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# Humboldt Bay Municipal Water District Board of Directors Handbook

**Governance, Orientation & Reference Manual**

December 2026

Board Meetings: Second Thursday of each month – 1:00 p.m.

District Office: 828 Seventh Street, Eureka, CA 95501
Main Phone: (707) 443-5018
Website: www.hbmwd.com

**PURPOSE** *Humboldt Bay Municipal Water District safeguards and sustainably delivers clean and reliable water to our community while protecting our natural resources and providing a resilient water supply for present and future generations.*

**VISION** *An innovative and future-ready water system that equitably and reliably delivers water while enhancing environmental stewardship and community well-being.*

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## Welcome

### *Welcome from the Board Vice-President*

Welcome to the Humboldt Bay Municipal Water District Board of Directors. On behalf of your fellow Board members, thank you for stepping forward to serve our community.

Serving as a Director is both a privilege and a responsibility. We make decisions that ultimately protect a water supply that tens of thousands of people depend on every day. One on-going responsibility is to read the monthly Board packets and prepare for the monthly meeting. Other responsibilities include working in subcommittees, representing the District in the public (for example, public meetings and reporters' interviews), and supporting our General Manager.

I encourage you to use this handbook, ask questions freely, and lean on the General Manager, District Counsel, your fellow Directors, and Board President as you learn more about the District. I look forward to working alongside you.

Sherri Woo, Board Vice-President

## *Welcome from the General Manager*

Dear Director,

Welcome to the Board of Directors of the Humboldt Bay Municipal Water District. On behalf of the District staff, I am pleased to provide you with this onboarding packet as you begin your service to our community.

The District was formed to provide a reliable, high-quality wholesale water supply to the Humboldt Bay region. Today we serve approximately 94,000 residents through seven municipal customers across Humboldt and Trinity Counties, drawing our water solely from the Mad River (Baduwa't). A staff of roughly 30 dedicated professionals operates and maintains the R.W. Matthews Dam, storage, hydroelectric, treatment, and transmission facilities that make this possible. As a member of the Board, you now hold a central role in the stewardship of that system and the watershed that sustains it.

This packet is designed to help you step into that role with confidence. It contains an overview of the District's history, organization, and finances; a summary of the Board's governance responsibilities and how meetings are conducted; background on our water rights, facilities, and current initiatives; and the key policies and legal obligations that frame our work under the Brown Act and other governing law. I encourage you to read through it at your own pace and to keep it as a reference throughout your term.

The work ahead is substantial. We are advancing major infrastructure and watershed resilience efforts while balancing the interests of our customers, our regulatory obligations, and our partnerships across the region, including our government-to-government relationships with area Tribes. Your judgment and perspective will help guide those decisions.

Please know that I and the entire staff are here to support you. I welcome the opportunity to meet with you individually to answer questions, walk through any part of this material, and discuss the issues most relevant to your service. Do not hesitate to reach out to me directly at gm@hbmwd.com or 707-443-5018.

Thank you for your willingness to serve. I look forward to working with you.

Sincerely,

Michiko Mares, P.E.
General Manager

## *Purpose of this Handbook*

This handbook is designed to be used as both an orientation guide for newly elected and appointed Directors and an ongoing reference for current Board members. Directors are encouraged to use it throughout their service whenever questions arise regarding governance, District operations, Board procedures, legal responsibilities, and District resources.

This handbook is intended to equip newly elected and appointed Directors with the knowledge and context needed to govern effectively. It serves as both an orientation guide and an ongoing reference, providing practical information about the District, Board responsibilities, governance practices, legal obligations, strategic priorities, and key resources that support informed decision-making.

## *How to Use This Handbook*

As members of the Humboldt Bay Municipal Water District Board of Directors, we are committed to serving our communities with integrity, transparency, respect, and accountability. We recognize our responsibility to make informed decisions that protect public resources, preserve the District's long-term sustainability, and uphold the public's trust.

We value collaboration, thoughtful leadership, environmental stewardship, fiscal responsibility, and respectful dialogue. Our decisions today help shape the future of the communities we serve, and we remain committed to leadership that reflects sound judgment, ethical conduct, and responsible stewardship for current and future generations.

## Director Quick Reference

This handbook is designed to orient newly elected and appointed Directors and to serve as an ongoing reference for current Board members. It explains the District’s governance structure, legal responsibilities, operations, regulatory environment, strategic priorities, and annual Board responsibilities.

# Chapter 1 – District Overview

## *Purpose*

Humboldt Bay Municipal Water District safeguards and sustainably delivers clean and reliable water to our community while protecting our natural resources and providing a resilient water supply for present and future generations.

## *Vision*

An innovative and future-ready water system that equitably and reliably delivers water while enhancing environmental stewardship and community well-being.

## *About the District*

The Humboldt Bay Municipal Water District (HBMWD) provides high-quality wholesale drinking water to municipal customers throughout the greater Humboldt Bay region while responsibly managing the District's watershed, water treatment, transmission pipelines, and hydroelectric facilities.

## *What We Do*

HBMWD's responsibilities extend well beyond supplying drinking water. The District:

- Collects and stores water from the upper Mad River (Baduwa't) watershed.
- Operates and maintains Ruth Lake and Matthews Dam.
- Treats and delivers safe, reliable drinking water to municipal customers.
- Generates renewable hydroelectric power.
- Maintains water transmission pipelines and related infrastructure.
- Protects watershed resources and environmental quality.
- Plans and implements long-term capital improvement projects.
- Coordinates with local, state, and federal regulatory agencies.
- Prepares for emergencies to ensure reliable water service.

## *Fast Facts*

- Established: 1956
- Eureka Office and Board Room: 828 Seventh Street, Eureka, California
- Primary Water Source: Ruth Lake / Mad River (Baduwa't) Watershed
- Major Facilities: R.W. Matthews Dam, Ruth Lake, Hydroelectric Facilities, Ranney Collector Wells, Operations Center, Water Treatment Plant/Turbidity Reduction Facility (TRF), Transmission Pipeline System, out-of-service Non-Potable (Industrial) Pipeline System
- Governed by a five-member elected Board of Directors
- Chief Executive: General Manager
- Employees: 28 FTE and 5 Board Members
- Board Meetings: Second Thursday of each month (unless otherwise noticed)

### *Service Area*

HBMWD provides wholesale water service to municipal water systems throughout the Humboldt Bay region. These agencies distribute treated water to homes, businesses, schools, healthcare facilities, and other customers within their individual service areas.

### *Water Supply System*

The District's water system begins in the Mad River (Baduwa't) watershed and is centered around Ruth Lake, the District's primary water storage reservoir. Water released from Ruth Lake passes through R.W. Matthews Dam penstock and/or spillway and is conveyed to the Ranney Collector Wells and Water Treatment Plant, where it is treated to meet all federal and state drinking water standards before entering the transmission system.

From there, treated water is delivered to municipal customers for distribution to their communities.

### *Hydroelectric Generation*

HBMWD also operates hydroelectric facilities that generate renewable energy using water released through R.W. Matthews Dam penstock. Revenue from hydroelectric operations helps support District operations and contributes to the efficient management of public resources.

### *Major Facilities*

The District owns and maintains numerous critical facilities, including:

- Ruth Lake Reservoir
- R.W. Matthews Dam
- Water Treatment Plant/Turbidity Reduction Facility (TRF)
- Transmission Pipelines
- Hydroelectric Facilities
- Pump Stations
- Maintenance Facilities
- Administrative Offices

