EXPENDITURES (con't)**

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	93,555.17	125,538.57	5,729.28	199,000	63%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	386.61	742.17	2,647.49	9,300	8%
26. Technical Training	-	314.23	101.36	14,000	2%
27. Telephone	781.17	4,958.36	6,635.88	19,000	26%
28. Travel & Conference	1,642.69	10,075.14	5,232.72	22,000	46%
<i>Gen. & Admin. Subtotal</i>	<i>119,466.45</i>	<i>397,856.29</i>	<i>266,900.76</i>	<i>674,800</i>	<i>59%</i>
TOTAL SERVICE & SUPPLY	133,974.36	520,080.86	408,008.02	983,700.34	53%

Power

29. Essex - PG & E	-	62,632.90	354,887.42		
30. 2Mw Generator Fuel	-	-	8,561.05		
<i>Subtotal Essex Pumping</i>	<i>-</i>	<i>62,632.90</i>	<i>363,448.47</i>		
31. All other PG & E	6,842.22	33,683.30	25,831.27		
<i>Subtotal All Power</i>	<i>6,842.22</i>	<i>96,316.20</i>	<i>389,279.74</i>	<i>1,019,000</i>	<i>9%</i>

Total Service and Supplies incl.

Power	140,816.58	616,397.06	797,287.76	2,002,700	31%
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PROJECTS, FIXED ASSETS & CONSULTING SERVICES

	Month-to-Date	Year-to-Date		Budget	% of Budget
	190,573.00	3,233,980.00		19,840,575	16%

GRAND TOTAL EXPENSES	679,821.68	5,807,398.86	2,927,788.28	26,835,847	22%
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32. Debt Service - SRF Loan	-	-	-	547,337	0%
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TOTAL EXPENSES WITH DEBT SERVICE

	679,821.68	5,807,398.86	2,936,643.42	27,383,184.27	
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OTHER EXPENSES

33. ReMat Consultant Exp.	-	-	8,855.14		
34. Capital Replacement Exp.	-	-	-		

TOTAL EXPENSES WITH REMAT

	140,816.58	616,397.06	806,142.90		
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT
 November 30, 2023

42% Of Budget Year

**A. CAPITAL PROJECTS**

	MTD	YTD		% OF
GRANT FUNDED CAPITAL PROJECTS	EXPENSES	TOTAL	BUDGET	BUDGET
1 Grant - TRF Generator <i>(Treatment Facility Project, \$1.9M - FEMA, Approved)</i>	15,953	78,254	1,900,000	4%
2 Grant - Collector 2 Rehabilitation <i>(\$1.6M - NCRP Prop 1, Approved)</i>	182	1,857,580	3,200,000	58%
3 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, \$3.1M - FEMA, Approved)</i>	11,112	68,923	3,100,000	2%
4 Grant - 3x Tank Seismic Retrofit <i>(\$5.7M - FEMA, Phase 1 Approved)</i>	0	0	5,700,000	0%
4A 12kV Relocation	0	60,000	0	0%
TOTAL GRANT FUNDED CAPITAL PROJECTS	27,246	2,064,757	13,900,000	15%

NON-GRANT FUNDED CAPITAL PROJECTS

5 Mainline Valve Replacement Program	0	0	170,000	0%
6 ADA Improvements - Eureka Office Parking Lot	74	488	11,000	4%
7 Storage Barn at Headquarters <i>(\$180k, FY24/FY25, Advanced Charges being Collected)</i>	0	0	0	0
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	74	488	181,000	0%

B. EQUIPMENT AND FIXED ASSET PROJECTS

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
8 FY24 Replace Essex Admin Computers	0	0	6,500	0%
9 FY24 Replace Control Computers	0	0	5,250	0%
10 Spare Collector Motor	0	0	108,250	0%
11 Portable Eye Wash & Shower	980	1,470	1,750	84%
12 Pipeline Maintenance Equipment	3,254	5,354	5,750	93%
13 John Deere 4052 Implements	0	2,497	6,500	38%
14 Maintenance Shop High Bay Lights	0	0	3,250	0%
15 Cordless Tools & Equipment	0	4,085	5,250	78%
16 TRF Security Fence <i>(Treatment Facility Project)</i>	0	0	7,750	0%
17 TRF Spare Process Pumps <i>(Treatment Facility Project)</i>	0	25,508	25,750	99%
18 TRF Replace PH Probes <i>(Treatment Facility Project)</i>	0	0	26,750	0%
19 TRF Benchtop Turbidity Meter <i>(Treatment Facility Project)</i>	0	0	6,750	0%
20 Tesla Battery Project - TRF <i>(Treatment Facility Project)</i>	233	1,164	0	0
20A FY24 Turbidimeter Replacement <i>(Treatment Facility Project)</i>	14,681	14,681	0	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 2 OF 5
November 30, 2023

42% Of Budget Year

**B. EQUIPMENT AND FIXED ASSET PROJECTS (cont)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
21 FY24 Replace Eureka Admin Computers	0	0	3,000	0%
22 Ruth Hydro Power Monitor Replacement	0	0	13,500	0%
23 Ruth Hydro Plant PRV Internal Belzona Repairs	0	0	4,750	0%
24 Ruth Hydro Incoming Power Feed Conductors	0	0	42,500	0%
25 Ruth Bunkhouse Picnic Table Replacement	0	1,388	2,000	69%
26 Ruth Automated Tiltometers	0	0	50,000	0%
26A Grant - Power Loss - FEMA 4699 Winter Storm	0	1,450	0	0%
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	19,147	57,598	325,250	18%

C. MAINTENANCE PROJECTS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
27 FY24 Pipeline Maintenance	0	0	14,000	0%
28 FY24 Main Line Meter Flow Calibration	0	0	28,000	0%
29 FY24 Technical Support & Software Updates	0	32,436	26,750	121%
30 FY24 Generator Services	0	0	3,500	0%
31 FY24 Hazard & Diseased Tree Removal	0	0	8,000	0%
32 FY24 Cathodic Protection	0	0	1,500	0%
33 FY24 Maintenance Emergency Repairs	4,464	4,464	50,000	9%
34 FY24 Fleet Paint Repairs	0	0	5,000	0%
35 Particle Counter Calibration	1,296	1,675	1,750	96%
36 EOC Emergency Backpack Supplies	0	1,449	1,750	83%
37 Collector 1 Conductor Replacement	0	0	89,750	0%
38 FY24 Power Pole/Line Inspection/Maintenance	0	0	43,500	0%
39 SBPS Roll-Up Door	0	0	33,000	0%
40 Service Vehicle Utility Box Lighting	779	2,593	1,750	148%
41 Park #1 Gazebo Roof Replacement	2,843	2,843	3,500	81%
42 Pipeline R-O-W Maintenance	0	0	20,000	0%
43 FY24 TRF Generator Maintenance	0	328	500	0%
<i>(Treatment Facility Project)</i>				
44 FY24 TRF Limitorque Valve Retrofit Supplies	0	0	14,500	0%
<i>(Treatment Facility Project)</i>				
45 TRF Valve Network Upgrade (Phase 2)	0	511	125,000	0%
<i>(Treatment Facility Project)</i>				
46 FY24 Brush Abatement Ruth Hydro	0	0	21,000	0%
47 FY24 LTO Insurance	0	0	5,000	0%
48 FY24 Spillway Repairs	0	352	10,000	4%
49 FY24 Howell Bunger Valve Inspection	0	0	1,000	0%
20 FY24 Log Boom Inspection	0	123	1,500	8%
51 Ruth Hydro Synchronizer Testing	0	0	21,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 PROJECT PROGRESS REPORT - PAGE 3 OF 5
 November 30, 2023

42% Of Budget Year

**C. MAINTENANCE PROJECTS (con't)**

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
52 Replace Headquarters Garage Doors	0	0	6,750	0%
53 FY24 Eureka Office Generator Service	697	697	500	139%
53A Shoreline Debris Removal, Ruth Fire Recovery	1,488	1,488	0	0%
TOTAL MAINTENANCE PROJECTS	11,567	48,958	538,500	9%

D. PROFESSIONAL & CONSULTING SERVICES

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
54 Prof. Services for New Capital Debt	0	0	0	0
55 FY24 Crane Testing/Certification	8,414	8,414	10,000	84%
56 FY24 Chlorine System Maintenance	2,136	2,136	6,750	32%
57 FY24 Hydro Plant Annual Elect/Maint Inspection	0	172	4,000	4%
58 FY23 Hydro Plant Annual Elec. Maint./Testing	0	0	5,000	0%
59 FY24 Essex Mad River Cross-Sectional Survey	5,240	5,240	12,000	44%
60 FY24 Technical Training	0	6,557	27,000	24%
61 FY24 O & M Training	0	0	20,000	0%
62 Backflow Tester Certification	854	1,280	5,750	22%
63 EAP Tabletop Planning	0	0	5,000	0%
64 CIP 10-yr Financial Revision and Project Review	0	0	15,000	0%
65 FY24 Public Education Funds	0	1,000	5,000	20%
66 FY24 Mad River Regulatory Compliance Assistance	0	0	50,000	0%
67 Spillway Bridge Inspection	0	0	7,500	0%
68 FY24 GHD Review/Report Mad River Cross-Sectional	0	0	5,000	0%
69 FY24 Grant Application Assistance	0	0	20,000	0%
70 Domestic Water for Nordic Aqua Farm	0	0	5,000	0%
71 Samoa Peninsula ROW EIR (GHD)	0	18,928	240,850	8%
72 Domestic Water System Cathodic Protection Updates	0	9,620	48,000	20%
73 Water Quality Monitoring Plan Update	0	0	20,000	0%
74 Water Model Update/Peninsula Domestic Capacity Rvw	0	0	30,000	0%
75 Engineering Study-Replace 15-inch Peninsula Pipe	0	0	25,000	0%
76 Dam Crest Monument Survey (Vertical Cntrl Survey)	0	0	20,000	0%
77 GHD - Dam Vertical Control Survey Analysis	5,200	5,200	5,000	104%
78 FY24 Dam Spillway Wall Monument Survey	10,200	10,200	17,500	58%
79 GHD - Dam Spillway Wall Monument Survey Analysis	0	0	6,500	0%
80 Dam Left Abutment Slide Monitoring Survey	0	0	10,000	0%
81 GHD - Dam Left Abutment Slide Monitoring Survey	0	0	3,000	0%
82 FY24 FERC DSSMR Assistance (GHD)	0	0	5,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 4 OF 5
November 30, 2023

42% Of Budget Year

**D. PROFESSIONAL & CONSULTING SERVICES (CONT)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
83 FY24 Spillway Repair, Dam Inspection/Reporting Assistance	0	787	5,000	16%
84 FY24 FERC Chief Dam Safety Engineer	0	1,382	12,000	12%
TOTAL PROF/CONSULTING SERVICES	32,044	70,914	650,850	11%

E. INDUSTRIAL SYSTEM PROJECTS

85 Refurbish PS-6 (Phase 1)	0	0	0	0
86 2 Pumps/Motors/VFD's for Pump Station 6	0	0	0	0
87 Maintain Water to PS6 During Low-Flow Months	0	0	13,250	0%
88 Industrial System Assistance	0	0	0	0
89 Crossover Vault Modifications	0	0	0	0
90 Pump Station 6 Gravel Bar Work and Permitting	0	0	0	0
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%

F. CARRY-OVER PROJECTS FROM PRIOR YEAR

TOTAL CARRYOVER PROJECTS	0	0	0	0%
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G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED

	MTD	YTD	BUDGET	% BUDGET
91 On-Site Generation of Chlorine <i>(\$1.3M - FY23/24 Treatment Facility Project)</i>	10,996	54,979	131,950	42%
92 Prof. Services for New Capital Debt	13,517	67,583	162,200	42%
93 Storage Barn for Ruth Headquarters	7,500	37,500	90,000	42%
TOTAL ADVANCED CHARGES COLLECTED	32,013	160,063	384,150	42%

H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
94 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	66,949	606,344	1,212,499	50%
95 Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%
96 Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	0	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 PROJECT PROGRESS REPORT - PAGE 5 OF 5
 November 30, 2023

42% Of Budget Year



H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS (con't)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
97 Domestic Water System Cathodic Protection Upgrades <i>(Collected Advance Charges)</i>	0	0	0	0
98 Streambed Flow Enhancement Grant <i>(DWR Grant)</i>	0	11,146	457,755	2%
99 Clean-Out Industrial Water Tank <i>(ReMat Reserves)</i>	0	0	0	0
100 North Mainline Extension Study	0	0	10,000	0%
101 BL Rancheria Water	0	1,992	0	0
102 CalFire Healthy Forest Grant <i>(CalFire Grant)</i>	0	5,481	5,000,000	0%
103 CalFire Fuels Reduction Program <i>(CalFire Funding)</i>	0	0	500,000	0%
103A Quagga Grant Projects (Ruth Lake)	0	19,123	0	0%
TOTAL NOT CHARGED TO CUSTOMERS	66,949	644,086	7,189,754	9%

PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	74	488	181,000	0%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	19,147	57,598	325,250	18%
<i>Treatment Facility Portion</i>	233	26,672	67,000	
TOTAL MAINTENANCE PROJECTS	11,567	48,958	538,500	9%
<i>Treatment Facility Portion</i>	0	839	140,000	
TOTAL PROF/CONSULTING SERVICES	32,044	70,914	650,850	11%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%
TOTAL CARRYOVER PROJECTS	0	0	0	0
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	32,013	160,063	384,150	42%
<i>Treatment Facility Portion</i>	\$0	\$0	\$0	
TOTAL CUSTOMER CHARGES	\$94,845	\$338,020	\$2,093,000	16%
NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	27,246	2,064,757	13,900,000	15%
TOTAL NON-CUSTOMER CHARGES	66,949	644,086	7,189,754	9%
TOTAL USE OF ENCUMBERED FUNDS	766	93,558	800,898	12%
TOTAL NON-CUSTOMER CHARGES	\$94,961	\$2,802,401	\$21,890,652	13%
GRAND TOTAL PROJECT BUDGET ACTIVITY	\$189,807	\$3,140,421	\$23,983,652	13%



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
ENCUMBERED FUNDS RECONCILIATION REPORT
November 30, 2023

	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	AMOUNT REMAINING
A. CAPITAL PROJECTS				
1E Fiber Optic Link - Collector 2 - Phase 1	0	677	28,500	27,823
2E Power and Fiber Optic Link-Collector 2 - Phase 2	443	3,084	44,000	40,916
3E Underground Power to Collector 2 - Phase 3	0	13,979	207,084	193,105
4E Retaining Wall for Valve Access	0	0	70,000	70,000
B. EQUIPMENT & FIXED ASSET PROJECTS				
5E Essex Stand Alone Security and Fire Monitoring	0	1,554	1,750	196
6E Electrical Shop Offices	256	6,636	19,937	13,301
7E Hydro Plant Neutral Overvoltage Relay	0	0	8,956	8,956
8E Hydro Plant Wicket Gate & HBV Signal Upgrade	67	7,212	8,500	1,288
C. MAINTENANCE PROJECTS				
9E FY23 Main Line Meter Flow Calibration	0	124	24,803	24,679
10E Truesdale to Samoa Booster Station Telemetry Radio	0	460	3,209	2,749
11E Line Shed Alarm Upgrades	0	0	6,500	6,500
D. PROFESSIONAL & CONSULTING SERVICES				
24E Above Ground 10,000 Gallon Fuel Tank Testing	0	0	5,400	5,400
25E Salary Survey	0	0	25,000	25,000
26E Engineering Study-Replace 15-inch Peninsula Pipe	0	0	4,702	4,702
27E Samoa Peninsula Coastal Development Permit	0	7,469	26,465	18,996
28E Samoa Peninsula ROW EIR (GHD)	0	32,932	32,932	0
29E Transformer at Hydro Plant	0	8,524	19,779	11,255
30E Upgrade Microsoft Office - Essex	0	15	900	885
31E 404 Permit Assistance	0	0	24,196	24,196
32E Lease Lots Surveys	0	0	22,618	22,618
33E GIS / FIS Ruth Area, Including Internship	0	0	5,000	5,000
34E GIS Project at Ruth Lake (USFS)	0	0	7,500	7,500
35E Collector Arc Flash Study Update and Breaker Testi	0	9,816	9,760	(56)
36E CAISO Meter Inspection Calibration	0	0	4,000	4,000
37E Technical Dam/Spillway Support*	0	1,076	189,407	188,331

*This total comprised of projects #23-51-0033, 23-58-0115, 23-58-0116, 23-56-0122, 23-58-9123, 22-58-0121

ENCUMBERED FUNDS TOTAL

766

93,558

800,898

707,340

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--
Report dates: 11/1/2023-11/30/2023Page: 1
Nov 28, 2023 09:29AM

Vendor Name	Date Paid	Description	Amount Paid
101 NETLINK			
101 NETLINK	11/06/2023	Ruth Data Link/Internet	190.00
Total 101 NETLINK:			190.00
Acme Rigging & Supply Company			
Acme Rigging & Supply Company	11/27/2023	Slings & shackles to replace worn/defective ones	237.01
Acme Rigging & Supply Company	11/27/2023	Slings & shackles to replace worn/defective ones	331.85
Total Acme Rigging & Supply Company:			568.86
ACWA/JPIA			
ACWA/JPIA	11/20/2023	RETIREE MEDICAL	9,112.27
ACWA/JPIA	11/14/2023	Workers Compensation July-Sept 2023	97.34
Total ACWA/JPIA:			9,209.61
Advanced Security Systems			
Advanced Security Systems	11/27/2023	Alarm system monitoring at Hydro Plant	148.50
Advanced Security Systems	11/27/2023	Alarm system maintenance	585.00
Total Advanced Security Systems:			733.50
Aerial & Crane Experts			
Aerial & Crane Experts	11/27/2023	Annual crane & rigging inspection & certification # 24-0362	7,845.00
Total Aerial & Crane Experts:			7,845.00
AirGas NCN			
AirGas NCN	11/27/2023	Bur removal tool	24.27
AirGas NCN	11/27/2023	Portable eyewash station	979.51
AirGas NCN	11/27/2023	FR rated rain gear	745.99
Total AirGas NCN:			1,749.77
Almquist Lumber			
Almquist Lumber	11/27/2023	Electrical shop offices	46.13
Total Almquist Lumber:			46.13
Altec Industries, Inc			
Altec Industries, Inc	11/27/2023	Warranty repair parts - to be reimbursed	631.54
Total Altec Industries, Inc:			631.54
Arcata Fire District			
Arcata Fire District	11/06/2023	Fire Assessment FY 23/24	2,764.00
Total Arcata Fire District:			2,764.00
AT & T			
AT & T	11/27/2023	Eureka/Essex Landline	31.43
AT & T	11/27/2023	Arcata/Essex Landline	31.43
AT & T	11/27/2023	Eureka Office/Alarm	62.37
AT & T	11/27/2023	TRF	30.41
AT & T	11/27/2023	Essex office/Modem/Control Alarm System	30.41
AT & T	11/14/2023	Eureka Office Long Distance	7.71

