

- **HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
828 7<sup>th</sup> Street, Eureka



**Minutes for Meeting of Board of Directors**  
**April 09, 2020**

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**A. ROLL CALL**

Due to the COVID-19 Pandemic, the Board Meeting was conducted telephonically. The Board room was open for the public with social distancing enforced. President Woo called the meeting to order at 9 am. Director Rupp conducted the roll call. Directors Fuller, Latt, Lindberg, Rupp and Woo were present. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris and Board Secretary Sherrie Sobol were present. Nathan Stevens of GHD, Michael O'Connor of R.J. Ricciardi, Inc, Ryan Plotz, District Legal Counsel, Jennifer Kalt, and Anne Baptiste of Thomas Law Group were present for a portion of the meeting.

**B. FLAG SALUTE**

President Woo led the flag salute.

**C. ACCEPT AGENDA**

Mr. Friedenbach requested two items be added to the agenda. Both items came to the attention of the District after the agenda was published and requires immediate action. The two items are 1) a change in health care coverage due to COVID-19 and 2) Vivid Green has provided a counter-offer that needs to be responded to prior to May meeting. Vivid Green will be addressed in Closed Session with legal counsel. On motion by Director Latt, seconded by Director Rupp, the Board voted 5-0 by roll call vote to accept the amended agenda.

**D. PUBLIC COMMENT**

No public comment was received.

**E. CONSENT AGENDA**

Director Latt requested Item I3, pages 9 and 12 be pulled. Director Fuller requested Item I1, the Regular Minutes be pulled. President Woo requested Item E7, Operations be pulled. On motion by Director Fuller, seconded by Director Lindberg, the Board voted 4-1 by roll call vote to approve the Consent Agenda less Items 1,3 and 7. Director Latt was the opposing vote and stated he would explain when it was time for general comments from Directors per the agenda.

1. Minutes of March 12, 2020 Regular Meeting

Director Fuller requested the acronym WISE be spelled out. Director Lindberg noted a word missing in the RREDC portion of the minutes.

3. Newspaper articles of local/water interest

Director Latt pulled two articles titled "Coronavirus: Is the drinking water supply safe?" and "Coronavirus Outbreak Tests resilience of Western Water Workforce". Both articles discussed the importance of water plant operators staying healthy and able to run the system to provide safe drinking water. Director Latt asked Mr. Davidsen for his thoughts on the articles and how they apply to the District. Mr. Davidsen stated he is concerned for the health and safety of his staff and their availability to run the system. He has taken precautionary measures and as of March 17, his crews are split with half at the TRF and half at Essex. He noted that Mr. Friedenbach sent out a good memo on why this was done and how it helps. There is no HVAC system to help spread the virus which is a good thing. Other agencies have "quarantined" healthy employees at the work site. He inquired if any staff was willing to volunteer to be on site for twenty-one days if necessary and received seven volunteers. This is enough staff to run on a 24- hour basis if necessary, but he hopes it doesn't come to that. Mr. Davidsen added that staff has been very diligent about disinfecting areas before, during and after shift changes. Director Latt stated he was satisfied with the discussion. Director Rupp added if there are any resources the Board can provide to please them know. Mr. Davidsen and Ms. Harris replied thank

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you, staff has adequate supplies currently. On motion by Director Fuller, seconded by Director Latt, the Board 5-0 by roll call vote to approve Consent Items 1,3 and 7.

7. Operations Monthly Report

President Woo stated she pulled the section to have the discussion regarding operations staffing that just occurred.

F. NEW BUSINESS

Surplus Items

Mr. Davidsen stated he is requesting surplus of two items. The first is a vehicle that was replaced with a budgeted new vehicle. It is a 2004 Ford F-250, 5.4 L Triton V-8 super cab. The second item a 1995 Onan 4500-watt, 120/240 propane generator. The generator is no longer needed with the large Trinity County/Verizon tower and power facility. On motion by Director Latt, seconded by Director Lindberg, the Board voted 5-0 by roll call vote to declare the items surplus.

Revisions to Tree Removal Policy at Ruth

Mr. Friedenbach stated the District owns the property that is leased through Ruth Lake CSD for recreational purposes. Trees growing on the property are legally District property and therefore strict policies for their removal are in place. Unfortunately, the Licensed Timber Operator (LTO) has been unresponsive under the current procedures in place. Additionally, the lack of availability of a certified arborist in Ruth has been challenging. Obtaining services from an arborist in Weaverville or Redding is cost prohibitive. This resulted in frustration by staff and lease lot holders and is negatively affecting the timely removal of dead, dying and diseased trees. No live trees are taken unless it poses a hazard threat to people or property.

