

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



Minutes for Regular Meeting of the Board of Directors  
May 16, 2024

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**1. ROLL CALL**

President Latt called the meeting to order at 9:01 am. Director Rupp conducted the roll call. Directors Latt, Lindberg, Rupp, and Woo were present. Director Fuller attended via Zoom due to illness. 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 Rupp Second: Director Woo by Roll Call Vote: 5-0 to approve**

**4. PUBLIC COMMENT**

No public comment was received.

**5. MINUTES**

a. April 11, 2024, Regular Board Meeting Minutes

**ACTION: Motion to accept April 11, 2024 Minutes**

**Maker: Director Rupp Second: Director Lindberg by Roll Call Vote: 5-0 to approve as amended**

Director Woo suggested an abbreviation edit on item 9.a new business, City of Arcata RDA compensation agreement.

b. April 29, 2024, Special Board Meeting Minutes

**ACTION: Motion to accept April 29, 2024 Minutes**

**Maker: Director Woo Second: Director Lindberg by Roll Call Vote: 5-0 to approve as amended**

Director Fuller suggested a spelling edit on item 5.1.b, 1707 CEQA Notice of Exemption, categorically be changed to categorical.

**6. CONSENT AGENDA**

**ACTION: Motion to accept Consent Agenda**

**Maker: Director Woo Second: Director Lindberg by Roll Call Vote: 5-0 to approve consent minus items c and e**

Director Rupp requested item 6.c and 6.e be pulled from the packet. Following a discussion of 6.c and 6.e, on a motion by Director Woo, seconded by Director Rupp, by roll call vote, the Board voted 5-0 to accept items 6.c and 6.e.

**7. CONTINUING BUSINESS**

**7.1 Water Resource Planning— Status report on water use options under consideration**

a. Local Sales

i. Nordic Aquafarms

**Non Action item**

No update reported.

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ii. Trinidad Rancheria Mainline Extension

**Non Action item**

Mr. Friedenbach stated the RFP is moving forward.

iii. Blue Lake Rancheria Mainline Extension

**Non Action item**

The lateral pipe route is in the process of being evaluated.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

**Non Action item**

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

b. Transport

**Non Action item**

No update was reported.

c. Instream Flow

**Non Action Item**

District staff with legal counsel's review have incorporated the edits suggested by directors at the April 29 Special Board meeting. The CEQA Notice of Exemption was filed with the State Clearing House, SCH #2024041320.

**7.2 McNamara & Peepe**

Director Woo recused herself due to a conflict of interest.

a. Status update

i. Monthly Summary Report

**Non Action item**

DTSC sent comments on the 2023 site investigation report to SHN and is waiting for a revised report. DTSC reviewed and approved the December 2023 stormwater sampling report which is available on Envirostor.

ii. Quarterly virtual meeting rescheduled to May 29, 2024

**Non Action item**

The virtual quarterly update meeting was rescheduled from April 30 to May 29.

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

**Non Action item**

These were included for informational purposes. Director Lindberg noted a discrepancy in the data in two tables. Mr. Friedenbach stated that he can bring the discrepancy to SHN's attention at the next meeting.

**8. NEW BUSINESS**

a. Directors attending CSDA's 2024 SDLA Conference

**ACTION: Motion to approve Directors' attendance at 2024 CSDA SDLA Conference**

**Maker: Director Rupp Second: Director Lindberg by Roll Call Vote: 5-0 to approve**

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Mr. Friedenbach discussed the CSDA Special District Leadership Academy (SDLA) Conference and gave a brief background. Staff recommends that the board authorize and pay the expenses for any Directors who desire to attend the CSDA's SDLA conference November 3-6, 2024 in San Rafael.

b. NIMS/SEMS Training

**ACTION: Motion to approve NIMS/SEMS training**

**Maker:** Director Rupp **Second:** Director Lindberg **by Roll Call Vote:** 5-0 to approve

After the 2019 EAP tabletop and functional exercises the need for staff training in the ICS, NIMS and SEMS incident command structures was identified. In the unlikely event of Dam failure, flood or earthquake, it is imperative District employees have training and knowledge of communication procedures to follow. Staff recommended the Board require all employees including Board members take the minimum awareness courses ICS 100 by August 31, 2024 and complete ICS 700 at a later date along with other courses as appropriate for the employee's assigned responsibilities under the ICS training pyramid.

c. Director Vacancy

**Non Action item**

At the April Board meeting Director Latt announced his intent to step down in the near future. Mr. Friedenbach discussed the process and next steps in filling a Director vacancy.

Public comment was received via Zoom:

John Woolley recently heard about Director Latt's impending vacancy. Stating he has had history in working in special districts. He wanted to express his interest in the position and his possible interest in applying for the position.

**9. REPORTS (from STAFF)**

**9.1 Engineering**

a. Reservoirs Seismic Retrofit Project

**Non Action item**

This past month the designs for the Samoa and Korblex reservoir retrofit projects were completed, both projects were advertised for bid with a bid closing date of May 31, 2024.

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

**Non Action item**

Mr. Friedenbach stated District and GHD staff met with City of Eureka staff who are willing to partner with the District to investigate potential mitigation locations on City of Eureka owned property on Samoa Peninsula.

c. Essex Onsite Sodium Hypochlorite Generation Project

**Non Action item**

No update reported.

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d. Collector Mainline Redundancy

**Non Action item**

Last month staff responded to a Request for Information from Cal OES answering several questions Cal OES had regarding the proposed geotechnical work. Staff have yet to hear back from Cal OES.

e. Matthews Dam Advance Assistance Seismic Stability Project

**Non Action Item**

This project is still in review with FEMA which was scheduled to be finished in December and has yet to be concluded. Staff received correspondence from FEMA, the day before this Board meeting with concerns regarding spotted owl habitat in the project geographical footprint. Mr. Friedenbach responded refuting the concerns. Mr. Friedenbach received a response from CalOES agreeing with his response the morning of this Board meeting.

f. Status report re: Other engineering work in progress

**Non Action item**

No update reported.