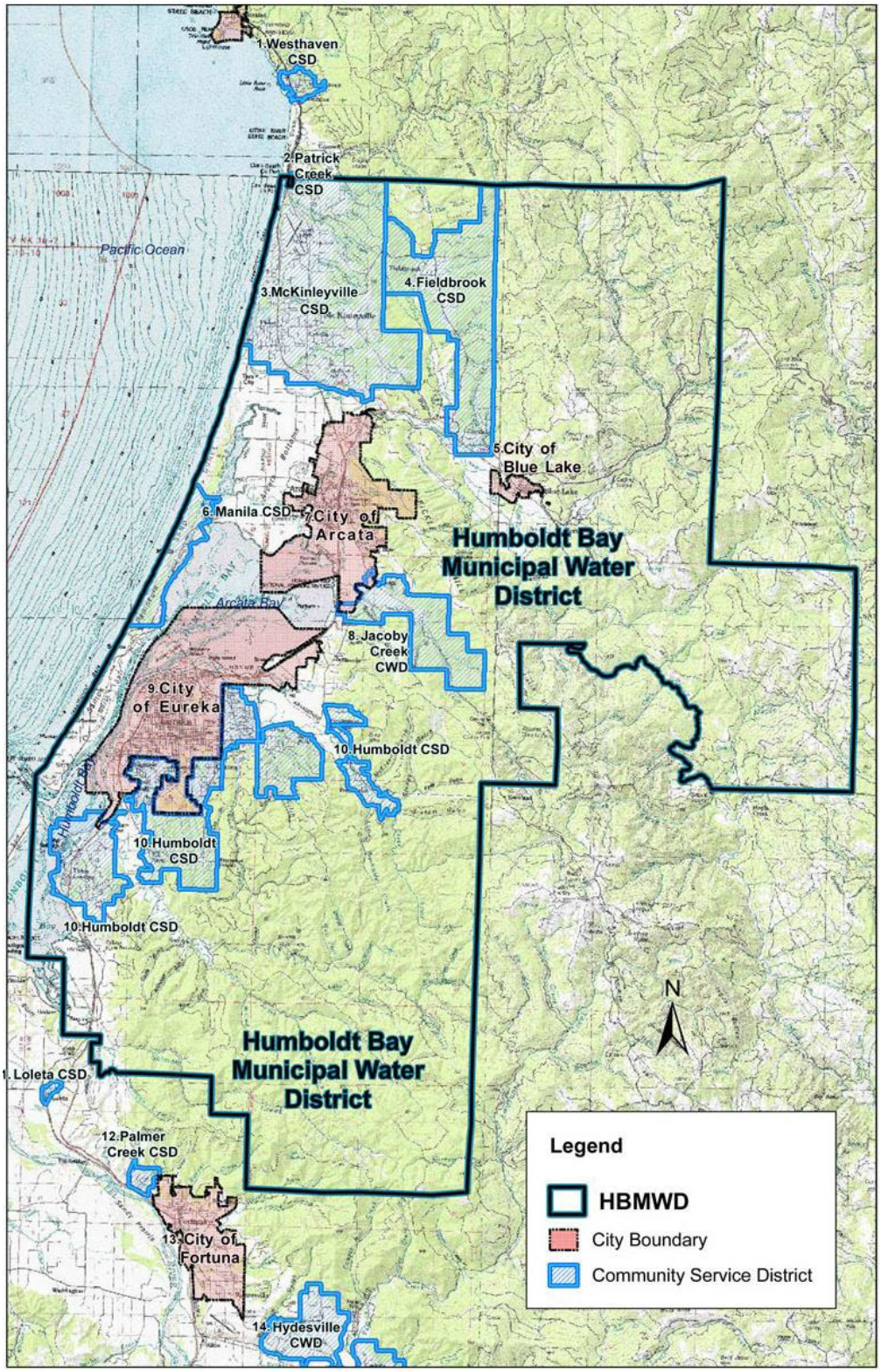


*Figure 1: Humboldt Bay Municipal Water District LAFCO Boundary*

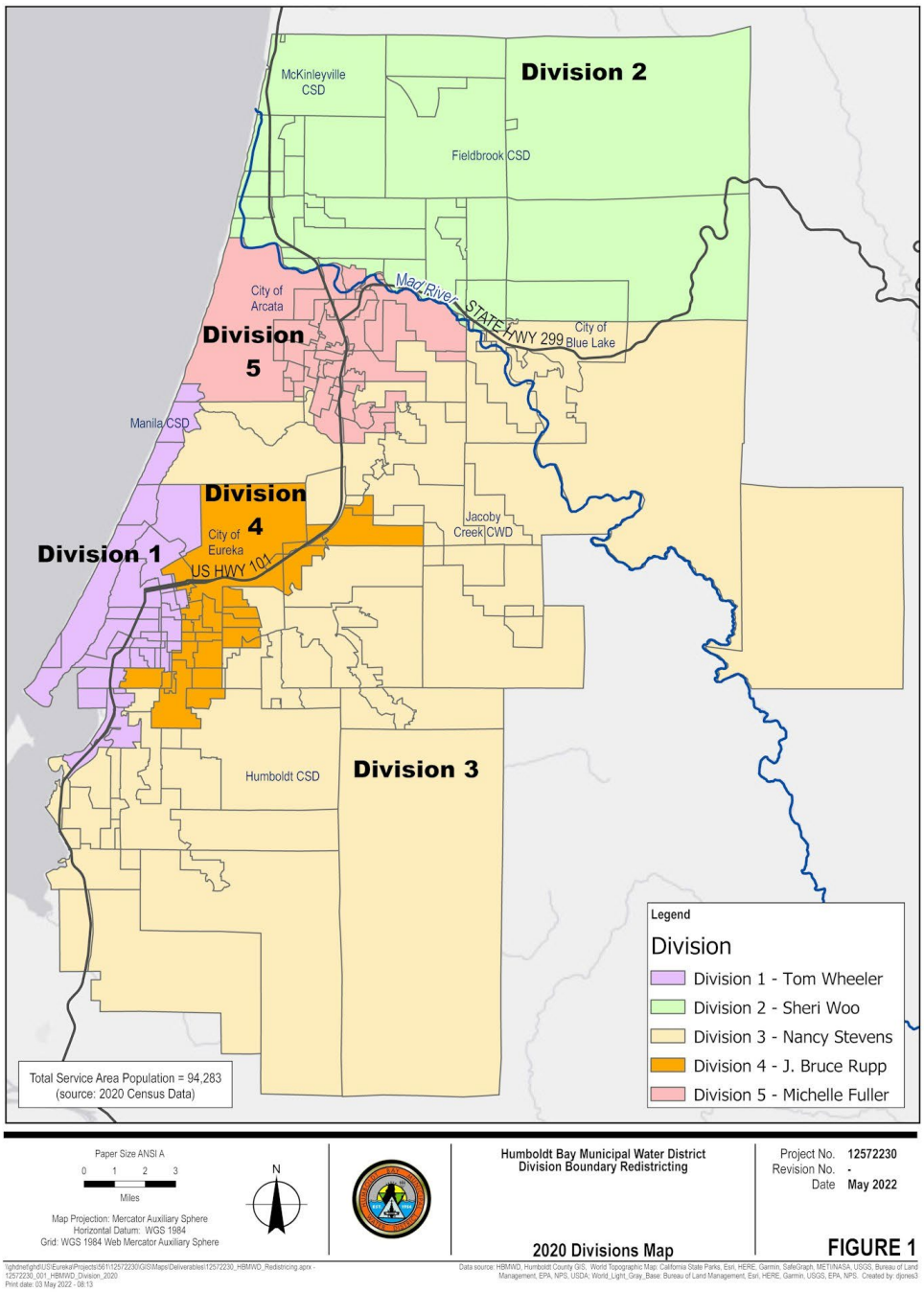


*Figure 2: District Division Boundaries*

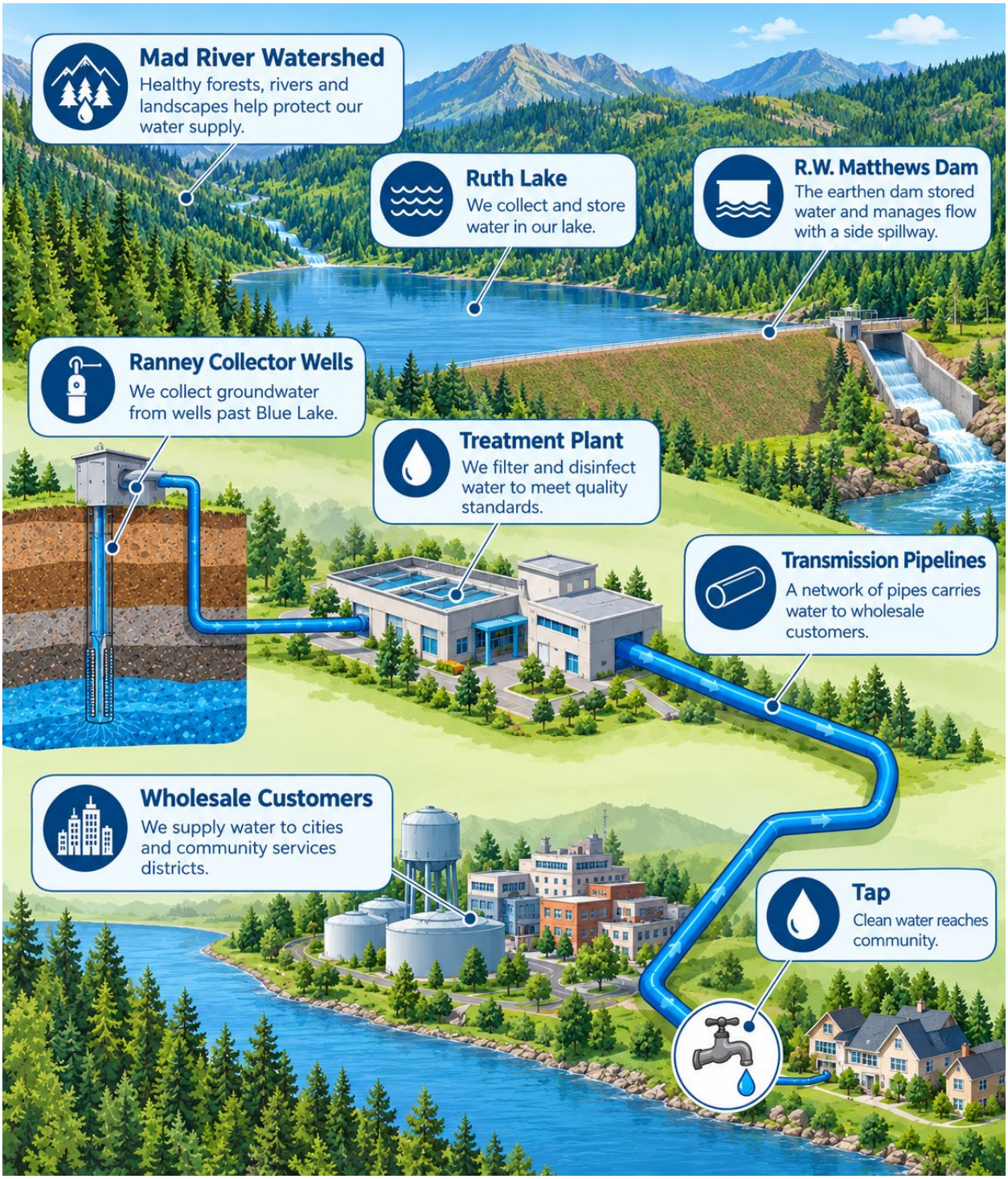


*Figure 3: District Water Supply System (Chatgpt)*

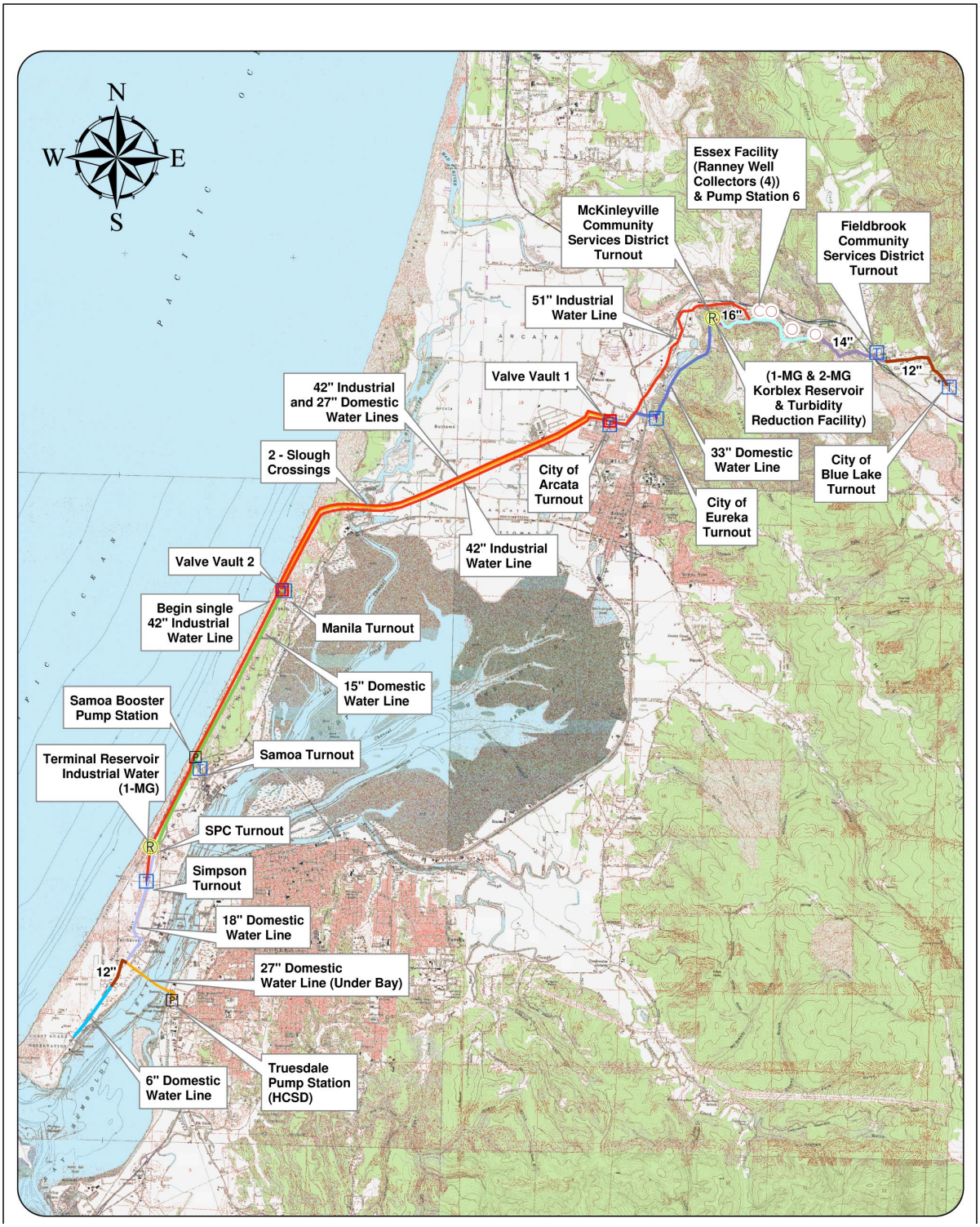


*Figure 4: District Major Facilities*

### *Environmental Stewardship*

HBMWD is committed to protecting the natural resources that support the region's water supply. The District works collaboratively with regulatory agencies, Tribal governments, local partners, and environmental organizations to protect fisheries, improve watershed resilience, maintain dam safety, and promote responsible resource management.

### *Strategic Priorities*

The Board's Strategic Plan establishes the District's priorities and guides decision-making. Current priorities generally include:

- Goal A – Infrastructure and Assets
- Goal B – Watershed and Environmental Stewardship
- Goal C – Regulatory Compliance
- Goal D – Water Supply and Reliability
- Goal E – Governance and Organization

## Chapter 2 – Board Governance

The Humboldt Bay Municipal Water District Board of Directors is the governing body of the District. The Board establishes policy, adopts budgets, sets the District's strategic direction, approves major agreements, and ensures that the District fulfills its legal and fiduciary responsibilities. While each Director brings unique experience and perspective, the Board acts as a single governing body. Individual Directors have authority only when acting collectively at a properly noticed meeting.

**Board-Adopted Policies**

The District's adopted policies provide guidance regarding Board governance, responsibilities, and District operations. Until the complete Policy Handbook is published, Directors may reference the following Board meeting packets containing the adopted policy sections:

| Policy Section | Date Approved | Agenda Item | Board Meeting Packet |
|---|---|---|---|
| Section 1000 – General Policies | November 13, 2025 | 5.1 | View Board Packet |
| Section 3500 – Health, Safety & Security | September 10, 2026 | 5.2 | View Board Packet |
| Section 4000 – Board of Directors | November 13, 2025 | 5.1 | View Board Packet |

### *Purpose of the Board*

The Board's primary responsibility is governance. Governance focuses on long-term planning, policy development, financial stewardship, risk management, and ensuring the District continues to meet its purpose and to strive to meet its vision.

### *Governance vs. Management*

One of the most important concepts for a new Director is understanding the distinction between governance and management. The Board determines 'what' the District should accomplish by establishing policies and strategic priorities. The General Manager determines 'how' those objectives will be achieved through daily operations and supervision of staff.

| Board of Directors | General Manager |
|---|---|
| Adopts policies | Implements Board policies |
| Approves annual budget | Administers the budget |
| Approves major contracts | Manages contracts and operations |
| Evaluates the General Manager | Supervises District employees |
| Sets strategic direction | Provides recommendations and executes Board direction |

### *Role of an Individual Director*

Directors represent the interests of the public and the District as a whole. Outside of Board meetings, individual Directors do not direct employees, authorize expenditures, or commit the District to a course of action. Questions regarding operations or requests for information should generally be directed through the General Manager.

### *Role of the Board President*

The Board President presides over meetings, works with the General Manager to develop agendas, facilitates effective discussion, appoints committees as authorized, and serves as the Board's primary spokesperson when appropriate.