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Vendor Name	Date Paid	Description	Amount Paid
AT & T	11/14/2023	<i>Essex office/Modem/Control Alarm System</i>	6.77
Total AT & T:			200.53
Blue Star Gas - Sequoia Gas Co.			
Blue Star Gas - Sequoia Gas Co.	11/27/2023	<i>Propane for Ruth HQ</i>	384.95
Total Blue Star Gas - Sequoia Gas Co.:			384.95
California Dept of Tax and Fee Admin			
California Dept of Tax and Fee Admin	11/27/2023	<i>Water Rights Permit ID A026657</i>	46,146.23
California Dept of Tax and Fee Admin	11/27/2023	<i>Water Rights Permit ID A016454</i>	5,534.18
California Dept of Tax and Fee Admin	11/27/2023	<i>Water Rights Permit ID A017291</i>	11,632.88
Total California Dept of Tax and Fee Admin:			63,313.29
Caselle, Inc			
Caselle, Inc	11/27/2023	<i>Electronic W-2 & 1099 Software</i>	1,000.00
Total Caselle, Inc:			1,000.00
City of Eureka			
City of Eureka	11/14/2023	<i>Eureka office water/sewer</i>	107.58
City of Eureka	11/14/2023	<i>Alarm Permit Fee Dec 2021- Nov 2022</i>	20.00
City of Eureka	11/14/2023	<i>Alarm Permit Fee Dec 2022- Nov 2023</i>	20.00
Total City of Eureka:			147.58
Corey Borghino			
Corey Borghino	11/07/2023	<i>Petty Cash-ACWA/JPIA Training Refreshments</i>	66.00
Corey Borghino	11/07/2023	<i>Petty Cash-Office Supplies</i>	17.99
Corey Borghino	11/07/2023	<i>Petty Cash-Board Mtg Refreshments</i>	7.54
Corey Borghino	11/07/2023	<i>Petty Cash-Toilet Flapper</i>	9.82
Corey Borghino	11/07/2023	<i>Petty Cash-Board Mtg Refreshments</i>	4.08
Corey Borghino	11/07/2023	<i>Petty Cash-Office Supplies</i>	31.10
Corey Borghino	11/07/2023	<i>Petty Cash-Employee Recognition</i>	1.09
Total Corey Borghino:			137.62
CSDA			
CSDA	11/27/2023	<i>Annual Membership 2024 & Policy Handbook</i>	9,100.00
Total CSDA:			9,100.00
Cummins Sales and Service			
Cummins Sales and Service	11/27/2023	<i>Correct Sales Tax</i>	29.68-
Cummins Sales and Service	11/27/2023	<i>C136H Generator</i>	4,493.35
Cummins Sales and Service	11/27/2023	<i>Correct Sales Tax</i>	2.27-
Cummins Sales and Service	11/27/2023	<i>Generator service filters</i>	681.40
Cummins Sales and Service	11/27/2023	<i>Filters for stock</i>	87.70
Total Cummins Sales and Service:			5,230.50
Eureka Chrysler Dodge Jeep			
Eureka Chrysler Dodge Jeep	11/27/2023	<i>Unit 2 brake controller replacement</i>	880.30

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Vendor Name	Date Paid	Description	Amount Paid
Total Eureka Chrysler Dodge Jeep:			880.30
Eureka Oxygen			
Eureka Oxygen	11/27/2023	<i>cylinder rental</i>	131.00
Total Eureka Oxygen:			131.00
Fastenal Company			
Fastenal Company	11/27/2023	<i>Hydro Plant Wicket Gate & HBV Instrumentation</i>	29.96
Total Fastenal Company:			29.96
FEDEX			
FEDEX	11/27/2023	<i>Ship particle counter calibration</i>	181.81
FEDEX	11/27/2023	<i>Ship water samples to Weck Labs</i>	112.31
Total FEDEX:			294.12
FleetPride			
FleetPride	11/27/2023	<i>Brake line for Unit 5 crane basket</i>	45.28
FleetPride	11/27/2023	<i>Unit 5 truck repairs</i>	25.56
Total FleetPride:			70.84
Franchise Tax Board			
Franchise Tax Board	11/06/2023		65.00
Franchise Tax Board	11/20/2023		65.00
Total Franchise Tax Board:			130.00
GEI Consultants, Inc			
GEI Consultants, Inc	11/14/2023	<i>Main Line Resiliency Project 23-0799</i>	11,112.00
Total GEI Consultants, Inc:			11,112.00
Hach Company			
Hach Company	11/27/2023	<i>Hach Turbidimeters</i>	335.13
Hach Company	11/27/2023	<i>Hach Turbidimeters</i>	4,230.64
Hach Company	11/27/2023	<i>Hach Turbidimeters</i>	10,115.46
Total Hach Company:			14,681.23
Harbor Freight Tools			
Harbor Freight Tools	11/27/2023	<i>Maintenance Shop Inventory</i>	29.23
Total Harbor Freight Tools:			29.23
Health Equity Inc			
Health Equity Inc	11/20/2023	<i>District HSA Contributions- Nov 2023</i>	666.66
Health Equity Inc	11/07/2023	<i>HSA Admin Fee Nov 2023 15 employees</i>	44.25
Health Equity Inc	11/07/2023	<i>HSA Admin Fee Nov 2023 - 6 employees</i>	17.70
Total Health Equity Inc:			728.61
Hensel Hardware			
Hensel Hardware	11/27/2023	<i>Finance Charge</i>	.55

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Vendor Name	Date Paid	Description	Amount Paid
Hensel Hardware	11/27/2023	Pipe insulation for new hot water line	43.31
Hensel Hardware	11/27/2023	Torch Map Gas	55.31
Hensel Hardware	11/27/2023	Poly tube	12.59
Hensel Hardware	11/27/2023	Finance Charge	.50
Hensel Hardware	11/27/2023	Supplies for Collector 2	141.04
Hensel Hardware	11/27/2023	Wall Hangers	16.26
Hensel Hardware	11/27/2023	Electrical shop office supplies	134.82
Hensel Hardware	11/27/2023	Painting supplies	70.50
Hensel Hardware	11/27/2023	Supplies	53.97
Hensel Hardware	11/27/2023	Supplies	1.09
Hensel Hardware	11/27/2023	Electrical shop office supplies	129.96
Total Hensel Hardware:			659.90
Humboldt County Treasurer			
Humboldt County Treasurer	11/27/2023	Fund No 3876 Account 800870	45,611.43
Total Humboldt County Treasurer:			45,611.43
Humboldt Fasteners			
Humboldt Fasteners	11/27/2023	Finance charge	.83
Humboldt Fasteners	11/27/2023	Concrete drill bits for Tesla communications cabling	26.34
Humboldt Fasteners	11/27/2023	Makita drill diagnostics and repair	15.00
Humboldt Fasteners	11/27/2023	Makita drill diagnostics and repair	57.89
Total Humboldt Fasteners:			100.06
Humboldt Redwood Company, LLC			
Humboldt Redwood Company, LLC	11/14/2023	Mt Pierce Lease site	320.59
Total Humboldt Redwood Company, LLC:			320.59
Humboldt Waste Management Authority			
Humboldt Waste Management Authority	11/27/2023	dispose of general yard waste	59.89
Total Humboldt Waste Management Authority:			59.89
Hummel Tire & Wheel			
Hummel Tire & Wheel	11/27/2023	Tire for Unit #3	208.27
Total Hummel Tire & Wheel:			208.27
John Friedenbach			
John Friedenbach	11/06/2023	Wellness Grant Reimbursement	40.00
Total John Friedenbach:			40.00
Johnson's Mobile Rentals LLC			
Johnson's Mobile Rentals LLC	11/27/2023	Temporary fencing for Tesla Battery Project	232.74
Johnson's Mobile Rentals LLC	11/27/2023	Temp fence for main office ADA slab replacement	74.43
Total Johnson's Mobile Rentals LLC:			307.17
Keenan Supply			
Keenan Supply	11/27/2023	Pressure relief valves for annual pipeline maintenance	3,253.86

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Vendor Name	Date Paid	Description	Amount Paid
Total Keenan Supply:			3,253.86
Kernen Construction			
Kernen Construction	11/27/2023	Disposal of sludge bed	220.36
Kernen Construction	11/27/2023	Base rock for re-grading parking lot	443.10
Total Kernen Construction:			663.46
Lighthouse Worldwide Solutions			
Lighthouse Worldwide Solutions	11/27/2023	Particle Counter Calibration	1,114.00
Total Lighthouse Worldwide Solutions:			1,114.00
McMaster-Carr Supply			
McMaster-Carr Supply	11/27/2023	extendable banding material	165.71
Total McMaster-Carr Supply:			165.71
Miller Farms Nursery			
Miller Farms Nursery	11/27/2023	Fencing repairs in Park 1	18.27
Total Miller Farms Nursery:			18.27
MISCOwater			
MISCOwater	11/27/2023	Hypochlorite batch tanks for OSHG project	66,949.15
Total MISCOwater:			66,949.15
Mission Linen			
Mission Linen	11/06/2023	Uniform Rental	139.42
Mission Linen	11/06/2023	maintenance supplies	16.06
Mission Linen	11/06/2023	Uniform Rental	110.52
Mission Linen	11/06/2023	Uniform Rental	139.42
Mission Linen	11/06/2023	maintenance supplies	48.17
Mission Linen	11/06/2023	Uniform Rental	110.52
Mission Linen	11/06/2023	maintenance supplies	54.32
Mission Linen	11/06/2023	Uniform Rental	139.42
Mission Linen	11/06/2023	maintenance supplies	32.12
Total Mission Linen:			789.97
Napa Auto Parts			
Napa Auto Parts	11/27/2023	Service Charge	14.30
Napa Auto Parts	11/27/2023	Filters for collector air compressor annual services	33.37
Napa Auto Parts	11/27/2023	Filters for collector air compressor annual services	26.79
Total Napa Auto Parts:			74.46
North Coast Laboratories			
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	675.00
North Coast Laboratories	11/14/2023	lab tests - Fieldbrook-Glendale CSD	675.00
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	75.00
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	11/14/2023	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	195.00
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	110.00

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Vendor Name	Date Paid	Description	Amount Paid
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	385.00
North Coast Laboratories	11/14/2023	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	11/14/2023	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	11/14/2023	lab tests - Fieldbrook-Glendale CSD	110.00
Total North Coast Laboratories:			2,665.00
Northern California Safety Consortium			
Northern California Safety Consortium	11/27/2023	monthly membership fee - November 2023	75.00
Total Northern California Safety Consortium:			75.00
Occu-Med, Ltd			
Occu-Med, Ltd	11/27/2023	Pre-employment physical - Ops & Maint Tech	573.70
Occu-Med, Ltd	11/27/2023	Pre-employment physical - Accounting Tech I	320.82
Total Occu-Med, Ltd:			894.52
Optimum/Sudden Link			
Optimum/Sudden Link	11/06/2023	Essex internet	251.56
Optimum/Sudden Link	11/06/2023	Essex Phones	57.08
Optimum/Sudden Link	11/06/2023	Eureka Internet	209.45
Optimum/Sudden Link	11/06/2023	Fieldbrook-Glendale CSD Internet	333.33
Optimum/Sudden Link	11/06/2023	TRF Internet	29.93
Optimum/Sudden Link	11/06/2023	TRF Internet - Blue Lake SCADA Monitoring	59.84
Optimum/Sudden Link	11/06/2023	TRF Internet - Fieldbrook-Glendale CSD	59.84
Total Optimum/Sudden Link:			1,001.03
PACE Engineering, Inc.			
PACE Engineering, Inc.	11/27/2023	TRF Generator Project	15,952.75
Total PACE Engineering, Inc.:			15,952.75
Pacific Gas & Electric Co.			
Pacific Gas & Electric Co.	11/06/2023	Eureka Office	94.40
Pacific Gas & Electric Co.	11/06/2023	Jackson Ranch Rectifier	18.53
Pacific Gas & Electric Co.	11/06/2023	HWY 299 Rectifier	42.91
Pacific Gas & Electric Co.	11/06/2023	West End Road Rectifier	171.31
Pacific Gas & Electric Co.	11/06/2023	TRF	5,454.08
Pacific Gas & Electric Co.	11/06/2023	Ruth Hydro Valve Control	28.02
Pacific Gas & Electric Co.	11/06/2023	Ruth Hydro	69.37
Pacific Gas & Electric Co.	11/06/2023	Samoa Booster Pump Station	778.84
Pacific Gas & Electric Co.	11/06/2023	Samoa Dial Station	19.41
Pacific Gas & Electric Co.	11/27/2023	Ruth Bunkhouse	37.38
Pacific Gas & Electric Co.	11/27/2023	Ruth HQ	127.97
Total Pacific Gas & Electric Co.:			6,842.22
Pacific Paper Co./Arcata Stationers			
Pacific Paper Co./Arcata Stationers	11/27/2023	Eureka office copier paper	289.46
Pacific Paper Co./Arcata Stationers	11/27/2023	Office Chair	719.96
Total Pacific Paper Co./Arcata Stationers:			1,009.42
Points West Surveying Co			
Points West Surveying Co	11/14/2023	Mad River Cross sections at Essex PO#24-0033	5,240.00

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Vendor Name	Date Paid	Description	Amount Paid
Points West Surveying Co	11/14/2023	Vertical monitoring survey PO#24-0034	5,200.00
Points West Surveying Co	11/14/2023	Spillway & wing wall vertical & horizontal monitoring survey P	9,000.00
Points West Surveying Co	11/14/2023	Slide monitoring survey PO#24-0036	1,200.00
Total Points West Surveying Co:			20,640.00
PPG Architectural Coatings			
PPG Architectural Coatings	11/27/2023	Floor paint for electrical shop offices	318.88
Total PPG Architectural Coatings:			318.88
Purchase Power			
Purchase Power	11/14/2023	Postage Refill	705.50
Total Purchase Power:			705.50
Recology Arcata			
Recology Arcata	11/06/2023	Essex Garbage/Recycling Service - Oct 2023	777.72
Total Recology Arcata:			777.72
Recology Humboldt County			
Recology Humboldt County	11/06/2023	Eureka office garbage/recycling service - Oct 2023	105.52
Total Recology Humboldt County:			105.52
Rogers Machinery Company, Inc			
Rogers Machinery Company, Inc	11/27/2023	Air filter elements	36.71
Total Rogers Machinery Company, Inc:			36.71
SCBA Safety Check, Inc			
SCBA Safety Check, Inc	11/27/2023	Annual flow test of Sperian SCBA #2	89.66
SCBA Safety Check, Inc	11/27/2023	Annual flow testing certification for Sperian SCBA #1	93.59
Total SCBA Safety Check, Inc:			183.25
Stillwater Sciences			
Stillwater Sciences	11/27/2023	professional services - flow release schedule	425.00
Total Stillwater Sciences:			425.00
SWRCB-DWOCP			
SWRCB-DWOCP	11/06/2023	D4 Certification Renewal - S. Marshall	105.00
Total SWRCB-DWOCP:			105.00
Telstar Instruments			
Telstar Instruments	11/27/2023	TRF chemicals	1,256.57
Telstar Instruments	11/27/2023	Chlorine system maintenance	2,135.65
Total Telstar Instruments:			3,392.22
The Mill Yard			
The Mill Yard	11/27/2023	Metal roofing for Park \$1 Gazebo	2,843.40
The Mill Yard	11/27/2023	Trim for Electrical Offices	39.37
The Mill Yard	11/27/2023	Caulking for electrical offices	19.07

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Vendor Name	Date Paid	Description	Amount Paid
The Mill Yard	11/27/2023	Trim for Electrical Offices	124.99
The Mill Yard	11/27/2023	Electrical Shop Offices Project	16.80
The Mill Yard	11/27/2023	Wicket gate and HBV signal project	36.81
The Mill Yard	11/27/2023	Return insulation	405.77-
The Mill Yard	11/27/2023	Return insulation	168.36-
Total The Mill Yard:			2,506.31
The Mitchell Law Firm, LLP			
The Mitchell Law Firm, LLP	11/06/2023	Legal Services- Oct 2023	403.00
Total The Mitchell Law Firm, LLP:			403.00
Thrifty Supply			
Thrifty Supply	11/27/2023	Large hose clamps	22.20
Thrifty Supply	11/27/2023	Drinking fountain for Park #4	61.75
Total Thrifty Supply:			83.95
Thryv			
Thryv	11/06/2023	white page listing	21.00
Total Thryv:			21.00
Trinity County General Services			
Trinity County General Services	11/27/2023	Pickett Peak site lease	257.50
Total Trinity County General Services:			257.50
Trinity County Solid Waste			
Trinity County Solid Waste	11/15/2023	Ruth HQ dump fees	39.25
Trinity County Solid Waste	11/15/2023	Ruth Hydro dump fees	39.25
Total Trinity County Solid Waste:			78.50
Trinity Diesel, Inc			
Trinity Diesel, Inc	11/27/2023	Oil filter	15.52
Trinity Diesel, Inc	11/27/2023	Filter strap wrench	19.83
Total Trinity Diesel, Inc:			35.35
U.S. Bank Corporate Payment System			
U.S. Bank Corporate Payment System	11/15/2023	Lost Coast Outpost Job Posting - Accounting Tech I	60.00
U.S. Bank Corporate Payment System	11/15/2023	Association of State Dam Safety Webinar	99.00
U.S. Bank Corporate Payment System	11/15/2023	ACWA Webinar	50.00
U.S. Bank Corporate Payment System	11/15/2023	ACWA Fall Conference Travel Insurance	38.41
U.S. Bank Corporate Payment System	11/15/2023	Flight to ACWA Conference	614.52
U.S. Bank Corporate Payment System	11/15/2023	FERC EAP Training Dinner 10.16.23	35.07
U.S. Bank Corporate Payment System	11/15/2023	FERC Training Lunch 10.17.23	15.27
U.S. Bank Corporate Payment System	11/15/2023	FERC EAP Dinner 10.17.23	22.18
U.S. Bank Corporate Payment System	11/15/2023	FERC EAP Training Breakfast 10.17.23	12.50
U.S. Bank Corporate Payment System	11/15/2023	FERC EAP Training Breakfast 10.18.23	11.50
U.S. Bank Corporate Payment System	11/15/2023	Hotel for FERC EAP Training	666.78
U.S. Bank Corporate Payment System	11/15/2023	Maintenance Supplies	68.33
U.S. Bank Corporate Payment System	11/15/2023	Vacuum trailer kickstand replacement	141.04
U.S. Bank Corporate Payment System	11/15/2023	Parts to repair leaking cla-valve at Samoa Booster Pump Station	151.03
U.S. Bank Corporate Payment System	11/15/2023	Fiber optic cable from IPA to Essex gate	753.46

