

**Humboldt Bay Municipal Water
District 828 7th Street, Eureka
Revised Agenda for Regular Meeting of the Board of
Directors**



February 8, 2024

Meeting Start Time: 9:00 AM

District Mission

Reliably deliver high-quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost. Reliably deliver untreated water to our wholesale industrial customer(s) at a reasonable cost. Protect the long-term water supply and water quality interests of the District in the Mad River watershed.

Members of the public may join the meeting online at:

<https://us02web.zoom.us/j/86710296323?pwd=MjZldGxRa08wZ0FWOHJrUjNhZnFLQT09>

Or participate by phone: 1-669-900-9128 Enter meeting ID: 867 1029 6323 Enter password: 484138

If you are participating via phone and would like to comment, please press *9 to raise your hand.

How to Submit Public Comment: Members of the public may provide public comments via email until 5 p.m. the day before the Board Meeting by sending comments to office@hbmwd.com. Email comments must identify the agenda item in the email's subject line. Written comments may also be mailed to 828 7th Street, Eureka, CA 95501. Written comments should identify the agenda item number. Comments may also be made in person at the meeting.

Announcement recording of meeting: This meeting may be recorded to assist in the preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the California Brown Act.

Time Set Items:

8.2 Continuing Business	McNamara & Peepe	9:15 AM
8.1.c.i Continuing Business	Special Board Meeting Draft Agenda	10:00 AM
10.1 Engineering	Engineering	11:00 AM

The Board will take a scheduled lunch break from 12:00 pm to 1:30 pm.

1. ROLL CALL

2. FLAG SALUTE

3. ACCEPT AGENDA

4. PUBLIC COMMENT

Members of the public are invited to address the Board on items not listed on the agenda that are within the scope and jurisdiction of the District. At the discretion of the President, comments may be limited to three minutes per person. The public will be allowed to address items on the agenda when the Board takes up that item. Under the Brown Act, the Board may not take action on any item that does not appear on the agenda.

5. MINUTES

January 11, 2024, Regular Board Meeting Minutes*- discuss and possibly approve

6. CONSENT AGENDA *-These matters are routine in nature and are usually approved by a combined single vote unless an item is pulled for discussion

Media articles of local/water interest (Articles a-g)*- discuss and possibly approve

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7. CORRESPONDENCE

Letter received from the California Coastal Commission re: Emergency sand replenishment to address the HBMWD's threatened water main along New Navy Base Road*-discuss

8. CONTINUING BUSINESS

8.1 **Water Resource Planning**— Status report on water use options under consideration*-discuss

- a. Local Sales
 - i. Nordic Aquafarms-discuss
 - ii. Trinidad Rancheria Mainline Extension-discuss
 - iii. Blue Lake Rancheria Mainline Extension-discuss
 - iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project-discuss
- b. Transport-discuss
- c. Instream Flow-discuss
 - i. Special Board Meeting Draft Agenda February 12, 2024*-discuss

(Time set 10:00 am)

8.2 **McNamara & Peepe (Time Set 9:15 am)**

- a. February 2023 Groundwater Sampling Report*-discuss (full report available here: https://www.envirostor.dtsc.ca.gov/public/profile_report?global_id=12240115)
- b. Quarterly virtual meeting rescheduled to February 29, 2024-discuss
- c. Site maps & historical sampling results (stormwater and well water)*-reference

8.3 **CLOSED SESSION**- Public Employee Performance Evaluation for General Manager pursuant to Section 54957(b)(1)-**This will be the last item on the agenda**

9. NEW BUSINESS

- a. District Safety Program*-discuss
- b. ACWA-JPIA H.R. LaBounty Safety Award Submittal*-discuss
- c. Humboldt Local Agency Formation Commission Call for Nominations for District Members to serve on LAFCo*-discuss and possibly approve

10. REPORTS (from STAFF)

10.1 **Engineering – (Time set 11:00 am)**

- a. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR-status report
- b. Collector 2 Rehabilitation Project-status report
- c. Essex Onsite Sodium Hypochlorite Generation Project-status report
 - i. CEQA Notice of Exemption for Essex Onsite Sodium Hypochlorite Generation Project*-discuss and possibly approve
- d. TRF Generator Project-status report
- e. Reservoirs Seismic Retrofit Project*-status report
 - i. CEQA Notice of Exemption for Samoa Reservoir Seismic Retrofit*-discuss and possibly approve
 - ii. CEQA Notice of Exemption for Korblex Reservoirs Seismic Retrofit*-discuss and possibly approve
- f. Matthews Dam Advance Assistance Seismic Stability Project- status report
- g. Status report re: Other engineering work in progress

**Humboldt Bay Municipal Water
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Agenda for Regular Meeting of the Board of Directors

February 8, 2024

Meeting Start Time: 9:00 AM

10.2 Financial

- a. Employee Handbook chapter 4 review*-discuss
- b. Covid-19 CPP update and HBMWD Covid-19 sick leave*-discuss and possibly approve
- c. January 2024 Financial Statement & Vendor Detail Report*-discuss and possibly approve
- d. January 2024 Fieldbrook-Glendale contract revenue and Expense Summary*-discuss

10.3 Operations

January Operations Report*-discuss

10.4 Management

Reschedule Director Dunes tour-discuss

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

11.2 ACWA

Director Report, if any

11.3 ACWA – JPIA

Director Report, if any

11.4 Organizations on which HBMWD Serves

- a. RCEA*- report out
- b. RREDC*- report out

ADJOURNMENT

ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (Posted and mailed February 2, 2024.)



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Board of Directors Meeting

February 8, 2024



Pump Station 4
Photo by David Lindberg

MINUTES

Humboldt Bay Municipal Water
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SECTION

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Minutes for Regular Meeting of the Board of Directors

January 11, 2024

1. ROLL CALL

President Latt called the meeting to order at 9:00 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 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 Lindberg Second: Director Fuller Vote: 5-0 to approve

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

December 14th, 2024, Regular Board Meeting Minutes

ACTION: Motion to accept December 14, 2024 Minutes

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

Director Woo recommended edits to the minutes. Approved minutes as amended.

6. CONSENT AGENDA

ACTION: Motion to accept Consent Agenda

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

7. CORRESPONDENCE

a. Essex Battery Bank SGIP approval:

No Action was taken

The District received an email from PG&E that the Battery Bank at Essex was approved and completed, paid for by grant funds.

b. Online public comments by Jackson Hand:

No Action was taken

The District received an online public comment. Mr. Friedenbach discussed the Dune tour offered by Mike Cipra to the Board, Saturday, January 20, 2024, was the date decided on for the tour.

8. CONTINUING BUSINESS

8.1 Water Resource Planning:

a. Local Sales:

i. Nordic Aquafarms:

No Action was taken

No update was reported.

Minutes for Regular Meeting of the Board of Directors

January 11, 2024

ii. Trinidad Rancheria Mainline Extension:

No Action was taken

No update was reported.

iii. Blue Lake Rancheria Mainline Extension

No Action was taken

No update was reported.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

No Action was taken

Mr. Friedenbach and Mr. Davidsen met with Harbor District staff to discuss project infrastructure and water demand.

b. Transport

No Action was taken

No update was reported.

c. Instream Flow

No Action was taken

Comments from The California Water Board were received. A meeting is scheduled for Friday January 19, 2024 with the Water Board Staff, the Districts Water Rights Council and Mr. Friedenbach to discuss the comments.

d. Reschedule January 24 Special Board Meeting:

No Action was taken

The Special Board meeting was rescheduled from January 24, 2024, to February 12, 2024.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. DTSC Monthly Summary Report, December:

No Action was taken

Mr. Friedenbach reported out on the monthly update, stating there was not much to report. The Board suggested sending an invitation to Vanessa Davis the new Project Manager for DTSC To the February Board meeting.

9. NEW BUSINESS

a. Resolution 2024-01 Recognizing and Honoring Dee Dee Simpson-Glenn:

ACTION: Motion to accept Resolution 2024-01

Maker: Director Rupp **Second:** Director Woo **Vote:** 5-0 approved by roll call vote

After 21 years of exceptional tenure with the District, Dee Dee Simpson-Glenn is Retiring on January 15, 2024. Director Rupp read Resolution 2024-01 Recognizing and Honoring Dee Dee Simpson-Glenn. On a motion by Director Rupp, seconded by Director Woo, the Board voted 5-0 to accept Resolution 2024-01.

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Minutes for Regular Meeting of the Board of Directors

January 11, 2024

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- b. Officer and Committee Assignments:
- i. Election of officers (excluding president):
ACTION: Motion to accept Election of officers
Maker: Director Rupp **Second:** Director Woo **Vote:** 5-0 approved
No officer changes were made.
- ii. Appointment to committees:
ACTION: Motion to accept Election of officers
Maker: Director Rupp **Second:** Director Woo **Vote:** 5-0 approved
Director Lindberg will replace President Latt as the Board representative. Director Fuller will be the alternate.
- c. CLOSED SESSION- Public Employee Performance Evaluation for General Manager pursuant to Section 54957(b)(1):
No Action was taken
Closed session was conducted from 3:20 pm to 3:36 pm. The Board returned to open session with no reportable action.
- d. CLOSED SESSION- Conference with District Legal Counsel Ryan Plotz – Critical Infrastructure Threat to Public Services or Facilities pursuant to Gov. Code 54957:
No Action was taken
Closed session was conducted from 2:16 pm to 2:40 pm. The Board returned to open session with no reportable action.
- e. Minutes Action/summary:
ACTION: Motion to accept Moving to brief summary minutes
Maker: Director Rupp **Second:** Director Lindberg **Vote:** 5-0 approved to move from summary minutes to brief summary minutes.
Mr. Friedenbach reported for Ms. Dickson, bringing to the Board what she learned at her CSDA Fall Conference. Her suggestion was to move from summary minutes to action/brief summary minutes.

10. REPORTS (from STAFF)

10.1 Engineering – (Time set 11:00 am)

- a. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR:

No Action was taken

No update was reported.

- b. Collector 2 Rehabilitation Project:

No Action was taken

Layne provided a draft of their final report containing as-built drawings and an analysis of the pre-and post-testing done at the collector.

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c. Essex Onsite Sodium Hypochlorite Generation Project:

No Action was taken

Mr. Stevens stated they hope to get the project out for bid in the coming months, AND to have the project started in the next construction season.

d. TRF Generator Project:

No Action was taken

Mr. Friedenbach sent correspondence to the CalOES representative on the project noting the District's submittal of final deliverables under phase 1 of the grant.

e. Collector Mainline Redundancy Project:

No Action was taken

No update was reported.

f. Reservoirs Seismic Retrofit Project:

No Action was taken

A request for qualifications was issued on January 3, 2024 for bid period assistance and construction management services, with a submittal deadline of February 8, 2024.

g. Matthews Dam Advance Assistance Seismic Stability Project:

No Action was taken

The District received an email from CalOES detailing the schedule for the next steps in the Advance Assistance grant.

h. Status report re: Other engineering work in progress:

No Action was taken

No update was reported.

10.2 Financial

a. December 2023 Financial Statement & Vendor Detail Report:

ACTION: Motion to accept December 2023 Financial Statement & Vendor Detail Report

Maker: Director Rupp **Second:** Director Lindberg **Vote:** 5-0 approved

Ms. Harris presented the December 2023 financial report. The General Account balance is \$1.4 million. The Various investments balance is \$10.2 million. Director Lindberg reviewed the bills this month with no questions.

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

No Action was taken

This section of the report has been broken out for transparency. It used to be included in the main financial report, but this means of presentation is much easier to review at a glance.

c. Compensation & Benefit study with Regional Government Services (RGS) Patty Howard:

No Action was taken

Patty Howard with RGS joined VIA Zoom. Ms. Howard presented her company and the goals they have set for the compensation and benefits study they will be conducting with the District.

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- d. Employee handbook chapter 3 revision, part II:

No Action was taken

Ms. Harris provided the revised and updated chapter 3 of the employee handbook for the Director's review.

- e. Review of ReMAT Contract Revenue (FY19-FY23):

No Action was taken

Ms. Harris reviewed the ReMAT contract, including Revenue from the Fiscal year 2019 through 2023. A lightning strike took a PG&E transformer offline on April 21, 2023. The transformer was replaced and back online on December 12, 2023. During the 7 ½ months the transformer was out of service, the District was unable to generate power. This resulted in an estimated \$219,000 loss in revenue.

- f. Director Compensation:

No Action was taken

Staff provided updates to the requested information regarding Director compensation.

10.3 **Operations**

December Operations Report:

No Action was taken

Mr. Davidsen reported out on the December Operations updates.

10.4 **Management**

- a. Use of Baduwa't name for the Mad River:

No Action was taken

The Board discussed using Baduwa't when referring to the Mad River for community outreach purposes. The Board agreed it was appropriate.

- b. Change May 9 and August 8 Board Meeting Dates due to conflicts:

ACTION: Motion to accept Board Date changes

Maker: Director Rupp **Second:** Director Lindberg **Vote:** 5-0 approved moving the May 9 and August 15, 2024 Board dates to May 16 and August 14, 2024.

11. **DIRECTOR REPORTS & DISCUSSION**

11.1 **General – comments or reports from Directors**

No Action was taken

Director Lindberg raised the question OF whether the District should issue a press release when the Ruth Lake reservoir overflows. The Board agreed they should.

11.2 **ACWA**

- a. ACWA 2024 Sacramento CA Spring Conference May 7-9:

ACTION: Motion to approve attendance

Maker: Director Rupp **Second:** Director Woo **Vote:** 5-0 approved the attendance of the ACWA and ACWA JPIA 2024 Sacramento Spring Conference May 6-9, 2024.

- b. ACWA 2024-25 Committees Region 1:

No Action was taken

ACWA 2024-25 Region Committee representatives were shared.

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Minutes for Regular Meeting of the Board of Directors
January 11, 2024

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- c. ACWA 2024 D.C. Water conference February 27-29:

No Action was taken

This was included for information if any Board members were interested in attending.

11.3 ACWA – JPIA

No Action was taken

Director Rupp reported out on the Personnel Committee meeting he attended.

11.4 Organizations on which HBMWD Serves

- a. RCEA:

No Action was taken

Director Woo reported out on the RCEA monthly meeting.

- b. RREDC:

No Action was taken

The monthly RREDC meeting was canceled due to it falling on Christmas.

ADJOURNMENT

The meeting adjourned at 3:36 pm.

Attest:

Neal Latt, President

J. Bruce Rupp, Secretary/Treasurer

CONSENT

Exhibit looks at sea level rise



Pictured is an Aldaron Laird photo showing McDaniel Slough during a king tide. (Courtesy of Aldaron Laird)

By **THE TIMES-STANDARD**
January 9, 2024

Photographs by Aldaron Laird are on display this month and next at the Arcata Marsh Interpretive Center, 569 South G St., Arcata.

Laird will be giving a lecture to accompany his show at the Interpretive Center and via Zoom Friday starting at 7:30 p.m. The Zoom link is <https://humboldtstate.zoom.us/j/84071717621?pwd=TTk3aUJtWGYwb3gvNnRlV3g0M1FBdz09>.

Laird's show is titled "Sea Level Rise: North Unit of the Arcata Marsh." This area contains five marshes, four ponds, one lake, a boat launch, 3.5 miles of trails, one mile of city access streets and an interpretive center, Laird noted.



Aldaron Laird has lived in Humboldt County since 1975 and is a retired environmental planning consultant. (Submitted)

"The marsh is very much on the frontline for sea level rise impacts this century. Less than a foot of sea level rise during a 2005 New Year's Eve extreme water event (9.6 feet at NOAA's North Spit tide gauge), caused by a king tide and storm surge, resulted in Gov. Schwarzenegger declaring a state of disaster on Humboldt Bay.

That is less than a foot higher than our mean annual maximum tide (average king tide) of 8.8 feet.

"The diked shorelines on Humboldt Bay are extremely vulnerable to a small sea level rise of just 1 to 2 feet. The North Unit, under existing shoreline conditions, is vulnerable to sea level rise of 1.6 feet (0.5 meter) to 3.3 feet (1.0 meter), which we are most likely going to experience in the near term and this century," he said.

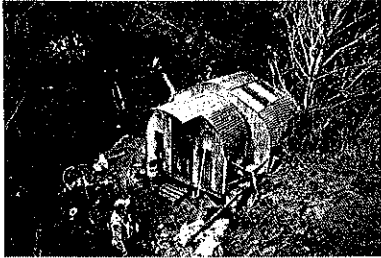
Laird has lived in Humboldt County since 1975 and is a retired environmental planning consultant who has specialized in sea level rise vulnerability assessments and adaptation planning on Humboldt Bay.



“I am also an avid kayaker who has circumnavigated all 102 miles of Humboldt Bay’s shoreline and a landscape photographer,” he said.

Shows featuring local art and photography are sponsored by Friends of the Arcata Marsh. The Interpretive Center is open to the public Tuesday through Sunday from 9 a.m. to 5 p.m. For more information, call 707-826-2359.

Manila CSD calls on law enforcement, social services to clear encampments in wake of homicide



The Manila Community Service District passed a resolution calling on the police and social services to vacate people living in the forest and dunes after a man was found fatally shot there earlier this month. (Courtesy of MCSD)



By **SAGE ALEXANDER** | salexander@times-standard.com

PUBLISHED: January 17, 2024 at 2:03 p.m. | UPDATED: January 17, 2024 at 2:06 p.m.

On Tuesday night, the uneasy truce between residents of Manila and people living in encampments nearby dissolved. The Manila Community Service District passed a resolution calling on law enforcement and social services to vacate people living in the forest after a man was found fatally shot there earlier this month.

Mike Wilson, 3rd district supervisor, asked for a policy from MCSD removing any ambiguity following the fatal shooting of 56-year-old Pete William Dibeau. He said at the meeting it's important for the property owner to state very clearly they have trespassers and want them removed for the sheriff to be able to take action.

"As the stewards of the land, we need to know what direction you want us to move in," Humboldt County Sheriff's Capt. Bryan Quenell said.

After concern for where the people living in encampments will go was later noted by board members, Quenell said this policy was all or nothing; everyone off the property or continue the status quo of dealing with issues as they came up. The status quo is detailed in a [district staff report](#), largely responding to individual fire, waste and dog issues at encampments, posting trespassing notices and other outreach with people in camps. The resolution, passed unanimously with one board member absent, states what hadn't been clear before: MCSD wants to enforce trespassing laws on the people living on the district's property. Staff estimated there are at least 10 encampments.

Board members asked where people will go once they are kicked out of the dunes. One asked a Humboldt County official if there were adequate options for people with dogs or a person who tends to shout curse words loudly.

Connie Beck, director of Humboldt County Department of Health and Human Services, said people can take pets to a lot of housing first properties.

"That should not be an excuse. There's housing issues everywhere," she said.

She said DHHS looks for locations where people can be alone, and said the department houses people in permanent supportive housing for individuals. The resolution calls for DHHS and other county departments to support the "safe, humane and respectful removal and ongoing monitoring of encampments" in the Manila Dunes Recreation Area.

Quenell said the process first involves notifying people, which would hopefully spur people to seek housing and move along. He said officers notify people multiple times that they have 30 days to vacate. Quenell said if

campers don't leave they get a citation, and HCSO only sends people to jail if there are narcotics or an assault on an officer during the sweep. He said HCSO has done this strategy successfully before and very few people dig their heels in. He said at most it would take six months.

"We don't want to move them from one piece of property to another," said Quenell, adding there needs to be a long-term solution and consequences for those who don't fall in line with the direction.

A staff report notes in recent years, aggressive dog incursions and perceived nefarious activities became a problem. While some residents at the meeting said the encampments, especially loose dogs, had left them feeling unsafe walking on nearby trails for some time now, they said the murder of Dibeau changed things.

Tammy, a public commenter who's lived in Manila about 15 years, said these days she doesn't feel safe walking or running in the dunes alone.

"I don't think that I'm going to be killed, but there are unleashed dogs that sometimes bark aggressively," she said, adding she was sad to lose access to the outdoors.

Access to the trails and safety was a big issue for public commenters. Some also noted environmental concerns like trash or cut vegetation, and some noted fears of warming fires getting out of control and spreading to their homes.

Not only did the Dibeau homicide spur the process of the district vacating encampments in the dunes, one man said it also meant the loss of the go-to guy who often moderated the more extreme behavior.

"I don't think anyone quite understands how important he was to that community of people," said Iver Iverson, adding that he called his friend "the mayor" and expected things to get worse with his loss.

HCSO is investigating Dibeau's death as a homicide and has said they have a person of interest identified.



Welcome our New Executive Director



A Wave of Change



After a nationwide search, the Friends of the Dunes Board of Directors is excited to announce that it has selected Suzie Fortner as the organization's new Executive Director. Suzie's background working as a dynamic environmental educator, an innovative Program Manager, and a highly successful Program & Operations Director for Friends of the Dunes for more than 15 years makes her the most highly qualified Executive Director that Friends of the Dunes has ever hired.

"We are thrilled to welcome Suzie as our new Executive Director," said Desiree Davenport, President of the Friends of the Dunes Board of Directors. "She brings a deep knowledge of our community and environment, and a passion for collaborating with people from all backgrounds to advance coastal conservation. We are very lucky Suzie has stepped forward to lead Friends of the Dunes."

When Suzie assumes the role on February 1, she will lead an organization that is currently working on the largest and most ambitious coastal land conservation and native dune ecosystem restoration projects in its 42-year history, as well as a true-to-its-roots nonprofit that brings thousands of Humboldt County kids to explore the coastal environments of Humboldt Bay each year on free field trips.





“I’m extremely honored and excited to take on this new role with Friends of the Dunes. The mission of the organization is very close to my heart. The work we do connects thousands of people with nature each year and engages our community in the conservation of coastal environments. The dedication of our volunteers, members, and supporters to the protection of Humboldt’s unique and diverse coastal dunes is truly inspiring and I’m grateful to be a part of this community-supported organization.” - Suzie Fortner

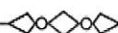
Suzie has a Bachelor of Science degree in Marine Biology from UC Santa Cruz, and a Masters Degree from Cal Poly Humboldt’s Environment & Community Program, with a focus on nature education. She combines this strong academic background with years of practical, proven experience bringing thousands of students to the dunes for life-changing experiences, while successfully managing complex, multi-partner grants totaling more than \$5 million.

“I was thrilled to hear the news of Suzie becoming Executive Director,” said Leisyka Parrott, California Coastal National Monument Manager for the Bureau of Land Management. “I have worked with Suzie for over 13 years on many successful, collaborative projects with Friends of the Dunes. Her leadership and commitment to the mission and vision of Friends of the Dunes is an asset to all who work with and support coastal conservation.”

“Suzie brings a wealth of knowledge to the Executive Director position,” said Andrea Pickart, Coastal Ecologist for the Humboldt Bay National Wildlife Refuge. “Her friendly demeanor and strong work ethic promise to continue the excellent record of the Friends of the Dunes in coastal conservation.”

Suzie succeeds Mike Cipra, who leaves Friends of the Dunes after serving five years as Executive Director.

“Suzie is a thoughtful communicator, a natural collaborator, and an inspiring leader,” said Mike Cipra. “It has been an amazing experience to work alongside Suzie the last five years, and to partner with her to grow our nonprofit’s positive impact. With Suzie as our new Executive Director, Friends of the Dunes’ future is bright.”



LOST COAST OUTPOST

HANK SIMS / TODAY 1/24/2024 @ 12:06 P.M. / ECONOMY

(PHOTOS) The Biggest Federal Grant in Humboldt History? Huffman, Assorted Worthies Gather on Woodley Island to Celebrate \$426 Million in Infrastructure Funding for Offshore Wind

It was a high-powered affair on Woodley Island yesterday afternoon, as people gathered to hear Rep. Jared Huffman officially announce a \$426 million Department of Transportation grant to build a port terminal for the coming offshore wind industry. A section of the island's parking lot was roped off for the event, so that the VIP guests would have a convenient place to park for the ceremony, which took place beneath the Fisherman statue.

And come they did. Supervisors Steve Madrone and Natalie Arroyo were in attendance, as were Eureka Mayor Kim Bergel, Hoopa tribal chair Joe Davis, Jason Ramos of the Blue Lake Rancheria, county administrative officer Elishia Hayes, Cal Poly Humboldt president Tom Jackson, various emissaries from the local business community, harbor district personnel and representatives from the major international firms investing in offshore wind.

Why? As Huffman said when he took the mic, the \$426 million grant – all of it originating from President Biden's 2021 Infrastructure Investment and Jobs Act – is kind of a big deal.

"The federal department of transportation INFRA Grant that we are celebrating today, to my knowledge, may be the biggest federal investment in this region in 50 years," Huffman said. "It's a big, big deal. It's a game-changer. And for those of you that share in the excitement and the vision and all the possibilities that this offshore wind project has brought to this community, this is a huge step forward in making all of that real."

What will the \$426 million pay for? Not only for the dock and warehouse facilities themselves, but for various improvements that, together, are designed to make the new offshore wind facility a true "green port," which Huffman hoped would "show the way" to other ports around the world.

An emotional Greg Dale, the chair of the Harbor District's board of commissioners – the body that will administer this massive cash injection – had a partial list of these green amenities when he followed Huffman at the podium.

"In this \$426 million dollar grant, there's \$51 million dollars for environmental restoration," he said. "\$51 million dollars – [the federal government] probably hasn't spent \$51 million dollars on environmental restoration on Humboldt Bay in the entirety of the district's time as a district."

Dale also mentioned \$10 million for a large solar array, and just over \$1 million apiece for a trail and a public access pier. The grant also includes a \$6 million community benefits program for “tribe, fishermen and local residents,” Dale said.

The federal grant comes with some sort of matching commitment from private industry, which in theory should add up to a billion dollars on-hand to build the huge facility, which is planned for the Samoa terminal currently owned by the Harbor District. The vision is that this new terminal will serve a nascent offshore wind industry along a large swath of the Pacific coastline, with absolutely massive floating windmills manufactured and assembled in Humboldt Bay, then towed out to the open sea by tug.

Not much was said about this matching commitment, or who exactly would be anteing up funds, and how that match affects the ultimate ownership of the new facilities. Crowley Wind Services, the would-be operator of the port, has not yet signed a deal with the Harbor District – the two sides are still in the “exclusive right to negotiate” phase of their relationship. Chris Mikkelsen, the Harbor District’s executive director, told the *Outpost* that the private match could come from many quarters: Crowley, a different operator, perhaps from the wind energy firms – the operators of the windmills – themselves.

Mikkelsen said that the district is trying to put together ways to communicate directly with the public on these sorts of sticky questions, perhaps in the form of quarterly updates. “No news is not good news,” Mikkelsen said.

This morning the Harbor District [put out its own press release about the grant](#), and Crowley announced that it has purchased the country’s [first all-electric tugboat](#).

LOCO STAFF / TODAY @ 11:41 A.M. / BUSINESS

Aspiring Offshore Wind Developer Announces New Name for Humboldt Project, Along With New Local Staff and a Downtown Eureka Office

Press release from RWE:

RWE, a world-leading developer of offshore wind, released the official name of its Northern California project today — Canopy Offshore Wind Farm (Canopy). Coming near the one-year anniversary of RWE's successful bid in the 2022 federal offshore lease auction where the company secured the right to develop an up to 1.6 GW project 28 miles off the coast of Humboldt County, the announcement marks another key step for one of the first commercial-scale floating offshore wind farms that will deliver sustainable power and help firmly position the North Coast as a hub for the floating offshore wind industry on the West Coast.

"The name, Canopy, is our nod to the region's iconic redwoods and a look forward to a future where Humboldt is home to a world-class offshore wind project that will provide new economic opportunities, including green jobs for the region, and power a clean grid," said **Canopy Offshore Wind Farm Project Director Rob Mastria**. "The project name symbolizes RWE's commitment to planting roots in this unique community and to developing a project that will bring generational investments to the region while moving the state closer to net-zero."

RWE's track record of successful project development in offshore wind and other renewable technologies has been built on its understanding that a proactive, inclusive approach is what ensures communities are informed, projects are safe, sustainable and generate positive economic impact.

To support this inclusive approach and its long-term investment in the Humboldt region, RWE plans to open an office in downtown Eureka in early 2024 for its local team, which recently expanded with the addition of three new hires focused on building relationships, providing transparent project updates and continuing to engage the community during every step of Canopy's development.

"Offshore wind presents tremendous opportunity and potential for the communities of the North Coast. To be successful, the process must be inclusive and well understood from the start, working with all stakeholders, including partners in higher education, Tribal nations, labor unions and local governments to bring responsibly developed projects online. RWE's investment in its community presence will support the type of collaborative, collective effort needed to achieve California's climate goals with transformational clean energy projects," said **Assemblymember Jim Wood (D-Healdsburg)**.

Canopy will have the potential to power more than 600,000 homes and is expected to be in operation by the mid-2030s. Ushering in an innovative new industry to Humboldt, the project will bring with it significant infrastructure investment, jobs and local benefits for generations to come. For the Canopy project, that will mean a skilled workforce for construction and the long-term operation and maintenance of Canopy's floating turbines.

"The Office of Economic Development is excited to partner with RWE to harness the significant opportunities that California's emerging offshore wind industry offers. Canopy will breathe new life into

Humboldt's economy with local workers being trained to build and operate groundbreaking clean energy technology right here in our own backyard," **said Scott Adair, director of the Humboldt County Office of Economic Development.**

"We're thrilled to have RWE as our neighbor in downtown Eureka. Canopy represents a significant, long-term endeavor for Humboldt and RWE's expanding local team demonstrates their commitment to a project that will provide economic opportunity and clean energy to the region for decades to come," **said Nancy Olson, President and CEO of the Greater Eureka Chamber of Commerce.**

"It is great to see RWE's Canopy project progressing in Humboldt. Offshore wind will be a win for labor, bringing decades of meaningful, middle-class jobs in construction and ongoing operations and revitalizing regional supply chains," **said Jeff Hunerlach, Secretary-Treasurer of the Humboldt-Del Norte Building & Construction Trades Council.**

A pioneer of floating technology and one of the world's most prominent offshore wind companies, RWE is active across the entire value chain, from project conception to development, construction, operation and maintenance. Working collaboratively with industry partners and local institutions, RWE's experience will help Humboldt develop into an offshore wind energy hub while protecting the area's coastline and ocean ecosystem. Through ongoing, extensive conversations with regional governments, constituents, Tribal Nations and fishermen, the Canopy team will ensure this critical project is developed in a responsible, equitable manner.

LOCO STAFF / TODAY @ 10:20 A.M. / LOCAL GOVERNMENT

Local Environmental Groups Celebrate Harbor District Resolution Committing to 'Green Terminal' for Offshore Wind

Joint press release from the Environmental Protection Information Center (EPIC), Humboldt Waterkeeper and the Coalition for Responsible Transportation Priorities:

EUREKA, Calif. — On January 11th, 2024 the Humboldt Bay Harbor, Recreation, and Conservation District committed to developing a green terminal strategy for the new offshore wind terminal. This is a significant win for the climate and Humboldt Bay.

Traditional port operations rely heavily on diesel fuel, a known contributor to the climate crisis which pollutes the air and ruins the quality of life in port communities. A green terminal would use electricity instead of diesel wherever possible by purchasing state of the art electric equipment, constructing on-site solar panels, and providing shore power for vessels that would otherwise need to run their engines while docked.

Local environmental advocacy organizations have advocated for a green terminal to reduce greenhouse gas emissions and air pollutants associated with offshore wind turbine assembly in Humboldt Bay. This would protect workers, local communities, and the planet.

“Green terminal development not only means fewer greenhouse gas emissions while building our renewable energy future. It also means quieter port operations for neighbors and a healthier work environment for terminal employees,” said Matthew Simmons, an attorney with the Environmental Protection Information Center.

“Electrifying the offshore wind terminal is critical to protecting our air and water quality,” said Jennifer Kalt, Executive Director of Humboldt Waterkeeper. “Since the pulp mills closed, we have some of the cleanest air in the country, and we’re thrilled that the Harbor District agrees we need to keep it that way.”

At the meeting, the Harbor District passed a resolution committing to a “green terminal” and directed staff to develop a green terminal strategy and roadmap no later than March 2025. This will include appointing an advisory committee from members of the public to help guide the development of the strategy and roadmap. The environmental community applauds the Commissioners for embracing the green energy future and encourages the public to participate in this opportunity.



A satellite image shows a powerful atmospheric river hitting the Pacific Northwest in December 2023. Darker greens are more water vapor. Lauren Dauphin/NASA Earth Observatory

Oian Cao, University of California, San Diego

A series of atmospheric rivers is bringing the threat of heavy downpours, flooding, mudslides and avalanches to the Pacific Northwest and California this week. While these storms are dreaded for the damage they can cause, they are also essential to the region's water supply, particularly in California, as Oian Cao, a hydrologist at the University of California, San Diego, explains.

WHAT ARE ATMOSPHERIC RIVERS?

An atmospheric river is a narrow corridor or filament of concentrated water vapor transported in the atmosphere. It's like a river in the sky that can be 1,000 miles long. On average, atmospheric rivers have about twice the regular flow of the Amazon River. When atmospheric rivers run up against mountains or run into local atmospheric dynamics and are forced to ascend, the moisture they carry cools and condenses, so they can produce intense rainfall or snowfall.

A satellite view of atmospheric rivers.

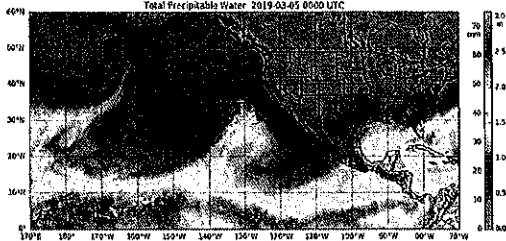
Atmospheric rivers occur all over the world, most commonly in the mid-latitudes. They form when large-scale weather patterns align to create narrow channels, or filaments, of intense moisture transport. These start over warm water, typically tropical oceans, and are guided toward the coast by low-level jet streams ahead of cold fronts of extratropical cyclones.

Along the U.S. West Coast, the Pacific Ocean serves as the reservoir of moisture for the storm, and the mountain ranges act as barriers, which is why the western sides of the coastal ranges and Sierra Nevada see so much rain and snow.

WHY ARE BACK-TO-BACK ATMOSPHERIC RIVERS A HIGH FLOOD RISK?

Consecutive atmospheric rivers, known as AR families, can cause significant flooding. The first heavy downpours saturate the ground. As consecutive storms arrive, their precipitation falls on soil that can't absorb more water. That contributes to more runoff. Rivers and streams fill up. In the meantime, there may be snowmelt due to warm temperatures, further adding to the runoff and flood risk.

California experienced a historic run of nine consecutive atmospheric rivers in the span of three weeks in December 2022 and January 2023. The storms helped bring most reservoirs back to historical averages in 2023 after several drought years, but they also produced damaging floods and debris flows.



Atmospheric rivers forming over the tropical Pacific Ocean head for the U.S. West Coast.
NOAA

The cause of AR families is an active area of research. Compared with single atmospheric river events, AR families tend to be associated with lower atmospheric pressure heights across the North Pacific, higher pressure heights over the subtropics, a stronger and more zonally elongated jet stream and warmer tropical air temperatures.

Large-scale weather patterns and climate phenomena such as the Madden-Julian Oscillation, or MJO, also play an important role in the generation of AR families. An active MJO shift occurred during the early 2023 events, tilting the odds toward increased atmospheric river activity over California.

A recent study by scientists at Stanford and the University of Florida found that storms within AR families cause three to four times more economic damage when the storms arrive back to back than they would have caused by themselves.

HOW IMPORTANT ARE ATMOSPHERIC RIVERS TO THE WEST COAST'S WATER SUPPLY?

I'm a research hydrologist, so I focus on hydrological impacts of atmospheric rivers. Although they can lead to flood hazards, atmospheric rivers are also essential to the Western water supply. Atmospheric rivers have been responsible for ending more than a third of the region's major droughts, including the severe California drought of 2012-16. Atmospheric rivers provide an average of 30% to 50% of the West Coast's annual precipitation.

They also contribute to the snowpack, which provides a significant portion of California's year-round water supply.

In an average year, one to two extreme atmospheric rivers with snow will be the dominant contributors to the snowpack in the Sierra Nevada. Together, atmospheric rivers will contribute about 30% to 40% of an average season's total snow accumulation there. That's why my colleagues at the Center for Western Weather and Water Extremes at the Scripps Institution of Oceanography, part of the University of California, San Diego, work on improving atmospheric river forecasts and predictions. Water managers need to be able to regulate reservoirs and figure out how much water they can save for the dry season while still leaving room in the reservoirs to manage flood risk from future storms.

HOW IS GLOBAL WARMING AFFECTING ATMOSPHERIC RIVERS?

As global temperatures rise in the future, we can expect more intense atmospheric rivers, leading to an increase in heavy and extreme precipitation events.

My research also shows that more atmospheric rivers are likely to occur concurrently during already wet conditions. So, the chance of extreme flooding also increases. Another study, by scientists from the University of Washington, suggests that there will be a seasonal shift to more atmospheric rivers earlier in the rainy season.

There will likely also be more year-to-year variability in the total annual precipitation, particularly in California, as a study by my colleagues at the Center for Western Weather and Water Extremes projects.

CORRESPONDENCE

H.B.M.W.D. JAN 29 2024

STATE OF CALIFORNIA - NATURAL RESOURCES AGENCY

GAVIN NEWSOM, GOVERNOR

CALIFORNIA COASTAL COMMISSION

NORTH COAST DISTRICT OFFICE
1385 EIGHTH STREET, SUITE 130
ARCATA, CA 95521
VOICE (707) 826-8950



January 25, 2024

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
828 Seventh Street
Eureka, CA 95501

RE: Emergency sand replenishment to address the Humboldt Bay Municipal Water District's threatened water main along New Navy Base Road, approximately a half mile north of the U.S. Coast Guard Station on the western shoreline of Humboldt Bay, APN 401-141-004 (Emergency CDP Waiver No. G-1-24-0003-W)

Dear Mr. Friedenbach:

The purpose of this letter is to formally notify the Humboldt Bay Municipal Water District (HBMWD) that the Executive Director has determined that the subject emergency work qualifies for an emergency coastal development permit (CDP) waiver under section 30611 of the Coastal Act.

On January 4, 2024, you notified the North Coast District Office, on behalf of the HBMWD, that the District planned to conduct emergency erosion control work at the subject shoreline site prior to King Tide conditions on January 9th to protect a threatened waterline that runs adjacent to New Navy Base Road on the Samoa Peninsula between Fairhaven and the Coast Guard Station. The emergency work consisted of placing approximately 65 cubic yards of sand over a portion of six-inch water pipeline and related infrastructure that had become partially exposed due to storm surges, large swells, and erosive end effects related to emergency riprap armoring immediately adjacent to the site placed by the Humboldt County Public Works Department last year. The emergency sand replenishment work was necessary to prevent the waterline from becoming further exposed, which likely would result in breakage and interruption in service to the fire hydrants and downline customers. To address the emergency, the District purchased sand from a local supplier and placed it over the exposed pipe and related infrastructure to re-establish the sand prism that had recently eroded. Construction staging was located on an existing roadside paved parking area.

All emergency repair work was deemed necessary to maintain essential public water service to users and facilities in the area, including the Samoa Boat Ramp and Campground and the U.S. Coast Guard Station on Humboldt Bay. As confirmed through follow-up site visits on January 14th and January 22nd and information submitted on January 25th (attached), the completed emergency work involved no permanent erection of structures valued at more than twenty-five thousand dollars (\$25,000).

G-1-24-0003-W
Humboldt Bay Municipal Water District

Section 30611 waives the requirements for obtaining a CDP in cases when immediate action by a person or public agency performing a public service is required to protect life and public property from imminent danger or in other cases of emergency and when the development does not involve permanent development valued at more than \$25,000. Section 13144 of the Commission's regulations requires notification of the Executive Director within seven days of taking action as to why the emergency action was taken and providing verification that the action complied with the expenditure limits set forth in section 30611.

The Executive Director has determined that the emergency water main protection work described in submittals on January 4th, 5th, and 25th complies with the requirements of section 30611. As such, the requirement to obtain a CDP for the project as described is waived.

The Executive Director will be reporting this determination to the Commission at its public meeting on February 8th, 2024.

Thank you for communicating and coordinating with us during this emergency. We look forward to further coordinating with the District and the County on longer-term solutions for improving the resiliency of utility infrastructure and County roadway segments along this stretch of the Humboldt Bay coastline. If you have any questions, please contact me.

Sincerely,



Melissa B. Kraemer
North Coast District Manager

Att. Information received related to the emergency

Cc: Commissioners/File
Humboldt County Planning and Building Dept.

Application for Emergency Permit – Additional Sheets

Humboldt Bay Municipal Water District, New Navy Base Road Pipeline Emergency Fill

1. *Date/Time*

See application cover sheet.

2. *Contact Information*

See application cover sheet.

3. *Location of emergency work*

New Navy Base Road on the Samoa Peninsula in Humboldt County, CA. APN 401-141-004. See the Site Plan on page 4 and the Vicinity Map on page 5.

4. *Nature and cause of emergency*

New Navy Base Road runs along the Humboldt Bay on the southern end of the Samoa Peninsula in Humboldt County, CA. The distance from the road to the water can be as close as approximately 20 feet or less depending on the tide. The Humboldt Bay Municipal Water District (HBMWD) owns a 6-inch waterline that serves multiple fire hydrants and the US Coast Guard Station at the southern end of the peninsula. The pipeline alignment parallels New Navy Base Rd along the east side (Humboldt Bay side) of the road at the project area. When there are high tides, particularly king tides, combined with storm surges and large swells, wave action from the bay has historically eroded away the bank. In the past, this has led to occurrences of exposure of HBMWD's pipeline and fears of the wave action eroding away New Navy Base Road, which is the only vehicular access route to and from the southern end of the peninsula. Because of this, Humboldt County, who owns and maintains New Navy Base Road, has previously installed K-rail and rock slope protection along portions of the bank to limit erosion from wave action. However, during the recent king tides in early January 2024, significant erosion of the bank protecting HBMWD's pipeline occurred (see the photos beginning on page 7), exposing an existing valve and nearly exposing the existing pipeline.

5. *The circumstances during the emergency that appeared to justify the course(s) of action taken, including the probable consequences of failing to take action.*

Pipelines require material cover over them for protection. If nothing was done, HBMWD's pipeline in this area could likely have been exposed, as has occurred in the past. If exposed, the pipeline would be extremely vulnerable to damage from loss of soil support underneath the pipe, wave action, and debris hitting the pipe. This waterline is the only service to the fire hydrants and Coast Guard station mentioned above, and a break in the waterline would mean that these critical services would not have access to potable water. Furthermore, if the waterline were to break, it would likely occur during a high tide, meaning that 1) untreated saltwater would enter the pipe, and 2) a repair could not be performed until the tide receded. The saltwater entering the pipe would require significant flushing and disinfection after the pipeline repair before the waterline could be placed back into service, meaning that there would likely be no water service to the southern end of the peninsula for several days. Additionally, the cost for repairs would be a financial burden on HBMWD, which would in turn be a financial burden on the local ratepayers.

6. *Construction method and a detailed description of preventive work requested (e.g., rip-rap, bulkhead, etc.) including plans or drawings if available.*

The construction method for emergency protection of the existing pipe is shown in the Site Plan on page 4. The result of the construction can be seen in the pre-repair and post-repair photos beginning on page 7. To summarize the construction with narrative, sand fill was placed over the exposed valve and nearly exposed pipeline and compacted to provide a protective cover over the pipe and temporarily re-stabilize the bank that had eroded away.

It should be noted that this construction was a temporary emergency measure. The sand fill is not a permanent measure, and the sand that was placed will erode with time. A more permanent measure for protecting the pipeline needs to be implemented. Moving the pipeline to the west side of New Navy Base Road would be a very expensive measure, the financial impacts of which would be borne by the ratepayers in the local disadvantaged communities. Additionally, moving the pipeline to the west side of New Navy Base Road could also have significant impacts on environmentally sensitive habitat area (ESHA), which is very common in the coastal dune habitat that surrounds the project area. Finally, moving the pipeline is inconsequential if New Navy Base Road is not protected. It is highly critical that the California Coastal Commission, Humboldt County, and HBMWD work together toward a solution for more permanent stabilization of the bank in this area to protect New Navy Base Road, HBMWD's waterline, and the community's critical infrastructure that this road and waterline serve.

7. *Timing of emergency work (estimate as to when work will be performed -- generally a period of 24 to 72 hours after the emergency occurrence).*

The emergency work occurred on January 9, 2024.

Required Attachments

8. *Evidence of applicant's interest in property on which emergency work is to be performed (e.g., property tax bill).*

HBMWD has a waterline easement through the property for the waterline shown in the photos that begin on page 7.

9. *Site plan showing proposed and existing development on the subject parcel.*

See page 4.

10. *Vicinity map (road map) with location of project site marked. For rural areas, please also provide a parcel map.*

See page 5.

11. *An application fee of \$1,471 (as of July 1, 2023). The emergency application fee is credited toward the follow-up permit application fee.*

Noted.

Supplemental Attachments

12. *Evidence of approval by local planning department.*

Not applicable due to California Government Code Sections 53091.d and 53091.e.

