

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



**Minutes for Regular Meeting of the Board of Directors
April 11, 2024**

1. ROLL CALL

President Latt called the meeting to order at 9:01 am. Director Rupp conducted the roll call. Directors Fuller, Woo, Rupp were present. President Latt was present for a portion of the meeting. Director Lindberg was absent. General Manager John Friedenbach, 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 Latt led the flag salute.

3. ACCEPT AGENDA

ACTION: Motion to accept Agenda

Maker: Director Fuller Second: Director Rupp Vote: 4-0 to approve

4. PUBLIC COMMENT

No public comment received.

5. MINUTES

a. March 14, 2024, Special Board Meeting Minutes

ACTION: Motion to accept March 11, 2024 Minutes

Maker: Director Rupp Second: Director Fuller Vote: 4-0 to approve

6. CONSENT AGENDA

ACTION: Motion to accept Consent Agenda

Maker: Director Rupp Second: Director Fuller Vote: 4-0 to approve

7. CORRESPONDENCE

a. Letter to FERC transmitting 2023 DSSMR

Non Action item

Mr. Friedenbach discussed the annual DSSMR report. This letter transmitted to FERC the completed DSSMR.

b. Letter from FERC RE Emergency Action Plan tabletop and functional exercises

Non Action item

HBMWD received this response from FERC regarding the EAP tabletop and functional exercises, stating they reviewed the submittal with no comments. They plan on attending the exercise on September 27, 2024.

c. Letter from FERC RE Updated response to recommendations from the ninth independent consultant inspection report for R.W. Matthews Dam

Non Action item

HBMWD received this correspondence from FERC in response to a letter FERC received from the District on this matter. FERC accepted the responses submitted by the District.

8. CONTINUING BUSINESS

8.1 Water Resource Planning

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a. Local Sales

No updates received.

i. Nordic Aquafarms

Non Action item

No update received.

ii. Trinidad Rancheria Mainline Extension

Non Action item

No update received.

iii. Blue Lake Rancheria Mainline Extension

Non Action item

No update received.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

Non Action item

Staff continues to wait for the total water demand estimates from the Harbor District.

b. Transport

Non Action item

No update received.

c. Instream Flow-discuss

i. 1707 Petition for Change

Non Action item

A draft 1707 application was submitted to the water Board staff for their initial draft review. A six-page response of review comments were received from that draft review. Staff, District Counsel, and consultants have been preparing responses to these comments as appropriate. Mr. Friedenbach requested to schedule a Special Board meeting for the 1707 Petition for Change which has been tentatively set for Monday April 29, 2024 at 4:30 pm.

ii. 1707 CEQA Notice of Exemption

ACTION: Motion to approve

No Action taken

Meredith Nikkel with Downey Brand attended via Zoom for this agenda item. She suggested waiting for the Special Board meeting mentioned above to approve this CEQA Notice of Exemption. The Board concurred to table the item until the Special Board meeting.

iii. 2024 Humboldt Bay Symposium Presentation April 12, 2024, 3:20 pm

Non Action item

Director Fuller will be giving a PowerPoint presentation on Instream Flow at the 2024 Humboldt Bay Symposium April 12, 2024, at 3:20 pm.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

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a. Status update

i. Monthly Summary Report

Non Action item

Mr. Friedenbach reported the stormwater sampling was conducted by DTSC on March 11, 2024. DTSC is waiting for the laboratory analytical report. The virtual quarterly update meeting will be held April 30, 2024 11:00 am.

b. Site maps & historical sampling results (stormwater and well water)

Non Action item

These were included for informational purposes.

9. NEW BUSINESS

a. City of Arcata RDA Compensation agreement

ACTION: Motion to approve Ad-hoc committee

No Action taken

Director Woo recused herself due to a conflict of interest.

