

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



Minutes of the Regular Meeting of the Board of

Directors

June 11, 2026

1:00 p.m.

1.1 ROLL CALL

President Fuller called the meeting to order at 1:00 p.m. Roll call was conducted. Directors Fuller, Rupp, Stevens, Wheeler, and Woo were present. General Manager Michiko Mares, Director of Maintenance and Operations Dale Davidsen, Deputy Director of Maintenance and Operations Ryan Chairez, Director of Finance and Human Resources Chris Harris, and Board Secretary Contessa Dickson were present. Associate Engineer Annmarie Behan, Accounting Specialist Darcey Quinn, and general counsel Ryan Plotz were present for a portion of the meeting.

1.2 PLEDGE OF ALLEGIANCE

President Fuller led the pledge of allegiance.

1.3 ACCEPT AGENDA

ACTION: Motion #26-032 to accept Agenda.

Maker: Director Woo

Second: Director Rupp

Vote: 5-0 to approve

2. PUBLIC COMMENT

No public comment was received.

3. CONSENT CALENDAR

ACTION: Motion #26-033 to approve Consent Calendar.

Maker: Director Rupp

Second: Director Stevens

Vote: 5-0 to approve

3.1 Approve the Draft Minutes of the Regular Board Meeting of May 14, 2026

3.2 Approve the Draft Minutes of the Special Board Meeting of May 20, 2026

3.3 Approve LAFCO Independent Special District Election Ballot

3.4 Approve Single Audit Report for Fiscal Year Ended June 30, 2025

3.5 Approve the 2026 Annual Water Supply & Demand Assessment

4. PRESENTATIONS

4.1 None.

5. DISCUSSION AND ACTION:

5.1 Public Hearing: Resolution 2026-04 – 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP)

ACTION: Motion #26-034 to approve Resolution 2026-04: Adoption of the 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP).

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Maker: Director Rupp

Second: Director Woo

Vote: 5-0 to approve by roll call vote

- Director Wheeler: Aye
- Director Woo: Aye
- Director Fuller: Aye
- Director Rupp: Aye
- Director Stevens: Aye

(5 ayes, 0 no, 0 abstained)

Associate Engineer Annmarie Behan presented this item and noted the plans must be adopted and submitted to the California Department of Water Resources by July 1, 2026. President Fuller opened the public hearing, received no public comment, and closed the public hearing. Following discussion, the Board approved Resolution 2026-04: Adoption of the 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP).

5.2 Resolution 2026-05 – Annual Limit for Appropriations

ACTION: Motion #26-035 to approve Resolution 2026-05 – Annual Limit for Appropriations.

Maker: Director Rupp

Second: Director Wheeler

Vote: 5-0 to approve by roll call vote

- Director Wheeler: Aye
- Director Woo: Aye
- Director Fuller: Aye
- Director Rupp: Aye
- Director Stevens: Aye

(5 ayes, 0 no, 0 abstained)

Accounting Specialist Darcey Quinn presented this item and provided an overview of the annual appropriations limit requirements.

5.3 Resolution 2026-06 – Adopting a Conflict of Interest Policy

ACTION: Motion #26-036 to approve Resolution 2026-06 – Adopting a Conflict of Interest Policy.

Maker: Director Stevens

Second: Director Wheeler

Vote: 5-0 to approve by roll call vote

- Director Wheeler: Aye
- Director Woo: Aye

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- Director Fuller: Aye
 - Director Rupp: Aye
 - Director Stevens: Aye
- (5 ayes, 0 no, 0 abstained)

Ms. Mares presented this item and noted the policy was developed to formalize the District's conflict of interest requirements and updated to reflect current organizational positions, including the addition of a new position.

5.4 Resolution 2026-07 – Supporting the Association of California Water Agencies' Vision for our Water Future

ACTION: Motion #26-037 to approve Resolution 2026-07 – Supporting the Association of California Water Agencies' Vision for our Water Future.

Maker: Director Rupp

Second: Director Woo

Vote: 5-0 to approve by roll call vote

- Director Wheeler: Aye
 - Director Woo: Aye
 - Director Fuller: Aye
 - Director Rupp: Aye
 - Director Stevens: Aye
- (5 ayes, 0 no, 0 abstained)

Ms. Mares introduced this item and Director Rupp provided background on ACWA's Vision for Our Water Future initiative and its statewide efforts to build long-term water resiliency. Director Wheeler commented that he appreciated the Vision but expressed concern that ACWA may not adequately advocate for rural communities and agencies such as HBMWD. Following discussion, the Board approved Resolution 2026-07.

5.5 Discuss and Consider Approval of May Financial Statement & Vendor Detail Report

ACTION: Motion #26-038 to approve the May Financial Statement & Vendor Detail Report in the amount of \$705,822.33

Maker: Director Wheeler

Second: Director Stevens

Vote: 5-0 to approve

Ms. Harris presented the May financial Statement & Vendor Detail Report, noting a general account balance of approximately \$7 million, investments totaling \$13.5 million, \$6.8 million in advance charges, and \$4 million in general reserves.

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5.6 Discuss and Consider Approval of the FY27 Budget

ACTION: Motion #26-039 to approve the FY27 budget.