13. *Documentation of the emergency, including photographs.*

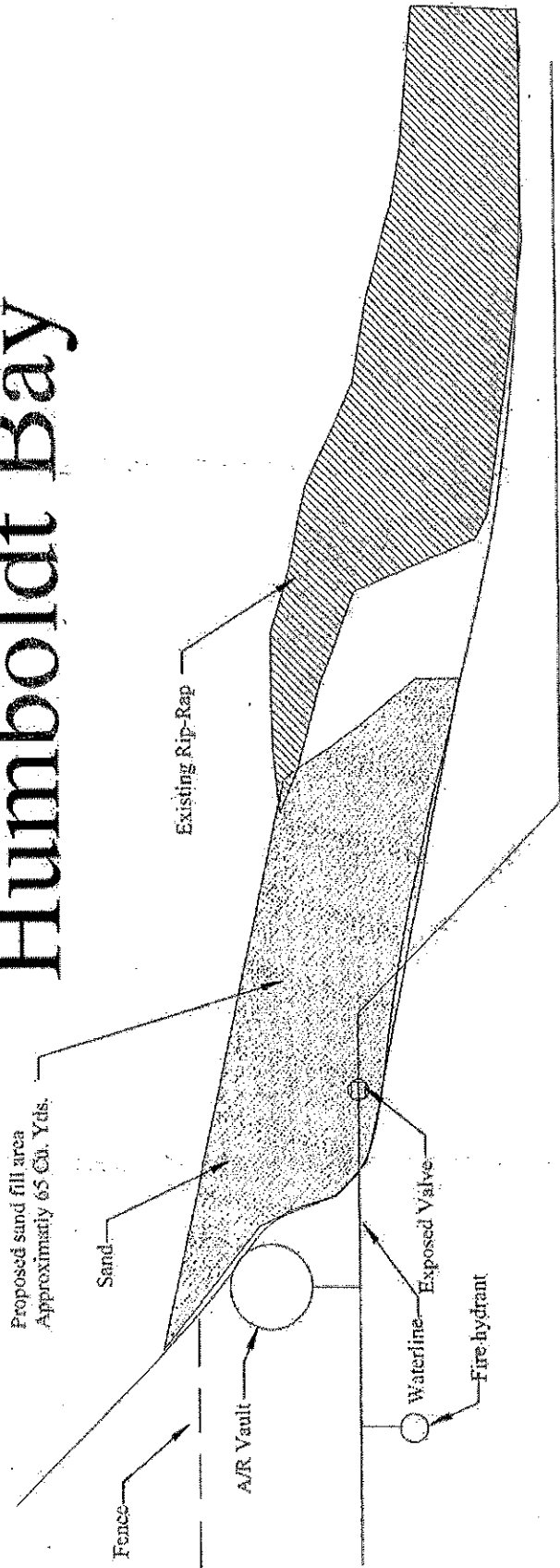
See page 7.

14. *Plans or drawings depicting or describing the necessary work.*
See page 4.

9. Site Plan

Sketch of work planned for protection of pipeline on NNB Rd.

Humboldt Bay



New Navy Base Rd.

Not to Scale

10. Vicinity Map and Parcel Map



Vicinity Map



Parcel:	401-141-004
Assessor Parcel:	401-141-004-004
Tract:	
Map:	
Site Address:	500 NEW NAVY BASE
City:	SC
Site City:	SARPOA
Site Zip:	95554
Assessor Parcel:	Book 401531-0004
Map:	
Addressed Lot:	311.91
Size:	311.91
GIS Acres:	123.011
Tax Rate Area:	123.011
Current General:	SC000-000
Zone:	

construction area = 0

APN: 401-141-004

New Navy Base Road

Parcel Map

13. Documentation of the Emergency (Photographs)

Pre-Repair Photos:

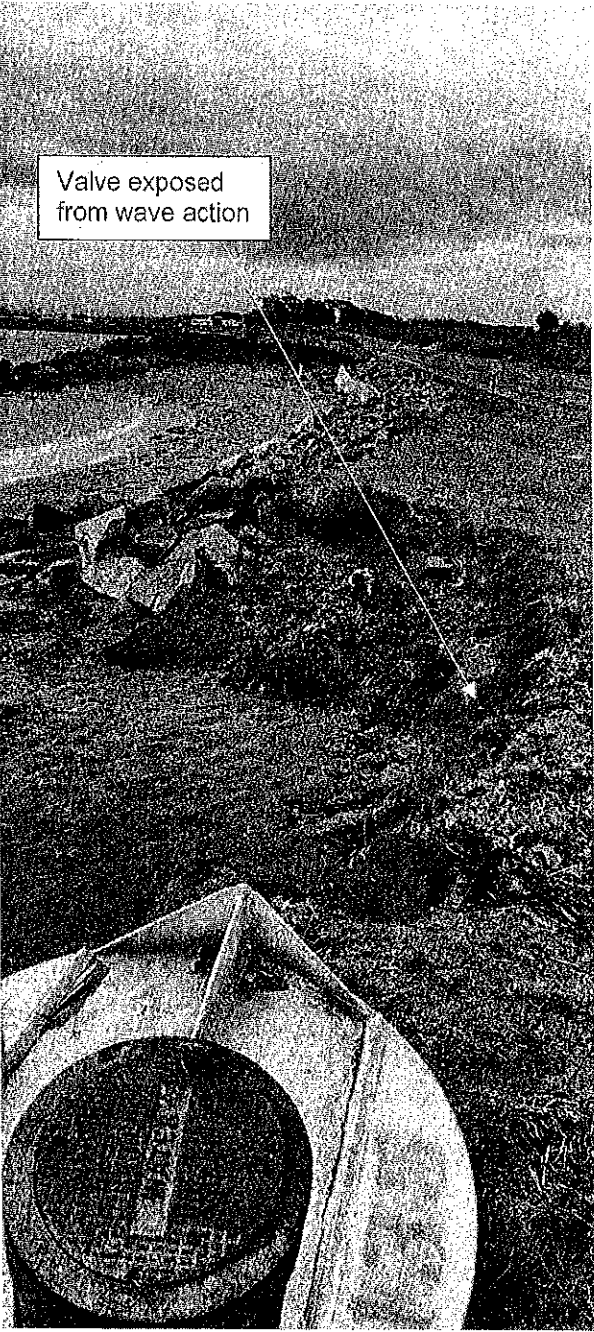


Photo 1 (pre-repair)

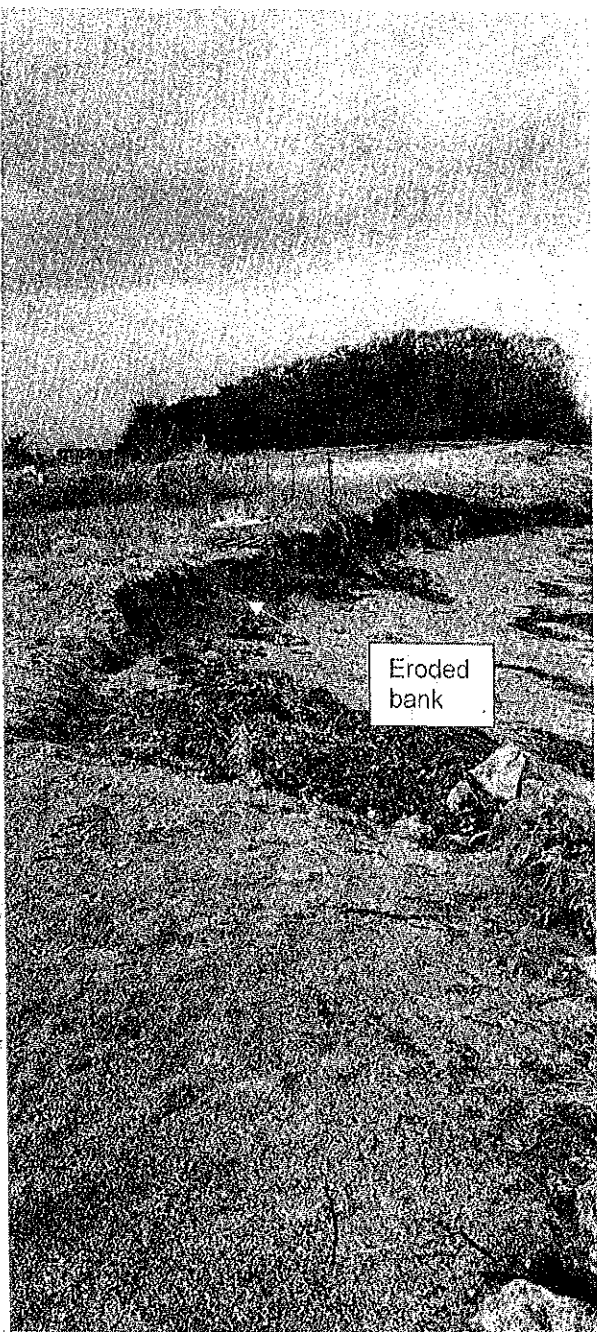


Photo 2 (pre-repair)

Blue paint and flagging showing pipeline alignment through eroded section

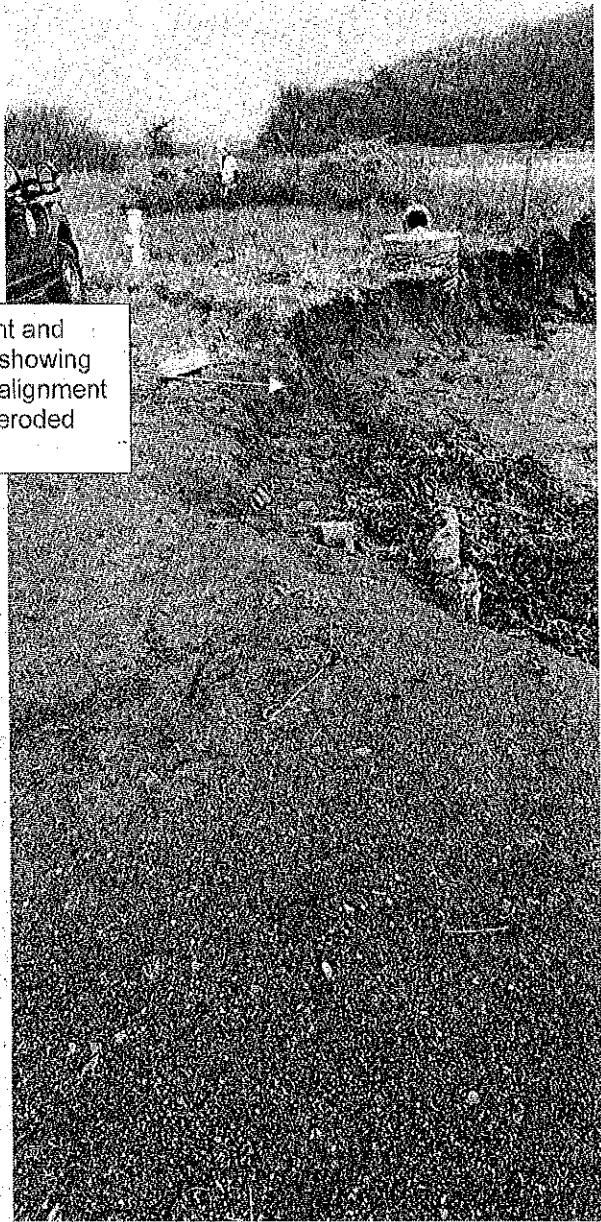


Photo 3 (pre-repair)

Valve exposed from wave action

Pipe exposed with minimal hand digging

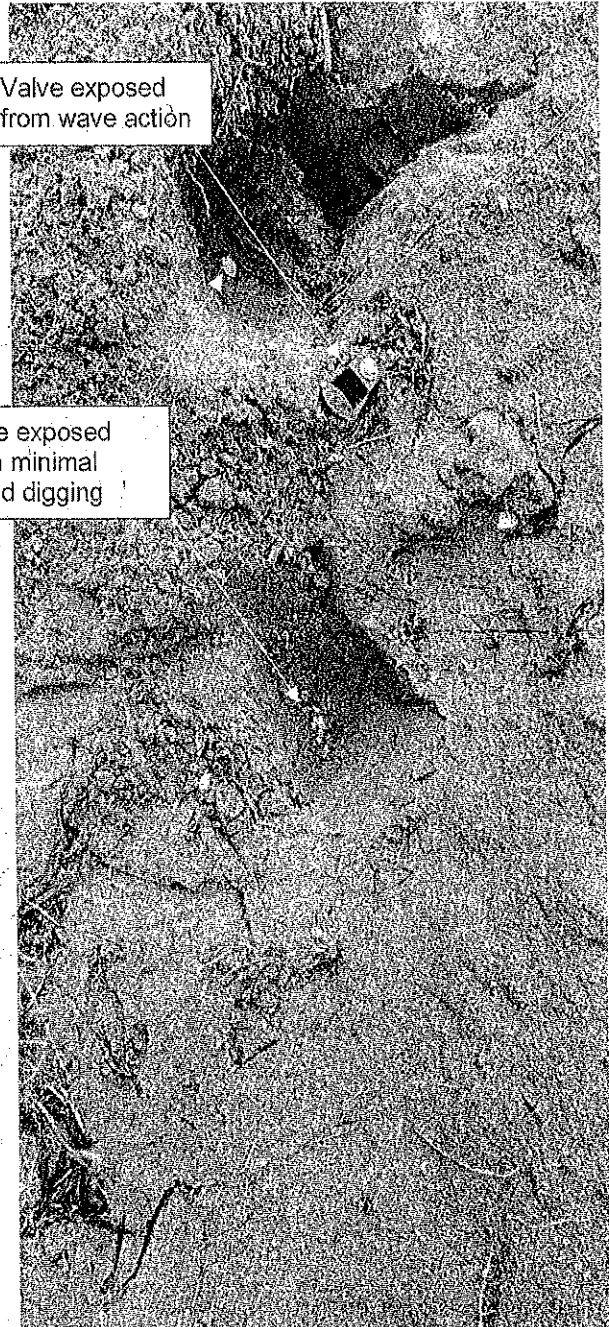


Photo 4 (pre-repair)

Post-Repair Photos:

New sand fill to temporarily protect pipe

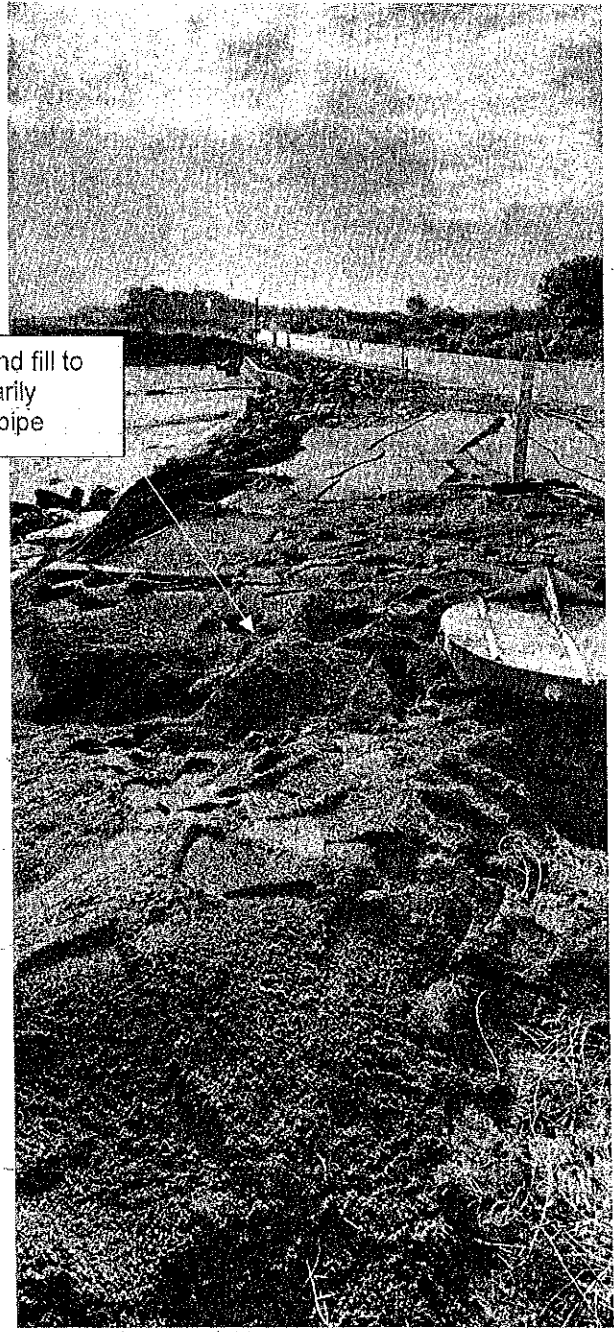


Photo 5 (post-repair)

New sand fill to temporarily protect pipe

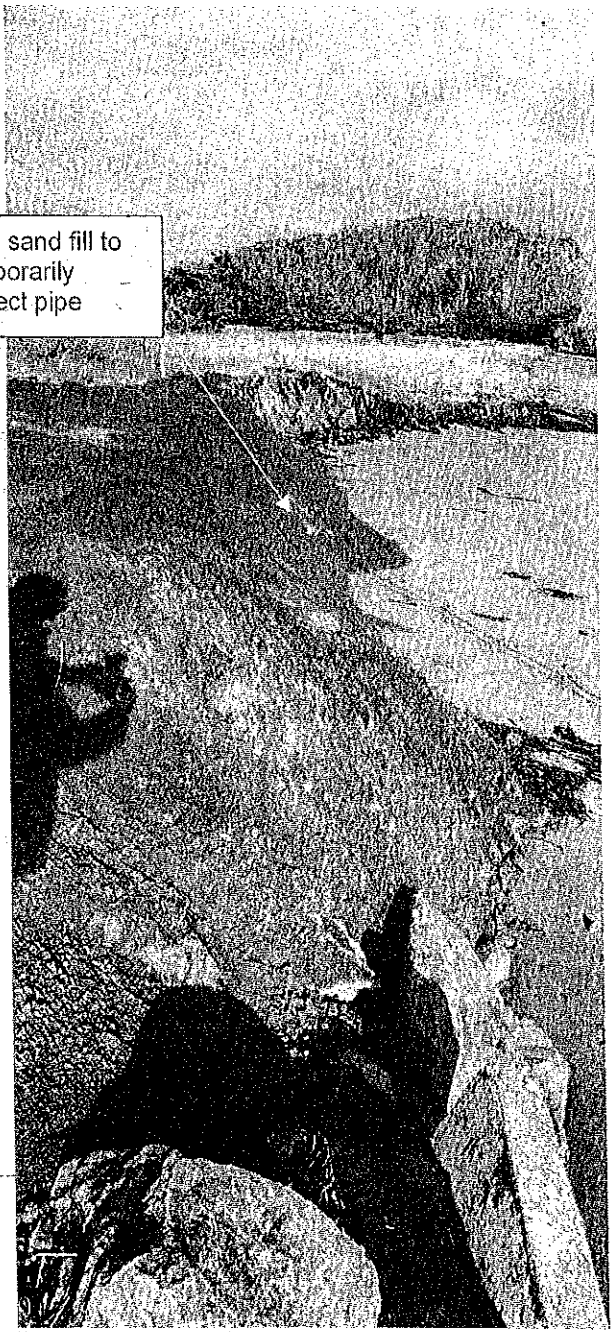


Photo 6 (post-repair)

New sand fill to temporarily protect pipe

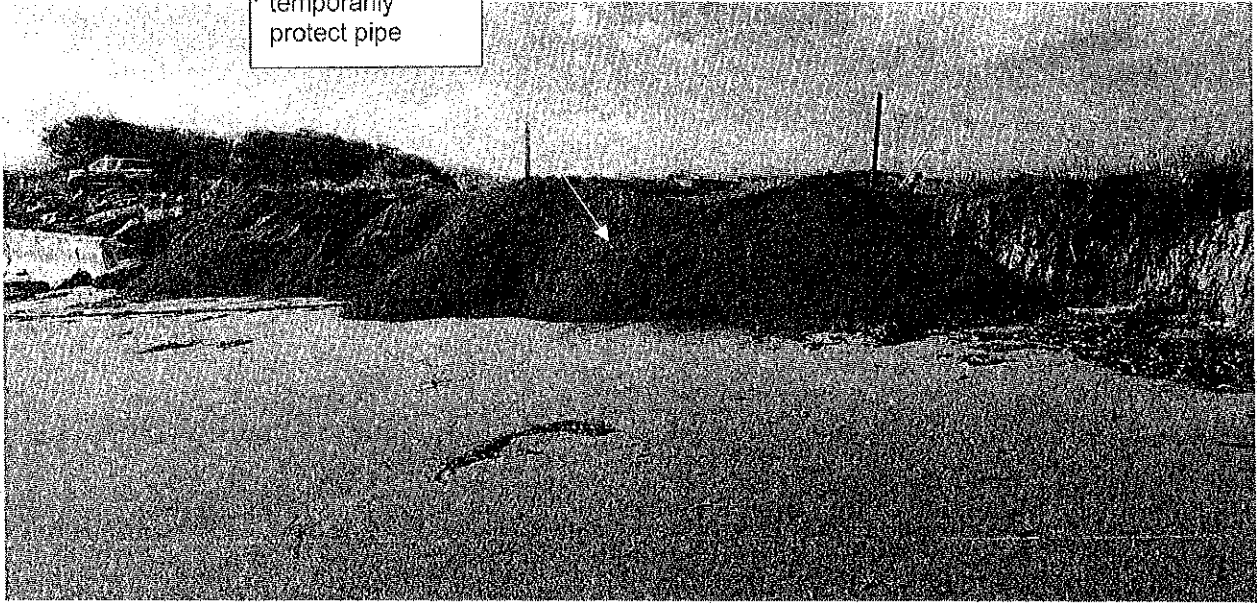


Photo 7 (post-repair)

CONTINUING BUSINESS

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
From: John Friedenbach
Date: February 8, 2024
Subject: Water Resource Planning (WRP) – Status Report

.....
The purpose of this memo is to summarize recent activities and introduce next steps for discussion.

1) Top-Tier Water Use Options

a) Local Sales

- i) Nordic Aquafarms. No update.
- ii) Trinidad Rancheria mainline extension. The Rancheria was awarded FEMA BRIC program funding for their project in December 2023. They are moving the project forward. Staff have a meeting scheduled on Feb. 9th.
- iii) Blue Lake Rancheria mainline extension. Staff and Counsels are reviewing CEQA requirements for the project. We conducted a site visit to view potential transmission line tie-in and meter locations.
- iv) Offshore Wind Heavy Lift Multipurpose Marine Terminal Project. Total water demand estimates will be available in February.

b) Transport – no update.

c) Instream Flow Dedication

District staff and counsel met with Water Board staff to clarify comments received on our draft petition for change application. Next step will be to evaluate draft comments by the Water Board Staff for incorporation into our petition for change submittal to the Water Board.

A grant performance period extension request from March 31st to September 30, 2024 was submitted to the WCB.

Using a meeting facilitator, the committee met with NOA Fisheries to clarify concerns by all parties regarding the draft petition for change application. A follow up meeting will be scheduled for late February.

A Special Board Meeting Study Session regarding our draft petition for change will be at Eureka Wharfinger Building at 5:30 p.m. to 7:30 p.m. on Monday February 12th. Information is listed on District website at: <https://www.hbmwd.com/water-resource-planning>



Media Press Release

From: Humboldt Bay Municipal Water District

Release Date: IMMEDIATE

Contact: John Friedenbach, General Manager (707) 443-5018 or Friedenbach@hbmwd.com

Mad River (Baduwa't) Instream Flow Workshop

The Humboldt Bay Municipal Water District (District) invites the public to participate in a facilitated workshop to receive input on its instream flow dedication in the Mad River (Baduwa't). The District is applying to permanently dedicate a portion of our water rights to instream flow for environmental benefit. We propose no changes to our flow releases that have historically occurred in the river since 2009 and no changes to District operations. Our proposal would incorporate the current water releases for instream flow into our water right, to license as much of our water right permit as possible under California's "use it or lose it" system. These flow releases ensure enhanced summer flows in the 75 miles of river from R.W. Matthews Dam at Ruth Lake to the District's diversion facility at Essex near Arcata, providing resilience to impacts from climate change and benefitting aquatic species and habitat.

This will be a facilitated workshop. Attendees will learn more about the Mad River (Baduwa't) and our water infrastructure and are encouraged to participate, your voice matters. This workshop is being held Monday, February 12, 2024, from 5:30-7:30 pm at the Wharfinger, 1 Marina Way, Eureka. For more information, please visit our website <https://www.hbmwd.com/water-resource-planning>.

**Humboldt Bay Municipal Water,
The Wharfinger Building
1 Marina Way
Eureka, CA**



Agenda for Special Meeting of the Board of Directors

February 12, 2024

Meeting Start Time: 5:30 PM

District Mission

Reliably deliver high-quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost. Reliably deliver untreated water to our wholesale industrial customer(s) at a reasonable cost. Protect the long-term water supply and water quality interests of the District in the Mad River watershed.

How to Submit Public Comment: Members of the public may provide public comments via email until 5 p.m. the day before the Board Meeting by sending comments to office@hbmwd.com. Email comments must identify the agenda item in the email's subject line. Written comments may also be mailed to 828 7th Street, Eureka, CA 95501. Written comments should identify the agenda item number. Comments may also be made in person at the meeting.

Announcement recording of meeting: This meeting may be recorded to assist in the preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the California Brown Act.

1. ROLL CALL

2. FLAG SALUTE

3. ACCEPT AGENDA

4. PUBLIC COMMENT

Members of the public are invited to address the Board on items not listed on the agenda that are within the scope and jurisdiction of the District. At the discretion of the President, comments may be limited to three minutes per person. The public will be allowed to address items on the agenda when the Board takes up that item. Under the Brown Act, the Board may not take action on any item that does not appear on the agenda.

5. CONTINUING BUSINESS

- 5.1 Water Resource Planning— Status report on water use options under consideration*-discuss
 - a. Instream Flow workshop-discuss
 - i. WRP history
 - ii. Water Rights
 - iii. Instream Flow PowerPoint presentation
 - iv. Public discussion / breakout session
 - v. Summary

ADJOURNMENT

ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (Posted and mailed February 9, 2024.)



Yana Garcia
Secretary for
Environmental Protection



Department of Toxic Substances Control

Meredith Williams, Ph.D.
Director
700 Heinz Avenue
Berkeley, California 94710-2721



Gavin Newsom
Governor

January 30, 2024

Mr. Erik Nielsen
SHN Consulting Engineers & Geologists, Inc.
812 West Wabash Avenue
Eureka, California 95501
enielsen@shn-engr.com

Dear Mr. Nielsen:

The Department of Toxic Substances Control (DTSC) has completed its review of the First Half 2023 Groundwater Monitoring Report (Report), dated May 5, 2023, for the Former McNamara and Peepe Lumber Mill in Arcata, California (Site). The Report presents the results of the groundwater sampling event which took place at the Site on February 22, 2023. DTSC provided comments via email on November 30, 2023 and the revised Report satisfactorily addressed DTSC's comments. DTSC has no additional comments and hereby approves the Report.

If you have any questions, you can reach Vanessa Davis, the Project Manager, by phone at (510) 540-3946 or via email at vanessa.davis@dtsc.ca.gov or me by phone at (510) 540-3926 or via email at marikka.hughes@dtsc.ca.gov.

Sincerely,

Marikka Hughes, PG
Branch Chief
Site Mitigation and Restoration Program – Berkeley Office
Department of Toxic Substances Control

cc: next page

Mr. Erik Nielsen
January 30, 2024
Page 2 of 2

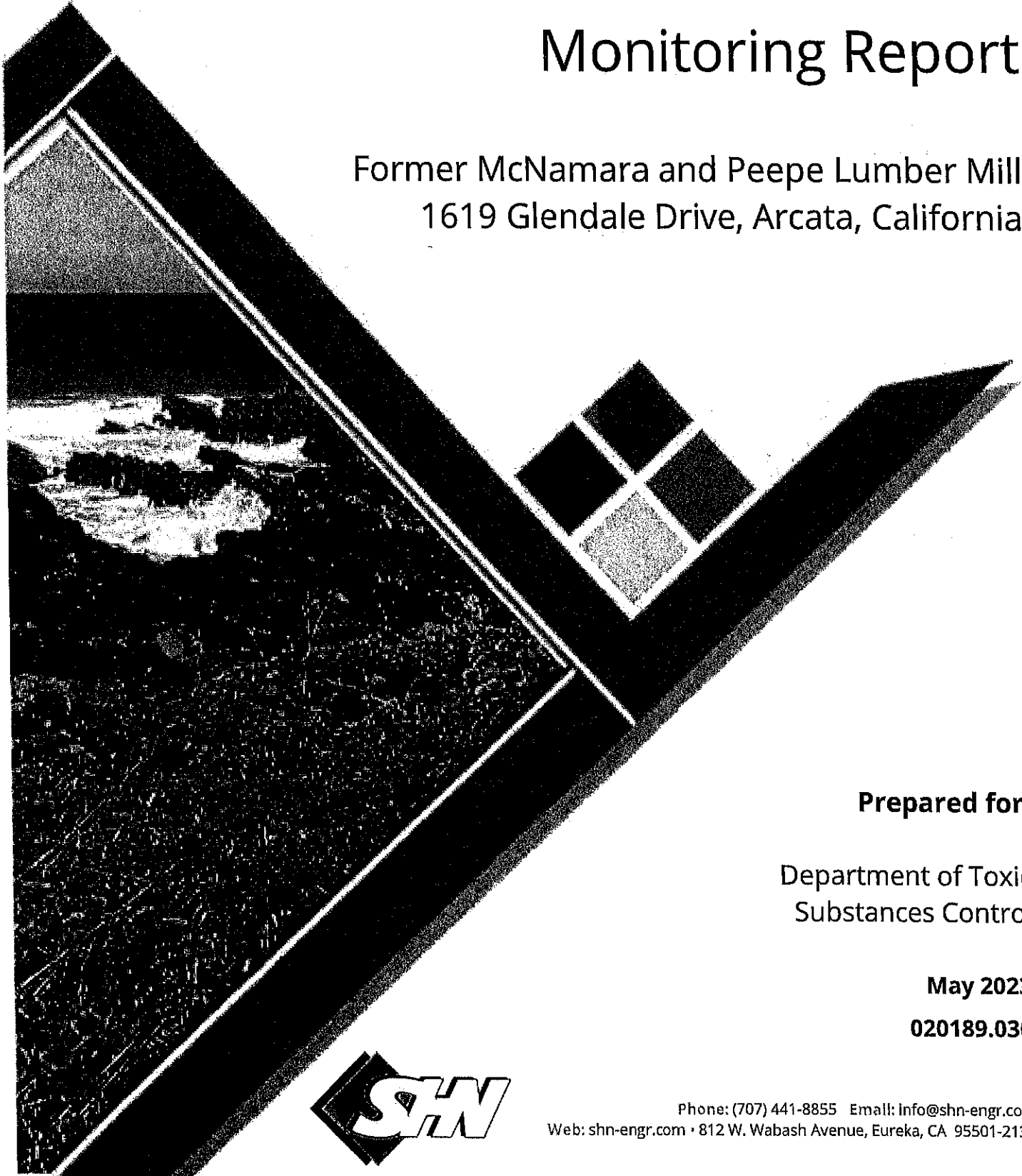
cc: (via email)

John Friedenbach
Humboldt Bay Municipal Water District
friedenbach@hbmwd.com

Jennifer Kalt
Humboldt Waterkeeper
jkalt@humboldtwaterkeeper.org

First Half 2023 Groundwater Monitoring Report

Former McNamara and Peepe Lumber Mill
1619 Glendale Drive, Arcata, California



Prepared for:

Department of Toxic
Substances Control

May 2023

020189.030





Phone: (707) 441-8855 Email: info@shn-engr.com Web: shn-engr.com
812 W. Wabashi Avenue, Eureka, CA 95501-2138

Reference: 020189.030

May 5, 2023

Nicole Yuen
California Environmental Protection Agency
Department of Toxic Substances Control
700 Heinz Avenue
Berkeley, CA 94710

Subject: First Half 2023 Groundwater Monitoring Report, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California

Dear Nicole Yuen:

Provided herein is the first half 2023 groundwater monitoring report for the former McNamara and Peepe Lumber Mill located in Arcata, California. SHN performed groundwater monitoring at the site on February 22, 2023, to assess impacts to groundwater from historical site operations. This report contains a description of field activities and a summary of results for groundwater monitoring. SHN performed this work on behalf of the California Department of Toxic Substances Control.

Please call me at (707) 441-8855 if you have questions or comments regarding this groundwater monitoring report.

Sincerely,

SHN

A handwritten signature in black ink, appearing to read 'Erik J. Nielsen'.

Erik J. Nielsen, P.G., C.H.G.
Senior Environmental Hydrogeologist

EJN/WRB:ame

Enclosure: Report



First Half 2023 Groundwater Monitoring Report

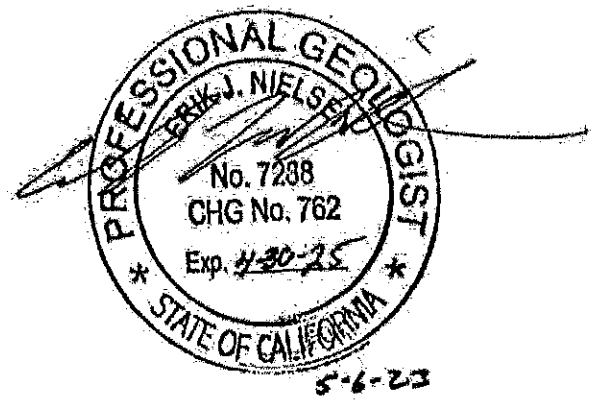
Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California

Prepared for:
California Department of Toxic Substances Control

Prepared by:



812 W. Wabash Ave.
Eureka, CA 95501-2138
(707) 441-8855



May 2023

QA/QC: EJN *gj*
Reference: 020189.030

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Abbreviations and Acronyms

Units of Measure

Term	Definition
<	"less than" the stated laboratory reporting limit
mg/L	milligrams per liter
mV	Millivolts
NTU	Nephelometric turbidity unit
pg/L	picograms per liter
ug/L	micrograms per liter
umhos/cm	micromhos per centimeter

Additional Terms

Term	Definition
BTOC	below top of casing
DCO ₂	dissolved carbon dioxide
DO	dissolved oxygen
DTSC	California Department of Toxic Substances Control
EC	specific conductance
EDL	Estimated Detection Limit
EPA	U.S. Environmental Protection Agency
J	Result is less than the reporting limit but greater than or equal to the method detection limit and the concentration is an approximate value.
M&P	McNamara and Peepe Lumber Mill
MCL	maximum contaminant level
MDL	method detection limit
MW-#	monitoring well-number
NA	not analyzed
NAVD88	North American vertical datum, 1988
NCL	North Coast Laboratories, Ltd.
NR	no reference
ORP	oxidation-reduction potential
PCP	Pentachlorophenol
PHG	California public health goal
RL	reporting limit
TCDD	2,3,7,8- tetrachlorodibenzeno-p-dioxin
TCP	tetrachlorophenol
TEQ	toxic equivalency factor
WHO	World Health Organization



1.0 Introduction

This first half 2023 groundwater monitoring report has been prepared for the former McNamara and Peepe Lumber Mill (M&P), located at 1619 Glendale Drive, in Arcata, California (Figure 1). Groundwater monitoring was conducted at the site on February 22, 2023, by SHN personnel. The intent of this monitoring program is to assess groundwater conditions associated with contaminant-impacted soils placed under a constructed cap. This report contains a description of field activities, laboratory analytical results, and a summary of findings. SHN performed this work on behalf of the California Department of Toxic Substances Control (DTSC).

2.0 Site History

From 1967 to 1984, the use of a chemical fungicide containing pentachlorophenol (PCP) and tetrachlorophenol (TCP) occurred at the site to treat lumber. Spillage and drippings from the "green chain" fungicide application area are believed to have caused PCP and TCP contamination to soil and groundwater. In 1998, soils in the green chain area were consolidated and capped with an impervious layer (concrete) to prevent PCP- and TCP-impacted soil from coming into contact with groundwater and surface water. The location of the concrete cap and site groundwater monitoring wells are shown in the former McNamara and Peepe Lumber Mill site plan on Figure 2.

3.0 Field Activities

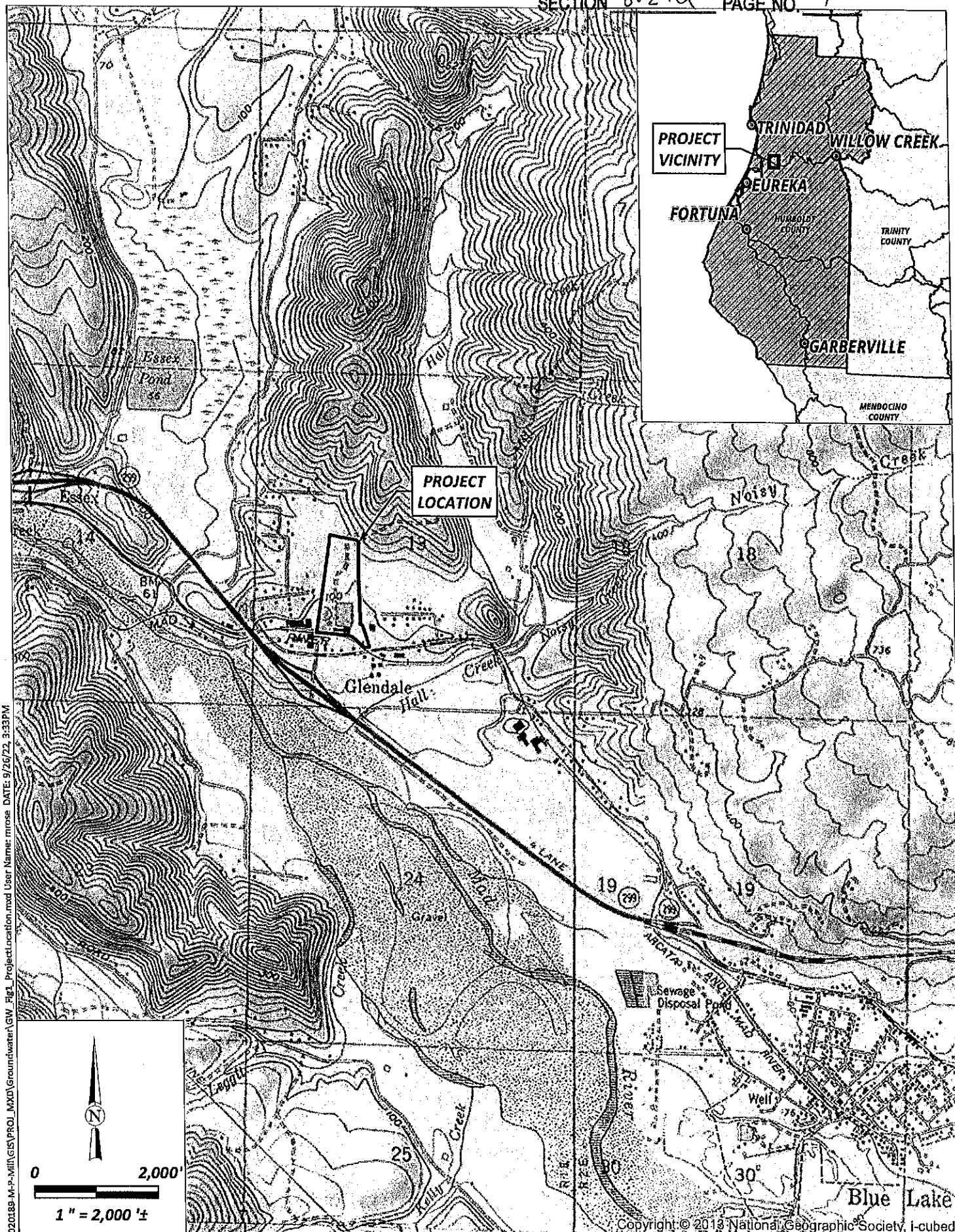
3.1 Monitoring Well Sampling

SHN conducted groundwater monitoring of the former McNamara and Peepe Lumber Mill site on February 22, 2023. Groundwater samples were collected from site monitoring wells MW-1, MW-5, MW-7, MW-8, MW-9, MW-10, MW-11, MW-12, MW-13, and MW-14. A field duplicate sample was collected from MW-10 during this sampling event. A groundwater sample was additionally collected from a private non-potable residential well, located approximately 125 feet south of the property boundary (approximately 150 feet downgradient of the cap). All noted monitoring wells were measured for depth-to-water before being purged and sampled. Site well construction details are summarized in Appendix 2, Table 2-1. Construction specifications for the private residential well are currently unknown. The total well depth determined at the time of sampling for the private well was approximately 35 feet below the top of casing that is roughly equal to ground surface.

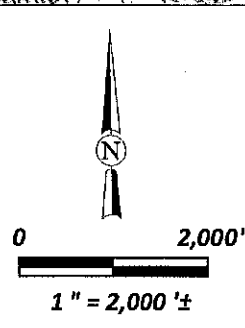
Prior to sampling, each well was purged by low-flow methodology using a peristaltic pump with new polyethylene tubing. Specific conductance (EC), pH, turbidity, and temperature were monitored periodically during purging activities using portable instrumentation. Groundwater from each well was also measured for dissolved carbon dioxide (DCO₂), dissolved oxygen (DO), and oxidation-reduction potential (ORP). Using the depth-to-water meter and low-flow rates to maintain minimal drawdown, a groundwater sample was collected from each purged well after groundwater parameters had stabilized.

The collected water samples were put into laboratory-supplied containers, immediately placed into an ice-filled cooler, and submitted to the laboratory for analyses under appropriate chain-of-custody documentation. Field notes for the February 2023 monitoring event are included in Appendix 1.





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Former McNamara & Peepe Lumber Mill
 Groundwater Monitoring
 1619 Glendale Drive, Arcata, California

Project Location
 SHN 020189.030

EXPLANATION

- PRIVATE WELL
- ◆ PRODUCTION WELL
- ⊕ MONITORING WELL
- FIRE ACCESS ROAD
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY

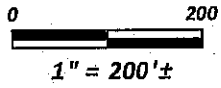


IMAGE SOURCE:
GOOGLE EARTH, 2019



FORMER MILL
FACILITY
BOUNDARY

CONCRETE CAP

ENTRANCE / EXIT

GLENDALE DR. (CO. RD. #4L765)



Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Site Plan

SHN 020189.030

September 2022

GW_Fig2_SitePlan

Figure 2

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3.2 Laboratory Analysis

Groundwater samples collected during the sampling event were analyzed for the following constituents:

- Chlorinated phenols (pentachlorophenol [PCP] and tetrachlorophenol [TCP]) by Canadian Pulp Report/National Council for Air and Stream Improvement, Inc. by Method 86.07
- Chlorinated dibenzodioxins and chlorinated dibenzofurans (dioxins and furans) by U.S. Environmental Protection Agency (EPA) Method 8290A

PCP and TCP analysis were completed by North Coast Laboratories, Ltd. (NCL) a California-state certified analytical laboratory located in Arcata, California. The reporting limit (RL) and method detection limit (MDL) for each constituent are as follows:

- PCP: RL = 0.30 micrograms per liter (ug/L); MDL ranged from 0.15 to 3 ug/L
- TCP: RL = 1.0 ug/L; MDL = 0.28 ug/L

Dioxin and furan analysis was completed by Enthalpy Analytical - EDH, a California-state certified analytical laboratory located in El Dorado Hills, California. The estimated detection limit (EDL) for 2,3,7,8-tetrachlorodibenzeno-p-dioxin (2,3,7,8-TCDD) ranged from 0.433 picograms per liter (pg/L) to 0.767 pg/L, and the MDL was 1.69 pg/L and 1.70 pg/L.

3.3 Equipment Decontamination Procedures and Waste Handling

All monitoring and sampling equipment was cleaned prior to being transported to the site. All smaller equipment was cleaned using the triple wash system. The equipment was initially washed in a water solution containing Liquinox® cleaner, followed by two distilled water rinses.

All wastewater generated during decontamination of field-sampling equipment and well purge water was stored onsite in 55-gallon drums. The drums are sealed, labeled, and stored onsite pending analysis. Once the water has been characterized, the drums will be properly disposed of at an appropriate disposal facility.

4.0 Groundwater Monitoring Results

This section summarizes the data collected at the site during the groundwater monitoring event.

4.1 Hydrology

SHN measured depth-to-groundwater in the monitoring wells during the groundwater monitoring event (Table 1).



