



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

January 10, 2019

A. ROLL CALL

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

B. FLAG SALUTE

President Woo led the flag salute.

C. ACCEPT AGENDA

On motion by Director Rupp, seconded by Director Latt, the Board voted 4-0 to accept the agenda.

D. MINUTES

On motion by Director Rupp, seconded by Director Fuller, the Board voted 4-0 to approve the minutes of the December 10, 2018 Special Board Meeting and the December 13, 2018 Regular Board Meeting.

E. PUBLIC COMMENT

A member of the public stated he lives on Redmond Road and needs water service. Mr. Friedenbach stated that is an item to be taken up by Humboldt Community Services District (HCSD) since they are the water provider for that area. The Board assured him that the District has enough water to provide to HCSD, however it is up to HCSD as the retail water provider to determine where they have connections. The individual was provided the contact information of HCSD.

F. CONSENT AGENDA

On motion by Director Fuller, seconded by Director Latt, the Board voted 4-0 to approve the Consent Agenda.

G. CORRESPONDENCE

November 8, 2018 Minutes from Ruth Lake CSD

Mr. Friedenbach shared the minutes from Ruth Lake CSD. He notified the Board that the general manager of Ruth Lake CSD is on disability leave for the next eight months. In the meantime, former general manager Steve Canale and Business Manager Margaret Kiser have returned to assist the District.

H. CONTINUING BUSINESS

Water Resource Planning - re: water-use options under consideration (local sales, transport, and in-stream flow dedication)

Mr. Friedenbach stated there are no updates. The instream flow committee will meet soon and will report out next month. President Woo added that the committee will soon be contacting special counsel David Aladjem to discuss the next steps in filing water rights changes and dedicating a portion of the rights to instream flow.

Cannabis Grows affecting Mad River Watershed

Mr. Friedenbach shared the news articles regarding cannabis. Director Rupp inquired about the status of abandoned sites in need of cleanup. Director Latt stated Humboldt County has been



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

January 10, 2019

addressing abatement issues and according to articles in the Times-Standard over \$1.2 million has been received in abatement funds. Mr. Friedenbach stated he would check with Mr. Bauer of the Wildlife Enforcement Team for a status update.

Humboldt County Board of Supervisors re: Zoning Text Amendments and Zone Reclassifications to Implement the General Plan

Mr. Friedenbach shared the letter sent to the Board of Supervisors. The letter was based on discussion from the Special Meeting on Monday. The Board of Supervisors will discuss zoning reclassifications at the January 15, 2019 meeting.

Ordinance 22 for Public Recreation

Last month the Board directed staff to propose an ordinance governing the use of certain District properties for recreational purposes. Mr. Friedenbach shared the proposed ordinance and explained the process for adopting an ordinance. Members of the public expressed opinions for and against creating a public access site to the Mad River via District property located on Glendale Drive. Concerns included safety and parking. If there are illegal campers with dogs there now with the area being closed, the situation could worsen if the area becomes public access. Others stated there used to be several public access areas to the Mad River along Glendale Drive and this is one of the last remaining on the north side of the Mad River. Mr. Dan Berman, executive director of the Mad River Alliance stated public access to the river is a valuable resource and should be recognized as such in the purpose of the ordinance. He understands the concerns of the immediate property owner and stated Mad River Alliance is willing to do public cleanups at the Glendale Drive public access site on a regular basis. The Board discussed the concerns of the adjacent property owner and those requesting public access. They also suggested changes to the ordinance language. Director Rupp confirmed the ordinance does not apply to Ruth Lake. Director Latt stated the District wants to be a good partner in the sense of working collaboratively with the parties involved. He requested the adjacent property owner address the Board going forward if there are any issues that arise from public access. Director Fuller stated although it seems counter-intuitive, research has shown that having public access to areas actually decreases some negative behaviors compared to closed areas. On motion by Director Latt, seconded by Director Rupp, the Board voted 4-0 to direct staff to publish the revised draft notice of Ordinance 22.

Steelhead Days/Expo

The Steelhead Days expo is February 9th. Directors Fuller and Woo volunteered to staff the booth and will be available to discuss topics such as water resource planning, re-zoning concerns near the District's Ranney wells, the District's Habitat Conservation Plan and the water delivery system.

I. NEW BUSINESS

Officer and Committee Assignments

Appointment of officers and Appointment to committees and JPA Boards

At the January meeting of odd numbered years, the Board must elect a president. Mr. Friedenbach shared the current list of officers and committee assignments. Director Rupp suggested the list of officers remain the same. On motion by Director Rupp, seconded by Director Latt, the Board voted 4-0 keep the same officers, including Director Woo as President.

The Board requested the committee assignments be discussed at the February meeting when the full board is present. President Woo stated she will not be able to attend the February meeting. Mr. Friedenbach stated 2019 meeting dates will be discussed later in the meeting and the Board may want to consider changing the February meeting date at that time.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

January 10, 2019

2. CLOSED SESSION

Public Employee Performance Evaluation for General Manager (pursuant to Section 54957(b)(1)).

