

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



**Minutes of the Regular Meeting of the Board of  
Directors**

November 13, 2025

9:00 a.m.

**1.1 ROLL CALL**

President Fuller called the meeting to order at 9:00 a.m. Director Rupp conducted the roll call. Directors Fuller, Stevens, Wheeler, and Woo were present. General Manager Michiko Mares, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were also present. Water Operations Supervisor Mario Palmero and General Counsel Ryan Plotz attended for a portion of the meeting.

**1.2 PLEDGE OF ALLEGIANCE**

President Fuller led the flag salute.

**1.3 ACCEPT AGENDA**

**ACTION: Motion #25-030 to accept Agenda**

**Maker: Director Woo**

**Second: Director Wheeler**

**Vote: 5-0 to approve**

**2. PUBLIC COMMENT**

No public comment.

**3. CONSENT CALENDAR**

**ACTION: Motion #25-031 to approve Consent Calendar less items 3.2 and 3.3.**

**Maker: Director Woo**

**Second: Director Stevens**

**Vote: 5-0 to approve**

President Fuller announced due to a technical problem the item 3.2, minutes for regular Board meeting October 9, 2025, will be brought to the December meeting.

Director Wheeler requested to pull item 3.3, Approve Security Fencing Installation at Eureka Office and Budget Reallocation.

3.1 Approve Surplus Request for 2018 Ram 1500 Tradesman Quad Cab 4x4 3.0 V-6 Eco Diesel

**4. PRESENTATIONS**

**4.1 Overview of Next Steps for Proposed North Mainline Extension-Informational Presentation**

Ms. Mares provided an overview of the next steps for the proposed North Mainline Extension. Consultants Meredith Nikkel of Downey Brand and Kathryn Oehlschlager and Jennifer Spaletta of STOEL Rives LLP presented on the item. Members of the Trinidad Rancheria Tribal Council attended via Zoom. Board members asked several clarifying questions. Public comment was opened. Several members of the public spoke. Public comment was then closed.

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**5. DISCUSSION AND ACTION:**

**5.1 Approve Resolutions Approving Board Policies for Sections 1000 and 4000**

**ACTION: Motion #25-032 to Approve Resolutions 2025-13 & 2025-14 with amendments.**

**Maker:** Director Rupp

**Second:** Director Wheeler

**Vote:** 5-0 to approve

Ms. Mares provided an overview and history of the Board Policy update and described the next steps for completing the revisions. The Board reviewed each policy individually and suggested the following amendments:

- **Section 1020.6:** Add a new final sentence: *"For purposes of this policy, 'Staff' includes any retained consultants working under the direction of the General Manager."*
- **Section 1055.4:** Add a prefatory comment: *"Each January the Board may consider setting Advocacy Priorities for the particular calendar year, which shall be in addition to the following standing Advocacy Priorities:"*
- **Section 4235.5:** Add clarification that in even-numbered years the action occurs in December and correct the duplicated text mirroring Section 1025.3.
- **Section 4125.2:** Delete the last sentence in the first paragraph under Cash Advances and remove the "credit card" reference.

Board members posed multiple questions, and General Counsel Plotz provided responses and clarification.

**5.2 Approve Strategic Planning Initiative**

**ACTION: Motion #25-033 to approve the Strategic Planning Initiative and Next Steps.**

**Maker:** Director Rupp

**Second:** Director Woo

**Vote:** 5-0 to approve

Ms. Mares provided an overview of the governance training she attended through CSDA and proposed inviting CSDA to conduct similar training for staff and the Board. The Board approved moving forward with the strategic planning initiative and selected Monday, February 2nd and Tuesday, February 3rd, 2026 for the two-day workshop.

**5.3 Approve Board Regular Business Meeting Start Time**

**ACTION: Motion #25-034 to approve Board Regular Business Meeting Start Time to 1:00 pm.**

**Maker:** Director Wheeler

**Second:** Director Rupp

**Vote:** 5-0 to approve

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The Board approved a new start time for the Regular Board Meeting to 1:00 pm beginning on January 8, 2026.

**5.4 Approve the Redwood Region Economic Development Commission (RREDC)**

**ACTION: Motion #25-035 to approve Director Stevens to the RREDC Board.**

**Maker:** Director Woo

**Second:** Director Wheeler

**Vote:** 5-0 to approve

Due to a Director vacancy, the District discussed and appointed Director Stevens to the RREDC Board.

**5.5 Informational Memo Concerning the Former McNamara and Peepe Mill Site**

**Non-action Item**

**-Director Woo recused herself due to a conflict of interest.**

Ms. Mares reported on recent activities, including the October 29 quarterly meeting, the assignment of a new DTSC project manager, and additional funding for groundwater and surface water sampling. No new documents or monthly summary reports have been provided.

**5.6 Approve the October Financial Statement & Vendor Detail Report**

**ACTION: Motion #25-036 to approve the October Financial Statement & Vendor Detail Report in the amount of \$1,608,148.56.**

**Maker:** Director Rupp

**Second:** Director Wheeler

**Vote:** 5-0 to approve

Ms. Harris presented the October financial statement, reporting a general account balance of \$1 million, investments totaling \$11 million, \$5.8 million in advance charges, and \$2.8 million in general reserves.