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Vendor Name	Date Paid	Description	Amount Paid
U.S. Bank Corporate Payment System	11/15/2023	Essex office supplies	201.90
U.S. Bank Corporate Payment System	11/15/2023	Chlorine test strips for TRF	17.00
U.S. Bank Corporate Payment System	11/15/2023	Hotel for Backflow Training	854.35
U.S. Bank Corporate Payment System	11/15/2023	Annual 2T Dropbox Account	119.88
U.S. Bank Corporate Payment System	11/15/2023	Essex office supplies	135.18
U.S. Bank Corporate Payment System	11/15/2023	COVID Tests	262.19
U.S. Bank Corporate Payment System	11/15/2023	Craigslist Job Posting - Accounting Tech I	40.00
U.S. Bank Corporate Payment System	11/15/2023	Spendwise Monthly Subscription - Sept 2023	79.70
U.S. Bank Corporate Payment System	11/15/2023	Testing for Accounting Tech I postion	210.00
U.S. Bank Corporate Payment System	11/15/2023	Toner Cartridge	152.83
U.S. Bank Corporate Payment System	11/15/2023	Eureka Office Supplies	96.12
U.S. Bank Corporate Payment System	11/15/2023	Ruth Vehicle Maintenance	212.05
U.S. Bank Corporate Payment System	11/15/2023	Ruth Vehicle Maintenance	212.04
U.S. Bank Corporate Payment System	11/15/2023	Utility Box Light Project	779.28
U.S. Bank Corporate Payment System	11/15/2023	Essex office supplies	59.10
U.S. Bank Corporate Payment System	11/15/2023	Hazwoper Training Course	71.50
U.S. Bank Corporate Payment System	11/15/2023	Essex office supplies	18.09
U.S. Bank Corporate Payment System	11/15/2023	Essex shop supplies	52.34
U.S. Bank Corporate Payment System	11/15/2023	Essex office supplies	76.93
U.S. Bank Corporate Payment System	11/15/2023	Double Charge - Will be reversed on next statement	753.46
Total U.S. Bank Corporate Payment System:			7,143.03
U.S. Bank Corporate Trust Services			
U.S. Bank Corporate Trust Services	11/06/2023	SRF Quarterly Account Maint Fee (July - Sept 2023)	262.50
Total U.S. Bank Corporate Trust Services:			262.50
VALEO Networks			
VALEO Networks	11/06/2023	Eureka office monthly computer maintenance	1,954.79
Total VALEO Networks:			1,954.79
Valley Pacific Petroleum Serv. Inc			
Valley Pacific Petroleum Serv. Inc	11/06/2023	Cardlock-Pumping & Control	518.53
Valley Pacific Petroleum Serv. Inc	11/06/2023	Cardlock-Water Quality	518.53
Valley Pacific Petroleum Serv. Inc	11/06/2023	Cardlock-Maintenance	518.53
Valley Pacific Petroleum Serv. Inc	11/06/2023	Cardlock-HB Retail	134.82
Valley Pacific Petroleum Serv. Inc	11/06/2023	Cardlock-FGCSD	383.72
Total Valley Pacific Petroleum Serv. Inc:			2,074.13
Verizon Wireless			
Verizon Wireless	11/14/2023	General Manager	38.28
Verizon Wireless	11/14/2023	Ruth Area	25.79
Verizon Wireless	11/14/2023	Humboldt Bay Retail	13.45
Verizon Wireless	11/14/2023	Fieldbrook Glendale CSD	38.27
Verizon Wireless	11/14/2023	Humboldt Bay IPAD	9.88
Verizon Wireless	11/14/2023	Fieldbrook Glendale CSD IPAD	28.13
Verizon Wireless	11/14/2023	Ruth Area	14.87
Verizon Wireless	11/14/2023	Ruth Hydro	14.87
Total Verizon Wireless:			183.54
Watt's Cleaning Services			
Watt's Cleaning Services	11/06/2023	Eureka office cleaning 11/11 & 10/25/23	278.00

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--
Report dates: 11/1/2023-11/30/2023Page: 10
Nov 28, 2023 09:29AM

Vendor Name	Date Paid	Description	Amount Paid
Total Watt's Cleaning Services:			278.00
Wienhoff & Associates Inc			
Wienhoff & Associates Inc	11/15/2023	<i>Annual Consortium membership</i>	425.00
Total Wienhoff & Associates Inc:			425.00
Grand Totals:			322,512.70

Humboldt Bay Municipal Water District

To: Board of Directors

From: Chris Harris

Date: December 14, 2023

Re: Fire Fuel & Defensible Space Project, Part III, **Contract Approval**

Current

On November 20, 2023, the District released an RFP/RFQ for Part III of the *Fire Fuel & Defensible Space Project*. Part I and Part II of the project were completed at the end of last year/beginning of this year and focused on Fire Fuel Reduction and Defensible Space Creation on *unburnt* property owned by the District. Part III of this project focuses on *burnt* property owned by the District that are still very heavy with fire fuels due to the challenging locations and extreme slope conditions. This project is funded by a contract between HBMWD and CalFire.

During the RFP "Review and Site Visit" timeframe, District staff received feedback from multiple firms that the treatments listed within the RFP (see Page 6 of the attached RFP excerpt) were either not feasible or extremely costly. District staff received several formal inquiries related to the situation (attached), which prompted a response by District staff to any firms wishing to offer an alternative treatment to clearly define the details of the alternate treatment (Option #3) in their response.

All responses to this RFP were due to the office by December 7, 2023. Staff has reviewed the RFP submittals and finds them all to be complete and responsive. Responses are listed below:

RFP Ruth Fire Fuel Reduction, Part III Responses	
Meyers Land Clearing/Jeff Meyer	Not Submitting
Essential Vegetation Management Services, LLC	\$121,440-\$294,840**
Greentek	\$296,623.75*
Simmons Timber Falling	\$112,500

*Greentek's submission is an "All-or-Nothing" price

**Essential Vegetation Management has offered multiple options for each phase

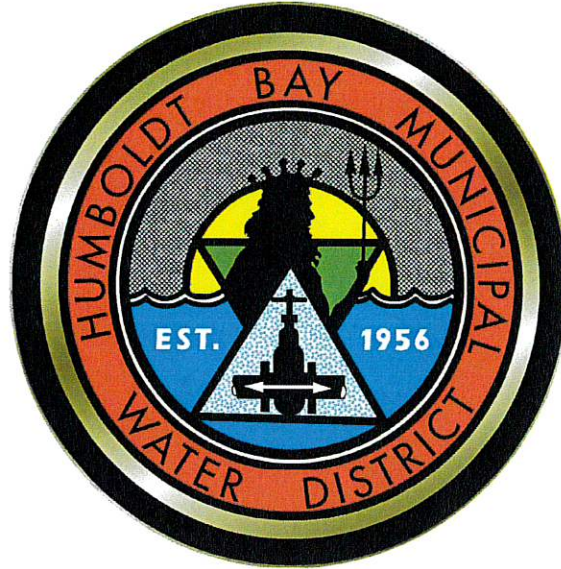
Recommendation

Staff recommends the Board review and discuss the attached responses. The Board has two options:

1. Approve entering into a contract with one of the submitting firms and direct staff to prepare the appropriate documents to implement the project; or
2. Reject all bids and direct staff to republish the RFP/RFQ at a future date.

Attachments

Coversheet and Location/Description Work for RFP/RFQ
Questions Received Regarding RFP #3
Essential Vegetation Management Services, LLC RFP Response
Greentek RFP Response
Simmons Timber Falling RFP Response



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

RUTH AREA

FIRE FUEL REDUCTION & DEFENSIBLE SPACE PROJECT

PART III

REQUEST FOR PROPOSAL (RFP) #3

DEADLINE FOR SUBMISSION OF PROPOSALS IS: THURSDAY, DECEMBER 7, 2023 - NOON

PROPOSALS MAY BE SUBMITTED VIA US MAIL OR VIA EMAIL
828 7th Street, Eureka, CA 95501 or HARRIS@HBMWD.COM

equipment in these areas. Please see "SENSITIVE AREAS" on page 5. This phase may need both erosion control and traffic control.

SECTION THREE: SCOPE OF WORK

The District requires all aspects of Fire Fuel Reduction activities in this project. The activity needed is very site-specific and dependent on the conditions of each area. **Specific requirements and guidelines for FFR are found below and in Appendix B.**

Fire Fuels Reduction (FFR): All phases will have FFR according to CalFire guidelines, including thinning and removal of excess fire-hazardous vegetation, shrubs, brush, trees, and accumulated dead biomass. FFR activity specifics are listed in Appendix B.

The purpose of fuels reduction is to change the size and composition of the fuels in the forest, creating a break in fuel continuity. This is to remove ladder fuels which can carry a fire from the forest floor to the tree crowns where it can become a devastating fire that quickly spreads.¹

FFR for these phases of the project will include some/all of the following:

- Limbing of larger trees
- Removal of smaller trees, shrubs, and vegetation
- Chipping and spreading of material onsite

FFR project treatments will include manual FFR using chainsaws, loppers, pole pruners, and other applicable hand tools as needed. Project treatments will also include mechanical FFR using chippers, masticators, feller bunchers, yarders, and other applicable logging machinery as needed.

SENSITIVE AREAS: All Phases in this project have water drainage, culverts, active creeks, active water lines, and/or septic systems. NO HEAVY EQUIPMENT CAN BE USED IN THESE SENSITIVE AREAS. ALL DOWNED TREES AND DEBRIS MUST BE REMOVED FROM THESE AREAS. LIMBS AND SMALLER DEBRIS MUST BE REMOVED BY HAND. NO CHIPPED DEBRIS IS PERMITTED IN SEASONAL OR ACTIVE WATERCOURSES. While the District will make every effort to mark known sensitive areas and infrastructure, THE DISTRICT IS NOT RESPONSIBLE FOR DAMAGE CAUSED TO UNMARKED INFRASTRUCTURE. Any damage to septic systems and/or water lines/tanks, fencing/gates, roads or any other infrastructure will be repaired/replaced by contractor at contractor's sole cost and expense.

Due to the challenges presented by several of the locations in this project, contractors are being given two options for the FFR treatment. All options below are subject to the "SENSITIVE AREAS" requirements above. The District will base part of the selection process on the amount of fire fuel being

¹ CalFire Fuels Reduction Guide – Final 2021

minimized/removed from the area. A Contractor may use different options on different phases (as listed on their Bid Proposal Form, page 26):

Option #1 (Preferred due to the greatest onsite fuel reduction): Remove all dead trees, chip/spread trees 14" and smaller onsite; limb larger trees (chipping slash); remove larger dead/dying trees offsite to HBMWD log deck site.

Option #2: Chip/spread all material (both trees > and < 14") onsite

At all times, in all areas, impact to potential drainage and/or watercourses must be considered. Specific guidelines are outlined on page 5 (SENSITIVE AREAS) and will also be provided by the onsite District Representative.

FFR work will be performed at appropriate times of the year to reduce the potential for biological impacts (e.g., tree trimming work will mainly occur between September and mid-February, unless a recent nesting bird survey conducted by a qualified expert prior to the work confirms no active nests will be disturbed. The proposed FFR and DSC activities will occur days, except holidays, from 7:00am to 7:00pm. Measures to minimize noise disruption to nearby neighbors and sensitive receptors will be implemented, as needed.

A. EQUIPMENT REQUIREMENTS

The Contractor's equipment shall be furnished on a fully operational basis, of modern design, and in good operating condition, with competent, fully qualified operators. The Contractor shall provide all transportation of equipment, tools, personnel, and supplies to the work sites. Contractor shall be responsible for all fuel, lubrication, repair, and replacement for Contractor's equipment. All chainsaws and other motorized equipment shall be equipped with spark arrestors and meet California Division of Industrial Safety specifications. The following are minimum equipment requirements:

- Must be in good running condition with no fluid leaks or overheating problems
- Must be equipped with tools and supplies necessary for making emergency and routine repairs and servicing
- Portable diesel engines shall be compliant with California's Air Resource Board's (ARB) portable diesel engine Airborne Toxic Control Measure (ATCM) and registered under ARB's Statewide Portable Equipment Registration Program (PERP)
<https://www.arb.ca.gov/portable/portable.htm>
- All equipment or machinery shall have on it or immediately available, a hazardous material spill kit capable of absorbing and containing a minimum of 4 gallons of oil or water spills. All equipment capable of having a total of more than 100 gallons of hazardous liquids on board, must have two (2) 4-gallon spill kits or one (1) 9-gallon spill kit on board or immediately available
- All fueling shall take place as far as possible away from any drainage or water ways. Fueling vehicle must also have immediately available an appropriate hazardous material spill kit, as

- defined above
- Depending on individual work site space availability, equipment may need to return to off-site yards each day

B. SAFETY REQUIREMENTS

Contractor shall adhere to and maintain compliance with CalOSHA safety requirements, including but not limited to; Illness and Injury Prevention Plan, crew safety training, personal protective equipment, and tailgate meetings. Contractor will maintain fire tools at the project site that meet CalFire standards, per Title 14, California Code of Regulations 4428; items (a)&(b). If operations occur during fire season, as declared by CalFire, a sealed fire toolbox shall be located within the operating area at a point accessible in the event of a fire. This fire toolbox shall contain: one backpack pump-type fire extinguisher filled with water, two axes, two McLeod fire tools, and enough shovels so that each employee at the operation can be equipped to fight fire. One or more serviceable chainsaws with a cutting bar 20 inches in length, or longer, shall be immediately available within the operating area. Each passenger vehicle used on the operation shall be equipped with one shovel and one axe.

C. WEATHER DELAYS

Inclement weather or red flag days may delay work being completed as scheduled. Any days in which weather prohibits the safe operation of the project shall be agreed upon by the Contractor and the District Representative.

D. REPRESENTATION AND COMMUNICATION

The Contractor shall personally supervise the work under the contract or shall designate in writing to the District the name of its representative who shall always be present at the site of the work. The authorized representative shall have full authority to direct the work. The Contractor shall provide the District one (1) week's written notice of any change to its authorized representative.

SECTION FOUR: MINIMUM QUALIFICATIONS

The successful bidder shall be able to provide the following minimum qualifications:

- Have all appropriate licenses needed to perform the described work (i.e. C61-D49 or C27-D49)
- Possess (or obtain) and maintain insurance adequate to meet the District's requirements (see *Appendix C: Sample Agreement*, section d. Winning bidder(s) will be required to provide proof of insurance coverage
- Have the ability to assemble a Bid Proposal Packet as outlined on *Section Five: Proposal Packet Requirements*

RUTH AREA
FIRE FUEL REDUCTION & DEFENSIBLE SPACE PROJECT
PART III

Questions Regarding the RFP:

1. Due to the severe slopes exceeding 30% within parts the project area, it is unsafe for equipment to access some areas and would be unreasonable for a crew to hand carry material out. Would hand piling and burning onsite be an acceptable disposal solution?

Given the challenges of the terrain and slope conditions on several of the phases in RFP #3, if there is an alternative approach to fuel reduction that is NOT listed in the RFP #3 packet, please include an explanation and list the proposed cost on the bid sheet (by phase). If burning is included as part of this alternative, please address any timing concerns that may arise (EX: when will the burning be completed by) in your explanation.

2. Are alternative treatments a possibility? Due to the terrain and potential weather conditions (including soil conditions), is piling/burning an option? It would potentially be less damaging to the surrounding areas, requiring less large equipment/site repair.

If there is an alternative approach to fuel reduction that is NOT listed in the RFP #3 packet, please include an explanation and list the proposed cost on the bid sheet (by phase). If burning is included as part of this alternative, please address any timing concerns that may arise (EX: when will the burning be completed by) in your explanation.

Effective and efficient fire fuel reduction is the Districts priority.



December 7, 2023

Chris Harris
Business Manager, Humboldt Bay Municipal Water District
828 7th Street, Eureka, CA 95501
harris@hbmwd.com

Re: Bid by Essential Vegetation Management Services LLC
FIRE FUEL REDUCTION & DEFENSIBLE SPACE PROJECT Part III

Dear Mr. Harris:

I write on behalf of Essential Vegetation Management Services LLC (“EVM”) to submit our bid to perform Fire Fuel Reduction & Defensible Space Project Part III (“the Project”). Our Company is owned and operated by the Redding Rancheria which is a federally recognized Tribe comprised of Pit River, Wintu and Yana people. Our staff includes the leadership of industry recognized leaders in the vegetation management field. EVM specializes in vegetation management, and we are completely confident that you will be pleased with the work that we perform on this Project, assuming it is awarded to us.

The EVM team has reviewed the Project description, and we attended a physical inspection of the sites on December 4, 2023. We fully understand the scope of the Project. We also understand that due to the nature of the Project and its importance to keeping the residents and guests of Southern Trinity County safe, this Project will require priority service that we are prepared to provide.

EVM, if selected will perform the work requested for the Project. We will perform fire fuel reduction activities specifically reducing the chance for wildfire to spread into communities around the Lake or for a fire within the communities to spread to adjacent wildlands. The three locations are noted in the Bid Proposal Form Attached surrounding Ruth Lake Reservoir.

We are submitting our pricing on the Bid Proposal form. EVM agrees to perform the work stated below, we will accept any or all phases awarded and have given prices for all three options. See below for a more detailed description.

Our proposal is as follows:

Respectfully,

A handwritten signature in blue ink that reads 'David Bravo'.

David Bravo, CEO
Essential Vegetation Management Services LLC
David@EVM-Services.com
(713) 499-0118



Understanding of the Project:

EVM commits to delivering labor, equipment, materials, and supervisory oversight to support a range of essential tasks within HBMWD's District Phase III Ruth Area Fire Fuel Reduction and Defensible Space Project. These tasks encompass fuel break mastication, fuel break hand cut/pile, forest growth improvement, fire line construction, vegetation mastication, tree felling, vegetation pruning, and other general maintenance duties. Our operations will be conducted under the guidance of HBMWD's District Representative, with the option of involving EVM's designated Licensed Timber Operator (LTO) as needed.

In collaboration with Coleman Environmental (Coleman), EVM is dedicated to fulfilling the outlined scope of work. Our two firms will closely coordinate to deploy the most highly qualified personnel and appropriate equipment for each individual project, prioritizing safety, regulatory adherence, and workmanship quality. With our combined extensive experience, robust resource base, and client-centric business approach, we are fully confident in our ability to partner with HBMWD effectively in achieving forest management objectives within these critical areas.

Outlined below are our conceptual approaches for addressing the specific tasks outlined in the RFP.

OPTION DESCRIPTIONS

Option #1 (Preferred due to the greatest onsite fuel reduction): Remove all dead trees, chip/spread trees 14" and smaller onsite; limb larger trees (chipping slash); remove larger dead/dying trees offsite to HBMWD log deck site.

Mechanical Thin:

This option denotes the mechanical reduction of standing vegetation into small fragments via purpose-designed equipment. This includes skid steers, chippers, or excavators fitted with mastication heads.

Our services will be executed utilizing platforms commensurate with the scope and scale of the task. Chippers will proficiently address smaller brush units, slash, and trees with a diameter at breast height (DBH) of less than 14 inches. Larger leave greater than or equal to 14 inches dbh will be limbed up to eight feet and decked. Stumps/stobs shall not be no more than 6 inches high, or 6 inches above a natural obstacle. Material shall not be less than 3 feet in length unless not possible (upon FS consultation). Berms or rust exceeding 6 inches shall be smoothed out.