Maker: Director Stevens

Second: Director Woo

Vote: 5-0 to approve

Ms. Harris presented this item and noted the proposed budget had previously been discussed during the May Board meeting and Special Budget Workshop. She stated staff did not anticipate any significant changes prior to the beginning of Fiscal Year 2026/2027 on July 1, 2026. Following discussion, the Board approved the FY27 Budget. The Board commended Ms. Harris for her thorough and well-prepared budget presentation.

5.7 Discuss and Consider Approval of Amended & Restated General Manager Employment Agreement

ACTION: Motion #26-040 to approve the Amended and Restated General Manager Employment Agreement and authorize the Board President to execute the Agreement.

Maker: Director Rupp

Second: Director Woo

Vote: 5-0 to approve

General Counsel Ryan Plotz attended virtually and presented this item. He noted this matter had previously been discussed in closed session at the May Board meeting and recommended approval of the amended agreement. Director Woo commented that over the past year Ms. Mares has consistently risen to every occasion and thanked her for her service to the District.

6. REPORTS

6.1 Staff Reports:

a. Operations Report

Non-Action Item

Mr. Davidsen presented the May Operations Report. He provided updates on Ruth Lake conditions, hydroelectric generation, domestic water operations, maintenance activities, staff training, and ongoing infrastructure projects. Updates were also provided regarding the R.W. Matthews Dam after-action review, Collector #4 inspection planning, the Ruth Lake decontamination station project, Board room audiovisual improvements, and routine maintenance activities completed by staff throughout the month. Mr. Davidsen answered questions from the Board regarding ongoing projects and maintenance activities.

b. Management Report

Non-Action Item

Ms. Mares presented the General Manager's Report, providing updates on regulatory compliance, permitting, infrastructure reliability, and strategic initiatives. She reported no workplace injuries

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during the reporting period and stated the District remained in full compliance with all state and federal drinking water regulations. Updates were also provided on FERC and DSOD review of the embankment investigation drilling program, implementation of FY27 project prioritization efforts, watershed and environmental stewardship initiatives, ongoing Instream Flow Dedication discussions, organizational development efforts, and enhanced Board communication tools.

6.2 Active Ad-Hoc Committee Reports

a. Instream Flow Dedication – Water Rights Renewal – Met

The committee (Directors Fuller and Stevens) met on May 7.

b. GM Evaluation Committee – Met

The committee (Directors Fuller and Woo) met on May 4. President Fuller commented that the consultant has been great and the process has gone smoothly.

6.3 Director Reports

a. Vice President Woo

Vice President Woo commented that the way information was presented in the Board packet was very efficient and appreciated the financial information provided.

b. Director Wheeler

Director Wheeler announced an Offshore Wind Heavy Lift Terminal Project meeting would be held on June 24 at the Arcata Community Center and noted updates would be provided regarding the environmental review process.

c. Director Stevens

Director Stevens thanked staff for the invitation to the District Employee Recognition BBQ.

d. Director Rupp

Director Rupp commented that quagga mussels continue to be a significant issue for ACWA and expressed pride that the District has been involved from the beginning and has been effective at keeping them out of Ruth Reservoir.

e. President Fuller

President Fuller reminded the Board of the Ruth Lake Community Services District Joint Board Meeting scheduled for September 25 and the Ruth Lake Cleanup scheduled for September 26, which she plans to attend. She also noted she may miss the October Board meeting.

6.4 Organizations on Which HBMWD Serves

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a. Association of CA Water Agencies (ACWA)

Non-Action Item

Director Rupp reported he attended the ACWA Board meeting virtually. The primary topic of the two-day workshop and Board meeting was the Vision for Our Water Future initiative. He also reported that ACWA is opposing AB 21 and attended the Audit Meeting for the Finance Committee.

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

Non-Action Item

Director Rupp had no report.

7 Discussion of Future Agenda Items

7.1 Information Management System

Non-Action Item

No update.

7.2 Artificial Intelligence Policy

Non-Action Item

No update.

ADJOURN TO CLOSED SESSION

The Board adjourned from open session at 2:15 p.m. for a brief recess.

1. CLOSED SESSION

President Fuller called the Closed Session meeting to order at 2:20 p.m. Roll call was conducted. Directors Fuller, Rupp, Stevens, Wheeler, and Woo were present. General Manager Michiko Mares, Director of Maintenance and Operations Dale Davidsen, Director of Finance and Human Resources Chris Harris, and Board Secretary Contessa Dickson were present.

2. PUBLIC COMMENT

Public comments were opened and received from Patricia Lewis and James Bruffett, President of Humboldt Trinity Recreation Alliance, regarding a request for a donation of District property to establish a disaster prevention center and food bank for use during emergency events.

3. ANNOUNCEMENT OF CLOSED SESSION:

3.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: portion of Trinity County APN 020-330-005

Agency negotiator: Michiko Mares, General Manager; Ryan Plotz, District Counsel

Negotiating parties: Humboldt Trinity Recreation Alliance (HTRA), a nonprofit organization

Under negotiation: price and terms of payment

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3.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager

The Board entered closed session at 2:25 p.m. and returned to open session at 3:23 p.m.
President Fuller announced there was no reportable action.

ADJOURNMENT

The meeting adjourned at 3:24 p.m.

Attest:

Michelle Fuller, Board President

Contessa Dickson, Board Secretary