### *Role of the Board Secretary*

The Board Secretary supports the Board by preparing agendas and Board packets, maintaining official records, coordinating meetings, managing Board correspondence, tracking required filings and training, and assisting Directors with administrative matters.

### *Role of the General Manager*

The General Manager serves as the District’s Chief Executive Officer and is responsible for the administration of all District operations, personnel, finances, and implementation of Board policy. The Board’s primary employee relationship is with the General Manager.

### *Board Committees*

The Board may establish standing or ad hoc committees to study specific issues and make recommendations. Committees do not take final Board action unless specifically authorized.

### *Working with District Counsel*

District Counsel provides legal advice to the Board and General Manager, assists with Brown Act and Public Records Act compliance, reviews legal documents, and represents the District in legal

matters. To facilitate the efficient and coordinated use of legal services, Directors should generally direct requests for legal assistance through the General Manager or Board President. However, Directors may contact District Counsel directly regarding potential conflicts of interest, legal compliance concerns, or other matters where such coordination would be inappropriate.

## *Director Expectations*

- Prepare for meetings by reading the Board packet.
- Attend meetings regularly and participate respectfully.
- Ask questions that support informed decision-making.
- Disclose conflicts of interest.
- Maintain confidentiality when required.
- Complete required training.
- Support Board decisions once adopted.

## *Board Governance Checklist*

**Before each meeting:**

- Read the Board packet.
- Review staff recommendations.
- Identify any questions for the General Manager and, when practicable, submit them in advance of the meeting to allow staff sufficient time to prepare a response..
- Identify any potential conflicts of interest.

**During the meeting:**

- Participate respectfully.
- Ask clarifying questions.
- Focus on policy and governance.
- Vote in the best interests of the District.

**After the meeting:**

- Follow through on assignments.
- Review adopted actions.
- Continue learning about District programs.

## *Board Governance Director Tips*

- Every Board decision should support the District's purpose, protect public resources, and consider the long-term interests of the communities served.
- Good governance starts with preparation. Reading the Board packet before each meeting and asking clarifying questions helps the Board make informed decisions and allows staff to provide complete, accurate information.

## Chapter 3 – Legal & Ethical Responsibilities

As a member of the Humboldt Bay Municipal Water District (HBMWD) Board of Directors, you are entrusted with serving the public in accordance with applicable laws and the highest ethical standards. Directors act collectively as the governing body and are expected to exercise sound judgment, transparency, accountability, and professionalism.

### *Serving as a Public Official*

Individual Directors have authority only when acting collectively as the Board during a properly noticed meeting. Directors should act in the best interests of the District, avoid conflicts between personal and public interests, and support the Board's adopted decisions. Directors may express their individual views on District matters but should not represent those views as the official position of the District or speak on the District's behalf unless authorized by collective action of the Board.

