



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Board of Directors Meeting

September 11, 2025



Ruth Lake



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

AGENDA
REGULAR BUSINESS MEETING
Thursday, September 11, 2025
9:00 a.m.
828 7th Street
Eureka, CA 95501

Time Set Items	Subject	Time
None		

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. **Consent Calendar:** These matters are routine in nature and are usually approved by a combined single motion unless an item is pulled for discussion. Single motion and vote approving 6 recommendations.
 - 3.1 Approve the Draft Minutes of the Regular Board Meeting of August 14, 2025
 - 3.2 Approve the Draft Minutes of the Special Board Meeting of August 28, 2025
 - 3.3 Approve Association of California Water Agencies (ACWA) Committee Consideration form for Director Rupp
 - 3.4 Approve Authorization for General Manager to Reject Claims
 - 3.5 Approve ACWA/JPIA Wellness Grant
 - 3.6 Approve Transferring to a New Annual Maximum Benefit (AMB) Usual, Customary, and Reasonable (UCR) Dental Plan to Replace Delta Dental
-



4. Presentations:

None.

5. Discussion and Action:

- 5.1 Discuss and Consider Approval of Continued Emergency Authorization of Emergency Repairs of Water Transmission Pipeline
- 5.2 Discuss and Consider Approval of Board Vacancy Interview Process and Appointment Procedures
- 5.3 Discuss and Consider Approval of Resolution 2025-11 – Approving the Project and Accepting Grant Funds Under the SFRA Boating Access Grant – Invasive Mussel Response Program
- 5.4 Informational Memo - 4th Annual Ruth Lake Cleanup in Celebration of National Public Lands Day
- 5.5 Discuss and Consider Approval of the Fiscal Year 2024 Audit
- 5.6 Discuss and Consider Approval of August Financial Statement & Vendor Detail Report
- 5.7 Discuss and Consider Approval of Items pulled from Consent Calendar

6. Reports:

- 6.1 Staff Reports
 - 6.1.a Business Report – NONE
 - 6.1.b Operations Report
 - 6.1.c Management Report
 - 6.2 Active Committee Reports
 - 6.2.a Un-Naming the Mad River
 - 6.2.b Board Policy and Evaluations
 - 6.2.c Mad River (Baduwa't) Headwaters
 - 6.3 Director Reports - General Director Comments
 - 6.3.a Director Woo
 - 6.3.b Director Wheeler
 - 6.3.c Secretary/Treasurer Rupp
 - 6.3.d President Fuller
 - 6.4 Organizations on which HBMWD Serves
 - 6.4.a Association of CA Water Agencies (ACWA)
 - 6.4.b Association of CA Water Agencies/Joint Powers Insurance Authority (ACWA-JPIA)
 - 6.4.c Redwood Coast Energy Authority (RCEA)
-



6.4.d Redwood Region Economic Development Commission (RREDC)

- 7. Discussion of Future Agenda Items:**
 - 7.1 Information Management System
 - 7.2 Cyber Security Policy
 - 7.3 Artificial Intelligence Policy

8. Adjournment:

The next Regular Meeting of the Board of Directors will be held at 9:00 am on Thursday, October 9, 2025.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.1

ITEM: Consider Approval of Draft Minutes of Regular Meeting of the Board of Directors on August 14, 2025

PRESENTED BY: Contessa Dickson, Board Secretary

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board consider approval of the Draft Minutes of the Board of Directors for the August 14, 2025 Regular Meeting.

Discussion

The Draft Minutes of the August 14, 2025 Regular meeting are attached. A reminder that the Minutes are approved by the legislative body that is the Board of Directors, not individual members of the Board who were present at the Meeting.

Alternatives

Take no action.

Fiscal Analysis

Not Applicable

Environmental Requirements

Not Applicable

Exhibits/Attachments

Attachment 1 – Draft Minutes from August 14, 2025 Regular Meeting

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



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

August 14, 2025

9:00 a.m.

1.1 ROLL CALL

President Fuller called the meeting to order at 9:00 a.m. Director Rupp conducted the roll call. Directors Fuller, Rupp, and Woo were present. General Manager Michiko Mares, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were also present. District Engineer Nate Stevens was present for a portion of the meeting. Director Wheeler was absent.

1.2 PLEDGE OF ALLEGIANCE

President Fuller led the flag salute.

1.3 ACCEPT AGENDA

ACTION: Motion #25-006 to accept Agenda

Maker: Director Rupp

Second: Director Woo

Vote: 3-0 to approve

2. PUBLIC COMMENT

No public comment.

3. CONSENT CALENDAR

ACTION: Motion #25-007 to approve Consent Calendar

Maker: Director Woo

Second: Director Rupp

Vote: 3-0 to approve

3.1 Draft Minutes of the Regular Board Meeting of July 10, 2025

3.2 Project Budget Reallocation from the FY2024/25 fiscal year

3.3 Funding to attend the ACWA Region event for Director Rupp

4. PRESENTATIONS

4.1 There were no presentations scheduled for this meeting.

5. DISCUSSION AND ACTION:

5.1 Resolution Honoring Board Vice-President David Lindberg

ACTION: Motion #25-008 to approve Resolution 2025-10 (see attached Resolution 2025-10)

Maker: Director Woo

Second: Director Rupp

Vote: 3-0 to approve by roll call vote

The Board reflected on Vice President Lindberg's many contributions and service to the District. Directors shared personal memories, noting his leadership, dedication, and commitment to the

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



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

August 14, 2025

9:00 a.m.

community. He will be deeply missed.

Result: Resolution 2025-10 was adopted and is hereby spread upon the minutes of the Humboldt Bay Municipal Water District. A copy shall be permanently maintained in the District's records.

5.2 Discuss and consider Approval of Notice of Vacancy

ACTION: Motion #25-009 to approve notice of vacancy

Maker: Director Rupp

Second: Director Woo

Vote: 3-0

The Board reviewed the Division 3 vacancy requirements, noting that the position must be filled by September 30, 2025. Applications are due by September 4, 2025, and the appointment will extend through December 2026.

5.3 Discuss and Consider Approval of Officer Assignments

ACTION: Motion #25-010 to approve officer assignments

Maker: Director Rupp

Second: Director Woo

Vote: 3-0 to approve

Director Woo volunteered to serve as Vice President. The Board deferred appointments to committee vacancies until Director Wheeler is present.

5.4 Discuss and consider approval of Ordinance 26 - Second Reading and Adoption – Amending and Restating Ordinance 19 Regarding the Registration and Inspection Program for all Watercraft at Ruth Lake

ACTION: Motion #25-011 to approve Ordinance 26

Maker: Director Rupp

Second: Director Woo

Vote: 3-0 to approve by roll call vote

The Board conducted the second reading of Ordinance 26, amending and restating Ordinance 19 regarding the registration and inspection program for all watercraft at Ruth Lake. This Ordinance enhances enforcement mechanisms, inspection protocols, and penalties to protect Ruth Lake from aquatic invasive species. Following review and discussion, the Board adopted Ordinance 26.

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



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

August 14, 2025

9:00 a.m.

5.5 Informational Memo Concerning the Former McNamara and Peepe Mill Site

Non-action Item

General Manager Mares provided an update on cleanup activities led by DTSC with NCRWQCB oversight. Staff received multiple reports and responses from DTSC, including groundwater monitoring data, soil and stormwater analytical results, and approval of the Second Half 2024 Groundwater Monitoring Report. Staff also met on August 4, 2025, with representatives from Assemblymember Rogers and Senate President Pro Tempore McGuire's offices, as well as with State Waterboard Cleanup Unit staff, to discuss agency roles and the status of the site. Staff will prepare a roadmap of next steps.

5.6 Discuss and consider approval of Junior/Assistant/Associate Engineer Job Description

ACTION: Motion #25-012 to approve Junior/Assistant/Associate Engineer Job Description

Maker: Director Woo

Second: Director Rupp

Vote: 3-0 to approve

Staff presented a new job classification for Junior/Assistant/Associate Engineer, designed as an alternative to the vacant Regulatory Analyst I/II position. The Board reviewed the proposed classification, asked clarifying questions, and approved the job description.

5.7 Discuss and Consider Approval of July 2025 Financial Statement and Vendor Detail Report

ACTION: Motion #25-013 to approve July 2025 Financial Statement and Vendor Detail Report in the amount of \$1,802,632.03.

Maker: Director Rupp

Second: Director Woo

Vote: 3-0 to approve

Ms. Harris presented the July financial statement and vendor detail report, highlighting account balances and reserves. She noted the General Account balance is \$1 million, investments total \$13 million, advanced charges are \$6 million, and the general reserve stands at \$4 million.

5.8 Items Pulled from Consent Calendar

None.

6. Reports:

6.1 Staff Reports:

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



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

August 14, 2025

9:00 a.m.

a. Engineering Report

Non-action Item

Mr. Stevens provided the monthly update on District projects and shared the new draft engineering report format for tracking schedules and budgets. including the Samoa Peninsula ROW Maintenance EIR, TRF Generator Project, and Tanks Retrofit Project.

b. Business Report

Non-action Item

No report was provided.

c. Operations Report

Non-action Item

Mr. Davidsen presented the June Operations Report, noting no significant changes. He reported completion of the log boom retrofit. The Board also discussed the recent State Water Resources Control Board inspection.

d. Management Report

Non-action Item

General Manager Mares provided informational updates. Regulatory compliance included perfect water quality compliance, annual inspection by the State Water Resources Control Board, and permit activity with NCRWQCB, NOAA, NMFS, and CDFW. Updates were given on the Matthews Dam seismic stability and Part 12D assessments. The District received a \$100,000 SFRA Boating Access Grant for invasive mussel response. Water resources planning items included development of an MOU for the Samoa Peninsula Heavy Lift Marine Terminal and discussions with Peninsula Community Services District (PCSD) on system transition. Staff also noted receipt of a LAFCo filing for Humboldt Community Services District (HCSD) annexation of the North McKay Ranch.

6.2 Active Committee Reports

a. Mad River (Baduwa't) Headwaters

The committee met on July 21, 2025. Director Rupp reported he contacted Yuba Water to gather information on their water policy as reference for the District's policy development.

6.3 Director Reports

a. General Director Comments.

Director Woo:

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



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

August 14, 2025

9:00 a.m.

Director Woo expressed appreciation to staff for their support during this difficult time.

Director Wheeler:

Director Wheeler was absent.

Secretary/Treasurer Director Rupp:

Director Rupp agreed with Director Woo's appreciation and expressed interest in installing a flagpole with lighting at the District office.

President Fuller:

President Fuller expressed appreciation for the Joint Board Meeting Save the Date announcement and its role in fostering collaboration. She reminded the Board that Director Lindberg's Celebration of Life will be held on September 14, 2025, at 2:00 p.m. at the Wharfinger Building, and encouraged blood donations in his honor.

b. Organizations on which HBMWD Serves

- Association of CA Water Agencies (ACWA)

Non-action Item

Director Rupp reported he will attend the Region 1 event in Windsor in September and noted he participated in the recent Region 1 Board election.

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

Non-action Item

Director Rupp reported the Personnel Committee discussed recruitment and approved adding Juneteenth as a paid holiday.

- Redwood Coast Energy Authority (RCEA)

Non-action Item

Director Woo reported on the July RCEA Board meeting, noting that it was a brief session and included an informative presentation on the Humboldt Transit Authority Hydrogen Fuel Project.