Table 1. Water Level Data, February 22, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California

Sample Location	Top of Casing Elevation^a (feet)	Depth-to-Groundwater (feet BTOC)^b	Groundwater Elevation^a (feet)
MW-1	90.92	5.25	85.67
MW-5	93.25	7.57	85.68
MW-7	98.90	12.03	86.87
MW-8	96.04	7.76	88.28
MW-9	99.65	9.04	90.61
MW-10	95.65	6.50	89.15
MW-11	91.70	5.57	86.13
MW-12	91.73	6.22	85.51
MW-13	90.78	4.49	86.29
MW-14	91.05	4.71	86.34

^a Relative to North American vertical datum, 1988 (NAVD88)

^b BTOC: below top of casing

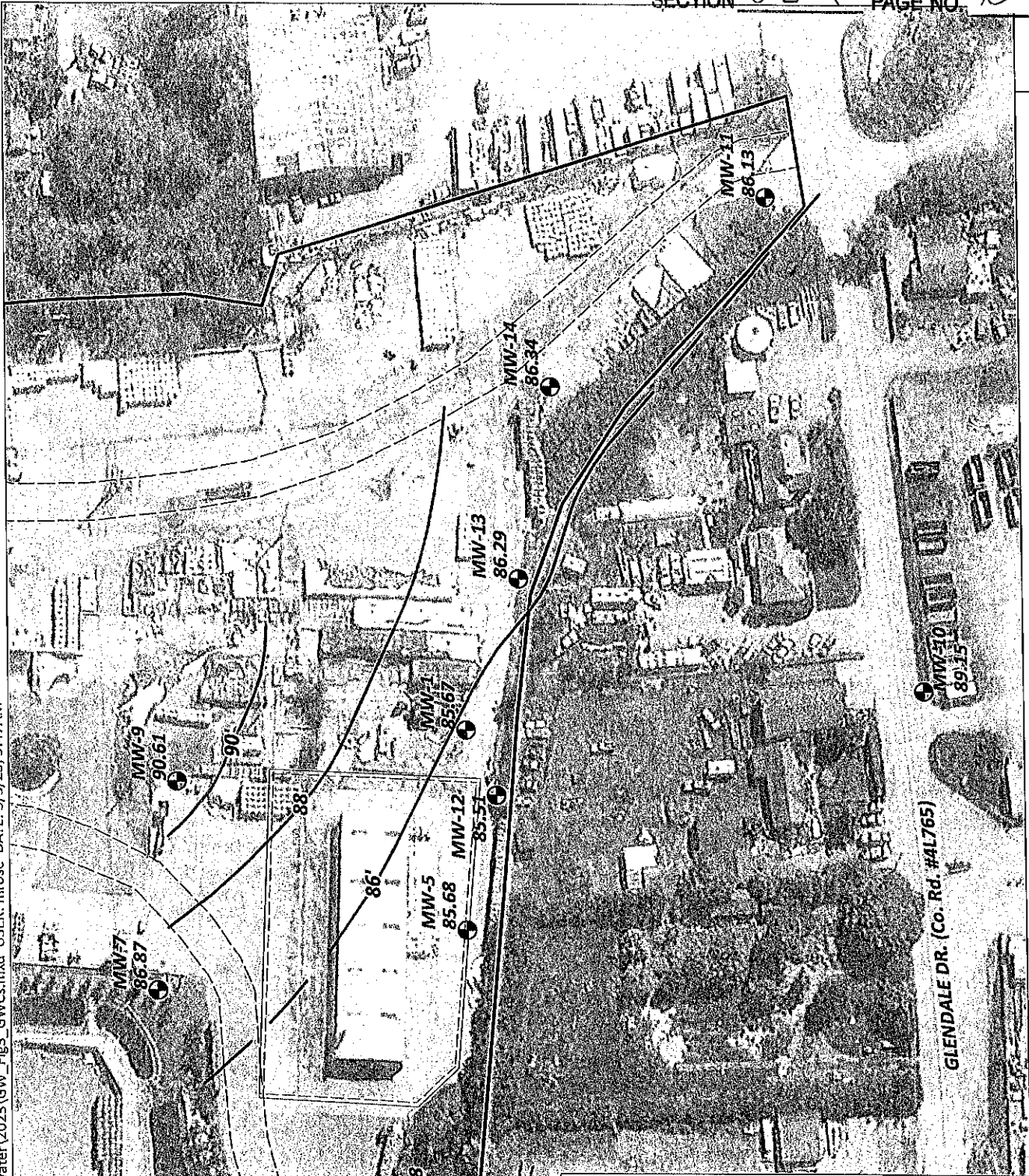
Based on groundwater elevation data from wells around the cap, groundwater flow direction was to the south-southwest with a gradient of approximately 0.02 feet per foot. Elevated groundwater levels are noted along the western portion of the site and in downgradient well MW-11 that do not appear consistent with historical trends. A groundwater contour map for the February 2023 monitoring event is presented as Figure 3. Historical groundwater elevation data is included in Appendix 2, Table 2-2. The groundwater elevation for well MW-8 was not included in the groundwater contour map prepared for this monitoring event. The groundwater elevation in this well is considerably higher than historical trends and may be reflecting localized influence from a nearby creek. Water levels in this well will be monitored in future events to assess if this condition continues. The top of casing elevation for the private well is not known and, therefore, not included to calculate the hydraulic gradient at the site. Depth to water measured in the private well prior to sampling was 6.56 feet below the top of casing.

4.2 Groundwater Analytical Results





Table 2 summarizes groundwater analytical results from the February 2023 sampling event and are shown on Figure 4. Historical groundwater data is included in Appendix 2, Tables 2-3 and 2-4.



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EXPLANATION

-  MONITORING WELL
-  GROUNDWATER ELEVATION CONTOUR
-  CONCRETE CAP AREA
-  FORMER MILL BOUNDARY

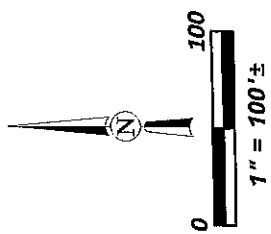


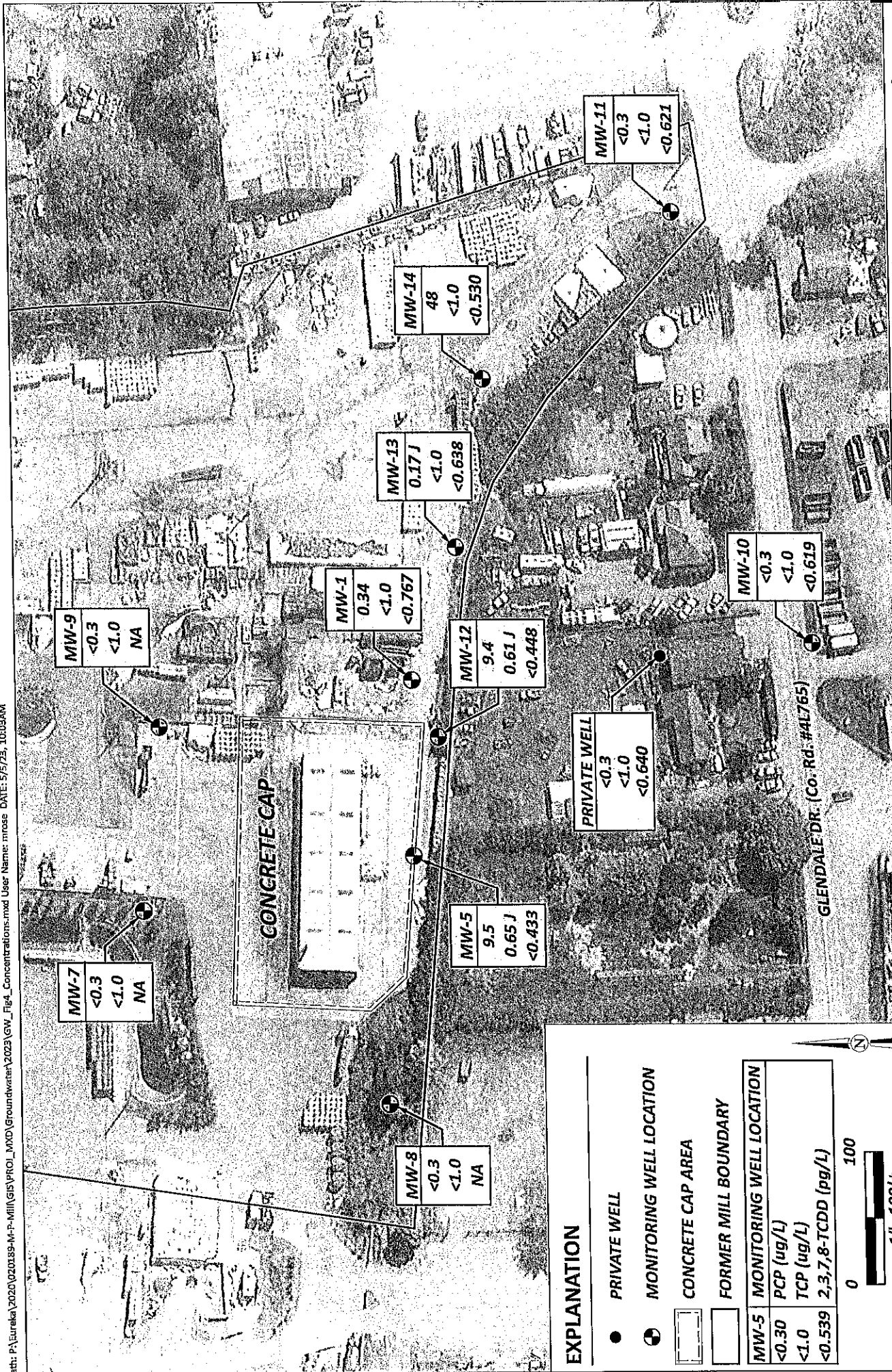
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GOOGLE, 2019



Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Groundwater Elevation Contours
February 22, 2023
May 2023 - 020189.030
Figure 3

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Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

May 2023

Select Groundwater Concentrations
February 23, 2023
SHN 020189-030

EXPLANATION

- PRIVATE WELL
- MONITORING WELL LOCATION
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY

MW-5	MONITORING WELL LOCATION
<0.30	PCP (ug/L)
<1.0	TCP (ug/L)
<0.539	2,3,7,8-TCDD (pg/L)

0 100
1" = 100'

IMAGE SOURCE:
GOOGLE EARTH, 2019

**Table 2. Groundwater Analytical Results, February 22, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L)	2005 WHO TEQ ^b (pg/L)	PCP ^c (µg/L) ^d	TCP ^c (µg/L)
MW-1	<0.767 ^e	194 J ^f	0.34^g	<1.0
MW-5	<0.433	0.00	9.5^g	0.65 J
MW-7	NA ^h	NA	<0.3	<1.0
MW-8	NA	NA	<0.3	<1.0
MW-9	NA	NA	<0.3	<1.0
MW-10	<0.619	2.23 J	<0.3	<1.0
MW-11	<0.621	0.0286 J	<0.3	<1.0
MW-12	<0.448	0.0312 J	9.4^g	0.61 J
MW-13	<0.638	0.00435 J	0.17 J	<1.0
MW-14	<0.530	0.00801 J	48^g	<1.0
Dup (MW-10)	<0.660	4.02 J	<0.3	<1.0
Private Well	<0.640	0.000861 J	<0.3	<1.0
MCL ⁱ	30	NR ^j	1.0	NR
PHGs ^k	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290A

^b 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Factor

^c Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07.

^d µg/L: micrograms per liter

^e <: "less than" the stated method detection limit

^f J: Result is less than the reporting limit but greater than or equal to the method detection limit and the concentration is an approximate value.

^g **Bold** values indicate an exceedance of the MCL or PHGs.

^h NA: not analyzed

ⁱ MCL: maximum contaminant level, State Water Resources Control Board (March 13, 2019).

^j NR: no reference

^k PHGs: California public health goals, Office of Environmental Health Hazard Assessment (March 13, 2019).

Appendix 3 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data.

4.3 Field Measured Parameters

Measurements for groundwater field parameters collected from site wells during the February 2023 sampling event are included in Table 3.



**Table 3. Field Measured Parameters, February 22, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	DCO ₂ ^a (mg/L) ^b	DO ^a (mg/L)	ORP ^a (mV) ^c	EC ^a (umhos/cm) ^d	pH ^a (standard units)	Turbidity ^a (NTU) ^e
MW-1	20	7.10	9	216.9	7.17	3.66
MW-5	175	0.27	10	300.9	5.63	0.68
MW-7	80	2.11	8	109.7	5.71	0.83
MW-8	200	0.65	9	886	6.48	53.9
MW-9	195	0.64	9	329.5	6.04	0.87
MW-10	15	8.99	10	47.3	6.09	184
MW-11	75	2.96	10	232.5	5.09	1.46
MW-12	20	8.77	11	49.0	6.02	10.13
MW-13	200	0.12	9	410.7	6.15	6.95
MW-14	300	0.13	10	242.5	5.72	316
Private Well	65	1.69	12	168.4	5.89	2.34

^a DCO₂: dissolved carbon dioxide, DO: dissolved oxygen, ORP: oxidation-reduction potential, EC: specific conductance, pH, turbidity, and temperature were measured using portable instrumentation.

^b mg/L: milligrams per liter

^c mV: millivolts

^d umhos/cm: micromhos per centimeter

^e NTU: Nephelometric turbidity unit

5.0 Summary of Results

The results of the February 22, 2023, groundwater monitoring event at the former McNamara and Peepe Mill are summarized below.

- WHO 2005 TEQ calculated using dioxin/furan concentrations were highest in well MW-1 at 194 pg/L. There is no maximum contaminant level (MCL) or California public health goal (PHG) reference for WHO 2005 TEQ.
- 2,3,7,8-Tetrachlorodibenzodioxin (2,3,7,8-TCDD) was not detected at concentrations above the EDL in any samples collected during the February 2023 sampling event.
- Chlorinated phenols:
 - PCP was detected at concentrations exceeding the state maximum contaminant level (MCL) of 1 microgram per liter (µg/L) in wells MW-5, MW-12, and MW-14.
 - The highest concentration of PCP detected in groundwater was in monitoring well MW-14 at a concentration of 48 µg/L, located east of the cap.
 - TCP was detected in wells MW-5 and MW-12 at concentrations of 0.65 J µg/L and 0.61 J µg/L (estimated concentration below the laboratory reporting limit, but above the method detection limit).
 - No chlorinated phenols were identified in site monitoring wells located further downgradient of the cap (MW-10 and MW-11).



- The groundwater sample collected from the private residential well located approximately 150 feet downgradient of the cap showed no detectable concentrations of PCP, TCP, or 2,3,7,8-TCDD. The TEQ was calculated to be approximately 0.000861 pg/L.

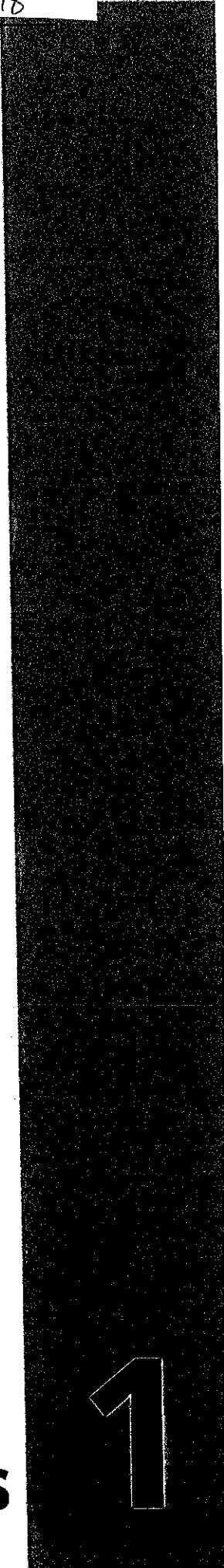
A comparison of current results to historical concentrations shows levels present are consistent with historical trends for all wells excluding PCP in well MW-1. The February 2023 monitoring event identified PCP concentrations in groundwater from well MW-1 to be several orders of magnitude below historical levels. It is unclear if significant precipitation prior to the monitoring event or anomalies observed in groundwater flow direction are contributing to this occurrence.

Groundwater samples have now been collected from recently installed monitoring wells MW-13 and MW-14 for three events since February 2022. These samples have identified phenol contamination in the eastern portion of the site at well MW-14 that does not appear to be associated with capped material.

6.0 References Cited

- Google Earth. (April 30, 2019). Aerial Photo of Arcata, California, 40°54'7.24"N and 124° 1'6.39"W. Accessed June 2021. NR:Google Earth.
- National Geographic Society. (2013). Topographic map Arcata, California. Accessed through ESRI i-cubed January 15, 2021. NR:National Geographic Society.
- Office of Environmental Health Hazard Assessment. (March 13, 2019). "California Public Health Goals." Accessed at: <https://oehha.ca.gov/water/public-health-goals-phgs>
- SHN. (2022). "Site Investigation Report of Findings, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California." Eureka, CA:SHN.
- State Water Resources Control Board. (March 13, 2019). "Maximum Contaminant Levels," in Title 22 of the California Code of Regulations. Accessed at: https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Chemicalcontaminants.html
- (November 5, 2021). "Remediation Evaluation and Bench Scale Study Work Plan, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115." Eureka, CA:SHN.
- World Health Organization. (October 2006). "The 2005 World Health Organization Reevaluation of Human and Mammalian Toxic Equivalency Factors for Dioxins and Dioxin-Like Compounds," Toxicol. Sci. Oxford OX2 6DP, UK:Oxford University Press.





Field Notes

1

DTSC website for McNamara & Peepe Lumber Mill (12240115)

1619 Glendale Drive

Humboldt County

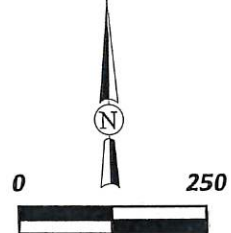
https://www.envirostor.dtsc.ca.gov/public/profile_report?global_id=12240115

EXPLANATION

● STORM WATER SAMPLE LOCATION

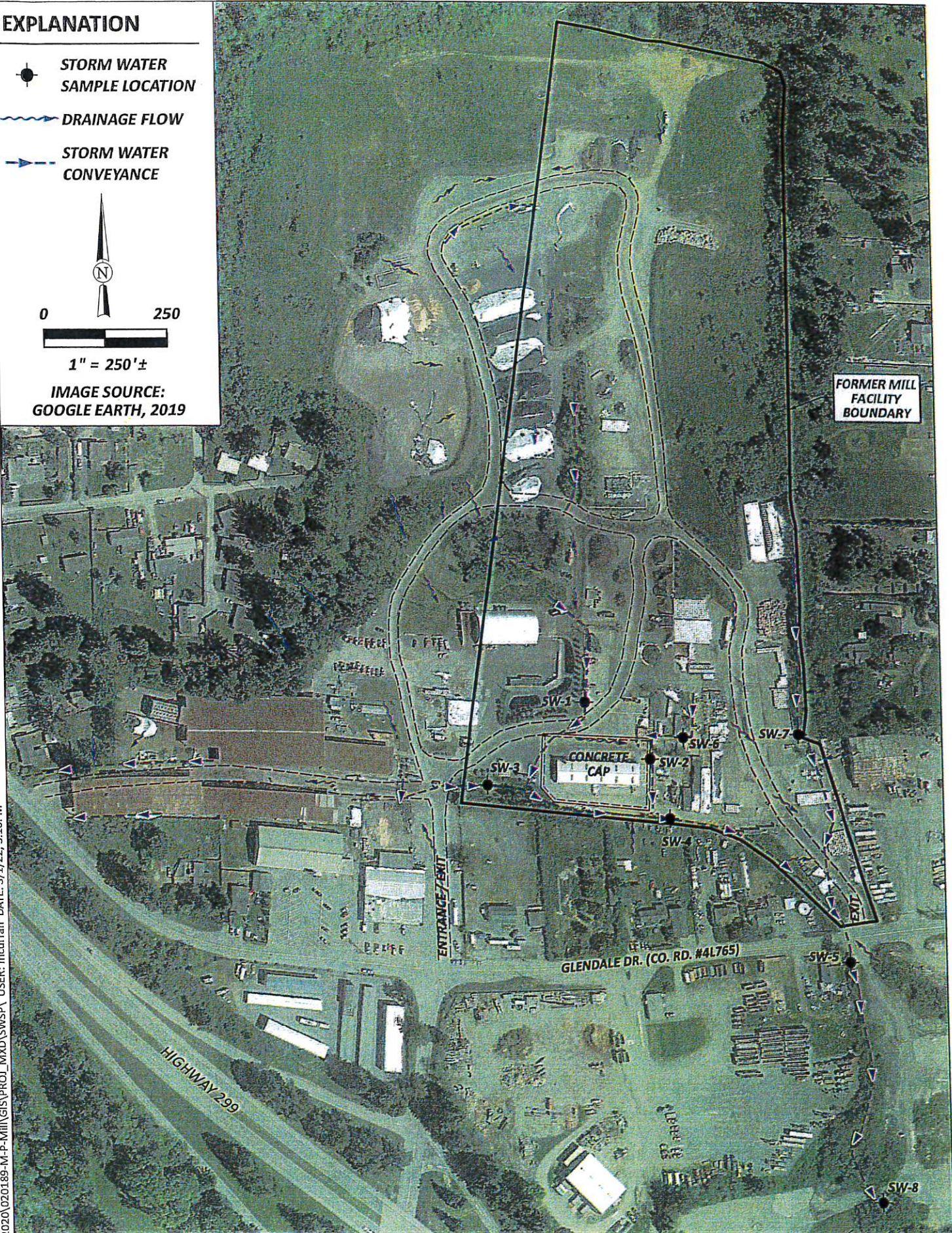
~ DRAINAGE FLOW

→ STORM WATER CONVEYANCE



1" = 250' ±

IMAGE SOURCE: GOOGLE EARTH, 2019



FORMER MILL FACILITY BOUNDARY

reka\projects\2020\020189-M-P-Mill\GIS\PROJ_MXD\SWSPA USER: mcurran DATE: 3/1/22, 3:10PM



Former McNamara & Peepe Lumber Mill
Storm Water Sampling Plan
Glendale Drive, Arcata, California

Site Plan with
Storm Water Sample Locations
SHN 020189.050

Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

Page 3

labeled, immediately placed in an ice-filled cooler, and submitted to the laboratory for analyses under the appropriate chain-of-custody documentation.

Monitoring and sampling equipment was cleaned prior to arriving onsite and between use at each sampling location. Small equipment that required onsite cleaning was washed in a water solution containing Liquinox® cleaner, followed by two distilled-water rinses. Appendix 1 presents field notes for stormwater sample collection.

3.0 Laboratory Analysis

Stormwater samples collected were analyzed for:

- chlorinated phenols (pentachlorophenol [PCP] and tetrachlorophenol [TCP]) by National Council for Air and Stream Improvement, Inc. Method 86.07, and
- chlorinated dibenzodioxins and chlorinated dibenzofurans (dioxins and furans) by U.S. Environmental Protection Agency (EPA) Method 8290A

North Coast Laboratories, Ltd., a state-certified analytical laboratory located in Arcata, California, performed the PCP and TCP analysis. The reporting limit (RL) for each constituent are as follows:

- PCP = 0.3 micrograms per liter (ug/L)
- 2,3,4,6-TCP = 1.0 ug/L

Dioxins were analyzed by Enthalpy Analytical - EDH, a state-certified analytical laboratory located in El Dorado Hills, California. The estimated detection limit (EDL) for 2,3,7,8-tetrachlorobenzene-p-dioxin (TCDD) ranged from 0.466 to 1.36 picograms per liter (pg/L). The method detection limit (MDL) for 2,3,7,8-TCDD analysis for all stormwater samples analyzed was 0.169 pg/L, with the exception of SW-2 and SW-3 with an MDL of 0.170 pg/L.

4.0 Stormwater Sampling Results

Table 1 summarizes the February 27, 2023, stormwater analytical results for dioxins, PCP, and TCP.



Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

Page 4

**Table 1. Stormwater Analytical Results, February 27, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	<0.714 ^f	0.00	<0.30	<1.0
SW-2	< 1.36	1.73 J ^g	<0.30	<1.0
SW-3	<0.618	0.262 J	<0.30	<1.0
SW-4	<0.597	0.255 J	<0.30	<1.0
SW-5	<0.466	0.483 J	<0.30	<1.0
SW-6	0.805	6.10 J	<0.30	<1.0
SW-7	<0.799	1.66 J	<0.30	<1.0
MCL^h	30	NRⁱ	1.0	NR
PHGs^j	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290^b pg/L: picograms per liter^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07^e ug/L: micrograms per liter^f <: "less than" the stated laboratory reporting limit for chlorophenols and detection limit for dioxins^g J: The amount detected is below the Reporting Limit/Limit of Quantitation.^h MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019ⁱ NR: no reference^j PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019

Appendix 2 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data. Multipliers used for the 2005 World Health Organization Toxic Equivalency Factors (TEFs) for dioxins and furan compounds are additionally provided in Appendix 2. Historical stormwater sample results for the former McNamara and Peepe Lumber Mill are provided in Appendix 3.

5.0 Discussion of Results

Concentrations of PCP, TCP, or the dioxin congener 2,3,7,8-TCDD were not identified in stormwater samples collected during the February 27, 2023, sampling event above laboratory method detection limits. The stormwater sample collected from location SW-6 did report an estimated maximum potential concentration (EMPC) of 0.805 pg/L for 2,3,7,8-TCDD. TEQs are J-flagged as they are calculated from one or more result with a J-flag (analyte concentration is below the detection limit/limit of quantitation). Analytical results for the most immediate downstream location of the concrete cap (SW-4) indicate no detectable concentrations of 2,3,7,8-TCDD and a TEQ of 0.255 J pg/L.

<p align="center">Table 3-1 Historical Storm Water Sample Results Former McNamara and Peepe Lumber Mill, Arcata, California</p>					
Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	2/18/21	<0.512 ^f	0.0736 J ^g	<0.30	<1.0
	12/15/21	<0.721	0.351 J	<0.30	<1.0
	4/14/22	<0.743	0.181 J	<0.30	<1.0
	12/08/22	<0.592	4.37 J	<0.30	<1.0
	2/27/23	<0.714	0.00	<0.30	<1.0
SW-2	2/18/21	<0.609	7.79 J	<0.30	<1.0
	12/15/21	<0.508	2.70 J	<0.30	<1.0
	12/15/21 (F) ^h	<0.645	0.308 J	--	--
	4/14/22	5.18	96.1 J	<0.30	<1.0
	12/08/22	<0.604	2.58 J	<0.30	<1.0
	2/27/23	<1.36	1.73 J	<0.30	<1.0
SW-3	2/18/21	<0.530	4.44 J	0.099 J	<1.0
	12/15/21	<0.688	6.82 J	0.091 J	<1.0
	4/14/22	<0.745	0.179 J	<0.30	<1.0
	12/08/22	<0.733	4.47 J	<0.30	<1.0
	2/27/23	<0.618	0.262 J	<0.30	<1.0
SW-4	2/18/21	<0.459	11.4 J	0.11 J	<1.0
	12/15/21	<0.731	5.87 J	<0.30	<1.0
	12/15/21 (F)	<0.715	0.945 J	--	--
	4/14/22	<0.817	0.233 J	<0.30	<1.0
	12/08/22	<0.715	3.30 J	<0.30	<1.0
	2/27/23	<0.597	0.255 J	<0.30	<1.0
SW-5	2/18/21	<0.762	8.04 J	0.14 J	<1.0
	12/15/21	<0.602	4.06 J	<0.30	<1.0
	12/15/21 (F)	<0.785	1.39 J	--	--
	4/14/22	<0.697	3.74 J	<0.30	<1.0
	12/08/22	1.55 J	19.1 J	<0.30	<1.0
	2/27/23	<0.466	0.483 J	<0.30	<1.0
SW-6	12/15/21	5.12	63.9 J	<0.30	<1.0
	12/15/21 (F)	<0.713	0.0572 J	--	--
	4/14/22	4.95	121 J	0.48	<1.0
	12/08/22	<0.700	8.54 J	<0.30	<1.0
	2/27/23	0.805	6.10 J	<0.30	<1.0



Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-7	12/15/21	<0.634	4.87 J	0.21 J	<1.0
	12/15/21 (F)	<0.728	0.970 J	--	--
	4/14/22	<0.771	0.317 J	0.15 J	<1.0
	12/08/22	2.59 J	36.8 J	0.12 J	<1.0
	2/27/23	<0.799	1.66 J	<0.30	<1.0
SW-8	12/15/21	<0.797	3.80 J	<0.30	<1.0
	12/15/21 (F)	<0.733	2.38 J	--	--
	4/14/22	<0.715	1.35 J	<0.30	<1.0
MCLⁱ		30	NR^j	1.0	NR
PHGs^k		0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b pg/L: picograms per liter

^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).

^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07

^e ug/L: micrograms per liter

^f <: "less than" the stated laboratory reporting limit

^g J: estimated value

^h (F): Field filtration prior to sample collection using a new 0.45-micron filter

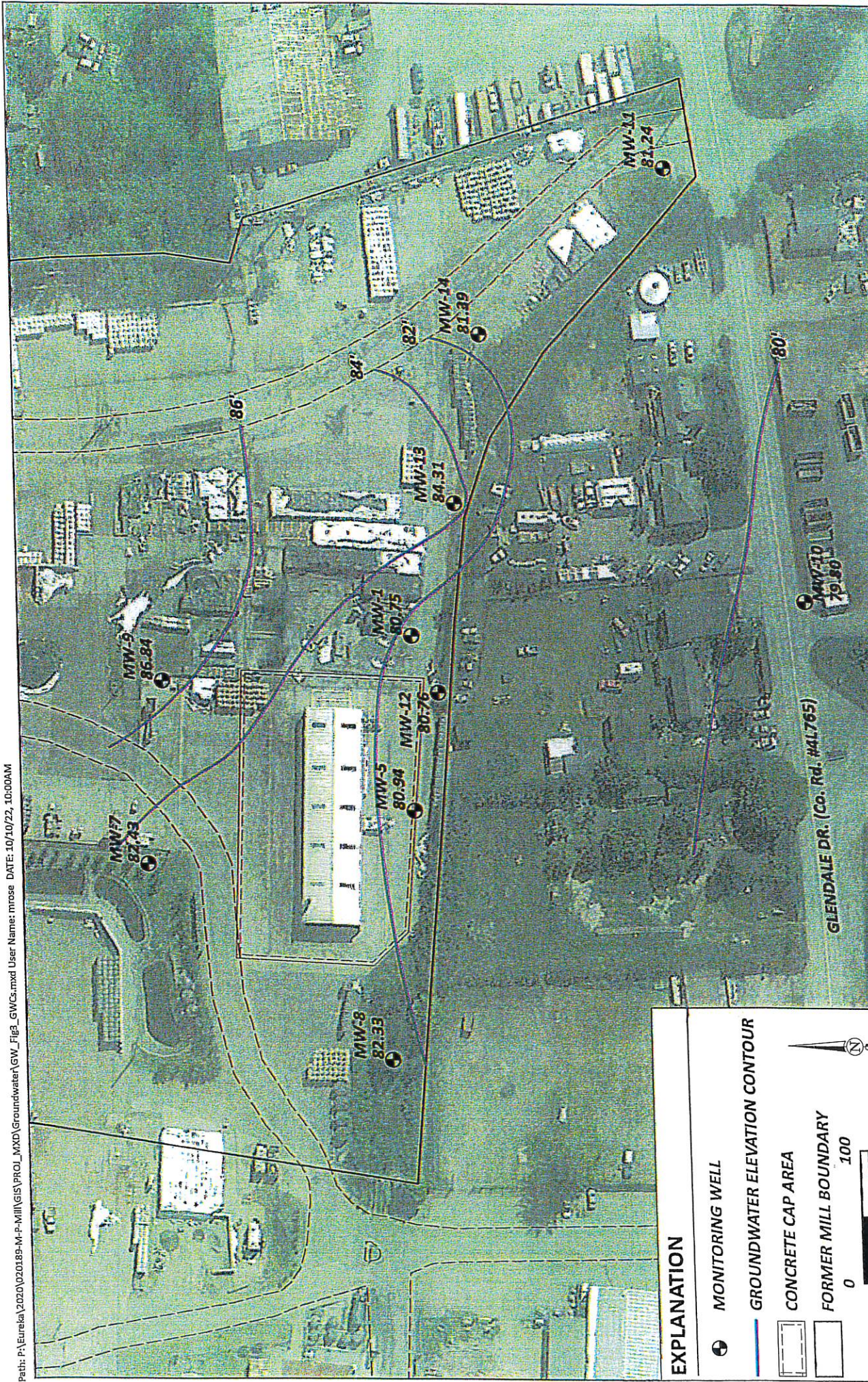
ⁱ MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019

^j NR: no reference





^k PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019




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EXPLANATION

-  MONITORING WELL
-  GROUNDWATER ELEVATION CONTOUR
-  CONCRETE CAP AREA
-  FORMER MILL BOUNDARY

0 100
1" = 100' ±




Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Groundwater Elevation Contours
August 23, 2022
SHN 020189.030

Image Source:
Google Earth, 2019

October 2022
GW_Fig3_GW-Cs

Figure 3

EXPLANATION

- PRIVATE WELL
- ◆ PRODUCTION WELL
- ⊕ MONITORING WELL

--- FIRE ACCESS ROAD

▭ CONCRETE CAP AREA

▭ FORMER MILL BOUNDARY



1" = 200'±

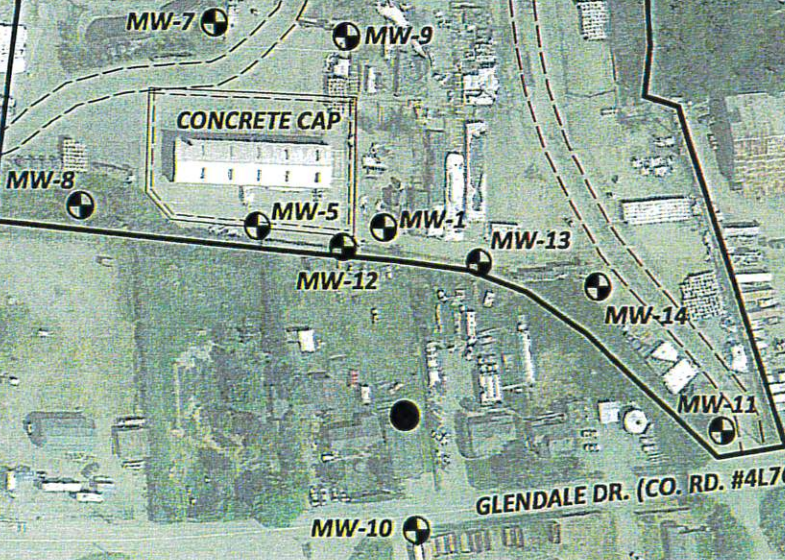
IMAGE SOURCE:
GOOGLE EARTH, 2019



FORMER MILL
FACILITY
BOUNDARY

ENTRANCE / EXIT

GLENDALE DR. (CO. RD. #4L765)



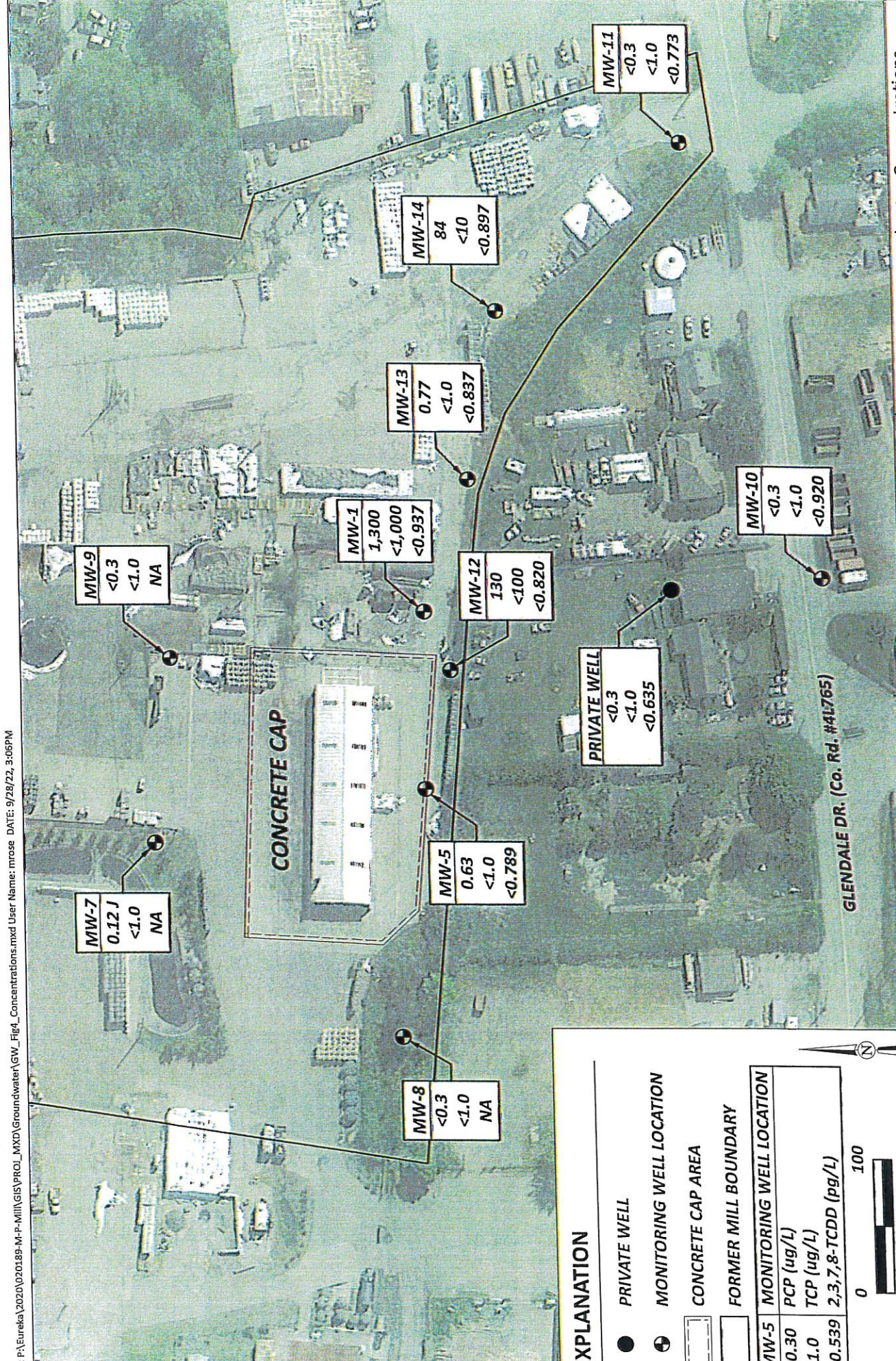
ure\ka\2020\020189-M-P-Mill\GIS\PROJ_MXD\Groundwater\ USER: mrose DATE: 9/26/22, 3:38PM



Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Site Plan

SHN 020189.030



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EXPLANATION

- PRIVATE WELL
- ⊕ MONITORING WELL LOCATION
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY

MW-5	MONITORING WELL LOCATION
<0.30	PCP (ug/L)
<1.0	TCP (ug/L)
<0.539	2,3,7,8-TCDD (pg/L)

0 100
1" = 100'±



Select Groundwater Concentrations

August 23, 2022

SHN 020189.030

Former McNamara & Peepe Lumber Mill

Groundwater Monitoring

1619 Glendale Drive, Arcata, California

September 2022

GW_Fig4_Concentrations

Figure 4

**Table 2. Groundwater Analytical Results, August 23, 2022
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L)	2005 WHO TEQ ^b (pg/L)	PCP ^c (ug/L) ^d	TCP ^c (ug/L)
MW-1	<0.937 ^e	34.0	1,300^f	<1,000 ^g
MW-5	<0.789	0.0104	0.63	<1.0
MW-7	NA ^h	NA	0.12^j	<1.0
MW-8	NA	NA	<0.3	<1.0
MW-9	NA	NA	<0.3	<1.0
MW-10	<0.920	2.40	<0.3	<1.0
MW-11	<0.773	0.0669	<0.3	<1.0
MW-12	<0.820	0.00513	130	<100 ^g
MW-13	<0.837	0.00408	0.77	<1.0
MW-14	<0.897	0.671	84	<10 ^g
Dup (MW-10)	<0.956	2.11	<0.3	<1.0
Private Well	<0.635	0.0	<0.3	<1.0
MCL^j	30	NR^k	1.0	NR
PHGs^l	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Factor

^c Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07.

^d ug/L: micrograms per liter

^e <: "less than" the stated method detection limit

^f **Bold** values indicate an exceedance of the MCL or PHGs.

^g Sample was diluted due to the level of target analytes present in the sample. The method reporting limit was raised to reflect the required dilution.

^h NA: not analyzed

^j **J**: Result is less than the reporting limit but greater than or equal to the method detection limit and the concentration is an approximate value.

^j MCL: maximum contaminant level, State Water Resources Control Board (March 13, 2019).

^k NR: no reference

^l PHGs: California public health goals, Office of Environmental Health Hazard Assessment (March 13, 2019).

Samples from monitoring wells MW-1, MW-12, and MW-14 were diluted by the testing laboratory (NCL) due to the level of target analytes present in the sample (PCP). As a result, the MDLs were raised to reflect the required dilution. Appendix 3 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data.

4.3 Field Measured Parameters

Measurements for groundwater field parameters collected from site wells during the August 2022 sampling event are included in Table 3.