### *The Brown Act*

California's Ralph M. Brown Act ensures that District business is conducted openly. Directors should avoid serial meetings, reply-all emails regarding District business, or other communications that could create an unlawful collective concurrence. Closed session discussions are confidential unless officially reported out. District Counsel is available to provide Brown Act training.

### *Conflict of Interest*

HBMWD's Conflict of Interest Code and the California Political Reform Act require Directors to disclose financial interests and recuse themselves when required. When uncertain, consult District Legal Counsel before participating in discussion or voting.

### *Form 700*

Directors must timely file Statements of Economic Interests (Form 700) upon assuming office, annually, and when leaving office. District staff will provide filing reminders and assistance.

### *Required Training*

Directors are required to complete AB 1234 Ethics Training and Sexual Harassment Prevention Training every two years. Directors must also complete at least two hours of fiscal and financial training under Government Code §§ 53238–53238.3 (SB 827), covering financial management, budgeting, financial reporting, audits, and fiscal oversight. Directors who begin service on or after January 1, 2026, must complete their initial fiscal and financial training within six months of beginning service. Directors serving before January 1, 2026, must complete the training before January 1, 2028, unless their term of office ends before January 9, 2028. Thereafter, fiscal and financial training must be completed at least once every two years.

**Training Resources:**

- **AB 1234 Ethics Training:** Fair Political Practices Commission (FPPC) – Free Online Training
- **Sexual Harassment Prevention Training:** California Civil Rights Department – Free Online Training
- **SB 827 Fiscal and Financial Training:** California Special Districts Association (CSDA) – Board Member Resources
- **Additional Ethics Training Resources:** California Attorney General – Ethics Training
  **Additional Training Opportunities:** California Special Districts Association (CSDA) – Training and Education

### *Public Records Act*

Emails, text messages, and other communications concerning District business may be public records, even when created or stored on personal devices. Conduct District business accordingly.

### *Confidential Information*

Closed session discussions, attorney-client communications, personnel matters, pending litigation, and certain security information must remain confidential.

### *Director Code of Conduct*

Directors are expected to prepare for meetings, treat others respectfully, maintain confidentiality, complete required training, and conduct themselves in a manner that promotes public confidence.

### *Legal & Ethical Responsibility Director Tips*

- Avoid using "Reply All" on Board emails discussing District business.
- Ask Legal Counsel about potential conflicts before the meeting whenever possible.
- Remember: the Board sets policy; the General Manager manages operations.
- Assume written communications regarding District business may become public records.

### *End of Chapter 3 Checklist*

☐ Understand Brown Act requirements
☐ Understand Conflict of Interest rules
☐ Know Form 700 filing requirements
☐ Complete required ethics, harassment prevention training, and fiscal and financial training
☐ Understand Public Records Act responsibilities
☐ Understand confidentiality obligations
☐ Understand the distinction between governance and management

## Chapter 4 – District Operations

The General Manager and District staff carry out the day-to-day work of storing, collecting, treating, and delivering water, maintaining critical infrastructure, and supporting the Board's policy direction. This chapter gives Directors a working picture of how the District operates.

## *Organizational Structure*

The General Manager oversees the District's staff of approximately 28 employees, organized around core functions including administration, operations and maintenance, engineering, and finance. Department heads report to the General Manager, who in turn reports to the Board.

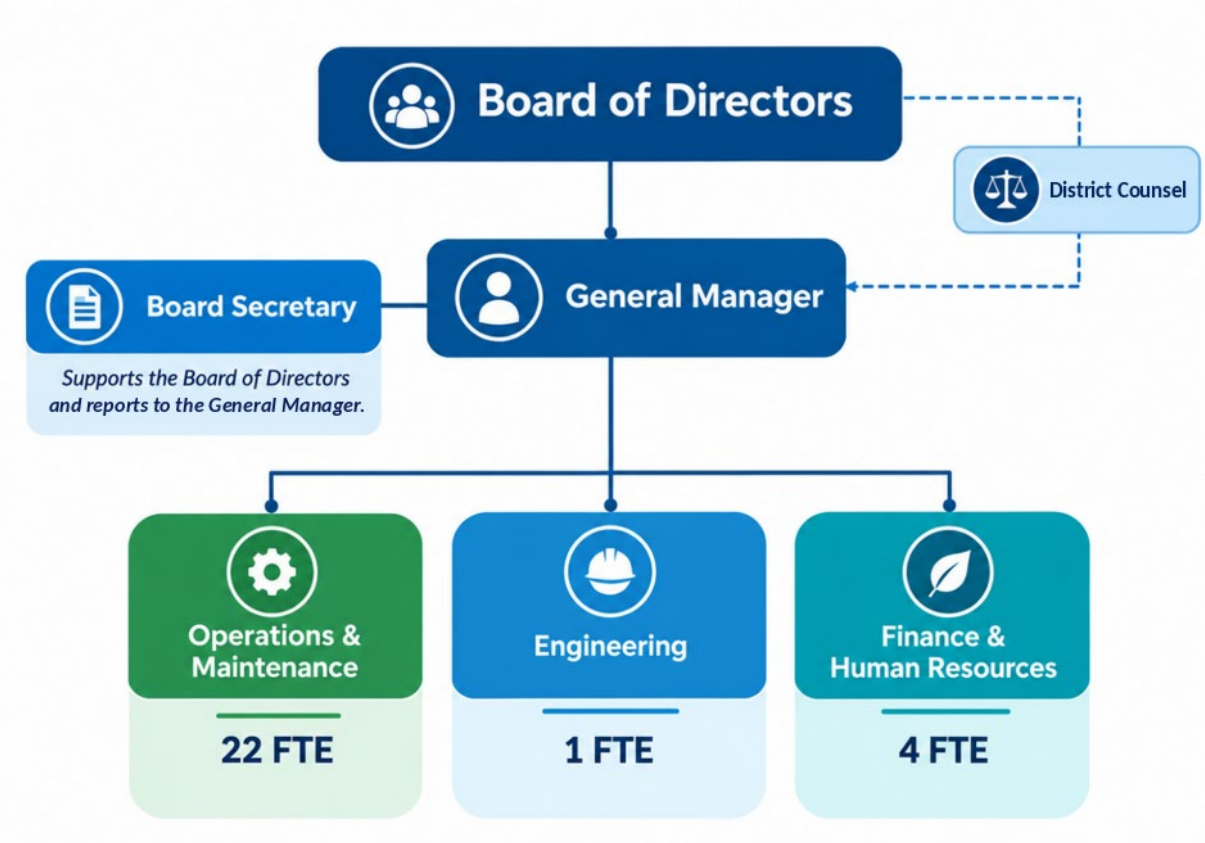


*Figure 5: District Organization Chart.*

## *Water Supply and Treatment Operations*

The District's primary water source is the Mad River (Baduwa't) watershed. Water stored behind R.W. Matthews Dam at Ruth Lake is released downstream and collected by Ranney wells located in the Mad River west of the City of Blue Lake and northeast of the City of Arcata, which draw water from the sand and gravel aquifer beneath the riverbed. Treated water meets all applicable U.S. Environmental Protection Agency (USEPA) and California State Water Resources Control Board, Division of Drinking Water (DDW) standards before it enters the transmission system.

## *Wholesale Municipal Customers*

HBMWD operates almost exclusively at the wholesale level, supplying treated drinking water to seven public agencies, which in turn serve residents, businesses, and industries in their own

service areas. A strong working relationship with these customer agencies is central to the District's mission. The wholesale municipal customers are:

- City of Arcata
- City of Eureka
- City of Blue Lake
- Fieldbrook Glendale Community Services District
- Humboldt Community Services District
- Manila Community Services District
- McKinleyville Community Services District

The District also serves a small number of retail customers directly, primarily in the West End Road, Arcata Bottoms, and Samoa areas.

### *Infrastructure and Asset Management*

The District's infrastructure includes R.W. Matthews Dam and Ruth Lake, a hydroelectric powerhouse, diversion and pumping facilities on the Mad River, storage and treatment facilities, transmission pipelines, and pump stations. Ongoing capital planning and asset management, including periodic seismic, structural, and condition assessments, helps the District prioritize maintenance and replacement projects and manage infrastructure risk over the long term.

### *Public Access Facilities*

The District maintains public day-use areas on District-owned land adjacent to the Mad River, including Parks 1 and 4, which are open to the public during daylight hours and provide recreational access to the river and surrounding area.

The District also owns and operates R.W. Matthews Dam, located at Ruth Lake, where recreational facilities and activities are managed by the Ruth Lake Community Services District (RLCSD). These public access and recreational areas provide opportunities for community use while supporting the District’s ongoing stewardship of its water supply and natural resources.

### *Emergency Preparedness*

The District maintains emergency response plans to ensure reliable water service during natural disasters, dam safety incidents, wildfire, or other emergencies. Directors should be familiar with the District's role during a declared emergency and how the Board may be called upon to act.

The District’s Emergency Response Plan generally addresses the following elements:

- Strategies and resources to improve resilience, including emergency response and incident command roles and responsibilities and coordination with the Office of Emergency Services, external emergency response partners, critical customers, local service providers, and the media and public.

- Plans and procedures to response to malevolent acts and natural hazards, including Incident-Specific Response Procedures (ISRPs) for earthquake, wildfire, extended power outages, source water contamination, water supply contingency plans, harmful algal blooms, cybersecurity incidents, flooding, tsunami, disinfection failure, landsliding, and severe winter storms and extreme weather;
- Actions to mitigate the impacts of such acts and hazards; and,
- Strategies to detect such acts and hazards.

