



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors
January 9, 2020

A. ROLL CALL

President Woo called the meeting to order at 9:00 am. She stated Director Fuller would arrive around 10:30 am. Director Rupp conducted the roll call. Directors Latt, Rupp and Woo were present. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris and Board Secretary Sherrie Sobol were present. Mr. Pat Kaspari of GHD was present for a portion of the meeting.

B. FLAG SALUTE

President Woo led the flag salute.

C. ACCEPT AGENDA

President Woo requested Item H4 be taken up when Director Fuller is present. On motion by Director Rupp, seconded by Director Latt, the Board voted 3-0 to accept the agenda.

D. MINUTES

On motion by Director Rupp, seconded by Director Latt, the Board voted 3-0 to approve the Minutes of the December 12, 2019 Regular Meeting.

E. PUBLIC COMMENT

Mr. Jerry Martini addressed the Board. He submitted his resume for the Division 3 Director position. He stated regrettably, he must withdraw his application and wished the Board well.

F. CONSENT AGENDA

Newspaper articles of local/water interest

Director Rupp pulled two articles. The first was regarding lead pipes. He inquired if the District had lead pipes. Mr. Davidsen stated there are no lead pipes in the main distribution system. Staff is reviewing some of the smaller lines but doubts they will find lead pipes.

The second article pulled was "State says damaged Shasta County dam not an emergency". The dam was damaged during storms earlier this year. Pipes were plugged with debris and covered with sediment forcing water over a spillway. Director Rupp expressed concern for watershed management and our dam given the recent fires and storms. He acknowledged that Mr. Friedenbach has been working Six Rivers Forest Service on the issue. Mr. Friedenbach confirmed he has been working with the Forest Service on watershed management and is also looking into grant funding opportunities. Mr. Davidsen stated the 2015 fires burned areas above three sides of the lake. Director Rupp stated his concerns are lessening given that after two big fires and storms, the area is in good shape overall.

On motion by Director Latt, seconded by Director Rupp, the Board voted 3-0 to accept the Consent Agenda.

G. CORRESPONDENCE

2019 Quagga Inspection Summary from Ruth Lake

Mr. Friedenbach shared the results of the 2019 Quagga inspections. He noted that the new manager, Ms. Caitlin Canale provided the report. Three watercraft were turned away due to standing water. He also provided information regarding inspection summaries for the previous five years. He stated he plans to visit the three remote inspection locations to follow up on the inspection process and qualifications of the inspectors. Director Rupp learned of software program called Basecamp which other agencies are using as part of their Quagga prevention program. He recommended the District look into it.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors
January 9, 2020

He also shared that he offered to do an orientation meeting with Ms. Canale. She will be meeting with staff here at the District soon to discuss items of mutual interest to our Districts such as Quagga Prevention, Lease Lots, and illegal water diversions.

Proposed Urban Water Conservation Reporting Regulations, comment letter

During the drought, emergency conservation measures including monthly reporting for urban water suppliers was required. The State proposes to continue this reporting. Mr. Friedenbach shared the letter he sent requesting the State Water Resources Control Board introduce flexibility in the new regulations to account for varying local water supply conditions, such as ours.

CalOES / FEMA 2019 Storm Damage Reimbursement

A reimbursement request for the Collector 2 Cable Car Shed was approved for \$149,549.00.

CalOES / FEMA 2019 Storm Damage Reimbursement

A reimbursement request for the Collector 2 Supply Line Break was approved for \$50,454.00.

H. CONTINUING BUSINESS

Water Resource Planning

Local Sales

Mr. Friedenbach stated staff is meeting with Nordic next week to discuss water quality and supply operations. Staff met with the Samoa Peninsula Stakeholder Group to further discuss peninsula infrastructure and upgrades funding. Mr. Friedenbach reiterated the District's concerns to the group regarding joining a JPA as it affects our financing ability. A progress report from the working group is scheduled to be released later this month.

Transport

No updates

Instream Flow

Mr. Friedenbach stated the process is moving forward and the District received grant reimbursement in the amount of \$158,000. President Woo stated they are currently working on refining the project description.

Cannabis affecting Mad River Watershed

Mr. Friedenbach stated he and Mr. Davidsen went to the Vivid Green site and saw the area Vivid Green is proposing to transfer to the District. The area is of similar terrain and seems to be a fair trade. He noted there are no utility right-of-ways to deal with on the property either. He shared photos with the Board.

