



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
Agenda for Special Session Meetings of the Board of Directors
828 7th Street, Eureka, CA 95501

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; and protect the environment of the Mad River watershed to preserve water rights, water supply and water quality interests of the District.

Members of the public may join the meeting online at:

<https://us02web.zoom.us/j/86710296323?pwd=MjZldGxRa08wZ0FWOHJrUINhZnFLQT09>

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.

Document Availability: Materials related to an item on this agenda that have been submitted to the HBMWD Board of Directors within 72-hours prior to this meeting, are available for public inspection in the HBMWD's Office at 828 7th Street, Eureka, California, during normal business hours, and can be viewed on our website at www.hbmwd.com.

Disability Notice: In compliance with the Americans with Disability Act, if you require a disability-related modification or accommodation to participate in this public meeting, please call (707) 443-5018. Notification 48-hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
Agenda for Regular Meeting of the Board of Directors
828 7th Street, Eureka, CA 95501

AGENDA
SPECIAL BUSINESS MEETING

Thursday, August 28, 2025

5:00 p.m.

828 7th Street
Eureka, CA 95501

1. Call to Order:
 - 1.1 Roll Call
 - 1.2 Pledge of Allegiance
 - 1.3 Accept Agenda

 2. **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. The Public may also request an item appearing on the Consent Calendar to be pulled and discussed separately. 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 which does not appear on the agenda. The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

 3. **Discussion and Action:**
 - 3.1 Discuss and Consider Approval of Resolution 2025-12 – A Resolution Authorizing the General Manger to Award Contract(s) for Emergency Repairs of Water Transmission Pipeline

 4. Adjournment
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BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
August 28, 2025

ITEM NO. 3.1

ITEM: Resolution Pursuant to Public Contract Code §§ 20645 and 22050 and Authorizing the General Manager to Award Contract(s) for Emergency Repairs of Water Transmission Pipeline

PRESENTED BY: Michiko Mares

TYPE of ITEM: ACTION

TYPE of ACTION: Roll Call Vote

Recommendation

Staff recommend that the Board of Directors approve Resolution No. 2025-12 pursuant to public contract code §§ 20645 and 22050 and Authorizing the General Manager to award contract(s) for emergency repairs related to a water transmission pipeline located in Arcata, California.

Discussion

On August 21, 2025, staff were locating the District's transmission pipeline in efforts to maintain the District's right-of-way. While locating the transmission pipeline, surface water was encountered. On August 22, 2025, staff confirmed surface water near the District's water transmission pipeline was potable water. After additional investigation on August 25, 2025, staff discovered the approximate location of the transmission pipeline leak on a hillside above Janes Creek. The existing 33-inch transmission pipeline serves most of the District's municipal and retail customers.

The District informed the applicable regulatory agencies, including the North Coast Regional Water Quality Control Board, the United States Army Corp of Engineers, California Department of Fish and Wildlife, and the City of Arcata regarding the leak. Environmental mitigations were installed to minimize turbidity and eliminate chlorine from entering Janes Creek.

GR Sundberg has met with the District and we have developed a repair plan and timeline which includes the following work:

1. District installed best management practices (BMPs) as environmental mitigations to decrease turbidity and dechlorinate water prior to entering Janes Creek (complete 8/26/25);
2. District installed bridge across Janes Creek to prevent staff from entering Janes Creek (complete 8/27/25);
3. District to approve Resolution 2025-12 and Change Order #1 (to be complete 8/28/25);

4. Contractor to begin mobilization and procure City of Arcata encroachment permit, if needed (commence on 8/29/25);
5. Contractor to clear, grub, and provide access within the right-of-way from Coombs Drive to the pipeline leak location (commence on 9/02/25);
6. Contractor to excavate at the leak location and install shoring (approximate 9/04/25);
7. District to begin pipeline outage, including draining the portion of pipeline to be repaired and commencing pipeline repair (approximate 9/05/25);
8. District to flush and chlorinate repaired pipeline and end the pipeline outage (approximate 9/06/25); and
9. Contractor to restore the site location.

The actual repair schedule is indeterminate until the pipeline conditions are exposed and the actual pipeline repair plan is developed.

GR Sundberg has an emergency contract already in-place for a not-to-exceed amount of \$5,000. If this resolution is approved, the District will execute Change Order #1 to repair the water transmission pipeline for a not-to-exceed amount of \$150,000 to be tracked on daily force account forms.

Alternatives

Delay the emergency work to allow for an informal and/or formal public bidding process. This alternative is not recommended because it would delay the work by approximately 3-months to develop scope of work, plans, specifications, bidding process, contractor selection, and contract negotiation. At this time, we do not know the condition of the pipeline leak and further delays may create additional risk.

Fiscal Analysis

Initial estimated costs are \$100,000 based on the above repair plan. Until work begins, we will not fully know conditions and the actual repair needed.