9.2 Financial

a. April 2024 Financial Statement & Vendor Detail Report

**ACTION: Motion to accept April 2024 Financial Statement & Vendor Detail report in the amount of \$481,413.60**

**Maker: Director Rupp Second: Director Lindberg by Roll Call Vote: 5-0 to approve**

Ms. Harris presented the April 2024 financial report. The General Account balance is \$1.3 million. The various investments balance is \$11.3 million. The advanced charges are \$5 million with a general reserve of \$3 million.

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

**Non Action item**

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

c. Presentation and discussion of FY24/25 Budget

**Non Action item**

Ms. Harris presented the FY24/25 annual Budget introduction. The FY24/25 estimated Municipal Customer charges are \$8,315,604, which is an increase of 3.44%. The Board asked several clarifying questions.

d. Presentation and discussion of proposed Project Budget

**Non Action item**

Mr. Davidsen presented the proposed FY2024/25 project budget. Both summary and line-item detail. The Directors asked several questions and a productive discussion ensued. Overall, the Board was supportive of the proposed budget and no requests were made to modify the budget.

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e. Fiscal year end 6/30/22 Audit

**ACTION: Accept Fiscal year end 6/30/22 audit**

**Maker:** Director Rupp **Second:** Director Woo **by Roll Call Vote:** 5-0 to approve

Director Rupp reported on the May 15, 2024 Audit committee meeting he, Director Lindberg, Michael O'Connor, Ms. Harris, and Mr. Friedenbach attended. Mr. O'Connor attended via Zoom and summarized the financial statements. Director Rupp conveyed the Audit Committee's recommendation that the Board approve the fiscal year ending 6/30/22 audit.

f. Amended Resolution 2024-2 to close inactive County of Humboldt investment accounts

**ACTION: Motion to accept amended Resolution 2024-2 to close inactive County of Humboldt investment accounts**

**Maker:** Director Rupp **Second:** Director Lindberg **by Roll Call Vote:** 5-0 to approve

At the April board meeting the Board approved resolution 2024-02 to close three inactive investment accounts held by the County of Humboldt. Staff contacted Humboldt County to close the approved accounts. At that time staff was made aware there was an additional account that needed to be closed. This is an amended Resolution to include that last account.

**9.3 Operations**

a. April Operations Report:

**Non Action item**

Mr. Davidsen reported on the April Operations updates.

**9.4 Management**

a. 2025 UWMP Guidebook update kick-off meeting

**Non Action item**

Mr. Friedenbach and Ms. Sobol attended the 2025 UWMP guidebook update kick-off meeting. The District is an urban water management agency. Every five years participants must update their Urban Water Management Plans.

b. Biomass article

**Non Action item**

Director Rupp wanted to bring this topic to the Board's attention.

c. GM Recruitment

**Non Action item**

At the April 2024 Board meeting the Board directed staff to move forward with the next steps in the General Manager recruitment. Staff sent an interest inquiry to several recruitment firms to assist in the recruitment process. Staff received 6 responses. The Board discussed the firms and which ones they thought would be the best fit. After an in-depth discussion the Board decided to schedule a Special Board meeting for June 4, 2024, at 4:00 pm to interview Tripepi Smith, CPS HR consulting and Bob Murray & Associates.

d. ACWA & ACWA JPIA Conference report out

**Non Action item**

Mr. Friedenbach reported on his attendance of the ACWA & ACWA JPIA conference.

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e. Bill CA AB2639

**ACTION: Approval to Send a letter of support for the AB2639 Bill**

**Maker: Director Lindberg Second: Director Rupp by Roll Call Vote: 4-1 to approve Director Woo voted against**

Staff requested the Board approve sending a letter of support for the AB2639 bill.

f. Peninsula Beautification Mural Project

**Non Action item**

Mr. Friedenbach updated the Board on the Peninsula beautification mural project. He shared renderings of the chosen artists' murals.

**10 DIRECTOR REPORTS & DISCUSSION**

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

No update was reported.

**10.2 ACWA**

a. Investment Subcommittee report out

**Non Action item**

Director Rupp reported on his attendance of the investment subcommittee of the ACWA finance committee.

b. Region 1 Board Meeting report out

**Non Action item**

Director Rupp reported on his attendance of the Region 1 Board meeting at the ACWA conference. He briefly discussed concerns regarding the AB 2614 bill: Water policy: California tribal communities.

c. ACWA Conference report out

**Non Action item**

Director Rupp reported on his attendance of the ACWA Conference.

**10.3 ACWA – JPIA**

a. ACWA JPIA Conference report out

**Non Action item**

Director Rupp reported on his attendance of the ACWA JPIA Conference including an employee benefits committee meeting that was held for the first time at this conference.

b. HR LaBounty Safety Award

**Non Action item**

The Essex maintenance department won the HR LaBounty Safety Award and it was announced at the ACWA JPIA conference.

**10.4 Organizations on which HBMWD Serves**

a. RCEA:

**Non Action item**

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Director Woo reported on the Special meeting she attended on April 22, 2024, highlighting the Energy Risk Management Quarterly report.

b. RREDC:

**Non Action item**

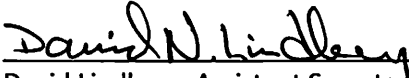
Director Lindberg reported on the April 22, 2024, meeting he attended.

**ADJOURNMENT**

The meeting adjourned at 3:51 pm.

Attest:

  
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Neal Latt, President

  
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David Lindberg, Assistant Secretary/Treasurer