Table 2-3
Groundwater Analytical Results
2015 to 2023

Well Name	Date	PCP	TCP	Chromium	Hexavalent Chromium	Nitrate	Total Iron	Ferrous Iron	Arsenic	Sulfate	Chloride	TPHD	VOCs (DIPB)	
		Units			µg/L		mg/L	µg/L		mg/L		µg/L		
MW-1	5/13/2015	690 ^A	14	--	--	--	--	--	--	--	--	--	--	
	5/13/2015 (FD)	560 ^A	12	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	610 ^A	120	--	--	--	--	--	--	--	--	--	--	
	11/11/2015 (FD)	670 ^A	120	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	830 ^A	7.1	--	--	--	--	--	--	--	--	--	--	
	5/23/2016 (FD)	1,100 ^A	8	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	1.2 ^A	<1.0	<5.0	<5.0	0.99	25	<100	<10	18	19	--	--	
	12/14/2016 (FD)	1.2 ^A	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	570 ^A	8.4	--	--	--	--	--	--	--	--	--	--	
	5/8/2017 (FD)	530 ^A	7.9	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	1,200 ^A	29	--	<1.0	--	--	--	--	--	--	740 AJ	1.7	
	3/5/2021	460 ^A	5.6	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	920 ^A	9.7	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	1300 ^A	<1,000 B9	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	0.34 ^A	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-5	5/13/2015	35 ^A	4.3	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	65 ^A	3.3	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	56 ^A	1.6	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	39 ^A	2.3	<5.0	<5.0	<0.10	930	600	<10	12	45	--	--	
	5/8/2017	46 ^A	2.3	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	--	--	--	--	--	--	--	--	--	--	--	--	
	3/5/2021	18	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	19	1.1	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.63	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	9.5 ^A	0.65 J	--	--	--	--	--	--	--	--	--	--	
	MW-7	5/13/2015	0.39	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
8/21/2019		<0.3	<1.0	--	<1.0	--	--	--	--	--	--	<50	<0.5	
3/5/2021		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2022		0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--	
8/23/2022		0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2023		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-8		5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.13 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	MW-9	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		12/14/2016	<0.3	<1.0	<5.0	<5.0	1.1	<15	<100	--	1.9	10	--	--
		5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
8/21/2019		<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
3/5/2021		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2022		0.21 J	<1.0	--	--	--	--	--	--	--	--	--	--	
8/23/2022		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2023		<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-10		5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	<0.6	<2.0	--	--	--	--	--	--	--	--	--	--
		5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
		12/14/2016	<0.3	<1.0	<5.0	<5.0	0.11	58	<100	<10	1.5	0.96	--	--
		5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	280 AJ	<0.5	
	8/21/2019 (FD)	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	210 AJ	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	3/5/2021 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022 (FD)	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-11	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	0.67	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	1.9 ^A	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.14 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	MW-12	5/13/2015	52 ^A	<1.0	--	--	--	--	--	--	--	--	--	--
		11/11/2015	51 ^A	<1.0	--	--	--	--	--	--	--	--	--	--
		5/23/2016	120 ^A	<1.0	--	--	--	--	--	--	--	--	--	--
		12/14/2016	46 ^A	<1.0	<5.0	<5.0	0.13	<15	<100	<10	5.4	28	--	--
		5/8/2017	81 ^A	<1.0	--	--	--	--	--	--	--	--	--	--
8/21/2019		110 ^A	1.7	--	--	--	--	--	--	--	--	--	--	
3/5/2021		120 ^A	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2022		120 ^A	0.49 J	--	--	--	--	--	--	--	--	--	--	
8/23/2022		130 ^A	<100 B9	--	--	--	--	--	--	--	--	--	--	
2/22/2023		9.4 ^A	0.61 J	--	--	--	--	--	--	--	--	--	--	
2/22/2022		0.27 J	<1.0	--	--	--	--	--	--	--	--	--	--	
8/23/2022		0.77	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2023		0.17 J	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-14		2/22/2022	85 ^A	1.7	--	--	--	--	--	--	--	--	--	--
		8/23/2022	84 ^A	<10 B9	--	--	--	--	--	--	--	--	--	--
	2/22/2023	46 ^A	<1.0	--	--	--	--	--	--	--	--	--	--	



**Table 2-4
Dioxin Analytical Results
McNamara and Peeps Lumber Mill**

Well Name	Date	3,3',7,8-TCDF 0.05 pg/L	1,2,3,4,6,7,8- HxCDF	Total HxCDF	1,2,3,4,7,8- HxCDF	Total HxCDF	1,2,3,6,7,8- HxCDF	Total HxCDF	OCDF	1,2,3,7,8- PeCDD	Total PeCDD	1,2,3,7,8- PeCDF	Total PeCDF	2,3,7,8- TCDF	Total TCDF	TEQ	
																	CA MCL 30 pg/L
MW-1	10/18/2010	0	180	330	44	200		32	1700							2.8	
	11/23/2011	<10	110	200	27	130		32	1100							4.67	
	11/23/2011 (FD)	<10	110	200	28	130		37	1000							4.38	
	8/21/2019	0	520	970	100	550	ND	75	5000	340						31	
	9/5/2021	<0.941	3760	7010	975	638	4550	12.3	623	17,400	1,750	14.8	<1.20	474 D.M	<0.650	108 D.M	95.6
	2/22/2022	<0.727	1,690	3,200	339	1,710	4,251	5.91	260	17,000	1,150	8.84	<1.48	246 D.M	<0.717	69.9 D.M	34.2
	8/23/2022	<0.937	1,830	3,110	341	1,730	5,141	254	2,080 D.M	17,600	1,230	<2.01	<1.96	275 D.M	<0.919	73.6 D.M	34
	2/22/2023	<0.767	9,790	18,600	1,770	<5.08	10,500	<3.98	289	155,000 D	7,660	<4.77	3.98	60.0	<0.908	6.91	184
	10/18/2010	0	0	0	0	0	0	0	180							0.054	
	10/18/2010 (FD)	0	0	0	0	0	0	0	160							0.048	
MW-5	11/23/2011	<9.9	<3.4 U	<8.0 U	<1.2 U	<2.6 U		<3.1 U	37.1							0.573 U	
	3/5/2021	<0.622	3.04	5.56	<1.34	<1.91	<1.21	<1.12	19.1	<2.57	<0.935	<0.852	<0.817	<0.600	<0.600	0.0361	
	2/22/2022	<0.696	2.75	5.52	<1.64	<1.49	<1.60	<1.17	19.5	<1.69	<1.56	<1.17	<1.37	<0.770	<0.770	0.0334	
	8/23/2022	<0.789	<5.03	<1.30	<1.85	<1.24	<1.30	<0.971	34.6	<3.11	<0.930	<0.930	<0.622	<0.547	1.37	0.0104	
	2/22/2023	<0.433	<2.35	<3.77	<3.81	<3.81	<1.45	<0.796	<1.41	<0.726	<0.726	<0.511	<0.293	<0.202	<0.202	0	
	10/18/2010	0	0	0	0	0	0	0	0							0	
	10/18/2010 (FD)	0	4.61	4.61	<5.2	<5.2	6.8	13.7	<100	<100	0.64	2.4	6.6	0.43	0.43	3.7	
	8/21/2019	0	11.1	19.1	8.1	18.1	<1.11	<1.11	<55	<110	0.824	<0.824	<0.976	<0.751	<0.751	0.0438	
	8/21/2019 (FD)	0	3.86	7.26	<1.38	<1.72	<1.72	<1.25	17.3	<2.61	<1.20	<1.20	<0.968	<0.652	4.28	1.35	
	3/5/2021	<0.599	3.86	7.26	<1.38	<1.72	<1.72	<1.25	347	38.7	<1.35	<1.35	<0.898	<0.652	3.01	0.659	
MW-10	2/22/2022	<0.652	50.8	92.3	12.5	38.1	<1.64	18.2	27.1 D.M	24.7	<1.35	<1.35	<0.873	<0.748	3.01	0.659	
	2/22/2022 (FD)	<0.658	30.4	55.0	8.1	20.7	<1.18	7.70	22.1	<1.35	<1.35	<0.968	<0.883	10.1 D.M	2.40		
	8/23/2022	<0.920	73.7	134	19.8	40.3	<1.09	<1.47	520	62.4	<2.07	<2.07	<0.920	<0.883	10.1 D.M	2.40	
	8/23/2022 (FD)	<0.956	69.5	108.0	18.0	44.2	4.08	3.79	398	49.5	<1.89	<0.926	<0.920	<0.883	12.5 D.M	2.11	
	8/23/2023	<0.619	82.9	147	17.8	<5.76	50.6	2.3	592	62.2	<5.37	<1.30	<0.914	<0.805	<0.500	2.23	
	2/22/2023 (FD)	<0.660	92.1	165.0	21.8	<5.07	21.8	5.67	729	69.5	1.35	<0.840	<0.743	<0.529	<0.665	4.02	
	10/18/2010	0	0	0	0	0	0	0	0							0	
	2/22/2022	0.983	7.05	13.5	<1.85	<2.24	<1.96	<1.76	33.2	<1.77	<1.77	<1.53	4.81	<0.946	5.17	0.0805	
	8/23/2022	<0.773	5.92	11.8	<0.942	<1.39	<1.16	<1.34	25.5	<1.17	<1.17	<0.601	<0.622	3.50 D.M	8.46 D.M	0.0669	
	2/22/2023	<0.621	2.88	3.96	<0.969	<0.989	<1.07	<0.964	19.3	<10.8	<0.940	<0.840	<0.636	<0.549	<0.451	0.0284	
MW-12	3/5/2021	<0.542	2.37	6.27	<1.63	<2.15	<1.55	<1.39	15.1	<2.42	<0.976	<0.882	<0.828	<0.717	<0.717	0.0337	
	2/22/2022	<0.656	2.78	6.36	<1.81	<1.70	<2.19	<0.859	19.8	<2.82	<1.24	<1.33	<1.33	<0.675	<0.675	0.0317	
	8/23/2022	<0.820	<2.69	<0.851	<1.23	<1.23	<1.46	<1.62	17.1	<2.05	<0.969	<0.718	<0.761	<0.818	<0.818	0.0312	
	2/22/2023	<0.448	3.12	3.12	<1.92	<1.99	<1.65	<2.14	<15.6	<3.63	<0.860	<0.527	<0.451	<0.278	<0.278	0.0312	
	2/22/2024	<0.677	<1.83	<1.83	<1.23	<1.69	<1.45	<1.19	13.3	<1.90	<0.928	<0.866	<0.822	<0.767	<0.767	0.0399	



NEW BUSINESS

To: Board of Directors
From: John Friedenbach
Date: February 12, 2024
Subject: District's Safety Program

Once again it is time for our annual employee recognition regarding workplace safety. Dale and I will provide an overview of our program and accomplishments at our Board meeting. This memo provides a brief introduction.

PRIORITY AND PLACE

Achieving employee safety and public safety is a top priority for the District. I am pleased to work for an organization that values this objective and takes safety seriously.

The Board has adopted five goals that support our District Mission. Goal Number 1 is Safety and Public Health. It reads:

- o Employ safe work practices to ensure worker and public safety at all times. Strive for no on-the-job reportable injuries each year.
- o Operate the regional water system in accordance with state and federal safe drinking water laws and regulations at all times to protect public health.

The District has a "safety philosophy" as well as a strong safety program. The Board has consistently supported our safety philosophy and program.

COMPONENTS OF THE PROGRAM

Important components of the District's safety program are as follows:

- 1) Buy-in and *support from* Management. We need to set the standard and "walk the talk."
- 2) Buy-in and involvement *by* the employees.
- 3) A meaningful Injury, Illness, and Prevention Plan; and Covid-19 Prevention Program (these are a regulatory requirement).
- 4) An active Safety Committee that is listened to and supported. Our committee is comprised of the Superintendent, one Supervisor, and two employees (one from the Maintenance Department and one from Operations). Membership on the committee rotates each year. Attached for your information are minutes from the last safety committee meeting for you to see the issues that are addressed.
 - a. A meaningful training program. The District has an extensive training program that supports not only employee safety, but ongoing operations, and emergency response activities too. We use ACW/JPIA's extensive "lending library" for training resources (such as DVDs, videos, and manuals), and we also use the North Coast Safety Consortium for local classroom training and other specialized or online training as necessary. Attached is this year's in-house safety training program which lists the training topic as well as the instructor.

- 5) Properly fitted and maintained Personal Protective Equipment (PPE) that is suited to the job. The District provides employees with the necessary PPE such as hard hats, safety glasses, hearing protection, respirators, self-contained breathing apparatus, and protective electrical gear to name a few. The District trains for PPE proper use and care. As a matter of policy, the District also reimburses employees for the cost of safety shoes appropriate to the position and provides District safety attire.
- 6) Other Resources - Safety Manual. The District has developed and maintains a comprehensive safety manual to guide work practices, as well as meet various regulatory requirements. The Table of Contents of our Safety Manual is attached for your information.
- 7) Coordination with Humboldt County Public Health, Cal OES, and OSHA for upgraded safety protocols for COVID-19 protections for the staff and public, such as maintaining social distancing, upgraded workspace protections, regular sanitizing, and wearing masks indoors as necessary. See District's current Covid-19 Prevention Program policy document.
- 8) Recognition - The District instituted a safety incentive/reward program for full-time regular employees. The District pays \$200 incentive to each current employee who has been employed for at least six months and meets the criteria listed below. The District also awards one grand prize of \$500, based on a drawing of all eligible employees. This year, Corey Borghino is the grand prize winner.

Criteria to be eligible for incentive award:

1. Participate in at least seventy-five percent (75%) of monthly safety meetings during the calendar year. For newly hired employees that meet the eligibility requirements, the percentage applies to eligible monthly safety meetings.
2. Wear appropriate PPE when required on the job.

One of 3 per calendar year

- | | |
|---|--|
| } | <ol style="list-style-type: none"> 3. 3a. Provide one safety awareness or preventative suggestion to the supervisor and have it documented at a safety meeting or with the Safety Committee. 3b. Report an incident or near-miss incident or unsafe conditions. 3c. Receive a "satisfactory" rating on the annual performance evaluation under the "Safe Practices" category. |
|---|--|

I am proud of the "safety culture" developed at the organization, and the results we have achieved. We have employees who "think about" safety and routinely employ safe work practices. Additionally, the District participates in ACWA/JPIA's Commitment to Excellence Program and H.R. LaBounty Safety Award Program. We continually strive for the implementation of best practices to prevent injuries and claims.

I would also like to acknowledge that Dale Davidsen, our Superintendent, Chris Merz our Assistant Maintenance Supervisor, Chris Harris our Business Manager, and Sherrie Sobol our Regulatory Analyst, who are instrumental in the continuation of the safety culture that exists within the organization today along with all of our employees who work safely every day. The entire staff continues to promote and grow this safety awareness.

Once again, Dale and I wish to thank the Board for your support in this area. Your support truly makes a difference.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
Workplace Illness and Injury Prevention Program
Safety Committee Meeting

Minutes

Date: November 2, 2023

1. **Meeting** called to order at 0932hrs.
2. **Members** Attending: Dale Davidsen
Justin Natividad
Zach Bunke
Chris Merz
3. **Minutes** were approved from Meeting 23_3 on July 18, 2023. M/S/C CM/JN/All

Old Business:

- A. It has been brought to attention that the District's "Contractor Pre-Work Checklist" could be updated to reflect more current safety policies and safe work practices. *(This form has been created, and will be compared to a template received from JIPA. A final draft will then be completed after review. NLT-1-23-24)*
- B. It has been observed that some of the District's Safety Manual policies and procedures on various topics could be revised or updated. A list of these policies and procedures will be created by the Safety Committee. *(With the assistance from others within their departments, committee members will update the following policies and procedures: Chris-Hazardous Materials Plans & Other Emergency Plans, Zach-Operations Plan for Domestic Water Supply, TRF & Distro System, Justin-District Valve Book. NLT-Until all necessary changes are met, changes are in progress.)*
- C. Discuss the Districts facility safety inspection forms with new safety committee members and assign locations for inspections. Forms will be completed by the October meeting and open for review. *(Inspections of all facilities have been completed. All deficiencies have been discussed and corrective actions have been completed and recorded)*
- D. It was mentioned to possibly install backup cameras in fleet vehicles that didn't already have them. *(Cameras have been installed on Unit's 2, 4, 11 & 15. Leaving Unit number 12 still needing a camera installed. With current workload this installation will be completed as a wintertime project. NLT 1-1-24) – (Completed, remove)*

- E. A suggestion of creating a more ergonomically way to fill, rinse, and dump mop buckets for housekeeping purposes was brought to attention. It was noted that both the Essex and TRF facilities could benefit from having a more established mop fill and wash down area. *(This item has become an approved budget project. Through discussion, it was decided to only to add a wash down area to the TRF, due to the fact that there are future plans to remodel and expand the Essex Office facility. NLT 1-1-24) – (Completed, remove)*
- F. The Maintenance Department has requested that they would like to purchase a new 60lb jackhammer with more ergonomic characteristics. *(It was decided that this is a valid request and has become an approved budget item. Purchase will happen once estimates are received. NLT-10-17-23) – (Completed, remove)*
- G. It was noted during recent use of Pump Station # 6 that there is a lot of clutter that could be moved or stored elsewhere. *(The Maintenance Department is aware of the situation. Smaller items have been removed, looking at options currently on larger electric motor disposal. NLT-1-23-24)*
- H. During construction of the solar project at the Main Office, it was brought to attention that having a permanent fixed ladder between the two levels on the exterior of the building could eliminate a potential fall injury. *(Estimates of a suitable ladder have been received, and this item has become a budget project for the next fiscal year NLT-7-1-24)*

New Business:

- A. John Friedenbach would like the safety committee to discuss the pros and cons of establishing a District policy requiring headlights of all vehicles to be on while driving. *(The committee agreed that this would be a good idea to implement. Chris will add it to the current fleet vehicle circle check procedure. NLT 1-23-24)*
- B. It was noted since the completion of the hot water line to the TRF exterior mop wash down station, that it would maybe be a good idea to plumb in the TRF lab emergency shower to this line since it runs past it now. A hot water mixing valve could be purchased and installed to regulate the temperature of the shower. *(Through committee discussion, this idea seems unnecessary, due to the fact that many chemical exposures recommend cold water showers.)*
- C. Nomination of new committee members for 2024. The committee has decided to nominate Jasson KlingonSmith and Bruce Brashear to serve as representatives from the operations and maintenance departments.
- D. A comment was made about how the access road to the Ruth Hydro Plant could be made safer for winter time travel. *(This comment was discussed and will be reviewed again at the next meeting in January.)*
- I. **Meeting adjourned: 1016 hrs.**

J. **Next** meeting scheduled for January 23, 2024.

Prepared by: Chris Merz

Copy: General Manager
Superintendent
Maintenance Supervisor
Operations Supervisor
Bulletin board (Essex & Ruth Hydro) and file

Safety/Training Program 2024

This is the Safety and Training schedule for 2024. The training subjects that are not listed as annual subjects have been reviewed to assure that they meet their recurring dates according to the Districts Safety Training Matrix and Cal OSHA regulations. Meetings will be scheduled well in advance to prepare all personnel in order to attain maximum participation. These classes will be scheduled in the Superintendents Planner for 2024 for everyone's reference.

January

Presenter:

Code of Safe Practices (WIIP): Annual

Dale

Reference Material: HBMWD Policy. A review of JPIA risk assessment of work related injuries and possible cause corrective actions.

Class Time: 1 hour

EAP Overview-Dam Safety Plan: Annual

Dale

Reference Material: HBMWD Policy and procedure

Class Time: ½ hour

Generator Air Quality Permit Requirement: Annual

Mario/Paul

Reference Material: AQMD Permits

Class Time: ½ hour

February

Presenter:

Respirator Safety/Fit Testing: Annual

Chris

Reference Material: District Safety Manual & 3M training video.

Fit test for each employee.

Class Time: 2 hours

Hearing & Respiratory Exams: Annual

Darcey/Occu. Health

March

Presenter:

LOTO & Arc Flash Awareness: 2yrs

Dave & Josiah

Reference Material: Review of HBMWD safety practices and procedures to prevent electrical shock exposures.

PowerPoint on depicting hazard awareness on each subject and JPIA video possibly. NTT training manuals will be used as a reference.

Class Time: 1.5 hours

April**Presenter:**

Confined Space/Gas Detectors: Annual
Reference Material: Review of HBMWD policy,
& a PowerPoint presentation.
Class Time: 1 hour

Ryan/Electrical

Heat Illness Prevention Program: Annual
Reference Material: Review of HBMWD policy
& precautions. JPIA training video
Class Time: 1 hour

Chris

May**Presenter:**

Chlorine Leak Response/Cl₂ Leak 'B' Kit: Annual
Reference Material: HBMWD Policy and procedures. PowerPoint
presentation on system & equipment. Run possible response scenario.
Class Time: 2 hours

Chris/Ryan/Mario/Paul

June**Presenter:**

Workplace Ergonomics: Annual
Reference Material: PowerPoint presentation on ergonomics in the
field and office. Short video demonstrating key points.
Class Time: 1 hour

Chris

Sight & Sound Safety: 3yrs
Reference Material: PowerPoint presentation on subject matter,
review of OSHA standards & brief video.
Class Time: 1 hour

Mario/Paul

July**Presenter:**

Traffic Control: Annual
Reference Material: Cal Trans Reference Book,
PowerPoint presentation and review of District equipment
Class Time: 1.5 hours

Ryan

Asbestos & Silica Handling: Annual
Reference Material: Review of HBMWD safety manual
policy, procedures & exposure control plan. Training video also.
Class Time: 1 hour

Chris

August**Presenter:****Forklift Safety:** Annual

Chris

Reference Material: PowerPoint presentation on forklift function, review of operations manual and drive test of training course.

Class Time: 2.5 hours

September**Presenter:****Bloodborne Pathogens:** Annual

Chris

Reference Material: Review of District exposure control plan. PowerPoint presentation and video on subject.

Class Time: 1 hour

Rigging Safety: Annual

Justin

Reference Material: NCCCO Crane operator training handbook/PowerPoint presentation

Class Time: 1 hour

October**Presenter:****Trench and Excavation Safety:** Annual

Ryan

Reference Material: PowerPoint presentation on safe practices and procedures. Review of HBMWD shoring equipment.

Class Time: 1 hour

November**Presenter:****ISI/Sperian SCBA Training:** Annual

Tim

Reference Material: PowerPoint presentation on subject matter and review of District safety policy & user's manuals.

Class Time: 2 hours

Machine & Equipment Safety: 3yrs

Keith

Reference Material: PowerPoint presentation, review of safe work practices from District Safety Manual. Brief training video.

December

Presenter:

S.D.S./Right to Know/Spill Prevention: Annual

Chris

Reference Materials: District safety manual, response plans
& PowerPoint presentation on subject matter.

Class Time: 1 hour

Note: Most Essex staff will be attending CPR and First Aid Training this year. This training will be scheduled with Northern California Safety Consortium, since they are a certified American Heart Association training facility.

Eureka Office Safety Meeting Schedule – 2024

January –WIIPP/Right to Know (SDS)/Ergonomics

February – First Aid/CPR

March – Tsunami Preparedness

April – Slips/Trips/Falls/Ladder Safety

May – Bugs Beware and when to be Concerned

June – Summer Fun– Safely (Heat Illness Prevention incl)

July – Active Shooter– How to Respond

August – Electrical Shock–How to Avoid It

September – Emergency Action Plan

October – Great Shake–Out Earthquake Drill

November – Defensive Driving/Winter Driving

December – Winter Blues

TABLE OF CONTENTS

General Policies/Plans

1. Workplace Illness & Injury Prevention Program
2. Code of Safe Practices
3. General Emergency Action Plan for Each Facility (including fire protection component)
4. OSHA Inspection Procedures

Hazardous Materials/Chemicals Plans

5. Hazard Communications Program
6. Chemical Hygiene Plan
7. Chlorine Emergency Procedures
8. Process Safety Management (for chlorine system)
9. Risk Management Plan (for accidental release of chlorine)
10. Chlorine Leak Emergency Action Plan Flowchart
11. Evacuation Map for Essex Control
12. Chlorine Leak Decontamination Procedure

Safe Work Practices and Procedures

13. Respiratory Protection Program
14. Silica Exposure Plan
15. Confined Spaces Policy & Procedures
16. Energy (Lockout) Policy
17. Hot Work Permit
18. Heat Illness and Prevention Program
19. Bloodborne Pathogens Exposure Control Plan
20. Sharps Injury Log



H.R. LaBounty Safety Awards Nomination Form

Nomination Deadlines:

Spring Awards: February 1, 2024

Fall Awards: September 2, 2024

Agency: Humboldt Bay Municipal Water District

Project/Initiative Title: Installation of articulating jib boom for Ditch Witch vacuum trailer

Implementation Date: 1/23/2023

Cost to Implement: \$2,573.00

Staff Time Required: 40hrs

Number of Employees/Facilities Impacted: 22

Employee/Department/Committee Nominated:

Name(s): Essex Staff

Job Title/Department: Maintenance & Operations

Nomination Summary

Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.

The purpose of this safety project was to help eliminate a potential back or bodily injury (workplace ergonomics) while operating the District's vacuum trailer during field work. The risk for exposure to potential bodily injury was presented to our District's SB-198 Safety Committee for consideration. To reduce the risk of this injury exposure, it was proposed that the District purchase and install an overhead articulating support boom for the excavation suction line on the trailer. The current excavation line has no controlling support other than the operator using their body to support and manipulate the weight of the suction hose. In some instances, this excavation line can become cumbersome and unruly to control due to the high vacuum suction that the unit puts out. The new overhead boom would provide additional support for the operator while using the equipment and reduce and/or eliminate poor ergonomic movements and body strains.

Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.

The action taken to resolve the problem was to identify the proper fix for the issue. Through research, it was noted that the manufacturer made excavation suction support booms for other models of vacuum trailers that they produced. After contacting the manufacturer about our application, an appropriate boom was agreed upon and purchased with the understanding that we would have to fabricate our own mounting bracket to the trailer. Once the boom was received, fabrication of the mounting plate and bracket began. Within a couple days our talented staff completed the fabrication of the mounting plate and support bracket. It was field tested after being installed on the trailer along with the boom.

State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.

A potential back or bodily injury was reduced with engineering controls adapted to an existing piece of equipment.

Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.

There is not a specific nominee for this submittal. This was recognized as potential safety hazard risk by the staff and supervisors here at HBMWD. A joint effort from multiple talented team members helped develop a solution to reduce the potential ergonomic/strain injury by fabricating a piece of equipment more ergonomically sound to operate. As always, I believe that all members of HBMWD have the "buy in" participation in all safety efforts and this project reflects that philosophy and esprit de corps.

Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.

I believe that this initiative did address the hazard of basic field ergonomics in the JPIA Commitment to Excellence Program.

- Office/Field Ergonomics
- Vehicle Operations
- Slip/trip/falls – falls from heights

Emergency Readiness/Wildfire Prevention

Other:

List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.

See attached photos

Nominated by: Chris Merz

Date: 1/30/2024

General Manager: John Friedenbach

Date: 1/30/2024

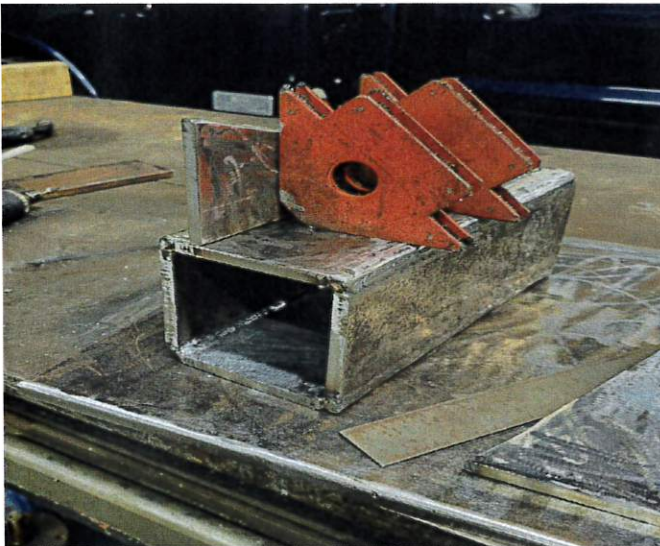
Please email this form with supporting documents and digital photos (jpg) to tlofin@acwajpia.com.



Boom Installed on trailer

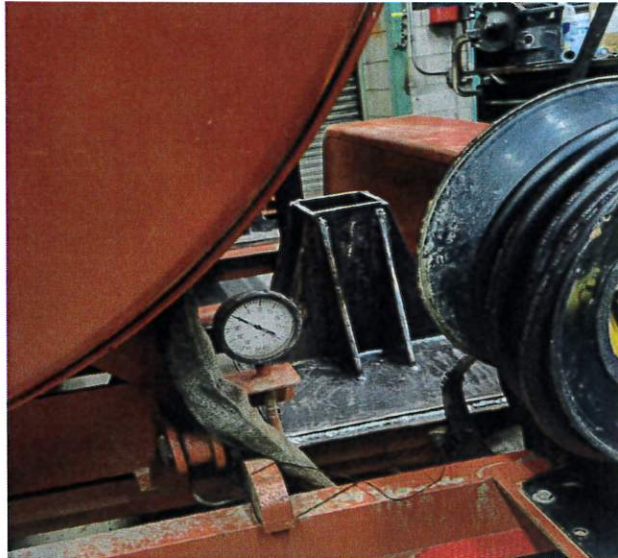


Mounting bracket fabrication



Mounting bracket fabrication





Mounting bracket installed



Boom deployed during operation, notice how it supports the vacuum line above the operator.



Boom not deployed, notice all the weight of the suction line is on the operator's shoulders.



Date: January 24, 2024
To: Board of Directors of Independent Special Districts
From: Colette Santsche, LAFCo Executive Officer
Subject: **Call for Nominations for District Members to serve on LAFCo**

The term of office for one (1) regular special district member on LAFCo expires on June 30, 2024. All terms are four years and end on June 30. There are no term limits.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	Heidi Benzoneilli, Humboldt Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail.

Your district is encouraged to participate in this election process. A schedule is enclosed together with a list of the 49 independent special districts in Humboldt County that are eligible to participate. If your district wishes to nominate a Board member to be a candidate for the LAFCo Regular Member seat, the nomination procedures are as follows:

1. Each district may nominate one person for the Regular Member seat. Nominees must be board members, not staff.
2. All nominations must be accompanied with a completed nomination form approved by a majority of your Board (enclosed).
3. A candidate information form (enclosed) or a letter of interest and qualifications may be submitted with the nomination. This is voluntary and will be kept on file at the LAFCo offices to be made available upon request. It will not be distributed with the ballots.
4. All nomination materials must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521, or emailed to the Executive Officer (colettem@humboldtlafo.org).
5. Upon receipt of nominations, LAFCo will prepare and send a ballot to each district. The ballot will state the return date and how successful candidates will be notified.

The deadline for submitting nominations is Friday, March 29, 2024. Any nomination that is submitted after the deadline will not be considered.

General information about LAFCo is available at the Humboldt LAFCo website at www.humboldtla Alco.org. The Commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public. All terms are four years and end on June 30. Regular meetings are held at 9:00 a.m. on the third Wednesday of odd numbered months in the City of Eureka Council Chambers, with special meetings held as needed. Commissioners receive a small stipend for attending meetings along with reimbursement for travel mileage.

If you have any questions, please contact LAFCo staff at 707-445-7508.

Election Schedule

LAFCo call for nominations letter mailed	Friday, January 26, 2024
Nominations due to LAFCo	By 5:00 p.m., Friday, March 29, 2024
Ballots mailed from LAFCo via certified mail	No later than Friday, April 5, 2024
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 7, 2024
Election results mailed from LAFCo	No later than Friday, June 14, 2024

Independent Special Districts

Big Lagoon Community Services District
 Briceland Community Services District
 Carlotta Community Services District
 Fieldbrook-Glendale Community Services District
 Humboldt Community Services District
 Loleta Community Services District
 Manila Community Services District
 McKinleyville Community Services District
 Miranda Community Services District
 Orick Community Services District
 Orleans Community Services District
 Palmer Creek Community Services District
 Patrick Creek Community Services District
 Peninsula Community Services District
 Phillipsville Community Services District
 Redway Community Services District
 Riverside Community Services District
 Scotia Community Services District
 Weott Community Services District
 Westhaven Community Services District
 Willow Creek Community Services District

Alderpoint County Water District
 Hydesville County Water District
 Jacoby Creek County Water District
 Humboldt Bay Municipal Water District
 Garberville Sanitary District
 Resort Improvement District No. 1

Arcata Fire Protection District
 Blue Lake Fire Protection District
 Briceland Fire Protection District
 Bridgeville Fire Protection District
 Ferndale Fire Protection District
 Fruitland Ridge Fire Protection District
 Garberville Fire Protection District
 Humboldt No. 1 Fire Protection District
 Kneeland Fire Protection District
 Myers Flat Fire Protection District
 Petrolia Fire Protection District
 Redway Fire Protection District
 Rio Dell Fire Protection District
 Salmon Creek Fire Protection District
 Telegraph Ridge Fire Protection District
 Willow Creek Fire Protection District

Humboldt Bay Harbor, Recreation and
 Conservation District
 Humboldt County Resource Conservation District
 North Humboldt Recreation and Park District
 Southern Humboldt Community Healthcare District
 Fortuna Cemetery District
 Petrolia Cemetery District



REGULAR MEMBER
Special District Member Nomination Form 2024

Name of District: _____

Address: _____

Telephone: _____

The Board hereby nominates _____ to fill the term beginning on June 30, 2024 and expiring June 30, 2028 as a Regular Member of the Humboldt Local Agency Formation Commission (LAFCo) representing independent special districts of Humboldt County.

Board action taken on the _____ day of _____, 2024, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

District Representative:

Signature

Printed Name



Special District Member Candidate Information Sheet 2024

Providing this form or a letter of interest and qualifications is voluntary. It will be kept on file at the LAFCo offices and made available on request. It will not be distributed with the ballots.

Candidate Name: _____

Address: _____

Phone: _____

E-mail: _____

District: _____

Title: _____

Length of service with District:

Present Occupation:

Brief description of professional background:

Summarize your interest in serving on LAFCo:

Summarize your qualifications for serving on LAFCo:

List local government and/or civic organization involvement:

ENGINEERING

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: February 8, 2024

Re: Approval of Onsite Chlorine Generation Project CEQA Notice of Exemption

History / Background

Potable water provided by the District is currently chlorinated via chlorine gas that is stored in tanks inside the chlorination building at the District's Essex facility. This project transitions the current process from chlorine gas to a dilute liquid sodium hypochlorite solution for providing drinking water disinfection to the District's domestic drinking water system's injection point at Essex. This new system will provide additional safety and resiliency to the District's domestic potable water supply.

Discussion

CEQA is required for the project. All project components are categorically exempt under Section 15301, Class 1 – Existing Facilities and Section 15302 (c) – Replacement or Reconstruction of existing structures and facilities. See attached Notice of Exemption.

Recommendation and Action

Staff recommends that the board approve the project and find that the project is exempt from CEQA under the following code sections: 15301 and 15302. Furthermore, the board directs staff to complete and file the required CEQA Notice of Exemption forms.

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): Humboldt Bay Municipal Water District
PO Box 95, Eureka CA 95502-0095

County Clerk
County of: Humboldt

(Address)

Project Title: Essex Onsite Sodium Hypochlorite Generation Project

Project Applicant: Humboldt Bay Municipal Water District

Project Location - Specific:

7270 West End Rd, Arcata, CA 95521; APN: 504-201-010

Project Location - City: Arcata

Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:

See attached sheet.

Name of Public Agency Approving Project: Humboldt Bay Municipal Water District

Name of Person or Agency Carrying Out Project: Humboldt Bay Municipal Water District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Section 15301(b) - Existing Facilities, and Section 15302(c) - Replacement or Reconstruction
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

See attached sheet.

Lead Agency

Contact Person: John Friedenbach

Area Code/Telephone/Extension: (707) 443-5018

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

▪ Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Description, Nature, Purpose, and Beneficiaries of Project:

The Humboldt Bay Municipal Water District (District) provides potable water to approximately 95,000 people in the Humboldt Bay region. Potable water provided by the District is currently chlorinated via chlorine gas that is stored in tanks inside the chlorination building at the District's Essex facility. While the District adheres to strict and proactive safety and maintenance protocols, chlorine gas is a toxic and dangerous substance with dire consequences if there were to be a leak. Furthermore, there have been chlorine gas supply chain issues in the wake of issues related to responses to the COVID-19 pandemic. Given these circumstances, this project is for transitioning from chlorine gas to a dilute liquid sodium hypochlorite solution for providing drinking water disinfection.

This includes the installation of removing the chlorine gas tanks and installing an onsite sodium hypochlorite generation system (OSHGS) within the existing building, as well as associated ancillary equipment. A salt brine solution will be fed into the OSHGS, an electrolysis process will occur inside the OSHGS, and 0.8% liquid sodium hypochlorite will be produced by the unit. The salt brine will be stored in a 15-foot tall, 10-foot diameter tank. The liquid sodium hypochlorite solution will be stored in three separate 9-foot tall, 10-foot diameter tanks. The tanks will be installed on a new approximately 50 ft x 15 ft concrete slab that will be installed on the north side of the existing chlorine building and will not be visible from the nearby West End Road. The area where the concrete slab will be installed is currently mostly paved, with some naturalized grass also present. No sensitive plant species or wetlands are present within the proposed concrete slab area.

The other equipment that will be installed for this project includes electrical panels, conduit and plumbing that is attached to the walls inside the existing building, and trenching through existing pavement for minor water pipe installation. New water softeners periodically requiring backwash will be installed within the existing building. A backwash waste pipeline will be trenched in through existing pavement to connect to the District's existing onsite sewer system for disposal of backwash water.

Beneficiaries of the project include the community residents near the District's Essex facility, as well as the residents of Humboldt County who rely on the District for their potable water supply. This new system will provide additional safety and resiliency to the District's domestic potable water supply.

Reasons why project is exempt:

All project components are categorically exempt under Section 15301 (b) – Existing Facilities and Section 15302 (c) – Replacement or Reconstruction.

- Section 15301 (b) is applicable as the District's chlorination building and equipment is a publicly-owned facility. The facility will be treated with minor alternations to improve safety and increase reliability of supply. Implementation of the project will involve no expansion of use.
- Section 15302 (c) is applicable as the project will involve reconstruction of existing structures and a facility located on the same site with the same purpose and capacity as prior to reconstruction. The chlorination system is an integral part of an existing utility system (public water) involving no expansion of capacity.

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: February 8, 2024

Re: Approval of Reservoir Seismic Retrofit Project CEQA Notices of Exemption

History / Background

HBMWD operates three steel water storage reservoirs that do not meet modern seismic design standards. They are:

- 1 million gallon (MG) domestic water reservoir at Korblex
- 2 MG domestic water reservoir at Korblex
- 1 MG industrial water reservoir on the Samoa Peninsula

The District was awarded a \$ 5,817,671 (FEMA \$ 4,382,498; District \$ 1,435,173) Hazard Mitigation Grant from FEMA for retrofit design and construction for the reservoirs. The project is in Phase 2 – final design and construction.

Discussion

CEQA is required for the project. All project components are categorically exempt under Section 15301, Class 1 – Existing Facilities. See attached Notice of Exemptions; one for the Korblex tanks, and one for the Samoa Peninsula tank. Two separate CEQA determinations are required as the projects are located in two separate areas.

Recommendation and Action

Staff recommends that the board approve the two projects and find that the projects are both exempt from CEQA under the following code section: 15301. Furthermore, the board directs staff to complete and file the required CEQA Notice of Exemption forms.

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): Humboldt Bay Municipal Water District
PO Box 95, Eureka CA 95502-0095

County Clerk

County of: Humboldt

(Address)

Project Title: Samoa Reservoir Seismic Retrofit Project

Project Applicant: Humboldt Bay Municipal Water District

Project Location - Specific:

New Navy Base Road, two miles south of the Samoa bridge, on APN: 401-111-005

Project Location - City: Samoa

Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:

The Project includes a retrofit of an existing one-million gallon industrial water storage tank to increase resiliency to seismic events. The retrofit will include a new roof and center column to resist seismic-related sloshing waves within the tank; installation of additional anchorage to the lower shell ring via a new 3-foot-wide concrete ring foundation and 59 helical soil anchors that will integrate with the existing foundation; installation of 3 new flexible subsurface piping connections to accommodate potential differential settlement from seismic events at necessary points of connection (this will include excavation, backfilling, and pavement patching); tank appurtenances (such as a ladder); and painting of the entire tank. Before this work is completed, the tank will be drained to a drainage dissipator vault on-site, and drained water will percolate into the sand. Draining the tank is covered under the Statewide General NPDES Permit, under which HBMWD has coverage. The water in the tank is untreated surface water, so no dechlorination will be required.

Name of Public Agency Approving Project: Humboldt Bay Municipal Water District

Name of Person or Agency Carrying Out Project: Humboldt Bay Municipal Water District

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Section 15301 - Existing Facilities, Class 1
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The Project is exempt under Section 15301 because it is limited to the retrofit of an existing water storage tank to increase resiliency and safety during seismic events. Use and capacity of the tank will not change. Replacement of infrastructure on and around the tank would occur to increase safety and decrease likelihood of tank failure during an earthquake. There will be no expansion of use beyond what is existing.

Lead Agency

Contact Person: John Friedenbach Area Code/Telephone/Extension: (707) 443-5018

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

▪ Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): Humboldt Bay Municipal Water District
PO Box 95, Eureka CA 95502-0095

County Clerk
County of: Humboldt

(Address)

Project Title: Korlbex Reservoirs Seismic Retrofit Project

Project Applicant: Humboldt Bay Municipal Water District

Project Location - Specific:

Korlbex Hill, Arcata, CA 95521; APNs: 507-383-004, 507-383-003, 504-192-012

Project Location - City: Arcata Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:

The Project includes retrofit of the existing one- and two-million gallon water storage tanks to increase resiliency to seismic-related events. The retrofit will include installation of additional anchorage to the lower shell rings via new concrete ring foundations and helical anchors that will integrate with the existing foundations; installation of new flexible subsurface piping connections (three at each tank) to accommodate potential differential settlement (from seismic events) at necessary points of connection; tank appurtenances (such as ladders); and painting. The two million gallon tank will get a new roof and intermediate column. The tanks will be drained as they are on an annual basis for routine maintenance, which is covered under the Statewide General NPDES Permit. This will include dechlorination.

Name of Public Agency Approving Project: Humboldt Bay Municipal Water District

Name of Person or Agency Carrying Out Project: Humboldt Bay Municipal Water District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Section 15301 - Existing Facilities, Class 1
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The Project is exempt under Section 15301 because it is limited to the retrofit of existing water storage tanks to increase resiliency and safety during seismic events. Use and capacity of the tanks will not change. Replacement of infrastructure on and around the tanks would occur to increase safety and decrease likelihood of tank failure during an earthquake. There will be no expansion of use beyond what is existing.

Lead Agency

Contact Person: John Friedenbach Area Code/Telephone/Extension: (707) 443-5018

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

▪ Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____



FINANCIAL

Humboldt Bay Municipal Water District

To: Board of Directors
From: Chris Harris
Date: February 8, 2024
Re: Employee Handbook Revision, Part IV

Background

From the previous Board Meetings regarding the Employee Handbook revision:

The District Employee Handbook was last revised in 2017, with final Board approval in January 2018.

Based on several employment law changes as well as internal District policy changes, staff has begun the process of revising the Employee Handbook to include these updates. Staff is using the ACWA/JPIA Employee Handbook for additional guidance.

In order to make this process less burdensome for the Directors, staff is using a phased approach over several months (similar to the budget process) for Director review and discussion of the proposed changes in the Handbook.

Current

Staff has provided **Chapter Four** for Director review and input this month.

Specific changes to this chapter are listed below and include the updates of benefits that have not been added through annual updates. The notable updates include the following:

1. **§4001.2 Holidays** – Juneteenth approved by the Board to be added as a District recognized holiday during the FY23 Budget process.
2. **§4001.3 Floating Holiday Bank** – After recent analysis by District staff, confirmed by District Counsel, it was discovered the District needs to adjust the Floating Holiday Bank and Management Leave policies to mirror the Vacation policy (§4001.1). This would cause Floating Holiday hours to be considered “deferred wages” (as California Labor Code views them) and would also limit the District liability by establishing an accrual bank maximum. Staff has provided both the prior verbiage and suggested update below.

Prior Verbiage: *Permanent full-time employees are granted three (3) Floating Holidays (24 hours) per year. At the beginning of each calendar year employees will receive 24 hours posted to their Floating Holiday Bank. New hires are granted one (1) hour for the first pay period in which they started work (regardless of the start date) and one (1) hour per pay period through the end of the calendar year. These hours will be calculated and posted to their Floating Holiday Bank within the first month of hire. Floating Holiday hours*

cannot be accrued or cashed-in. Employees are encouraged to use them prior to the calendar year-end. The only exception is regarding banked hours related to regular paid holidays (see 4001.2 for details). The use of Floating Holiday hours must be scheduled and approved in advance with your supervisor. These requests will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances. (§4001.2: Floating Holiday banked hours are always use/lose, (cannot be carried-over or cashed in, see 4001.3 for details) with the exception of additions made for the Thanksgiving, Friday after Thanksgiving, Christmas Eve or Christmas Day holidays. Floating Holiday Bank hours granted for any of those four holidays will expire February 28th of the following year.

Suggested Update: Permanent full-time employees are granted three (3) Floating Holidays (24 hours) per year. At the beginning of each calendar year employees will receive 24 hours posted to their Floating Holiday Bank. New hires are granted one (1) hour for the first pay period in which they started work (regardless of the start date) and one (1) hour per pay period through the end of the calendar year. These hours will be calculated and posted to their Floating Holiday Bank within the first month of hire. No employee shall be allowed to accumulate more than XXX¹ hours of Floating Holiday Bank. Hours in an employee's Floating Holiday Bank in excess of the above will be paid out by the District based on the balance at the end of the calendar year in which the accumulation limit is exceeded (as shown on the January 5th paystub). This payment is typically made to the employee with the January 20th payroll. In extenuating circumstances, the General Manager may make an exception.

3. **§4001.4 Management Leave** – These hours fall under the same criteria as Floating Holiday Bank (§4001.3 above). Staff has provided both the prior verbiage and the suggested update below.

Prior Version: Management employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA). In lieu of paid overtime, management employees are granted Management Leave Hours. These hours are posted to the employees Management Leave Bank at the beginning of each calendar year.

- District Superintendent 4 days (32 hours)
- Business Manager 4 days (32 hours)
- Maintenance/Electrical Supervisor 3 days (24 hours)
- Water Operations Supervisor 3 days (24 hours)
- Asst. Maint./Electrical Supervisor 2 days (16 hours)
- Asst. Water Operations Supervisor 2 days (16 hours)

Management Leave hours cannot be carried-over or cashed-in. Employees are encouraged to use them prior to the calendar year-end.

Suggested Update: Management employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA). In lieu of paid overtime, management employees are granted Management Leave Hours. These hours are posted to the employees Management Leave Bank at the beginning of each calendar year.

- District Superintendent 4 days (32 hours)
- Business Manager 4 days (32 hours)
- Maintenance/Electrical Supervisor 3 days (24 hours)

¹ XXX - Amount currently undetermined. Staff is seeking input from impacted District staff, and will have amount prior to approval.

- Water Operations Supervisor 3 days (24 hours)
- Asst. Maint./Electrical Supervisor 2 days (16 hours)
- Asst. Water Operations Supervisor 2 days (16 hours)

No Management employee shall be allowed to accumulate more than 32 hours of Management Leave. Hours in an employee's Management Leave in excess of the above will be paid out by the District based on the balance at the end of the calendar year in which the accumulation limit is exceeded (as shown on the January 5th paystub). This payment is typically made to the employee with the January 20th payroll. In extenuating circumstances, the General Manager may make an exception.

4. **§4001.5 Sick Leave** – Effective January 1, 2024, California employers are required to increase part-time employees sick leave bank from 3-days/24-hours to 5-days/40-hours². These hours do not carry over or accumulate, and are replenished each January.
5. **§4004.2 AirMed Care** - Approved by the Board during the FY19 Budget process. This annual membership for all District staff and Directors provides air transportation in the case of a medical emergency.
6. **§4008 Fitness Stipend** – Approved by the Board during the FY24 Budget process. This monthly stipend (currently \$15/month) was established to provide additional support for “health awareness” for District employees. District staff can use this stipend towards gym memberships, online fitness programs, weight management programs, personal training and other fitness and wellness options.
7. **§4010 Deferred Compensation** – Changes approved by the Board during the FY24 Budget process. The District match into the employees 457 Plans was increased based on longevity with the District.
8. **§4012.2 Uniforms and Safety Gear** – Changes approved by the Board during the FY24 Budget process. These changes established a budget amount for replacement of required safety boots for all “safety sensitive” employees and changed the replacement allowance from “once every twelve months” to “once every fiscal year.”
9. **§4012.6 Ruth Assignment** – “Ruth Per Diem” was established since the last Employee Handbook revision based on changes that have taken place during/after the Pandemic. This “Ruth Per Diem” allows for employees to purchase their own food since food establishments in the Ruth Lake area have not been consistently available for District employees while staying at the cabin for District work.
10. **§4014 Ruth Cabin** – This section is unchanged, but in the prior Employee Handbook version was included in a different chapter (Chapter 3, “District Requirements and Standards”).

Throughout this Employee Handbook revision, where there may be potential changes in the details (number of hours, amounts/costs) in the future, the details have been moved into Appendix sections for easier revision in the future.

Next Steps

This is the final chapter of the Employee Handbook for revision. In the coming months, staff will compile the updates and edits from the Directors and the DRAFT Employee Handbook (in entirety) will be provided to both District Counsel and the ACWA/JPIA for final review and input. Suggestions provided by both District Counsel and

² 5-days or 40-hours, whichever is greater (DLSE 2015.08.07)

ACWA/JPIA will then be provided to the Directors for review with possible approval of the entire Employee Handbook.

Staff Recommendation

Staff recommends approval to the changes for §4001.3 Floating Holiday Bank and §4001.4 Management Leave based on review and recommendation of District legal counsel.

