

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



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

February 13, 2025

9:00 am

1. ROLL CALL

President Fuller called the meeting to order at 9:00 am. Director Rupp conducted the roll call. Directors Fuller, Lindberg, Rupp, Wheeler, and Woo were present. General Manager John Friedenbach, Assistant General Manager Michiko Mares, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were present. District Engineer Nate Stevens was present for a portion of the meeting.

2. FLAG SALUTE

President Fuller led the flag salute.

3. ACCEPT AGENDA

ACTION: Motion to accept Agenda

Maker: Director Rupp Second: Director Lindberg Vote: 5-0 to approve

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

a. January 9, 2025, Special Board Meeting Minutes

ACTION: Motion to approve January 9, 2025, Special Board meeting minutes

Maker: Director Rupp Second: Director Lindberg Vote: 5-0 to approve

Page 7 item 9, should be Pickett Peak not Pickett's.

6. CONSENT AGENDA

ACTION: Motion to approve Consent Agenda

Maker: Director Lindberg Second: Director Woo Vote: 5-0 to approve

7. CORRESPONDENCE

a. CDFW Annual Long Term Streambed Alteration Agreement (LTSAA) Report

Non-Action Item

District staff completed the annual LTSAA report covering 2024. This report was completed and submitted by Jan 3, 2025, with a due date of February 28, 2025. Mr. Friedenbach reported that during 2024 there was no take of any listed species while performing the activities outlined in the report. The Board asked a few clarifying questions.

b. Notice of Court order

Non-Action Item

The District received this notice as part of a legal process because the District receives FEMA grants.

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



**Minutes for Regular Meeting of the Board of
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February 13, 2025

9:00 am

8. CONTINUING BUSINESS

a. LAFCo Municipal Service Review (MSR) Update

Non-Action Item

At last month's Board meeting, staff presented this draft report for review. Staff attended LAFCo's Board meeting where the MSR draft report was presented. The Board asked some questions, and a short discussion followed.

b. Timber Management Plan

Non-Action Item

The District owns approximately 3,000 acres of property at Ruth Lake. Much of this land produces timber and is not actively managed by the District. In 2018, staff proposed development of a timber management plan (TMP) for District owned property surrounding Ruth Lake. After the TMP development began, the 2020 August Complex Wildfire significantly impacted the headwaters of the Mad River watershed including approximately 1,000 acres of District owned property. Recently, the TMP was completed; however, much of the TMP no longer is applicable due to the 2020 August Complex Wildfire. Sections of the TMP are still applicable and staff recommends it as a guide for the District to best manage remaining timber assets around Ruth Lake.

c. Ruth Lake Community Services District (RLCSD) policy 6000.27 & 6550 revision

ACTION: Approve RLCSD policy 6000.27 & 6550 revisions

Maker: Director Rupp **Second:** Director Lindberg **Vote:** 5-0 to approve

Staff recommends the Board approve RLCSD's revision to policy 6000.27. District staff submitted new policy 6550 to District legal counsel for review and will bring it back at the March Board meeting for possible approval.

d. Capstone Project Update

Non-Action Item

Ms. Mares gave an update on the request from Cal Poly Humboldt (CPH) to participate in the capstone project. CPH also requested participation from the City of Arcata and has opted to proceed with the City. The District will not participate in capstone project this semester; however, they have expressed interest to CPH to participate Fall semester.

e. Current litigation Van Duzen Paragraph (1) of subdivision (d) of Section 54956.9

Closed session was conducted from 1:31 pm to 1:51 pm. The Board returned to open session. President Fuller announced there was no reportable action.

8.2 Water Resource Planning (WRP)

Non-Action Item

Mr. Friedenbach summarized updates on recent water resource planning activities for January.

- a. He reported District staff met with representatives from the Trinidad Rancheria to discuss the requested mainline extension.

**Humboldt Bay Municipal Water
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- b. He reported the District received Notice of Acceptance from the Water Board for the Instream Flow Dedication. District legal counsel and staff met with Water Board staff to review their request for additional information. Staff responded to the supplemental request for information on January 31st.
 - c. The Instream Flow Board workshop was held on Monday February 10th, at 5:30 pm in the District Board room. Input from the public was received and discussed.

8.3 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. January monthly summary and quarterly report

Non-Action Item

District staff met with Department of Toxic Substances (DTSC) on Jan 29th with no change in status. The District will provide a response to the Royal Gold Soil and Groundwater Management Plan approved by DTSC in January 2025. Jen Kalt with Humboldt Waterkeeper joined via Zoom and commented on the Royal Gold Soil and Groundwater Management Plan.

b. Site maps & historical sampling results

Non-Action Item

These are included for informational purposes.