David Loya, Director of development and Kiko Barr, Community Development Specialist, with the City of Arcata attended for this agenda item. The City of Arcata requested a Community Development Agency Successor Compensation Agreement on August 31, 2022. Mr. Loya discussed the background and specifics of this agreement. With a few updates, it has been brought back to the Board. A discussion ensued. The Board requested an ad-hoc committee be created to create an MOU/MOA between the District and the City of Arcata regarding the District's pipeline easements within the City and to address development encroachment in and around District easements. Action on the SCASCA was tabled to a future Board meeting pending the MOU/MOA agreement adoption.

b. GM recruitment and ad-hoc committee

ACTION: Motion to approve GM recruitment

No Action Taken

The Board requested a timeline for the process for the General Manager recruitment due to the current General Manager's retirement in 2025. Staff provided options with samples for the Boards review. The Board asked clarifying questions and an in-depth discussion followed. Direction was provided to staff to move the process forward with regular reports at Board meetings. No ad hoc committee was desired.

c. RLCSD policy 6225

ACTION: Motion to approve RLCSD policy 6225 in accordance with the provisions of Master Lease Amendment 3

Maker: Director Fuller **Second:** Director Rupp **Vote:** 4-0 to approve

Caitlin Canale, General Manager of RLCSD attended VIA zoom for this agenda item. RLCSD is requesting the approval of changes to Policy 6225, Construction and Maintenance of Pit Privies.

d. Trinity County LHMP – HBMWD Annex

Non Action item

For any FEMA Hazard Mitigation Grant, one of the requirements is that the agency is a participant in the Local Hazard Mitigation Plan (LHMP) which are produced by local

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counties. For the District to be eligible for the grant and since Ruth Lake Dam is located in Trinity County, the District needs to be a participant in Trinity County's LHMP. Trinity County was two years delinquent in submitting their LHMP. Staff found out Trinity County submitted their draft plan excluding HBMWD's chapter 6 annex. After some correspondence with their staff, the District's Annex was accepted and is being including in Trinity County's LHMP.

Resolution 2024-03, AWWA Drinking Water Week May 5-11, 2024

ACTION: Motion to approve Resolution 2024-03

Maker: Director Rupp **Second:** Director Woo **Roll call Vote:** 4 ayes 0 nays to approve

This is a resolution recognizing the annual Drinking Water Week.

e. Resolution 2024-04, Quagga/Zebra Mussel infestation prevention grant program

ACTION: Motion to approve Resolution 2024-04

Maker: Director Rupp **Second:** Director Woo **Roll call Vote:** 4 ayes 0 nays to approve

This resolution is a requirement of the application for the 2024-25 Quagga grant for which the District will apply.

f. Samoa Peninsula Concrete Vault Public Art Project

ACTION: Motion to approve Samoa Peninsula Concrete Vault Public Art Project

Maker: Director Woo **Second:** Director Rupp **Vote:** 4-0 to approve

As presented during the March Board meeting Redwood Community Action Agency proposes creating artwork on certain HBMWD appurtenant structures on the Samoa Peninsula which will be grant funded by RCAA. The Board directed the GM to review the artwork for appropriateness.

g. LAFCO official ballot – Independent Special District Election

ACTION: Motion to cast HBMWD's vote for Heidi Benzonelli for independent special District regular member

Maker: Director Woo **Second:** Director Fuller **Vote:** 4-0 to approve

The Board discussed the candidates and made their decision, choosing Heidi Benzonelli.

10. REPORTS (from STAFF)

10.1 **Engineering –**

a. Reservoirs Seismic Retrofit Project-status report

i. Albat construction management agreement

ACTION: Motion to approve Albat construction management agreement for \$332,642.

Maker: Director Rupp **Second:** Director Fuller **Vote:** 4-0 to approve

As stated in past Board meetings, the District was granted a FEMA Hazard Mitigation Grant for the seismic retrofit three water storage tank reservoirs project. An initial Request for Qualifications (RFQ) was published for this project January 4, 2024 with no responses. A second RFQ solicitation was published on February 16, 2024. The District received two responses to the second RFQ. A Statement of Qualification review team was assembled and completed their review March 19, 2024. Staff recommends the Board

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authorize a contract with Albat of Sacramento as the preferred respondent for this project in the amount of \$336,642.00.