Staff is proposing a new procedure to allow the lease lot holder to self-remove dead, dying and diseased trees up to 12 inches in diameter with prior review and authorization from the District. Trees larger than 12 inches in diameter will require removal by a licensed tree faller with a certificate of liability insurance naming the District as an additional insured under the policy. Director Latt inquired if Ruth Lake CSD has seen the proposed procedure changes. Mr. Friedenbach stated yes, the information was shared with their General Manager Caitlin Canale. Her only concern was regarding the additional insured required for the licensed tree faller.

After a brief discussion by the Board, on motion by Director Latt, seconded by Director Rupp, the Board voted 5-0 by roll call vote to approve the revised Ruth Lease Lot Tree Removal Procedures.

Health Care Coverage Changes

Ms. Harris shared the proposed temporary revision of the Policy for Eligibility Requirements for Health Care Coverage. The COVID-19 circumstances prompted ACWA/JPIA (our health insurance provider) to alter their "hours" eligibility requirements in order to allow employees who have reduced work hours due to COVID-19 pandemic to continuously maintain their Health Care benefit eligibility as an "active" employee from March 1, 2020 through May 31, 2020 (this date may be extended in the future). This change would also apply to full-time employees working zero hours, whether paid or not. If an employee loses eligibility for a reason other than reduction or elimination of work hours related to the COVID-19 pandemic, the coverage termination date will not be extended. Director Latt inquired if this was mandatory. Ms. Harris replied no, but this allows our employees to maintain continuous health coverage if their hours drop below full time due to COVID-19. On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 by roll call vote to approve the Temporary Revision for Eligibility for Health Care Coverage-Extension of Active Coverage.

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**G. REPORTS (from Staff)**

**1. Financial**

Financial Report

Ms. Harris provided the March financial report. She noted that balances seem higher since projects are on pause during the pandemic. She also noted the Districts ACWA/JPIA retrospective premium adjustment refund of \$16,989. Director Rupp reviewed the bills and stated there were no discrepancies. On motion by Director Rupp, seconded by Director Fuller, the Board voted 5-0 by roll call vote to approve the March 2020 financial statement & vendor detail report in the amount of \$317,948.10.

Single Audit Report and Regular Audit Report

Ms. Harris stated a single audit is required when the District receives at least \$750,000 in federal grant funding. To her knowledge, this is the first time the District has gone through a Single Audit. The Single Audit and Regular Audit were both completed by Michael O'Connor of R. J. Ricciardi, Inc. Mr. O'Connor has been super helpful during the process. Mr. O'Connor thanked Ms. Harris. He stated both the audits are a snapshot as of June 30, 2019. All accounting was done in compliance and there are no findings and no weaknesses, which is a good thing. He inquired if there were any questions and there were none. Director Rupp stated the Audit Committee (he and President Woo) had a conference call with the auditor and was pleased to note that it was a clean audit opinion with no negative comments. This reflects well on the staff. Director Latt commended Ms. Harris as the lead person on the audit and her accounting staff Becky Moyle. President Woo noted she is glad the Board sees the audit since looking at the audit is a good lens into the District to see what's happening. On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 by roll call vote to approve the Single and Regular Audits and express appreciation to the auditor and staff.

**H. DIRECTOR REPORTS & DISCUSSION**

**1. General -comments or reports from Directors**

President Woo discussed the Consent Agenda. She stated she suggested the format to streamline the meeting since the Directors were calling in and could pull an item for further discussion if they wanted. She had heard from others who participated in telephonic meetings that there were issues with talking over each other and she anticipated the call being more challenging. This meeting went well and the agenda can go back to the normal format. She thanked all for doing a good job and exercising phone etiquette.

Director Latt stated he did not like having so many items in Consent. He enjoys hearing the report out by staff and it often prompts questions for him. He would like to see the agenda go back to normal format. The Board concurred.

Mr. Friedenbach stated staff attempted to do a web-based video meeting but encountered hardware issues. He will continue to explore it further. President Woo stated and the Board concurred that the phone call went well so no pressure on getting a video conference set up. There are plenty of other concerns to deal with.

**I. Closed session**

**1. Conference with Legal Counsel – Anticipated Litigation Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 (DTSC)**

President Woo recused herself and left the phone call. Staff and Board that needed to be present for the closed session called in on another line at 10:15 am. The Board returned to open session at 11:30 am. Vice President Latt reported out in open session and stated there was no reportable action.

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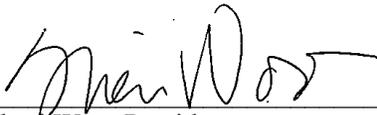
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2. Conference with Legal Counsel – Anticipated Litigation Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 (Vivid Green)  
The Board entered into closed session at 11:32 am and President Woo participated as well. The Board returned to open session at 12:15 pm. President Woo stated there was no reportable action.

**ADJOURNMENT**

The meeting adjourned at 12:21 pm

Attest:

  
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Sheri Woo, President

  
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J. Bruce Rupp, Secretary/Treasurer