Environmental Requirements

Notification of regulatory agencies including North Coast Regional Water Quality Control Board, the United States Army Corp of Engineers, California Department of Fish and Wildlife, and the City of Arcata. An emergency permit may be required by the NCRWQCB and a temporary permit to enter and construct from the City of Arcata.

Exhibits/Attachments

Attachment 1 – Resolution No. 2025-12: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT BAY MUNICIPAL WATER DISTRICT PURSUANT TO PUBLIC CONTRACT CODE §§ 20645 & 22050 AND AUTHORIZING THE GENERAL MANAGER TO AWARD CONTRACT(S) FOR EMERGENCY REPAIRS OF WATER TRANSMISSION PIPELINE

Attachment 2 – Emergency Response Contract with GR Sundberg, Inc.

RESOLUTION NO. 2025-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT BAY MUNICIPAL WATER DISTRICT PURSUANT TO PUBLIC CONTRACT CODE §§ 20645 & 22050 AND AUTHORIZING THE GENERAL MANAGER TO AWARD CONTRACT(S) FOR EMERGENCY REPAIRS OF WATER TRANSMISSION PIPELINE

WHEREAS, the District maintains and operates a water transmission pipeline for the benefit of the District customers;

WHEREAS, on August 22, 2025, a leak in the transmission pipeline was discovered that requires immediate repair to prevent further damage to the transmission pipeline and further jeopardy to the District's water conveyance system;

WHEREAS, it is imperative that transmission pipeline be immediately repaired;

WHEREAS, due to the need to take urgent action, the Board of Directors finds that there is insufficient time to award a contract for the necessary work through formal bidding procedures;

WHEREAS, the General Manager has located a qualified contractor that is willing and able to perform the emergency work on a time and materials basis;

WHEREAS, Public Contract Code §1102 defines an "emergency" as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, and the Board finds that the transmission line leak constitutes such an emergency;

WHEREAS, Public Contract Code §22050 authorizes a public agency, in case of emergency, to repair or replace a public facility, take any directly related and immediate action required by that emergency, and to procure the necessary equipment, services, and supplies for those purposes without giving notice for bids to let contracts, provided that the governing body, by a quorum vote, makes findings that the emergency will not permit a delay resulting from competitive solicitation and that the action is necessary to respond to the emergency;

WHEREAS, the Board of Directors finds that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property and further finds that the award of the project is justified pursuant to Public Contract Code sections 20645 and 22050.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Bay Municipal Water District as follows:

1. The Board of Directors hereby finds and declares that an emergency exists within the meaning of Public Contract Code §§1102, 20645, and 22050, as set forth in the above recitals.
2. The Board further finds, based on substantial evidence, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that immediate action is necessary to respond to the emergency.
3. The General Manager is authorized and directed to take immediate action to procure the necessary equipment, services, and supplies, and to award and execute contracts in a form approved by District Counsel, as recommended by the General Manager to perform the emergency repairs to the transmission line.
4. Pursuant to Public Contract Code §22050(b), the Board shall review the emergency action at its next regularly scheduled meeting, and at each regularly scheduled meeting thereafter until the action is terminated, to determine, by a quorum vote, that there remains a need to continue the emergency action.
5. The Board shall terminate the emergency action at the earliest possible date that conditions warrant, so that the remainder of the work may be completed in accordance with normal competitive bidding requirements.

PASSED and ADOPTED on this 28 day of August, 2025, at a Special Meeting of the Board of Directors of the Humboldt Bay Municipal Water District, based on the following roll call vote:

AYES:

NOES:

ABSTAIN:

Michelle Fuller, President

Attest:

Secretary of the Board

Contractors Agreement

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PO BOX 95, EUREKA CA 95502
828 SEVENTH STREET, EUREKA CA 95501
Telephone (707) 443-5018 - FAX (707) 443-5731**

Some of the important terms of this agreement are printed on Page 2. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: GR Sundberg Inc. DATE: June 27, 2025
5211 Boyd Road Agreement No. 26-0004
Arcata, CA 95521

The undersigned Contractor offers to furnish the following:

1. Emergency work / Repairs as requested by the District's Superintendent, Maintenance or Operations Supervisor or Assistant Maintenance and Operations Supervisors on District's regional water system or any facility related thereto. Verbal requests for service under this contract will be confirmed via email from District to Contractor.
2. Following the initial emergency repair or restoration work, if additional work is necessary, a separate scope of work and service contract shall be developed and executed prior to additional work commencing.
3. All work to comply with Construction industry safety standards
4. Insurance certificates required naming HBMWD additionally insured on separate rider shall be provided in advance and maintained by the District.

Contract price: At established contractor rates not to Exceed \$5,000
Completion date: June 30, 2026

Instructions: Sign and return original. Upon acceptance by the Humboldt Bay Municipal Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: Humboldt Bay Municipal
Water District

Contractor:

By *Michelle Marej*

GR Sundberg, Inc.