- Redwood Region Economic Development Commission (RREDC)

Non-action Item

RREDC canceled their meeting due to not having a quorum.

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



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

August 14, 2025

9:00 a.m.

6.4 Discussion of Future Agenda Items

- Information Management System

Non-action Item

Meeting was canceled due to lack of quorum.

- Cyber Security Policy

Non-action Item

No update.

- Artificial Intelligence Policy

Non-action Item

No update. Staff continue to familiarize themselves with Office 365 following the transition.

ADJOURNMENT

The meeting adjourned at 11:11 a.m.

Attest:

Michelle Fuller, President

Bruce Rupp, Secretary Treasurer

RESOLUTION NO. 2025-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT BAY MUNICIPAL WATER DISTRICT MEMORIALIZING THE LIFE & SERVICE OF DIRECTOR DAVID LINDBERG

WHEREAS, David Lindberg faithfully served as the Division 3 representative on the Board of Directors of the Humboldt Bay Municipal Water District; and

WHEREAS, Director Lindberg brought over four decades of professional geological expertise to his service on the Board, having graduated from CalPoly Humboldt in 1981 and working locally for more than 30 years; and

WHEREAS, Director Lindberg's deep knowledge of the Mad River basin, from its headwaters to the coast, provided invaluable insight into the District's stewardship of the District's water rights for future generations; and

WHEREAS, Director Lindberg demonstrated unwavering commitment to public service through his participation and leadership of numerous service and community organizations; and

WHEREAS, Director Lindberg tragically lost his life on July 31, 2025, in a motorcycle accident while traveling on Highway 36, cutting short a life dedicated to public service and community betterment; and

WHEREAS, the Board of Directors and staff of the Humboldt Bay Municipal Water District wish to honor and memorialize Director Lindberg's dedicated service and lasting contributions to environmental stewardship;

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

Section 1. The Board hereby expresses its profound sorrow at the untimely passing of Director David Lindberg and extends its deepest condolences to his family, friends, and colleagues.

Section 2. The Board recognizes and honors Director Lindberg's distinguished service and dedication to the District and his unwavering commitment to protecting and preserving the Mad River water resource for current and future generations.

Section 3. The Board remembers Director Lindberg not only as a dedicated public servant and professional, but also as a loving husband, father, and family member whose personal joys included tending a beautiful garden of flowers, skiing at Whistler, and training his border collies for agility competitions.

Section 4. The Board directs that a copy of this resolution be transmitted to Director Lindberg's family as a token of the District's appreciation for his service and as an expression of sympathy for their loss.

Section 5. This resolution shall be spread upon the minutes of the District and a copy shall be permanently maintained in the District's records.

PASSED AND ADOPTED by the Board of Directors of the Humboldt Bay Municipal Water District

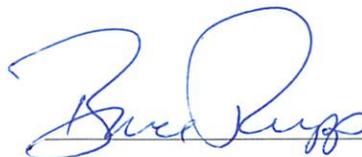
this 14 day of August 2025, by the following roll call vote:

AYES: 3, NOES: 0, ABSENT: 1, ABSTAIN: 0

ATTEST:



Michelle Fuller, President



Bruce Rupp, Secretary Treasurer



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.2

ITEM: Consider Approval of Draft Minutes of Special Meeting of the Board of Directors on August 28, 2025

PRESENTED BY: Contessa Dickson, Board Secretary

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board consider approval of the Draft Minutes of the Board of Directors for the August 28, 2025, Special Meeting.

Discussion

The Draft Minutes of the August 28, 2025, Special meeting are attached. A reminder that the Minutes are approved by the legislative body that is the Board of Directors, not individual members of the Board who were present at the Meeting.

Alternatives

Take no action.

Fiscal Analysis

Not Applicable

Environmental Requirements

Not Applicable

Exhibits/Attachments

Attachment 1 – Draft Minutes from August 28, 2025, Special Meeting

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



**Minutes for Special Meeting of the Board of
Directors
May 20, 2025
1:00 pm**

1. CALL TO ORDER

1.1 ROLL CALL

President Fuller called the meeting to order at 5:02 p.m. Director Rupp conducted the roll call. Directors Fuller, Rupp, and Wheeler were present. General Manager Michiko Mares, Superintendent Dale Davidsen, and Board Secretary Contessa Dickson were also present. Director Woo was absent.

1.2 PLEDGE OF ALLEGIANCE

President Fuller led the flag salute.

1.3 ACCEPT AGENDA

ACTION: Motion to accept Agenda

Maker: Director Wheeler

Second: Director Rupp

Vote: 3-0 to approve

2. PUBLIC COMMENT

No public comment.

3. Discussion and Action:

ACTION: Motion to approve Resolution 2025-12 – A resolution Authorizing the General Manager to Award Contract(s) for Emergency Repairs of Water Transmission Pipeline

Maker: Director Rupp

Second: Director Wheeler

Vote: 3-0 by roll call vote

Staff reported on the urgent need for emergency pipeline repairs. A change order exceeding the \$5,000 contract limit was required. Coordination with state officials and the City of Arcata has been established, and a permit granted. Repairs are underway with efforts to minimize water outages; a public service announcement will be issued.

ADJOURNMENT

The meeting adjourned at 5:29 p.m.

Attest:

Michelle Fuller, President

Bruce Rupp, Secretary Treasurer



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.3

ITEM: Consider Approval of Association of California Water Agencies (ACWA)
Committee Consideration for Director Rupp

PRESENTED BY: Contessa Dickson, Board Secretary

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board consider approval of the submission of the ACWA Committee Consideration Form on behalf of Director Rupp, requesting his continued service on the Finance and Membership Committees.

Discussion

Director Rupp has requested that staff submit the ACWA Committee Consideration Form to maintain his positions on the Finance and Membership Committees, where he currently serves.

Alternatives

Not approve the submission of the committee consideration form.

Fiscal Analysis

Director is compensated to attend all committee meetings.

Environmental Requirements

Not Applicable

Exhibits/Attachments

Attachment 1 – ACWA Committee Consideration Form



COMMITTEE CONSIDERATION FORM

PLEASE PRINT LEGIBLY

Agency Name (DO NOT use acronyms or abbreviations) Humboldt Bay Municipal Water District		ACWA Region # Region 1
Agency Address 828 7th Street	City, State & Zip Eureka, Ca. 95501	Phone 707-443-5018

BELOW PLEASE LIST ALL THOSE INTERESTED IN BEING ON ACWA COMMITTEES FOR YOUR AGENCY. FOR ADDITIONAL RECOMMENDATIONS PLEASE FILL OUT ANOTHER FORM.

**If an individual is not an agency employee or director, please indicate company affiliation.*

Name Bruce Rupp	Title/Company* Vice Chair	Email Address Rupp@HBMWD.Com
Committee 1st Choice Finanace Committee	Committee 2nd Choice Membership Committee	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

General Manager 09/11/2025

Signature (Agency/District General Manager or Board President signature required) Title Date

Committee member contact information will be shared on the committee roster and is to be used for committee business only.

QUESTIONS?

Contact acwacommittees@acwa.com
or (916) 441-4545

980 9th Street, Suite 1000
Sacramento, CA 95814
www.acwa.com



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.4

ITEM: Authorize General Manager to Reject Claims

PRESENTED BY: Ryan Plotz, General Counsel

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board authorize the General Manager to reject six (6) claims for damages submitted by attorney Levin & Nalbandyan and authorize the General Manager to send Notice of Rejection of Claim.

Discussion

On or about July 30, 2025, the District received six (6) Claim Forms from attorneys Levin & Nalbandyan on behalf of their clients. Each Claim alleges that the District bears some liability for a fire that occurred at the residence located at 2525 Chestnut Place, Arcata, CA. The claimant asserts that the District was negligent in maintaining water distribution infrastructure, hydrants, and related facilities, which allegedly contributed to the damages from the fire.

Following consultation with the District's joint powers insurance authority, staff recommend that the District reject the claim. Among other reasons for rejecting the claims, staff has confirmed the District does not provide water to the subject property. Because the District does not provide water service to the subject property and has no responsibility for the infrastructure alleged in the claims, there is no basis for liability.

Alternatives

Staff have identified two alternative to the Staff Recommendation, as follows:

- Schedule a closed session to consult with General Counsel (not recommended absent new information)
- Take no action (not recommended; the claim will be deemed rejected by operation of law after 45 days)

Fiscal Analysis

Not Applicable

Environmental Requirements

Not Applicable

Exhibits/Attachments

Attachment 1- Claim forms submitted by Levin & Nalbandyan, on behalf of claimants

H.B.M.W.D. JUL 30 2025



LEVIN & NALBANDYAN
— TRIAL LAWYERS —

11132 Ventura Boulevard | Los Angeles, CA 91604
Phone: 213.232.4848 | Fax: 213.232.4849 | Web: www.lntriallawyers.com

July 29, 2025

Via Fed Ex: 883150581920

Attn: Board of Directors
Humboldt Bay Municipal Water District
828 7th Street
Eureka, CA 95501

RE: GOVERNMENT CLAIM PURSUANT TO GOVERNMENT CODE § 910

Dear Clerk,

Enclosed please find six (6) government claim letters submitted on behalf of my clients. Additionally, I have included a copy of each letter for your office to date-stamp and return in the enclosed self-addressed, stamped envelope.

Sincerely,

Levin & Nalbandyan, LLP

A handwritten signature in blue ink, appearing to read 'Harry Nalbandyan', written in a cursive style.

Harry Nalbandyan, Esq.

AHN:kr

L&N File #: MAT- 25022455486

Attachment to Government Claim Form – Humboldt Bay Municipal Water District
(“Public Entity”)

3: TELL WHAT HAPPENED

The occurrence which gave rise to the claim occurred on February 3, 2025, at the residence located at 2525 Chestnut Place, Arcata, CA 95521 in which a fire ignited at the residence of Sarah Ann Chance, resulting in her death. **Claimant Elshadaiah Sarah Ellise Hannah Marie Michaels is the daughter of Sarah Ann Chance.**

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter “Subject Area”). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity’s negligence was a substantial factor in causing Claimant’s damages.

The Subject Area constituted a dangerous condition of public property. Claimant’s injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant’s injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;
4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity’s exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;

6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the

Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

4 : GIVE A GENERAL DESCRIPTION OF THE INDEBTNESS, OBLIGATION, INJURY, DAMAGE, OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE OF THE PRESENTATION OF THE CLAIM

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter "Subject Area"). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity's negligence was a substantial factor in causing Claimant's damages.

The Subject Area constituted a dangerous condition of public property. Claimant's injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant's injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;

4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity's exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;
6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject

Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

6: AMOUNT CLAIMED

As a result, Claimant incurred the following, but not limited to, damages:

1. Past medical expenses
2. Past pain and suffering
3. Past lost earnings and earning capacity
4. Past loss of ability to provide household services
5. Past incidental expenses
6. Future medical expenses
7. Future pain and suffering
8. Future lost earnings and earning capacity
9. Future loss of ability to provide household services
10. Future incidental expenses
11. Loss of financial support
12. Loss of gifts or benefits
13. Loss of household services
14. Loss of love, companionship, comfort, care, assistance, protection, affection, society, and moral support
15. Funeral and burial expenses
16. Past and future emotional distress

Attachment to Government Claim Form
July 29, 2025
Page 6 of 6

The claimant's damages exceed \$35,000, surpassing the threshold required to file as an unlimited civil case. The entirety of personal injuries and damages are not yet known. Claimant reserves the right to claim additional damage.

