

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

**1.1 ROLL CALL**

President Fuller called the meeting to order at 9:00 a.m. Roll call was conducted. Directors Fuller, Rupp, Stevens, Wheeler, and Woo were present. Also present were General Manager Michiko Mares, Director of Maintenance and Operations Dale Davidsen, Director of Finance and Human Resources Chris Harris, and Board Secretary Contessa Dickson.

**1.2 PLEDGE OF ALLEGIANCE**

President Fuller led the Pledge of Allegiance.

**1.3 ACCEPT AGENDA**

**ACTION: Motion #25-039 to accept Agenda**

**Maker:** Director Rupp

**Second:** Director Woo

**Vote:** 5-0 to approve

**2. PUBLIC COMMENT**

No public comment.

**3. CONSENT CALENDAR**

**ACTION: Motion #25-040 to approve Consent Calendar, less items 3.3, 3.5, and 3.9.**

**Maker:** Director Woo

**Second:** Director Wheeler

**Vote:** 5-0 to approve

Director Rupp requested that items 3.3, 3.6, and 3.9 be pulled and moved to Discussion and Action for separate consideration.

3.1 Approve the Draft Minutes of the Regular Board Meeting of October 9, 2025, and November 13, 2025

3.2 Approve the Draft Minutes of the Special Board Meeting of November 20, 2025

~~3.3 Approve Informational Memo Concerning Strategic Planning Initiative~~

3.4 Approve Informational Memo Concerning the Un-Naming of the Mad River

3.5 Approve Informational Memo Concerning Board Policy, Sections 1000 and 4000 Series

~~3.6 Approve Implementation of Program to Administer Disaster Service Workers Oath of Allegiance~~

3.7 Approve the Fence Installation Contract at the Eureka Office

3.8 Approve Attendance and Expenses for Staff and Board Members at the 2026 CSDA Special Districts Legislative Days

~~3.9 Approve Employee Emergency Loan Program (EELP) to Support District's Emergency Preparedness~~

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

---

**4. PRESENTATIONS**

None.

**5. DISCUSSION AND ACTION:**

**5.1 Approve Resolution 2025-18 – Celebrating Thirty Years of Distinguished Service by Director Bruce**

Rupp

**ACTION: Motion #25-041 to approve Resolutions 2025-18**

**Maker:** Director Woo

**Second:** Director Stevens

**Vote:** 5-0 to approve by roll call vote.

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

(5 ayes, 0 no, 0 abstention)

The Board adopted a resolution recognizing Director Rupp's 30 years of service and expressed appreciation for his dedication and contributions to the District.

**5.2 Approve Resolution 2025-17 – Revising Board Policy Section 4235 – Types of Board Meetings**

**ACTION: Motion #25-042 to approve Resolution 2025-17**

**Maker:** Director Woo

**Second:** Director Stevens

**Vote:** 5-0 to approve by roll call vote

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

(5 ayes, 0 no, 0 abstention)

The Board adopted Resolution No. 2025-17 approving revisions to Board Policy Section 4235 to change the regular Board meeting start time from 9:00 a.m. to 1:00 p.m., effective January 8, 2026, and to eliminate the Treasurer position.

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

---

---

**5.3 Approve Termination of Emergency Authorization for Emergency Relocation of Water Transmission Pipeline on Samoa Peninsula**

**ACTION: Motion #25-043 to approve termination of emergency authorization.**

**Maker:** Director Rupp

**Second:** Director Stevens

**Vote:** 5-0 to approve

The Board discussed and approved the termination of the emergency authorization for the emergency relocation of the District's water transmission pipeline on the Samoa Peninsula, as the emergency work and site restoration had been completed.