By *[Signature]*
Garth R. Sundberg, JR

Title General Manager

Title President

Other authorized representative(s):
Dale Davidsen, Ryan Chairez, Mario
Palmero, Chris Merz

Other authorized representative(s):
Casey Poff, Ron Wallace, Arvin Lai, Tanner Wittse,
Holly Williamson, Eric Townsend, Loren Turner, Colton Ludtke

Contractor or supplier (Contractor), agrees with the Humboldt Bay Municipal Water District that:

- a) To the fullest extent permitted by law, Contractor will defend, indemnify and hold harmless the, Humboldt Bay Municipal Water District its directors, officers, employees, or authorized volunteers from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to, claims by the Contractor or Contractor's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of the Humboldt Bay Municipal Water District, its directors, officers, employees, or authorized volunteers.
- b) By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Contractor and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.
- c) Contractor will file with the Humboldt Bay Municipal Water District before beginning work, certificates of insurance and policy endorsements satisfactory to the Humboldt Bay Municipal Water District evidencing general liability coverage, of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable); requiring 30 days (10 days for non-payment of premium) notice of cancellation to the Humboldt Bay Municipal Water District. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by the Humboldt Bay Municipal Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it. The general liability coverage shall give the, Humboldt Bay Municipal Water District its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A:VII, or equivalent, or as otherwise approved by the Humboldt Bay Municipal Water District. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.
- d) If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the Humboldt Bay Municipal Water District at least ten (10) days prior to the expiration date.
- e) Contractor shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representatives."
- f) Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the Humboldt Bay Municipal Water District
- g) Consultant hereby certifies that it is registered with the State of California Department of Industrial Relations to: 1) bid on a public works project or 2) work on a public works project. Contractor shall provide proof of its valid registration as a condition of being awarded its contract with District. Contractor further agrees that it is responsible for any and all fines associated with non-registration or lapse in registration.
- h) Permits required by governmental authorities will be obtained at Contractor's expense, and Contractor will comply with local, state and federal regulations and statutes including the Cal/OSHA requirements.
- i) Any change in the scope of the work to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the work will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by the Humboldt Bay Municipal Water District. Contractor's "authorized representative(s)" has (have) the authority to execute such written change for Contractor.

CONTRACT CHANGE ORDER

Change Order No.: 01

Original Contract No.: 26-0004

Project: Water Transmission Pipeline Leak Repair

Location: Arcata, California

Date: August 27, 2025

CONTRACTOR INFORMATION

Contractor Name: GR Sundberg, Inc.

Address: 5211 Boyd Road, Arcata, CA 95521

Phone: 707 825-6565

Email: grse@grsinc.biz

OWNER INFORMATION

Owner/Agency: Humboldt Bay Municipal Utility District

General Manager: Michiko Mares

Phone: 707-443-5018

Email: gm@hbmwd.com

SCOPE OF WORK

This Change Order authorizes the Contractor to perform emergency repair work on a water transmission pipeline leak in Arcata, California. The scope of work includes, but is not limited to:

1. Site Preparation and Access

- **Clearing and Grubbing:** Remove vegetation, debris, and obstacles as necessary to provide adequate access to the pipeline leak location
- **Access Road Preparation:** Construct temporary access roads and work areas to accommodate equipment and personnel safely

2. Excavation Support and Safety

- **Shoring Installation:** Install appropriate shoring systems to ensure safe working conditions in excavated areas, including but not limited to:
 - Shoring as required by soil conditions and Cal-OSHA regulations

3. Site Restoration

- Backfill and compact excavated areas
- Remove all equipment and temporary environmental mitigations, as directed

4. Encroachment Permit

- Obtain all necessary permits to perform the work
- Provide required insurance as necessary to perform the work and obtain encroachment permits

5. Additional Support as Needed

COMPENSATION AND BILLING

Billing Method: Force Account - Time and Materials

Not-to-Exceed Amount: \$150,000.00

Payment Terms:

- Labor shall be billed at actual hourly rates plus applicable burden and markup
- Materials shall be billed at actual cost plus applicable markup
- Equipment shall be billed at agreed upon hourly rates
- All work shall be documented with daily time sheets and material receipts
- Monthly progress billing with final invoice upon completion

TERMS AND CONDITIONS

1. **Authorization:** This work is authorized as emergency repair work necessary to restore essential water service.
2. **Time of Performance:** Work shall commence immediately upon execution of this Change Order and shall be completed with all due diligence.
3. **Documentation:** Contractor shall maintain detailed records of all labor, materials, and equipment used in the performance of this work.
4. **Safety and Compliance:** All work shall be performed in accordance with applicable safety standards, local codes, and environmental regulations.

5. **Change Order Limit:** Total compensation under this Change Order shall not exceed \$150,000.00 without prior written authorization.

SIGNATURES

CONTRACTOR:

Signature:  _____ Date: 8/27/25

Print Name: Holly Williamson _____

Title: Office Manager _____

OWNER/AUTHORIZED REPRESENTATIVE:

Signature: _____ Date: _____

Print Name: Michiko M. Mares

Title: General Manager

Distribution:

- Original: Project File
- Copy: Contractor
- Copy: Accounting/Finance