ii. Grant Extension

Non Action item

The District requested an extension for the project completion due to publishing a second RFQ for this project. The request was to extend the completion date from March 2025 to March 2026. Cal OES granted the extension to June, 2025.

b. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR

Non Action item

Mr. Friedenbach reported on the meeting he attended with the city of Eureka's City Manager and environmental staff person, and a representative from GHD in regards to this project. The City is willing to partner with the District regarding possible mitigation sites on City owned property on the Samoa Peninsula.

c. Essex Onsite Sodium Hypochlorite Generation Project

Non Action item

No update received.

d. Collector Mainline Redundancy

Non Action item

Staff received a FEMA request for information. Mr. Friedenbach and GEI worked together and prepared a response to this request which was submitted this week.

e. Matthews Dam Advance Assistance Seismic Stability Project

Non Action item

No update was received.

f. Status report re: Other engineering work in progress

Non Action item

No update was received.

10.2 Financial

a. March 2024 Financial Statement & Vendor Detail Report

ACTION: Motion to approve March 2024 Financial Statement & Vendor Detail Report in the amount of \$397,367.22

Maker: Director Rupp **Second:** Director Woo **Vote:** 3-0 to approve, Director Latt was not present

Ms. Harris presented the march 2024 financial report. The General Account balance is \$1.4 million. The various investments balance is \$11.3 million. The advanced charges are \$5.5 million with a general reserve of \$3 million.

b. March 2024 Fieldbrook-Glendale contract revenue and Expense Summary

Non Action item

This section of the report has been broken out for transparency.

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c. Resolution 2024-02 to close inactive County of Humboldt investment accounts

ACTION: Motion to approve closing inactive County of Humboldt investment accounts

Maker: Director Rupp Second: Director Woo Roll call Vote: 3 ayes 0 nays, Director Latt was not present

Staff recently learned the District has three inactive investment accounts held by the County of Humboldt which have remained open although they were requested to be closed in 2019. The County requires a Resolution from the Board in order to close these accounts. Resolution 2024-02 requests the accounts be closed and remaining funds be transferred to the active Tax Account.

10.3 Operations

a. March Operations Report:

Non Action item

Mr. Davidsen reported on the March Operations updates. He also reported a large amount of erosion around Ruth Lake and that there are many trees in the lake due to the recent heavy rainfall.

b. Surplus Request: repair supplies

ACTION: Motion to approve Surplus request

Maker: Director Rupp Second: Director Woo Vote: 3-0 to approve, Director Latt was not present

Staff requested to surplus 1998 John Deere rotary cutter.

c. Request purchase order authorization for new collector pump

ACTION: Motion to approve purchase order

Maker: Director Woo Second: Director Rupp Vote: 3-0 to approve, Director Latt was not present

Mr. Davidson is asking for approval for a purchase order for a new pump for collector 2. Because of the lead time, the pump will not be delivered until July/August and will be funded in the 2024-25 Project Budget.

10.4 a. CSDA Humboldt area chapter membership certificate

Non Action item

HBMWD is a member of the CSDA Humboldt Area Chapter. This is the annual membership certificate.

b. Employee barbeque May 21, 2024

Non Action item

The District's annual barbeque has been scheduled for May 21, 2024 at Essex.

c. Quads at Ruth Lake lease lots

Non Action item

This was an item on the April 9, 2024 RLCSD Board meeting agenda. Staff wanted to bring it to the Board's attention. RLCSD Board has addressed the issue.

11 DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

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No update was received.

11.2 ACWA

No update was received.

11.3 ACWA – JPIA

Director Rupp reported on his attendance of an ACWA/JPIA finance and liability meeting.
Director Rupp briefly discussed cyber security premiums.

11.4 Organizations on which HBMWD Serves

a. RCEA:

Non Action item

Director Woo reported on the March RCEA meeting.

b. RREDC:

Non Action item

This monthly meeting was canceled due to no quorum.

ADJOURNMENT

The meeting adjourned at 2:39 pm.

Attest:



Neal Latt, President



J. Bruce Rupp, Secretary/Treasurer