Attachments

Chapter Four, HBMWD Employee Handbook

Appendix D: Various Forms (only the forms referred to in this chapter are included)

Appendix G: Various Policies (only the policies referred to in this chapter are included)

Chapter 4

EMPLOYEE BENEFITS

4000 Introduction

The benefits outlined below include certain benefits required by law, and others provided at the discretion of the District to meet employee needs. All benefits are reviewed annually and budgeted as part of the Salary and Employee Benefits Budget.

When the Board approves and changes employee benefits, the Employee Handbook will be updated. Based on this, some benefit details are listed in the Appendix sections to simplify Employee Handbook updates. All Board approved changes are applicable, regardless of whether they are listed in the Employee Handbook.

- **Temporary part-time** employees are covered by Social Security, Worker's Compensation, SDI, Unemployment Insurance, and State mandated sick leave. No other benefits apply.
- **Permanent part-time** employees are covered by Social Security, Worker's Compensation, SDI, Unemployment Insurance, and State mandated sick leave. This classification has other limited benefits as noted in the following pages.
- **Permanent full-time** employees are covered by all of the benefits described below. It should be noted that not all benefits begin immediately upon hire - there may be a waiting period before certain benefits commence. There are additional details associated with some of the benefits outlined below. Please contact your supervisor or the Accounting Specialist for more specific benefit details as necessary.

4001 Paid Time Off Benefits

4001.1 Vacation

Full-time employees begin accumulating ten (10) vacation days (at a rate of 6 hours, 40 minutes per month) immediately upon hire. After four years of service (on the anniversary date), the employee will be given five (5) additional vacation days and will begin accumulating fifteen (15) vacation days per year the following pay period (at a rate of 1 day, 2 hours per month). After ten (10) years of service (on the anniversary date), the employee will be given five (5) additional vacation days and begin accumulating twenty (20) vacation days per year the following pay period (at a rate of 1 day, 5 hours, 20 minutes per month). Between fifteen (15) and twenty (20) years of service (on the anniversary date), the employee will be given one (1) additional day per year based on the following schedule, and will begin accumulating vacation at a higher rate the pay period following the anniversary date. The accrual will increase each year commensurate with the total days below:

- 16th year - 21 days
- 17th year - 22 days
- 18th year - 23 days

- o 19th year – 24 days
- o 20th year – 25 days

All vacation leave must be scheduled and approved in advance by the employee's supervisor and will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances. Vacation generally should be taken in the year in which it is earned.

No employee shall be allowed to accumulate more than 20 days (160 hours) of vacation during the first five years of employment and no more than 30 days (240 hours) thereafter. Vacation days in excess of the above will be paid out by the District based on the vacation leave balance at the end of the calendar year in which the accumulation limit is exceeded (as shown on the January 5th paystub). This payment is typically made to the employee with the January 20th payroll. In extenuating circumstances, the General Manager may make an exception.

Employees, at their discretion, will be allowed to cash-in up to five days of earned vacation in any one calendar year. Depending on when the request is received, this payment will be paid with the next payroll, at the employee's regular base salary. The employee should consult with the Accounting Specialist and/or the "Payroll Processing & Paydays Schedule" on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in) for information regarding payroll processing timing and to confirm date of payment.

4001.2 Holidays

Full-time employees are entitled to the following twelve paid regular holidays:

- | | |
|-------------------------------|--------------------------------------|
| 1. New Year's Day | January 1* |
| 2. Martin Luther King Day | 3 rd Monday in January |
| 3. Presidents' Day | 3 rd Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Juneteenth | June 19 th * |
| 6. Independence Day | July 4 th * |
| 7. Labor Day | 1 st Monday in September |
| 8. Veterans' Day | November 11* |
| 9. Thanksgiving | 4 th Thursday in November |
| 10. Friday after Thanksgiving | 4 th Friday in November |
| 11. Christmas Eve | December 24 th * |
| 12. Christmas | December 25 th * |

**Holiday may fall on a weekend*

Regular District operations require staffing 24-hours/day, 7-days/week. Employees (O&M Tech's, working in an operator position) utilizing any "Operations Department

Alternative Work Schedule" (§2008) will observe all Holiday's based on the calendar day. Any District employee that works a regularly scheduled operations shift on a Holiday listed above, regardless of the day of the week the holiday falls on, will receive one hour "Holiday Worked Pay" for each hour worked in addition to their regular pay. "Holiday Worked Pay" is equivalent to the employee's regular hourly rate (§2011.2).

If a paid holiday falls on the employee's regular day off, the employee's Floating Holiday Bank balance will be increased by the appropriate number of hours based on their work schedule (standard/alternate, §2008).

*For District employees regularly scheduled to work Monday through Friday (typically Admin, Maintenance, and Management), when a paid holiday falls on a Saturday, the District will recognize the preceding Friday as the paid holiday (day off, with pay) in lieu of the Saturday holiday. When a paid holiday falls on a Sunday, the District will recognize the following Monday as the paid holiday (day off, with pay) in lieu of the Sunday holiday. In these situations, if an employee is called-in (emergency) on their "shifted" holiday, that employee will receive one hour "Holiday Worked Pay" for each hour worked in addition to their regular pay (two-hour minimum, §2011.4). In these situations, if an employee is called-in (emergency) on the Saturday/Sunday, that employee will receive overtime/double-time pay as applicable, but will not be eligible for "Holiday Worked Pay" on these days.

At no time may Employees receive compensation for more holiday's than approved by the Board of Directors.

4001.3 Floating Holiday Bank

Permanent full-time employees are granted three (3) Floating Holidays (24 hours) per year. At the beginning of each calendar year employees will receive 24 hours posted to their Floating Holiday Bank.

New hires are granted one (1) hour for the first pay period in which they started work (regardless of the start date) and one (1) hour per pay period through the end of the calendar year. These hours will be calculated and posted to their Floating Holiday Bank within the first month of hire.

The use of Floating Holiday hours must be scheduled and approved in advance with your supervisor. These requests will be evaluated on the basis of projected staffing needs, seniority, and extenuating circumstances.

No employee shall be allowed to accumulate more than **XX** hours of Floating Holiday Bank. Hours in an employee's Floating Holiday Bank in excess of the above will be paid out by the District based on the balance at the end of the

calendar year in which the accumulation limit is exceeded (as shown on the January 5th paystub). This payment is typically made to the employee with the January 20th payroll. In extenuating circumstances, the General Manager may make an exception.

If you wish to observe a religious holiday, you may use Floating Holiday hours, accrued vacation, or take time off without pay. Such days off must be scheduled in advance with your supervisor.

4001.4 Management Leave

Management employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA). In lieu of paid overtime, management employees are granted Management Leave Hours. These hours are posted to the employees Management Leave Bank at the beginning of each calendar year.

- District Superintendent 4 days (32 hours)
- Business Manager 4 days (32 hours)
- Maintenance/Electrical Supervisor 3 days (24 hours)
- Water Operations Supervisor 3 days (24 hours)
- Asst. Maint./Electrical Supervisor 2 days (16 hours)
- Asst. Water Operations Supervisor 2 days (16 hours)

No employee shall be allowed to accumulate more than 32 hours of Management Leave. Hours in an employee's Management Leave Bank in excess of the above will be paid out by the District based on the balance at the end of the calendar year in which the accumulation limit is exceeded (as shown on the January 5th paystub). This payment is typically made to the employee with the January 20th payroll. In extenuating circumstances, the General Manager may make an exception.

4001.5 Sick Leave

All employees are provided paid sick leave benefit. Sick leave is defined as the time an employee is absent from work due to illness or injury, or to undergo medical, dental, or optical examinations or treatment, or for family purposes that meets the following criteria:

- Care of an eligible family member who is incapacitated because of illness or injury and definitely requires personal care. The length of an absence for this purpose shall be limited to the time reasonably required to either provide care or to make other arrangements for such care. For the purpose of this subsection, an eligible family member is the employee's spouse, child, parent, grandparent, domestic partner (as defined by Section 297 of the California Family Code), or domestic partner's child. Additionally, under this

subsection, an eligible family member is any other close relative or child who resides with the employee.

- To transport an eligible family member to and from a local hospital for medical treatment or operation, including childbirth.
- To be in attendance during serious medical treatment or operation, including childbirth, performed upon an eligible family member.

As required by California state law, all part-time employees receive sick leave of five (5) days or 40-hours (whichever is greater) at the beginning of each twelve-month period. There is no carry-over of sick leave for part-time employees.

Permanent full-time employees accumulate sick leave at the rate of one day (8 hours) per month, up to a maximum of 130 days, during months the employee is working or on authorized paid leave. Sick leave will no longer accrue when an employee's accumulated sick leave balance equals 130 days (1040 hours).

All employees use sick leave in increments of no less than one-quarter hour.

Records of used and accumulated sick leave are maintained at the Eureka office and are available for employees to view either on their paystubs or on the online payroll portal.

It is the employee's responsibility to notify their supervisor as soon as possible, and when reasonably possible, no later than one-half hour after the start of the work shift, if they are unable to come to work due to illness or injury. If the illness lasts more than one day, employees must keep their supervisor notified of their condition and estimated return to work.

The District may request a doctor's certificate clearing an employee to return to work if, in the sole discretion of the District, the illness or injury so merits. A doctor's certificate may also be required on any absence exceeding three work days. The District may periodically evaluate an employee's your ability to return to work with their physicians, and with Worker's Comp or SDI if applicable.

When applicable, the District will coordinate its sick leave benefits with Worker's Compensation benefits (Section 4001.7) and with State Disability Insurance (SDI) (Section 4002.1). If you receive Worker's Comp or SDI payments, you must report them in writing to the Accounting Specialist for proper accounting and payroll coordination. Under such circumstances, you will be credited with the equivalent amount of sick leave. In no event will you receive more in total compensation from the District and the insurer than your regular wage.

In the event you become ill or incapacitated longer than your accumulated time off (including vacation), health, dental and life insurance benefits will remain in

effect as long as the terms of the benefit policy in effect allows. Any employee share of benefit premiums, if applicable, will be deducted from your paycheck from the District. When such is no longer possible, you must pay any employee share to continue the benefit coverage.

4001.5a Kin Care Leave

Permanent full-time employees may use a portion of their accrued sick leave as Kin Care Leave to care for immediate family members **who are sick**. You may use up to half of the sick time accrued per calendar year (up to 6 days) to care for a sick family member, regardless of the seriousness of the illness. Family members covered include parents, children and spouses. Kin Care Leave will not accumulate from year to year. You must provide as much notice as possible to request Kin Care Leave. If the leave exceeds one day your supervisor must be kept informed.

4001.5b Termination and Sick Leave

You will not receive days off in lieu of sick leave when terminating from the District. However, as a reward for low sick leave usage, terminating employees who have worked for the District for ten or more years (who are not retiring) will be reimbursed by cash in an amount equal to the total accumulated sick leave x 35% x most recent hourly wage.

4001.5c Retirement and Sick Leave

Retiring employees who have worked for the District for ten or more years may choose in writing at least 30 days prior to employment end date, one of three options:

- 1) Cash in an amount equal to the total accumulated sick leave hours x 35% x most recent hourly wage
- 2) Conversion of 100% of accumulated sick leave hours to additional service credit for retirement purposes (subject to the District's CalPERS contract and any other requirements imposed by CalPERS)
- 3) A portion in cash and a portion as service credit, the sum of which may not exceed 100% of the accumulated hours. The cash portion may be any percentage up to 35% (for example 20% cash and 80% service credit). The cash portion may not exceed 35% of the total accumulated hours of sick leave times the most recent hourly wage.

When an employee is approaching retirement, the employee should consult with a representative from CalPERS to learn how the service credit provision works, as well as any limitations or requirements.

4001.6 Bereavement Leave

Permanent employees are eligible to receive up to three days paid leave at any one time when they are absent from work due to the death of a member of their immediate family. For this purpose, immediate family includes the following individuals for the employee, the employee's spouse, or the employee's domestic partner, mother, father, grandmother, grandfather, or a grandchild, son, son-in-law, daughter, daughter-in-law, niece, nephew, brother, or sister.

4001.7 Worker's Compensation: Work-Related Injury

Workers' compensation insurance is paid by the District and protects employees if they are injured while performing assigned duties on the job. All employees are covered by the District's Worker's Compensation Insurance. Employees must report any work-related injury or illness immediately to their supervisor. Work-related illness or injury will be treated in the manner prescribed by the Worker's Compensation Insurance carried by the District. This includes immediate diagnosis and treatment at a hospital or emergency room if necessary, and follow-up care with appropriate physicians.

Employees will be placed on a Workers' Compensation Leave if temporarily and completely disabled from work for more than five days. A doctor's written certificate of disability is required. While on Workers' Compensation Leave, an employee is required to provide periodic updates on their medical condition to the Superintendent or General Manager. Prior to returning to work, employees must provide a written release from their doctor that permits them to return to work and indicates any restrictions to full duty. As discussed above, Worker's Comp benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4001.7a Return-to Work-Policy

In an effort to minimize serious disability due to on-the-job injuries and illnesses and to reduce Workers' Compensation costs, the District has developed a Return-To-Work Program with its insurance provider. The program will be implemented by a team comprised of the employee's supervisor, the District's claims representative (from ACWA/JPIA), the medical provider, the injured employee, and the General Manager. All team members will be asked to take an active role in returning the injured/ill employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and frequent flow of communication with the injured worker. They will also assist in reducing lost production time by arranging work meeting "light duty" restrictions, as needed. The Supervisors and General Manager will work with the ACWA/JPIA claims representative to assist with the assessment of the employee's ability to return to work. Together

they will encourage the treating physician to release the injured employee to work as soon as possible, with appropriate work limitations and restrictions. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employee's wage loss, and reduce workers' compensation costs.

Employees who are injured and subject to this policy will have certain responsibilities. The employee must engage in the interactive process. After the first appointment with a physician, a Return-to-Work Recommendations Record (or other documents provided by the physician) should be provided to the supervisor. Whenever possible, the District will provide the employee with work within their restrictions, if any. Once you are released to light duty, you should report to work immediately.

Once the employee is back at work, the employee is responsible for:

- Working within the physical limitations set by the physician **at all times** and performing only those temporary duties assigned by the supervisor;
- Letting the supervisor know if they are having any difficulties performing the assigned tasks;
- Telling the supervisor in advance if they must miss work for a medical appointment; and
- Ensuring that the supervisor knows of any changes in work restrictions based on updates from the doctor.

If an employee does not report to work (light duty or regular work) when they are released, they may not be eligible for temporary disability payments or wages.

4002 Disability Insurance, Leaves and Leave Donation

4002.1 State Disability Insurance (SDI)

The District is a member of the State Disability Insurance program which provides short-term weekly benefits in the event an employee is unable to work due to non-work-related illness or injury. All employees are covered by SDI. The monthly premium is deducted in total from the employee's paycheck. As discussed above, SDI benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4002.2 Long-Term Disability (LTD)

All permanent full-time employees are covered by Long-Term Disability Insurance. The District pays the entire premium for this coverage. If an employee becomes disabled (as defined in the LTD policy), they are eligible to receive LTD

insurance benefits up to 60% of their monthly pay after the qualifying period. For additional details, benefit coordination restrictions and any exclusions please consult the policy statement provided by the insurance provider.

4002.3 Pregnancy Disability Leave

If an employee is disabled by pregnancy, childbirth or related medical condition, they are eligible to take a Pregnancy Disability Leave (PDL). The PDL is for any period of actual disability caused by the employee's pregnancy, childbirth or related medical condition up to four months per pregnancy. The employee may be required to provide certification from their health care provider outlining the details of the disability.

Employees may elect to substitute accrued sick leave or accrued vacation before taking the remainder as an unpaid leave. They may also be eligible for State Disability Insurance for the unpaid portion of your leave. For the duration of the authorized leave, the District shall maintain their health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate the employee to their original or equivalent position.

4002.4 Paid Family Leave Insurance Program

Employees are eligible to receive paid Family Leave to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new child. This benefit is another form of disability compensation, provided by the State, and is funded by employee payroll deductions. Under the Family Temporary Disability Insurance Program, an employee may take up to six weeks of wage replacement benefits during a twelve-month period. As with other disability compensation, employees will receive only a portion of their wages during their absence. There are a number of program details and certain restrictions. This benefit is administered by the State's Employment Development Department (EDD).

4002.5 Family Care and Medical Leave

The District shall grant eligible employees leave in accordance with the Family and Medical Leave Act (FMLA), the California Family Relief Act (CFRA), and the New Parent Leave Act (NPLA). If an employee has more than 12 months of service with the District, and has worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, they may take up to 12 weeks of unpaid leave in a calendar year for the following reasons:

- To care for and bond with their new child (by birth, adoption, or foster placement);
- To care for their spouse, domestic partner, parent, or son/ daughter (minor child or adult child), child of domestic partner (minor or adult child), grandparent, grandchild, or sibling with a serious health condition;
- For a serious health condition that causes an employee to be unable to perform their job

The District may require medical certifications supporting the need for leave due to a serious health condition affecting the employee or their immediate family member.

An employee must provide the District with a written request for family care or medical leave. Foreseeable or planned events and pre-scheduled medical treatments require at least 30 days advance written notice of the requested leave. For other events, as much notice as possible must be provided.

Both District policy and employee choice shall govern whether paid time off is substituted for otherwise unpaid leave. For an employee to care for their new child (by birth, adoption, or foster care placement), they may elect to substitute accrued paid vacation for unpaid leave. For an employee's own serious health condition, or to care for an immediate family member who has a serious health condition, the employee must first use their accrued paid sick leave, when the accrued paid sick leave is exhausted, they may also elect to substitute accrued paid vacation before taking the remainder as an unpaid leave. For the duration of the authorized leave, the District shall maintain the employee's health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate the employee to their original or equivalent position.

4002.6 Organ/Bone Marrow Leave Program

Employees are eligible to receive a paid leave of absence for the purpose of donating an organ to another person. This paid leave is not to exceed 30 business days in a one-year period.

Employees are eligible to receive a paid leave of absence for the purpose of donating bone marrow to another person. This paid leave is not to exceed 5 business days in any one-year period.

In both instances, the one-year period is measured from the date the employee's leave begins and consists of the subsequent twelve consecutive months.

4002.7 Unpaid Leave of Absence

Except as otherwise herein provided, leaves of absence without pay up to a maximum of three (3) months or 90-days, whichever is greater, that are in the best interest of the District, may be granted by approval of the General Manager.

Requests for leaves of absence without pay shall be submitted in writing by the employee to their supervisor who shall consider such requests on their individual merits and circumstances and shall forward his/her recommendation to the

General Manager for approval.

When an employee is on an unpaid leave of absence they shall not accrue sick leave, vacation or holiday benefits. When an employee is granted an unpaid leave of absence, it is their responsibility to remain in contact (as needed) with the District. It is the employee's responsibility to return to work at the end of their granted unpaid leave of absence. Failure to return may be considered job abandonment (See 3002).

The General Manager may determine that an employee's anniversary date, for the purposes of merit increase qualification and vacation accrual rate determination, has changed if the unpaid leave of absence exceeds ten (10) working days.

4003 Leave Donation for Critical Illness/Injury

As a means for employees to support fellow employees in need during a critical or acute illness/injury, the General Manager (or designee) may approve donations from permanent full-time employees' accrued leave balances. These donations would assist an eligible employee who is required to be absent from work for personal medical reasons and has exhausted his/her applicable paid-leave balances. Please refer to the *Critical Illness/Injury Leave Donation Policy* in Appendix G.

There are specific eligibility criteria and requirements to receive and donate leave. Please refer to the *Critical Illness/Injury Leave Donation Form* in Appendix D for additional information.

4004 Health Insurance

All permanent full-time employees of the District and their dependents are covered by a group health plan. The District makes available several medical plans from which the employees can choose. The District provides a monthly medical premium benefit in the amount of the insurance premium cost of the Family Classic PPO plan. If an employee choose a medical plan with a monthly premium in excess of this amount, the employee will be required to pay the portion of the premium above this amount. If an employee chooses a plan that includes a payment requirement, that monthly premium difference amount is divided by two and will be deducted from each paycheck.

The District currently contracts for group health insurance through ACWA/JPIA. There are a variety of plans available. These plan options include HMO and PPO plans. An employee may change between available plans annually during the open enrollment period. The open enrollment period is typically October/November with the change becoming effective in January of the following year. All plans are managed the same, except for the Consumer Driven Health Plan (details below)

4004.1 Consumer Driven Health Plan (CDHP)

CDHP is one of the PPO health insurance plan options. This particular insurance plan has a high deductible and is compatible with and linked to a Health Savings Account (HSA). This plan is managed differently in the following manner:

- The District will pay the employee's annual deductible for the Consumer Driven Health Plan via deposit to the employee's HSA, as long as the total cost of the premium plus deductible is less than the monthly premium cost of the Family Classic PPO medical plan up to the CDHP annual deductible amount. Based on negotiations between ACWA/JPIA and Anthem, the annual deductible is subject to change. For current deductible information, please see the ACWA/JPIA link on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in).
- In addition to this annual benefit for the CDHP, the District provides an additional incentive to meet the additional *maximum out-of-pocket costs* for employees on the CDHP. This additional incentive is deposited in two equal installments in January and April. Based on negotiations between ACWA/JPIA and Anthem, the amount of the maximum out-of-pocket cost is subject to change. For current maximum out-of-pocket costs for employees, please see the ACWA/JPIA link on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in).
- The total of the District contribution of annual deductible and maximum out-of-pocket is currently \$2,500 (single employee) or \$4,000 (employee +1 or employee+family).
- Employees are eligible to contribute to their HSA account subject to IRS annual limits. For additional information, please see the Accounting Specialist. Contribution forms can be found in Appendix D or on the HBMWD Team site.
- Employees are solely responsible for their Health Savings Account. The HSA is the sole property of the employee and is retained by the employee when separated from the District.

4004.2 AirMed Care

All permanent full-time employees of the District and their household are covered by standard enrollment in the AirMed Care Network (a network previously known individually as Reach, Air Evac, Guardian Flight, CalOre Flight, and others). Employees are provided an enrollment form during their on-boarding and orientation process with the Accounting Specialist. If the employee chooses to upgrade their AirMed Care enrollment, they will be required to pay the portion of the premium above the standard enrollment.

4004.3 Retiree Health Benefits

Under certain circumstances, retirees will be eligible for District-paid health benefits. To be eligible for District-paid retiree health benefits, an employee must:

- 1) Retire *from the District*;
- 2) Be eligible for CalPERS retirement benefits upon retirement from the District (in accordance with the District's PERS contract); and
- 3) Have a minimum of ten years of service at the District prior to retirement.

The duration of retiree health benefits provided by the District, subject to the requirements above, depends on the date an employee was hired by the District as defined below:

- For all permanent full-time employees hired by the District *prior to July 8, 2004*, the District will pay the medical cost premium during retirement, subject to a maximum of \$640 per month, without a specific time limitation as to how long this benefit will be provided during a retiree's retirement.
- For all permanent full-time employees hired by the District *after July 8, 2004*, the District will pay 100% of the medical cost premium during retirement, subject to a maximum of \$640 per month, for a maximum of 10 years or until the retiree reaches age 65, whichever comes first. In other words, if an employee retires at age 55, the District will pay up to \$640/month in retiree health benefits for 10 years, after which time no additional retiree health benefits will be paid by the District. If an employee retires at age 60, the District will pay up to \$640/month in retiree health benefits for five years (e.g. when the retiree reaches age 65), after which time no additional retiree health benefits will be paid by the District.
- The District's health insurance plan shall be made available, as permitted by the plan provider, to retirees after age 65 if the entire premium is paid by the retiree.

4005 Dental and Vision Insurance

All permanent full-time employees of the District and their dependents are covered by a group dental policy. This coverage is entirely paid by the District. All permanent full-time employees and their dependents are also covered by a group vision plan. The premium is paid entirely by the District.

4006 Employee Assistance Program (EAP)

This program is entirely paid by the District. The EAP offers employee assistance to help overcome emotional, family and other personal problems; offers guidance on financial and legal issues; and improve health and wellness. Contact the Accounting Specialist or EAP provider for benefit details and limitations

4007 Life Insurance

All full-time permanent employees of the District are covered under a group term-life insurance program. The premium for this coverage is paid entirely by the District. This policy provides coverage up to \$50,000 for each employee, \$12,500 coverage for spouse and \$2,000 for children and an additional \$50,000 coverage for employee in the event of accidental death. Additional life and accidental death insurance for employee and their dependents may be available for employees to purchase via payroll deduction. For additional information please contact the Accounting Specialist.

4008 Fitness Stipend

All full-time permanent employees are eligible to participate in the Fitness Stipend Program. This program is to provide additional support for "health awareness" in the workplace. The Fitness Stipend Program includes reimbursement for eligible expenses for membership in a local health club/fitness center or martial arts program; membership for an online or downloadable physical fitness/personal training program; registration and meeting/workshop fees for weight management programs; or other fitness or wellness programs. The stipend does not apply to such items as home gyms or other personal fitness/sports equipment, organized sports teams/programs, food, supplements, or electronic devices (ie cellphones, watches, tablets) for the use of digital fitness or weight management programs. The stipend does not apply towards any initiation fees. If the employee is unsure of whether the expense will qualify, they should contact the Business Manager. Employees are required to complete a reimbursement request and purchase order with detailed receipts. Fitness Stipend reimbursement requests will be reviewed by the General Manager. Please see Appendix G for additional details regarding the Fitness Stipend.

4009 Retirement - CalPERS

All District employees are covered by Social Security (SS). The District pays the SS employer share and deducts the SS employee's share from employee's paycheck. All permanent full-time employees are also covered by the California Public Employees Retirement System (CalPERS). The District's contract with CalPERS has changed over

time, resulting in the District having multiple contracts with CalPERS (Classic and PEPRAs). Employees are encouraged to contact CalPERS to confirm their individual benefits available under the District contracts. A summary of the major benefits is listed below. For specific details, contact CalPERS or the Accounting Specialist or the Business Manager. Due to changes in the law, as of January 1, 2013, (PEPRA), the District has two separate contracts with CalPERS based on the employee's hire date with the District (or other CalPERS agency prior to the District) 1) Employees employed before January 1, 2013, (including those eligible due to a 6-month carryover) are considered "Classic" ; and 2) Employee's hired on or after January 1, 2013 are considered "PEPRA".

4008.1 General CalPERS Provisions

- A. Employees Eligible:** Permanent full-time employees, permanent part-time employees reaching minimum hour requirement, and employees already CalPERS member.
- B. Waiting Period:** Eligible from the first day of employment.
- C. Employee Contribution: Classic- 2% at 55. Classic** employee contribution is paid by the District. **PEPRA -2% at 62** Classic employee contribution is paid by the employee. PEPRA regulations prohibit the District from paying employee's share.
- D. Employer Contribution:** Varies according to experience rating of the District.
- E. Vesting Provisions:** Employees become vested after completion of five (5) years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should you leave the District and wish to withdraw your contributions, you may request a refund from CalPERS. The employer contributions are only paid upon retirement.
- F. Additional CalPERS Summary Provisions:** The District contracts includes payment options and retirement benefits for its employees. For more detailed information and a complete list of CalPERS options and benefits available under the District's CalPERS contract, refer to the CalPERS website: my.calpers.ca.gov. The District has two contract numbers with CalPERS: Classic = #738 and PEPRA = #27305.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security). **However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.** The Business Manager or Accounting Specialist can provide

you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning.

4010 Deferred Compensation

All permanent full-time employees are eligible to participate in the District-sponsored Deferred Compensation Plans. This allows employees to set aside a portion of their paycheck in a deferred compensation account which shelters both the principal and interest from taxes until it is actually withdrawn by the employee – presumably at retirement when their tax bracket is lower. Participation in the deferred compensation plan is entirely voluntary, and the District does not endorse nor guarantee the particular investments made by the employee. As part of the employee benefits program, the District also provides a “match” for participating employees based on longevity as follows:

<u>Years Employed at the District</u>	<u>District 457 Monthly Match Contribution</u>
1-5 Years	\$100.00
5-10 Years	\$125.00
10-15 Years	\$150.00
15-20 Years	\$175.00
20-25 Years	\$200.00
25-30 Years	\$225.00
30-35 Years	\$250.00

Only participating employees are eligible for District “match” contributions. Participating employees that contribute less than the District match will have their District match limited to their contributions. Participating employees may contribute more than the District match. Contribution forms can be found in Appendix D or on the HBMWD Team Site: (https://hbmwd-team.specialdistrict.org/users/sign_in).

The District will contribute \$50.00 per month for each employee who does not participate in the deferred compensation program.

4011 Unemployment Insurance

All employees of the District are covered by the State Unemployment Insurance Program. The District pays all costs of this coverage, which is available in the event of unemployment, by applying to the State Employment Development Department.

4012 COBRA

At your expense, you and your dependents may be eligible for continuation of health, dental and vision insurance coverage in the event you lose District coverage due to termination of employment, reduction in work hours or certain other qualifying events.

4013 Expenses Reimbursed by the District

In order to adequately document employee expenses reimbursed by the District, employees reimbursement requests should include (but is not limited to): An approved purchase order; a signed/approved reimbursement request, and an itemized receipt (or other documentation) regarding the reimbursement request. In most cases, the employee reimbursement will be included on the employees next paycheck. Reimbursement Request Forms are available on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in) or in Appendix D.

4013.1 Certification

All reasonable, standard costs (excluding late fees, rush fees, and any other additional fees) incurred by permanent full-time District employees applying for the required State Operator Certification will be reimbursed by the District. The District will also pay for training classes taken to maintain or upgrade an operator certificate, or comply with the continuing education requirements. Where deemed necessary and appropriate, the operator training and certification for temporary employees may be paid for by the District. This determination must be made in advance by the Superintendent and approved by the General Manager.

4013.2 Uniforms and Safety Gear

To support and foster the "Safety Culture" environment at the District, the District provides the following safety-related benefits to its employees:

1. The District will make available raingear and all safety gear needed by employees in the course of work (e.g. safety glasses, ear protection, hardhats). The District will pay the difference in cost between normal prescription lenses and safety prescription lenses.
2. The District will furnish coveralls to full-time employees, as needed, either via purchase or a uniform service.
3. The District will provide full-time employees mandatory safety shoes/boots appropriate to the employee's position once per year. (including insulated steel toed rubber boots for Maintenance staff and Operations/Maintenance Tech positions). The safety footwear allowance renews every July 1st (with the approval of the District Budget for that year). Safety footwear purchases are a reimbursable expense with an approved purchase order and reimbursement form

required, unless an alternate payment process is pre-approved by the Superintendent. The amount of the eligible and reasonable expense is the decision of the Superintendent.

4. If the position works mainly in the shop or field, safety toe shoes/boots are required. All full-time employees based out of Essex/TRF and Ruth facilities are safety sensitive positions requiring safety footwear. District employees are expected to have the appropriate required safety footwear at all times.
5. Upon approval of the Superintendent, employees may be reimbursed the cost of replacing or repairing personal property such as eyeglasses, clothing, phone, or other items worn or carried by the employee, when such item is damaged or destroyed in the line of duty without fault of the employee.
6. Necessary Reimbursement Request Form can be found in Appendix D or on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in).

4013.3 Safety Apparel Allowance

Permanent employees receive an annual allowance of \$100.00 to be used for the purchase of HBMWD logo safety T-shirts and sweatshirts. The intent of this allowance is to provide safety apparel in highly visible colors to employees. This apparel must be ordered through the Eureka office. The selection of available styles and color options is managed through the Eureka Office. Please contact office staff for additional details.

4013.4 Educational Assistance

All reasonable expenses related to attending workshops or seminars which an employee is requested to attend by the District will be paid for by the District in accordance with the travel policy outlined in Appendix G. Under certain circumstances and with advance approval by the General Manager, the District may provide tuition reimbursement for classes, seminars or workshops which enhance your ability to do your job. Overtime and travel costs are not eligible for tuition reimbursement. Upon completion of such class, seminar or workshop, you must submit evidence of satisfactory completion and a brief report to your supervisor.

4013.5 Meals

If you are asked to remain at work or are called back to work generally for a minimum of four hours, the District will provide a meal if you are unable to provide one yourself. Under such circumstances, the District will either provide

the meal or reimburse you for the reasonable cost of the meal upon submission of proper documentation.

4013.6 Ruth Assignment

At times, employees may be assigned to work at Ruth Lake for more than a normal work day. Any stay in excess of a normal work day must be approved in advance. With respect to meals, the District has established a "Ruth Per Diem" rate. Ruth Per Diem for extended stay at Ruth is intended to cover all food costs while at Ruth – there should be no additional charges to the District (Journey's End, etc.). When traveling to Ruth for an extended stay, please complete the Per Diem Request form appropriately. The District will also reimburse you for actual and reasonable lodging expenses if District facilities are not available or other extenuating circumstances apply. Ruth Per Diem form can be found in Appendix D as well as the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in).

4013.7 Miscellaneous

An employee authorized to incur a miscellaneous expense not covered by a regular purchase order (e.g. petty cash expense) must provide proper documentation of the purchase, including a detailed receipt and explanation for the expense. For expenses charged to District Credit Cards or Gas Cards, please see section 3013.3

4014 Miscellaneous Time Off

4014.1 Jury Duty

All employees should willingly accept ordered jury duty as one of the obligations of citizenship. If summoned for jury duty, you must immediately report to your supervisor when your jury service begins and when it ends. Given the size of the District, if it is determined that jury duty would significantly impact the proper operation of the District, you should notify the jury officials to request a postponement. Any full-time employee on jury duty will receive regular compensation less any amount of compensation received from the court, not including mileage. Generally, use of District vehicles for jury duty is prohibited.

4014.2 Voting

The District encourages its employees to take an active role in the federal, state and local election process. If you are a registered voter, you may take up to two hours of paid time off to vote if you do not have sufficient time outside of working hours to vote. Time off for voting shall be taken at the beginning or end of your regular work shift, whichever accommodates the most time for voting and the least time off from work. You must provide your supervisor with at least two days' notice that time off is needed.

4014.3 Service as an Election Official

You are eligible to take time off to serve as an election officer on election day. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4014.4 Volunteer Firefighters

You are eligible to take time off to perform emergency duty as a volunteer firefighter. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with as much notice as possible that time off is needed.

4014.5 School Visits

You are eligible to take time off to appear at school for suspended children or dependents. The District will also allow you to take up to 4 hours for school conferences each year per child or dependent. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4014.6 Military Leave

You are eligible for a leave of absence to meet your military obligations. With respect to Reserve Duty, the District will pay the difference between your full salary and your military pay, for up to two weeks each year. Any additional time will be unpaid. With respect to Active Duty, you may take a leave of absence without pay to meet your active-duty responsibilities. A copy of the military orders shall be provided to your supervisor at least five days prior to reporting for duty.

To be eligible for reinstatement to employment, you must return to work in accordance with the provisions of the Universal Military and Service Act. Your leave of absence will expire if you do not return within the time limits set by the Act.

4015 District Cabin

Current employees* of the District are eligible to use the Cabin/Bunkhouse at Ruth for personal trips, as long as such use does not interfere with official District uses. The cabin is available on a first-come, first-serve basis, with any/all District business activity taking precedence at all times. Use of the cabin costs \$40.00 per night. Reservations MUST be confirmed with the staff at the Eureka office. If unplanned District business cancels employee reservations, the employee will be given an option to reschedule or a refund. A list of reservations as well as all necessary forms can be found on the HBMWD Team Site (https://hbmwd-team.specialdistrict.org/users/sign_in). Please also see the Ruth Cabin Rules and Ruth Cabin Use Memo on the HBMWD Team Site.

*Effective April 16, 2019 those eligible to use the Ruth cabin include current/active employees or Directors only, who must be present at the time of cabin use.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After the employee has read this Handbook and have clarified any issues with their Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for the employee's records and one for the District's records. Detach one copy and return it to the Accounting Specialist within five days.

District Employee Handbook Receipt (employee copy)

I have received my copy of the District's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature _____ Date _____

Sign, date, and keep this copy for your records.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After the employee has read this Handbook and have clarified any issues with their Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for their records and one for the District’s records. Detach one copy and return it to the Accounting Specialist within five days.

District Employee Handbook Receipt (employer copy)

I have received my copy of the District’s employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature _____ Date _____

Sign, date, and return this copy to the Accounting Specialist.

Appendix D

HBMWD Forms

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
CRITICAL ILLNESS/INJURY LEAVE DONATION FORM**

Part 1 – To Be Completed by Employee

1. Employee Name: _____ Department: _____
2. Have you completed at least 24 months of continuous employment? Yes ___ No ___
3. I wish to voluntarily donate _____ hours (4 hours min.) of my accrued VACATION
[must have at least 2 years employment and after donation, and retain at least 40 hours balance for own use]
- _____ hours (4 hours min.) of my accrued SICK LEAVE
[must have at least 2 years employment and after donation, and retain at least 192 hours balance for own use]

In donating my applicable leave time, I understand the following will apply:

- a. Donations are solely voluntary and employees are not to feel pressured to participate. Requests to individual employees and/or overt persuasion of fellow employees to donate is not allowed.
- b. Those donating and individual donation amounts will be confidential.
- c. Donations must be a minimum of 4 hours. An employee may donate no more than a total of 40 hours per calendar year of vacation leave, sick leave, or combination thereof.
- d. Leave transferred under this policy is not considered wages for the employee making the donation and therefore will not be included in gross income or subject to withholding.
- e. Donations are irrevocable and will be deducted the first reasonable pay period following donation and put into a donation leave bank for the individual employee.
- f. Once the employee receiving the donated hours no longer needs or is not eligible for the donation bank, the percentage remaining of the total hours donated will be determined and the donating employees will receive back that percentage of what was originally donated.

I authorize deduction of the above listed donated hours. I understand, once processed, my donation is irrevocable.

Employee Signature

Date

Part 2 – To Be Completed by Payroll

(Initial)

- _____ Verification of eligible length of employment to participate.
- _____ Verification of meeting criteria for employees donating sick leave.
- _____ Donations are a minimum of 4 hours for each leave bank.
- _____ Total donations for the calendar year have not exceeded 40 hours.



**Health Savings Account (HSA)
2024 Enrollment/Change Form**

Account Holder Information

First Name		M.I.	Last Name	
SSN	Phone Number		E-mail Address	
Physical Address		City	State	Zip
Mailing Address (if different)		City	State	Zip

Eligibility Attestation

This enrollment form will be utilized by ACWA JPIA to open a Health Savings Account through HealthEquity on your behalf. The Health Savings Account is an IRS regulated investment account that can be utilized for payment of qualified medical expenses. To be eligible to contribute to a Health Savings Account or receive a company contribution to your account, you must agree to all criteria listed below. If you do not meet all the criteria listed below, please contact the Employee Benefits Department.

<input type="checkbox"/>	I Agree	I am covered by a Consumer Driven Health Plan.
<input type="checkbox"/>	I Agree	I cannot be claimed as a dependent on someone else's tax return for this plan year.
<input type="checkbox"/>	I Agree	I am not covered by another health plan.
<input type="checkbox"/>	I Agree	I am not covered by any type of Medicare.
<input type="checkbox"/>	I Agree	I do not have access to a Flexible Spending Arrangement (FSA) or Health Reimbursement Account (HRA), including a spouse's FSA or HRA.

Contribution Election

Medical Plan	Medical Enrollment Tier	Company Contribution	Employee Annual Contribution ¹	Total Pay Periods to Reach Annual Election (Max 24)	Per Pay Period Contribution
Kaiser CDHP	Employee Only		(\$4150 Max ²)	/	=
	Employee + One		(\$8300 Max ²)	/	=
	Employee + Family		(\$8300 Max ²)	/	=
Anthem CDHP	Employee Only	\$2,500	(\$4150 Max ²)	/	=
	Employee + One	\$4,000	(\$8300 Max ²)	/	=
	Employee + Family	\$4,000	(\$8300 Max ²)	/	=

¹ When submitting a change to current contributions you will only enter the amount that you would like to contribute for the remaining portion of the year. You will also want to add the remaining portion that you are submitting to the contributions already made for the plan year to ensure you do not exceed the maximum annual election listed in this field. Contact the Employee Benefits Department with questions.

² The annual maximum listed includes employer contributions, so you must subtract the employer contribution amount from the maximum listed to calculate the maximum employee contribution. This maximum can be increased by \$1000 if you turn age 55 within the plan year or are currently over 55 years of age.

Authorization and Certification

<ul style="list-style-type: none"> I accept the terms of the HealthEquity HSA custodial agreement. The HSA custodial agreement is available at http://healthequity.com/en/Site/EducationCenter/Forms.aspx under Health Account Forms and Agreements. In compliance with the USA PATRIOT Act, HealthEquity must verify the identity of all customers seeking to open an HSA. As part of this identity verification process, you may be asked to provide additional information and/or documentation before your account can be established. I understand that my enrollment and health information will be shared with HealthEquity for the purpose of administering and coordinating payments under my health savings account. 		
Print Name	Signature	Date



Deferred Compensation Agreement

457(b) Governmental Plans Only

1. AGREEMENT

This Agreement is made by and between: _____ and _____
(Employer) (Employee)

The parties agree to and acknowledge the following:

- a. Employee agrees to defer compensation pursuant to Employer's Deferred Compensation Plan (Plan), which is an eligible deferred compensation plan pursuant to Section 457(b) of the Internal Revenue Code (IRC), and hereby accepts all of the terms, provisions, and conditions of the Plan, all of which are hereby incorporated into this Agreement.
- b. Contributions can be made pre-tax only, after-tax Roth only, or a combination of both pre-tax and after-tax Roth. The percentage or dollar amount listed in the pre-tax and after-tax sections together represent the total amount to be reduced from Employee's salary. Subject to the terms of your Plan, catch-up contributions can only be made after-tax Roth if your wages in the preceding year exceed the IRS limit for pre-tax contributions.

Pre-Tax 457(b) Elective Deferral Contribution Election

Employee agrees to defer the right to receive compensation as follows:

Commencing on (date): _____.*

A. \$ _____ each pay period, (_____ pay periods per year).

B. _____ % of compensation for each pay period (_____ pay periods per year).

After-Tax 457(b) Designated Roth Contribution Election

Employee agrees to make after-tax Roth contributions as follows:

Commencing on (date): _____.*

A. \$ _____ each pay period, (_____ pay periods per year).

B. _____ % of compensation for each pay period (_____ pay periods per year).

* If the commencement date is earlier than the first day of the month following the date of this Agreement, such date will be the first day of the month after the date of this Agreement.

- c. Employee's benefits under the Plan shall be based upon the amounts credited to Employee's Account, which shall reflect Employer's investment of Employee's Deferred Compensation. For this purpose, Employee requests that Employer invest Employee's Deferred Compensation under a group annuity contract meeting the requirements of IRC Section 457(b) issued by The Variable Annuity Life Insurance Company, a custodial account or other investment alternatives made available under the Plan.
- d. Investment Allocation(s) and Beneficiary Designation(s) may be made according to the Plan document and the Plan investment alternative selected.
- e. The Agreement shall terminate any prior deferred compensation agreement executed between Employer and Employee under this Plan. This Agreement shall continue indefinitely until amended or terminated by either party giving written notice to the other party prior to the beginning of the month (subject to any processing time requirements for the Plan) for which such amendment or termination is to be effective. If Employer elects to cease all employee elective contributions to the plan, this Agreement shall automatically terminate. Except as otherwise provided with respect to the Plan, this Agreement shall automatically terminate upon Employee's Severance from Employment with Employer and/or if Employee otherwise becomes ineligible to participate in the Plan.
- f. Employee may only contribute amounts that have not already been paid or made available. Employee agrees and acknowledges that contributions shall not exceed applicable limits under the Plan or federal law and that Employer may limit contributions in order to comply with federal law and the Plan document. Employee hereby directs that any contribution in excess of such limits be returned to Employee in accordance with governing legal requirements.
- g. Employee agrees and acknowledges that contributions under this Agreement shall be subject to the provisions of the Plan and that Employer may impose its own or additional administrative rules and procedures.
- h. Nothing in this Agreement shall be deemed to constitute an employment agreement and nothing contained herein shall be deemed to give Employee any right to be retained in the employ of Employer.

2. EMPLOYER/EMPLOYEE INFORMATION AND SIGNATURE

Employee Name (Print): _____ SSN: _____

Address: _____ City: _____

State: _____ ZIP: _____ Salary: \$ _____

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

By (Print Name): _____ Title: _____

**Humboldt Bay Municipal Water District
Expense Reimbursement Form
Effective 1/1/2024**

Employee/Director Name:	Date Submitted:
--------------------------------	------------------------

Activities to be Reimbursed

<input type="checkbox"/> Out of Town Travel For: <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Business Meetings	<input type="checkbox"/> Automobile Use <input type="checkbox"/> Operator Certification <input type="checkbox"/> Meals <input type="checkbox"/> Other Incidental Expenses
Location:	
Activity Description:	

Accounting
(receipts must be attached)

	Date	Amount		
Lodging -				
Meals				
Public Transportation				
Other (specify)				
	Date	Mileage	Rate	Total
Personal Auto Use <small>(If additional space is needed - use reverse side of form)</small>			0.670	
Total Expenses to Be Reimbursed:				

Your reimbursement will be added to the next regularly scheduled payroll.

Employee/Director Signature: _____

Approvals	
Out of Town Travel Approved by: _____	Date: _____
Expense Reimbursement Approved by: _____	Date: _____

Humboldt Bay Municipal Water District
 Expense Reimbursement Form
 Effective 1/1/2024

	<i>Date</i>	<i>Mileage</i>	<i>Rate</i>	<i>Total</i>
<i>Personal Auto Use</i>			0.67	
<i>Include Location and business purpose.</i>			<i>Total:</i>	

Additional Comments:



Humboldt Bay Municipal Water District

Per Diem/Travel Advance Request

Please send attachment with Class details if available, thank you!