**5.4 Approve Board Ad-Hoc Committee Assignments**

**ACTION: Motion #25-044 to approve committee assignments and new committee and members.**

**Maker:** Director Rupp

**Second:** Director Stevens

**Vote:** 5-0 to approve

Ms. Mares reviewed the District's standing and ad hoc committee structure pursuant to Board Policy 4105.2, standing committees of the Board will be established at the end or beginning of the calendar year. She reviewed the current ad hoc committees and their purposes. Ms. Mares also identified additional ad hoc committees to consider throughout the year, including Performance Evaluation of the General Manager, Legislative Advocacy, Annual Audit, and Water Rights Renewal. The Board approved the following committee assignments:

<b>Committee / Assignment</b>	<b>Board Members</b>
Board Policy	President Fuller; Director Rupp
Former McNamara & Peepe Mill Site Cleanup	President Fuller; Director Wheeler
Mad River (Baduwa't) Headwaters	Director Rupp; Director Wheeler
Un-Naming of the Mad River	President Fuller; Director Wheeler
Instream Flow Dedication	President Fuller; Director Stevens ( <i>replacing Director Woo</i> )
Performance Evaluation of the General Manager ( <i>New</i> )	President Fuller; Director Woo
Legislative Advocacy ( <i>New</i> )	President Fuller; Director Rupp
Annual Audit ( <i>New</i> )	Director Stevens; Director Rupp
Water Rights Renewal ( <i>New</i> )	Director Stevens; Director Fuller

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

---

**5.5 Approve District Memberships**

**ACTION: Motion #25-045 to approve District memberships.**

**Maker:** Director Wheeler

**Second:** Director Woo

**Vote:** 5-0 to approve

Ms. Mares outlined District association memberships and related costs. The Board discussed business and economic development memberships, particularly RCEA and RRDEC, as well as the possibility of joining the Humboldt Community Organizations Active in Disaster (COAD). The Board approved staff recommended Items 1, 3, 4, and 5, and approved joining COAD. Item 2, business and economic development memberships will be added to item 7, discussion of future agenda items.

**5.6 Approve Applicant's Agent Resolution for Non-State Agencies, CAL-OES form 130**

**ACTION: Motion #25-046 to approve Applicant's Agent Resolution for Non-State Agencies, CAL-OES form 130**

**Maker:** Director Stevens

**Second:** Director Wheeler

**Vote:** 5-0 to approve by roll call vote

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

(5 ayes, 0 no, 0 abstention)

Ms. Mares summarized that this resolution authorizes designated staff to execute disaster assistance and mitigation grant documents and remains effective through December 11, 2028.

**5.7 Approve Advance Revision of Ordinance 17 to increase Director Compensation**

**No action taken.**

Following Board discussion, the Board directed staff to bring back a revised ordinance and develop a policy that provides for Directors to receive the District's February cost-of-living adjustment (COLA) annually at the March Board meetings.

**5.8 Approve Installation of 25-ft Flagpole at Eureka Office**

**ACTION: Motion #25-047 to approve installation of 25-ft flagpole at Eureka Office to be included in the current FY26 budget.**

**Maker:** Director Rupp

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

**Second:** Director Wheeler

**Vote:** 4-1 to approve

The Board discussed the proposed location, lighting, and applicable requirements. Directors expressed support for including the project in the current FY 2026 budget. Mr. Davidsen noted that installing the concrete foundation in advance of gate installation would be most efficient.

Public comment was opened and received, then closed.

**5.9 Approve the November Financial Statement & Vendor Detail Report**

**ACTION: Motion #25-048 to approve the November Financial Statement & Vendor Detail Report in the amount of \$835,339.645.**

**Maker:** Director Fuller

**Second:** Director Rupp

**Vote:** 5-0 to approve

Ms. Harris presented the November financial statement, reporting a general account balance of \$1.6 million, investments totaling \$10 million, \$5.7 million in advance charges, and \$2.5 million in general reserves.

**5.10 Approve Consent Calendar Item 3.3 - Informational Memo Concerning the Un-Naming of the Mad River**

**ACTION: Motion #25-049 to approve the informational Memo concerning the Un-Naming of the Mad River**

**Maker:** Director Rupp

**Second:** Director Woo

**Vote:** 5-0 to approve

Director Rupp requested to pull this item from consent for discussion regarding the term "tribal sovereignty". Director Wheeler explained that tribal sovereignty is related to federally recognized tribes to retain inherent powers of self-government.

**5.11 Approve Consent Calendar Item 3.5 - Implementation of Program to Administer Disaster Service Workers Oath of Allegiance**

**ACTION: Motion #25-050 to approve Implementation of Program to Administer Disaster Service Workers Oath of Allegiance**

**Maker:** Director Rupp

**Second:** Director Stevens

**Vote:** 5-0 to approve

Director Rupp requested to pull this item from consent to provide staff a piece of legislation for an identification program to get through security lines in the event of an emergency. Ms. Mares responded that a employee security badge will be included in the Program. Ms. Mares reported that

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



**Minutes of the Regular Meeting of the Board of  
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December 11, 2025

9:00 a.m.