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: DISTRICT 3 (CITY OF ARCATA)													
1	<p>Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name: Sarah Beloved Micaiah Jade Michaels</td> <td style="width: 50%; padding: 2px;">Phone Number: 707-726-3307</td> </tr> <tr> <td style="padding: 2px;">Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604</td> <td style="padding: 2px;">Social Security No.:</td> </tr> <tr> <td></td> <td style="padding: 2px;">Date of Birth: 3/25/2004</td> </tr> <tr> <td></td> <td style="padding: 2px;">E-mail: smichaels7319@gmail.com</td> </tr> </table>	Name: Sarah Beloved Micaiah Jade Michaels	Phone Number: 707-726-3307	Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604	Social Security No.:		Date of Birth: 3/25/2004		E-mail: smichaels7319@gmail.com				
Name: Sarah Beloved Micaiah Jade Michaels	Phone Number: 707-726-3307												
Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604	Social Security No.:												
	Date of Birth: 3/25/2004												
	E-mail: smichaels7319@gmail.com												
2	<p>List name, address, and phone number of any witnesses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; padding: 2px;">Name: Michael Yeshua David Paul Michaels</td> </tr> <tr> <td style="padding: 2px;">Address: 2535 Alliance Rd, Arcata, CA 95521</td> </tr> <tr> <td style="padding: 2px;">Phone Number: 707-719-2942</td> </tr> </table>	Name: Michael Yeshua David Paul Michaels	Address: 2535 Alliance Rd, Arcata, CA 95521	Phone Number: 707-719-2942									
Name: Michael Yeshua David Paul Michaels													
Address: 2535 Alliance Rd, Arcata, CA 95521													
Phone Number: 707-719-2942													
3	<p>List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Date: 02/03/2025</td> <td style="width: 33%; padding: 2px;">Time: 11:15 p.m.</td> <td style="width: 34%; padding: 2px;">Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Tell What Happened (give complete information):</td> </tr> <tr> <td colspan="3" style="padding: 20px; text-align: center;">SEE ATTACHED</td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;">NOTE: Attach any photographs you may have regarding this claim.</td> </tr> </table>	Date: 02/03/2025	Time: 11:15 p.m.	Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata	Tell What Happened (give complete information):			SEE ATTACHED			NOTE: Attach any photographs you may have regarding this claim.		
Date: 02/03/2025	Time: 11:15 p.m.	Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata											
Tell What Happened (give complete information):													
SEE ATTACHED													
NOTE: Attach any photographs you may have regarding this claim.													
4	<p>Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.</p> <p style="padding: 10px 0 0 20px;">SEE ATTACHED</p>												
5	<p>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</p> <p style="padding: 10px 0 0 20px;">Humboldt Bay Municipal Water District</p>												
6	<p>The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.</p> <p style="padding: 10px 0 0 20px;">SEE ATTACHED</p>												
<p>Date: July, 29, 2025 Time: 8:00 A.M. Signature: </p>													
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!													

3: TELL WHAT HAPPENED

The occurrence which gave rise to the claim occurred on February 3, 2025, at the residence located at 2525 Chestnut Place, Arcata, CA 95521 in which a fire ignited at the residence of Sarah Ann Chance, resulting in her death. **Claimant Sarah Beloved Micaiah Jade Michaels is the daughter of Sarah Ann Chance.**

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter "Subject Area"). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity's negligence was a substantial factor in causing Claimant's damages.

The Subject Area constituted a dangerous condition of public property. Claimant's injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant's injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;
4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity's exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;

6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the

Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

4 : GIVE A GENERAL DESCRIPTION OF THE INDEBTNESS, OBLIGATION, INJURY, DAMAGE, OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE OF THE PRESENTATION OF THE CLAIM

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter "Subject Area"). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity's negligence was a substantial factor in causing Claimant's damages.

The Subject Area constituted a dangerous condition of public property. Claimant's injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant's injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;

4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity's exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;
6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject

Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

6: AMOUNT CLAIMED

As a result, Claimant incurred the following, but not limited to, damages:

1. Past medical expenses
2. Past pain and suffering
3. Past lost earnings and earning capacity
4. Past loss of ability to provide household services
5. Past incidental expenses
6. Future medical expenses
7. Future pain and suffering
8. Future lost earnings and earning capacity
9. Future loss of ability to provide household services
10. Future incidental expenses
11. Loss of financial support
12. Loss of gifts or benefits
13. Loss of household services
14. Loss of love, companionship, comfort, care, assistance, protection, affection, society, and moral support
15. Funeral and burial expenses
16. Past and future emotional distress

July 29, 2025

Page 6 of 6

The claimant's damages exceed \$35,000, surpassing the threshold required to file as an unlimited civil case. The entirety of personal injuries and damages are not yet known. Claimant reserves the right to claim additional damage.

Claim Form

H.B.M.W.D. JUL 30 2025

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: DISTRICT 3 (CITY OF ARCATA)	
1	Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i>
	Name: Brandon Leroy Wilks Phone Number: 208-419-5081
	Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604
	Social Security No.:
	Date of Birth: 2/6/1979 E-mail: blw792369@gmail.com
2	List name, address, and phone number of any witnesses.
	Name: Michael Yeshua David Paul Michaels
	Address: 2535 Alliance Rd, Arcata, CA 95521
	Phone Number: 707-719-2942
3	List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.
	Date: 02/03/2025 Time: 11:15 p.m. Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata
	Tell What Happened (give complete information): SEE ATTACHED
NOTE: Attach any photographs you may have regarding this claim.	
4	Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
	SEE ATTACHED
5	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.
	Humboldt Bay Municipal Water District
6	The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.
	SEE ATTACHED
Date: July, 29, 2025 Time: 8:00 A.M. Signature: 	
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!	

Attachment to Government Claim Form – Humboldt Bay Municipal Water District
(“Public Entity”)

3: TELL WHAT HAPPENED

The occurrence which gave rise to the claim occurred on February 3, 2025, at the residence located at 2525 Chestnut Place, Arcata, CA 95521 in which a fire ignited at the residence of Faith Eliana Wilks, resulting in her death. **Claimant Brandon Leroy Wilks is the Father of Faith Eliana Wilks.**

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter “Subject Area”). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity’s negligence was a substantial factor in causing Claimant’s damages.

The Subject Area constituted a dangerous condition of public property. Claimant’s injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant’s injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;
4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity’s exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;

6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the

Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

4 : GIVE A GENERAL DESCRIPTION OF THE INDEBTNESS, OBLIGATION, INJURY, DAMAGE, OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE OF THE PRESENTATION OF THE CLAIM

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter "Subject Area"). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity's negligence was a substantial factor in causing Claimant's damages.

The Subject Area constituted a dangerous condition of public property. Claimant's injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant's injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;

4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity's exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;
6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject

Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

6: AMOUNT CLAIMED

As a result, Claimant incurred the following, but not limited to, damages:

1. Past medical expenses
2. Past pain and suffering
3. Past lost earnings and earning capacity
4. Past loss of ability to provide household services
5. Past incidental expenses
6. Future medical expenses
7. Future pain and suffering
8. Future lost earnings and earning capacity
9. Future loss of ability to provide household services
10. Future incidental expenses
11. Loss of financial support
12. Loss of gifts or benefits
13. Loss of household services
14. Loss of love, companionship, comfort, care, assistance, protection, affection, society, and moral support
15. Funeral and burial expenses
16. Past and future emotional distress

The claimant's damages exceed \$35,000, surpassing the threshold required to file as an unlimited civil case. The entirety of personal injuries and damages are not yet known. Claimant reserves the right to claim additional damage.

Claim Form

H.B.M.W.D. JUL 30 2025

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: DISTRICT 3 (CITY OF ARCATA)										
1	<p>Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name: Michael Yeshua David Paul Michaels</td> <td style="width: 50%; padding: 2px;">Phone Number: 707-719-2942</td> </tr> <tr> <td style="padding: 2px;">Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604</td> <td style="padding: 2px;">Social Security No.: 613-53-6014</td> </tr> <tr> <td></td> <td style="padding: 2px;">Date of Birth: 9/10/2005</td> </tr> <tr> <td></td> <td style="padding: 2px;">E-mail: seraphim72@yahoo.com</td> </tr> </table>	Name: Michael Yeshua David Paul Michaels	Phone Number: 707-719-2942	Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604	Social Security No.: 613-53-6014		Date of Birth: 9/10/2005		E-mail: seraphim72@yahoo.com	
Name: Michael Yeshua David Paul Michaels	Phone Number: 707-719-2942									
Address(es): c/o Levin & Nalbandyan 11132 Ventura Blvd., Los Angeles, CA 91604	Social Security No.: 613-53-6014									
	Date of Birth: 9/10/2005									
	E-mail: seraphim72@yahoo.com									
2	<p>List name, address, and phone number of any witnesses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; padding: 2px;">Name: Michael Yeshua David Paul Michaels</td> </tr> <tr> <td style="padding: 2px;">Address: 2535 Alliance Rd, Arcata, CA 95521</td> </tr> <tr> <td style="padding: 2px;">Phone Number: 707-719-2942</td> </tr> </table>	Name: Michael Yeshua David Paul Michaels	Address: 2535 Alliance Rd, Arcata, CA 95521	Phone Number: 707-719-2942						
Name: Michael Yeshua David Paul Michaels										
Address: 2535 Alliance Rd, Arcata, CA 95521										
Phone Number: 707-719-2942										
3	<p>List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Date: 02/03/2025</td> <td style="width: 33%; padding: 2px;">Time: 11:15 p.m.</td> <td style="width: 33%; padding: 2px;">Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Tell What Happened (give complete information):</td> </tr> <tr> <td colspan="3" style="padding: 20px; text-align: center;">SEE ATTACHED</td> </tr> </table> <p style="text-align: center; font-weight: bold; margin-top: 10px;"><i>NOTE: Attach any photographs you may have regarding this claim.</i></p>	Date: 02/03/2025	Time: 11:15 p.m.	Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata	Tell What Happened (give complete information):			SEE ATTACHED		
Date: 02/03/2025	Time: 11:15 p.m.	Place: 2525 Chestnut Place, Arcata, CA 95521 2500 block of Chestnut Place, City of Arcata								
Tell What Happened (give complete information):										
SEE ATTACHED										
4	<p>Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.</p> <p style="padding: 20px; text-align: center;">SEE ATTACHED</p>									
5	<p>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</p> <p style="padding: 20px; text-align: center;">Humboldt Bay Municipal Water District</p>									
6	<p>The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.</p> <p style="padding: 20px; text-align: center;">SEE ATTACHED</p>									
<p>Date: July, 29, 2025 Time: 8:00 A.M. Signature: </p>										
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!										

Attachment to Government Claim Form – Humboldt Bay Municipal Water District
(“Public Entity”)

3: TELL WHAT HAPPENED

The occurrence which gave rise to the claim occurred on February 3, 2025, at the residence located at 2525 Chestnut Place, Arcata, CA 95521 in which a fire ignited at the residence of Sarah Ann Chance, resulting in her death. **Claimant Michael Yeshua David Paul Michaels is the son of Sarah Ann Chance.**

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter “Subject Area”). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity’s negligence was a substantial factor in causing Claimant’s damages.