### *End of Chapter 4 Checklist*

☐ Understand the District's organizational structure
☐ Understand the water supply and treatment process
☐ Know the District's seven wholesale municipal customers
☐ Understand the District's major infrastructure assets
☐ Understand the District's role during a declared emergency

## Chapter 5 – Regulatory Agencies

HBMWD operates within a layered regulatory framework covering dam safety, hydropower, water rights, drinking water quality, environmental protection, hazardous materials, air quality, and public agency ethics and transparency. Understanding the key agencies below helps Directors follow staff reports and ask informed questions.

### *Primary Regulators*

#### *Dam Safety and Hydropower*

### *Federal Energy Regulatory Commission (FERC)*

Because the District generates hydroelectric power at R.W. Matthews Dam, it holds a FERC license (Project No. P-3430). FERC is the lead dam safety regulator for the dam under 18 CFR Part 12. The District submits an annual Dam Safety Surveillance and Monitoring Report (DSSMR), maintains an Emergency Action Plan (EAP) that is tested and updated each year, and responds to findings from FERC's dam safety inspections. An independent consultant performs a Part 12D comprehensive assessment and Part 12D periodic inspection of the dam on a rotating 5-year cycle.

### *California Division of Safety of Dams (DSOD)*

DSOD, a division of the California Department of Water Resources, provides state oversight of dam safety for R.W. Matthews Dam. DSOD inspects the dam annual, reviews surveillance and monitoring data, and charges an annual dam safety fee. DSOD coordinates with FERC so that state and federal requirements are consistent.

### *California Governor's Office of Emergency Services (Cal OES)*

State law requires the owner of a state-regulated dam to have an EAP and inundation maps showing areas that would flood if the dam failed. DSOD reviews and approves the inundation maps. After DSOD approves the maps, Cal OES reviews and approves the District's EAP for the state, separately from FERC's review.

## *Water Rights and Water Supply Planning*

### *State Water Resources Control Board – Division of Water Rights*

The Division of Water Rights administers California's system of surface water rights. It issues and enforces the permits and licenses that allow the District to divert and store water from the Mad River, including the right used for hydropower at R.W. Matthews Dam, and it sets the standards for measuring and reporting diversions. Each year the District submits a report for each water right, with hourly diversion and storage data from each registered measuring device. Provisional diversion data are posted on the District's website weekly.

### *California Department of Water Resources (DWR)*

DWR oversees statewide water supply planning. The District submits an Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) to DWR every five years, and an Annual Water Supply and Demand Assessment (AWSDA) each year. Board adoption of the UWMP and WSCP are required before they are submitted.

## *Drinking Water*

### *U.S. Environmental Protection Agency (USEPA)*

USEPA sets the federal Safe Drinking Water Act standards that DDW implements in California. USEPA also directly regulates two District programs: the America's Water Infrastructure Act (AWIA), which requires the District to certify a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) every five years; and the Spill Prevention, Control, and Countermeasure (SPCC) rule for oil storage at the Essex facility.

### *State Water Resources Control Board – Division of Drinking Water (DDW)*

DDW regulates public water systems in California. It issues the District's domestic water supply permit, sets drinking water standards and monitoring schedules, and inspects the water system. Each year the District submits an electronic Annual Report (eAR) on system operations and water quality, and a Consumer Confidence Report (CCR) summarizing drinking water quality for its retail customers. Through DDW's online SAFER Clearinghouse, the District also reports monthly source production and water supply and demand data, and files an Annual Inventory Report.

## *Environmental Protection*

### *California Department of Fish and Wildlife (CDFW)*

CDFW protects fish, wildlife, and their habitat, including the Mad River. Work that affects the bed, bank, or channel of the river requires a Lake or Streambed Alteration Agreement from CDFW. The District operates under a Long-Term Lake or Streambed Alteration Agreement (LTSAA) covering ongoing District activities along the river, which also requires a Spill Prevention Plan and staff training. CDFW also oversees the District's Aquatic Invasive Species Prevention Plan for Ruth Lake. Each year the District reports to CDFW on any changes in Ruth Lake's vulnerability, monitoring results, and the prevention measures carried out. Through its Office of Spill Prevention and Response (OSPR), CDFW is also the state's lead agency for responding to oil spills, including inland spills, and overseeing their cleanup.

### *National Marine Fisheries Service (NMFS)*

NMFS, also known as NOAA Fisheries, administers the federal Endangered Species Act for salmon and steelhead. Chinook salmon, coho salmon, and steelhead in the Mad River are listed as threatened. The District's Mad River operations are covered by its 2004 Habitat Conservation Plan (HCP) and the Biological Opinion and Incidental Take Permit (ITP) NMFS issued for it in 2005. NMFS also issued a 2022 Biological Opinion on the District's USACE Section 404 permit for maintenance in the Mad River, which also covers listed eulachon. The District prepares reports for each Biological Opinion that summarize the Mad River activities that occurred during the year, whether any take (harm) of listed fish occurred, fish relocation and monitoring results and submits them to NMFS annually.

### *U.S. Fish and Wildlife Service (USFWS)*

USFWS administers the federal Endangered Species Act for listed species not covered by NMFS, such as the northern spotted owl. It also enforces the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act. Before a federal agency approves or funds a District action that could affect these species, such as tree removal or vegetation management near Ruth Lake, it must consult with USFWS.

### *U.S. Army Corps of Engineers (USACE)*

USACE regulates the placement of fill or dredged material in rivers, streams, and wetlands under Section 404 of the Clean Water Act. The District holds a USACE Section 404 permit for its maintenance activities in the Mad River. NMFS reviewed this permit in its 2022 Biological Opinion, which sets the annual reporting requirements described under NMFS above. Section 404 permits also require a water quality certification from the Regional Water Board.

### *North Coast Regional Water Quality Control Board (NCRWQCB)*

The Regional Water Board is the regional arm of the SWRCB. It regulates discharges to surface water and groundwater in the North Coast region, including discharge permits, water quality

certifications for in-river construction, and construction stormwater permits. The District holds two Regional Water Board water quality certifications: one for R.W. Matthews Dam/Ruth Lake operations and one for the Essex facility on the Mad River. Each requires an annual monitoring report covering the year's activities, material removed, turbidity measurements, the best management practices (BMPs) used to control turbidity, and before-and-after photos.

### *Hazardous Materials and Air Quality*

#### *Humboldt County and Trinity County Certified Unified Program Agencies (CUPAs)*

Each county's environmental health department serves as the local CUPA. The CUPAs regulate hazardous materials storage and aboveground petroleum tanks. The District has four CUPA-regulated facilities: Essex, the Turbidity Reduction Facility (TRF), Ruth Hydroplant, and Ruth Headquarters. The District efiles a Hazardous Materials Business Plan (HMBP) for each facility through the California Environmental Reporting System (CERS): Essex and the TRF are tracked under the same CERS ID in Humboldt County, and Ruth Headquarters and the Hydro Plant under separate CERS IDs in Trinity County.

#### *California Department of Toxic Substances Control (DTSC)*

DTSC regulates the management and disposal of hazardous waste in California. The District maintains records of hazardous waste generated and disposed of throughout the year. The District is required to complete DTSC's Electronic Verification Questionnaire (eVQ) annually. The eVQ keeps the District's hazardous waste generator record current and documents that manifested, consolidated, and unmanifested waste were disposed of properly. If the District generates five tons or more of hazardous waste at any one site in a calendar year, it must also pay a Hazardous Waste Generation and Handling Fee, which the California Department of Tax and Fee Administration (CDTFA) collects for DTSC.

#### *North Coast Unified Air Quality Management District (NCUAQMD)*

NCUAQMD regulates air emissions in Humboldt, Del Norte, and Trinity Counties. The District holds NCUAQMD permits for its diesel-powered emergency and portable generators and pumps. The District's Emission Inventory Reports summarize emission information, including hours of use and amount of fuel consumed, and are submitted to NCAQMD annually.

#### *California Air Resources Board (CARB)*

CARB sets statewide air quality rules. The District reports its off-road diesel equipment fleet to CARB under the In-Use Off-Road Diesel Vehicle Regulation, and each year attests to the accuracy of that inventory through CARB's Diesel Off-Road Online Reporting System (DOORS). The District's on-road diesel trucks are subject to CARB's Clean Truck Check program under the Heavy-Duty Inspection and Maintenance (HD I/M) Regulation. The District must keep an accurate list of the trucks covered and have each one tested and certified on a regular schedule.

## *Associations & Other Agencies*

### *Fair Political Practices Commission (FPPC)*
The FPPC administers the Political Reform Act, including Form 700 filing requirements and AB 1234 ethics training standards discussed in Chapter 3.

### *U.S. Energy Information Administration (EIA)*
EIA is a statistical agency, not a regulator. The District reports its hydroelectric generating capacity and annual power generation on Forms EIA 860 and 923 and submits them to the EIA annually.

### *California Energy Commission (CEC)*
The CEC is California's primary energy policy and planning agency. Its role for the District is data collection, not regulation: it gathers generation data from power plants statewide for energy planning. The District reports its generation from its hydroelectric plant on Form CEC-1304 and submits it to the CEC annually.

### *Federal Communications Commission (FCC)*
The FCC licenses the use of radio frequencies. The District holds a FCC radio licenses to allow for telemetry and SCADA data collection.