9. NEW BUSINESS

a. Employee Presentations

Non-Action Item

Chaz Vickrey, new operations and maintenance technician, and Michiko Mares, incoming general manager were presented with District jackets, as is the custom in celebrating new employment with Humboldt Bay Municipal Water District.

b. Redwood Community Action Agency (RCAA) Proposed Garbage Bin and Bicycle Rack in Samoa Pipeline Easement

Non-Action Item

Ms. Mares reported District staff met with Carol Vander Meer with RCAA to discuss the proposed location of a garbage bin and bike rack at the western edge of the District's pipeline easement and access road to the Samoa Booster Pump Station. Staff proposed locating the garbage bin adjacent to the existing restroom to minimize potential nuisance garbage blocking access to District facilities. Staff will provide update at future Board meeting

c. First reading of Ordinance 25 – Exhaustion of Administrative Remedies Procedure for Ratepayer Objections to Proposed Water Fees

Non-Action Item

In September 2024, California approved AB2257, which established an exhaustion of remedies procedure for ratepayer objections to proposed water fees. Draft Ordinance 25 contains the

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



**Minutes for Regular Meeting of the Board of
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February 13, 2025
9:00 am

required language to provide a procedure for ratepayers to bring an objection regarding a new or amended water fee to the District's attention early in the fee consideration process and to provide an opportunity for the District to resolve the objections before the Board makes a final decision to adopt proposed water fees. Staff will publish Draft Ordinance 25 as stipulated by regulatory requirements, and a public hearing is scheduled for the March 13 Board meeting for approval of this ordinance.

d. District Safety Program

Non-Action Item

Annually, the District recognizes employees' diligence in practicing workplace safety by attending safety meetings, training, policies, protocols, and procedures, using safety equipment, and following the Safety Committee's suggestions. One employee is randomly selected each year to receive a monetary incentive for meeting the District's workplace safety requirements. This year's recipient is Justin Natividad, who was presented with a certificate and monetary incentive by President Fuller.

10. STAFF REPORTS

10.1 Engineering

a. TRF Generator

Non-Action Item

Mr. Stevens reported PACE completed the design documents for this project. The project was advertised for bid at the end of January and bids are due March 5th.

b. Samoa Peninsula Waterline Right-of-Way Operations, Maintenance and Rehabilitation Project Environmental Impact Report (EIR)

Non-Action Item

Staff continue to make progress on the draft EIR, public circulation of the draft EIR is targeted for March. Kerry McNamee with GHD gave a presentation overview, timeline, and impact of the project to the Humboldt Dunes Collaborative group.

c. Reservoirs Seismic Retrofit Project

Non-Action Item

The additive bid item to install couplers has officially been awarded. Work continued at the Korblex site tank and commenced at the Samoa tank site.

i. Change Order 1 Supplement

ACTION: Approve Supplemental Change Order 1

Maker: Director Lindberg **Second:** Director Woo **Vote:** 5-0 to approve

This Change Order serves as a formal supplement to Change Order 1, which has already received approval from the Board. Upon review, it was identified that a clerical error had

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



**Minutes for Regular Meeting of the Board of
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February 13, 2025

9:00 am

occurred. This supplemental Change Order corrects the error and also allocates additional calendar days to account for the contractor's extended timeline.

d. Essex Onsite Sodium Hypochlorite Generation (OSHG) Project

Non-Action Item

Construction has commenced.

e. Collector Mainline Redundancy

Non-Action Item

Staff received notification from Cal OES that additional requested funds are available. These funds are not guaranteed; a formal grant increase request must be submitted to Cal OES to secure the funds. This project continues to be in FEMA environmental review. The Board asked some clarifying questions.

f. Matthews Dam Advance Assistance Seismic Stability Project

Non-Action Item

Statements of Qualifications (SOQs) were submitted by the February 11th deadline, with two submissions received. A selection committee will evaluate the SOQs, and select the most qualified candidate. A draft scope in fees will be required for review by February 21st, with the final submission due by March 3rd in preparation for the March Board meeting.

g. Status Report for Other Engineering Work

No report was received.