COMPLETE AND FORWARD TO EUREKA OFFICE	Employee Name:	Date Submitted:
	Reason for Travel:	Special Job #:
	DESTINATION ADDRESS INCLUDING ZIP CODE:	Advance Funds needed: Lodging (Please indicate in notes who is making hotel resv.) <input type="checkbox"/> Meal Per Diem <input type="checkbox"/> Mileage (if not taking a District Vehicle) <input type="checkbox"/> Other <input type="checkbox"/>
	Travel Dates to/from:	
	Date Check Needed:	
	Comments (special requests/hotel notes, class address if different than Destination address, etc):	

TO BE COMPLETED BY EUREKA OFFICE

PER DIEM (gsa.gov/perdiem)

Full Rate: \$ -

Travel Day Rate: \$ -

Full Days: []

Travel Days: []

Reductions (meals provided by hotel/training): \$ -

Total Per Diem: \$ -

Attach copy of gsa.gov pages

MILEAGE:

Miles Roundtrip: []

Current IRS Mileage Rate: \$ 0.655

Total Mileage Advance: \$ -

Attach copy of mapquest.com/other

LODGING:

Lodging: []

Total Lodging Advance: \$ -

Attach copy of Lodging Reservation

OTHER:

\$ -

Total Travel Advance Due to Employee: \$ -

APPROVALS:

Travel & Advance Approval: _____ Date: _____
(GM, Superintendent, BM)

Employee: By signing below I acknowledge that this advance is specifically intended for the travel listed above. Any change/cancellation will require me to immediately pay back HBMWD any/all of this advance.

Employee Acknowledgement: _____ Date: _____
(Employee)

Humboldt Bay Municipal Water District

RUTH ONLY Per Diem/Travel Advance Request

PLEASE COMPLETE AND EMAIL FORM TO billing@hbmwd.com

Employee Name:	Date Submitted:
Reason for Travel:	Special Job #:
DESTINATION ADDRESS INCLUDING ZIP CODE: RUTH 200 HEADQUARTERS WAY	PO#:
Travel Dates to/from:	Advance Funds needed: RUTH Meal Per Diem
Date Check Needed:	
Comments:	

PLEASE COMPLETE AND EMAIL FORM TO billing@hbmwd.com

PER DIEM (RUTH ONLY)

Full Rate \$37.50 per day: \$ 37.50

Full Days:

Total Per Diem: \$ -

OTHER:

\$ -

Total Travel Advance Due to Employee:	\$ -
--	------------------

APPROVALS:

Travel & Advance Approval: _____ Date: _____
(GM, Superintendent, BM)

Employee: By signing below I acknowledge that this advance is specifically intended for the travel listed above. Any change/cancellation will require me to immediately pay back HBMWD any/all of this advance.

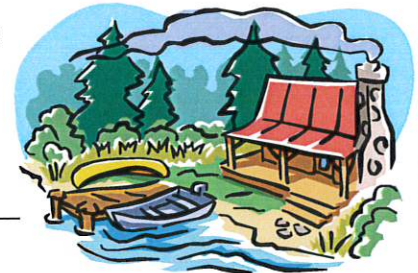
The said amount above would also be used to pay for food at Journey's End in lieu of charging meals to the district account.

Employee Acknowledgement: _____ Date: _____
(Employee)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT RUTH CABIN RESERVATIONS

On June 11, 1981 the HBMWD Board of Directors approved the use of the Ruth Cabin/Bunkhouse for District employees and Directors and their immediate families. The basic rules for reservations and use of the cabin are as follows:

1. Scheduling will be handled through the Eureka office on a first come-first served basis (subject to clearance with the District's resident employee).
2. **All reservations are subject to change or cancellation if the cabin is necessary for District business.**
3. Maximum stays are limited to five days.
4. Reservations cannot be made in a series. In other words, once an employee or Director has made a reservation, another reservation cannot be made until the previous one has expired.
5. The charge is **\$40.00** per night. Payment must be made prior to the scheduled use.
6. Park vehicles, trailer and boats in designated parking areas.
7. Keep entrance gate closed and locked at all times when the District's resident employee is out of the area.
8. No District telephone service is available at the Ruth Headquarters area except for emergency or work-related calls.
9. Ruth Cabin rules are posted inside the front door – Please follow them.
10. Employees/Directors are responsible for all clean-up of the facility. The cabin is not a motel, Employees/Directors must do their own cleanup.
11. Bring your own bedding, toiletries, food, towels, etc. Some cooking utensils, dishes and silverware are available.
12. **Please – No Pets.**
13. **District employee who reserves the cabin is the responsible party and MUST be present – friends and family are welcome but must be accompanied by this District employee.**
14. Failure to comply with the above rules may cause the responsible District employee to lose reservation privileges.



We have received a copy and agree to abide by the above rules.

Signature: _____

District Employee – Responsible Party: _____

Number in Group: _____ Date/Time of Arrival: _____ Date/Time of Departure: _____

Payment Recv'd Date: _____ Credit Card _____ Cash _____ Check# _____ Paycheck Deduction Form: _____

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

AUTHORIZATION FOR DEDUCTION FROM PAYCHECK

Paycheck Deduction for Ruth Cabin use.

Dates of Cabin Rental:

DAY/DATE IN _____ DAY/ OUT _____

Number of Nights: _____ x \$40.00 = \$ _____ Initials: _____

I hereby authorize Humboldt Bay Municipal Water District to withhold \$ _____ from my next semi-monthly paycheck (**following the date of my stay**).

This is a one-time authorization.

Date

Employee Signature

Print Name

*Print form, enter amount, date, sign, print name and
return to Main Office*

Appendix G

HBMWD Policies & Procedures

Humboldt Bay Municipal Water District Critical Illness/Injury Leave Donation Policy

Introduction

The General Manager, or designee, may authorize donations from a full-time employee's accrued leave balances, pursuant to the conditions as outlined in this policy, to an eligible employee who has exhausted his/her applicable paid-leave balances and who is required to be absent from work for personal medical reasons.

This policy does not entitle an employee to extra leave or guarantee the availability of leave donations. This policy does not supplement current employee-leave benefits as defined in the District's Employee Handbook. It does not commit the District to leave extensions beyond that which are required by federal and state family and medical leave laws (such as FMLA/CFRA). Rather, this policy is intended to institute consistent procedures for interested employees to support a fellow employee in need during a critical or acute illness/injury.

Critical Illness/Injury Leave shall not apply to industrial injuries/illnesses which are covered by Workers' Compensation benefits, or for any other non-illness work situation.

Request for Donated Leave - Eligibility and Conditions

1. To be eligible for donations of leave time, the recipient employee must:
 - a. have completed three (3) months of District employment;
 - b. have exhausted all accrued personal leave time (e.g. floating holidays, vacation and sick time);
2. To request a donation, the employee must:
 - a. have exhausted most of his/her personal accrued leave (e.g. floating holidays, vacation and sick);
 - b. submit a Critical Illness/Injury Leave Donation Request Form to the District;
 - c. when requesting a donation, the employee should take into consideration other forms of pay he/she will receive as a result of the illness (e.g. short or long-term disability payments).
3. Approval for critical illness/injury leave will be on a "going forward" basis, and not retroactive.
4. The requesting employee may be required to submit a doctor's written statement certifying the employee's need to be absent from work, including the expected duration.
5. The maximum amount of donated leave a recipient employee may receive is 480 hours (60 days) within a twelve (12) month period. Exceptions to this provision may be approved by

the General Manager on a case-by-case basis based on a doctor's written statement as to the employee's need to be absent for additional recovery/recuperation.

6. Donations will be exchanged on an hour-for-hour basis. Donated leave shall be used as time is taken. It shall be paid out at the receiving employee's normal pay rate and is subject to normal payroll deductions. The recipient employee has sole responsibility for assessing any potential impact on his/her taxes and benefits.
7. By participating in Critical Illness/Injury Leave, the recipient employee agrees to forfeit any unused donation ""bank"" upon returning to work and/or no longer being eligible.
8. If the recipient employee separates from the District for any reason, donated hours may not be converted to PERS service credit or cash ("cashed out").
9. The time off in which the employee receives donated hours shall be excluded from the time necessary to be considered for a step increase or any other benefit dependent upon time of employment (e.g. longevity pay).
10. In regards to sick leave and vacation accrual, any pay period in which the recipient employee uses 40 or more hours of donated leave, the employee shall be considered in an unpaid leave status and not entitled to sick leave and vacation accrual.

Donation of Leave - Eligibility and Conditions

When an employee has been deemed eligible to participate in Critical Illness/Injury Leave, the District will notify other employees of the opportunity to voluntarily donate, and provide the necessary donation form and any other applicable information.

1. The following leaves are eligible to be donated:
 - a. Vacation Leave;
 - b. Sick Leave.
2. To be eligible to donate, the giving employee must:
 - a. have worked for the District for at least twenty four (24) months;
 - b. retain at least 40 hours of accrued Vacation Leave; and
 - c. retain at least 192 hours of accrued Sick Leave (24 days, twice the annual accrual) for his/her own use.
3. The maximum amount of Vacation Leave, Sick Leave, or combination thereof that an employee may donate is 40 hours per calendar year.
4. Donations must be a minimum of 4 hours.
5. Donations are solely voluntary and employees are not to feel pressured to participate. Requests and/or overt persuasion of fellow employees to donate are not allowed.
6. The donating employee must submit a Critical Illness/Injury Leave Donation Form to the District. The names of employees donating and donation amounts will be confidential.

7. Leave transferred under this policy is not considered wages for the employee making the donation, and therefore, will not be included in gross income or subject to withholding.
8. Donations are irrevocable and will be deducted the first reasonable pay period following the donation and put into a donation leave "bank" for the recipient employee. Should the leave "bank" become depleted and the recipient employee is still eligible to receive donated time, the District will notify employees that additional donations are being accepted.
9. Once the recipient employee no longer needs or is not eligible for the donation "bank", the percentage remaining of the total hours donated will be determined and the donating employees will receive back that percentage of what was originally donated.

Following is a simplified example:

Employee Donating	Hours Donated
A	16
B	24
C	32
D	40
Total Donated	112

Upon end of the critical illness leave, the recipient used a total of 84 hours of the 112 hour donation "bank". There are 28 hours remaining, or 25% of the 112 hours donated. Each of the donors would receive back 25% of the hours donated as follows:

Employee Donating	Hours Donated	Remaining %	Hours credited back
A	16	25	4
B	24	25	6
C	32	25	8
D	40	25	10

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Per Diem & Travel Advance Policy

Cancels:
See Also:

Approved by: BoD

I) Introduction

Business travel is often required for training and education courses as well as meetings and conferences. As such, the District budgets annually for the purpose of reimbursing employees the reasonable costs incurred when traveling for District business.

The purpose of this policy is to:

- 1) Increase efficiency by standardizing the travel and advance payment process
- 2) Provide specific internal controls for accounting purposes
- 3) Minimize out-of-pocket expenses for employees traveling for District business

Definitions:

General Services Administration (GSA): An independent agency of the United States Government established in 1949. The GSA maintains zip code based per diem amounts for the Federal Government.

Per Diem: Latin for "per day," is a daily allowance intended to cover meals and incidental expenses while traveling. HBMWD will use rates calculated by GSA.

Travel Advance: Payment for travel expenses that have not occurred at the time the check is issued. Documentation substantiates the expense will be incurred while traveling. Lodging and mileage paid in advance of the actual trip are examples of travel advances.

Travel Day: Any day needed to travel to or from the destination. These days are not eligible for a full per diem.

II) Policy

The District's Per Diem & Travel Advance Policy is as follows:

- 1) All travel must be approved in advance by the General Manager, Superintendent, or Business Manager.
- 2) Eureka office staff shall act as travel administrator/coordinator and will calculate all per diem and advance payments, based on information provided by supervisor/employee. Both management and employee will review and approve calculations prior to any check being issued.
- 3) Travel days will be paid a per diem rate of 75% of the stated GSA rate.

Effective Date: 11/09/17

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
Per Diem & Travel Advance Policy

Cancels:
See Also:

Approved by: BoD

- 4) Per diem will be reduced by any meals provided by the hotel/conference/training¹ based on allocation provided by GSA.
- 5) Multiple employees traveling to the same destination shall make an effort to minimize the District's expenses (car pool, room sharing, etc.)
- 6) The District shall provide a check to the traveling employee no more than two weeks in advance of the employee's departure. This check shall be comprised of:
 - a. Per diem funds as calculated using GSA rates
 - b. Lodging advance, based on room reservation
 1. Effort shall be made to pay hotel directly
 2. Effort shall be made to use District credit card at check-in
 - c. Mileage advance, calculated from point of origin to destination using current IRS rate (personal vehicle). District vehicle is preferred, for which mileage reimbursement does not apply.
- 7) Once the advance check has been issued, any changes or cancellation of the trip will require the return of part or all of the advanced funds to the District by the employee within five (5) business days of the cancellation.
- 8) The use of per diem and advance payment is preferred. An employee who does NOT receive an advance travel check must claim reimbursement for travel expenses using the Expense Reimbursement Form with attached detailed receipts. Alcohol is not reimbursable. Meal reimbursements shall not exceed per diem as calculated by GSA. Per diem checks are NOT available after-the-fact.
- 9) Should additional expenses be incurred on the trip, employee shall submit an Expense Reimbursement Form with receipts upon return.

¹ For example: Continental breakfast provided by the hotel, lunch provided during conference.
G/Accounting/Accounting Policies & Procedures/Travel & Per Diem Policy

Humboldt Bay Municipal Water District	Revision Number	1	Revision Date	10/20/17
Standard Operating Procedure	All	Revised by	Harris	Revision Approval
Subject: Per Diem & Travel Advance Procedures		Revision Description		Page 1 of 2

Per Diem & Travel Advance Procedures

Intent:

- Reduce/eliminate out-of-pocket costs for employees when travelling on District business by providing a per diem/travel advance check up to two weeks prior to travel.
- Streamline process for approval and accounting, while maintaining integrity of internal control.

Procedures (All):

- A. Once travel needs are known, complete the top portion of the Per Diem/Travel Advance Request Form and forward to the Eureka Office. **This can and should be done sooner rather than later to allow enough time to calculate and process the per diem/travel advance check.** The check will not be issued more than two weeks in advance of the travel event.
- B. The Eureka Office will designate one member of it's staff to be the "Travel Administrator" who will complete the remainder of the form. (See Travel Administrator Procedures below)
- C. Once the Per Diem/Travel Advance Request Form is completed by the Eureka Office, it is routed for approval and signatures.
- D. Traveling employee and/or supervisor are responsible to advise Travel Administrator of specific concerns or changes in a timely manner.
- E. Once the signed Per Diem/Travel Advance Form is reviewed, approved, and returned, a check will be issued to the employee
- F. The employee is not required to keep receipts for meals & incidentals.
- G. If the travel plans change or are cancelled, any/all advance funds are due back to the District immediately. Failure to do so may be grounds for termination.
- H. The use of per diem and travel advances are required. Any exception must be approved by the General Manager, Superintendent or Business Manager. An employee who does NOT receive a per diem/travel advance check must claim reimbursement for travel expenses using the Expense Reimbursement Form and attach detailed receipts. Alcohol is not reimbursable. Meal reimbursements shall not exceed per diem as calculated by GSA. Per diem checks are NOT available after-the-fact.
- I. If additional expenses are incurred while traveling, the employee is responsible to submit an Expense Reimbursement Form with detailed receipts for reimbursement.

Travel Administrator Procedures:

- A. It is the responsibility of the "Travel Administrator" to:
 - a. Look up per diem rate and calculate per diem advance using *GSA.gov/perdiem*. (see #2 below)
 - b. Calculate estimated mileage and mileage advance. (see #3 below)
 - c. Make lodging reservations. (see #4 below)
 - d. Gather and assemble all documentation in an auditable format.
 - e. Provide assembled packet for review/approvals to management and employee.
 - f. Be the contact person for any questions/concerns regarding travel.
 - g. Ensure that employee receives advance check prior to departure for travel.

Humboldt Bay Municipal Water District	Revision Number	1	Revision Date	10/20/17
Standard Operating Procedure	All	Revised by	Harris	Revision Approval
Subject: Per Diem & Travel Advance Procedures		Revision Description		Page 2 of 2

B. Per diem advance:

- a. Look up per diem rate on the GSA.gov website using destination zip code. The allocation (breakfast/lunch/dinner/incidentals) can also be found here. Print out two pages: one page showing the full diem rate and one page showing the meal breakdown. (all meal breakdowns are shown on the same page).
 - b. Make sure there is a complete understanding of the itinerary – how many days at the event and how many days are needed to travel to/from the event. Travel days are advanced at 75% of the per diem rate.
 - c. Check to see if any meals are provided at the event or by the hotel (continental breakfast is common). Deduct these meals accordingly based on the allocation from gsa.gov.
 - d. Enter the per diem information as well as the number of full days and the number of travel days – the total should be self-calculating.
 - e. Attach back-up to the Per Diem/Travel Advance Form
- C. Mileage rate: (Employee's personal vehicle only)
- a. Use the current IRS mileage rate.
 - b. Use mapquest or other website to calculate the total mileage of the trip from point of origin to destination and back. Print out screenshot for back-up.
 - c. If employee is not staying onsite and is required to travel from lodging to training facility, calculate that mileage as needed.
 - d. Enter the mileage on the Per Diem/Travel Advance Form.
- D. Lodging reservation:
- a. Make a reservation using the Government Rate for employee using District Credit Card. Travel Administrator should attempt to pay the hotel directly, but it is understood that this is often not possible. Typically the employee is required to provide a personal credit card at the time of check in. If a Supervisor is traveling, their District Credit Card should be used at check-in.
 - b. Print copy of the reservation for back-up and attach to Per Diem/Travel Advance Form.
- E. If there are any additional expenses that require an advance, list them under "OTHER" and attach back-up.
- F. Forward the completed form and all back-up to either General Manager, Superintendent, or Business Manager and employee for review and approval.
- G. Once the Per Diem/Travel Advance Form has been calculated, assembled, approved, and signed, the check can be issued to the employee. While the calculations and approval can occur well in advance of the travel, the check should not be issued more than two weeks in advance of travel.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Fitness Stipend

Cancels:

See Also:

Approved by:

I) Introduction

The District has regularly promoted a health-awareness mindset to its employees. To acknowledge health and fitness is different things to different people and in an effort to equitably support all staff in all areas of fitness, the concept of a "Fitness Stipend" was introduced during the FY24 Budget process. The Fitness Stipend was established by Board approval July 2023.

II) Explanation

The Fitness Stipend includes membership in a local health club/fitness center or martial arts program; membership for an online or downloadable physical fitness/personal training program; registration and meeting/workshop fees for weight management programs; or other fitness or wellness programs. If an employee has a question about whether something is an allowable expense, they should contact the Business Manager prior to incurring the expense. The stipend does not apply to such items as home gyms or other personal fitness/sports equipment, organized sports teams/programs, food, supplements, or electronic devices (ie cellphones, watches, tablets) for the use of digital fitness or weight management programs. The stipend does not apply towards any initiation fees.

The amount of the approved monthly stipend is \$15/month.

III) Process

- To claim the Fitness Stipend, employees must submit a completed/approved Reimbursement Form and Purchase Order including detailed receipts.
- The Fitness Stipend eligibility period is July 1-June 30 of each fiscal year.
- The employee may submit eligible expenses on a monthly/quarterly/annual basis, but the expense must be claimed prior to June 30 of each year.
- The monthly Fitness Stipend amount is subject to change. Please contact the Accounting Specialist for the current monthly stipend allowance.
- The General Manager will review all Fitness Stipend Reimbursements.

Humboldt Bay Municipal Water District

To: Board of Directors

Date: February 8, 2024

From: Chris Harris

RE: Cal/OSHA COVID-19 Regulation Update and COVID-19 Prevention Policy (CPP) Update

Background

For nearly four years (March 2020), District management has been navigating various COVID-19 protocols and requirements. As the Directors are aware, this has included repeated updates to mandated operational requirements on the Federal, State, and local levels and multiple changes to mandated COVID-19 Sick Pay programs, workplace exclusion, and employee return-to-work requirements.

To assist with managing the challenges of COVID-19, in March 2023, the Directors approved a supplemental sick-leave bank for District employees, specifically for COVID-19:

HBMWD COVID-19 Sick Pay for employees that tested positive, for a minimum of a 5-day quarantine, up to a 10-day quarantine (following the then current "Return-to-Work Protocol" in the CPP); maximum of 80-hours in a calendar year. HBMWD COVID-19 Sick Pay did not accrue, was not available to be cashed-out, and mirrored prior COVID-19 Sick Leave mandates.

This was intended to allow (and motivate) employees to not only stay home and quarantine if needed, but also to allow employees that had a known exposure to a positive case outside of work (children, friends, etc.) to have time-off to test and confirm negative status without (possibly) infecting their co-workers. Since the March 2023 implementation, four employees used the HBMWD COVID-19 Sick Pay, for a total of 156 hours.

Employee	District COVID-19 Sick Pay Hours Used
A	24
B	40
C	40
D	52
Total	156

Current

Effective January 9, 2024 the California Department of Public Health (CDPH) updated the COVID-19 Isolation Guidance, Testing Guidance, and Public Health Order. These changes impact Cal/OSHA requirements (the agency governing the District's COVID-19 policies and protocols), and also requires updates to the District's COVID-19 Prevention Program (CPP).

➤ Cal/OSHA COVID-19 Prevention Regulations changes include the following:

Infectious Period:

- For COVID-19 cases with symptoms, a minimum of 24-hours from the day of symptom onset:
 - COVID-19 cases may return to work if 24-hours have passed with no fever, without the use of fever-reducing medications, **AND** their symptoms are mild and improving.
- For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above apply.

PRIOR REQUIREMENTS: COVID-19 cases were considered infectious either two days before the date of symptom onset until 10-days passed after symptoms first appeared, or through day five if testing negative on day five or later; and 24-hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. For COVID-19 cases who never developed symptoms, from two days before the positive test date through 10-days (or through day five if testing negative on day five or later) after the date of the positive test. A negative test was required for return-to-work protocol; Self-administered and self-read COVID-19 tests were acceptable, but had to be documented by a time-stamped picture.

- COVID-19 cases who return to work must wear a face covering indoors for 10-days from the start of symptoms or if the person does not have COVID-19 symptoms, from the date of their first positive test results.

Required Testing:

- Only close contacts with new COVID-19 symptoms and/or close-contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease, are required to test.

PRIOR REQUIREMENTS: Employees who had close contact must have a negative COVID-19 test within three to five days after the close contact or they will be excluded from the workplace and required to follow the "Return-to-Work" requirements, based on the last known date of close contact. An employee who has a known exposure, can continue to come into work, with a daily negative test and wearing a face-mask. Fellow employees that are/were exposed to the employee must be notified and test for five days after known exposure.

- An employee who refuses to test and has symptoms must be excluded from work for at least 24-hours from symptom onset, and can return to work only when they have been fever-free for at least 24-hours without the use of fever-reducing medications, and symptoms are improving.

PRIOR REQUIREMENTS: An employee who refuses to test and had symptoms was excluded from work from two days before the date of symptom onset until 10-days have passed after symptoms first appeared, or through day five if testing negative on day five or later.

➤ Cal/OSHA COVID-19 Prevention Regulations include the following unchanged requirements:

- Employers must exclude COVID-19 cases from the workplace during the infectious period.
- Employers must continue to make COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for a-symptomatic employees who have recently recovered from COVID-19.

- Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use; Employees have the right to wear a face mask at work at any time.
- Employers must notify all employees/others who had close contact with a COVID-19 case.
- Employers must address COVID-19 as a workplace hazard, and include their COVID-19 Prevention Program in their written IIPP or in a separate document.

Discussion

All District employees sincerely appreciated the Director's assistance by providing HBMWD COVID-19 Sick Pay to District employees when they were required to quarantine and be excluded from work for between 5 to 10 days. During the initial Board discussion in March 2023, staff informed the Directors that when/if the required Cal/OSHA quarantine was eliminated, staff would bring the HBMWD COVID-19 Sick Pay discussion back to the Board.

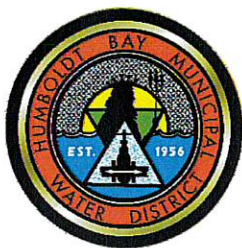
Based on the new regulations by Cal/OSHA, District employees will be required to remain home when they test positive and have symptoms, including a fever. District employees will be permitted to return to work (wearing a mask for up to 10-days) as long as 24-hours have passed without a fever, and their symptoms are lessening – even if they still test positive for COVID-19. Staff finds this mandate to not be much different than what would be expected from District employees with any potentially contagious illness where they would be expected to use their accrued sick-leave. Therefore at this time, staff believes the need for a separate, additional HBMWD COVID-19 Sick Pay to be unnecessary.

Staff Recommendation

1. Staff recommends the Directors rescind the HBMWD COVID-19 Sick Leave established in March 2023.
2. Staff recommends approval of the revised District COVID-19 Prevention Program.

Attachment

1. HBMWD COVID-19 Prevention Plan, Version VI, revision 1/2024
2. Cal/OSHA Update: COVID-19 Prevention, January 9, 2024



COVID-19 Prevention Program (CPP)

Humboldt Bay Municipal Water District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Date: Updated February 8, 2024

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1. Authority and Responsibility

The General Manager, Superintendent, and Business Manager have overall authority and responsibility for implementing the provisions of this COVID-19 Prevention Program (CPP) for the District. In addition, supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

2. Definitions

In all cases, if the California Department of Public Health (CDHP) revises their definitions, the CDHP definitions prevail.

1. "Close-Contact":
 - a. For District locations, indoor spaces of 400,000 or fewer cubic feet per foot, a close contact is defined as sharing the same indoor space as a COVID-19 case for a cumulative total of 15 minutes of more over a 24-hour period during the COVID-19 case's "infectious period" (defined in #9 below), regardless of the use of facial coverings.
 - b. Spaces that are separated by floor-to-ceiling walls are distinct indoor spaces (offices, break/eating areas, bathrooms).
 - c. EXCEPTION: Employees have not had a close contact if they wore a respirator used in compliance with §5144 required by their employer.
2. "COVID-19" refers to the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
3. "COVID-19 case" is a person who:
 - a. Has a positive COVID-19 test or diagnosis from a licensed health care provider
 - b. Is subject to a COVID-19-related order to isolate by a local/state health official
4. "COVID-19 Hazard" is potentially infectious material (including airborne droplets, small particle aerosols, and airborne droplet nuclei), most commonly resulting from a person exhaling, talking, coughing, or sneezing.
5. "COVID-19 Symptoms" include a fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headaches, loss of taste/smell, sore throat, congestion/runny nose, nausea, vomiting, diarrhea; unless a licensed health care provider determines the person's symptoms are caused by a known condition other than COVID-19.
6. "COVID-19 Test" is a test for SARS-CoV-2 that is:
 - a. Approved by the FDA and administered in accordance with the instructions
 - b. To meet the return-to-work criteria a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results) (Cal/OSHA Title 8, Division 1, Chapter 4, Subchapter 7, §3205(b)(6)(C))
7. "Exposed Group" is all employees at a work location, or a common area work group, or within employer provided transportation, where an employee COVID-19 case was present at any time during the infectious period (see #9 below). An exposed group may include employees of more than one employer.

EXCEPTIONS:

- a. For the purpose of determining the exposed group, a place where people momentarily pass through without congregating
 - b. If the COVID-19 case was a part of a distinct group of employees who are not present at the workplace at the same time as other employees, (crew or shift does not overlap with another crew or shift), only employees within the distinct group are part of the exposed group.
 - c. If the COVID-19 case visited the work location for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location are not part of the exposed group.
8. "Face Covering" means surgical mask, a respirator worn voluntarily, or a tightly woven fabric covering or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head. If gaiters are worn, they must have two layers of fabric or be folded to make two layers of fabric. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. For additional specific details refer to CAL/OSHA Title 8, Division 1, Chapter 4, Subchapter 7, §3205(b)(8).

9. "Infectious Period":

- a. For COVID-19 cases who develop symptoms, it is a minimum of 24-hours from the day of symptom onset:

i. COVID-19 cases may return if 24-hours have passed with no fever, without the use of fever-reducing medications, AND

ii. Their symptoms are mild and improving.

b. For COVID-19 cases who never develop symptoms, there is no infectious period for the purpose of isolations or exclusion. If symptoms develop, the criteria above will apply.

10. "Respirator" is a respiratory protection device approved by the National Institute of Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter (such as an N95 filtering facepiece respirator).
11. "Returned Case" is a COVID-19 case who has returned following the "Return-to-Work" criteria. A person shall only be considered a returned case of 30 days after the initial onset of COVID-19 symptoms, or if the person never developed symptoms, for 30 days after the first positive test.
12. "Worksite" for the CPP, means the building, facility, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings or facilities belonging to the employer that the COVID-19 cases did not enter.

3. Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at the District to the local health department whenever required by law, and provide any related information requested by the local health department.
- Make our written COVID-19 Prevention Program (CPP) available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use our Timekeeping program to keep a record of and track all COVID-19 cases.

4. System for Communicating

The District will ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms, possible close contacts and hazards to their direct supervisor via text, phone call or email immediately.
- Employees can report symptoms, possible close contacts, and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations by conveying these concerns to their direct supervisor.
- The COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

5. Training and Instruction

The District will provide effective employee training and instruction that includes information regarding COVID-19 as a workplace hazard. This will include:

- The CPP is used to train and educate employees regarding District COVID-19 policies and procedures to protect employees from COVID-19 hazards:
 - COVID-19 is an infectious disease that can be spread through the air.
 - An infectious person may have no symptoms.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements.
- The conditions where face coverings must be worn at the workplace.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

6. Control of COVID-19 Hazards

A. Face Coverings

The District will provide clean, undamaged face coverings and ensure they are properly worn by employees when required by District CPP protocol or when required by orders from the California Department of Public Health (CDPH) or Humboldt County DHHS. The District acknowledges that the Facial Covering mandates are susceptible to change and will ensure employees are updated on current, up-to-date requirements. District employees are expected to comply with all current facial covering regulations.

The District does the following to accomplish this:

- Purchases and ensures availability of fresh, disposable masks at all work locations, at all times.
 - Disposable face coverings will be provided at entry doors at Essex, Winzler Control Center, the TRF, and the Eureka office for employees and visitors as needed
- Employees are instructed on the proper use of face masks.
 - Masking/Face Covering signage is updated appropriately when/if local & state mandates change.
 - Ensure the face coverings used in the workplace meet the "face covering" definition and requirements.

When employees are required to wear face coverings in our workplace they may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and there is an outside air supply to the area, if indoors, separation has been maximized to the extent feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets § 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

The District will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will also be provided to any employee that requests one.

If an employee is not wearing a face covering when required and not exempted by one of the above, the District will consider them to be potentially infectious, regardless of symptoms, vaccinations status, or negative test results (Cal/OSHA §3205(C)(1) 02/2023).

B. Ventilation

We implement the following measures for increased ventilation for indoor workspaces:

- Maximize, to the extent feasible, the quantity of outside air by opening windows except when opening windows would cause a hazard to employees (excessive heat or cold or poor outside air quality).
- For buildings and structures with mechanical ventilation, air will be circulated through the highest level of filtration compatible with the existing mechanical ventilation system.

- Use HEPA filtration units in indoor areas occupied by employees for extended periods.

C. Cleaning and Disinfecting

The District will implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Disinfection materials will be supplied, such as, disinfection wipes, hand sanitizer and Clorox solution.
 - Separate supplies of disinfection material are maintained at all locations and replenished by management staff as needed.

D. Respirators

Upon request, we provide respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person. Employees that request a respirator for voluntary use are required to use them as instructed and in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size, and provided the information required by Appendix D of section 5144. We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

7. Investigating and Responding to COVID-19 Cases

The District has developed effective reporting and record keeping procedures to investigate COVID-19 cases that includes seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is documented using the Timekeeping program.

The District also ensures the following are implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 30 days after the initial onset of symptoms, or for cases who never developed symptoms, for 30 days after the first positive test.
- Notice (written, text, phone call, and/or email) will be provided as soon as possible after the knowledge of a positive COVID-19 case that may have exposed people at the worksite. This notice will be provided to all potentially exposed employees, independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c).

8. Exclusion of COVID-19 Cases and Employees who had a Close Contact

When there is a COVID-19 case or close contact at the District transmission is limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
 - Providing COVID-19 tests for employees that had a close contact at the workplace and requiring masks/facial coverings for 10-days until the return-to-work criteria have been met, with the following exceptions:
 - COVID-19 cases who returned to work per the return-to-work criteria and have remained free of COVID-19 symptoms do not need to be excluded from the workplace for 30 days after the initial onset of COVID-19 symptoms, provided they wear a face covering and maintain six feet of distance from others in the workplace for 10 days following the last date of close contact.
 - COVID-19 cases who returned to work per the return-to-work criteria who never developed COVID-19 symptoms do not need to be excluded from the workplace for 30 days after the first positive test, provided they wear a face covering and maintain six feet of distance from others

in the workplace for 10 days following the last date of close contact.

- For employees excluded from work: the District will provide information regarding COVID-19 related benefits the employee may be entitled to under federal, state or local laws. This includes any mandated sick leave, local government requirements, and the District's own leave policies. The District will maintain employees' earning levels, wage rates, seniority, and all other employees' rights and benefits.

9. Return-to-Work Criteria

- **Positive COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - A returning employee must wear a face mask while at work through day 10 from the date of the initial positive test.
- **Positive COVID-19 cases with no symptoms** does not need to be excluded from work as long as:
 - Employee must wear a face-mask through day 10 from the date of their initial positive test.
 - Employee continues to have no symptoms.
- **Persons who had a close contact and a resulting positive COVID-19 test** may return to work as follows:
 - **Close contact but never developed symptoms:**
 - Employee must wear a face-mask through day 10 from the date of their initial positive test.
 - Employee continues to have no symptoms.
 - **Close contact with symptoms:**
 - Refer to Positive COVID-19 cases with symptoms criteria (above).

These requirements are subject to change based on updated rulings from CDHP. The District will endeavor to provide the employees with the most current information and requirements at the time of quarantine.

10. COVID-19 Outbreak Protocol

A **COVID-19 Outbreak** occurs when there are three or more employee COVID-19 cases within an exposed group during a 14-day period. A **COVID-19 Major Outbreak** occurs when twenty or more employee COVID-19 cases within an exposed group during a 14-day period

- **COVID-19 Outbreak:** This section will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.
 - COVID-19 Testing: The District provides COVID-19 testing at no cost to all employees, during paid time, in our exposed group, except for:
 - Employees who were not present during the relevant 14-day period.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 30 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 30 days after the first positive test.
 - COVID-19 testing consists of the following:
 - The District will provide COVID-19 testing on a weekly basis to all employees in the exposed group who remain at the workplace.
 - Employees who had close contact must have a negative COVID-19 test within three to five days after the close contact or they will be excluded from the workplace and required to follow the

“Return-to-Work” requirements, based on the last known date of close contact.

- Employees in the exposed group, regardless of vaccination status, are required to wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply). Employees in the exposed group have a right to request a respirator for voluntary use.

- COVID-19 Investigation, Review, and Hazard Correction

The District will perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. This will include:

- Investigation of new or unabated COVID-19 hazards including:
 - District leave policies and practices and whether employees are discouraged from remaining homewhen sick
 - District COVID-19 testing policies
 - Insufficient supply of outdoor air to indoor workspaces
 - Insufficient air filtration
 - Insufficient physical distancing
 - Buildings or Structures with Mechanical Ventilation:
 - Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

- Major COVID-19 Outbreak: Occurs when twenty or more employee COVID-19 cases within an exposed group during a 14-day period This section will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

The District will continue to comply with the COVID-19 Outbreak procedures above, except that the COVID-19 testing is required of all employees (regardless of vaccination status) in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and COVID-19 Outbreak procedures the District will also:

- Report the Outbreak to the Division
- Provide employees in the exposed group with respirators for voluntary use in compliance with §5144(c)(2) train employees on use of the respirators, and encourage their use.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.

Reduce the number of individuals in an areas at one time, including visitors.

- Staggering employees arrival, departures, work and break times to allow greater distance between employees.

11. COVID-19 Prevention in Employer-Provided Transportation

This applies to District provided transportation to and from work, during the course of employment, provided or arranged for by the District regardless of the travel distance or duration, with the exception of employees alone in the vehicle or District provided transportation required for emergency response.

- Assignment of Transportation

To the extent feasible, the District will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during

transportation, during work activities. We prioritize shared transportation assignments in the following order:

- o Employees working in the same crew or workplace are transported in the same vehicle.
- o Employees who do not share the same work crew or workplace are transported in the same vehicle only when no other transportation alternatives are feasible.

Employees shall comply with all requirements of the CPP while using a District vehicle. Any employee with COVID-19 symptoms is not permitted in a District vehicle. Any employee on quarantine, regardless of reason/length, is not permitted in a District vehicle.

CPP Employee Acknowledgement:

I HAVE RECEIVED A COPY OF THIS DOCUMENT AND AGREE TO COMPLY WITH ITS CONTENT.

HBMWD Employee Signature

HBMWD Employee Printed Name

Date Signed

SAFETY & HEALTH | EXECUTIVE SUMMARY

UPDATE: COVID-19 Prevention – Non-Emergency Regulation What Employers Need to Know

January 9, 2024

On January 9, 2024, the California Department of Public Health updated its COVID-19 Isolation Guidance, COVID-19 Testing Guidance, and State Public Health Officer Order. These changes impact Cal/OSHA's COVID-19 Prevention Non-Emergency Standards, in particular with respect to isolation of COVID-19 cases and testing of close contacts. Cal/OSHA's regulations took effect on February 3, 2023, and will remain in effect for two years after the effective date, except for the recordkeeping subsections that will remain in effect for three years.

Note: These regulations apply to most workers in California who are not covered by the **Aerosol Transmissible Diseases** standard.

Important changes to definitions

- “Infectious period” for the purpose of cases the Cal/OSHA COVID-19 Prevention Non-Emergency Standards, is now defined as:
 - For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:
 - COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
 - Their symptoms are mild and improving.
 - For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

Note on changes to testing recommendations

- CDPH no longer recommends testing for all close contacts and instead recommends testing only for:
 - All people with new COVID-19 symptoms.
 - Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.
- Regardless of CDPH recommendations, employers must continue to make COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for asymptomatic employees who recently recovered from COVID-19.
- In workplace outbreaks or major outbreaks the COVID-19 Prevention regulations still require testing of all close contacts in outbreaks, and everyone in the exposed group in major outbreaks. Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset, and can return to work only when they have been fever-free for at least 24 hours without the use of fever-reducing medications, and symptoms are mild and improving.

Important requirements in the COVID-19 Prevention regulations that remain the same:

- Employers must address COVID-19 as a workplace hazard under the requirements found in **section 3203 (Injury and Illness Prevention Program, IIPP)**, and include their COVID-19 procedures to prevent this health hazard in their written IIPP or in a separate document.
- Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use.
 - COVID cases who return to work must wear a face covering indoors for 10 days from the start of symptoms or if the person did not have COVID-19 symptoms, 10 days from the date of their first positive COVID-19 test.

Note: Employees still have the right to wear face coverings at work and to request and receive respirators from the employer when working indoors and during outbreaks.

- Employers must report information about employee deaths, serious injuries, and serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- Employers must notify all employees, independent contractors, and employers with an employee who had close contact with a COVID-19 case.
- Employers must exclude COVID-19 cases during the infectious period from the workplace.
- Employers must review CDPH and Cal/OSHA guidance regarding ventilation, including **CDPH and Cal/OSHA Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments**. Employers must also develop, implement, and maintain effective methods to prevent COVID-19 transmission by improving ventilation.