- **Personnel:** 10 FTE 1 Project Manager, 1 Supervisor, 1 Climber, 3 Equipment Operators, 4 Groundmen
- **Equipment:** Skidder, Excavator, Skid Steer, Chipper
- **Time Estimate & Cost Estimate:** 30 Working Days
 - Phase 10: 7 Days *\$84,756
 - Phase 11: 11 Days *\$113,588
 - Phase 12: 12 Days *\$96,496
 - *These prices include a mob/demob cost, if awarded all 3 areas with option 1 there will be a 2% discount.



Option #2: Chip/spread all material (both trees > and < 14") onsite

Hand Thin:

This option denotes the same vegetation removal as option 1 with the lop and scatter option and less mechanical reduction. All operations will be supervised by an LTO implementing the appropriate ISA Certified Arborist.

Tree felling will be performed by qualified, experienced saw and machinery operators utilizing properly sized equipment to accomplish the mission safely. Felled trees will be limbed and bucked by appropriately trained and outfitted crew members after which the logs will be piled per HBMWD requirements and desires. Once again, equipment and crew sizes will be matched to the scope and scale of the project, as well as the topography and access limitations. Arborist and foresters can be available to assist in assessing trees if desired. Slash will be no more than 6" in depth.

- **Personnel:** 8 FTE 1 Project Manager, 1 Supervisor, 1 Climber, 5 Groundmen
- **Equipment:** Chipper
- **Time Estimate & Cost Estimate:** 20 Working Days
 - Phase 10: 6 Days \$31,680
 - Phase 11: 5 Days \$31,680
 - Phase 12: 8 Days \$Not Feasible

Option #3: Chip/spread all material (both trees > and < 14") onsite

Hand Thin and Pile:

This process entails the methodical uprooting and consolidation of vegetation into designated piles for controlled incineration. The same approach is applied to existing logging slash.

The EVM Team is equipped to deploy appropriately scaled crews and machinery, tailored to the total area and prescribed schedule. Oversight of operations will be conducted by a Licensed Timber Operator (LTO) to ensure strict adherence to Forest Practice Rules (FPRs) and other ecological and construction Best Management Practices (BMPs) or exclusions. In essence, suitably fitted equipment, complemented by ground labor, will proficiently consolidate and stack brush and slash for controlled burning or ground processing.

Piles will be strategically located and constructed by hand to facilitate thorough burning. Each pile will contain kindling for efficient ignition, and their size will range from 4 to 10 feet in diameter. Special attention will be given to exclusion zones, including distances from streams, property boundaries, various improvements, power lines, standing snags, and specific tree species. Piles will not be placed on decaying stumps or stobs. This comprehensive approach will guarantee the safe and effective management of slash material HBMWD instructions.

- **Personnel:** 8 FTE 1 Project Manager, 1 Supervisor, 1 Climber, 5 Groundmen
- **Equipment:** Skid Steer, Chipper
- **Time Estimate & Cost Estimate:** 28 Working Days
 - Phase 10: 7 Days \$47,520
 - Phase 11: 11 Days \$52,240
 - Phase 12: 12 Days \$58,080



<p><u>Quality Control Plan:</u></p>	<p>Dead, damaged, or overgrown trees can pose a threat to people, animals, personal property, utilities, and other structures. Often, such trees grow in areas that provide very limited access. EVM personnel are expert in carefully disassembling and rigging such trees and removing the woody debris without damaging surrounding structures.</p> <p>We will remove and pile up vegetation as prescribed to reduce the threat of destructive wildfire. We will take many before and after photos. We start and end our days with Safety meetings to ensure all employees understand their roles and stay safe and are accounted for. All of our work is performed with the safety of our personnel and the public as our highest priority. All efforts are in keeping with best arboricultural practices and we believe we provide the best quality available for a reasonable price.</p>
<p><u>Equipment:</u></p>	<p>EVM will provide all needed equipment and tools for the job. Our fleet will include (depending on selected option):</p> <ul style="list-style-type: none"> • Pickup Trucks • Track Chippers • Grapple Trucks • Skid Steers • Water Trucks • Masticators • Back Hoes • Traffic Control
<p><u>Schedule:</u></p>	<p>This bid assumes that EVM personnel will work 8-hour days, Monday through Friday (holidays and weather days excepted) Winter weather may restrict access for short periods of time to assure soil stability.</p> <p>If EVM is awarded this bid, then EVM proposes a kickoff meeting as soon as possible to set expectations and to coordinate operations. All work on this project is to be completed between December 18, 2023, to March 1, 2025.</p>
<p><u>Qualifications of Key Personnel:</u></p>	<p>EVM is a newly formed company specializing in vegetation management with over 25 years of experience collectively. We have assembled a team of experts to take care of all our customers' needs.</p> <p>Project Manager: Robert Bravo has over 6 years' experience in the tree industry working in the tree industry working in private sector along with defensible space, CEMA, EVM, Routine, and wildfires.</p> <p>Safety Manager: Adrien Pena Jr has over 10 years' experience in the tree industry working in public and private sector and is LTO, ISA and OSHA certified.</p> <p>Supervisor: Salvador Perez has 5 years' experience in the tree industry working in defensible space, CEMA, EVM, Routine, and wildfires.</p> <ul style="list-style-type: none"> • Supervisor – 2 years • Qualified Line Clearance Arborist • CPR Certified
<p><u>Working Crew Composition:</u></p>	<p>Crew size will vary depending on the scope of the project. 8 - 10 total personnel assigned to the project depending on chosen option:</p> <ul style="list-style-type: none"> • We have groundsmen, QLCA certified climbers, equipment operators, certified arborists, certified foresters, pre-inspectors, tree trimmers. We create and manage safe crews that meet all customer and project's needs.



<u>Acknowledge and Affirm:</u>	EVM acknowledges and affirms that all contract services will be done within the dollar amount allocated for each phase and will not exceed that amount. See Appendix D. Bid Proposal Form																				
<u>Proof of General Liability:</u>	EVM can affirm and will name HBMWD and provide upon being chosen that we have: <ul style="list-style-type: none"> • Workers' Compensation Insurance. • General Liability and Accidental Fire Coverage: Insurance of not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence for personal injury liability, bodily injury, and property damage. Two Million Dollars (\$2,000,000.00) aggregate. 																				
<u>Contractor Qualifications:</u>	<p>Though Essential Vegetation Management Services (EVM) is a recently established enterprise, our team brings together more than a century of collective experience in the field of vegetation management. Comprised of industry experts, we're equipped to address the diverse requirements of our clients. While new to the market, we're fully prepared to undertake this significant project and are enthusiastic about forging a long-term partnership with the HBMWD.</p> <p>Our clients include government agencies, Firewise and fire safe councils, the most prestigious wineries and orchards in the country, utilities, other tree companies, and a variety of other public and private landowners and managers.</p> <p>We are currently working on projects in the private sector in the Napa Valley and have performed over a dozen vegetation management projects before forming EVM.</p> <p>As a company owned by a federally recognized Tribe, EVM incorporates profound, traditional knowledge into our practices, always with an eye toward environmental betterment.</p> <table border="1" data-bbox="472 1192 1430 1451"> <thead> <tr> <th colspan="4">References</th> </tr> <tr> <th>Name</th> <th>Company</th> <th>Phone Number</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Greg Holquist, Program Manager</td> <td>Napa Communities Firewise Foundation</td> <td>707-637-6962</td> <td>gregholquist@gmail.com</td> </tr> <tr> <td>Abel Pentoja, Manager</td> <td>Abreu Vineyards</td> <td>707-225-7430</td> <td>Abelpentoja.scinc@gmail.com</td> </tr> <tr> <td>Jeff Isaacs, Fire Marshal</td> <td>Moraga-Orinda Fire Protection District</td> <td>925-258-4513</td> <td>jisaacs@mofd.org</td> </tr> </tbody> </table>	References				Name	Company	Phone Number	Email	Greg Holquist, Program Manager	Napa Communities Firewise Foundation	707-637-6962	gregholquist@gmail.com	Abel Pentoja, Manager	Abreu Vineyards	707-225-7430	Abelpentoja.scinc@gmail.com	Jeff Isaacs, Fire Marshal	Moraga-Orinda Fire Protection District	925-258-4513	jisaacs@mofd.org
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<u>Prior Work:</u>	<p>Completed 11/3/2023 Moraga-Orinda Fire Protection District:</p> <p>EVMS provided vital assistance in the project's Wildland Fuel Management, Tree Removal, and Hazard Abatement Services. One of the key tasks performed by EVMS was the creation of 20-foot fuel brakes and 50-300 ft shaded fuel brakes. This involved limbing fuel ladders up to 20 feet and removing vegetation smaller than 4 inches in diameter. Additionally, EVMS safely removed larger trees that posed a hazard. The vegetation targeted for removal encompassed several species, including Live Oaks, Spanish Broom, Coyote Brush, Poison Oak, and California Bay. Throughout the project, EVMS worked closely with an on-site biologist to ensure the protection of wildlife, with specific emphasis on safeguarding the Alameda Whip Snake and Woodrat as well as Woodrat nests. Overall, EVMS played a crucial part in aiding the Moraga Fire Department in implementing</p>																				



	<p>effective strategies for preventing wildland fires and safeguarding both human and animal habitats. Our team collaborated seamlessly with other contractors, demonstrating great team work, exceptional efficiency and safety protocols. The commendable quality and speed of our work earned us praise, ultimately resulting in the opportunity to complete additional areas of the project and participate on future projects. This recognition highlights our commitment to excellence, teamwork, and ensuring the success of the endeavor.</p> <p>Completed 11/09/2023 – Placer County: In this completed project, our role as the Prime Contractor involved cutting understory trees that were less than 14” DBH and over 24” in height. The goal was to achieve an average separation of 15’ between tree boles, unless a tree was identified for retention. We prioritized retaining healthy, undamaged trees, giving preference to those without insect attacks, diseases, and with good form and recent height growth. The selection order by species was as follows: Sugar pine, Juniper, Jeffrey pine, Incense cedar, Red fir, Lodgepole pine, and White fir (with White fir being preferred for removal). Additionally, we were responsible for limbing up ladder fuels on mature trees, removing dead branches up to 8’-10’, and thinning out any brush present. The project also involved the removal of standing dead trees, with some potentially left for habitat as agreed upon with the County Project Manager. Dead trees greater than 14” already on the ground were left in place, and deadfall was limbed and cleaned up, with larger wood left on the ground for wildlife habitat. We broadcasted chips to no more than 4 inches of depth and ensured stump heights for all cut trees were less than 6 inches on the uphill side or 4 inches above natural obstacles for safe working conditions. Additionally, we kept existing trails within work areas clean and identifiable, and as the project concluded, we cleared and maintained these trails for easy public identification of the path of travel.</p>
<p><u>Invoicing:</u></p>	<p>EVM will issue invoices based on progress weekly. Each Invoice will:</p> <ul style="list-style-type: none"> • document areas treated and provide this information. • provide pre-and post-treatment images of key locations.

APPENDIX D: BID PROPOSAL FORM

This Bid Proposal Form must be completed and included with the Bid Proposal Packet. Contractor may bid on individual phases or may bid on all phases, but a separate bid amount must be listed for each phase the contractor wishes to be considered for. Contractor may list a cost for one or more FFR Options (see page 5 for descriptions). Any phases without a bid amount will be omitted from consideration. The bid amount for each phase must be inclusive of all costs, whether direct or indirect, including profit and overhead.

BID PROPOSAL FORM		
Contractor Name:		
Phase 10	Eagles Nest Area	
	Fire Fuel Reduction Treatment Option #1	\$ 84,756.00
	Fire Fuel Reduction Treatment Option #2	\$ 31,680.00
	Fire Fuel Reduction Treatment Option #3	\$ 47,520.00
Phase 11	Pickett Creek Area	
	Fire Fuel Reduction Treatment Option #1	\$ 113,588.00
	Fire Fuel Reduction Treatment Option #2	\$ 31,680.00
	Fire Fuel Reduction Treatment Option #3	\$ 52,240.00
Phase 12	Headquarters Area	
	Fire Fuel Reduction Treatment Option #1	\$ 96,496.00
	Option #2 – NOT FEASIBLE FOR THIS PHASE	XXXX
	Fire Fuel Reduction Treatment Option #3	\$ 58,080.00
TOTAL		

STATE OF CALIFORNIA



CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code and the Rules and Regulations of the Contractors State License Board, the Registrar of Contractors does hereby issue this license to:

ESSENTIAL VEGETATION MANAGEMENT SERVICES LLC

License Number 1104495

to engage in the business or act in the capacity of a contractor in the following classifications:

D49. TREE SERVICE

Witness my hand and seal this day.

June 16, 2023

Issued May 8, 2023

REPLACEMENT

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.

Mary T. Teichert

Mary T. Teichert, Board Chair

David R. Fogt

David R. Fogt, Registrar of Contractors



STATE OF CALIFORNIA
THE RESOURCES AGENCY
STATE BOARD OF FORESTRY

TIMBER OPERATOR LICENSE

License Number: **A013407**
Date of Issuance: 11/2/2023
License Valid Period:
11/2/2023-12/31/2024

ESSENTIAL VEGETATION MANAGEMENT SERVICES LLC
2502 LAKESHORE BLVD
LAKEPORT, CA 95453

This timber operator license is issued pursuant to the provisions of Article 6, Chapter 8, Division 4 of the Public Resources Code; the regulations of the State Board of Forestry in Article 3, Subchapter 4.1, Chapter 2, Division 2, Title 14 of the Administrative Code; and in response to the licensee's application in the prescribed manner.
This timber operator license does not purport to confer property rights in timber, land, or the products thereof.

CDF STOCK 75401300491

(SEE REVERSE SIDE)

RM-61 (10/98)



STATE OF CALIFORNIA
THE RESOURCES AGENCY
STATE BOARD OF FORESTRY

TIMBER OPERATOR LICENSE

License Number: **A013407**
Date of Issuance: 11/2/2023
License Valid Period:
11/2/2023-12/31/2024

ESSENTIAL VEGETATION MANAGEMENT SERVICES LLC
2502 LAKESHORE BLVD
LAKEPORT, CA 95453

This timber operator license is issued pursuant to the provisions of Article 6, Chapter 8, Division 4 of the Public Resources Code; the regulations of the State Board of Forestry in Article 3, Subchapter 4.1, Chapter 2, Division 2, Title 14 of the Administrative Code; and in response to the licensee's application in the prescribed manner.
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CDF STOCK 75401300491

DUPLICATE



**Greentek Services' Response to the
Ruth Area Fire Fuels Reduction and Defensible Space Project
for the Humboldt Bay Municipal Water District**

Submitted December 7, 2023

Company Overview

Company Name: Greentek Services, LLC (Corporation)

Headquarters Address: 135 Azalea Cir, Romeoville, IL 60446

Western Office: 10288 Crescenzi Place, Smartsville, CA 95977

CAGE Code: 8MMDI ● **UEI:** U21VQCVKKEJ3 ● **DUNS:** 080101968 ● **Tax ID:** 473780501

Contact Person: Melissa Huizinga, melissa@greentekservices.com, 630-809-4344

Our owners have over 45 years of experience in tree work and management of medium and large federal, state, and utility projects. Our majority owner, Melissa Huizinga, also owns Arborworks, LLC of Illinois (**WOSB**; **UEI: SVCNUHML4TY5**; **CAGE 5BZT3**). In addition to steady utility work, Arborworks has worked with the US Army Corps of Engineers on multiple contracts involving planting, landscaping, tree removal, and stump grinding: Saylorville Lake (Contract No W912EK-16-D-0008) and Blackhawk Park (W912ES-14-P-0058). Arborworks has strategically used its skills and certifications to make a name in the utility industry. The company has performed successfully as a Tier 2 Supplier for ComEd (the Exelon utility covering Chicago and northern Illinois) and as a prime supplier for Duke Energy, Ameren of Illinois, and various federal entities. Arborworks has removed over 25,000 ash trees and brought in over \$17 million in revenue on the ComEd system alone.

Name: Melissa Huizinga

Title: President

Signature: _____ Date: 12/7/2023

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Bid Proposal Form

APPENDIX D: BID PROPOSAL FORM

This Bid Proposal Form must be completed and included with the Bid Proposal Packet. Contractor may bid on individual phases or may bid on all phases, but a separate bid amount must be listed for each phase the contractor wishes to be considered for. Contractor may list a cost for one or more FFR Options (see page 5 for descriptions). Any phases without a bid amount will be omitted from consideration. The bid amount for each phase must be inclusive of all costs, whether direct or indirect, including profit and overhead.

BID PROPOSAL FORM		
Contractor Name:		
Phase 10	Eagles Nest Area	
	Fire Fuel Reduction Treatment Option #1	\$
	Fire Fuel Reduction Treatment Option #3	\$ 70,439.76
Phase 11	Pickett Creek Area	
	Fire Fuel Reduction Treatment Option #1	\$
	Fire Fuel Reduction Treatment Option #3	\$ 140,879.52
Phase 12	Headquarters Area	
	Fire Fuel Reduction Treatment Option #3	\$ 85,304.47
	Option #2 – NOT FEASIBLE FOR THIS PHASE	XXXX
TOTAL		
		\$296,623.75

Cost Proposal Explanation

Due to the severe slopes exceeding 30% throughout the project area, GTS has determined it to be unsafe and unreasonable to either have equipment operate in these locations or have hand crews carry material out. GTS has edited the cost proposal sheet to reflect alternative approach 3, which includes all material designated in this RFP be worked as outlined, however instead of alternative 1 or 2, GTS is opting to pile and burn the designated material (Alternative 3).

Because this grant is funded through Cal-fire, GTS would hope the permitting process be expedited allowing us to burn as soon as safely possible. This method would allow crews to get the hazards on the ground in a more expedited fashion as they will only need to limb and pile the material. If this method is accepted, GTS anticipates all work to be completed and piled within 60 working days, while the burning will be done in additional 30 working days following the permits allowance.

Depending on the season in which work takes place, burning can happen concurrently with the main work allowing for a quicker completion date. If the work takes place during the summer/fire season, burning would have to be postponed until burning is allowed by the Air Quality Board.

Option 3 is the only option in which Greentek Services, LLC is interested in performing, and is bidding this work as an "All or Nothing" quote. We would not be able to perform this work if only awarded one or two of the sites.

Experience & References

Projects

#1

Contract: Vegetation Management

Amount: \$10 million+ | **Dates Performed:** Nov. 2021-present

Project Name: Vegetation Management for Pacific Gas & Electric (PG&E) under Atlas Tree

Agency: PG&E

Contact Person: Phil Rogacki (Atlas Tree) | **Phone:** 510-455-0829 | **Email:** phil@atlas-tree.com

Contact Person: Jonathan Lockwood (PG&E) | **Phone:** 707-572-0133 | **Email:** jglf@pge.com

Description: Maintenance of trees along power lines for the Pacific, Gas, and Electric Corporation's Utility Vegetation Management Program.

#2

Project Name: Mineral Hazard Tree Removal Project | **Amount:** \$3,200,000

Dates Performed: July 2023-Present

Agency: Tehama County Resource Conservation District

Contact Person: Jon Barrett | **Phone:** (805) 223-0973 | **Email:** jbarrett@tehamarc.org

Title: District Manager, Tehama County Resource Conservation District

Description: Felling with mechanical and hand methods and removal of trees on private lots.