Board Vacancy

Mr. Friedenbach stated initially, there were three applicants, however Mr. Martien withdrew his application this morning. Director Latt stated one of the applicants is a client of his and to avoid any perception of conflict, he recused himself. He commented as a member of the public that both candidates are excellent and then left the room. Mr. Friedenbach discussed next steps in the process including special meetings. Since there are only two candidates, the Board decided no special meeting was needed on January 29 at 4 pm. They agreed to keep the Special Meeting on February 26 at 3 pm to interview candidates.

Safety Incentive Reward changes

Last month, the Board requested staff bring back options regarding the safety incentive program. Staff provided five options which Mr. Friedenbach discussed. He stated he feels it is important to keep the



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors
January 9, 2020

safety incentive and prefers Option 1 which is no change to the existing program. Director Latt inquired what the preference was from Mr. Davidsen and Ms. Harris. Mr. Davidsen stated he believes the safety program has value and he is fine with leaving it as is. Having said that, he will do whatever option the Board selects. Ms. Harris stated in the past, the Eureka office staff voluntarily excluded their names from the safety drawing. She felt staff diminished their value in doing so, since they are held to the same safety standards. Option 4 to replace the safety incentive award program entirely with an employment anniversary acknowledgment award program was her idea. Director Rupp shared some graphs from the JPIA. They showed that cost wise, claims from clerical and water crew are about the same. Based on the data, he feels the program should remain as is. Director Fuller stated she did not want a take away of money and supported keeping the program as is with everyone participating. Director Rupp agreed that ALL should participate. The Board agreed to not make any changes and keep the program as is with all employees participating.

I. NEW BUSINESS

Officer and Committee Assignments

The Board decided to wait until the Division 3 Director position is filled before discussing and taking action. On motion by Director Rupp, seconded by Director Latt, the Board voted 3-0 to table the discussion until the March 2020 meeting.

LAFCo request for nomination

Mr. Friedenbach stated that LAFCo sent out a request for nominations for District Members to serve on the LAFCo board. He stated only elected officials can serve and inquired if any of the Directors were interested in being considered for nominations. No Directors expressed interest at this time.

CLOSED SESSION

The Board entered into closed session at 2:10 pm to discuss Public Employee Performance Evaluation for General Manager (pursuant to Section 54957(b)(1)).

The Board returned to Open Session At 2:35 pm. President Woo stated there was nothing to report.

Abandoned vehicles at Ruth

Mr. Friedenbach shared photos of the four abandoned vehicles on District property at Ruth. He discussed various avenues to pursue removal options as well as options to block future access to the area. Staff is requesting the Board authorize a current fiscal year budget of \$20,000 for removal of the existing abandoned vehicles and direct staff to seek recovery of funds spent from the last registered owner of the vehicles/trailer. On motion by Director Rupp, seconded by Director Latt, the Board voted 3-0 to approve staff request.

Surplus computers

Ms. Harris stated per policy, the Business Manager's desktop computer and the office laptop have been replaced. She is requesting authorization to surplus the old computer and laptop. Director Rupp inquired how the items are sold. Ms. Harris stated it is done via a closed bid process. On motion by Director Rupp, seconded by Director Latt, the Board voted 3-0 to surplus the old computer equipment.

J. REPORTS (from Staff)

1. Engineering

12kV Switchgear Replacement (\$730,832 District Match)

Mr. Kaspari stated the Notice to Proceed was signed and the work schedule should be received soon. As the Board is aware, the project bid amount is one million dollars over the grant amount. He has been in contact with CalOES/FEMA and they indicated they have additional project funds



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors
January 9, 2020

available. Although, the District has to submit a formal application for additional funding. He has not received official notice, but it looks promising.

Lazzar Easement Amendment

Mr. Friedenbach stated Mr. Lazzar agreed to an easement amendment. The District agreed to provide a “comfort letter” once the easement agreement is signed.

Collector Mainline Redundancy Hazard Mitigation Grant (\$790,570 District Match)

Mr. Kaspari reported the project was waitlisted by FEMA. Additional information was provided and the project is now progressing forward.

Reservoir Structural Retrofit Hazard Mitigation Grant (\$914,250 District Match)

Mr. Kaspari reported that FEMA staff will be looking at the project site in late January and he is hoping For Phase I approval by late spring.