The Subject Area constituted a dangerous condition of public property. Claimant’s injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant’s injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

1. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
2. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
3. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;
4. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
5. The physical water infrastructure under the Public Entity’s exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;

6. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the

Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

4 : GIVE A GENERAL DESCRIPTION OF THE INDEBTNESS, OBLIGATION, INJURY, DAMAGE, OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE OF THE PRESENTATION OF THE CLAIM

The Public Entity owned/leased/occupied/controlled the roads, sidewalks, underground infrastructure, above ground infrastructure, water and all other general utilities of the 2500 block of Chestnut Place, in the City of Arcata, (hereafter "Subject Area"). The Public Entity had a duty to design, fabricate, construct, maintain, use, and provide warnings associated with the Subject Area. Further, the Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant sustained damages. The Public Entity's negligence was a substantial factor in causing Claimant's damages.

The Subject Area constituted a dangerous condition of public property. Claimant's injuries and damages were proximately caused by the dangerous condition (Subject Area) and the dangerous condition created a reasonably foreseeable risk of injury, and that either, a) a negligent or wrongful act or omission of an employee and/or independent contractor or agent of the Public Entity within the scope of their employment created the dangerous condition; or b) the Public Entity had actual or constructive notice of the dangerous condition and had sufficient time prior to Claimant's injury to have taken measures to protect against the dangerous condition.

The Subject Area had various dangerous conditions existing thereon, including but not limited to:

7. The Subject Area was improperly, dangerous, and defectively designed, built, drafted, engineered, controlled, maintained, inspected, modified, planned, contracted and/or regulated;
8. The Subject Area lacked any and/or had insufficient and/or defective warning signs, signals or other forms of warnings;
9. The Subject Area were defectively and negligently rehabilitated, maintained, and/or controlled;

10. The water distribution system, including underground pipelines, valves, and fire hydrants, was improperly, dangerously, and defectively designed, constructed, maintained, inspected, operated, and managed by the Public Entity;
11. The physical water infrastructure under the Public Entity's exclusive responsibility lacked proper capacity, condition, or functionality to deliver sufficient water as a resource needed for foreseeable fire suppression in the area, creating a substantial and foreseeable risk of severe harm to life and property;
12. The pipelines, hydrants, and associated infrastructure were defective and hazardous due to negligent maintenance, repair, inspection, and management by the Public Entity, despite knowledge of their deteriorated and inadequate state.

The conditions noted in this claim and the Subject Area were a proximate cause to the fire igniting, staying lit, continuing to burn, and burning the occupants alive.

The Public Entity created a dangerous condition at the time of the incident, by a failure to properly plan, modify, alter, construct, repair, monitor, improve, change, manage, design, control, maintain, and service in and around the Subject Area after the occurrence of other incidents and injuries involving the dangerous condition.

The Public Entity was negligent in the use or maintenance of the Subject Area. As a result, Claimant was injured. The Public Entity's or its agents'/employees' negligence was a substantial factor in causing Claimant's injuries.

Further, Claimant alleges that the Public Entity is liable for the conduct of their employees, agents, servants, and independent contractors who worked on the Subject Area, who negligently, carelessly, recklessly, or in some other actionable manner, planned, modified, altered, constructed, repaired, monitored, improved, changed, managed, designed, controlled, maintained, and served the Subject Area.

The Public Entity should have known of the condition on the Subject Area that created the risk of harm. The condition on the Subject Area that created the risk of harm was of such nature and existed long enough that Public Entity had sufficient time to discover it but failed to use reasonable care to: (1) repair the condition; or (2) protect against the harm from the condition; or (3) adequately warn of the condition. Further, the Public Entity failed to make reasonable inspections of the property to discover the condition on the Subject Area. The dangerous condition of the Subject Area existed long enough on the Subject Area that if the Public Entity used reasonable care it would have discovered the condition on the Subject Area.

Moreover, the Subject Area was in a dangerous condition at the time of the incident, Claimant's injuries and damages were proximately caused by the dangerous condition, the dangerous condition created a reasonably foreseeable risk of the kind of injuries which Claimant suffered. In addition, a negligent or wrongful act or omission of an employee of The Public Entity, within the course and scope of their employment, created the dangerous condition on the Subject

Area. The Public Entity had actual or constructive notice of the dangerous condition and a sufficient time prior to the date that Claimant was injured, to have taken measures to protect against the dangerous condition. The dangerous condition on the Subject Area was a substantial factor in causing Claimant's injuries.

The Public Entity had actual knowledge of the existence of the condition on the Subject Area and knew or should have known of its dangerous character. In addition, the condition on the Subject Area existed for such a period of time and was of such an obvious nature that the Public Entity should have discovered the condition and its dangerous character.

Further, before the date of this incident, The Public Entity employees/agents within the course and scope of their employment altered the Subject Area or undertook an attempt to modify the Subject Area and did so in a negligent fashion creating a dangerous condition on the Subject Area, which is public property.

Finally, the dangerous condition on the Subject Area created a substantial risk of injury to members of the general public, including Claimant, when the Subject Area was used with due care and in a reasonably foreseeable manner by the Claimant.

6: AMOUNT CLAIMED

As a result, Claimant incurred the following, but not limited to, damages:

1. Past medical expenses
2. Past pain and suffering
3. Past lost earnings and earning capacity
4. Past loss of ability to provide household services
5. Past incidental expenses
6. Future medical expenses
7. Future pain and suffering
8. Future lost earnings and earning capacity
9. Future loss of ability to provide household services
10. Future incidental expenses
11. Loss of financial support
12. Loss of gifts or benefits
13. Loss of household services
14. Loss of love, companionship, comfort, care, assistance, protection, affection, society, and moral support
15. Funeral and burial expenses
16. Past and future emotional distress

Attachment to Government Claim Form
July 29, 2025
Page 6 of 6

The claimant's damages exceed \$35,000, surpassing the threshold required to file as an unlimited civil case. The entirety of personal injuries and damages are not yet known. Claimant reserves the right to claim additional damage.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.5

ITEM: ACWA/JPIA Wellness Grant 2025
PRESENTED BY: Kelsie Sobol, Accounting Tech 1
TYPE of ITEM: ACTION
TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board accept the ACWA/JPIA Wellness Grant in the amount of \$952.

Discussion

The District received a \$952 ACWA/JPIA Wellness Grant on July 10, 2025, which provides fitness stipends to encourage employee health and wellness. Per ACWA/JPIA requirements, any unclaimed funds will cover costs for the JPIA Anthem Employee Assistance Program (EAP).

This wellness initiative demonstrates the District's commitment to supporting work-life balance and employee wellbeing. Combined with other benefits such as fitness stipends, flexible work schedules, and annual team gatherings, these programs enhance workplace morale and create an environment where employees genuinely enjoy their work. Supporting employee health and wellness ultimately increases productivity and contributes to the District's operational success.

Alternatives

N/A

Fiscal Analysis

No financial impact to the District.

Environmental Requirements

N/A

Exhibits/Attachments

Attachment 1- ACWA/JPIA 2025 Wellness Grant Award Letter



July 10, 2025

Darcey Quinn - finance@hbmwd.com

Chris Harris - harris@hbmwd.com

Humboldt Bay Municipal Water District

RE: ACWA JPIA 2025 Wellness Grant

Dear Darcey and Chris,

Congratulations! The 2025 Wellness Grant Application for Humboldt Bay Municipal Water District has been approved in the amount of \$952.

Due to an overwhelming response this year, it was necessary for us to reduce the 2025 amounts awarded to 85% of the amount requested. We will send a check directly to your agency within 30 days of this letter. Please be on the lookout for the check and promptly deposit it upon receipt.

Before spending your grant funds, please review the important guidelines for the proper use and documentation of wellness grant funds on page two of this letter and keep them for future reference.

If you have any questions regarding your grant, please contact me at (916) 474-1773. Thank you for your participation.

A handwritten signature in black ink, appearing to read "Jackie Rech".

Jackie Rech
Employee Benefits Specialist



GUIDELINES FOR SPENDING AND DOCUMENTING THE USE OF GRANT FUNDS

- **Grant funds may not be spent on food or drink.** This includes groceries, restaurants or other food/drink vendors. The only exceptions are as follows:
 - Classes about nutrition and healthy cooking will be allowed. Food purchased for use in the class (i.e. to cook the demonstration meal with or as examples of nutritious food) may be purchased with grant dollars. However, any other food brought into the class (i.e. breakfast or lunch) must be purchased outside of grant dollars.
 - Restaurant/food/grocery gift cards given as a prize for participating in a fitness or weight loss challenge.
- **Gift Cards - Guidelines**
 - Gift cards should not be the core of your wellness program. They cannot be used as a fitness stipend. They may be used only to supplement a well-rounded wellness campaign.
 - If given as a prize for participating in or winning a fitness or weight loss challenge, then there is no restriction on the type of gift card that may be purchased.
 - If not tied to a fitness or weight loss challenge, then the gift card must be fitness related. Examples include – yoga or other fitness studios or classes, sporting goods stores like Dicks, Big 5 or REI, athletic shoe or fitness apparel stores like Athleta, Adidas, Merrell, Nike, Under Armour, etc.
- **Safety and ergonomic equipment, services, and training** are not considered eligible wellness grant expenses.
- **Teambuilding events**, while worthwhile, are not considered eligible wellness grant expenses.
- **Please save your receipts** for your purchases. Once you have used the funds, submit them to the JPIA at mdye@acwaipia.com. All funds must be used and receipts submitted by **June 22, 2026**.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 3.6

ITEM: Improved Dental Insurance Plan Options

PRESENTED BY: Chris Harris, Business Manager

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote – Consent Calendar

Recommendation

Staff recommend the Board consider approval to transfer District employees and the Board of Directors to the new \$3,000 Annual Maximum Benefit (AMB) Usual, Customary, and Reasonable (UCR) Dental Plan in January 2026. This will require using approximately \$9,800 of General Reserves to cover the budget shortfall until the increased cost can be budgeted in the FY27 budget.

Discussion

For over 5-years, staff have received complaints from District employees regarding the usability of the Delta Dental Insurance Plan (Delta). Most local Dentists no longer accept Delta (assumably due to low reimbursement rates based on the Delta MAC plan), so employees have been left with the option of either paying a much larger portion out-of-pocket, or traveling out of the area to a dentist that accepts Delta.

During the same timeframe, staff have repeatedly reached out to ACWA/JPIA for assistance. The staff at ACWA/JPIA have been incredibly helpful by researching other dental plan providers, researching how many dentists in the area accept Delta, and attempting to find other solutions.

ACWA/JPIA recently offered new plan options to address the concerns of rural agencies with few providers accepting Delta. Rather than change the insurance provider, ACWA/JPIA has worked with Delta to offer three additional options for dental insurance. The new insurance options provide a reimbursement based on the “Usual, Customary & Reasonable” (UCR) rates versus current reimbursement based on the “Maximum Allowed Charges” (MAC) rates.

The first important distinction between the UCR and the MAC rates is that UCR reimbursement rates are regionally based (zip code, county, etc.) while MAC reimbursement rates are based on contractual agreements between Delta and the dentist (in-network). Dentists that are NOT under contract with Delta Dental (out-of-network) are still reimbursed at the MAC rate, with the employee paying the difference. MAC reimbursement rates are not regionally based but are contractually based.