---

employees of public entities, including special districts, are designated as Disaster Service Workers by the State of California. This Program will require District staff up to take the Oath of Allegiance and will be a condition of employment for future employees.

5.12 Approve Consent Calendar Item 3.9 - Approve Employee Emergency Loan Program (EELP) to Support District's Emergency Preparedness

**ACTION: Motion #25-051 to approve Employee Emergency Loan Program (EELP) to Support District's Emergency Preparedness**

**Maker:** Director Rupp

**Second:** Director Stevens

**Vote:** 5-0 to approve

Director Rupp requested to pull this item from consent to discuss the fiscal impact of this Program. Ms. Harris explained that the Program will be funded from the general account, which is a non-interest-bearing account and will not fiscally impact the District.

**6. Reports:**

**6.1 Staff Reports:**

**a. Operations Report**

**Non-Action Item**

Mr. Davidsen presented the November Operations Report and reported that staff interviewed five candidates and selected a candidate for the Level I Electrical and Instrumentation Technician position, with an anticipated start date of December 16.

**b. Management Report**

**Non-Action Item**

Ms. Mares presented the General Manager's Report, providing updates on regulatory compliance, system operations, partnerships, and future planning efforts. Staff reported continued coordination with FERC and the Division of Safety of Dams on the R.W. Matthews Dam Seismic Stability Project, completion of seismic coupler installation at the 1MG Korblex tank, and planned service interruptions related to infrastructure improvements. Updates were also provided on the Samoa Peninsula waterline work, regional coordination efforts, water rights planning, and ongoing capital and energy efficiency initiatives. Director Woo requested an update on the chlorine discharge, which Ms. Mares addressed.

**6.2 Active Committee Reports**

**a. Un-Naming the Mad River Ad-Hoc Committee**

The committee (Directors Fuller and Wheeler) did not meet.

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



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

December 11, 2025

9:00 a.m.

---

b. Board Policy Ad-Hoc Committee

The Board Policy Committee (Directors Rupp and Fuller) did not meet.

c. Mad River (Baduwa't) Headwaters Ad-Hoc Committee

The Mad River (Baduwa't) Headwaters Committee (Directors Wheeler and Rupp) met November 26.

d. Instream Flow Dedication Ad-Hoc Committee

This committee (Directors Fuller and Woo) met December 10, 2025; staff will bring a memo to the January Board meeting as a closed session item.

6.3 Director Reports

a. Director Wheeler:

No report.

b. Vice President Woo:

Expressed appreciation for staff efforts regarding recent projects.

c. Director Rupp:

Commended staff for pipeline relocation efforts.

d. Director Stevens:

No report.

e. President Fuller:

Thanked staff for all their work supporting recent emergencies and the fun holiday events.

6.4. Organizations on which HBMWD Serves

a. Association of CA Water Agencies (ACWA)

**Non-Action Item**

Director Rupp reported on his attendance at the final Board meeting of 2025, which included discussions on legislative matters. He provided an overview of the topics addressed and shared hyperlinks to ACWA legislative summary materials.

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

**Non-Action Item**

Director Rupp reported on his attendance at the JPIA Summit and ACWA Board Meeting held December 2–4 in San Diego. Director Woo thanked Director Rupp for representing the District and its small rural community.

Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka



Minutes of the Regular Meeting of the Board of  
Directors

December 11, 2025

9:00 a.m.

---

c. Redwood Coast Energy Authority (RCEA)

**Non-Action Item**

Director Woo reported on the November meeting she attended.

e. Redwood Region Economic Development Commission (RREDC)

**Non-Action Item**

RRDEC did not meet due to a lack of quorum.

Discussion of Future Agenda Items

• Information Management System

**Non-Action Item**

No update.

• Artificial Intelligence Policy

**Non-Action Item**

No update.

**ADJOURNMENT**

The meeting adjourned at 12:25 p.m.

Attest:

  
\_\_\_\_\_  
Michelle Fuller, Board President

  
\_\_\_\_\_  
Contessa Dickson, Secretary of the Board