#3

Contract #: 140P8621P0059 | **Amount:** \$248,909 | **Dates Performed:** November 2021

Project Name: Hazardous Tree & Vegetation Removal

Agency: Sequoia & Kings Canyon National Park

Contact Person: Patty Payne | **Phone:** 559-565-3181 | **Email:** Patty_Payne@nps.gov

Description: Remove hazardous trees along roads and near campgrounds.

#4

Contract #: 140P8521Q0023 | **Amount:** \$178,750 | **Dates Performed:** October 2021

Project Name: Hazardous Tree Removal

Agency/Owner: Yosemite National Park

Contact Person: Lisa Henson | **Phone:** 928-612-0074 | **Email:** Lisa_Henson@nps.gov

Description: Hazardous tree and vegetation removal along 3/4 miles of distribution power lines. Elevations in this area ranged from 2,000 feet to 5,000 feet.

#5

Contract #: California Department of Resources Recycling and Recovery Agreement # 20046

Amount: \$5.75 million (tree removal) | **Dates Performed:** Nov. 2020-July 2021

Project Name: Paradise Hazardous Tree Removal

Agency: CalOES/FEMA

Contact Person: Nathan Bamford of SOPB Joint Venture | **Phone:** 530-990-6674

Email: nbamford@bamfordinc.net

Description: Remove hazardous trees in the town of Paradise.

Key Personnel

Melissa Huizinga, President; 25 years experience

Melissa Huizinga has been in the horticultural and arboricultural industry for over 25 years. With a wide range of experience from nursery management and tree care company administration to field oversight, arborist training, safety certifications, and TCIA accreditation, she has extensive knowledge of the industry. She works closely with the supervisors on the field and office staff to ensure contracts are fulfilled according to specifications. Under her leadership, the company has experienced exponential growth and expanded its capabilities to meet the ever-evolving industry of tree care and land management. Huizinga owns Arborworks LLC of Illinois and Greentek Services of California.

In the beginning years of Arborworks LLC, Melissa secured a number of federal contracts that were fulfilled successfully and resulted in satisfied customers. For example, the option years on the contract for the USACE Saylorville Lake was to the maximum allowed after two awards due to the satisfactory, safe performance and competitive pricing offered. Additional federal contracts were won with the US Army (Fort McCoy, Wisconsin) and National Park Service (Kennesaw National Park, Georgia). In addition to our federal portfolio, satisfied clients at Arborworks LLC include the Forest Preserve District of Cook County, the City of Wheaton, the Village of Hanover Park, the Village of Glen Ellyn, Nicor Gas, and more.

Melissa Huizinga is a certified Tree Care Safety Professionals (CTSP) certified by the TCIA. She possesses a unique industry knowledge that has propelled Arborworks forward. The management team includes Melissa Huizinga, Joshua Saint, James Myers, Sergio Flores, Leigh Saint, Carlos Ramirez and Sarah Snyder. Each member brings unique skills, experiences, and abilities to the company, making a powerful team.

Joshua Saint, Project Manager & Field Operations Supervisor; 25 years experience

Five years of industry experience as General Manager of Baskin Nursery (Grayson, Georgia), a wholesale grower and greenhouse operation. Specialized in ground covers and small shrubs, supplying 150+ Home Depot Garden Centers along the east coast.

Saint ensures each project is done safely, efficiently, and in compliance with all specifications. His background is in pulpwood, logging, and large nursery/horticultural production. Saint is a certified Tree Care Safety Professionals (CTSP) certified by the TCIA.

In his years with Greentek, he has provided skilled management that has resulted in successful projects. Using his project management and logistical skills, he has managed several multi-million dollar projects. Saint has worked in developing a strong onboarding program that assesses practical skills including tree climbing, aerial rescue, high risk tree assessment, chipper safety, EHAP, and CPR/First Aid certification.

Leigh Saint, ISA Certified Arborist, Utility Specialist, TRAQ Certified, QAL, Wilderness First Responder

With a variety of outdoor experience in arboriculture and horticulture, Saint provides professional guidance in the field. In addition to her ISA Arborist certification, she is a certified trainer in CPR & First Aid through the American Heart Association and holds a Wilderness First Responder certification. On projects located in remote areas, Ms. Saint provides the expertise and skills to help keep our crews safe.

James Myers, Jobsite Foreperson (JF), Field Operations, OSHA 30

Myers has managed crews on multiple large-scale utility and non-utility contracts. He possesses extensive experience conducting wide scale ROW clearing and land clearing and tree removals with cranes, buckets, and manual crews. Myers manages QLCA climbers, equipment operators, ground workers, providing the leadership and communication necessary to succeed on projects.

Sergio Flores, Field Operations, OSHA 30

Flores has also managed crews on multiple large-scale utility and non-utility contracts. In 2020, he managed crews on fire cleanup for PG&E, under A&E Arborists, in Santa Cruz, California. He possesses extensive experience conducting wide scale ROW clearing and land clearing and tree removals with cranes, buckets, and manual crews. Flores communicates with environmental specialists and project managers, adhering closely to project guidelines.

Carlos Ramirez, SSHO, EM-385-1-1, OSHA 30, CTSP

With many years of experience as safety coordinator for high-level tree removal and wood management projects, Ramirez brings a wealth of knowledge to the field. His close knowledge of the tree industry has prepared him to look at safety objectively; with a critical eye in order to provide pertinent feedback to field and management.

Equipment List

Type	Detail	Year	Make
TRUCKS	F450 Service Utility Truck - off ins	2003	Ford
	F250 HD	2019	Ford
	F250 HD (Utility)	2019	Ford
	F250 HD	2019	Ford
	F250 HD	2019	Ford
	F250 HD	2019	Ford
	F250 HD	2019	Ford
	F250 HD	2019	Ford
	F350	2019	Ford
	F350	2019	Ford
	F250 HD	2019	Ford
	Dodge Ram Flatbed	2019	Dodge
	BUCKET TRUCKS	Bucket Truck Freightliner(70')	2020
Bucket Truck International. Terex.		2018	International
Bucket Truck M2-106 Freightliner		2020	Altec Truck Freightliner
Bucket Truck #1 100' HVUT GTS		2014	Freightliner M2-106 Altec Bucket AM900-E100
Bucket Truck #2 100' International HVUT GTS		2014	Int'l 7400 Altec Bucket AM900-E100
HEAVY TRUCKS	Kenworth Grapple HVUT AW	2018	Kenworth T880
	Dump Truck-PNO don't drive wo permit	2019	Freightliner
	Kenworth Tractor truck	2013	Kenworth T800
	Peterbilt Grapple HVUT GTS	2020	Peterbilt
	Volvo VNL300 Day Cab Truck Tractor	2015	Volvo
	Chevy Chip Truck	2021	Chevy Silverado 5500

CHIP TRUCKS	Dodge Chip Truck Crew Cab Diesel 4x4	2019	Dodge 5500
	Ford F550 Chipper Dump	2021	Ford
	Bandit Intimidator 12XPC	2020	Bandit
	Bandit Intimidator 12XPC	2020	Bandit
	Morbark Chipper 15	2017	Morbark 15RX
	Bandit Intimidator 12XPC	2020	Bandit
	Morbark Chipper 15	2017	Morbark 15R
	Bandit Intimidator 15XP	2020	Bandit 15XP
	Morbark M15RX	2018	Morbark M15RX
	Bandit Intimidator 15XP	2020	Bandit 15XP
	Bandit Intimidator 15XP	2020	Bandit 15XP
	CHIPPERS	Altec DSC6 Portable Chipper	2014
Bandit Tracked Chipper		2021	Bandit 19XPC TK
Morbark Tracked Chipper J7-006 (rental)		2018	M18R Morbark
Toro Dingo TX 1000 Wide Track Mini Skidsteer			Toro Model 22328
Vermeer Mini Skidsteer with brush grapple & log grapple attachments		2019	Vermeer CTX100
Toro Dingo TX 1000 Wide Track Mini Skidsteer		Toro Model 22328	

	CAT 289D		CAT 289D
	Toro TX1000 Wide		Toro Model 22328
	Toro TX1000 Wide		Toro Model 22328
	Toro TX1000 Wide		Toro Model 22328
MACHINES	Caterpillar Mini Excavator 308	2014	308E2CRSB
	Caterpillar Skid Steer 289D	2018	Caterpillar
	Caterpillar 299D Track Loader (Skid Steer) See Attachments.	2018	Caterpillar
	Morbark Boxer 320 Compact Track Loader & MMDI Equipment Trailer	2017	Morbark & MMDI
	Morbark Boxer 320 Compact Track Loader & MMDI Equipment Trailer	2017	Morbark & MMDI
	Utility Dump Trailer	2020	Big Tex
	14TL-20BK 16' Tilt Trailer	2020	Big Tex
	Tow Bandit (Arbor Pro BYB Trailer)	2019	Flatbed Trailer
	Felling Trailer (Altec BYB Trailer)	2020	FELTR
	Big Tex Flat Bed	2016	Flatbed w/ ramps
	Water Buffalo (See Attachments)	2017	MultiQuip
	Big Texas Trailer	2021	7OST-13
	CATI Trailer	2021	CATI
	CATI Trailer	2021	CATI
	Summit Trailer	2021	Summit

Firm Capabilities

Overview

Greentek provides comprehensive vegetation management services to utility and government clients. In our commitment to safety and quality, Greentek complies with CalOSHA and ANSI standards. As a woman-owned business, we serve as a diversity vendor, offering adaptable and innovative solutions to line clearance, storm cleanup, fire hardening, tree removal, and other industry challenges.

Areas of Expertise

- Line Clearance – Trained and certified to work safely around power lines, our crews are experienced in clearing distribution and transmission lines.
- Defensible Space – We can create a buffer between buildings on your property and the surrounding grass, trees, shrubs, or wildland area.
- Tree Removal & Pruning – We handle routine removals as well as those that require the highly technical skills necessary for working around utility lines or using large cranes.
- Vegetation removal for fire protection. Fire defensible space rules and regulations are compliant with CalFire, and all crews are outfitted with CalFire regulation fire boxes to include required fire tools.
- Storm Restoration & Debris Removal – Skilled in clearing lines safely and according to specifications, our crews work efficiently and safely to restore areas affected by storms or fires.

Certifications

- TCIA (Tree Care Industry Association) Accredited Utility Contractor
- CA Contractors State License #1065207; California Small Business Certification ID 2025205
- California Public Utilities Commission (CPUC) – Supplier Clearinghouse VON #20000935
- CA Pest Control License #46094; QAL #162793
- On Staff: ISA Certified Arborist Utility Specialist & TRAQ; TCIA Certified Treecare Safety Professionals (CTSP); NWCG S-110 Basic Wildland Fire Orientation; FEMA IS-00100.c ICS-100; OSHA 30 certs.

Applicable Licenses

STATE OF CALIFORNIA



CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
and the Rules and Regulations of the Contractors State License Board,
the Registrar of Contractors does hereby issue this license to:

**GREENTEK SERVICES LLC
dba ARBORWORKS DEBRIS**

License Number 1065207

to engage in the business or act in the capacity of a contractor in the following classifications:

D49 - TREE SERVICE

Witness my hand and seal this day,
April 15, 2020
Issued April 14, 2020



Johnny Simpson, Board Chair



David R. Fogt, Registrar of Contractors

This license is the property of the Registrar of Contractors,
is not transferable, and shall be returned to the Registrar
upon demand when suspended, revoked, or invalidated
for any reason. It becomes void if not renewed

DIR Registrations

10/19/23, 11:47 AM

Registrations

Contractor Information	Registration History	
Legal Entity Name Greentek Services	Effective Date	Expiration Date
Legal Entity Type LLC	09/03/20	06/30/21
Status Active	07/01/21	06/30/23
Registration Number PW-LR-1000666150	07/01/23	06/30/25
Registration effective date 07/01/23		
Registration expiration date 06/30/25		
Mailing Address 2015 Challenger Ave Oroville 95965-4175 CA Unite...		
Physical Address 10288 Crescenzi Place Smartsville 95977 CA United ...		
Email Address melissa@greentekservices.com		
Trade Name/DBA Arborworks Debris Greentek		
License Number (s) CSLB:1065207		

Legal Entity Information	
Corporation Entity Number:	201904410509
Federal Employment Identification Number:	473780501
Member name(s):	
Member Legal Name:	Greentek Inc
Member Legal Entity Type:	Corporation
Agent for service:	
Agent of Service Name:	Melissa Huizinga
Agent of Service Mailing Address:	2015 Challenger Ave Suite A Oroville 95

Worker's Compensation	
Do you lease employees through Professional Employer Organization (PEO)?:	Yes
Please provide your current worker's compensation insurance information below:	
PEO Name Greentek InPEO Phone (530) 353-6277PEO Email	payroll@greentekcorp
PEO Information	

<https://cadir.my.salesforce-sites.com/ContractorSearch/registrationSearchDetails?id=a1R8y0000017zowEAA>

1/2

SIMMONS TIMBER FALLING

BID PROPOSAL FORM		
Contractor Name:		
Phase 10	Eagles Nest Area	
	Fire Fuel Reduction Treatment Option #1	\$
	Fire Fuel Reduction Treatment Option #2	\$
	Fire Fuel Reduction Treatment Option #3	\$37,500
Phase 11	Pickett Creek Area	
	Fire Fuel Reduction Treatment Option #1	\$
	Fire Fuel Reduction Treatment Option #2	\$
	Fire Fuel Reduction Treatment Option #3	\$37,500
Phase 12	Headquarters Area	
	Fire Fuel Reduction Treatment Option #1	\$
	Option #2 NOT FEASIBLE FOR THIS PHASE	XXXX
	Fire Fuel Reduction Treatment Option #3	\$37,500
TOTAL		\$112,500

Eagles Nest technical approach

This site we project to be the biggest challenge do to access. There are two main knobs in which we will centralize all falling of marked trees. Once this is complete we will move in with the CAT excavator and 2 ground men to begin cutting and piling all acceptable biomass to be burned. Once all acceptable biomass is piled we will focus on removing any and all excess downed marked timber to be hauled to designated yard. Upon completion our team will focus on any rehabilitation work required before moving to the next site. We will begin burning piles before moving to the next site weather permitting.

Pickett Creek Technical approach

We plan on breaking this site into two sections. The first and lower section we plan to fall in a single accessible location in order to pile and burn with the CAT excavator and two ground men. The upper and more steep section our plan is to fall once again into a designated area, the faller will be working in tandem with the excavator operator for more precision falling. Then using

the excavator and cable to pull all marked trees out onto a landing to be cut, piled, and burned. Once all acceptable biomass is piled any excess marked material will be chipped or hauled upon request to designated yard. Upon completion our team will focus on any rehabilitation work required before moving to the next site. We will begin burning piles before moving to the next site weather permitting.

Headquarters area

This area we believe we can accomplish in two sections as well. Centralizing all marked timber to be fell in two locations. We plan on falling all trees opposite the nearby homeowner and using the CAT excavator, pull lines and two ground men to pile all acceptable biomass to be burned. The second section will be a small section of marked trees near the gravel driveway. This section we will drop all marked trees away from the homeowner and pull them with our CAT skid steer to be piled and burned in a designated burn pile.

- We will have a water tender present at all times at each active site for fire protection.
- All excess marked biomass that is not burned will be chipped or hauled to designated yard upon request of the Site Officer.
- We will take all efforts to restore and rehabilitate all ground touched.
- We expect each individual site to take no more than 7 days weather permitting.
- We plan on burning each site as we begin to finish each site. We predict to have all burning done by spring of 2024. Though extreme weather could push our timeline for burning into Fall of 2024.

PERSONNEL

- **Jared Daoro** Climber, timber faller, chipper, groundsman Started in 2014 Few months w Davy tree 6years with wright tree service 3 years on his own
- **Chester Niewinski** Timber faller, equipment operator, groundsman in all logging operations 1980-1990 running equipment in the woods Lonny Johnson logging
- **Roger Hanson** logging 1990-1997 PL 1997-2004 2004 till present became an independent logging contractor
- **Ben Boak** Ben Boak construction 3/2006 till present self employed
- **Ryan Kochendarfer** Contract specialist, self employed
- **Van Simmons** Simmons Timber Falling LTO #A9924

EQUIPMENT

- CAT Excavator 308 E 2019 18,000lb 2015
- CAT Skidsteer 2008
- Wood/Brush Chipper 2020
- Water Tender 1998
- Dump truck 10 yard 1995
- 2 Dump Trailers 14'

- 2 Service Trucks 2018
-

WORK EXPERIENCE

- **Kennth Huffman Logging 1982-1989** Groundsman in all logging operations, timber falling, equipment operator, forest restoration worker, burning and planting
- **Steve Will's Logging 1989-1994** Groundsman in all logging operations, timber falling, equipment operator, forest restoration worker, burning and planting
- **Pacific Lumber Co 1994-2002** Old Growth Timber Faller, specialized in climbing, cutting, and pulling trees Cut miles and miles of power lines
- **Columbia Helicopters 2002-2004** Timber Faller
- **2004- Present** Became an independent logging contractor working with:
 1. Columbia Helicopters
 2. Green Diamond Resource
 3. Humboldt Redwood Company
 4. Mendocino Redwood Company
 5. Roger Webb Logging
 6. 3 Star Logging
 7. Dunn Logging
 8. Joe Rice Logging
 9. Barnwell Logging
 10. Tim Renner Ranches
 11. Lewis Logging

****Previous work similar to this project****

- Timber falling
 - Private logging
 - Falling and climbing dead/dying trees (lots of work around structures and power lines)
 - Removal, chipping, burning
 - Erosion control and repair
 - Stream restoration
-

REFERENCES

- **Ben Hawk** Director of Forest Operations Mendocino/Humboldt Redwood Co
707-489-2871
- **Roger Webb** Webb Logging
707-621-0140
- **John Wise** Private Land Owner.
707-845-7907 / 707-574-0018
- **Ben Boak** Contractor.
707-845-8305

OPERATIONS

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: December 4, 2023
Subject: Essex/Ruth November 2023 Operational Report