Simplified Example of Current Delta Dental MAC Rates Reimbursement		
	In-Network Dentist (80%)	Out-of-Network Dentist (80%)
Filling for Cavity	\$200 MAC	\$200 MAC
Actual Charge to Employee	\$200	\$400
Up Front Cost to Employee	\$0 (possible co-pay)	\$400
Delta Reimbursement to Dentist	\$160	\$0
Due from Employee	\$40	\$400
Reimbursement Payment to Employee from Delta	\$0	\$160
Employee Total Out-of-Pocket	\$40	\$240

(MAC = Maximum Allowable Charges)

Under the new Delta UCR Plan options reimbursement would look similar to this:

Simplified Example of New Delta Dental UCR Rates Reimbursement		
	In-Network Dentist (85%)	Out-of-Network Dentist (80%)
Filling for Cavity	\$400 UCR	\$400 UCR
Actual Charge to Employee	\$400	\$400
Up Front Cost to Employee	\$0 (possible co-pay)	\$400
Delta Reimbursement to Dentist	\$340	\$0
Due from Employee	\$60	\$400
Reimbursement Payment to Employee from Delta	\$0	\$320
Employee Total Out-of-Pocket	\$60	\$80

(UCR = Usual, Customary, and Reasonable)

The new UCR rates offer increased reimbursement – either to the dentist or to the employee who has paid for the dental services up front, lowering the out-of-pocket costs to employees.

During a virtual meeting with ACWA/JPIA staff to review and discuss the new options, one anticipated drawback that ACWA/JPIA staff mentioned is potential increased usage and/or employees hitting their Annual Maximum Benefit (AMB) faster than they have in the past (in the above examples, the “benefit” amounts are \$160 (MAC) and \$340/\$320 (UCR)). To help with this, ACWA/JPIA staff recommend choosing a plan with a higher AMB than the current plan (\$1,500 AMB currently).

An additional difference with the new plans is that all employees must be enrolled (no one can opt out). The District is not able to offer multiple dental insurance plans and all employees' premiums must be paid for by the District.

Premium Cost Comparison of Delta Dental Plan Options				
	Current MAC Plan - \$1,500 AMB	New UCR Plan - \$1,500 AMB	New UCR Plan - \$2,000 AMB	New UCR Plan - \$3,000 AMB
Employee Only	\$34.60	\$39.13	\$52.97	\$55.08
Employee +1	\$67.02	\$82.34	\$111.95	\$116.44
Employee + Family	\$109.17	\$152.12	\$201.91	\$209.99

Current Demographics ¹ of District's Dental Coverage (includes Directors)	
Employee Only	5
Employee + 1	10
Employee + Family	15

Cost Difference Between Current and New Dental Plans				
	Current MAC Plan - \$1,500 AMB ²	New UCR Plan \$1,500 AMB ³	New UCR Plan \$2,000 AMB	New UCR Plan \$3,000 AMB
Employee Only	\$173/month	\$195.65/month	\$264.85/month	\$275.40/month
Employee +1	\$670.20/month	\$905.74/month	\$1,231.45/month	\$1,280.84/month
Employee +Family	\$1,855.89/month	\$2,586.04/month	\$3,432.47/month	\$3,569.83/month
Monthly Cost	\$2,699.09/month	\$3,687.43/month	\$4,928.77/month	\$5,126.07/month
Total Cost for 6-Months (Jan-June 2026)	\$16,194.54	\$22,124.58	\$29,572.62	\$30,756.42
6-Month Increase from Current	\$0.00	\$5,930.04	\$13,378.08	\$14,561.88

¹ One opt-out, two vacant positions

² MAC calculation includes calculation for current vacancies using the family rate.

³ All UCR calculations include calculation for current vacancies using the family rate; includes calculation for current opt-out.

(AMB – Annual Maximum Benefit)

The District currently has \$36,766 budgeted for the FY26 annual Dental Insurance Expense. Adding in the two vacant positions (Director and Associate Engineer), it is anticipated that the Dental Insurance Expense will be +/- \$15,800 at the end of the 2025 calendar year (December 2025). This would provide \$20,966 remaining budget.

Cost of Moving District Employees to New Dental Plan (January-June 2026)			
	New UCR Plan - \$1,500 AMB	New UCR Plan - \$2,000 AMB	New UCR Plan - \$3,000 AMB
Anticipated January 2026-June 2026 Expense	\$22,124.58	\$29,572.62	\$30,756.42
Anticipated Remaining Budget January 2026	<\$20,966.00>	<\$20,966.00>	<\$20,966.00>
Potential Charges to Reserves	\$1,158.58	\$8,606.62	\$9,790.42

Alternatives

1. No change. The District maintains the current dental plan at no additional cost to the District.
2. The District may elect to transfer employees to the new \$1,500 AMB UCR Plan (\$1,158.58 impact) effective January 2026 and make no further changes.
3. The District may elect to transfer employees over to the new \$1,500 AMB UCR Plan (\$1,158.58 impact) January 2026 and fund a move to the \$3,000 AMB UCR Plan in the FY27 budget (July 2026).
The District may elect to delay changes until the next budget cycle (July 2026) and transfer employees to a different dental plan during the next open-enrollment (January 2027).

Fiscal Analysis

Fund \$9,790 for the New UCR Plan (\$3,000 AMB) from General Reserves.

Environmental Requirements

N/A

Exhibits/Attachments

- Attachment 1- Current Delta Dental MAC Information Sheet
- Attachment 2- New Delta Dental UCR Information Sheet

Benefit Highlights: Delta Dental PPO TM

Plan Benefit Highlights for: ACWA Joint Powers Insurance Authority (JPIA)

Group No: 00399 - 01012, 01312, 09312 & 09612

Effective Date: 1/1/2026

Eligibility	For eligibility details, refer to the plan's Evidence/Certificate of Coverage (on file with your benefits administrator, plan sponsor or employer).			
Deductibles	\$25 per person / \$50 per family each calendar year			
Deductibles waived for Diagnostic & Preventive (D & P)?	Yes			
Maximums	\$1,500 per person each calendar year			
D & P counts toward maximum?	No			
Waiting Period(s)	Basic Services None	Major Services None	Prosthodontics 12 Months	

Benefits and Covered Services*	Delta Dental PPO dentists**	Non-Delta Dental PPO dentists**
Diagnostic & Preventive Services (D & P) Exams, (3) cleanings and x-rays	100%	100%
Basic Services Fillings, sealants and posterior composites	80%	80%
Endodontics (root canals) Covered Under Basic Services	80%	80%
Periodontics (gum treatment) Covered Under Basic Services	80%	80%
Oral Surgery Covered Under Basic Services	80%	80%
Major Services Crowns, inlays, onlays and cast restorations	50%	50%
Prosthodontics Bridges, dentures and implants	50%	50%

* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental maximum contract allowances and not necessarily each dentist's submitted fees.

** Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

Delta Dental of California 560 Mission St., Suite 1300 San Francisco, CA 94105	Customer Service 888-335-8227	Claims Address P.O. Box 997330 Sacramento, CA 95899-7330
---	---	---

deltadentalins.com

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

Association of California Water Agencies

Joint Powers Insurance Authority

2026 DENTAL PLANS - VOLUNTARY DEPENDENT ENROLLMENT (80% UCR PLANS)

Delta Dental PPO/Premier ¹ Plan Options			
	PPO/Premier (or Out of Network)	PPO/Premier (or Out of Network)	PPO/Premier (or Out of Network)
Annual Max Benefit	\$3,000	\$2,000	\$1,500
Annual Deductible ² Individual/Family	\$25/\$50	\$25/\$50	\$25/\$50
Diagnostic cleanings, x-rays	100% (100)	100% (100)	100% (100)
Basic fillings	85% (80)	85% (80)	80% (80)
Endodontics root canals	85% (80)	85% (80)	80% (80)
Periodontics gum treatments/procedures	85% (80)	85% (80)	80% (80)
Oral Surgery	85% (80)	85% (80)	80% (80)
Crowns	50% (50)	50% (50)	50% (50)
Prosthodontics ³ implants, dentures	50% (50)	50% (50)	50% (50)
Orthodontics ³	50%	50%	50%
Lifetime Benefit	\$2000 max benefit/ person	\$2000 max benefit/ person	\$2000 max benefit/ person
Covered for Orthodontia	Child & Adult	Child & Adult	Child & Adult
Division	4304	4305	4306
Monthly Premiums			
Employee Only	\$55.08	\$52.97	\$39.13
Employee + 1	\$116.44	\$111.95	\$82.34
Employee + Family	\$209.99	\$201.91	\$152.12

Rates are in effect 1/1/2026 - 12/31/2026. **All eligible employees must enroll, but dependents may waive coverage. The employer must pay 100% of the Employee Only rate. With voluntary dependent plans, a district may require an employee to contribute all, some or none of the cost of dependent dental premiums.** This is a brief summary of benefits. More detailed summaries are available at www.acwajpia.com. In the event of any discrepancy, the Evidence of Coverage prevails. Participating providers can be found at www.deltadentalins.com.

¹ Services can be obtained from PPO, Premier or Out-of-network providers. PPO and Premier network benefits are listed above. When out of network, patients are responsible for the *full cost* above the in-network rates.

² Includes three calendar year cleanings. Diagnostic/Preventive services do not accrue to the calendar year benefit maximum and deductible does not apply.

³ 12-month waiting period applies.

NOTE: 80% UCR OON reimbursement plans reimburse out of network dentists at 80% of Usual, Customary & Reasonable (UCR) instead of Maximum Allowed Amount (MAC). This can lower the out of pocket costs for participants who use non-Delta dentists.

Agencies may only provide one PPO plan to its employees. Agencies are not allowed to have two Delta PPOs side by side.

Agencies moving to an 80% UCR plan must remain with that plan for a minimum of three years before changing back to a regular plan.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 5.1

ITEM: Continued Emergency Authorization for Emergency Repairs of Water Transmission Pipeline

PRESENTED BY: Michiko Mares

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote

Recommendation

Discuss and consider approval to continue existence of an emergency authorization for emergency repairs to the District's transmission pipeline as stated in Resolution No. 25-12.

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.

On Thursday, August 28, 2025, the Board approved Resolution No. 25-12 to authorize emergency repairs to the District's transmission pipeline. The General Manager authorized emergency response contracts with a local contractor and environmental consultant.

The environmental Consultant provided environment awareness training prior to commencement of work on Tuesday, September 2. The Contractor provided access along the transmission pipeline right-of-way. Excavation began on Wednesday, and the dewatering pump was placed in-service at the approximate leak location. On Thursday, the shoring was installed, and further inspection of the leak was completed by District staff.

District staff met with all the affected municipalities on Tuesday, September 2 to develop a regional response to the upcoming water system outage. No water service interruptions are expected.

All work, including the pipeline repair and site restoration, are anticipated to be complete by the end of September.

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 four-fifths vote, that there remains a need to continue the emergency action.

Alternatives

Terminate the emergency action and not complete the repair 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, specification, 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

Work performed by the Contractor is tracked on force account. The District is tracking labor and materials separately. ACWA/JPIA has been contacted to determine if the emergency work qualifies for an insurance claim.