This guidance is an overview, for full requirements see Title 8 sections 3205, 3205.1, 3205.2, and 3205.3

For assistance with developing a COVID-19 Prevention Program, employers may contact Cal/OSHA Consultation Services at 1 800 963 9424 or InfoCons@dir.ca.gov
For Consultation information or publications, access the following link or copy the site address: www.dir.ca.gov/dosh/consultation.html



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 1 OF 2



BANK ACCOUNT BALANCES AT MONTH-END

January 31, 2024

January 31, 2023

GENERAL ACCOUNTS

1. US Bank - General Account	1,410,702.06	3,889,313.26
2. US Bank - Xpress BillPay/Electronic Payments Account	6,198.69	7,946.73
<i>Subtotal</i>	1,416,900.75	3,897,259.99

INVESTMENT & INTEREST BEARING ACCOUNTS

3. US Bank - DWR/SRF Money Markey Acct	29,796.70	166,590.49
4. US Bank - DWR/SRF Reserve CD Account	547,336.94	547,336.94
5. US Bank - PARS Investment Account	899,394.22	903,252.81
<i>Contributions = \$800,000 Disbursements = \$166,619</i>		
6. L. A. I. F Account - MSRA Reserve Account	464,745.76	449,429.65
7. CalTRUST - Restricted Inv. Account (Medium Term)	1,766,951.44	1,696,259.97
8. CalTRUST - DWFP Reserve Account (FedFund)	-	245,204.59
9. CalTRUST - ReMat Account (LEAF Fund)	-	1,166,791.25
10. CalTRUST - General Reserve Account (Short-Term)	4,626,084.26	2,404,365.00
<i>Total CalTRUST Accounts</i>	6,393,035.70	5,512,620.81
11. California CLASS - DWFP Reserve Account	256,350.33	-
12. California CLASS - ReMat Reserve Account	1,420,099.33	-
<i>Total California CLASS Accounts</i>	1,676,449.66	-
13. Humboldt County - SRF Loan Payment Account	189,639.14	144,027.61
14. Humboldt County - 1% Tax Account	188,842.77	869,386.41
15. Principle Investment Account	43,120.41	49,421.70
<i>Subtotal</i>	10,432,361.30	8,642,066.42

OTHER ACCOUNTS

16. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
17. Cash on Hand	650.00	650.00
<i>Subtotal</i>	27,650.00	27,650.00

TOTAL CASH	11,876,912.05	12,566,976.41
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 2 OF 2



FUND BALANCES AT MONTH-END

January 31, 2024

January 31, 2023

RESTRICTED FUNDS - ENCUMBERED

1. Prior-Year Price Factor 2 Rebate	(9,903.75)	(12,133.35)
2. Prior-Year Restricted AP Encumbrances	(618,895.00)	(47,551.00)
3. Advanced Charges - 3x Tank Seismic Retrofit	(1,519,111.09)	(1,269,146.62)
4. Advanced Charges - Cathodic Protection Project	(124,999.96)	(124,999.96)
5. Advanced Charges - Collector 2 Rehabilitation	(964,347.32)	(997,238.62)
6. Advanced Charges - On-Site Generation of Chlorine	(676,906.17)	(1,118,299.78)
7. Advanced Charges - Redundant Pipeline	(387,782.70)	(311,792.49)
8. Advanced Charges - TRF Emergency Generator	(372,389.61)	(375,000.00)
9. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(312,858.62)
10. Advanced Funding - FEMA, Shoreline Debris Removal	-	(36,996.03)
11. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	(112,456.22)
12. Advanced Charges - Assist. Spillway Seismic Grant	(23,333.32)	(23,333.32)
13. Advanced Funding - Eureka Cyber Security	(19,597.72)	(19,597.72)
14. Advanced Charges - Essex Facility Expansion	(105,400.00)	(105,400.00)
15. Advanced Charges - Capital Financing/Debt Service	(348,915.04)	(175,716.69)
<i>Subtotal</i>	(5,596,896.52)	(5,042,520.42)

RESTRICTED FUNDS - OTHER

16. 1% Tax Credit to Muni's	(188,842.77)	18,048.38
17. DWR Reserve for SRF Payment	(29,796.70)	(303,424.68)
18. DWR Reserve for SRF Loan	(547,336.94)	(547,336.94)
19. Pension Trust Reserves	(899,394.22)	(903,252.81)
20. ReMat Deposit	(27,000.00)	(27,000.00)
21. HB Retail Capital Replacement Reserves	(202,921.85)	(155,384.47)
<i>Subtotal</i>	(1,895,292.48)	(1,918,350.52)

UNRESTRICTED FUNDS

BOARD RESTRICTED

22. MSRA Reserves	(464,745.76)	(449,429.65)
23. DWFP Reserves	(256,350.33)	(245,204.59)
24. ReMat Reserves	(1,420,099.33)	(1,166,791.25)
25. Paik-Nicely Development	-	(4,158.00)
26. Principle Investment Reserves	(43,120.41)	(49,421.70)
27. Northern Mainline Extension Study Prepayment	56.40	56.40
28. Blue Lake Rancheria Extension Study Prepayment	(4,235.37)	-
<i>Subtotal</i>	(2,184,259.43)	(1,914,948.79)

UNRESTRICTED RESERVES

29. Accumulation for SRF Payment	-	(144,027.61)
30. General Fund Reserves	(2,200,463.62)	(3,552,761.51)
<i>Subtotal</i>	(2,200,463.62)	(3,691,156.68)
TOTAL NET POSITION	(11,876,912.05)	(12,566,976.41)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

REVENUE REPORT

January 31, 2024

58%
Of Budget Year



A. REVENUE RETURNED TO CUSTOMERS VIA PF2

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
1. Humboldt Bay Retail Water Revenue	31,577	218,108	192,843	350,000	62%
General Revenue					
Power Sales (Net ReMat)	11,140	11,140	41,676	125,000	9%
Tax Receipts (1% Taxes)	0	529,900	0	1,000,000	53%
Interest - Muni PF2 Retained	11,020	18,704	4,707		
2. Miscellaneous Revenue*	78	4,286	67,957	50,000	9%
<i>*Detail on following page</i>					
TOTAL PF2 REVENUE CREDITS	53,814	782,138	307,182	1,525,000	51%

B. DISTRICT REVENUE

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
3. Industrial Water Revenue					
Harbor District	0	0	200	0	0
<i>Subtotal Industrial Water Revenue</i>	0	0	200	0	0
4. Municipal Water Revenue					
City of Arcata	138,906	905,472	888,515	1,538,900	59%
City of Blue Lake	18,214	120,368	115,713	202,362	59%
City of Eureka	315,482	2,106,393	2,057,196	3,617,684	58%
Fieldbrook CSD	17,474	116,887	125,430	194,298	60%
Humboldt CSD	100,091	659,784	530,600	1,105,724	60%
Manila CSD	8,044	53,187	51,639	90,372	59%
McKinleyville CSD	113,524	746,988	724,719	1,266,298	59%
<i>Subtotal Municipal Water Revenue</i>	711,735	4,709,079	4,493,812	8,015,638	59%
TOTAL INDUSTRIAL & WHOLESALE REVENUE	711,735	4,709,079	4,494,012	8,015,638	59%
5. Power Sales					
Power Sales (ReMat Revenue)	25,119	25,119	87,769	300,000	8%
Interest (ReMat Revenue)	0	0	0	0	
TOTAL REMAT REVENUE	25,119	25,119	87,769	300,000	8%
6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	0	23,980	27,364		
FCSO Contract	22,855	168,009	178,729		
FEMA/CalOES Grant Revenue	293,353	446,321	376,395		
SWRCB In-Stream Flow Grant Revenue	0	14,653	5,243		
Quagga Grant Revenue	0	0	0		
Misc. Grant Revenue	0	1,120	0		
CalFire Healthy Forest Funding	0	0	0		
CalFire Fuel Reduction Funding	6,354	346,323	0		
Interest Earned	1	1	0		
Net Increase/(Decrease) Investment Accounts	72,854	346,818	(26,544)		
TOTAL OTHER/GRANT REVENUE	395,415	1,347,225	561,187		
GRAND TOTAL REVENUE	1,186,083	6,863,561	5,450,151	9,840,638	70%



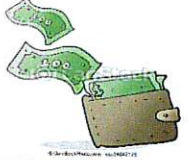
HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MISCELANEOUS REVENUE - DETAIL REPORT
 January 31, 2024

B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	-	1,047
Fees - Park Use	-	-
Rebate - CALCard	-	647
Refund - Diesel Fuel Tax	-	200
Refunds - Miscellaneous	-	101
Reimb - Blue Lake SCADA/Internet Monthly Fees	-	-
Reimb. - Copies & Postage	18	152
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	-
Reimb. - Telephone	-	-
UB - Water Processing Fees	60	240
UB - Hydrant Rental Deposit/Use	-	-
<u>Ruth Area</u>		
Lease - Don Bridge	-	-
Rent - Ruth Cabin	-	1,800
Ruth Annual Lessee Water Fees	-	100
<hr/>		
TOTAL MISCELANEOUS REVENUE	78	4,286

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3
January 31, 2024

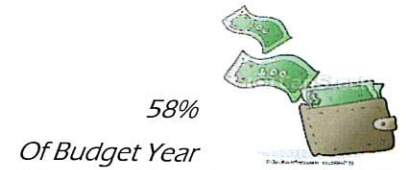
58%
Of Budget Year



SALARY AND EMPLOYEE BENEFIT EXPENDITURES (S. E. B.)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Compensation					
1. Wages - Regular	199,508.01	1,328,475.08	1,368,548.31	2,556,746	61%
2. Wages - Sick	18,313.90	65,281.90	79,345.57		
3. Wages - Vacation	36,440.14	164,920.73	136,106.76		
<i>Subtotal</i>	254,262.05	1,558,677.71	1,584,000.64	2,556,746	61%
4. Wages - Overtime	1,954.21	8,897.01	8,935.83	15,855	
5. Wages - Holiday (Worked)	3,990.93	9,966.68	7,510.50	15,855	
<i>Subtotal</i>	5,945.14	18,863.69	16,446.33	31,710	59%
6. Wages - Part-Time	1,989.01	34,289.50	28,457.80	115,430	30%
7. Wages - Shift Differential	853.92	6,488.76	6,569.45	12,156	53%
8. Wages - Standby	9,716.30	60,487.00	53,993.08	97,773	62%
9. Director Compensation	1,280.00	14,160.00	14,640.00	26,000	54%
10. Secretarial Fees	328.13	2,034.39	1,837.50	3,200	64%
11. Payroll Tax Expenses	23,516.94	128,948.87	130,335.61	228,272	56%
<i>Subtotal</i>	37,684.30	246,408.52	235,833.44	482,831	51%
Employee Benefits					
12. Health, Life, & LTD Ins.	80,011.58	350,106.62	405,813.31	982,991	36%
13. Air Medical Insurance	79.00	2,449.00	1,950.00	2,707	90%
14. Retiree Medical Insurance	11,407.41	66,480.65	66,513.56	83,000	71%
14a. Retiree Medical Reimb.	(4,191.39)	(7,581.04)	(30,644.38)		
15. Employee Dental Insurance	2,935.80	19,441.69	20,945.04	44,086	44%
16. Employee Vision Insurance	618.16	4,145.57	4,510.08	7,471	55%
17. Employee EAP	80.11	551.38	583.05	1,116	49%
18. Fitness Stipend	-	-	-	5,400	0%
19. 457b District Contribution	3,800.00	26,462.50	16,769.04	48,900	54%
20. CalPERS Expenses	30,941.71	417,340.83	503,488.09	599,102	70%
21. Workers Comp Insurance	28,601.30	86,802.99	92,676.23	146,512	59%
<i>Subtotal</i>	154,283.68	966,200.19	1,082,604.02	1,921,285	50%
TOTAL S.E.B	452,175.17	2,790,150.11	2,918,884.43	4,992,572	56%

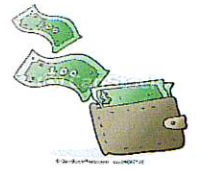
HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3
January 31, 2024



SERVICE & SUPPLY EXPENDITURES (S & S)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
<i>Operations & Maintenance</i>					
1. Auto Maintenance	5,133.32	29,161.33	32,301.22	39,200	74%
2. Engineering	3,153.19	21,229.94	35,698.90	75,000	28%
3. Lab Expenses	1,775.00	14,590.00	13,665.00	13,000	112%
4. Maintenance & Repairs					
General	11,683.43	26,049.62	23,936.55	45,200	58%
TRF	1,349.51	3,779.39	10,486.77	17,000	22%
<i>Subtotal</i>	<i>13,032.94</i>	<i>29,829.01</i>	<i>34,423.32</i>	<i>62,200</i>	<i>48%</i>
5. Materials & Supplies					
General	14,022.07	42,090.54	37,371.39	39,500	107%
TRF	2,578.47	25,758.71	29,294.45	35,000	74%
<i>Subtotal</i>	<i>16,600.54</i>	<i>67,849.25</i>	<i>66,665.84</i>	<i>74,500</i>	<i>91%</i>
6. Radio Maintenance	578.09	6,596.63	4,160.15	8,500	78%
7. Ruth Lake License	-	1,500.00	-	1,500	100%
8. Safety Equip./Training					
General	6,718.44	14,483.92	11,663.06	19,000	76%
TRF	-	153.00	144.00	2,000	8%
<i>Subtotal</i>	<i>6,718.44</i>	<i>14,636.92</i>	<i>11,807.06</i>	<i>21,000</i>	<i>70%</i>
9. Tools & Equipment	583.00	1,906.80	1,069.38	5,000	38%
10. USGS Meter Station	-	8,600.00	8,220.00	9,000	96%
<i>Operations Subtotal</i>	<i>47,574.52</i>	<i>195,899.88</i>	<i>208,010.87</i>	<i>308,900</i>	<i>63%</i>
<i>General & Administration</i>					
11. Accounting Services	-	19,805.00	24,215.00	35,000	57%
12. Bad Debt Expense	-	-	-	-	0
13. Dues & Subscriptions	927.80	33,056.36	30,617.95	37,400	88%
14. IT & Software Maintenance	3,315.67	35,702.13	36,332.99	82,000	44%
15. Insurance	-	130,217.44	107,309.77	120,000	109%
16. Internet	740.78	4,875.85	7,682.14	5,500	89%
17. Legal Services	217.00	8,097.60	11,639.91	35,000	23%
18. Miscellaneous	342.79	4,926.61	5,247.14	10,000	49%
19. Office Building Maint.	1,744.61	11,815.84	12,516.68	19,000	62%
20. Office Expense	2,081.52	26,069.11	22,431.73	39,600	66%
21. Professional Services	170.00	1,603.75	6,675.88	20,000	8%
22. Property Tax	-	2,764.00	2,764.00	3,000	92%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3
January 31, 2024



58%
Of Budget Year

SERVICE & SUPPLY EXPENDITURES (con't)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	17,866.76	147,779.33	115,384.88	199,000	74%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	-	2,807.44	2,670.62	9,300	30%
26. Technical Training	-	314.23	101.36	14,000	2%
27. Telephone	1,098.12	7,437.70	8,899.98	19,000	39%
28. Travel & Conference	1,242.17	11,582.34	7,574.69	22,000	53%
<i>Gen. & Admin. Subtotal</i>	<i>29,747.22</i>	<i>448,854.73</i>	<i>402,064.72</i>	<i>674,801</i>	<i>67%</i>
TOTAL SERVICE & SUPPLY	77,321.74	644,754.61	610,075.59	983,700.50	66%

Power

29. Essex - PG & E	69,539.05	613,850.40	416,505.23		
30. 2Mw Generator Fuel	-	-	8,561.05		
<i>Subtotal Essex Pumping</i>	<i>69,539.05</i>	<i>613,850.40</i>	<i>425,066.28</i>		
31. All other PG & E	15,610.05	74,873.68	45,862.67		
<i>Subtotal All Power</i>	<i>85,149.10</i>	<i>688,724.08</i>	<i>470,928.95</i>	<i>1,019,000</i>	<i>68%</i>

Total Service and Supplies incl.

Power	162,470.84	1,333,478.69	1,081,004.54	2,002,701	67%
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PROJECTS, FIXED ASSETS & CONSULTING SERVICES

	Month-to-Date	Year-to-Date	Budget	% of Budget
	475,412.00	4,215,361.00	19,840,575	21%

GRAND TOTAL EXPENSES	1,090,058.01	8,338,989.80	3,999,888.97	26,835,847	31%
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32. Debt Service - SRF Loan	-	273,668	273,668	273,668	100%
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TOTAL EXPENSES WITH DEBT SERVICE

	1,090,058.01	8,612,657.80	4,284,130.63	27,109,515.47	
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OTHER EXPENSES

33. ReMat Consultant Exp.	-	-	10,573.66		
34. Capital Replacement Exp.	-	-	-		

TOTAL EXPENSES WITH REMAT

	162,470.84	1,333,478.69	1,091,578.20		
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT PROJECT PROGRESS REPORT

January 31, 2024

58% Of Budget Year



A. CAPITAL PROJECTS

	MTD	YTD		% OF
GRANT FUNDED CAPITAL PROJECTS	EXPENSES	TOTAL	BUDGET	BUDGET
1 Grant - TRF Generator <i>(Treatment Facility Project, \$1.9M - FEMA, Approved)</i>	10,970	89,224	1,900,000	5%
2 Grant - Collector 2 Rehabilitation <i>(\$1.6M - NCRP Prop 1, Approved)</i>	2,208	2,164,536	3,200,000	68%
3 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, \$3.1M - FEMA, Approved)</i>	0	76,774	3,100,000	2%
4 Grant - 2x Tank Seismic Retrofit	6,353	25,607	5,700,000	0%
4A Grant - 1x Tank (Industrial) Seismic Retrofit <i>(\$5.7M - FEMA, Industrial Expenses Line 103B)</i>	(3,582)	(10,583)	0	
4B 12kV Relocation	0	60,000	0	0%
TOTAL GRANT FUNDED CAPITAL PROJECTS	15,948	2,405,557	13,900,000	17%

NON-GRANT FUNDED CAPITAL PROJECTS

5 Mainline Valve Replacement Program	0	0	170,000	0%
6 ADA Improvments - Eureka Office Parking Lot	6,366	6,854	11,000	62%
7 Storage Barn at Headquarters <i>(\$180k, FY24/FY25, Advanced Charges being Collected)</i>	0	0	0	0
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	6,366	6,854	181,000	4%

B. EQUIPMENT AND FIXED ASSET PROJECTS

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
8 FY24 Replace Essex Admin Computers	0	2,651	6,500	41%
9 FY24 Replace Control Computers	0	2,177	5,250	41%
10 Spare Collector Motor	0	102,787	108,250	95%
11 Portable Eye Wash & Shower	0	1,470	1,750	84%
12 Pipeline Maintenance Equipment	0	5,354	5,750	93%
13 John Deere 4052 Implements	0	2,497	6,500	38%
14 Maintenance Shop High Bay Lights	41	2,336	3,250	72%
15 Cordless Tools & Equipment	0	4,085	5,250	78%
16 TRF Security Fence <i>(Treatment Facility Project)</i>	0	0	7,750	0%
17 TRF Spare Process Pumps <i>(Treatment Facility Project)</i>	0	25,508	25,750	99%
18 TRF Replace PH Probes <i>(Treatment Facility Project)</i>	0	0	26,750	0%
19 TRF Benchtop Turbidity Meter <i>(Treatment Facility Project)</i>	0	0	6,750	0%
20 Tesla Battery Project - TRF <i>(Treatment Facility Project)</i>	465	1,629	0	0
20A FY24 Turbidimeter Replacement <i>(Treatment Facility Project)</i>	0	14,784	0	0

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B. EQUIPMENT AND FIXED ASSET PROJECTS (con't)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
21 FY24 Replace Eureka Admin Computers	1,410	1,410	3,000	47%
22 Ruth Hydro Power Monitor Replacement	12,751	12,751	13,500	94%
23 Ruth Hydro Plant PRV Internal Belzona Repairs	0	0	4,750	0%
24 Ruth Hydro Incoming Power Feed Conductors	0	0	42,500	0%
25 Ruth Bunkhouse Picnic Table Replacement	0	1,388	2,000	69%
26 Ruth Automated Tiltometers	0	0	50,000	0%
26A Grant - Power Loss - FEMA 4699 Winter Storm	2,616	4,124	0	0%
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	17,282	184,953	325,250	57%

C. MAINTENANCE PROJECTS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
27 FY24 Pipeline Maintenance	0	682	14,000	5%
28 FY24 Main Line Meter Flow Calibration	0	0	28,000	0%
29 FY24 Technical Support & Software Updates	3,560	37,440	26,750	140%
30 FY24 Generator Services	0	0	3,500	0%
31 FY24 Hazard & Diseased Tree Removal	0	0	8,000	0%
32 FY24 Cathodic Protection	0	0	1,500	0%
33 FY24 Maintenance Emergency Repairs	25,989	30,452	50,000	61%
34 FY24 Fleet Paint Repairs	2,154	2,154	5,000	43%
35 Particle Counter Calibration	0	1,727	1,750	99%
36 EOC Emergency Backpack Supplies	0	1,449	1,750	83%
37 Collector 1 Conductor Replacement	0	0	89,750	0%
38 FY24 Power Pole/Line Inspection/Maintenance	0	0	43,500	0%
39 SBPS Roll-Up Door	31,512	31,512	33,000	95%
40 Service Vehicle Utility Box Lighting	0	1,473	1,750	84%
41 Park #1 Gazebo Roof Replacement	0	2,843	3,500	81%
42 Pipeline R-O-W Maintenance	0	0	20,000	0%
43 FY24 TRF Generator Maintenance <i>(Treatment Facility Project)</i>	0	328	500	0%
44 FY24 TRF Limitorque Valve Retrofit Supplies <i>(Treatment Facility Project)</i>	0	0	14,500	0%
45 TRF Valve Network Upgrade (Phase 2) <i>(Treatment Facility Project)</i>	0	511	125,000	0%
46 FY24 Brush Abatement Ruth Hydro	0	0	21,000	0%
47 FY24 LTO Insurance	0	0	5,000	0%
48 FY24 Spillway Repairs	0	352	10,000	4%
49 FY24 Howell Bunger Valve Inspection	0	0	1,000	0%
20 FY24 Log Boom Inspection	0	123	1,500	8%
51 Ruth Hydro Synchronizer Testing	0	0	21,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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**C. MAINTENANCE PROJECTS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
52 Replace Headquarters Garage Doors	0	0	6,750	0%
53 FY24 Eureka Office Generator Service	0	697	500	139%
53A Shoreline Debris Removal, Ruth Fire Recovery	0	1,488	0	0%
TOTAL MAINTENANCE PROJECTS	63,215	113,231	538,500	21%

D. PROFESSIONAL & CONSULTING SERVICES

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
55 FY24 Crane Testing/Certification	0	8,414	10,000	84%
56 FY24 Chlorine System Maintenance	7,149	9,284	6,750	138%
57 FY24 Hydro Plant Annual Elect/Maint Inspection	0	172	4,000	4%
58 FY23 Hydro Plant Annual Elec. Maint./Testing	0	0	5,000	0%
59 FY24 Essex Mad River Cross-Sectional Survey	0	6,550	12,000	55%
60 FY24 Technical Training	0	6,632	27,000	25%
61 FY24 O & M Training	0	0	20,000	0%
62 Backflow Tester Certification	1,100	4,813	5,750	84%
63 EAP Tabletop Planning	0	0	5,000	0%
64 CIP 10-yr Financial Revision and Project Review	0	0	15,000	0%
65 FY24 Public Education Funds	0	1,500	5,000	30%
66 FY24 Mad River Regulatory Compliance Assistance	0	0	50,000	0%
67 Spillway Bridge Inspection	0	0	7,500	0%
68 FY24 GHD Review/Report Mad River Cross-Sectional	1,826	1,826	5,000	37%
69 FY24 Grant Application Assistance	0	0	20,000	0%
70 Domestic Water for Nordic Aqua Farm	0	0	5,000	0%
71 Samoa Peninsula ROW EIR (GHD)	5,310	25,859	240,850	11%
72 Domestic Water System Cathodic Protection Updates	0	17,075	48,000	36%
73 Water Quality Monitoring Plan Update	0	0	20,000	0%
74 Water Model Update/Peninsula Domestic Capacity Rvw	0	0	30,000	0%
75 Engineering Study-Replace 15-inch Peninsula Pipe	0	0	25,000	0%
76 Dam Crest Monument Survey (Vertical Cntrl Survey)	0	0	20,000	0%
77 GHD - Dam Vertical Control Survey Analysis	0	5,200	5,000	104%
78 FY24 Dam Spillway Wall Monument Survey	0	10,200	17,500	58%
79 GHD - Dam Spillway Wall Monument Survey Analysis	0	0	6,500	0%
80 Dam Left Abutment Slide Monitoring Survey	0	0	10,000	0%
81 GHD - Dam Left Abutment Slide Monitoring Survey	0	0	3,000	0%
82 FY24 FERC DSSMR Assistance (GHD)	0	0	5,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
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**D. PROFESSIONAL & CONSULTING SERVICES (CON'T)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
83 FY24 Spillway Repair, Dam Inspection/Reporting Assistance	0	787	5,000	16%
84 FY24 FERC Chief Dam Safety Engineer	2,443	3,824	12,000	32%
TOTAL PROF/CONSULTING SERVICES	17,828	102,136	650,850	16%

E. INDUSTRIAL SYSTEM PROJECTS

85 Refurbish PS-6 (Phase 1)	0	0	0	0
86 2 Pumps/Motors/VFD's for Pump Station 6	0	0	0	0
87 Maintain Water to PS6 During Low-Flow Months	0	0	13,250	0%
88 Industrial System Assistance	0	0	0	0
89 Crossover Vault Modifications	0	0	0	0
90 Pump Station 6 Gravel Bar Work and Permitting	0	0	0	0
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%

F. CARRY-OVER PROJECTS FROM PRIOR YEAR

TOTAL CARRYOVER PROJECTS	0	0	0	0%
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G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED

	MTD	YTD	BUDGET	% BUDGET
91 On-Site Generation of Chlorine <i>(\$1.3M - FY23/24 Treatment Facility Project)</i>	10,996	76,971	131,950	58%
92 Prof. Services for New Capital Debt	13,517	94,617	162,200	58%
93 Storage Barn for Ruth Headquarters	7,500	52,500	90,000	58%
TOTAL ADVANCED CHARGES COLLECTED	32,013	224,088	384,150	58%

H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
94 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	104,652	714,305	1,212,499	59%
95 Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%
96 Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	0	0
97 Domestic Water System Cathodic Protection <i>(Collected Advance Charges)</i>	0	0	0	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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**H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
98 Streambed Flow Enhancement Grant <i>(DWR Grant)</i>	5,497	17,148	457,755	4%
99 Clean-Out Industrial Water Tank <i>(ReMat Reserves)</i>	0	0	0	0
100 North Mainline Extension Study	0	0	10,000	0%
101 BL Rancheria Water	2,205	12,878	0	0
102 CalFire Healthy Forest Grant <i>(CalFire Grant)</i>	40	7,200	5,000,000	0%
103 CalFire Fuels Reduction Program <i>(CalFire Funding)</i>	20,240	20,270	500,000	4%
103A Quagga Grant Projects (Ruth Lake)	35	19,251	0	0%
103B Grant - 1x Tank (Industrial) Seismic Retrofit <i>(ReMat Reserves)</i>	3,582	10,583	0	0
103C Prof. Services for New Capital Debt <i>(Collected Advance Charges)</i>	12,900	12,900	0	0%
TOTAL NOT CHARGED TO CUSTOMERS	149,152	814,535	7,189,754	11%

PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	6,366	6,854	181,000	4%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	17,282	184,953	325,250	57%
<i>Treatment Facility Portion</i>	465	27,137	67,000	
TOTAL MAINTENANCE PROJECTS	63,215	113,231	538,500	21%
<i>Treatment Facility Portion</i>	0	839	140,000	
TOTAL PROF/CONSULTING SERVICES	17,828	102,136	650,850	16%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%
TOTAL CARRYOVER PROJECTS	0	0	0	0
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	32,013	224,088	384,150	58%
<i>Treatment Facility Portion</i>	\$0	\$0	\$0	
TOTAL CUSTOMER CHARGES	\$136,704	\$631,262	\$2,093,000	30%
NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	15,948	2,405,557	13,900,000	17%
TOTAL NON-CUSTOMER CHARGES	149,152	814,535	7,189,754	11%
TOTAL USE OF ENCUMBERED FUNDS	86,804	182,003	800,898	23%
TOTAL NON-CUSTOMER CHARGES	\$251,904	\$3,402,096	\$21,890,652	16%
GRAND TOTAL PROJECT BUDGET ACTIVITY	\$388,609	\$4,033,358	\$23,983,652	17%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
ENCUMBERED FUNDS RECONCILIATION REPORT
January 31, 2024



	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING
A. CAPITAL PROJECTS				
1E Fiber Optic Link - Collector 2 - Phase 1	0	677	28,500	27,823
2E Power and Fiber Optic Link-Collector 2 - Phase 2	2,557	5,641	44,000	38,359
3E Underground Power to Collector 2 - Phase 3	83,352	97,332	207,084	109,752
4E Retaining Wall for Valve Access	0	0	70,000	70,000
B. EQUIPMENT & FIXED ASSET PROJECTS				
5E Essex Stand Alone Security and Fire Monitoring	0	1,554	1,750	196
6E Electrical Shop Offices	895	8,027	19,937	11,910
7E Hydro Plant Neutral Overvoltage Relay	0	0	8,956	8,956
8E Hydro Plant Wicket Gate & HBV Signal Upgrade	0	8,357	8,500	143
C. MAINTENANCE PROJECTS				
9E FY23 Main Line Meter Flow Calibration	0	124	24,803	24,679
10E Truesdale to Samoa Booster Station Telemetry Radio	0	460	3,209	2,749
11E Line Shed Alarm Upgrades	0	0	6,500	6,500
D. PROFESSIONAL & CONSULTING SERVICES				
24E Above Ground 10,000 Gallon Fuel Tank Testing	0	0	5,400	5,400
25E Salary Survey	0	0	25,000	25,000
26E Engineering Study-Replace 15-inch Peninsula Pipe	0	0	4,702	4,702
27E Samoa Peninsula Coastal Development Permit	0	7,469	26,465	18,996
28E Samoa Peninsula ROW EIR (GHD)	0	32,932	32,932	0
29E Transformer at Hydro Plant	0	8,524	19,779	11,255
30E Upgrade Microsoft Office - Essex	0	15	900	885
31E 404 Permit Assistance	0	0	24,196	24,196
32E Lease Lots Surveys	0	0	22,618	22,618
33E GIS / FIS Ruth Area, Including Internship	0	0	5,000	5,000
34E GIS Project at Ruth Lake (USFS)	0	0	7,500	7,500
35E Collector Arc Flash Study Update and Breaker Testi	0	9,816	9,760	(56)
36E CAISO Meter Inspection Calibration	0	0	4,000	4,000
37E Technical Dam/Spillway Support*	0	1,076	189,407	188,331

*This total comprised of projects #23-51-0033, 23-58-0115, 23-58-0116, 23-56-0122, 23-58-9123, 22-58-0121

ENCUMBERED FUNDS TOTAL	86,804	182,003	800,898	618,895
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Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
101 NETLINK			
101 NETLINK	01/04/2024	Ruth Data Link/Internet	190.00
Total 101 NETLINK:			190.00
ACWA/JPIA			
ACWA/JPIA	01/19/2024	RETIREE MEDICAL	11,323.65
ACWA/JPIA	01/19/2024	Cobra Dental	65.20
ACWA/JPIA	01/19/2024	Cobra Vision	18.56
ACWA/JPIA	01/09/2024	Workers Compensation Oct-Dec 2023	28,601.30
Total ACWA/JPIA:			40,008.71
Advanced Security Systems			
Advanced Security Systems	01/26/2024	Essex Quarterly Alarm Billing	429.00
Total Advanced Security Systems:			429.00
AirGas NCN			
AirGas NCN	01/17/2024	Safety PPE for inventory	89.51
AirGas NCN	01/17/2024	Safety PPE for inventory	160.99
AirGas NCN	01/17/2024	Safety PPE for inventory	17.29
AirGas NCN	01/26/2024	Safety Gloves	48.91
Total AirGas NCN:			316.70
Asbury Environmental Services			
Asbury Environmental Services	01/17/2024	Waste oil pickup for Essex	100.00
Total Asbury Environmental Services:			100.00
AT & T			
AT & T	01/26/2024	Eureka/Essex Landline	31.57
AT & T	01/26/2024	Arcata/Essex Landline	31.57
AT & T	01/26/2024	Eureka Office/Alarm	60.28
AT & T	01/26/2024	TRF	29.36
AT & T	01/26/2024	Essex office/Modem/Control Alarm System	29.36
AT & T	01/17/2024	Eureka Office Long Distance	7.71
AT & T	01/17/2024	Essex office/Modem/Control Alarm System	6.77
Total AT & T:			196.62
ATS Communications			
ATS Communications	01/17/2024	IT Support for Essex Admin Computers	1,430.00
ATS Communications	01/17/2024	IT Support for Essex Admin Computers	1,430.00
Total ATS Communications:			2,860.00
AWWA			
AWWA	01/17/2024	Annual Membership Renewal - Dale Davidsen	105.00
Total AWWA:			105.00
Ben Boak			
Ben Boak	01/11/2024	Fire Fuel Reduction at Blue Slide Area #24-0927	20,200.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Ben Boak:			20,200.00
Blue Star Gas - Sequoia Gas Co.			
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Propane regulator	141.05
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Spud connection & valve	18.42
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Propane for Ruth HQ	263.26
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Propane for Ruth HQ	257.29
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Finance Charge	3.83
Blue Star Gas - Sequoia Gas Co.	01/29/2024	Finance Charge	4.48
Total Blue Star Gas - Sequoia Gas Co.:			688.33
Bruce Brashear			
Bruce Brashear	01/29/2024	Safe Work Practice Award 2023	200.00
Total Bruce Brashear:			200.00
Buckles-Smith			
Buckles-Smith	01/26/2024	Ruth Hydro power monitor replacement project	4,250.37
Buckles-Smith	01/26/2024	Ruth Hydro power monitor replacement project	2,369.39
Buckles-Smith	01/26/2024	Ruth Hydro power monitor replacement project	6,131.35
Total Buckles-Smith:			12,751.11
Campton Electric Supply			
Campton Electric Supply	01/29/2024	Materials for Eureka Office Lighting	3.89
Total Campton Electric Supply:			3.89
Chris Harris			
Chris Harris	01/29/2024	Safe Work Practice Award 2023	200.00
Total Chris Harris:			200.00
Chris Merz			
Chris Merz	01/29/2024	Safe Work Practice Award 2023	200.00
Total Chris Merz:			200.00
City of Eureka			
City of Eureka	01/17/2024	Eureka office water/sewer	144.87
Total City of Eureka:			144.87
Corey Borghino			
Corey Borghino	01/29/2024	Safe Work Practice Award 2023 - Grand Prize	500.00
Total Corey Borghino:			500.00
CRWA			
CRWA	01/11/2024	Annual Membership dues 2024	631.00
Total CRWA:			631.00
Dale H. Davidsen			
Dale H. Davidsen	01/29/2024	Safe Work Practice Award 2023	200.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Dale H. Davidsen:			200.00
Darcey Quinn			
Darcey Quinn	01/29/2024	Safe Work Practice Award 2023	200.00
Total Darcey Quinn:			200.00
David J. Corral			
David J. Corral	01/29/2024	Safe Work Practice Award 2023	200.00
David J. Corral	01/11/2024	Per Diem for travel to Ruth Lake	75.00
Total David J. Corral:			275.00
Dept of Toxic Substances Control			
Dept of Toxic Substances Control	01/11/2024	Haz Mat Ruth Hydro Plant FA5000187	1,321.00
Dept of Toxic Substances Control	01/11/2024	Haz Mat Ruth HQ FA5000188	824.00
Total Dept of Toxic Substances Control:			2,145.00
Downey Brand Attorneys LLP			
Downey Brand Attorneys LLP	01/04/2024	Legal Fees Nov 2023 - Instream Flow Investigation	1,305.00
Downey Brand Attorneys LLP	01/04/2024	Legal Fees Nov 2023 - BL Rancheria Water	1,879.50
Downey Brand Attorneys LLP	01/29/2024	Legal Fees Dec 2023 - Instream Flow Investigation	855.00
Downey Brand Attorneys LLP	01/29/2024	Legal Fees Dec 2023 - BL Rancheria Water	325.50
Total Downey Brand Attorneys LLP:			4,365.00
Eel Valley Appliance			
Eel Valley Appliance	01/29/2024	Replace Appliances at Ruth HQ	3,921.21
Total Eel Valley Appliance:			3,921.21
Eureka Overhead Door Company, Inc			
Eureka Overhead Door Company, Inc	01/17/2024	Replace roll up door at Samoa Booster Station #24-0260	31,512.00
Total Eureka Overhead Door Company, Inc:			31,512.00
Eureka Oxygen			
Eureka Oxygen	01/17/2024	cylinder rental	138.44
Total Eureka Oxygen:			138.44
Eureka Readymix			
Eureka Readymix	01/29/2024	Sand for soft hardening of 6" pipeline on Hwy 255 near Coast G	852.81
Eureka Readymix	01/29/2024	Sand for soft hardening of 6" pipeline on Hwy 255 near Coast G	1,036.56
Eureka Readymix	01/29/2024	Sand for soft hardening of 6" pipeline on Hwy 255 near Coast G	1,206.95
Total Eureka Readymix:			3,096.32
Eureka Rubber Stamp			
Eureka Rubber Stamp	01/26/2024	Name Plate	24.91
Eureka Rubber Stamp	01/26/2024	Name Plate	14.88
Total Eureka Rubber Stamp:			39.79

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
FEDEX			
FEDEX	01/29/2024	Ship Electrical PPE testing from Salisbury	16.43
FEDEX	01/29/2024	Fedex Late Fee	4.15
Total FEDEX:			20.58
FleetPride			
FleetPride	01/17/2024	Equipment ratchet binder	189.88
FleetPride	01/17/2024	Equipment ratchet binder	37.98
FleetPride	01/17/2024	Lug nut hub covers for Unit #10	190.91
Total FleetPride:			418.77
Franchise Tax Board			
Franchise Tax Board	01/05/2024		65.00
Franchise Tax Board	01/19/2024		65.00
Total Franchise Tax Board:			130.00
Frontier Communications			
Frontier Communications	01/26/2024	Ruth HQ	59.48
Frontier Communications	01/26/2024	Ruth Hydro/Ruth Dataline	243.66
Total Frontier Communications:			303.14
GEI Consultants, Inc			
GEI Consultants, Inc	01/04/2024	Qualified Dam Safety Consultant - FY23/24 #24-0936	307.00
GEI Consultants, Inc	01/04/2024	Qualified Dam Safety Consultant - FY23/24 #24-0936	767.50
GEI Consultants, Inc	01/26/2024	Qualified Dam Safety Consultant - FY23/24 #24-0936	1,368.00
Total GEI Consultants, Inc:			2,442.50
GHD			
GHD	01/26/2024	Reservoirs Seismic Retrofit Phs 2 #24-0811	3,439.80
GHD	01/26/2024	Reservoirs Seismic Retrofit Phs 2 #24-0811	2,485.98
GHD	01/26/2024	OSHG Installation and Integration Design #23-0091	12,663.51
GHD	01/26/2024	Reservoirs Seismic Retrofit Phs 2 #24-0812	142.33
GHD	01/26/2024	Reservoirs Seismic Retrofit Phs 2 #24-0812	284.67
GHD	01/26/2024	General Engineering	1,785.19
GHD	01/26/2024	General - Collector 2 Undergrounding	583.50
GHD	01/26/2024	General Engineering - Ruth	340.39
GHD	01/26/2024	Collector 2 Rehabilitation	1,430.20
GHD	01/26/2024	Mad River Cross Sections Survey Memo 2023 #24-0020	1,826.25
GHD	01/26/2024	Samoa Peninsula ROW EIR #23-0625	5,310.14
Total GHD:			30,291.96
Grainger			
Grainger	01/26/2024	Fielbrook pump station discharge pressure transducer	429.76
Grainger	01/26/2024	Back-up chlorination equipment for Fielbrook pump station	485.48
Grainger	01/26/2024	Back-up chlorination equipment for Fielbrook pump station	700.92
Total Grainger:			1,616.16
H.T. Harvey & Associates			
H.T. Harvey & Associates	01/04/2024	Mad River Instream Flow Dedication	355.00
H.T. Harvey & Associates	01/04/2024	Mad River Instream Flow Dedication	2,982.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total H.T. Harvey & Associates:			3,337.00
Health Equity Inc			
Health Equity Inc	01/19/2024	District HSA Contributions- Jan 2024	18,887.70
Health Equity Inc	01/11/2024	HSA Admin Fee Jan 2024 - 8 employees	23.60
Health Equity Inc	01/11/2024	HSA Admin Fee Jan 2024 19 employees	56.05
Health Equity Inc	01/10/2024	District HSA Incentive- Jan 2023	12,500.00
Total Health Equity Inc:			31,467.35
Hensel Hardware			
Hensel Hardware	01/29/2024	Wood clamps	41.21
Hensel Hardware	01/17/2024	Liquid Ant Bait	9.75-
Hensel Hardware	01/04/2024	Shop Supplies	45.13
Hensel Hardware	01/17/2024	painting supplies	45.28
Hensel Hardware	01/17/2024	Collector 1 painting supplies	4.33
Hensel Hardware	01/17/2024	Metric hardware for 13kw generator rebuild	4.49
Hensel Hardware	01/17/2024	Hardware for shelving line shed 7	62.64
Hensel Hardware	01/17/2024	photo cells on Maintenance Shop	43.38
Total Hensel Hardware:			236.71
Hilfiker Co.			
Hilfiker Co.	01/26/2024	Supplies for FB repairs at 1609 FB Rd, Penny Ln & Qual Ln	436.66
Total Hilfiker Co.:			436.66
Humboldt Bay Fire			
Humboldt Bay Fire	01/29/2024	CPR/First Aid Class - Eureka Office Staff	490.00
Total Humboldt Bay Fire:			490.00
Humboldt County Treasurer			
Humboldt County Treasurer	01/26/2024	Capital Financing Project	45,611.43
Total Humboldt County Treasurer:			45,611.43
Humboldt Fasteners			
Humboldt Fasteners	01/17/2024	Hook and loop pad for Makita hand sander	32.54
Total Humboldt Fasteners:			32.54
Humboldt Fence Company			
Humboldt Fence Company	01/17/2024	Credit of returned post	149.14-
Humboldt Fence Company	01/17/2024	Chain link fence materials for Line Shed #8 Fence	45.72
Humboldt Fence Company	01/17/2024	New gate and materials for access to park #1 behind Chlorine Bl	2,323.81
Humboldt Fence Company	01/17/2024	Pedestrian gate for Park #1 parking lot	330.59
Total Humboldt Fence Company:			2,550.98
Humboldt Recycling			
Humboldt Recycling	01/17/2024	E-waste disposal	52.80
Total Humboldt Recycling:			52.80

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Humboldt Redwood Company, LLC			
Humboldt Redwood Company, LLC	01/17/2024	<i>Mt Pierce Lease site</i>	320.59
Total Humboldt Redwood Company, LLC:			320.59
Ian Ivey			
Ian Ivey	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Ian Ivey:			200.00
Jasson Klingonsmith			
Jasson Klingonsmith	01/29/2024	<i>Safe Work Practice Award 2023</i>	148.00
Jasson Klingonsmith	01/29/2024	<i>Safe Work Practice Award 2023</i>	52.00
Total Jasson Klingonsmith:			200.00
John Friedenbach			
John Friedenbach	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total John Friedenbach:			200.00
Johnson's Mobile Rentals LLC			
Johnson's Mobile Rentals LLC	01/17/2024	<i>Temporary fence rental for TRF Tesla battery project</i>	232.74
Johnson's Mobile Rentals LLC	01/17/2024	<i>Temp fencing for main office ADA slab replacement</i>	31.46
Johnson's Mobile Rentals LLC	01/17/2024	<i>Temporary fence rental for TRF Tesla battery project</i>	232.74
Total Johnson's Mobile Rentals LLC:			496.94
Josiah Hargadon			
Josiah Hargadon	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Josiah Hargadon:			200.00
Justin Natividad			
Justin Natividad	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Justin Natividad:			200.00
Keenan Supply			
Keenan Supply	01/29/2024	<i>Plumbing supplies for TRF</i>	124.78
Total Keenan Supply:			124.78
Keith Daggs			
Keith Daggs	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Keith Daggs:			200.00
Ken Davis			
Ken Davis	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Ken Davis:			200.00
Kernen Construction			
Kernen Construction	01/17/2024	<i>Base road gravel for collector 2</i>	926.87
Kernen Construction	01/17/2024	<i>Recycle base</i>	256.81

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Kernen Construction:			1,183.68
Larry Raschein			
Larry Raschein	01/29/2024	Safe Work Practice Award 2023	200.00
Total Larry Raschein:			200.00
Lubrication Engineers			
Lubrication Engineers	01/26/2024	Oil inventory for small engines & collector motor bearing lubric	2,646.74
Total Lubrication Engineers:			2,646.74
Lui Ahmad			
Lui Ahmad	01/29/2024	Safe Work Practice Award 2023	200.00
Total Lui Ahmad:			200.00
Mario Palmero			
Mario Palmero	01/29/2024	Safe Work Practice Award 2023	200.00
Total Mario Palmero:			200.00
Matthew Davis			
Matthew Davis	01/29/2024	Safe Work Practice Award 2023	200.00
Total Matthew Davis:			200.00
Mission Linen			
Mission Linen	01/04/2024	Uniform Rental	113.40
Mission Linen	01/04/2024	maintenance supplies	32.12
Mission Linen	01/04/2024	Uniform Rental	77.27
Mission Linen	01/04/2024	maintenance supplies	54.32
Mission Linen	01/04/2024	Uniform Rental	162.75
Mission Linen	01/04/2024	Uniform Rental	10.00
Mission Linen	01/04/2024	maintenance supplies	51.25
Mission Linen	01/04/2024	maintenance supplies	89.70
Total Mission Linen:			590.81
Napa Auto Parts			
Napa Auto Parts	01/26/2024	Forklift annual service	30.35
Napa Auto Parts	01/26/2024	Shop supplies	49.54
Napa Auto Parts	01/26/2024	Repairs to 100 KW generator at TRF	60.50
Napa Auto Parts	01/26/2024	Repairs to 100 KW generator at TRF	50.73
Napa Auto Parts	01/26/2024	Hydraulic oil filters for Unit #5	133.98
Napa Auto Parts	01/26/2024	Flasher relay for CAT 420	16.47
Napa Auto Parts	01/26/2024	Annual service for CAT 420 & vibraplate	324.32
Napa Auto Parts	01/26/2024	Battery for 60G John Deere excavator	217.99
Total Napa Auto Parts:			883.88
NHA Advisors, LLC			
NHA Advisors, LLC	01/11/2024	Professional Services for Financial Assistance & Capital Fundin	11,737.50
NHA Advisors, LLC	01/26/2024	Professional Services for Financial Assistance & Capital Fundin	1,162.50

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total NHA Advisors, LLC:			12,900.00
North Coast Laboratories			
North Coast Laboratories	01/11/2024	lab tests - Humboldt Bay Retail	60.00
North Coast Laboratories	01/11/2024	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	01/11/2024	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	01/11/2024	lab tests - Humboldt Bay Retail	285.00
North Coast Laboratories	01/11/2024	lab tests - Humboldt Bay Retail	175.00
North Coast Laboratories	01/11/2024	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	01/11/2024	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	01/11/2024	lab tests - Fieldbrook-Glendale CSD	110.00
Total North Coast Laboratories:			1,070.00
Northern California Safety Consortium			
Northern California Safety Consortium	01/17/2024	monthly membership fee - December 2023	75.00
Northern California Safety Consortium	01/26/2024	monthly membership fee - Jan 2024	75.00
Total Northern California Safety Consortium:			150.00
NTU Technologies, Inc			
NTU Technologies, Inc	01/26/2024	TRF Treatment Chemical	2,520.00
Total NTU Technologies, Inc:			2,520.00
Optimum/Sudden Link			
Optimum/Sudden Link	01/04/2024	TRF Internet	29.93
Optimum/Sudden Link	01/04/2024	TRF Internet - Blue Lake SCADA Monitoring	59.84
Optimum/Sudden Link	01/04/2024	TRF Internet - Fieldbrook-Glendale CSD	59.84
Optimum/Sudden Link	01/04/2024	Essex internet	251.56
Optimum/Sudden Link	01/04/2024	Essex Phones	57.08
Optimum/Sudden Link	01/04/2024	Eureka Internet	209.45
Optimum/Sudden Link	01/04/2024	Fieldbrook-Glendale CSD Internet	333.33
Total Optimum/Sudden Link:			1,001.03
PACE Engineering, Inc.			
PACE Engineering, Inc.	01/17/2024	TRF Generator Project	8,489.75
PACE Engineering, Inc.	01/17/2024	TRF Generator Project	2,480.00
Total PACE Engineering, Inc.:			10,969.75
Pacific Gas & Electric Co.			
Pacific Gas & Electric Co.	01/11/2024	Eureka Office	242.18
Pacific Gas & Electric Co.	01/11/2024	Jackson Ranch Rectifier	17.87
Pacific Gas & Electric Co.	01/11/2024	HWY 299 Rectifier	40.57
Pacific Gas & Electric Co.	01/11/2024	West End Road Rectifier	170.79
Pacific Gas & Electric Co.	01/11/2024	TRF	8,175.95
Pacific Gas & Electric Co.	01/11/2024	Ruth Hydro Valve Control	.89
Pacific Gas & Electric Co.	01/11/2024	Ruth Hydro	134.07
Pacific Gas & Electric Co.	01/11/2024	Samoa Booster Pump Station	513.63
Pacific Gas & Electric Co.	01/11/2024	Samoa Dial Station	50.41
Pacific Gas & Electric Co.	01/11/2024	Essex Pumping Dec 2023	5,517.91
Pacific Gas & Electric Co.	01/11/2024	Essex Pumping Dec 2023	1,339.59
Pacific Gas & Electric Co.	01/11/2024	Essex Pumping Dec 2023	68,745.78
Pacific Gas & Electric Co.	01/26/2024	Ruth HQ	157.45