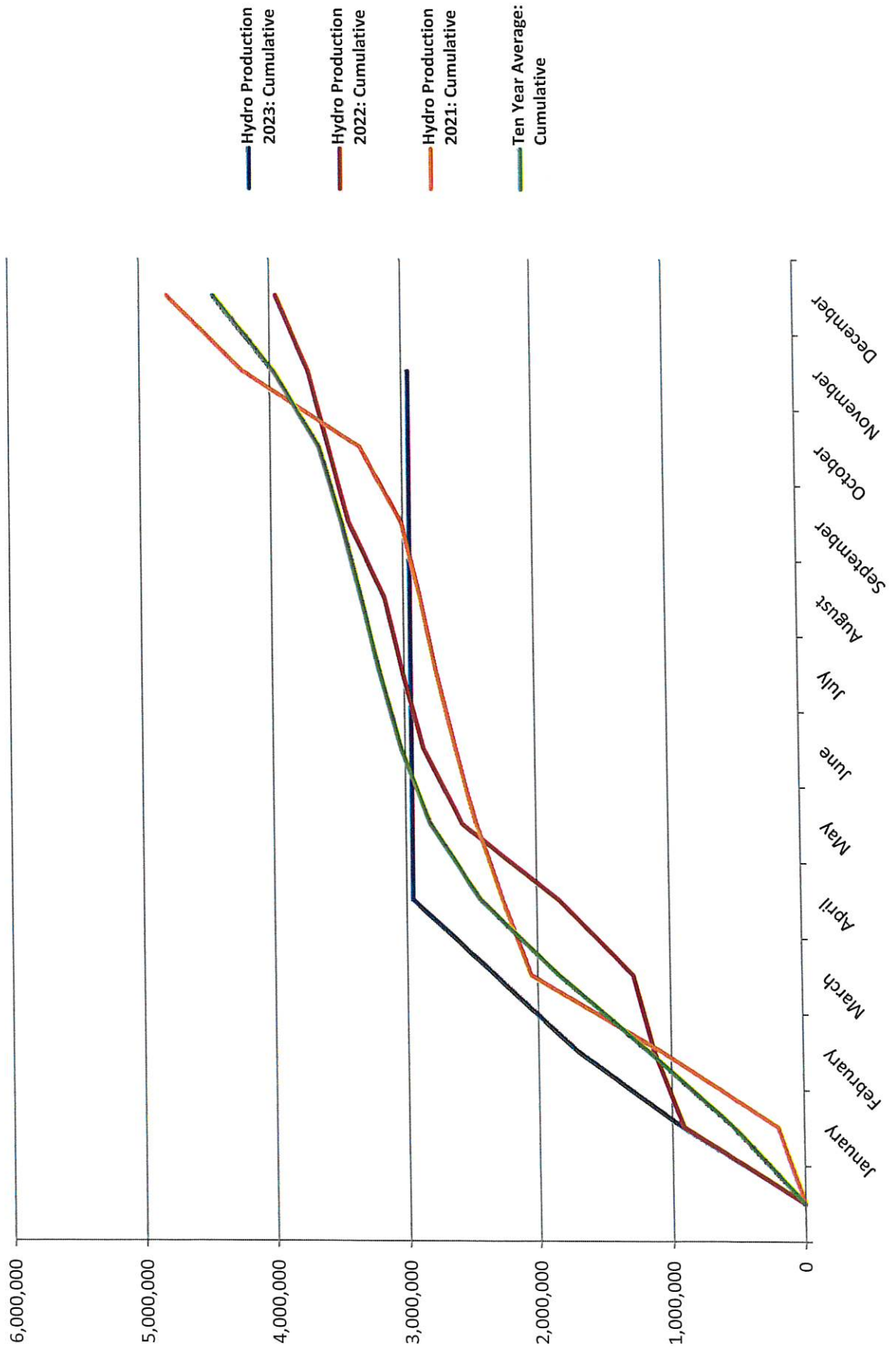
Upper Mad River, Ruth Lake, and Hydro Plant

1. Flow at Mad River above Ruth Reservoir (Zenia Bridge) averaged 21 cfs for November with a high of 87 cfs on November 19th
2. The conditions at Ruth Lake for November were as follows:
The lake level on November 30th was 2643.30 feet which is:
 - 0.82 feet lower than October 31st, 2023
 - 2.42 feet higher than November 30th, 2022
 - 2.47 feet higher than the ten-year average
 - 10.70 feet below the spillway
3. Ruth Headquarters recorded 4.08 inches of rainfall for November
4. Ruth Hydro produced 0 KWh in November. There is an ongoing shut down due to PGE issue for the entire month with 144,000 KWh estimated lost production
5. The lake discharge averaged 42 cfs with a high of 42.2 cfs on November 1st

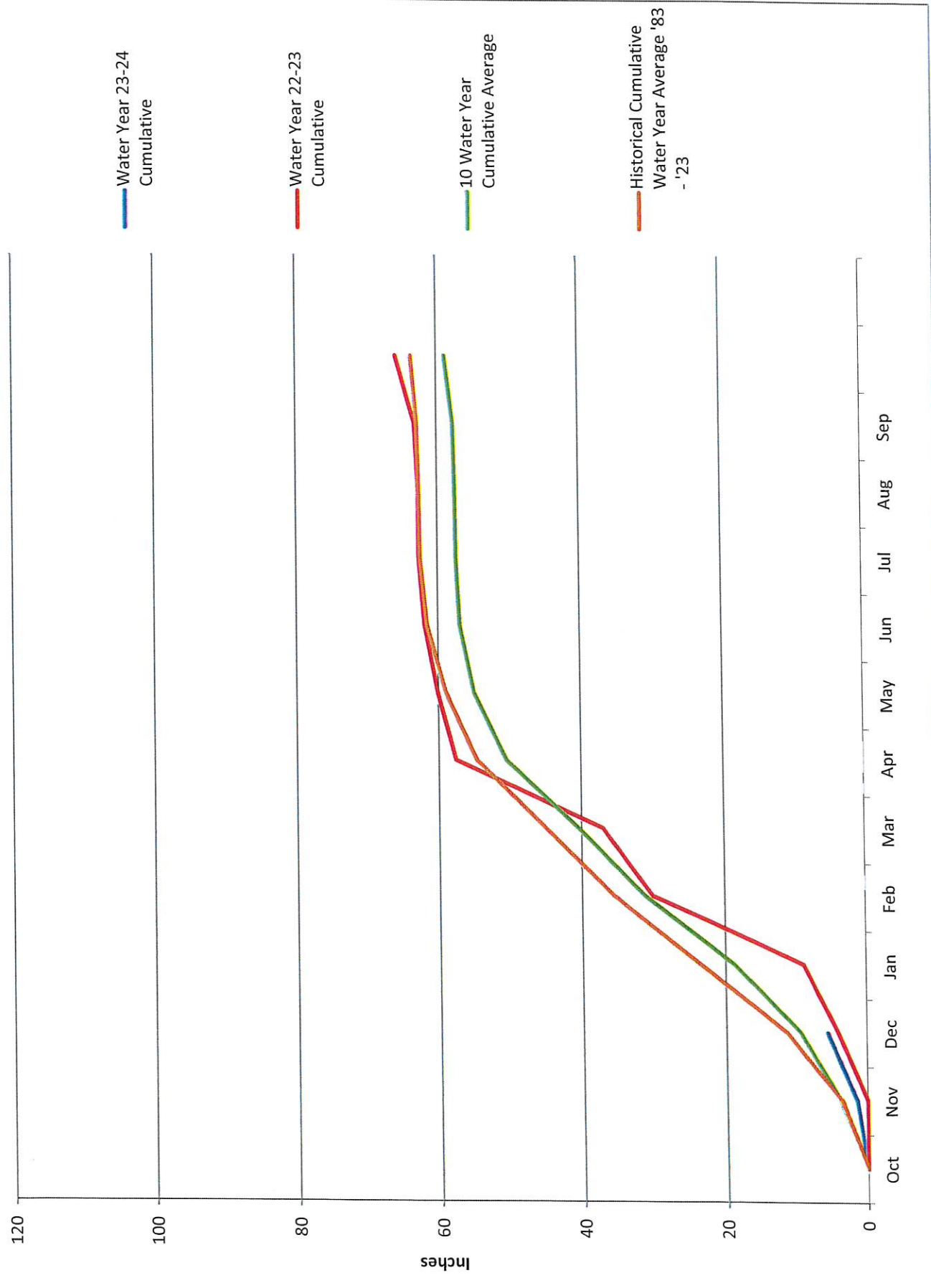
Lower Mad River, Winzler Control, and TRF

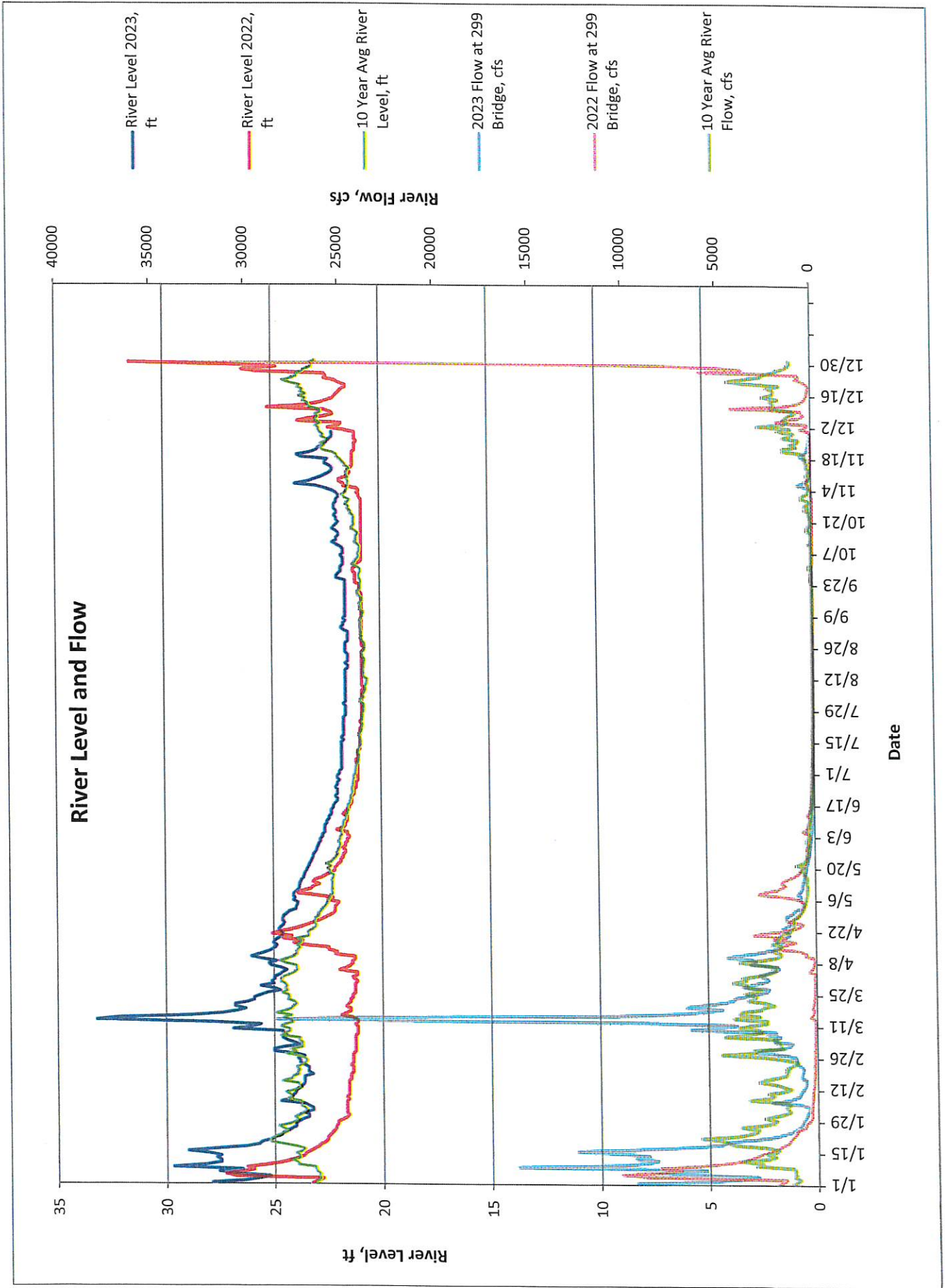
6. The river at Winzler Control Center, for November, had an average flow of 206 cfs. The river flow was at a high of 732 cfs on November 7th
7. The domestic water conditions were as follows:
 - a. The domestic water turbidity average was 0.06 NTU, which meets Public Health Secondary Standards
 - b. As of November 30th, we pumped 226.788 MG at an average of 7.560 MGD
 - c. The maximum metered daily municipal use was 9.417 MG on November 1st
8. The TRF is online; conditions for November were as follows:
 - a. Average monthly source water turbidity was 0.61 NTU
 - b. Average monthly filtered water turbidity was 0.05 NTU
 - c. Number of filter backwashes for the month was 37

Ruth Hydro Production: Cumulative kWh



Ruth Rainfall - Water Year 2023-2024





MANAGEMENT

**Recognizing and Honoring the Outstanding Service and Achievements of
Steve Marshall**

WHEREAS Steve Marshall, a scholarly luminary in the realm of water treatment, has lent his profound expertise for an uninterrupted span of 34 years as our Operation Supervisor, Senior Operator, and Water Operations Specialist, wielding his knowledge with the acumen of a sage in the art of water purification; and

WHEREAS Steve will retire from the District on December 30, 2023; and

WHEREAS, Steve, in his benevolent pursuit of spreading enlightenment, has regularly and enthusiastically played the role of a water treatment maestro, providing local college students with knowledgeable and exhilarating tours of the aqueous wonders of water treatment; and

WHEREAS, he has wielded the power of Chlorine Disinfection with such expertise that germs cower in fear and algae call him their worst nightmare; and

WHEREAS, his consummate mastery of Coagulant and flocculation has proven instrumental in the harmonious convergence of microscopic particles, fostering an environment where purity prevails, molecular assemblies become the epitome of cohesiveness; and

WHEREAS Steve, in his moments of leisure, has chosen to engage in intellectual pursuits of the highest order, demonstrating a proclivity for conquering crossword puzzles with the intellectual rigor of a cryptographer deciphering the enigmas of water treatment; and

WHEREAS, Steve's retirement signifies the departure of the creative genius behind our heartfelt and often humorous retirement resolutions, leaving us with a void that can only be filled with fond memories; and

WHEREAS in retirement Steve shall be encouraged to enjoy life's crossword puzzles, solving the mysteries of leisure time, and perhaps even finding new flocculation techniques in the world of retirement hobbies. May his days be filled with more "clues" than "chlorine" and more "answers" than "algae," as he embarks on this new chapter of his life; and

WHEREAS the Board of Directors wishes to formally recognize and commend Steve's dedication and longevity,

THEREFORE, BE IT RESOLVED, that the HUMBOLDT BAY MUNICIPAL WATER DISTRICT Board of Directors hereby declares, to Steve Marshall, on behalf of the District, the staff, and other close associates, its genuine appreciation for dedicated service performed during his exceptional tenure with the District. Congratulations, Steve!

PASSED, APPROVED, AND ADOPTED this 14th day of December 2023.

Attest:

Neal Latt, President

Michelle Fuller, Vice-President

J. Bruce Rupp, Secretary/Treasurer

David Lindberg, Asst. Secretary/Treasurer

Sheri Woo, Director

John Friedenbach, General Manager

Dale Davidsen, Superintendent

Chris Harris, Business Manager

John Friedenbach

From: Shelley Villalobos <svillalobos@americanforests.org>
Sent: Wednesday, November 29, 2023 12:56 PM
Cc: Sherlock, Joe- FS; Rojas, Ramiro - FS, CA
Subject: Thank you for attending the 2023 USFS Region 5 Reforestation Symposium | Follow up Resources

Greetings and thank you for your attendance and participation at the **2023 USFS Region 5 Reforestation Practitioners' Symposium Nov. 15-16, 2023.**

Please find below a non-exhaustive list of follow-up resources, notes, links, and key points that were presented during the Symposium.

Notes, key takeaways, and links to information:

- **'Reforesting Scorched Landscapes for the Future Generations; Back to the Basics'** Jianwei Zhang's full video presentation
- **All other presentations** slides HERE
- **Recommended Reading** - key resources referenced at this year's Symposium
 - Featured publications of research silviculturist Jianwei Zhang, PhD
 - The National Reforestation Strategy and the REPLANT Act (Baloffet & Dumroese, 2022)
 - Reforestation Practices for Conifers in California (Stewart, 2021)
 - Wildfires and climate change push low-elevation forests across a critical climate threshold for tree regeneration (Davis, 2019)
 - Conifer Regeneration after Forest Fire in the Klamath-Siskiyou: How Much, How Soon? (Shatford, 2007)
 - Aboveground biomass response to release treatments in a young ponderosa pine plantation (Ritchie, 2019)
 - The Ever-Changing View – History of National Forests in California (Godfrey, 2005)
- **Nursery & Sowing Orders**
 - Orders for Spring '25 plantings were due **November 27th/ASAP**. Be in touch with Wade (wade.bell@usda.gov) if you have any questions, need help, or will be asking for more time on making an order. **Reminder: One sowing order per forest, with one designated point of contact!**
- **Genetics** – “we’re going to dip our toes into climate-matched seedlots” –Scott Kolpak (new Region 5 Geneticist) Individual Forests will pick their lots (as usual), and then the regional genetics team will pick a climate-adapted lot. Recommended mix is 50/50.
 - Questions and help: scott.kolpak@usda.gov
- **Climbing program** – More climbers are desired to be able to do smaller cone collections and help out in a pinch. A climber training is being planned for Feb/March (before planting begins!).
 - To receive updates and details: Olivia.roe@usda.gov
- **Contracts** - Making Contracts Work Panel Key Points (Jeff Griffin, Ray Acker, Francey Blaugrund):

- Contractor needs to have a quality control mechanism and if they are performing self-inspection, it may be "invariably biased". If an Agency staff goes out with the contractor on the inspection, that can work.
 - Release contracts and planting all-in-one (hand release, planting, herbicide, & inspection)? YES. It provides continuity for the contractor.
 - The debate on hoedad/auger/dibble bar was not definitively settled. Depends on the soil conditions and circumstances.
 - Include scalping in all contracts? 3 resounding 'yes' answers. "If you have a dry layer, you need to get it off of there."
- **Annual Symposium** - As Joe said during his closing remarks, the intention with this event is to support the reforestation community within the region and continue hosting an annual gathering moving forward. If you would like to chime in with ideas for next year's symposium, you can suggest topics, tips, or make other comments here.
 - If you would like to be on the planning committee for next year, please email Ramiro Rojas: Ramiro.rojas@usda.gov

~Best wishes to all for the year's end and any holidays you may celebrate~

ACWA-JPIA and ACWA FALL CONFERENCE 2023**John Friedenbach Report Out****ACWA-JPIA****Monday, November 27, 2023**

- 8:30-10:00 AM: ACWA JPIA CWIF Committee Meeting
- 10:15-11:15 AM: ACWA JPIA Executive Committee Meeting
- 11:30-11:15 AM: ACWA JPIA Pre-Board Meeting Lunch
- 1:00-4:30 PM: ACWA JPIA Board of Directors Meeting
- 4:30-6:00 PM: ACWA JPIA Reception

Tuesday, November 28, 2023

- 8:30-10:00 AM: ACWA JPIA Seminar- KYND: Building a Resilient Front Against Cyber Attacks
- 10:15-11:45 AM: ACWA JPIA Seminar- Wildfire Impacts on Insurance Market Fluctuations
- 12:00-1:30 PM: Committee - Headwaters Working Group