Environmental Requirements

The District has submitted a Notice of Intent under Regional General Permit 5 for an Emergency Repair and Protection Activities and payment has been remitted. A temporary permit to enter and construct from the City of Arcata was received.

Exhibits/Attachments

None



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 5. 2

ITEM: Consider Approval of the Notice of Vacancy for Division 3 to fill the vacancy by appointment.

PRESENTED BY: Ryan Plotz, General Counsel

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote

Recommendation

1. Staff recommend the Board conduct initial review of applicants to fill the vacancy left on the District Board of Directors by the passing of Vice President David Lindberg;
2. Discuss interview and appointment process; and
3. Discuss and agree on interview questions.

Discussion

The Board was notified on Friday, August 1, 2025, of Vice-President David Lindberg's passing on Thursday, July 31, 2025. Mr. Lindberg represented Division 3 of the District. The District notified the Humboldt County Office of Elections of the Board Vacancy on Tuesday, August 5, 2025, effective Friday, August 1, 2025, which was within the required 15-day notification period.

Under Government Code section 1780, the District Board has elected to fill the vacancy by appointing a qualified individual. The appointment must be made on or before September 30, 2025, to meet the legal requirement that the appointment be made within 60 days of notification of the vacancy.

(Note: If the District Board does not make an appointment or call for a special election on or before September 30, 2025, the County Board of Supervisors is responsible for making the appointment or calling for an election.)

Pursuant to Government Code section 1780(d)(1), the person appointed (or elected) will serve until November 2026.

District staff have completed the following:

- Posted the attached Notice of Vacancy in at least three conspicuous locations within the District and on the District's website.
- Staff have received two (2) applications by the deadline of 5:00 PM on Thursday, September 4, 2025.

- Applicant Nancy Stevens residency in Division 3 has been confirmed by the Humboldt County Elections Office

Remaining items to be completed:

- Confirm residency qualifications with the Humboldt County Elections Office following receipt of applications.
- Conduct initial review of applications during the Regular Meeting on September 11, 2025.
- Schedule Special Meeting to conduct applicant interviews in open session.
- Appoint a qualified individual no later than September 30, 2025, and administer the oath of office.
- Notify the County elections official within 15 days of the appointment and return the required Assuming Office documents, including Form 700. The County elections official must be notified no later than 15 days after the appointment is made. The County elections official will provide an oath of office and notice of appointment form to be signed and returned along with an Assuming Office Form 700.

Proposed interview process:

- In the interest of fairness to all applicants, only the applicant being interviewed will be present in the Board Room while all applicants will remain in the lobby until called by the Board for their respective interview. The order of interviews will be completed by drawing names out of a hat.
- Once the applicant's interview is concluded, they may remain in the Board room to hear any remaining interviewees and the Board's deliberations.
- The interview questions (Attachment 1) will be the same for all candidates. Candidates will be asked to provide a 5-minute overview about themselves and why they are interested in serving on the HBMWD Board of Directors followed by questions from the Board.
- Following the interviews, there will be an opportunity for public comment on this agenda item consistent with other agenda items. This will provide an opportunity for members of the public to speak about one or more of the candidates.

Appointment:

The Board has flexibility in the process used in deciding on the appointment. The primary requirement, however, is that the deliberation and selection process be conducted in a public manner. Anonymous voting is not permitted.

Staff recommends proceeding on the "Order of Merit" process described as follows:

After interviews are conducted, and following an opportunity for public comment, each Board member can provide their first, second, and third applicant choices in writing to the Secretary of the Board and a 5-minute break will be taken to count written votes. Applicant choices from currently seated Board members will then be shared after the 5-minute break. If there is

consensus (at least 3 Board members in favor of first applicant choice applicant), the Board may proceed to appoint the applicant by a motion and a vote.

If there is less than a majority for an applicant, the “Order of Merit” process would begin, and the Board’s second written choice will be reviewed. Applicants will be given three points for a first choice, two for a second. If, after two rounds, a top applicant can be identified the board should proceed with a motion to appoint. Example shown in Table 1.

Table 1					
Board	Director Fuller	Director Rupp	Director Wheeler	Director Woo	
1st choice- 3pts	Applicant 1	Applicant 1	Applicant 3	Applicant 3	Tied
2 nd choice- 2 pts	Applicant 3	Applicant 2	Applicant 1	Applicant 1	
	Results				Points
	Applicant 1				10
	Applicant 2				2
	Applicant 3				8
	Applicant 1 wins				

If a third round is needed, the Board’s third written choice would be reviewed, one point would be assigned for third place, and the Board could appoint the top candidate by motion. (table 2).

Table 2					
Board	Director Fuller	Director Rupp	Director Wheeler	Director Woo	
1st choice- 3pts	Applicant 1	Applicant 1	Applicant 3	Applicant 3	Tied
2 nd choice- 2 pts	Applicant 3	Applicant 2	Applicant 4	Applicant 1	Tied
3 rd choice- 1pts	Applicant 2	Applicant 4	Applicant 1	Applicant 2	
	Results				Points
	Applicant 1				9
	Applicant 2				24
	Applicant 3				8
	Applicant 4				3
	Applicant 1 wins				

It should be noted this process, along with any other, could still potentially result in a tie given there are only four Board members. If that were to occur, the Board will need to consider how best to proceed to fill the vacancy.

The Board could also elect to use a different process in deciding on the appointment which ultimately must be made by a motion that is seconded and approved by a majority vote of the Board.

Once the Board reaches a decision on the appointment, the Oath of Office will be administered to the appointee and the newly appointed Board member will be seated at the dais.

Lastly, pursuant to State law, the applicant appointed to the Board will be required to file a statement of Economic Interests (Fair Political Practices Commission – Form 700) reporting sources of income or financial interests for the appointed member, their spouse or registered domestic partner, or dependent children that are located in, doing business in, planning to do business in, having done business within the District’s jurisdiction during the past two years.

Alternatives

Staff has identified two alternatives to an appointment, as follows:

- Appoint an individual using a process other than the recommended “Order of Merit” process described above, such as by successive motions until a motion is successful.
- Call a Special Election. The District Board may call for a special election to fill the vacated seat. If so called, the election would be held in March 2026.
- Defer to the County Board of Supervisors. The Board could take no action within the 60-day period and thereby allow the Board of Supervisors to make the appointment or call an election.

Fiscal Analysis

Not Applicable

Environmental Requirements

Not Applicable

Exhibits/Attachments

Attachment 1- Proposed interview questions

Attachment 2- Applicant Adelene Jones

Attachment 3 – Applicant Nancy Stevens

Humboldt Bay Municipal Water District
Division 3
Director Interview Questions

1. State your name and provide a 5-minute overview about yourself and why you are interested in serving on the Board of Directors for Humboldt Bay Municipal Water District.
2. Do you reside within Division 3 and do you expect to live there until December 2026?
 - a. Is it your intention to complete the 4-year term of office through December 2026?
 - b. Is it your intention to run for mid-term election in November 2026?
3. What is your understanding of the District's Mission?
4. What is your vision for the District?
5. What is your experience with and/or knowledge of Special District governance?
6. What is a Board member's role in governance of the District and how should they interact with staff, local government, and the community?
7. Are you willing to commit the time to carrying out your Director responsibilities?
 - a. Attend 15-20 Board meetings/year;
 - b. Serve on various Board Committees;
 - c. Serve as an Officer of the Board;
 - d. Serve on water-related associations, economic development or energy associations;
 - e. Periodic out-of-town travel; and
 - f. Review invoices, sign checks and other Board-related duties.
8. Do you have any possible conflicts of office or interest (this could include but may not be limited to contractual relationships, District municipal customers, or Ruth Lake Community Services District)?
9. Please share an example of a difficult decision you've made in a leadership or professional role, where the ethical choice wasn't necessarily the easiest or most popular decision?
 - a. How did you approach it and what was the outcome?
10. Do you have any questions about the District or Board regarding service as a Director?



P.O.Box 95
Eureka, CA 95502-0095

August 25, 20025

Dear Humboldt Bay Municipal Water District Board of Directors,

I saw your notice of the vacancy on your Board in the Friday, August 22nd issue of the Eureka Times Standard. I would like to be considered for this position.

You will find my resume enclosed with this letter. I have lived in Humboldt County for fifty-one years; in Blue Lake for forty-eight years. My extensive experience in city government and my current positions give me the unique qualities that would enhance your board membership. I have the energy and enthusiasm to carry out the duties required of the Humboldt Bay Municipal Water District Board.

I spoke with Kelsey Sobol and I'm aware of your monthly meetings at 9:00 AM on the second Thursday of every month as well as special meetings as needed. This would not be a problem for me. As a retired teacher, I have the freedom to attend any meetings that would be necessary. I do reside in Division 3.

Please look over my resume and feel free to call me if you have any questions concerning my qualifications. I have looked at your past minutes and agendas on-line and water issues are an important part of our County structure. I can attend your next regular meeting on September 11th to meet you in person.

Thank you for your consideration.

Sincerely,

Adelene Jones



RESUME OF ADELENE JONES

Current Positions:

City of Blue Lake Public Safety Commission Chairperson
Blue Lake Chamber of Commerce Director
Blue Lake Museum Director
California Retired Teachers Association North Coast Division Publicity Chairperson

Political Experience:

City of Blue Lake Park Commissioner 1981-1988
City of Blue Lake Planning Commission Secretary 1985-1986
Blue Lake City Council 1988-2008 (Mayor 1998-2002)
20014-20024 (Mayor 2016-2024)
Representative to the Humboldt County of Governments (HCAOG) 26 years
Representative to the Humboldt Waste Management Board (HWMA) 4 years

Career:

Teacher's Aide, Fieldbrook Elementary School 1974-1977
Substitute Teacher, various Humboldt County Schools 1983-1988
Special Education Teacher, Zane Middle School, Eureka 1988-2007
Elementary Teacher, various grades, Lafayette Elementary, Eureka 2007-2013

Education:

Bachelor of Arts Degree in English, University of California Riverside 1973
Multiple Subjects Teaching Credential, University of California Riverside 1974
Special Education Credential, Cal Poly Humboldt, 1987

From: Nancy Stevens [REDACTED]
Sent: Tuesday, September 2, 2025 4:25 PM
To: Corey Borghino <office@hbmwd.com>
Subject: Letter of Interest to fill BOD vacancy on behalf of Division 3

Dear General Manager Mares and Members of the Board,

I am writing to declare my interest in the open Board of Directors seat for District 3. I have lived in Humboldt County for 25 years, with nearly 20 of those based within Division 3. I am offering my letter of interest to ensure that a community member with a deep care for our resources fills the current empty seat. I understand both the responsibility and the commitment required of this role, and I am prepared to bring the time, attention, and dedication necessary to serve effectively and with integrity. My professional background has provided me with experience in reading and analyzing reports and contracts with an eye for risk analysis and to identify gaps in information. I am someone who prepares thoroughly, and engages in thoughtful, respectful discussions. I am confident these skills will allow me to contribute meaningfully to the Board's deliberations and decision-making.

As a director, I would work to uphold the District's mission to provide safe drinking water to local communities that are served by the Humboldt Bay Area, as well as untreated waters for industrial uses to the areas. I believe strongly in the stewardship and protection of our water resources—not only the water quality, but also the infrastructure that ensures its delivery. I recognize the local challenges facing the District, including aging infrastructure and the possible loss of projected untreated water demand by the Offshore Wind Heavy Lift Multipurpose Marine Terminal in Samoa. And my fingers are crossed that the leak within the transmission pipeline can be located and repaired quickly!