This was the last item discussed on the agenda. The Board entered into closed session to the discuss the performance evaluation for the general manager at 1:45 pm.

OPEN SESSION

The Board returned to open session at 2:04 pm. President Woo stated there was no reportable action.

J. REPORTS (from Staff)

Engineering (Time set for 11:00 a.m.)

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

Mr. Kaspari stated the project is complete and the Notice of Completion was filed.

Surge Tower Replacement (\$239,900 District Match)

The Surge Tower project went out to bid on January 9, 2019 and responses are due on February 12, 2019 at 3 pm.

12kV Switchgear Replacement (\$441,750 District Match)

Mr. Kaspari shared the projected timeline for the project. The design has started and the project should go out for bid in June with project completion in September. September is the end of the grant and if needed, will ask for an extension.

Collector Mainline Redundancy Hazard Mitigation Grants (\$763,000 District Match)

No news on the grant status.

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

CalOES requested additional information which was provided. No updates have been received.

Single Line Industrial Slough Crossing Hazard Mitigation Grant Application (\$679,750 District Match)

CalOES requested additional information. Response will be submitted and hopefully funding will be received.

Matthews Dam Spillway Analysis Hazard Mitigation Grant Application (\$1,666,667 District Match)- status report *

CalOES requested additional information. Response will be submitted and hopefully funding will be received.

Essex Emergency Chlorine Scrubber Hazard Mitigation Grant NOI (\$335,000 District Match)

Staff is working on the grant application and will have it ready by the mid-April due date.

Lazzar Development 27th Street

Mr. Friedenbach met with City of Arcata staff to try and find alternate routes for the utilities on the Lazzar development so they did not cross over District pipelines. The suggestions made by City of Arcata restricted the buildable area but also added a second layer of protection for the District's pipelines. Mr. Lazzar met with the City of Arcata yesterday and staff has not heard feedback



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

January 10, 2019

from that meeting. Mr. Friedenbach stated Mr. Lazzar has some angst regarding the current proposed agreement from the District. Legal Counsel has stated the District has already made concessions and does not recommend changes to the agreement.

Status report re: other engineering work in progress

Nothing to report.

Financial

Ms. Harris provided the December Financial Report. She noted that this will be the last month the report will be in this format. She and other staff will be going to Caselle training next week. She also added the February report may be a bit thin as she and staff will be still be learning the new accounting and utility billing software, however, she is very excited about the new software. Director Rupp inquired if switching software and reporting formats will cause any issues with the auditor. Ms. Harris stated no, in fact the auditor has been involved in the process along the way and has provided input as well. Since the report format will be changing, Ms. Harris requested and received Board input to provide the most meaningful report format. President Woo reviewed the bills and stated all was good. On motion by Director Rupp, seconded by Director Latt, the Board voted 4-0 to approve the December 2018 financial report and vendor statement in the amount of \$463,266.68.

Operation

Mr. Davidsen provided the December 2018 Operational Report. The bunkhouse remodel is going well. He discussed two change orders for the project and noted the change orders did not change the budget. The project should be completed in the next few months. Training for the Blue Lake SCADA monitoring is in process and going well. The USGS monitoring gauge below Essex failed. Since the federal government is currently shutdown, there is nothing that can be done with the gauge. Mr. Friedenbach stated he reached out to the USGS and inquired how the District could support them in regards to the data gauge as this is critical information for the District. The topic of the December Safety Meeting was SCBA's.

K. MANAGEMENT

1. CSDA

Mr. Joel Bauer of the West Side Cemetery District is the new president of CSDA. Mr. Friedenbach shared the list of the full CSDA Executive Committee. CSDA is also offering online ethics training at no cost until March 15, 2019.

2. Meeting dates

The Board discussed new meeting dates for the months of February, April, May and September. On motion by Director Rupp, seconded by Director Fuller, the Board voted 4-0 to approve the following new meeting dates for 2019: February 12, April 18, May16 and September 19 and also set May 30 for the Special Project Budget meeting at Essex.

3. GM Performance Evaluation Process: Policy & Procedure

Mr. Friedenbach provided draft General Manager Evaluation policy and procedure. The Policy and Evaluation committee has already reviewed them and provided feedback. The Board discussed the edits proposed. On motion by Director Rupp, seconded by Director Fuller, the Board voted 4-0 to approve the General Manager Evaluation policy and procedure as amended.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

January 10, 2019

L. DIRECTOR REPORTS & DISCUSSION

1. General -comments or reports from Directors

No comments or reports were received.

2. ACWA – JPIA

Nothing to report.

3. ACWA

Revenue Sub Committee

Director Rupp chaired the meeting of the Revenue Subcommittee. He shared his notes from the meeting. There were no questions.

4. Organizations on which HBMWD Serves: RCEA, RREDC

President Woo reported out on the RCEA meeting. She stated she plans to stay on the RCEA finance committee but will step down as the president at the next meeting.

The RREDC December meeting was cancelled for lack of quorum.

ADJOURNMENT

The meeting adjourned at 2:06 pm.

Attest:

Sheri Woo, President

J. Bruce Rupp, Secretary/Treasurer