**5.7 Draft Minutes of the Regular Board Meeting of October 09, 2025**

**Non-Action Item**

Due to a technical issue, the October 9 meeting minutes will be added to the December 11 Board meeting agenda.

**5.8 Approve Security Fencing Installation at Eureka Office and Budget Reallocation – pulled**

**ACTION: Motion #25-037 Approve Security Fencing Installation at Eureka Office and Budget Reallocation.**

**Maker:** Director Rupp

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**Second:** Director Woo

**Vote:** 5-0 to approve

Ms. Mares provided an overview of staff's recommendation to install new security fencing at the Eureka office, noting ongoing security concerns including unhoused individuals camping on District property and related safety issues. She reported meeting with the Eureka Chief of Police and his recommendations. The Board approved reallocation of funds to install the proposed security fencing.

Director Rupp requested that staff include the cost of adding a flagpole in the fencing budget. This item will be added to the December Board meeting agenda under Future Agenda Items.

**6. Reports:**

**6.1 Staff Reports:**

**a. Operations Report**

**Non-Action Item**

Mr. Davidsen presented the October Operations Report, noting that Paul Meyers from JPIA was on-site October 1–2 to conduct the annual safety training and safety evaluation at Essex.

**b. Management Report**

**Non-Action Item**

The After-Incident Report for the chlorinated water discharge to Janes Creek was submitted to regulatory agencies on October 16. Staff met with FERC on October 16 regarding the R.W. Matthews Dam Part 12D Comprehensive Assessment, with field inspections scheduled for June 2026 and the Comprehensive Assessment Report due November 1, 2026. The 2MG Korblex Chlorine Contact tank was returned to service at the end of October, with seismic retrofit work at the 1MG Korblex tank expected to be complete by the end of November. Municipal customers met on October 15 to discuss developing a regional water system schematic, and staff attended the North Coast Resource Partnership Quarterly Meeting on October 17 in Yreka. Staff met with EcoGreen Solutions on October 27 and November 7 to discuss energy efficiency upgrades with estimated annual savings of \$218,000, and General Manager Mares attended the CSDA Special District Leadership Academy October 6-8.

**6.2 Active Committee Reports**

**a. Un-Naming the Mad River**

The committee (Director Fuller and Wheeler) did not meet. The government-to-government letters are being sent out this week.

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b. Board Policy and Evaluations

The Board Policy and Evaluations Committee (Directors Rupp and Fuller) with Ms. Mares met on October 29 as scheduled. Director Rupp was absent from the Committee meeting.

c. Mad River (Baduwa't) Headwaters

The Mad River (Baduwa't) Headwaters Committee (Directors Wheeler and Rupp) and General Manager Mares met on October 23. Ms. Mares reported that she contacted the U.S. Forest Service to request a presentation on upcoming projects and to explore opportunities for District support.

6.3 Director Reports

a. Director Wheeler:

No report

b. Director Woo:

Director Woo presented a seminar at Cal Poly, providing engineering students with an overview of HBMWD and discussing current issues and challenges facing the District.

c. Treasurer Director Rupp

Director Rupp requested that staff bring the updated Director compensation information from last year to the December Board meeting and provide a comparison with McKinleyville CSD and Humboldt Community Services District, including any compensation related to Board meeting preparation. Director Rupp also commented that the Secretary/Treasurer position should be eliminated because it no longer has a function. He also asked to eliminate the Secretary/Treasurer stipend effective November 13, 2025. He further requested that Director compensation be evaluated and that Director fees include the time required to prepare for meetings.

d. Director Stevens:

Director Stevens shared that the tour of the Essex facility she attended was excellent and very thorough. She noted that it greatly helped her understand the intricacies of the operations at Essex.

e. President Fuller:

No update.

6.4. Organizations on which HBMWD Serves

a. Association of CA Water Agencies (ACWA)

**Non-Action Item**

Director Rupp reported no significant updates. He will attend the ACWA 2025 Fall Conference & Expo in San Diego from December 2–4 and participate in committee meetings during the event.

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b. Association of CA Water Agencies/Joint Powers Insurance Authority (ACWA-JPIA)

**Non-Action Item**

Director Rupp reported there were no significant updates.

c. Redwood Coast Energy Authority (RCEA)

**Non-Action Item**

Director Woo reported there were no significant updates.

d. Redwood Region Economic Development Commission (RREDC)

**Non-Action Item**

The meeting was not attended this month. Director Stevens will attend RREDC meetings moving forward.

Discussion of Future Agenda Items

• Information Management System

**Non-Action Item**

No update.

• Cyber Security Policy

**Non-Action Item**

No update.

• Artificial Intelligence Policy

**Non-Action Item**

No update.

**CLOSED SESSION:**

**1. Roll Call**

**2. Public Comment**

No public comment was received.

**3. Announcement of Closed Session Agenda:**

**3.1 THREAT TO PUBLIC SERVICES OR FACILITIES – Consultation with Joshua Schmidt, Partner, of BPM**

The Board entered closed session at 1:54 pm and returned to open session at 2:29 p.m. President Fuller announced there was no reportable action.

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**ADJOURNMENT**

The meeting adjourned at 2:30 p.m.

Attest:

  
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Michelle Fuller, Board President

  
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Contessa Dickson, Board Secretary