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Pacific Gas & Electric Co.	01/26/2024	<i>Ruth Bunkhouse</i>	42.01
Total Pacific Gas & Electric Co.:			85,149.10
Pacific Paper Co./Arcata Stationers			
Pacific Paper Co./Arcata Stationers	01/17/2024	<i>Eureka office supplies</i>	106.01
Total Pacific Paper Co./Arcata Stationers:			106.01
Pape Machinery			
Pape Machinery	01/29/2024	<i>forklift maintenance</i>	83.90
Total Pape Machinery:			83.90
Paul Jorgensen			
Paul Jorgensen	01/29/2024	<i>Safe Work Practice Award 2023</i>	200.00
Total Paul Jorgensen:			200.00
Peterson Tractor Co.			
Peterson Tractor Co.	01/26/2024	<i>Fuel system repair on CAT 322CL #24-0543</i>	10,039.77
Peterson Tractor Co.	01/26/2024	<i>Replace ECM on CAT 322 # 24-0864</i>	6,375.75
Total Peterson Tractor Co.:			16,415.52
Picky, Picky, Picky, Inc			
Picky, Picky, Picky, Inc	01/26/2024	<i>Safety Boots - Matt Davis</i>	186.81
Total Picky, Picky, Picky, Inc:			186.81
Plas-Tanks Industries, Inc.			
Plas-Tanks Industries, Inc.	01/17/2024	<i>Brine Tank for OSHG project</i>	91,988.87
Total Plas-Tanks Industries, Inc.:			91,988.87
Platt Electric Supply			
Platt Electric Supply	01/26/2024	<i>Supplies</i>	494.51
Platt Electric Supply	01/29/2024	<i>Eureka Office Lighting</i>	161.65
Platt Electric Supply	01/29/2024	<i>Maintenance Shop lighting replacement</i>	40.80
Platt Electric Supply	01/29/2024	<i>Supplies</i>	9.06
Platt Electric Supply	01/29/2024	<i>Supplies</i>	42.21
Platt Electric Supply	01/29/2024	<i>Supplies</i>	154.27
Total Platt Electric Supply:			902.50
PTC Inc.			
PTC Inc.	01/26/2024	<i>Software maintenance subscriptions & support</i>	631.47
Total PTC Inc.:			631.47
Purchase Power			
Purchase Power	01/11/2024	<i>Postage Refill</i>	503.50
Total Purchase Power:			503.50
Recology Arcata			
Recology Arcata	01/11/2024	<i>Essex Garbage/Recycling Service - Dec 2023</i>	777.72

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Recology Arcata:			777.72
Recology Humboldt County Recology Humboldt County	01/11/2024	Eureka office garbage/recycling service - Dec 2023	105.52
Total Recology Humboldt County:			105.52
Rosemount Analytical, Inc Rosemount Analytical, Inc	01/29/2024	Turbidity sensor EPA	3,126.73
Total Rosemount Analytical, Inc:			3,126.73
Ryan Chairez Ryan Chairez	01/29/2024	Safe Work Practice Award 2023	200.00
Total Ryan Chairez:			200.00
Ryan V Murphy Ryan V Murphy	01/29/2024	Safe Work Practice Award 2023	200.00
Total Ryan V Murphy:			200.00
Salisbury Online Salisbury Online	01/26/2024	Electrical PPE	78.88
Total Salisbury Online:			78.88
Sequoia Construction Specialties Sequoia Construction Specialties	01/04/2024	ADA Parking Slab #24-0261	6,335.00
Total Sequoia Construction Specialties:			6,335.00
Seth Stone Seth Stone	01/29/2024	Safe Work Practice Award 2023	200.00
Total Seth Stone:			200.00
Sherrie Sobol Sherrie Sobol	01/29/2024	Safe Work Practice Award 2023	200.00
Total Sherrie Sobol:			200.00
Stillwater Sciences Stillwater Sciences	01/26/2024	professional assistance - Oct 30 - Dec 31, 2023	170.00
Total Stillwater Sciences:			170.00
SWRCB Accounting Office SWRCB Accounting Office	01/26/2024	Wholesaler Water System Annual Fees FY 2023/24	15,721.76
Total SWRCB Accounting Office:			15,721.76
Telstar Instruments Telstar Instruments	01/26/2024	Annual Chlorine System maintenance	7,102.14

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Telstar Instruments:			7,102.14
Thatcher Company, Inc			
Thatcher Company, Inc	01/26/2024	Chlorine - 2 CYL	8,487.96
Thatcher Company, Inc	01/26/2024	deposit return - 2 CYL	2,000.00-
Total Thatcher Company, Inc:			6,487.96
The Mill Yard			
The Mill Yard	01/26/2024	Wall anchors	2.34
The Mill Yard	01/26/2024	Sealant for FB reservoir roof	96.55
The Mill Yard	01/26/2024	Wood drill bits for shop	107.38
The Mill Yard	01/26/2024	Shop supplies	59.23
The Mill Yard	01/26/2024	Lumber for Line Shed 7 shelving	122.02
The Mill Yard	01/26/2024	Toggle bolts	.63
The Mill Yard	01/26/2024	Hardware for shelving in Line Shed 7	64.67
The Mill Yard	01/26/2024	Shop supplies	24.94
Total The Mill Yard:			477.76
The Mitchell Law Firm, LLP			
The Mitchell Law Firm, LLP	01/11/2024	Legal Services- Dec 2023	217.00
Total The Mitchell Law Firm, LLP:			217.00
Thomson Reuters - West			
Thomson Reuters - West	01/29/2024	California Water Code 2024	160.60
Total Thomson Reuters - West:			160.60
Thrifty Supply			
Thrifty Supply	01/29/2024	Chlorine System Repairs	46.68
Thrifty Supply	01/29/2024	Repairs to Park 1 bathroom toilet	31.74
Thrifty Supply	01/29/2024	Plumbing Supplies	201.88
Thrifty Supply	01/29/2024	Plumbing Supplies	17.98
Thrifty Supply	01/29/2024	Chlorine System Repairs	154.10
Total Thrifty Supply:			452.38
Tim Farrell			
Tim Farrell	01/29/2024	Safe Work Practice Award 2023	200.00
Total Tim Farrell:			200.00
Trinity County General Services			
Trinity County General Services	01/26/2024	Pickett Peak site lease	257.50
Total Trinity County General Services:			257.50
Trinity County Solid Waste			
Trinity County Solid Waste	01/17/2024	Ruth HQ dump fees	4.75
Trinity County Solid Waste	01/17/2024	Ruth Hydro dump fees	4.75
Total Trinity County Solid Waste:			9.50

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
U.S. Bank Corporate Payment System			
U.S. Bank Corporate Payment System	01/11/2024	Travel expense for ACWA 2023 Fall Conference	11.80
U.S. Bank Corporate Payment System	01/11/2024	Hotel stay for ACWA 2023 Fall Conference	1,230.37
U.S. Bank Corporate Payment System	01/11/2024	Voucher Checks	334.03
U.S. Bank Corporate Payment System	01/11/2024	NCUAQMD Burn Permit - Ruth Lake Shoreline	40.00
U.S. Bank Corporate Payment System	01/11/2024	NCUAQMD Burn Permit - Ruth Lake Shoreline	40.00
U.S. Bank Corporate Payment System	01/11/2024	Eureka Office Supplies	43.35
U.S. Bank Corporate Payment System	01/11/2024	Blower motor for Bay #3 heater	454.62
U.S. Bank Corporate Payment System	01/11/2024	Tarps for work platform at hydro plant	114.98
U.S. Bank Corporate Payment System	01/11/2024	Towing equipment for Unit 4	40.32
U.S. Bank Corporate Payment System	01/11/2024	portable welding trailer	149.48
U.S. Bank Corporate Payment System	01/11/2024	Canvas repair to device storage bag	100.00
U.S. Bank Corporate Payment System	01/11/2024	Repair shop ratchet wrench	27.61
U.S. Bank Corporate Payment System	01/11/2024	Liquid ant bait	9.75
U.S. Bank Corporate Payment System	01/11/2024	Right angle screwdriver for backflows	6.48
U.S. Bank Corporate Payment System	01/11/2024	Essex office supplies	224.50
U.S. Bank Corporate Payment System	01/11/2024	Backflow Certification - 2 employees	1,100.00
U.S. Bank Corporate Payment System	01/11/2024	Employee recognition	69.74
U.S. Bank Corporate Payment System	01/11/2024	Employee recognition	115.56
U.S. Bank Corporate Payment System	01/11/2024	Employee Recognition	10.75
U.S. Bank Corporate Payment System	01/11/2024	Employee recognition	36.58
U.S. Bank Corporate Payment System	01/11/2024	Tools for backflow testing	167.30
U.S. Bank Corporate Payment System	01/11/2024	Lab samples on Collector #1	705.00
U.S. Bank Corporate Payment System	01/11/2024	Spendwise monthly subscription	79.70
U.S. Bank Corporate Payment System	01/11/2024	AirMed Membership	79.00
U.S. Bank Corporate Payment System	01/11/2024	Eureka office supplies	29.49
U.S. Bank Corporate Payment System	01/11/2024	Employee recognition	27.77
U.S. Bank Corporate Payment System	01/11/2024	Ruth office supplies	68.93
U.S. Bank Corporate Payment System	01/11/2024	Maintenance on Ruth Vehicle Unit 6	123.22
U.S. Bank Corporate Payment System	01/11/2024	Maintenance on Ruth Vehicle Unit 6	123.21
U.S. Bank Corporate Payment System	01/11/2024	Surface water thermometer	73.15
U.S. Bank Corporate Payment System	01/11/2024	Repurpose old hard drives	49.90
U.S. Bank Corporate Payment System	01/11/2024	Essex office supplies	107.72
U.S. Bank Corporate Payment System	01/11/2024	LED light stand for Shop	214.39
U.S. Bank Corporate Payment System	01/11/2024	29 piece drill bit set	108.21
U.S. Bank Corporate Payment System	01/11/2024	Signal cable for Collector 2 meter	2,556.61
U.S. Bank Corporate Payment System	01/11/2024	Essex office supplies	55.98
U.S. Bank Corporate Payment System	01/11/2024	Electrical Shop Offices	82.95
U.S. Bank Corporate Payment System	01/11/2024	Essex shop supplies	123.75
U.S. Bank Corporate Payment System	01/11/2024	Electrical Shop Offices	777.07
U.S. Bank Corporate Payment System	01/11/2024	Waterproof case for GoPro Camera	30.14
U.S. Bank Corporate Payment System	01/11/2024	Wireless headphones	26.88
U.S. Bank Corporate Payment System	01/11/2024	Restore laptop	18.49
U.S. Bank Corporate Payment System	01/11/2024	Pipettes for titrator	58.47
U.S. Bank Corporate Payment System	01/11/2024	Sual monitor mounts and floor heater	218.89
U.S. Bank Corporate Payment System	01/11/2024	Essex office supplies	88.21
U.S. Bank Corporate Payment System	01/11/2024	Safety signs for inventory	131.79
U.S. Bank Corporate Payment System	01/11/2024	SDS product identifier labels for SDS binders	95.83
U.S. Bank Corporate Payment System	01/11/2024	Essex office supplies	70.91
U.S. Bank Corporate Payment System	01/11/2024	Electrical Shop Offices	34.77
U.S. Bank Corporate Payment System	01/11/2024	SDS binder holder	33.17
U.S. Bank Corporate Payment System	01/11/2024	Operations vacuum cleaner motor	43.05
U.S. Bank Corporate Payment System	01/11/2024	Anti Fatigue Industrial Mats	32.31
U.S. Bank Corporate Payment System	01/11/2024	Power supply charger cord	14.00
Total U.S. Bank Corporate Payment System:			10,610.18

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
USA Blue Book			
USA Blue Book	01/29/2024	TRF lab maintenance	338.20
USA Blue Book	01/29/2024	TRF lab maintenance	44.23
USA Blue Book	01/29/2024	TRF lab maintenance	466.98
USA Blue Book	01/29/2024	TRF lab maintenance	44.23
USA Blue Book	01/29/2024	Meter locks for lock offs	115.99
USA Blue Book	01/29/2024	Meter locks for lock offs	115.98
Total USA Blue Book:			1,125.61
USC Foundation			
USC Foundation	01/26/2024	Backflow prevention Annual Membership - Fieldbrook-Glendale	88.80
USC Foundation	01/26/2024	Backflow Prevention Annual Membership - Humboldt Bay Retail	31.20
Total USC Foundation:			120.00
VALEO Networks			
VALEO Networks	01/26/2024	Service Server Backup at Eureka office	1,320.00
VALEO Networks	01/17/2024	Eureka office monthly computer maintenance	1,954.79
VALEO Networks	01/29/2024	Replace GM Computer	1,409.54
Total VALEO Networks:			4,684.33
Valley Pacific Petroleum Serv. Inc			
Valley Pacific Petroleum Serv. Inc	01/04/2024	Cardlock-Pumping & Control	517.63
Valley Pacific Petroleum Serv. Inc	01/04/2024	Cardlock-Water Quality	517.63
Valley Pacific Petroleum Serv. Inc	01/04/2024	Cardlock-Maintenance	517.63
Valley Pacific Petroleum Serv. Inc	01/04/2024	Cardlock-HB Retail	134.58
Valley Pacific Petroleum Serv. Inc	01/04/2024	Cardlock-FBGCSD	383.03
Valley Pacific Petroleum Serv. Inc	01/26/2024	Diesel for Hydro Plant	588.71
Valley Pacific Petroleum Serv. Inc	01/29/2024	DOT salvage drums for hazwaste removal	294.98
Total Valley Pacific Petroleum Serv. Inc:			2,954.19
Verizon Wireless			
Verizon Wireless	01/17/2024	General Manager	39.82
Verizon Wireless	01/17/2024	Ruth Area	27.26
Verizon Wireless	01/17/2024	Humboldt Bay Retail	13.00
Verizon Wireless	01/17/2024	Fieldbrook Glendale CSD	37.01
Verizon Wireless	01/17/2024	Humboldt Bay IPAD	9.88
Verizon Wireless	01/17/2024	Fieldbrook Glendale CSD IPAD	28.13
Verizon Wireless	01/17/2024	Ruth Area	22.39
Verizon Wireless	01/17/2024	Ruth Hydro	22.38
Total Verizon Wireless:			199.87
Wahlund Construction			
Wahlund Construction	01/17/2024	Emergency Electrical System repair	2,615.54
Wahlund Construction	01/29/2024	Emergency repairs	2,555.47
Wahlund Construction	01/26/2024	Installing conductors to Collector 2 #24-0258	82,428.57
Total Wahlund Construction:			87,599.58
Watt's Cleaning Services			
Watt's Cleaning Services	01/04/2024	Eureka Office Cleaning 12/13 & 12/27/23	278.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Watt's Cleaning Services:			278.00
Western States Oil Company			
Western States Oil Company	01/26/2024	oil for fleet & equipment	1,782.37
Western States Oil Company	01/26/2024	Food grade lubrication for collector pumps	4,089.11
Total Western States Oil Company:			5,871.48
Wonder Bros. Auto Body			
Wonder Bros. Auto Body	01/29/2024	Paint and body work repair for Unit 3	2,154.32
Total Wonder Bros. Auto Body:			2,154.32
Zachery Bunke			
Zachery Bunke	01/29/2024	Safe Work Practice Award 2023	200.00
Total Zachery Bunke:			200.00
Grand Totals:			636,560.46

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

SUPPLEMENTAL - FIELDBROOK-GLENDALE CSD CONTRACT SERVICES
MONTHLY BILLING/EXPENSE REPORT

January 31, 2024



Month-to-Date

Year-to-Date

Contract Services Billing

Administrative	1,194.64	8,362.48
Indirect/Overhead	946.53	6,625.71
Maintenance/Operations/Supplies	20,897.49	149,670.59
Total FB-GCSD Billing	23,038.66	164,658.78

Contract Services Expenses

Employee Wages	8,576.81	75,138.49
Employee Benefits	5,491.98	37,344.97
Operations & Maintenance Expenses	2,796.38	5,997.72
General & Administrative Expenses	551.44	11,834.32
Total FB-GCSD Expenses	17,416.61	130,315.50

NET Fieldbrook Contract Services	5,622.05	34,343.28
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OPERATIONS

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: February 1, 2024
Subject: Essex/Ruth January 2024 Operational Report

Upper Mad River, Ruth Lake, and Hydro Plant

1. Flow at Mad River above Ruth Reservoir (Zenia Bridge) averaged 841 cfs with a high of 2910 cfs on January 14th and a low of 258 cfs on January 8th
2. The conditions at Ruth Lake for January were as follows:
The lake level on January 31st was 2655.58 feet which is:
 - 0.08 feet higher than December 31st, 2023
 - 1.40 feet higher than January 31st, 2023
 - 3.58 feet higher than the ten-year average
 - 1.58 feet above the spillway
3. Ruth Headquarters recorded 16.18 inches of rainfall for January
4. Ruth Hydro produced 914400 KWh in January.
5. The lake discharge averaged 1246 cfs with a high of 4450 cfs on January 14th

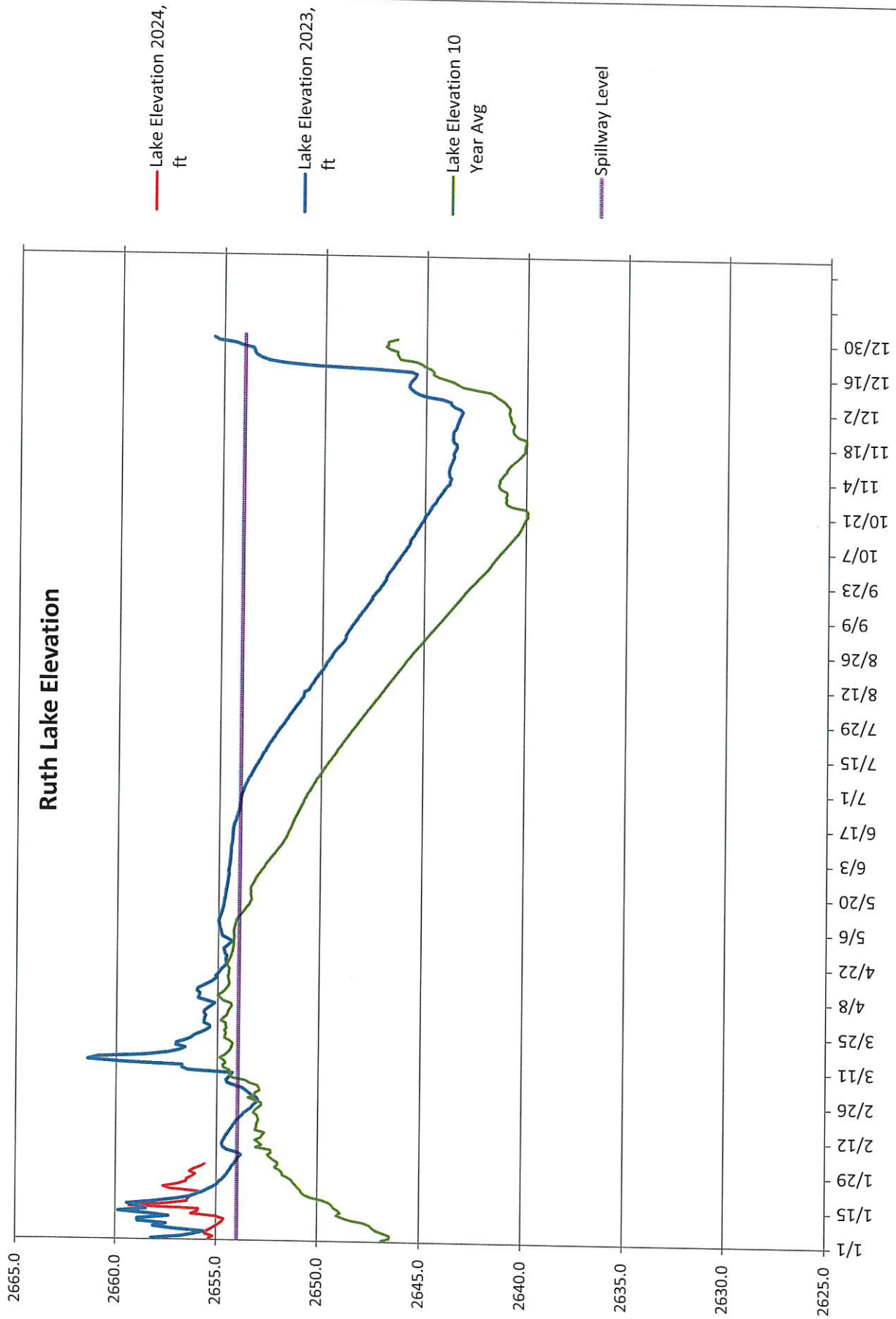
Lower Mad River, Winzler Control, and TRF

6. The river at Winzler Control Center, for January, had an average flow of 5031 cfs. The river flow was at a high of 23900 cfs on January 14th
7. The domestic water conditions were as follows:
 - a. The domestic water turbidity average was 0.08 NTU, which meets Public Health Secondary Standards
 - b. As of January 31st, we pumped 232.271 MG at an average of 7.299 MGD
 - c. The maximum metered daily municipal use was 9.143 MG on January 16th
8. The TRF is online; conditions for January were as follows:
 - a. Average monthly source water turbidity was 4.24 NTU
 - b. Average monthly filtered water turbidity was 0.07 NTU
 - c. Number of filter backwashes for the month were 83
9. January 1st – PLC failed on generator #2 at Ruth.

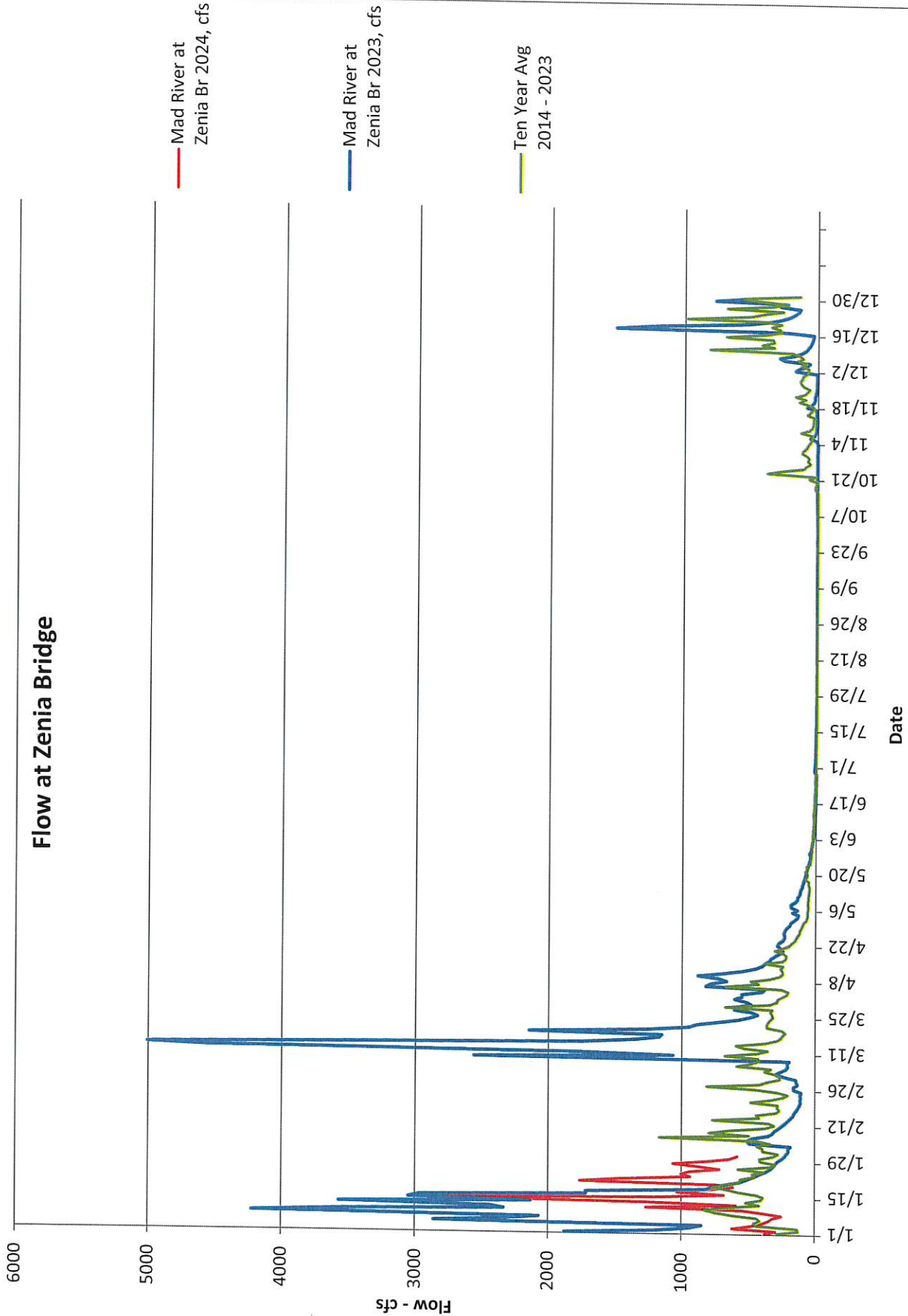
10. January 2nd – Maintenance removing (2) Alder trees the wind blew over in Park 4.
11. January 3rd - Electrical staff went to Ruth to replace Unit 2 PLC.
12. January 5th – High tide and storm swells continue to erode on New Navy Base Rd. and uncovering our pipeline. John and I met with Coastal Commission on-site.
13. January 9th - Maintenance staff buried the exposed pipe on New Navy Base Rd. GRS hauled sand for us.
14. January 13th – Heavy Rain!! Called out due to power outage at Essex, Generator did not Synchronize and close to buss. Electrical staff closed Generator to buss, found collector 3 & 4 breaker tripped. We found 3 trees had taken the power lines down and in about 2-1/2 to 3 feet of water. The river reached 40.3 Ft as measures at Essex. Highest since 1995.
15. January 14th – Called in a District crew to repair the power lines when the river receded and the trees and power line were accessible.
16. January 16th
 - a. First Aid / CPR class for 3 Essex staff.
 - b. Cleaned up from power line repairs on Sunday.
17. January 17th –
 - a. Municipal Customer, operational staff tour of TRF.
 - b. Electrical staff went to Ruth to install a new SCADA computer and work on new Power Monitor installation.
18. January 19th
 - a. PG&E did an inspection of Tesla BESS
 - b. AQMD inspection of generators, record keeping and fuel logs.
19. January 22nd – Ruth Operator notified me that there is a new slide from USFS property that could get into the lake between the log boom and the dam.
20. January 25th – I went to Ruth to look at slides and sighted a location of the equipment storage building.
21. January 26th – Safety meetings
 - a. WIIPP
 - b. Emergency response expectations
 - c. Ruth EAP overview
 - d. AQMD generator operating permit requirements
22. January 27th – Notified by weekend Ruth operator that the slide on West Side Rd. is still moving, and the slide above the Hydro plant access road is drizzling mud down a drainage.

23. January 29th – 30th – Sent a crew to Ruth to dig out the K-rails from the slide on the access road, and helped Larry pull some logs off the log boom.
24. Current and Ongoing Projects
 - a. Working on FY 24/25 Budget
 - b. Working on CIP update
 - c. Collector 2 and Collector 2-meter, Communications project – In Progress
 - d. Tesla battery bank projects
 - i. Essex project in progress, operational programming in process.
 - e. OSHG – Equipment procurement and planning in progress. - Only the dosing pump left to receive.
 - f. Routine annual equipment maintenance and services.

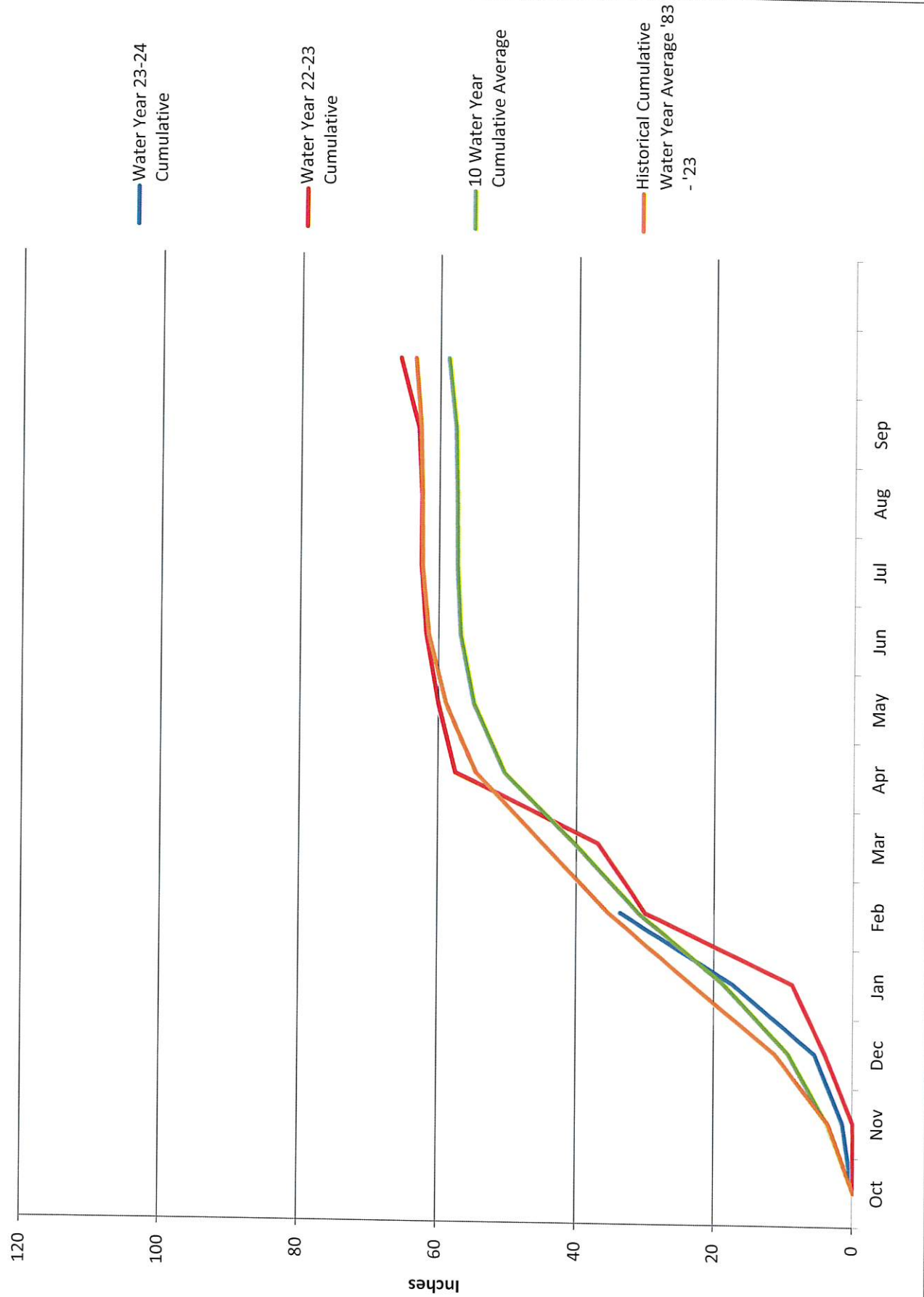
Ruth Lake Elevation

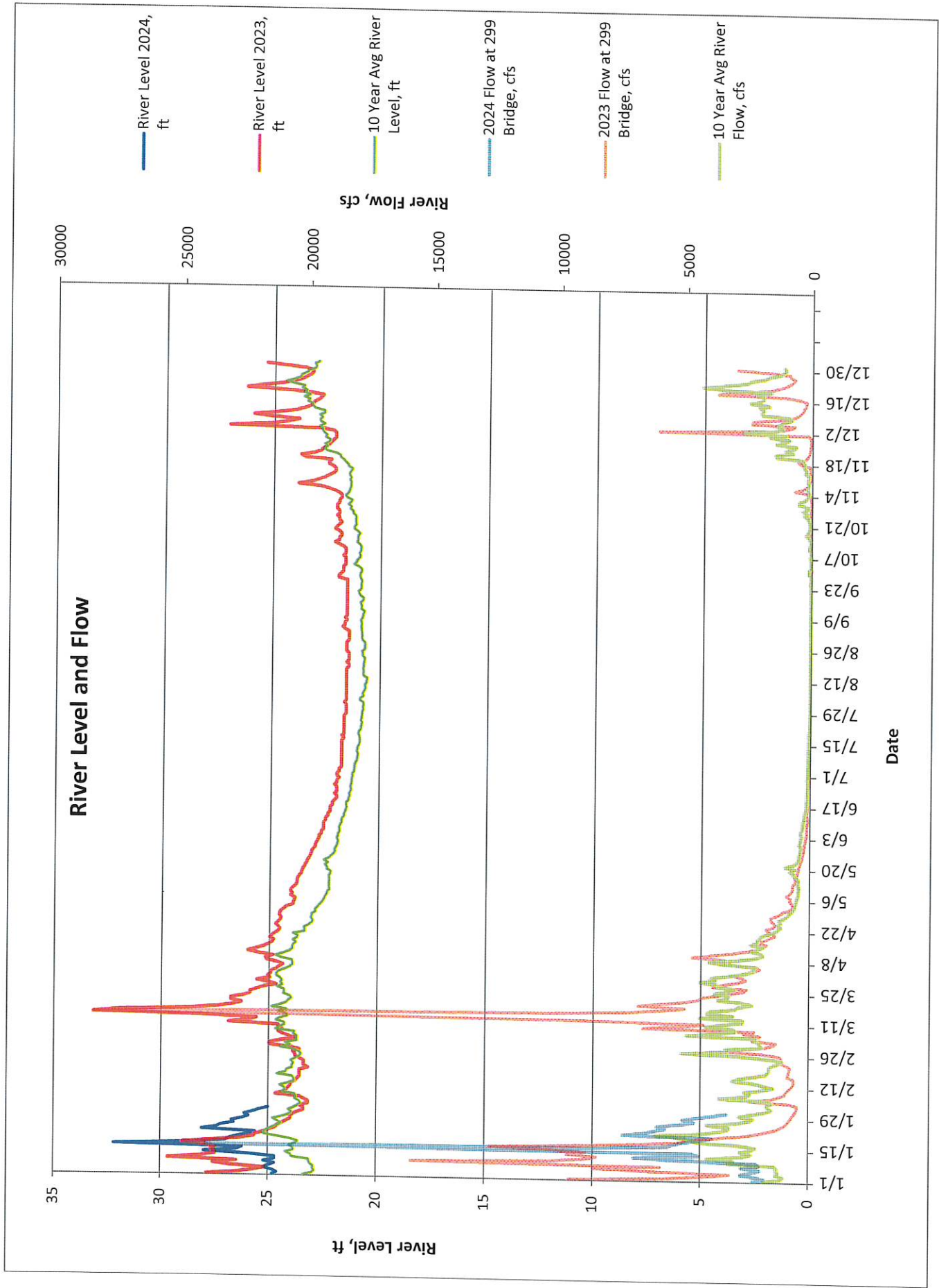


Flow at Zenia Bridge

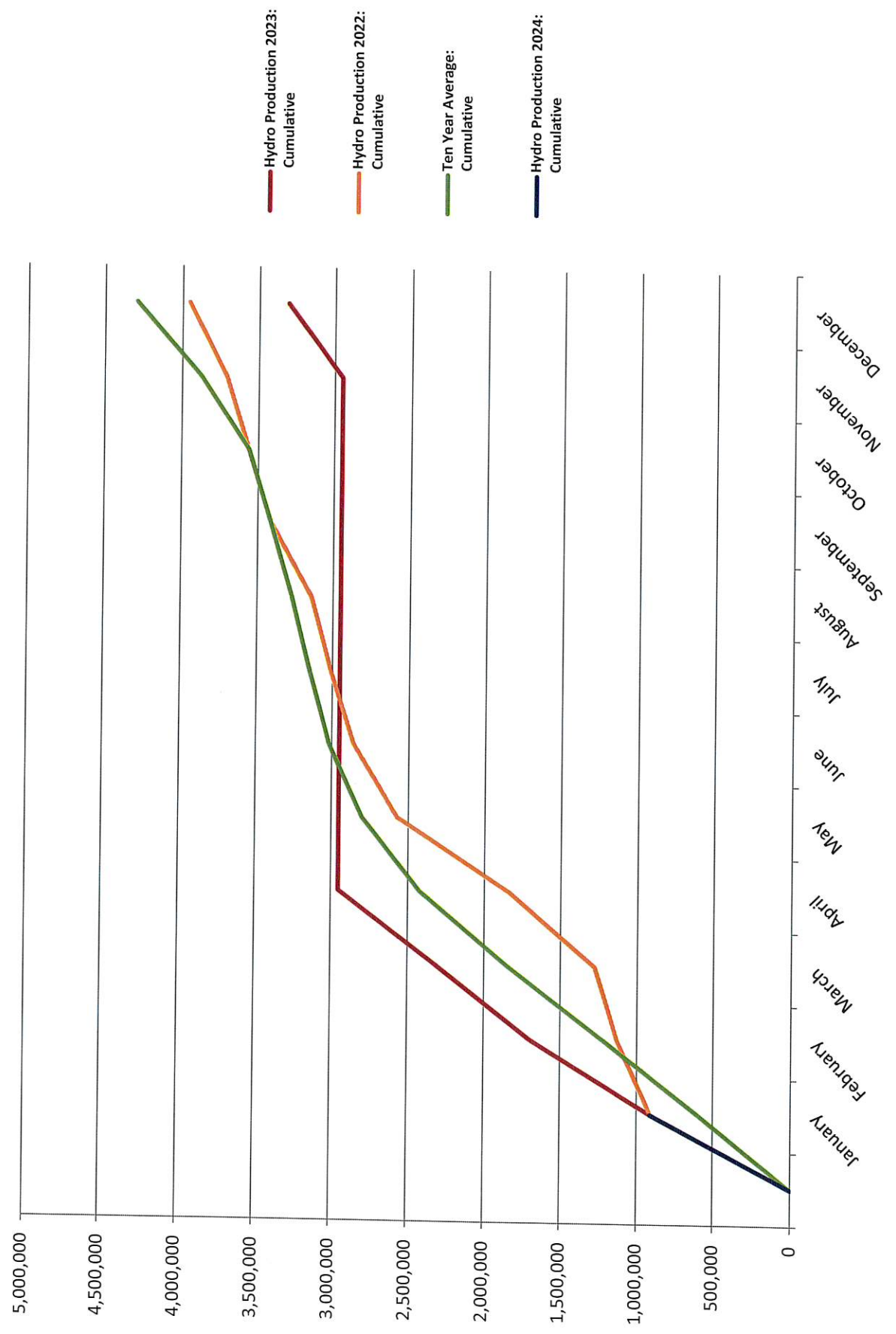


Ruth Rainfall - Water Year 2023-2024





Ruth Hydro Production: Cumulative kWh



RCEA/RREDC



Redwood Coast Energy Authority
633 3rd Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-7232 Fax: (707) 269-1777

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

SECTION 11.4.a PAGE NO. 1

BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Wharfinger Building, downstairs Bay Room
1 Marina Way, Eureka, CA 95501**

**January 25, 2024
Thursday, 3:30 p.m.**

Any member of the public needing special accommodation to participate in this meeting or access the meeting materials should email LTaketa@redwoodenergy.org or call (707) 269-1700 at least 3 business days before the meeting. Assistive listening devices are available.

Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the Board, including those received less than 72 hours prior to the Committee's meeting, will be made available to the public at www.RedwoodEnergy.org.

NOTE: Speakers wishing to distribute materials to the Board at the meeting, please provide 13 copies to the Board Clerk.

THIS IS A HYBRID IN-PERSON AND VIRTUAL MEETING.

The RCEA Board of Directors holds in-person hybrid meetings. When attending, please socially distance as much as possible and be courteous to those who choose to wear a mask.

To participate in the meeting online, go to <https://us02web.zoom.us/j/81972368051>. **To participate by phone**, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 819 7236 8051.

To make a comment during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. You will continue to hear the meeting while you wait. When it is your turn to speak, a staff member will prompt you to unmute your phone or computer. You will have 3 minutes to speak.

You may submit written public comment by email to PublicComment@redwoodenergy.org. Please identify the agenda item number in the **subject line**. Comments will be included in the meeting record but not read aloud during the meeting.

While downloading the Zoom application may provide a better meeting experience, Zoom does **not** need to be installed on your computer to participate. After clicking the webinar link above, click "start from your browser."

OPEN SESSION Call to Order

1. ROLL CALL - REMOTE DIRECTOR PARTICIPATION

- 1.1. Approve teleconference participation request for this meeting by Director pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.

2. BOARD APPOINTMENTS

- 2.1. Election of Officers and Community Advisory Committee Liaisons

Select the RCEA Board Chair and Vice Chair to serve through January 2025 and authorize them as signers on RCEA bank accounts.

Appoint a Board Liaison, and an alternate liaison if desired, to the Community Advisory Committee to serve through January 2025.

- 2.2. Board Subcommittee Member Assignment

Determine whether the standing Finance Subcommittee should continue its work.

Appoint up to five Directors to serve on the standing Finance Subcommittee for one-year terms ending on the first regular Board meeting of 2025.

3. REPORTS FROM MEMBER ENTITIES

4. ORAL COMMUNICATIONS

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

5. CONSENT CALENDAR

All matters on the Consent Calendar are considered to be routine by the Board and are enacted in one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- 5.1 Approve Minutes of December 21, 2023, Board Meeting.

- 5.2 Approve Disbursements Report.

- 5.3 Accept Financial Reports.

- 5.4 Approve 2024 RCEA Board of Directors Meeting Calendar.

6. REMOVED FROM CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar will be heard under this section.

COMMUNITY CHOICE ENERGY (CCE) BUSINESS (Confirm CCE Quorum)

Items under this section of the agenda relate to CCE-specific business matters that fall under RCEA's CCE voting provisions, with only CCE-participating jurisdictions voting on these matters with weighted voting as established in the RCEA joint powers agreement.

7. OLD CCE BUSINESS – None.

8. NEW CCE BUSINESS

8.1. Calpine Energy Solutions Data Manager Presentation

None – information only.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

9. OLD BUSINESS – None.

10. NEW BUSINESS

10.1 Community Advisory Committee Member Appointments

Appoint ~~Deris~~ Deborah Duke to the Community Advisory Committee for a term ending March 31, 2025.

Reappoint Elizabeth Burks, Ethan Lawton and Dennis Leonardi to the Community Advisory Committee for terms ending March 31, 2026.

10.2 Presentation on RCEA's Transportation Program, with Information on EV and Hydrogen Charging Station Planning

10.3 Drifter Battery Energy Storage Services Agreement with Prologis

Approve Resolution 2024-1 Approving the Form of and Authorizing Execution of the Drifter Energy Storage Services Agreement with ESCA-PLD-RCEA1, LLC.

11. STAFF REPORTS

11.1 Deputy Executive Director's Report

12. FUTURE AGENDA ITEMS

Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

13. CLOSED SESSION

13.1. Conference with Legal Counsel: Existing Litigation, CPUC 22-02-005, Petition for Modification of D. 23-06-055, pursuant to Government Code 54956.9(d)(1).

13.2. Public Employee Performance Evaluation, pursuant to Government Code Section 54957(b)(1): Executive Director.

14. RECONVENE TO OPEN SESSION

15. CLOSED SESSION REPORT

16. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, February 22, 2024, 3:30 p.m.

Wharfinger Building downstairs Bay Room, 1 Marina Way, Eureka, CA 95501

Online and phone participation will also be possible via Zoom.



Redwood Region Economic Development Commission
 325 2nd Street, Suite 203, Eureka, California 95501
 Phone 707.445.9651 Fax 707.445.9652 www.rredc.com

REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION

Regular Meeting of the Board of Directors

In person: Eureka City Hall, Conference Room 207, 531 K Street, Eureka CA or via Zoom
<https://us02web.zoom.us/j/81822854261?pwd=ZDN2d1JlTHRWcHNlbnRlc0pXMDZkdz09>

Meeting ID: 818 2285 4261 Passcode: 516361
 +16699006833,,81822854261#,,, *516361#

January 22, 2024 at 6:30 pm PT

AGENDA

- I. **Call to Order**
- II. **Approval of Agenda**
 - A. Approval of Agenda for January 22, 2024
- III. **Public Input for non-agenda items**
- IV. **Consent Calendar**
 - A. Approval of Minutes of the Board of Directors Meeting: November 27, 2023
 - B. Acceptance of Agency-wide Financial Reports: As of November 30, 2023
 - C. Approval of Meeting Schedule for 2024
- V. **Program – Scott Adair, Director of Economic Development, County of Humboldt – Update on Development of Offshore Wind Industry in Humboldt County**
- VI. **New Business**
 - A. Consideration of Memorandum of Understanding to Join “Windlink”
 - B. Election of Board Officers and Executive Committee Members
 - C. Election/Reappointment of Board Members to Loan Committee
- VII. **Old Business**
- VIII. **Reports – No Action Required**
 - A. Executive Director’s Report
 - B. Loan Portfolio Report
- IX. **Member Reports**
- X. **Agenda/Program Requests for future Board of Directors Meetings**
- XI. **Adjourn**

The Redwood Region Economic Development Commission will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 445-9651. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements for accommodation.

**RREDC
 Member
 Agencies**

Cities Arcata · Blue Lake · Eureka · Ferndale · Fortuna · Rio Dell · Trinidad
 Community Services Districts Humboldt · Manila · McKinleyville · Orick · Orleans · Redway · Willow Creek
 Humboldt Bay Harbor, Recreation and Conservation District · Humboldt Bay Municipal Water District
 County of Humboldt · Hoopa Valley Tribe · Redwoods Community College District