### *Agency Associations*
While not regulators, the California Special Districts Association (CSDA), Association of California Water Agencies (ACWA), and California Rural Water Association (CRWA) provide training, technical assistance, resources, and legislative advocacy that support the District's regulatory and operating environment. HBMWD is a member of these organizations and participates in training, professional development, technical assistance, and advocacy related to special districts and water agencies.

### *End of Chapter 5 Checklist*
☐Understand FERC's role in regulating the District's hydroelectric operations and dam safety at R.W. Matthews Dam
☐Understand how FERC, DSOD, and Cal OES share oversight of dam safety and emergency planning, including DSOD's review of the inundation maps and Cal OES's review of the EAP
☐Understand the SWRCB Division of Water Rights' role in the District's water rights and diversion reporting
☐Understand DWR's role in water supply planning, and the Board's adoption of the UWMP and WSCP
☐Understand DDW's role in permitting the District's drinking water system, and the CCR, eAR, and SAFER reports the District submits
☐Understand USEPA's role in setting drinking water standards and overseeing AWIA and SPCC requirements

☐Understand how CDFW, NMFS, and USFWS protect fish and wildlife in the Mad River and Ruth Lake, including the District's HCP, Streambed Alteration Agreement, and Aquatic Invasive Species Prevention Plan, and CDFW's lead role in oil spill response
☐Understand the roles of USACE and the Regional Water Board in permitting the District's in-river maintenance
☐Know which agencies regulate hazardous materials, hazardous waste, and air emissions at District facilities (CUPAs, DTSC, NCUAQMD, CARB)
☐Know which agencies receive the District's power generation reports (EIA, CEC) and which issues its radio licenses (FCC)
☐Know the District's key industry associations (CSDA, ACWA, CRWA)

## Chapter 6 – Annual Compliance Calendar

The items below recur on an annual or biennial basis. Exact dates can shift from year to year; Directors should confirm the current schedule with the Board Secretary or General Manager.

### *Recurring Director Requirements*

- Statements of Economic Interests (Form 700), filed upon assuming office, annually, and upon leaving office
- AB 1234 Ethics Training, required every two years
- Sexual Harassment Prevention Training, required every two years
- Fiscal and Financial Training – 2 hours every 2 years

### *Recurring District Requirements*

- Consumer Confidence Report (CCR), submitted annually to the Division of Drinking Water, typically by October 1
- Dam Safety Surveillance and Monitoring Report (DSSMR), submitted annually to FERC
- Independent Financial Audit, completed following the close of each fiscal year (July 1 to June 30)
- Annual Budget Adoption, adopted by the Board prior to the start of the fiscal year
- Board Officer Elections, held annually

### *End of Chapter 6 Checklist*

☐ Understand recurring filing and training deadlines

## Chapter 7 – District Finances

Sound financial stewardship is a core Board responsibility. This chapter introduces how the District is funded, how rates are set, and how the budget and audit process works, helping Directors understand the District’s budget and audit cycle.

### *Revenue Sources*

The District's revenue comes primarily from wholesale water sales to its seven municipal customer agencies, retail water charges to a smaller direct customer base, and hydroelectric power sales. Grant funding also supports specific capital and resilience projects.

### *Ordinance 16 and Ordinance 13 – Charges for Water*

#### Municipal Customer Billing: Ordinance 16

Humboldt Bay Municipal Water District (HBMWD) is primarily a wholesale water supplier. The District draws water from collector wells and laterals in the aquifer under the Mad River, then filters and disinfects it and delivers it to seven local public agencies: the Cities of Arcata, Blue Lake, and Eureka, and the Fieldbrook, Humboldt, Manila, and McKinleyville Community Services Districts. These agencies, known as the Municipal Customers, then sell the water to homes and businesses in their communities.

Ordinance 16 establishes how the Municipal Customers pay for that water. The District does not sell water at a fixed price per gallon. Instead, it determines the cost of running the system and divides those costs among the customers using established formulas. Operating, maintenance, and capital costs passed through to customers cannot exceed the District's actual costs.

**What customers pay for.** Charges fall into categories called "Price Factors":

- **Price Factor 1, Filtration Plant Debt:** Originally established to finance construction of the Turbidity Reduction Facility (TRF), funds collected under this price factor are maintained in a separate reserve account to support future capital financing needs and promote long-term rate stability.
- **Price Factor 2, Operations, Maintenance, and Capital:** The broadest category, covering payroll, supplies, insurance, repairs, and capital projects.
- **Price Factor 3, Pumping Power:** The electricity used to pump water.
- **Price Factor 4, Additions to General Reserves:** Contributions to the District's general reserves, which are subject to an annual limit and stop when General Reserves reach $7 million.
- **Price Factor 5, Special Facilities:** Costs of a facility built at the request of, and under contract with, a specific customer.
- **Price Factor 6, Mandated Facilities:** Costs of a facility required by a government mandate, paid by the customers that benefit from it.

**How costs are shared.** Each customer's share depends on the type of cost:

- **Peak Rate Allocation:** This is the maximum daily amount of water a customer is entitled to under contract. It determines each customer's share of the shared base system, such as the dam, pumps, pipelines, and electrical controls.

- **Five-year average water use:** This determines each customer's share of Price Factor One costs debt and water treatment costs.
- **Actual monthly water use:** This determines each customer's share of pumping power.

**Revenue credits.** Certain District revenue is credited against customers' Price Factor 2 charges, including property taxes, investment interest, hydroelectric revenue, retail water sales, and miscellaneous revenue. Property tax credits are allocated based on the assessed property value within each customer's service area.

**Billing.** To keep bills predictable, each customer pays one-twelfth of its budgeted Price Factor 2 charge each month. Within 90 days after the fiscal year end, the District compares budgeted amounts with actual results. Any shortfall is added to the following year's charges as a monthly surcharge (Price Factor Two charge), and any overcollection is returned as a monthly credit (Price Factor Two credit). Payment is due within 15 days of billing, even if service is interrupted. An uncured default can lead the District to withhold water, sue for damages, or cancel the customer's contract.

**Planning and capital projects.** The Ordinance calls for the District to update its Capital Improvement Plan every five years with customer review. Peak Rate Allocations can be reviewed every five years in consultation with customers. Capital projects estimated above $200,000 can be charged in increments up to three years in advance if the project is in the capital plan and has Board approval. These funds are held in a separate reserve.

**Role of the Board.** The Board adopts the budget that drives these charges, so its budget decisions directly affect what each customer pays and, ultimately, what local ratepayers pay. Ordinance 16 takes effect through a written contract with each customer. The District cannot change the Ordinance or those contracts in a way that impairs them without the affected customer's written consent. If a dispute over charges cannot be resolved through good-faith discussion, it may go to binding arbitration, unless it involves the Board's discretionary or legislative decisions.

**Other water customers.** The Ordinance also refers to Industrial Water Customers, but the District has had none since 2009, and shared system costs, such as the dam, are allocated entirely to the Municipal Water System. The industrial (non-potable-raw) water system has its own pumps and pipelines, and municipal customers cannot be charged for costs related solely to that system. Due to lack of use, this system requires capital investment, funded recurring maintenance and other work before it could provide a substantial amount of raw water. The Ordinance also does not apply to water sold for fire suppression or to the District's retail sales. The District has about 180 retail customers, a very small number compared with other agencies. Retail customers are governed by Ordinance 13 (see below).

## Retail Water Service: Ordinance 13

While most District water is sold wholesale to the seven Municipal Customers, the District also provides limited retail service directly to about 180 customers. Ordinance 13 sets the rules for that service, including how customers apply for service, how they are billed, and when service can be shut off.

**Types of service.** The District offers four types of retail service: service at an existing connection, a new connection, private stand-by fire protection, and temporary service, such as for construction. Retail service covers normal domestic and commercial use up to an average of 500,000 gallons per day. Larger deliveries require a separate contract.

**Rates and fees.** The Board sets retail rates by resolution, based on the cost of providing retail service, and rates are updated each July 1. Customers pay a monthly base charge regardless of how much water they use, plus charges for water used. Fees for items such as applications, reconnections, and returned payments are listed in a separate fee schedule.

Retail rate increases must also follow Proposition 218, a voter-approved amendment to the California Constitution. Before the Board can raise rates, the District must mail written notice of the proposed rates to affected property owners and hold a public hearing at least 45 days later. If written protests are submitted for a majority of the affected parcels, the increase cannot be adopted. Rates also cannot exceed the cost of providing the service.

Retail rates are designed to recover the full cost of the retail system so that the Municipal Customers do not subsidize it. Retail revenue is credited to the Municipal Customers under Ordinance 16.

**Billing and late payments.** Customers are generally billed monthly. A bill not paid by midnight on the 23rd of the month is delinquent, and a 10% penalty is added on the 24th. Balances of $25 or less can be carried to the next bill without a late fee.

**Help for customers who cannot pay.** Customers may request a payment arrangement, a temporary deferral, a repayment plan, or a reduction of their unpaid balance. They may also appeal a bill in writing within 60 days of its issue date. While an appeal is pending, the District does not shut off service for nonpayment or add late charges.

**Shutting off service.** Residential shutoffs for nonpayment follow state law and the District's written policy. The District makes a good-faith effort to notify the customer at about 30 and 60 days, then sends a final notice about 70 days after the bill is issued. Tenants receive additional notice and protections. Service will not be shut off if all of the following apply:

- A primary care provider certifies that a shutoff would be life-threatening or pose a serious health and safety risk.
- The customer shows they cannot pay within the normal billing cycle.