ACWA**Wednesday, November 29, 2023**

- 7:30-8:30 AM: Networking Breakfast
- 8:30-10:00 AM: Welcome Keynote on the Main Stage -California Environmental Protection Agency Secretary Yana Garcia
- 10:30-11:45 AM: Membership Committee: Next Generation Workforce: DEI, AI...Oh My!
- 12:00 -1:30 PM: ACWA Hans Doe Past Presidents' Networking BBQ Lunch in Partnership with ACWA JPIA
- 1:30-2:00 PM: Solution Spotlight #1: Zoom Out: Visualizing Data and Geospatial Context to Expand Collaborative Opportunities and Maximize Value of Our Water Assets
- 2:30-3:30 PM: Attorney/Finance Program-Proposition 218: Protection Local Rate-making Authority
- 3:45-5:00 PM: Region 1 Membership Meeting
- 5:00-6:00 PM: Destination Paradise Reception in the Exhibit Hall Sponsored by Jacobs
- 6:00-7:15 PM: ACWA JPIA Foundation Reception

Thursday, November 30, 2023

- 7:30-8:00 AM: Networking Continental Breakfast in the Exhibit Hall
- 9:00-10:00 AM: Roundtable Talk-Revving Up for Compliance: Advanced Clean Fleets Regulation Roundtable
- 10:15-11:15 AM: Finance Program: Show Me the Money- Alternative Funding Options for Critical Infrastructure Costs
- 11:45 AM-1:15 PM: Keynote and Awards on the Main Stage - David Reynolds and Dave Eggerton
- 1:30-3:00 PM: Closing Networking Luncheon

JPIA 2023 Fall Conference



Location: Hyatt Regency Indian Wells
44600 Indian Wells Lane
Indian Wells, CA 92210

Date: Monday, November 27 - Tuesday, November 28, 2023

Conference Schedule

Monday, November 27, 2023

		Location
8:30 a.m. – 10:00 a.m.	CWIF Committee Meeting	Ballroom NOP
10:15 a.m. – 11:30 a.m.	Executive Committee Meeting	Ballroom NOP
11:30 a.m. – 12:45 p.m.	Pre-Board Meeting Lunch <i>(RSVP by November 6 required to attend this event.)</i>	Ballroom JK
1:00 p.m. – 4:30 p.m.	Board of Directors' Meeting	Ballroom NOP
4:30 p.m. – 6:00 p.m.	ACWA JPIA Reception	East Foyer/ Vista Verde Terrace

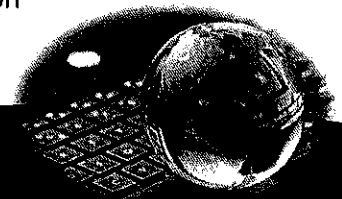
Tuesday, November 28, 2023

8:30 a.m. – 10:00 a.m.	KYND: Building a Resilient Front Against Cyber Attacks <i>Presenters: Ben Duffy and Ariana Lawrence</i>	Ballroom OP
10:15 a.m. – 11:45 a.m.	Risk & Insurance Challenges in the Wildland-Urban Interface <i>Presenters: Alex Tokar, Frank Frievalt, Kevin Phillips, Jennifer Jobe, and Adrienne Beatty</i>	Ballroom OP

Exhibit Hall – Renaissance Esmeralda Ballroom

JPIA Staff and JPIA Executive Committee Members will be in the exhibit hall. JPIA's exhibit booth is located at 409 & 411 in the Esmeralda Ballroom, stop by to say hello!

Tuesday, November 28, 2023 – 5 p.m. – 6:30p p.m. ACWA's Welcome Reception
Wednesday, November 29, 2023 – 7:30 a.m. – 6:00 p.m.
Thursday, November 30, 2023 – 7:30 a.m. –12:00 p.m.





California Special Districts Association

Districts Stronger Together

Supreme Court Will Take Up CBRT Initiative



By [Kristin Withrow](#) posted yesterday

Supreme Court Will Take Up CBRT Initiative Limiting Ability of Voters and State and Local Governments to Raise Revenue for Government Services

Michael G. Colantuono, Colantuono, Highsmith & Whatley, PC

The California Business Roundtable's (CBRT) "Taxpayer Protection and Government Accountability Act" is slated for the November 2024 ballot. That measure would reverse nearly every appellate win for government under Propositions 13, 218, 26 and 62 in the last few decades and impose myriad restrictions on State revenues and essentially all local revenues from taxes to library fines to water rates. It requires two-thirds-voter approval for all special taxes, whether proposed by legislators or by initiative petition, reversing six recent Court of Appeal decisions allowing such taxes by majority vote.

The measure is nearly identical to one the California Business Roundtable traded for a multi-year ban on local soda taxes in 2018 and may have been intended as leverage to bargain for a ban on vehicle-miles-travelled taxes. Such a tax proposal was recently withdrawn by the San Diego Association of Governments. But the Legislature, perhaps annoyed at having to bargain to remove essentially the same proposal from the ballot a second time, responded with two attacks on the measure.

First, the Legislature, Governor Newsom, and former Senate President Pro Tem John Burton filed a petition in the original jurisdiction of the California Supreme Court for a writ of mandate ordering Secretary of State Shirley Weber to withhold the measure from the ballot. Such petitions are very rarely granted, as it is the role of the California Supreme Court to decide important legal issues, typically on appeal, and not as the first court to hear them. However, the

petitioners, with support from amicus curiae, including the California Special Districts Association, persuaded the Court to issue an order to show cause on November 29, 2023, which has the effect treating the petition like a pending appeal, inviting briefing of the merits, argument, and a decision. To decide the case by the late-June deadline to print ballots for the November 2024 election, the Court has ordered briefing in December and January, with amicus briefs due February 14th. The matter will likely be set for argument in March or April and a decision is likely by the June ballot-printing deadline. This order is very good news for all concerned about the impact of the California Business Roundtable's proposal.

The petition in *Legislature v. Weber* raises two issues. First, it argues the measure is an invalid revision of the State Constitution — which cannot be accomplished by initiative — rather than an amendment, which can. This is because the measure strips the Legislature and the Executive branch of important powers — requiring voter approval of all taxes, and requiring legislative action on all fees, even such things as a fee for a replacement driver's license. The second claim is that the measure would impair essential governmental powers; here, the power to impose taxes, delegate fee-making procedures to the Executive branch, and for that branch to fully administer financial aspects of government programs.

The case should be decided by late June and further local government amicus support is likely, including from CSDA.

The Legislature's second reaction to the measure is ACA 13 (Ward, D-San Diego). This constitutional amendment, also stated for the November 2024 ballot, would require any ballot measure that imposes a supermajority voting requirement to attain that same supermajority. As ACA 13 is retroactive, if a simple majority of voters approve it, the California Business Roundtable measure will require two-thirds voter approval — if it survives *Legislature v. Weber*. As the measure has drawn vigorous opposition, two-thirds approval may not be attainable.

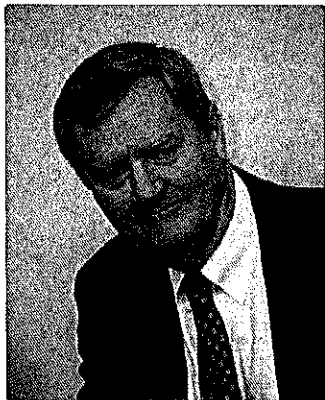
Further developments on this policy dispute will come early next year. Stay tuned!



ACWA

GREETINGS, AND FAREWELL, FROM YOUR NATION'S CAPITAL

BY DAVID REYNOLDS NOV 17, 2023 VOICES ON WATER



Packing and preparing for our upcoming Fall Conference feels a lot different this time. As always, I'm excited and looking forward to seeing old friends and meeting new members of the ACWA community. But it will be my last conference, at least in my official capacity as your Director of Federal Relations, the position I've held since 1993.

After 30 incredibly fulfilling years, I've decided to retire.

The decision was a difficult one for many reasons. As many of us know, working in California water comes with opportunities to help make history. How we shape water policy today directly affects the quality of life we leave behind for the next generation. It's challenging, rewarding and exciting work.

However, the more difficult part of my decision to retire is also why I've stayed with ACWA since 1993. Working with you, the people behind our member agencies, has kept me inspired and made the ACWA community an extended family. It's been a tremendous honor to represent your interests in our nation's capital.

At one time or another, I've enjoyed the pleasure of working with so many of you. My team and I have welcomed you to our annual D.C. Conferences, collaborated on policy through the Federal Affairs Committee and personally met during ACWA conferences. One of the most rewarding experiences I've enjoyed over the years, especially during our D.C. Conferences, is helping ACWA members establish relationships with elected officials in Congress and within federal agencies.

I especially want to express my appreciation to the many chairs of the Federal Affairs Committee I've worked with over the years, several of them also having served as ACWA President. This list includes Rex Pursell, David Orth, Randy Fiorini, Glen Peterson, Greg Zlotnick, John Coleman, Linda Ackerman, Randy Record, Steve LaMar, G. Patrick O'Dowd, and our current Committee Chair Jim Peifer, as well as Dave Eggerton, our current Executive Director.

Looking back, we've tackled more than our fair share of tough issues. I arrived at ACWA during implementation of the Central Valley Project Improvement Act, which presented significant challenges to our water community. A few years later, Bay-Delta policy was front and center with CALFED. Victories have included the Invest in the West campaign that saw \$1 billion in annual water funding for the Bureau of Reclamation. More recently, we worked together to help secure passage of the Bipartisan Infrastructure Law. Right now, we're engaged with our members on PFAS, one of many ongoing issues. And this is only a very short list.

ACWA East may be on the ground in D.C., but it is our members' constant willingness to engage with elected officials and regulatory agencies that delivers results.

Looking back, I started at ACWA when we were moving toward utilizing infrastructure to improve the environment along with diversifying our water supplies. Today, we need to figure out how to bend federal policy toward preparing for

climate change and further infrastructure investment. Our community has worked well together to succeed during the past 30 years, but there are major challenges shaping up on the horizon.

I'm confident we'll meet those challenges the same way we always have, through a commitment to collaboration and the mutual respect we have for each other throughout the ACWA community. I thank everyone in the ACWA community for your guidance and an amazing career.



Farm Water Café

How many gallons of water does it take to grow your favorite foods in California?

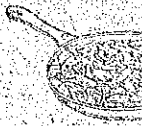
The water farmers use to grow our food doesn't stay on the farm.

Entrees

Gallons of Water

Chicken Fajitas

456.7



Chicken seasoned in cumin, oregano, garlic and salt topped with onion, peppers, sour cream, & cheese served with a side of tortillas.

Margherita Pizza

13.7

/slice



House made dough with tomato sauce seasoned with oregano, parsley, salt, pepper, and garlic, topped with tomatoes, cheese, basil, & olive oil.

Mixed Greens Salad

23.5



Romaine salad topped with carrots, cucumbers, tomatoes, cheese, olive oil, salt, vinegar & sugar.

Spaghetti Bolognese

365.1



Spaghetti noodles tossed in tomato sauce seasoned with garlic, oregano, onion, basil and sugar topped with beef, bacon, celery, carrots, cheese, olive oil, & vinegar.

Steak & Potato

622.1



Steak cooked in butter served with a side potato.

Sub Sandwich

169.6



Sliced turkey on a sub roll with mayonnaisse, cheese, lettuce, and onion.

Lasagna

434.8



Lasagna noodles with layers of seasoned tomato sauce, beef, and ricotta cheese.

Sides

Gallons of Water

Side Salad

5.7

Romaine, cabbage, and lettuce salad topped with carrots & spinach.

Rice & Beans

65.5

Rice and beans cooked in oil.

French Fries

26.4

Potatoes cooked in oil.

Fruit Medley

71.0

Medley of apple, grape, strawberry, cantaloupe, & oranges.

Beverages

Gallons of Water

Wine - California (6 oz)

29.9

Wine - French (6 oz)

45.2

Whole Milk (8 oz)

50.0

Orange Juice (8 oz)

20.9

Draft Beer (12 oz)

19.8

From farm to table, a reliable water source sustains the food we love, ensuring affordability, variety, and nutritional value for all.

Everything Requires Water

From clothes to computer chips, everything requires water to produce.

Everyday items require water to manufacture, maintain, and power.

Automobiles

13,737-21,926

gallons

In 2022 nearly 47% of all automobiles, and between 40 and 50% of all the parts used in domestically-manufactured vehicles are imported.

200 GB of Internet Access

40

gallons

For every gigabyte of internet browsing consumers do, data centers across the globe require about 1/5 a gallon per gigabyte.

The United States engages in around **2.9 billion gigabytes of traffic every day.**

Leather Shoes

2,113

gallons

Nearly 96% of all of the shoes sold in the United States in 2021 were imported.

In 2022 alone, the U.S. imported more than 2.7 billion pairs of shoes.

This Sheet of Paper

1.3

gallons

Even this piece of paper has a water footprint! Offices in the United States use approximately 12.1 trillion pages a year, and the average person uses 600 pounds of paper every year.

Mobile Phones

3,190

gallons

The United States imports the vast majority of the smart mobile phones that consumers use on a daily basis.

In 2022, manufacturers shipped more than 1.2 billion smart mobile phones to retailers.

Electric Vehicle Charging

73,614

gallons

Charging an electrical vehicle requires water in addition to that required for vehicle manufacturing.

Over the lifespan of the electric vehicle, it will consume an estimated 73,614 gallons of water for charging purposes.

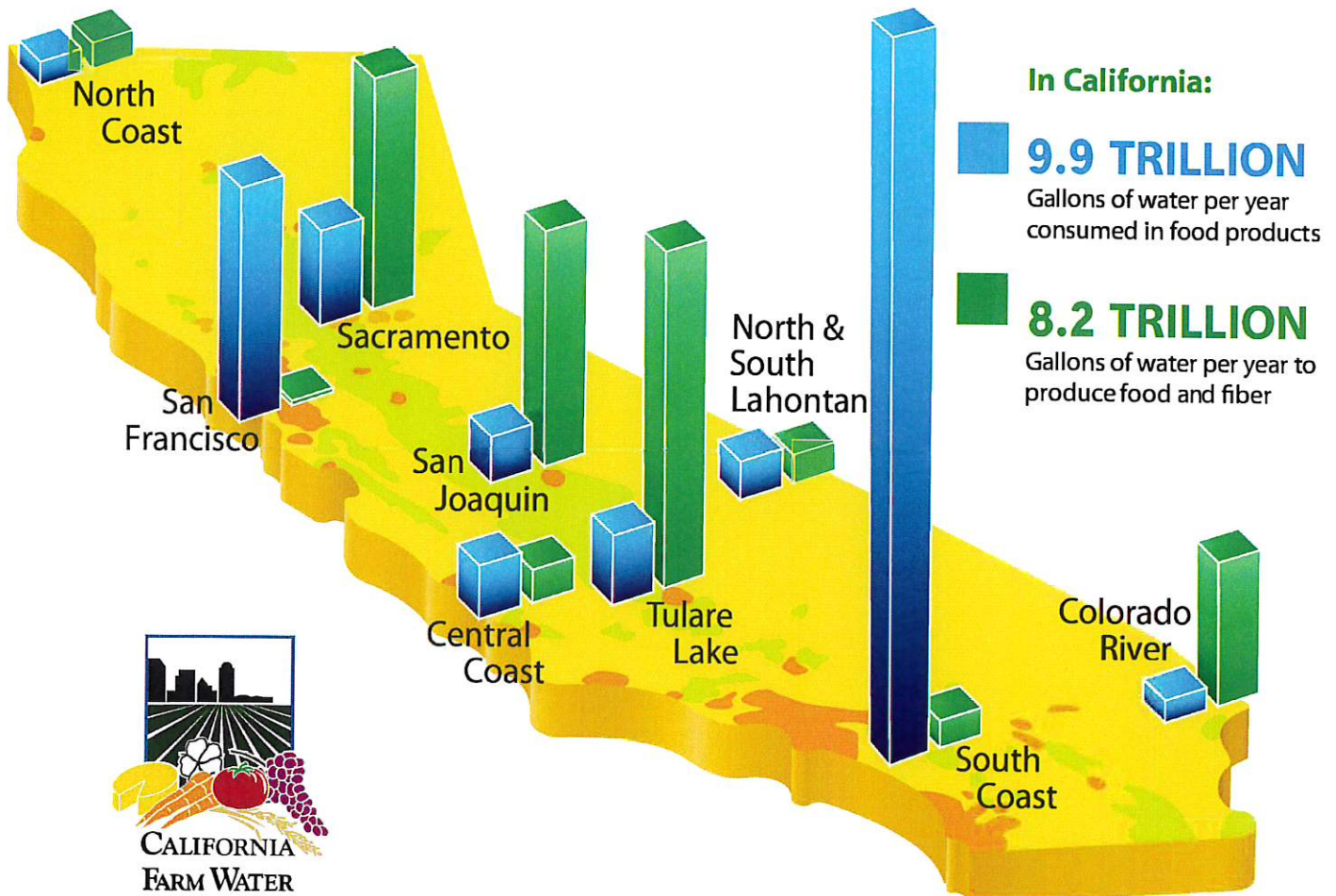
Every year the U.S. imports more than 4.2 quintillion gallons, nearly 13.3 billion acre-feet of water embedded in the products we buy from overseas.

WHERE does farm water go?

Updated for 2024

Water that grows farm products doesn't stay on the farm

It becomes part of the food we eat and clothing we wear. The green bars below represent the amount of water used to irrigate California's 7.8 million acres of farmland. The blue bars represent the water consumed as food by the people in each region.



FOOD GROWS WHERE WATER FLOWS

www.farmwater.org
 @farmwater
 916-391-5030

DATA SOURCES:

Agricultural water numbers are based on depletion, or the amount of water used that is no longer available for other uses. Population figures sourced from SWRCB Water Boards Data Center. Water use is for 2019 water year.