I also want to acknowledge the tragic circumstances under which Director Lindberg's seat became vacant. If selected, I will continue to honor the citizens, the staff, and the Board.

Thank you for considering my application,

Nancy Stevens
[REDACTED]

Attachments:

1. Resume
2. Confirmation by the County Office of Elections of my permanent residence within Division 3

[FOREST WRX ALLIANCE](#), Humboldt County, CA

May 2025 – current. Contractor position.

Contracting Administrator. Recipient of a \$2 million Redwood Region RISE Catalyst Award. Provide strategic leadership and expert guidance in contract management to establish and oversee effective systems and processes for the implementation. This role ensures all contractual relationships are aligned with approved budgets, implementation plans, reporting and monitoring requirements, staffing strategies, and deliverables—while supporting and reinforcing the organization’s overall financial framework.

[BURKE FOR SUPERVISOR CAMPAIGN](#), Humboldt County, District 5

March 2025 – current. Contractor position.

Campaign Manager. Leading successful District political campaign for Mary Burke which includes grassroots organizing, strategic communications, and data-driven voter outreach. Committed to advancing Mary Burke’s vision for a proactive, community-centered Humboldt County government that focuses on environmental advocacy, community engagement, and building inclusive coalitions.

[INTERNEWS NETWORK](#) (International non-profit), Arcata CA 95521

March 2024 – February 2025*. Full-time.

Hiring and Contracting Specialist/Contracts Department Lead, People and Culture Department
Managed workflow of independent services contracts; signatory on all US funded contracts; subject matter expert and first point of escalation for contracting questions; oversaw updates and distribution of contracting templates, guidance, policy updates, and training materials; coordinated with legal counsel when needed; responsible for reviewing all Conflict of Interest disclosures submitted by contractors for either mitigation or clearance; oversaw the successful rollout of a new international hiring pilot; Lead HR representative working with Operational Security team to safely relocate at-risk journalists; trusted with sensitive personnel information; supervised two Senior Contract Associates.

* Employment ended on 07 February 2025 due to an [Executive Order](#) issued on 20 January 2025 that ended international foreign aid funding.

[STILLWATER SCIENCES](#) (Environmental Consulting Firm), Arcata CA 95521

March 2015 – March 2024. Full-time.

Contracting Analyst/Contracts Department Lead (January 2021 – March 2024)

Tracked status of all prime and subaward agreements, reviewed contracts and provided revised proposed language for negotiations to reduce organizational risk and to ensure that the agreement is mutually protective of both parties, provided guidance to program management staff as to the correct contracting vehicle to use, oversaw the submittal of certificate of insurance (COI) documentation to clients as well as the receipt of COI’s from the subrecipients prior to initiating work; identified gaps in information or hurdles in processing resulting in streamlining communications and response times; provided analysis of agreements and recommendations to the CEO for either signature or engagement in negotiations; supervised one employee.

Recruiting Manager/Recruiting and Hiring Department Lead (April 2019 – March 2024)

Led all recruiting efforts including forecasting position needs, preparing and posting job announcements using a variety of methods to attract top-tier talent, reviewed applicant materials, closely collaborated with project managers to identify top tier of candidates, scheduled interviews, drafted and distributed offer letters, and led the onboarding of new hires; selected and implemented the use of a new Applicant Tracking System in 2021; collaborated with HR to ensure compliance with employment laws; created and manage annual budgets for recruiting and onboarding; personally handled all confidential items; supervised one employee.

Marketing Coordinator (March 2015 – March 2019)

Sole marketing staff person; collaborated with nine regional scientific leads to assess business development opportunities by determining likelihood of success to maximize the region's investment to meet sales goals; led proposal development efforts and submissions; tracked all opportunities and provided regular updates to senior staff on opportunities, upcoming conferences, and other marketing opportunities to showcase our services; above average industry win rate.

INDEPENDENT INTERNATIONAL TRAVEL (January 2013 – September 2014)

Leave of employment for travel through Oceania, Asia, and Europe. Organized all logistics. Sponsored by Keen Footwear, Smith Optics, and PrAna.

INTERNEWS NETWORK (International non-profit), Arcata CA 95521

September 2007 – December 2012. Full-time.

Senior Analyst, Grants & Contracts Department (April 2012 – December 2012), Analyst for the Middle East/North Africa and Latin America Region (September 2010 – April 2012)

Portfolio at time of departure was approximately 49 million. Job descriptions included careful review and understanding of contract/grant agreement terms and conditions, scope and deliverables; provided structure, support, analysis and review to project-based staff; point of contact for Agreement Officers when discussing the Agreement, budget, or modifications; supported and provided guidance to Analyst team; trainer of USAID Rules & Regulations for US and overseas based staff; ensured that all projects were in compliance with the contractual obligations of the funder agreement; approval authority of up to \$150,000 for procurements; reviewed all procurement requests above a \$5,000 purchase price; drafted and issued all service contracts above \$5,000 and all subgrant agreements above \$25,000; assisted in the development and submission of RFA and RFP responses; reviewed proposals and budgets for accuracy and compliance with proposal requirements and Federal Rules & Regulations; and was the lead on packaging and submission of proposal documents.

Special Documents Librarian (September 2007 – October 2012)

Drafted, notarized and issued corporate documents such as Power of Attorneys, Letters of Authorization, and Country Registrations for all Internews' offices (US and overseas based); coordinated documents through state, federal and host-country Embassy certification processes, maintained the library of Country Files as well as the final registration documents and lease agreements; prepared reports for auditors of Registrations, Leases, and all current Awards and Award modifications for annual audits.

STILLWATER SCIENCES (Environmental Consulting Firm), Arcata CA 95521

April 2003–December 2007. Full-time.

Senior Office Administrator

Responsible for maintaining a highly professional and efficient administrative services in all office locations (five at the time); supervised administrative interviews and trainings, Project Administrator for multi-million, multi-year complex project (Eugene Water & Electric Board), Project Librarian (maintained hard copy and electronic files), produced monthly invoices and project summaries for clients, generated weekly budget summaries and analyses of all projects for President, updated key project leads on budget status, provided the President with a weekly status summary of all company contracts, coordinated travel logistics for staff, provided support to the office and project staff by ensuring requests were completed quickly and accurately, provided orientation to new office employees, maintained and organized the day-to-day office activities, planned and oversaw company functions and events, maintained inventory of office and field supplies, maintained office equipment, and facilitated strong interoffice company communications.

EDUCATION: UNIVERSITY OF MARY WASHINGTON, Virginia. BA in Sociology, May 2000.

SKILLS: Proven strengths in organization, communication, and strategic planning; Effective leadership with a natural ability to lead by example and inspire teams; Experienced manager and trainer with a track record of high-quality staff support and development; Trusted for a strong work ethic, professionalism, and reliability; Committed to creating efficient systems, workflows, and process improvements; Strong problem-solving skills with the ability to remain calm and focused under pressure; Equally effective working independently or in collaborative team environments; Quick to learn and adapt to new technologies and software tools; Proficient in Microsoft Office Suite, Outlook, SharePoint, databases, and other common business platforms; Skilled at recognizing when procedural changes are needed to enhance operations and streamline workflows.

REFERENCES Available upon request.

CERTIFICATIONS

- Dirtroad Organizing Course (Political campaign management training), in process.
- [Introduction to River Restoration Survey Course](#), Portland State University, 2025.
- [Permaculture Design](#), Oregon State University, 2017.

SELECTED COMMUNITY/VOLUNTEER HISTORY

- Vice President of the [North Country Fair](#), Arcata CA, 2014 – current
- Organizing Committee for the [Humboldt Folklife Festival](#), Blue Lake CA, 2011 – current
- Production Coordinator/Artist Liaison, [Ten Mile Creek Revival Music Festival](#), Laytonville, CA, 2023 – current
- Various event production roles through Noise Pop Industries, Tapestry Productions, and The Confluence with locations in Humboldt, Mendocino, Sonoma, and Marin counties, 2023 – current

QUOTES/REFERENCES SHARED WITH ME

Nancy is the epitome of what a good work ethic means. She is such a hard worker and busy, yet she will try and help me with my contracting questions right away. I also love how open and honest she is. - *Colleague, Stillwater Sciences*

Nancy continues to amaze me with her dedication to whatever task she is engaging with. She is very genuine and available to provide candid and honest feedback even to challenging questions or situations. -*Colleague, Stillwater Sciences*

I am inspired by Nancy’s level-headed approach and communications skills. She always takes time to connect to everyone which sets everyone at ease. -*Colleague, Stillwater Sciences*

I want to let you know how much I personally have enjoyed working with you, and to thank you for the positivity and hard work and dedication you have brought to your role. -*VP of People & Culture, Internews*

You have been so brilliant Nancy. In such a short time, you have become so key and irreplaceable - you are so in tune with the kind of work we do and have so much passion and dedication for it. It's been such a joy to work with you. -*Director of Recruiting and Hiring, Internews*

It's been such a pleasure working with you. You've been incredibly helpful, effective and so human in all the interactions we've had. -*VP of Global Programs and Initiatives, Internews*

Nancy has revolutionized hiring and onboarding at Stillwater over the last few years streamlining the process and getting more people involved in welcoming and orienting new staff. -*Colleague, Stillwater*

You have brought so much grace, clarity and kindness to our team every day. -*Colleague, Internews*



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 5.3

ITEM: Resolution 2025-11 – Approving Project and Accepting Grant Funds under the SFRA Boating Access Grant – Invasive Mussel Response Program

PRESENTED BY: Contessa Dickson, Board Secretary

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote

Recommendation

Staff recommend the Board adopt Resolution 2025-11 approving the SFRA Boating Access Grant – Invasive Mussel Response Program Project and accepting grant funds awarded by the California Department of Fish and Wildlife in the amount of \$100,100.

Discussion

The District applied for and has been awarded \$100,100 through the State of California SFRA Boating Access Grant – Invasive Mussel Response Program. The funding will support the District’s ongoing efforts to prevent invasive mussel infestation and ensure continued protection of local water resources.

Execution of a formal resolution is required to enter into the grant agreement. Adoption of Resolution 2025-11 will authorize the General Manager to execute the grant agreement and any necessary related documents. The District affirms its commitment to comply with all terms, conditions, and requirements of the grant agreement.

Alternatives

Decline to adopt Resolution 2025-11. This would result in the District forfeiting the \$100,100 awarded grant funding.

Fiscal Analysis

Acceptance of this grant will provide \$100,100 in external funding for the invasive mussel response project.

Environmental Requirements

N/A

Exhibits/Attachments

Attachment 1 – Resolution 2025-11 – Approving the Project and Accepting Grant Funds
Attachment 2 – Grant Award Letter

**RESOLUTION 2025-11 OF THE BOARD OF DIRECTORS OF THE HUMBOLDT BAY
MUNICIPAL WATER DISTRICT APPROVING THE PROJECT AND ACCEPTING
GRANT FUNDS UNDER THE SFRA BOATING ACCESS GRANT – INVASIVE
MUSSEL RESPONSE PROGRAM**

WHEREAS, the Humboldt Bay Municipal Water District (“District”) has applied for and has been awarded grant funding under the State of California SFRA Boating Access Grant – Invasive Mussel Response Program (“Project”); and

WHEREAS, the California Department of Fish and Wildlife has issued an award in the amount of \$100,100.00 for the Project; and

WHEREAS, execution of a formal resolution is a requirement of entering into the grant agreement; and

WHEREAS, the District is committed to carrying out the Project in accordance with the grant requirements and ensuring the funds are used solely for the approved purposes;

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 approves the Project known as “SFRA Boating Access Grant – Invasive Mussel Response”.
2. The Board of Directors accepts the grant award in the amount of \$100,100.00 from the California Department of Fish and Wildlife.
3. The General Manager, or designee, is hereby authorized and directed to execute the grant agreement and any related documents necessary to implement the Project.
4. The Board affirms that the District will comply with all terms, conditions, and requirements of the grant agreement.