TRF Generator Hazard Mitigation Grant (\$460,431 District Match)

The project has been waitlisted since December 2019 and there is no additional news.

2. Financial

Ms. Harris provided the December 2019 financial statement & vendor detail report. She stated the District is in the process of moving funds from the County to the new investment accounts as previously authorized by the Board. Director Fuller reviewed the bills and stated all was in order. On motion by Director Rupp, seconded by Director Latt, the Board voted 4-0 to approve the December financial report and vendor statement in the amount of \$247,633.84.

3. Operations

Mr. Davidsen provided the December Operations Report. Staff conducted the annual EAP call out drill per FERC requirements, as well as the 90-day DOT required inspections on commercial fleet vehicles and trailers. The safety meeting topic was Self Contained Breathing Apparatus. Additional staff training included sexual harassment prevention for staff as well as supervisors. Mr. Davidsen stated he previously made a job offer on the electrical position however, the applicant declined stating he was offered twice the pay by another employer and accepted that position. Mr. Davidsen opted to continue advertising and now has two more interviews lined up for the electrician position.

Ruth Headquarters Remodel

Mr. Friedenbach and Mr. Davidsen discussed the basic repairs needed at Headquarters and provided photos. Mr. Friedenbach stated the improvements are needed however, are not budgeted. Since the District needs to pay prevailing wages for the project, costs could be up to \$100,000. Mr. Davidsen stated he met with a local contractor and did a walk thru of the premises. He is hoping to have the estimate soon. Ms. Harris stated funds are available since the TRF Generator project is waitlisted and the Chlorine Scrubber project is not happening. Director Rupp stated the District has not maintained the place so the bills are now due. Director Latt stated there is no need to renovate to a Taj Mahal. Director Fuller stated she appreciates Director Latt’s fiscal responsibility, however insulating the outer walls and replacing thirty-year old carpet is a must. President Woo agreed and felt the costs were in line with the basic work to be done. Mr. Davidsen noted that with current permitting standards, new codes must be met which drives up the costs considerably. After additional discussion, on motion by Director Rupp, seconded by Director Fuller, the Board voted 4-0 approve a line item in the budget to improve /upgrade headquarters but with no dollar amount in the budget and directed staff to bring the item back in February for further discussion with a preliminary estimate from the contractor.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 7th Street, Eureka



Minutes for Meeting of Board of Directors
January 9, 2020

K. MANAGEMENT

1. CSDA

Mr. Friedenbach shared the Take Action Briefs. The first one stated the Governor vetoes email retention language. This is good news as the legislation would have required all public agencies to keep all emails for two years which would require additional costly electronic storage hardware and retrieval software. The second brief was regarding concerns over the PGE Public Safety Power Shutoffs (PSPS). He noted the District will be incorporating more safeguards for outages. He also stated that he checked with the Air Quality District and confirmed that during a PSPS, the District can run the Essex generator as needed since it is considered an emergency for our generator air quality permit.

2. California Website Compliance Checklist

SB 929 requires all independent special districts to maintain a website, unless the district passes a resolution claiming a hardship for a specific reason, including evidence of the hardship in a public meeting each year. Mr. Friedenbach shared a California Website Compliance Checklist and stated the District is compliant with State and Federal requirements. He brought the District website up on the screen and showed the Board the locations of all the required information so they could see the District was in compliance.

L. DIRECTOR REPORTS & DISCUSSION

1. General -comments or reports from Directors

No comments were received.

2. ACWA

Director Rupp stated he would be attending the Region 1 kick-off meeting on January 13th. He will attend the remaining Region 1 meetings via phone.

3. ACWA – JPIA

Director Rupp stated he will be attending an Executive Committee meeting on January 22nd.

4. Organizations on which HBMWD Serves: RCEA, RREDC


President Woo stated the Humboldt County Board of Supervisors voted down the Terra-Gen project and the following day was the RCEA meeting. The room was still packed with people on either side of the issue. RCEA will still buy renewable energy, it just won't be locally now. New officers will be selected at the meeting next month.

Director Latt stated there was no RREDC meeting in December due to lack of a quorum.

ADJOURNMENT

The meeting adjourned at 2:36 pm.

Attest:



Sheri Woo, President



J. Bruce Rupp, Secretary/Treasurer