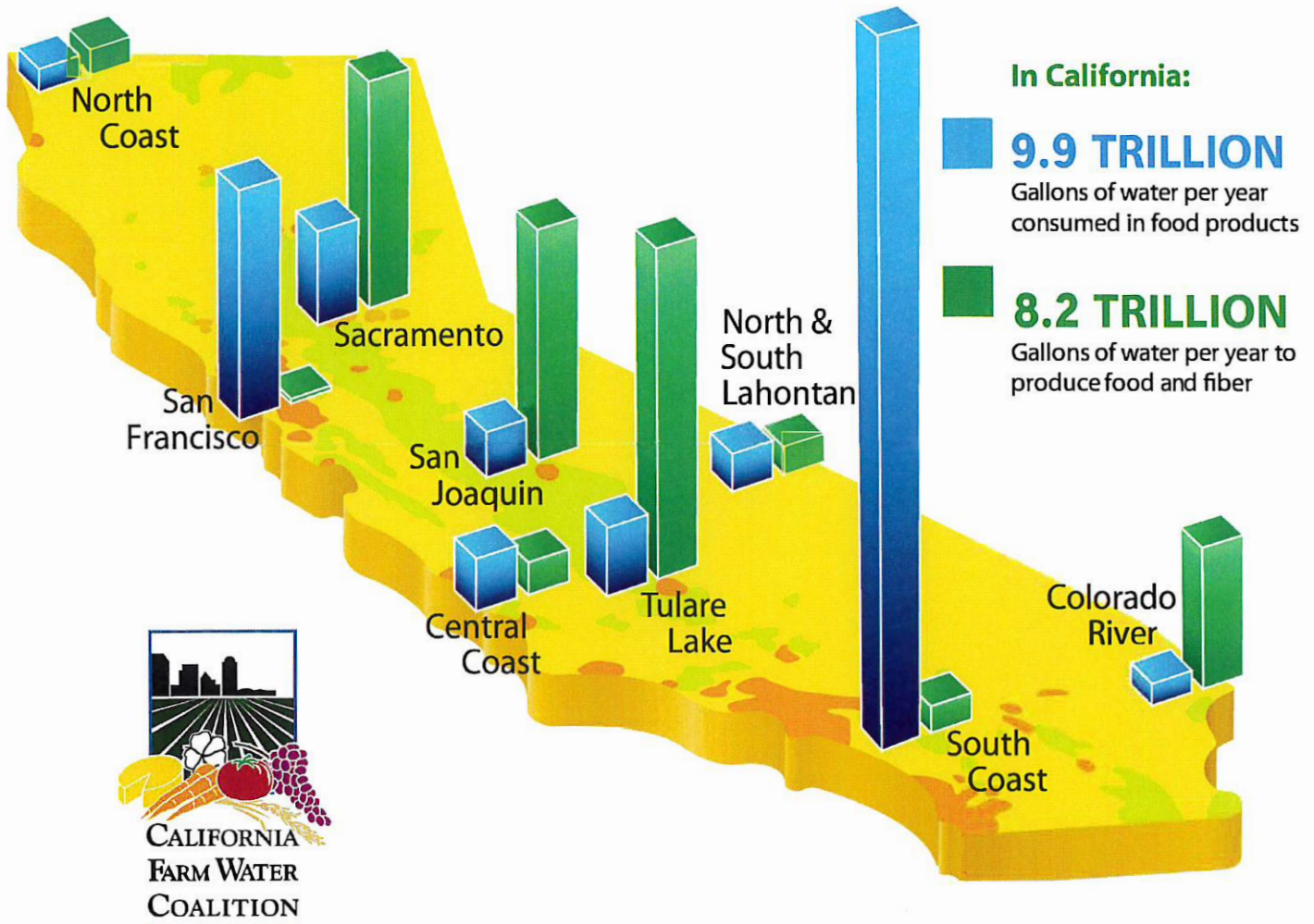
Per capita water demands for food supply is from the Food and Agriculture Organization of the United Nations http://www.fao.org/nr/water/docs/WRM_FP5_waterfood.pdf

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ACWA City Member Survey: Response Summary

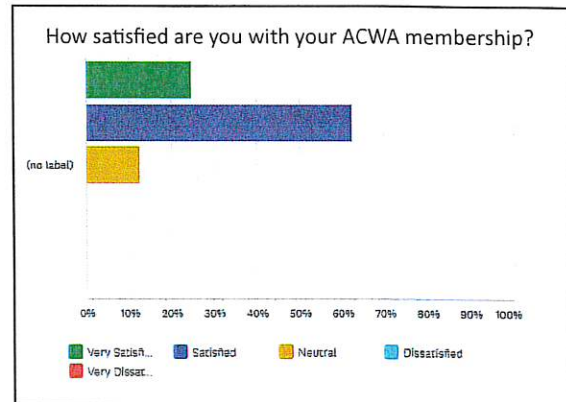
Led by the Membership Committee, ACWA surveyed its city members to help the organization identify which services and priorities are the most significant to this specific member segment. The Membership Committee plans to use the results to develop membership materials targeting city members.

The survey went out to ACWA's 40 city members and was open from October 23 – November 11, 2023. Nine survey responses were received, representing Regions 1, 2, 4, 5, 8, 9, and 10.

These responses show that this member segment is generally satisfied with their membership.

Participants were asked to indicate how important ACWA's work on various State and Federal legislation and regulation topics is to them. The following topics were identified as important to them on both the State and Federal lists of topics (see Appendix A & B for all responses):

- Affordable, accessible drinking water for DACs
- Infrastructure investments
- Safe drinking water
- Water quality
- Water supply reliability



Topics that have enhanced importance on the State level include:

- Groundwater sustainability and replenishment
- Water rates, taxes, and reserves
- Water use efficiency

Federal infrastructure investments stood out as the topic most important to the survey participants.

When asked how valuable various operational and management support services provided by ACWA were to them, the following services were identified as the most valuable (see Appendix C for all responses):

- Legal case participation, assistance and advocacy
- Informational outreach materials
- ACWA conferences and events
- Water industry networking opportunities
- Regional programs and events
- Member toolkits

Those who shared why they do not participate in all the services listed indicated it was due to their lack of availability to participate, or they already have similar programs resourced in-house.

Participants were asked what the three most important issues are that they expect to face in the next three years. **Water use efficiency** issues were overwhelmingly identified as a top issue. The next two most common issues were **aging infrastructure** and **water quality regulatory issues**.

When asked about what other industry-related organizations they belonged to, the two most common organizations noted (five times, each) are California Water Environment Association (CWEA) and American Water Works Association (AWWA). CWEA is an association representing wastewater professionals from all facets of wastewater management and resources recovery, from operators to lab techs to engineers. AWWA is an international, nonprofit, scientific and educational society dedicated to providing water management solutions through its individual members who represent the full spectrum of the water community: public water and wastewater systems, environmental advocates, scientists, academics, and others. The next most common organizations listed (three times, each) were Water Education Foundation, American Public Works Association, and the American Society of Civil Engineers.

Wrapping up the survey, participants were asked what else ACWA could do to support their Public Works and/or Utilities Departments. Responses include:

- Continue to facilitate collaboration on water issues
- Be a resource of information and services
- Protect surface water supply
- Help recognize agencies' existing conservation efforts
- More work on wastewater and stormwater issues
- Information on the water supply impact to development
- Help educate city councils on water
- Make sure membership is affordable

COLLECTING SERVICE CHARGES ON THE PROPERTY TAX BILL

Certain public water agencies may have the ability to collect the fixed portion of their service charges on the property tax bill. Fixed costs generally represent non-volumetric charges, and may be a significant portion of the cost of service. This billing method can benefit both agencies and their ratepayers. Below are factors to consider for placing charges on the property tax bill.



GENERAL APPROACH

Place (all or some) fixed charges on the annual property tax bill

Collect volumetric water consumption charges on a periodic (monthly/bimonthly) bill

ELIGIBILITY

Agencies should consult with legal counsel to confirm and clarify their eligibility to use this method pursuant to Health & Safety Code Section 5470 et seq., or other statutory authority.

POTENTIAL BENEFITS

- This billing mechanism by the county tax collector leads to nearly 100% recovery, minimizing delinquencies.
- Highlights consumption-based charges on periodic bill, creating a stronger price signal to promote water use efficiency.
- Helps lower-income, underserved and disadvantaged populations, who are more likely to be renters rather than property owners, by reducing their periodic water bill.
- Provides a consistent revenue stream from all properties connected to the system, including vacant properties.
- Agency credit ratings may be positively impacted by property tax bill collection method.
- Mirrors a common billing practice for wastewater agencies.

MECHANICS AND STEPS

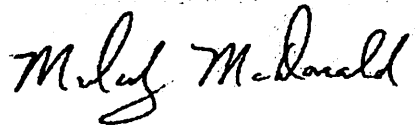
- Check with a legal counsel to determine eligibility to use this collection method.
- Determine the appropriate (fixed) cost of service through the agency's rate study.
- Consider cash flow implications (fees collected on tax bill are only received 2-3 times per year).
- Conduct formal outreach about the change to customers and property owners.
- After adopting rates and charges, an agency must hold separate, annual public hearings identifying the fixed charges to be placed on the bill of each parcel.
- The voting threshold for placing fixed charges on the property tax bill is two-thirds of a governing body (not a quorum); the voting threshold for placing delinquencies on the property tax bill may be lower (agencies should check with their legal counsel).

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 10/01/2019 - 09/30/2022
announced at the Board of Directors' Meeting in Indian Wells.*



Melody McDonald, President



November 27, 2023

SECTION 11.3a PAGE NO. 1



11/27/2023

ACWA JPIA

P. O. Box 619082
 Roseville, CA
 95661-9082

phone
 916.786.5742
 800.231.5742

www.acwajpia.com

Core Values

- People
- Service
- Integrity
- Innovation

Humboldt Bay Municipal Water District (H002)
 P.O. Box 95
 Eureka, CA 95502-0095

General Manager:

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 (H002) 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 2024.

Sincerely,

A handwritten signature in black ink that reads 'Melody McDonald'. The signature is written in a cursive, flowing style.

Melody McDonald
 President

Enclosure: President's Special Recognition Award(s)

Your Best Value

SERVING WATER AGENCIES WITH
THE BEST COVERAGES AND BENEFITS



BY THE NUMBERS

Over **39 years**
serving only public
water agencies

600+ free to low
cost training programs

360+ members

Team of **50**
dedicated staff
to serve members

\$54 million
returned to members
since JPIA's inception

100% error
free audit score
for workers'
compensation claims
handling

Over **33,000** lives
in the employee
benefits program

WHAT OUR MEMBERS SAY

We are committed to providing secure, stable and cost-effective protection programs to each member agency. We listen to our members and act on their input to enhance our offerings for the greater good of all ACWA JPIA members.

In 2015, we reached out to our members to obtain their input with an online survey. We are proud of and value each relationship with our members.

- Half of our members view ACWA JPIA as a partner in long-term success; others view ACWA JPIA as a favored resource.
- Majority consider their investment in the JPIA to be an excellent or good value.
- Majority would choose ACWA JPIA again if they had to choose insurance today.
- Majority are very satisfied with ACWA JPIA's programs.
- ACWA JPIA's programs ranked better than others in terms of cost and coverage.

51.3% = excellent value

44.8% = good value

"Thank you and your staff for all the hard work you do in taking such good care of us!"

CACHUMA OPERATION
AND MAINTENANCE BOARD

"We appreciate everything you do to make things easier for member agencies like us."

UPPER SAN GABRIEL VALLEY
MUNICIPAL WATER DISTRICT

AWARDS & INNOVATIONS

Association of Government Risk Pools Recognition 2016

- ACWA JPIA is in general compliance with AGRIPS's Advisory Standards.

California Association of Joint Powers Authority Accreditation with Excellence

- ACWA JPIA was awarded the highest designation for risk management standards by the first risk management accreditation program.

Comprehensive Annual Financial Report Recognition

- ACWA JPIA was recognized for outstanding government financial reporting with our CAFR.

The Government Finance Officers Association of America has awarded a Certificate of Achievement for Excellence in Financial Reporting to the JPIA for its CAFR. The recognition means that the JPIA has produced a CAFR that captures all relevant generally accepted accounting procedures and all applicable legal requirements.

Public Risk Management Association Honorable Mention

- ACWA JPIA was recognized as a national honorable mention for our Commitment to Excellence program.

The Commitment to Excellence program helps JPIA's membership reduce the frequency and severity of liability, workers' compensation and property losses. Program participants make the commitment to implement practices that help prevent costly losses from auto, infrastructure, construction, employment practices, ergonomic and fall injury claims. Since its inception in 2013, the program has helped our member participants significantly reduce these types of costly claims.

Excellence in Innovation

- ACWA JPIA takes pride in our state of the art technology. Our Risk Management Information System is a business intelligence interface for synthesizing claims data, loss control, underwriting and financial data.

RCEA/RREDC



Redwood Coast Energy Authority
633 3rd Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-7232 Fax: (707) 269-1777
E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

SECTION 11.4a PAGE NO. 1

BOARD OF DIRECTORS REGULAR MEETING AGENDA

NEW MEETING LOCATION

**Wharfinger Building, downstairs Bay Room
1 Marina Way, Eureka, CA 95501**

**November 16, 2023
Thursday, 3:30 p.m.**

Any member of the public needing special accommodation to participate in this meeting or access the meeting materials should email LTaketa@redwoodenergy.org or call (707) 269-1700 at least 3 business days before the meeting. Assistive listening devices are available.

Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the Board, including those received less than 72 hours prior to the Committee's meeting, will be made available to the public at www.RedwoodEnergy.org.

NOTE: Speakers wishing to distribute materials to the Board at the meeting, please provide 13 copies to the Board Clerk.

THIS IS A HYBRID IN-PERSON AND VIRTUAL MEETING.

The Board of Directors has returned to in-person hybrid meetings. When attending Board meetings, please socially distance as much as possible and be courteous to those who choose to wear a mask.

To participate in the meeting online, go to <https://us02web.zoom.us/j/81972368051>. **To participate by phone**, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 819 7236 8051.

To make a comment during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. You will continue to hear the meeting while you wait. When it is your turn to speak, a staff member will unmute your phone or computer. You will have 3 minutes to speak.

You may submit written public comment by email to PublicComment@redwoodenergy.org. Please identify the agenda item number in the subject line. Comments will be included in the meeting record but not read aloud during the meeting.

While downloading the Zoom application may provide a better meeting experience, Zoom does not need to be installed on your computer to participate. After clicking the webinar link above, click "start from your browser."

OPEN SESSION Call to Order

1. ROLL CALL - REMOTE DIRECTOR PARTICIPATION

- 1.1. Approve teleconference participation request for this meeting by Director pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.

2. REPORTS FROM MEMBER ENTITIES

3. ORAL COMMUNICATIONS

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

4. CONSENT CALENDAR

All matters on the Consent Calendar are considered to be routine by the Board and are enacted in one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- 4.1 Approve Minutes of October 26, 2023, Board Meeting.
4.2 Approve Disbursements Report.
4.3 Accept Quarterly Budget Report for Fiscal Year 2023-24 Q1.
4.4 Accept Financial Reports.
4.5 Authorize Staff to Sign Check or Authorize ACH Payment for the Purchase of ChargePoint Electric Vehicle Charging Equipment from Campton Electric at a Price Not to Exceed \$235,946 in Fulfillment of CEC Rural Electric Vehicle Charging Grant Requirements.

5. REMOVED FROM CONSENT CALENDAR ITEMS

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

COMMUNITY CHOICE ENERGY (CCE) BUSINESS (Confirm CCE Quorum)

Items under this section of the agenda relate to CCE-specific business matters that fall under RCEA's CCE voting provisions, with only CCE-participating jurisdictions voting on these matters with weighted voting as established in the RCEA joint powers agreement.

6. OLD CCE BUSINESS – None.

7. NEW CCE BUSINESS

7.1. Bioenergy Market Adjusting Tariff

Authorize the Executive Director to approve final RCEA BioMAT program documents for submission to the CPUC, consistent with the substantive terms and conditions of PG&E's BioMAT program, with approval by RCEA General Counsel.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

8. OLD BUSINESS

8.1 Sandrini Sol 1 Power Purchase Agreement Amendment 2

Staff will recommend one of the following actions pending mutual agreement by parties on a finalized proposed agreement amendment by meeting time:

Approve Resolution 2023-10 Approving the Form of and Authorizing the Execution of the Second Amendment to the Sandrini Power Purchase Agreement with EDPR CA Solar Park II LLC

or

Establish an ad hoc subcommittee to review and approve the Second Amendment to the Sandrini Power Purchase Agreement with EDPR CA Solar Park II LLC, including (1) extension of the Guaranteed Commercial Operation Date, (2) revision of the replacement product provisions, (3) revision of the financial settlement structure, and (4) any additional amendment that does not measurably increase risk exposure for RCEA.

NOTE: A staff report attachment for this agenda item was not available at the time of agenda publication. If finalized prior to the meeting, it will be published on <https://redwoodenergy.org/board-of-directors> by 3:30 p.m. Thursday, November 16, 2023.

8.2 RCEA New Office Building Development

Authorize staff to issue the request for qualifications for architectural and engineering design work for new construction of RCEA office building at 805 Third Street Eureka, CA.

Authorize the ad hoc building relocation subcommittee to act as a review committee and authorize it to take the following actions: (i) approve evaluation criteria, (ii) approve selected proposal based on the selection criteria to bring to the full Board for review and approval of resulting contract.

9. NEW BUSINESS

9.1 Sonoma Clean Power Mid-Term Reliability Resource Adequacy Agreement

Approve Resolution 2023-11 Approving the Form of and Authorizing the Execution of the Resource Adequacy Agreement with Sonoma Clean Power Authority.

9.2 Rural REN Statewide Energy Efficiency Program Implementation: PG&E, Southern California Edison and SoCalGas Funding Contracts

Authorize the Executive Director to execute the 2024-2027 PG&E Funding Agreement for \$40,420,550; and, upon full execution, authorize the Executive Director to issue solicitations and contracts for consultant and subcontractor services to implement the RuralREN in regions covered by PG&E funding.

Authorize the Executive Director to execute the 2024-2027 Southern California Edison Funding Agreement for \$33,683,792 and SoCalGas Funding Agreement for \$10,105,138 following the review and approval by RCEA staff and legal counsel; and upon full execution of each agreement, authorize the Executive Director to issue solicitations and contracts for consultant and subcontractor services to implement the RuralREN in the respective regions covered by Southern California Edison and SoCalGas funding.

10. STAFF REPORTS

10.1 Deputy Executive Director's Report

11. FUTURE AGENDA ITEMS

Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

12. CLOSED SESSION

12.1. Conference with Legal Counsel: Anticipated litigation, pursuant to Government Code Section 54956.9(d)(2).

12.2. Public Employee Performance Evaluation, pursuant to Government Code Section 54957(b)(1): Executive Director.

13. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, December 21, 2023, 3:30 p.m.

Wharfinger Building downstairs Bay Room, 1 Marina Way, Eureka, CA 95501

Online and phone participation will also be possible via Zoom.



Redwood Region Economic Development Commission
325 2nd Street, Suite 203, Eureka, California 95501
Phone 707.445.9651 Fax 707.445.9652 www.rredc.com

**REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION
Regular Meeting of the Board of Directors**

In person: Eureka City Hall, Conference Room 207, 531 K Street, Eureka CA
or via Zoom

<https://us02web.zoom.us/j/81772779829?pwd=am1yYUswQjd1bXZTL29SWnBvMDFwQT09>

Meeting ID: 817 7277 9829 Passcode: 510211
+16699006833,,81772779829#,,,,*510211# US

**November 27, 2023 at 6:30 pm PT
AGENDA**

- I. Call to Order**
- II. Approval of Agenda**
 - A. Approval of Agenda for November 27, 2023
- III. Public Input for non-agenda items**
- IV. Consent Calendar**
 - A. Approval of Minutes of the Board of Directors Meeting: October 23, 2023
 - B. Approval of Agency-wide Financials: September 30, 2023
- V. Program – Elizabeth Conner – Benefits and Challenges of Regional Housing Trust Funds**
- VI. New Business**
 - A. Possible Action to Modify RREDC Microloan Program Policy
 - B. Review of Policy Allowing Member Districts to Request Reimbursement for Mileage
- VII. Old Business**
 - A. None
- VIII. Reports – No Action Required**
 - A. Executive Director’s Report
 - B. Loan Portfolio Report: September 30, 2023
- 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 accommodation.



Cities Arcata · Blue Lake · Eureka · Ferndale · Fortuna · Rio Dell · Trinidad
Community Services Districts Humboldt · Manila · McKinleyville · Orick · Orleans · Redway · Willow Creek
Humboldt Bay Harbor, Recreation and Conservation District · Humboldt Bay Municipal Water District
County of Humboldt · Hoopa Valley Tribe · Redwoods Community College District