- The customer is willing to enter into (and thereafter complies with) a payment arrangement.

To restore service, the customer must pay past-due amounts, late charges, and a reconnection fee.

**Leak adjustments.** The District is responsible for equipment up to and including the meter, and the customer is responsible for everything after it. If a leak on the customer's side causes a high bill, the District may adjust the water charges. The leak must be reported and repaired, and it cannot result from neglect or a willful act. Adjustments are generally limited to one in any 12-month period and to two consecutive billing periods.

**New connections and main extensions.** Applicants pay the cost of new connections and main extensions, based on an estimate paid in advance. The District keeps ownership of its meters and main extensions. If other customers later connect to an extension, the original applicant may qualify for a partial refund. The Board may also share in the cost if an extension would provide an economic advantage to the District.

**Service conditions.** Customers must install and maintain required backflow devices, which protect the public water supply from contamination. The District can shut off service immediately if it finds a defective device or a dangerous cross-connection. The District does not guarantee water pressure and is not liable for damage from service interruptions.

**Role of the Board.** The Board sets retail rates. It also decides applications for main extensions and private fire protection service, and its decisions on those applications are final. General Manager rulings are final unless appealed to the Board in writing within five days, and the Board's ruling on an appeal is final.

### *Annual Budget Process*

The District operates on a fiscal year running from July 1 through June 30. Staff develop a proposed budget for Board review, and the Board adopts the final budget prior to the start of the fiscal year. Directors should use the budget process to ask questions about revenue assumptions, staffing, and capital spending priorities.

Directors receive financial statements every month in the Board packet, which show how the District is tracking throughout the fiscal year. Each May, Directors also receive a detailed budget presentation that compares the current fiscal year's budget to the proposed budget for the upcoming fiscal year. The comparison covers five categories: Service & Supply Budget, Salaries & Employee Benefits Budget, Project Budget, Miscellaneous Revenue (Municipal Credits), and Total Municipal Charges.

### *Capital Improvement Plan (CIP)*

The Capital Improvement Plan is a multi-year plan identifying, prioritizing, and scheduling major infrastructure projects. It is also used as a tool for rate-setting and identifying funding sources, including grants and financing options, for future capital work. The District's last comprehensive CIP was prepared in 2016 and is scheduled to be updated as part of the District's strategic planning process.

### *Financial Oversight and Audit*

The District's finances are reviewed annually by an independent auditor, whose report is presented to the Board. Directors should review (and potentially approve) the draft audit report and any management letter comments as part of their fiduciary oversight role.

### *End of Chapter 7 Checklist*

☐ Understand the District's primary revenue sources
☐ Understand Ordinance 16 and how it affects wholesale customer cost
☐ Understand Ordinance 13 and how it affects retail customer revenue
☐ Know the District's fiscal year and budget adoption timeline
☐ Understand the purpose of the Capital Improvement Plan
☐ Understand the annual audit process

## Chapter 8 – Resources & Reference Materials

This chapter collects key documents, contacts, and reference materials Directors are likely to need throughout their term.

### *Key District Documents*

- Strategic Plan
- Adopted Board Policy Manual
- Conflict of Interest Code
- Urban Water Management Plan
- Current Annual Budget

### *Websites and Associations*

- HBMWD: www.hbmwd.com
- California Special Districts Association (CSDA): www.csda.net
- Association of California Water Agencies (ACWA): www.acwa.com
- Fair Political Practices Commission (FPPC): www.fppc.ca.gov
- California Rural Water Association (CRWA) www.calruralwater.org

# Appendices

## Appendix A – Director Orientation Checklist & First 90 Days

☐ Take Oath of Office
☐ Meet the General Manager
☐ Tour District facilities
☐ Review Strategic Plan
☐ Review current budget
☐ Receive Board Policy Manual
☐ File Form 700
☐ Receive District email and technology
☐ Complete Ethics Training
☐ Complete Harassment Prevention Training
☐ Complete Fiscal and Financial Training

### *Week-by-Week Guidance*

Week 1: Meet the General Manager, receive technology, review the handbook.

Month 1: Tour District facilities, meet department heads, review the Strategic Plan and current Board priorities.

First 90 Days: Complete required training, become familiar with the budget, major capital projects, and regulatory responsibilities.

# Appendix B – Current Major Initiatives

*This appendix provides an overview of the District's major initiatives as of 2026, consistent with the Strategic Plan FY2027–FY2030. It should be reviewed and updated annually by staff to reflect changing District priorities, projects, and operational needs.*

## Water Rights and Water Supply Reliability

The District continues to protect and maintain its water rights and long-term water supply. Current efforts include the Instream Flow Dedication process, advancement of water rights licensing in preparation for the 2029 renewal deadline, coordination with regulatory agencies and interested parties, and planning to ensure a reliable water supply for the District's customers. These efforts support the District's long-term water supply security and responsible management of water resources.

## Aging Infrastructure and System Resiliency

Maintaining and renewing aging infrastructure remains a significant District priority. The District continues to evaluate, repair, and improve critical facilities, including the Ranney Collector system, transmission pipelines, storage tanks, R.W. Matthews Dam infrastructure, electrical and control systems, and emergency power.

Major initiatives include protecting transmission pipeline rights-of-way through surveys, vegetation management, and coordination with property owners and the community; advancing the North Mainline Extension Project; and developing a prioritized Capital Improvement Plan and funding strategy informed by infrastructure condition, vulnerability, and resiliency assessments.

## Emergency Preparedness and Response

The District continues to strengthen its emergency preparedness and response capabilities to protect public water supplies and critical infrastructure. Priorities include dam safety and Emergency Action Plan activities, seismic and wildfire preparedness, continuity of water service, response to infrastructure failures, and coordination with local, state, and federal emergency-response partners.

A key strategic initiative is the development of a comprehensive District emergency preparedness and business continuity program to improve organizational readiness, response coordination, and continuity of essential operations.

## Regulatory Compliance

The District operates within an extensive regulatory framework governing drinking water quality, water rights, dam safety, environmental protection, and infrastructure operations.

A major strategic initiative is the development of a comprehensive regulatory compliance program to improve tracking, coordination, documentation, and reporting of regulatory requirements, permits, and obligations. This effort supports proactive compliance, operational accountability, and the continued protection of public health and District resources.

## Watershed and Environmental Stewardship

The District continues to balance water supply operations with stewardship of the Mad River (Baduwa't) watershed and Ruth Lake. Current efforts include aquatic invasive species prevention, infrastructure measures to protect Ruth Lake from invasive mussels, watershed protection, environmental permitting, and coordination with state and federal resource agencies.

The District also continues to evaluate opportunities that support watershed resilience, source water protection, ecosystem health, and the sustainable use of District resources.

## Operational Reliability and Workforce Development

Maintaining a qualified workforce and consistent operating practices is essential to the District's ability to provide reliable water service.

Current priorities include developing and documenting Standard Operating Procedures for critical operational functions, supporting employee training and professional development, and addressing workforce recruitment, retention, and succession planning needs. These efforts strengthen operational consistency, institutional knowledge, and long-term organizational resilience.

## Technology, Cybersecurity, and Digital Transformation

The District continues to modernize its technology and administrative systems to improve efficiency, reliability, cybersecurity, and access to information.

Strategic priorities include advancing digital transformation initiatives, strengthening cybersecurity protections, and improving information management systems to support District operations, financial administration, regulatory compliance, and organizational effectiveness.

## Grant and Funding Opportunities

The District actively pursues state and federal grants, low-interest financing, and other funding opportunities to support infrastructure improvements, dam safety, watershed resilience, emergency preparedness, and other District priorities.

Identifying outside funding and developing long-term capital funding strategies are important components of advancing major projects while managing financial impacts to District ratepayers.

## Strategic Plan Implementation and Board Governance

The District is implementing its Strategic Plan FY2027–FY2030, which establishes five primary goals: Infrastructure and Assets; Watershed and Environmental Stewardship; Regulatory Compliance; Water Supply and Reliability; and Governance and Organization.

These goals guide the District's capital investment, regulatory compliance, operational improvements, organizational development, and long-term decision-making.

Current governance initiatives include developing, approving, and implementing comprehensive District-wide Board policies to strengthen transparency, accountability, organizational consistency, and effective Board oversight.

## Legislative and Regulatory Advocacy

Through its membership in the California Special Districts Association (CSDA) and Association of California Water Agencies (ACWA), the District monitors and engages on state and federal legislation and regulatory matters affecting special districts and water agencies.

Areas of interest include water rights, rate-setting procedures, infrastructure investment, funding opportunities, local governance, workforce matters, and wildfire liability.

## Advocacy Priorities

The District's Legislative Advocacy Policy establishes standing Advocacy Priorities to guide the District's positions on state and federal legislation, regulatory matters, and other policy issues affecting the District. The Board may also establish additional Advocacy Priorities each January for the calendar year.

The District's standing Advocacy Priorities are:

- **Revenue, Finances, and Taxation** – Protect District revenues and financial independence and support access to regional, state, and federal funding opportunities, including grants and other funding programs.

- **Governance and Accountability** – Preserve local control and effective, transparent governance while avoiding unnecessary or burdensome requirements that do not meaningfully improve public engagement or accountability.

- **Human Resources and Personnel** – Support flexibility in hiring, employee management, benefits, contracting, and other workforce matters to help special districts recruit and retain qualified employees and efficiently deliver services.