10.2 Financial

a. January 2025 Financial Statement & Vendor Detail Report

ACTION: Motion to approve Financial Statement & Vendor Detail Report in the amount of \$1,095,176.13

Maker: Director Rupp Second: Director Lindberg Vote: 5-0 to approve

Ms. Harris presented the January financial statement & vendor detail report. The General Account balance is \$1.2 million. The various investments balance is \$14 million. The advanced charges are \$5.5 million with a general reserve of \$5 million.

b. Fieldbrook-Glendale contract revenue and Expense Summary

Non-Action Item

This section is presented for transparency.

c. Employee job descriptions to be modified

ACTION: Approve Employee job descriptions to be modified

Maker: Director Rupp Second: Director Woo Vote: 5-0 to approve

Staff provided copies of the proposed revised job descriptions for approval as requested at January Board meeting.

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



**Minutes for Regular Meeting of the Board of
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10.3 Operations

a. **January Operations Report**

Non-Action Item

Mr. Davidsen presented the January Operations Report highlighting important events, trainings and power outages at Ruth Lake.

10.4 Management

a. **General Manager Evaluation**

Closed session was conducted from 1:48 pm to 2:29 pm. The Board returned to open session. President Fuller announced there was no reportable action.

11 DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

Non-Action Item

Director Rupp requested discussing at a future meeting the audit committee and cyber security. The Board agreed to bring it to the March Board meeting.

a. **2025 CSDA Leadership Academy**

ACTION: Approve attendance and related travel expenses for staff and directors

Maker: Director Rupp Second: Director Woo Vote: 5-0 to approve

The 2025 CSDA Leadership Academy will be held October 5-8th. Staff recommend approving attendance and related travel expenses for staff and directors.

11.2 Association of California Water Agencies (ACWA)

a. **ACWA Board of Directors update**

Non-Action Item

Director Rupp attended the ACWA Board meeting on Jan 31st. At the meeting, there was discussion on the ACWA Strategic Plan which was adopted.

b. **ACWA Board Names Acting Executive Director**

Non-Action Item

Director Rupp reported Dave Eggerton left ACWA in December and there will be an interim Executive Officer for the foreseeable future.

c. **ACWA Wildfires and Water**

Non-Action Item

Director Rupp included this item for the Board's review.

11.3 Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA)

Director Rupp attended the ACWA JPIA meeting of the Risk Management Committee and the Executive Committee on Jan 29th. ACWA JPIA continues to work toward a pooled cyber insurance program. There was a discussion of the growing use of telematics for fleet management aimed at

Humboldt Bay Municipal Water
District 828 7th Street, Eureka



Minutes for Regular Meeting of the Board of
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February 13, 2025

9:00 am

fuel savings and efficiency of use. It was announced that current Vice Chair of the Executive Committee, David Drake, will not run for the Executive Committee in May.

a. 2025 ACWA/JPIA Spring Conference

ACTION: Approve attendance and related travel expenses for staff and directors.

Maker: Director Lindberg **Second:** Director Rupp **Vote:** 5-0 to approve

Staff recommend approving attendance of the 2025 ACWA/JPIA Spring Conference and related travel expenses for staff and directors.

b. Resolution NO. 2025-1 – Concurring in Nomination to the Executive Committee

ACTION: Approve Resolution NO. 2025-1 for Chris Kapheim to the Executive Committee

Maker: Director Rupp **Second:** Director Wheeler **Vote:** 5-0 to approve

Kings River Conservation District has nominated their president, Chris Kapheim, for re-election to the ACWA JPIA Executive Committee. This resolution formally supports Mr. Kapheim's nomination.

c. Resolution NO. 2025-2 – Concurring in Nomination to the Executive Committee

ACTION: Approve Resolution NO. 2025-2 Melody McDonald to the Executive Committee

Maker: Director Rupp **Second:** Director Lindberg **Vote:** 5-0 to approve

San Bernardino Valley Water Conservation District has nominated their president, Melody McDonald, for re-election to the ACWA JPIA Executive Committee. This resolution formally supports Ms. McDonald's nomination.

11.4 Organizations on which HBMWD Serves

a. Redwood Coast Energy Authority (RCEA):

Non-Action Item

Director Woo reported on the RCEA Board meeting she attended on January 23rd, stating she is now vice chair.

b. Redwood Region Economic Development Commission (RREDC):

Non-Action Item

Director Lindberg had no report because the January 27th Board meeting was canceled.

ADJOURNMENT

The meeting adjourned at 2:30 pm.

Attest:


Michelle Fuller, President


Bruce Rupp, Secretary Treasurer