- **Infrastructure, Innovation, and Investment** – Support long-term infrastructure planning and investment, contracting flexibility, fiscal tools, and other measures that enable efficient, sustainable delivery of essential public services.

Directors should refer to **Board Policy 1055 – Legislative Advocacy** for the complete Advocacy Priorities and procedures governing District legislative positions.

## End of Appendix B Checklist

☐ Understand the District's current priorities
☐ Be aware of the District's legislative advocacy priorities

## Appendix C – Glossary of Terms and Acronyms

| Term / Acronym | Definition |
|---|---|
| **AB 1234 (2005)** | California legislation establishing ethics training requirements for specified local agency officials. |
| **ACWA** | Association of California Water Agencies, a statewide advocacy and resource organization for water agencies. |
| **Brown Act** | California's open meeting law (Ralph M. Brown Act) governing how local public agencies conduct meetings and business. |
| **CCR** | Consumer Confidence Report, an annual water quality report provided to retail customers. |
| **CSDA** | California Special Districts Association, a statewide advocacy and training organization for special districts. |
| **DDW** | Division of Drinking Water, the state agency within the State Water Resources Control Board that regulates public water systems. |
| **DSOD** | Division of Safety of Dams, the state agency responsible for dam safety oversight. |
| **DSSMR** | Dam Safety Surveillance and Monitoring Report, submitted annually to FERC. |
| **FERC** | Federal Energy Regulatory Commission, which licenses and regulates the District's hydroelectric facility. |
| **Form 700** | Statement of Economic Interests, a required financial disclosure filing for public officials. |
| **FPPC** | Fair Political Practices Commission, which administers California's Political Reform Act. |
| **Proposition 218 (1996)** | California constitutional provisions governing assessments, fees, charges, and related procedures applicable to local government. |
| **Ranney Well** | A type of collector well that draws groundwater from the sand and gravel aquifer beneath a riverbed. |
| **USEPA** | U.S. Environmental Protection Agency, which establishes federal drinking water standards. |

## Appendix D – Sample Board Meeting Agenda Structure

Board meeting agendas generally follow a structure similar to the one below, though specific items vary by meeting:

- Call to Order / Roll Call
- Public Comment (on non-agenda items)
- Consent Calendar
- Regular Discussion / Action Items
- Management Reports
- Board Member Reports / Committee Updates
- Closed Session (if noticed)
- Adjournment

A sample Board meeting agenda is provided on the following page for reference. To view an actual District Board meeting agenda, please refer to the October 8, 2026 Board Meeting, linked below. Agenda.

**Humboldt Bay Municipal Water District** | **Clean. Reliable. Resilient.**

# BOARD OF DIRECTORS

828 Seventh Street, Eureka, CA 95501

## Sample Regular and Closed Session Meetings — Director Onboarding Reference

| | |
|---|---|
| **PURPOSE** | *Humboldt Bay Municipal Water District safeguards and sustainably delivers clean and reliable water to our community while protecting our natural resources and providing a resilient water supply for present and future generations.* |
| **VISION** | *An innovative and future-ready water system that equitably and reliably delivers water while enhancing environmental stewardship and community well-being.* |

### MEETING ACCESS & PUBLIC PARTICIPATION

Members of the public may join the meeting online through Microsoft Teams:
https://teams.microsoft.com/meet/283007626948995?p=zXkOQg7KNRRwEjGdIZ
Meeting ID: 283 007 626 948 995 Passcode: qA7bh2wC

**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 subject line. Written comments may also be mailed to 828 7th Street, Eureka, CA 95501, and should identify the agenda item number. Comments may also be made in person at the meeting.

**Remote Access Disclaimer:** In-person attendance at the posted meeting location is encouraged and should be prioritized whenever possible. Remote access is provided as a courtesy to facilitate public access and participation. Technical issues, including interruptions to internet, telephone, or online meeting access, may occur. Unless continuation or suspension of the meeting is required by the Brown Act or other applicable law, technical issues affecting remote access will not prevent the Board from continuing with the meeting or taking action on agenda items.

**Recording of Meeting:** This meeting may be recorded to assist in the preparation of minutes. District-made recordings of open and public meetings are public records subject to inspection and may be erased or destroyed after 30 days, consistent with Government Code section 54953.5 and the District's records retention policy.

**Document Availability:** Materials related to an item on this agenda that have been submitted to the HBMWD Board of Directors within 72 hours prior to this meeting are

available for public inspection at the HBMWD Office, 828 7th Street, Eureka, California, during normal business hours, and can be viewed at www.hbmwd.com.

**Disability Notice:** In compliance with the Americans with Disabilities Act, if you require a disability-related modification or accommodation to participate in this public meeting, please call (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility.

# AGENDA

## REGULAR BUSINESS MEETING

Thursday, October 8, 2026 • 1:00 p.m. • 828 7th Street, Eureka, CA 95501

### 1. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Accept Agenda

### 2. 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. The public may also request that an item on the Consent Calendar be pulled and discussed separately. At the discretion of the President, comments may be limited to three minutes per person. Under the Brown Act, the Board may not take action on any item that does not appear on the agenda and is limited to a brief response, clarifying questions, or referral to staff. Public comment on action items will be received before or during the Board's consideration of the item.*

### 3. CONSENT CALENDAR

*These matters are routine in nature and are usually approved by a single combined motion unless an item is pulled for discussion.*

1. Approve the Draft Minutes of the Previous Regular Board Meeting
2. Approve the Draft Minutes of a Special Board Meeting, if applicable
3. Approve the Monthly Financial Statement & Vendor Detail Report
4. Informational Memo Concerning District Administrative or Regulatory Matter
5. Informational Memo Concerning District Program or Activity
6. Informational Memo Concerning Emergency Preparedness or Response
7. Informational Memo Concerning District Project or Regional Initiative

### 4. PRESENTATIONS

1. None

### 5. DISCUSSION AND ACTION

1. Discuss District Strategic Plan or Major Initiative
2. Discuss and Consider Approval of District Project or Contract

3. Informational Memo Concerning Emergency Preparedness or District Operations
4. Informational Memo Concerning Community or Watershed Activity
5. Discuss and Consider Approval of Resolution, Grant, Agreement, or Other Board Action
6. Discuss and Consider Approval of Items Pulled from Consent Calendar

## 6. REPORTS

1. Staff Reports
    a. Operations & Maintenance Report
    b. Finance and Human Resources Report
    c. Management Report

2. Active Ad-Hoc Committee Reports
    a. Active Ad-Hoc Committee, as applicable

3. Director Reports — General Director Comments
    a. Vice President
    b. Director
    c. Director
    d. Director

4. Organizations on which HBMWD Serves
    a. Association of CA Water Agencies (ACWA)
    b. Association of CA Water Agencies / Joint Powers Insurance Authority (ACWA-JPIA)

## 7. DISCUSSION OF FUTURE AGENDA ITEMS

1. Future Agenda Item
2. Future Agenda Item

## 8. ADJOURNMENT

*The next Regular Meeting of the Board of Directors will be held at 1:00 p.m. on Thursday, [Date].*

# AGENDA

## CLOSED SESSION MEETING

Thursday, [Date] • To Immediately Follow Regular Business Meeting
828 7th Street, Eureka, CA 95501

### 1. CALL TO ORDER

1. Roll Call

### 2. PUBLIC COMMENT

*Members of the public are invited to address the Board regarding the Closed Session item(s) listed on this agenda before the Board adjourns to Closed Session. Comments shall be limited to matters within the Board's jurisdiction that are identified on the Closed Session agenda. At the discretion of the President, comments may be limited to three minutes per speaker. Pursuant to the Ralph M. Brown Act, the Board may not discuss or take action on matters not appearing on the agenda, except as authorized by law.*

### 3. CLOSED SESSION AGENDA

1. Closed Session Item – Pursuant to Applicable Government Code Section
2. Public Employee Performance Evaluation – Pursuant to Government Code § 54957(b)(1)

### 4. ADJOURN TO CLOSED SESSION

### 5. ANNOUNCEMENTS FROM CLOSED SESSION

*After Closed Session, the Board will reconvene in open session. The Board President or District Counsel will announce any action taken in Closed Session that is required to be reported under the Ralph M. Brown Act, including the vote or abstention of each member present. Reportable actions may include, as applicable, final approval of certain real property agreements, approval of certain litigation settlements or claim dispositions, action affecting the employment status of a public employee, or final approval of certain labor-negotiation agreements. If the Board discusses Closed Session items but takes no reportable action, the Board President or District Counsel may announce that there is no reportable action.*

### 6. ADJOURNMENT

*(The Board will discuss Closed Session agenda items in the Boardroom.)*

## Appendix E – Basic Meeting Procedure

HBMWD meetings generally follow basic parliamentary procedure. A few foundational concepts:

**1. Motion**
A Director makes a formal proposal for the Board to take action.

**2. Second**
A motion typically requires a second before the Board proceeds with discussion.

**3. Discussion**
The Board discusses the motion and may ask questions or seek clarification.

**4. Vote**
Following discussion, the President calls for the vote. Board action generally requires the affirmative vote of at least three Directors, unless applicable law requires a different voting threshold.

**5. Public Comment**
The Brown Act requires the Board to provide opportunities for public comment. At regular meetings, members of the public may address the Board on matters within the District's jurisdiction, including matters not listed on the agenda. The public must also be afforded an opportunity to comment on agenda items before or during the Board's consideration of those items, consistent with the Brown Act and District policies.

**6. Questions**
Directors with detailed procedural questions should consult the Board Secretary or District Counsel.