PASSED, APPROVED, AND ADOPTED this 11 of September 2025, by the following vote:

AYES: 0

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:

Michelle Fuller, President

Bruce Rupp, Secretary Treasurer



State of California - Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
P.O. Box 944209
Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
CHARLTON H. BONHAM, Director



**SPORT FISH RESTORATION ACT
BOATING ACCESS: INVASIVE MUSSEL RESPONSE
RUTH LAKE BOAT DECONTAMINATION FACILITY FOR
INVASIVE MUSSEL PREVENTION
GRANT AGREEMENT NUMBER – Q2596908**

GRANTOR: State of California, acting by and through
The California Department of Fish and Wildlife
P.O. Box 944209
Sacramento, CA 94244-2090

GRANTEE: Humboldt Bay Municipal Water District
828 7th Street
Eureka, CA 95501

SECTION 1 – LEGAL BASIS OF AWARD

Pursuant to Fish and Game Code 1501.5(b) the California Department of Fish and Wildlife (CDFW or Grantor) is authorized to enter into this Grant Agreement (Agreement) and to make an award to Humboldt Bay Municipal Water District (Grantee) for the purposes set forth herein. Grantee accepts the grant on the terms and conditions of this Agreement. Accordingly, Grantor and Grantee (Parties) hereby agree as follows:

SECTION 2 – GRANT AWARD

- 2.01 Grant:** In accordance with the terms and conditions of this Agreement, including Section 5.04 – General Terms and Conditions, Grantor shall provide Grantee with a maximum of \$100,100 (Grant Funds) to financially support and assist Grantee's implementation of Ruth Lake Boat Decontamination Facility for Invasive Mussel Prevention (Project).
- 2.02 Term:** The term of this Agreement is upon Grantor approval, through June 30, 2027.
- 2.03 Notice of Award:** Grantee shall not perform work on any Task (as defined in Section 6.03.4 – Project Implementation of this Agreement) in reliance on this Agreement prior to the project period start date listed in the CDFW award letter. Grantee must have an executed grant agreement with Grantor and secured Project Site Access, (as defined by Section 6.03.2 of this agreement) that the CDFW Grant Manager determines is adequate, to be reimbursed for project costs.

SECTION 3 – ELIGIBLE USES OF GRANT

Only Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance Section 6 – Project Statement and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from the Grant Funds.

SECTION 4 – GRANTEE’S REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Grantor as follows:

- 4.01 Existence of Power:** Grantee is a public entity, validly existing, and in good standing under the laws of California. Grantee has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
- 4.02 Binding Obligation:** This Agreement has been duly authorized, executed, and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with the Agreement’s terms.

SECTION 5 – GRANTEE’S AGREEMENTS

- 5.01 Purpose:** This Agreement is entered into by the Parties for the purpose of providing financial support to Grantee to complete the Project, specifically the activities identified within Section 6 – Project Statement.
- 5.02 Project:** Grantee shall complete activities as set forth in Section 6 - Project Statement.
- 5.03 Use of Project Funds:** Grantee agrees that only Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance with Section 6 – Project Statement and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from the Grant Funds.
- 5.04 General Terms and Conditions:** Public Entities General Grant Provisions (Exhibit 1.a), Federal Terms and Conditions (Exhibit 2) and Notice of Economic Sanctions (Exhibit 3) are attached hereto and made a part of this Agreement.
- 5.05 Amendments, Personnel, Schedule, and Budget Revisions:** Grantee shall submit any request to amend any term of this Agreement in writing to the CDFW Grant Manager. Grantee must include an explanation of and justification for any such request. This Agreement may only be amended in accordance with Section 2 of Exhibit 1.a, except that the CDFW Grant Manager may approve via email:

1. Changes that do not alter the Project Description, Project Term, or Budget, including:
 - a. Substitution of personnel or subcontractors (Categories A and B, Line Item Budget, Section 9.01); and
 - b. Revision of estimated completion dates (Schedule of Due Dates and Deliverables, Section 6.03.5).
2. Proposed revisions to the Budget (Section 9.01) to shift funds between existing line items or categories when those proposed revisions meet all of the following requirements:
 - a. Are consistent with the Project as detailed in Section 6 - Project Statement;
 - b. Do not increase the total amount of Grant Funds;
 - c. Do not, in the aggregate, transfer more than 10% of the Grant Funds relative to the initial Budget in this Agreement or the Budget in an amendment to this Agreement executed in accordance with Section 2 of Exhibit 1.a. An amendment executed in accordance with Section 2 of Exhibit 1.a/ Exhibit 1.b will reset the 10% threshold.

5.06 Acknowledgement of Credit: Grantee shall include signage, to the extent practicable, informing the public that the Project received funds through the CDFW from the Sport Fish Restoration Act—Sport Fish Restoration (SFRA). Further, Grantee shall include appropriate acknowledgement of credit to the CDFW, for Grantor’s financial support when using any data and/or information developed under this Agreement (e.g., in posters, reports, publications, presentations).

SECTION 6 – PROJECT STATEMENT

6.01 Introduction:

Humboldt Bay Municipal Water District (HBMWD) is responsible for the R.W. Matthews Dam which creates Ruth Lake in southern Trinity County and provides domestic water to approximately 90,000 residents (two-thirds of Humboldt County’s population). A hydroelectric powerhouse is also located at Matthews Dam. Ruth Lake presents ideal conditions for the recently discovered Golden Mussel, creating a significant threat to the environment, recreation, infrastructure, and domestic water.

Since 2009, HBMWD has worked in close partnership with Ruth Lake Community Services District (RLCSD), the agency responsible for recreation management at Ruth Lake, to implement a Joint Quagga and Zebra Mussel Prevention Plan, which includes mandatory watercraft inspection/registration, voluntary exit banding, and annual monitoring/reporting. Over the past 15 years, the districts have demonstrated a strong and collaborative commitment to protecting Ruth Lake.

The Ruth Lake Community Services District will implement this Project at Ruth Recreational Campground. Project funds would go towards installing a Clean Wake decontamination dip tank which would be located at a central location at Ruth Lake with easy access for all recreational users. With the installation of a decontamination dip tank, this would strengthen the Ruth Lake Aquatic Invasive Species Plan to decontaminate all watercrafts that have a ballast tank or come from any high-risk areas that cannot be physically inspected. By doing so, this would prevent the spread of any potential invasive mussels, specifically Golden Mussels to Ruth Lake.

6.02 Objective(s):

The overarching objective of this Project is to prevent the spread of any potential invasive mussels into Ruth Lake. The Humboldt Bay Municipal Water District is planning to invest in a Clean Wake decontamination dip tank at Ruth Lake to enhance aquatic invasive species prevention efforts. This Project would significantly support efforts to move forward with this important purchase and implementation. Recreational boaters with watercrafts with a ballast tank would have the option to be able to launch their watercraft into the lake following a decontamination process without undergoing a mandatory 30-day quarantine.

This would be a great benefit for the recreational boaters who own a watercraft with a ballast tank and/or boaters coming from a high-risk area. The boaters would be able to go through decontamination without having to delay their recreational activities for a quarantine period. In addition, another advantage to a Clean Wake decontamination dip tank is a relatively more efficient process when compared with other decontamination units. The Clean Wake decontamination process is expected to take a total of five minutes. Following the completion of the decontamination process, the boater would then be able to launch into Ruth Lake.

6.03 Project Description:

6.03.1 Location: The Project is located at [Name of boating facility and waterway]. [Identify physical location(s) of project, include latitude and longitude in decimal degrees] in _____ County, California (Property).

6.03.2 Project Site Access Permission: Grantee shall provide written permission to Grantor for Grantor, its employees, and agents to inspect and monitor the Project site(s). The CDFW Grant Manager may require Grantee to provide such permission before the CDFW Grant Manager authorizes Grantee to perform work on a Task or Tasks through a Notice to Proceed pursuant to Section 2.03 of this Agreement.

6.03.3 Materials and Equipment: Equipment purchases must comply with Section 19 of Exhibit 1.a. The materials to be purchased as part of this Project are the following:

- (Two) – 1,000-gallon propane tanks; unit cost is \$3,000.

- (One) 2,500-gallon water tank for reserved water; unit cost is \$3,000.
- (Four) iPads to utilize WID (Watercraft Inspection and Decontamination) at Ruth Lake; unit cost is \$400.
- (Two) Operating cost to fill propane tank with propane; unit cost is \$4,000.
- Building permits for enclosures and electrical service; estimated total cost \$10,000.

6.03.4 **Project Implementation:** Consistent with Grantee's proposal for the Project, Grantee will complete the following tasks in accordance with Section 6.03.5 – Schedule of Due Dates and Deliverables:

Task 1 – Project Management and Administration

Grantee will provide technical and administrative services associated with performing and completing the work for this Project, including managing this Agreement, assuring all permits are finalized, , administering subcontracts, invoicing and payments, drafting and finalizing progress and final progress reports, preparing annual performance reports, and data management.

Task 2 – Permitting & Site Preparation Subcontracts

This task involves completing the required site preparation prior to the installation of the Clean Wake Dip Tank. This includes installing electricity to the location from the nearest meter box located within Ruth Recreational Campground and installing water to the site location from the nearest water source from within the Campground. It also includes the installation of 400 feet of fencing around the location which would be necessary to provide a safe location to keep the decontamination dip tank safe from the public and/or animals. Two 1,000-gallon propane tanks will be installed within the fenced area and the hauling and spreading of gravel will be completed to create a clean and smooth worksite after the installation of all materials and equipment is finalized. The site design would be completed by Whitchurch Engineering and the site work would be completed by Ben Boak Construction, Owsley Electric, Kiser Construction, and Humboldt Fence Company.

To prepare for the installation of the Clean Wake Dip Tank, there are permit fees and operating costs associated with filling the propane tanks.

Task 3 – Materials Procurement

A storage shed for consumables will be included which includes 50 extra filter bags, an industrial pool vacuum for cleaning the tank, cleaning

supplies such as long handle brooms and a net with some other consumables.

A water tank will be procured as part of this task to help ensure there is never a water shortage for the dip tank. The 1,000-gallon propane tanks will be procured which are necessary to run the future dip tank as natural gas is unavailable in the implementation area.

The iPads will be procured as part of this task to ensure ease of staff access to the WID (Watercraft Inspection and Decontamination) database. This would allow a faster inspection of the watercraft and help protect Ruth Lake by having firsthand access to where the watercraft last visited.

Task 4 – Watercraft Inspection and Decontamination Training

Clean Wake Dip Tank hands-on training will be provided at the Ruth Recreational Campground. Ruth Lake CSD staff would attend from both of Ruth Lake’s boat launching facilities, which is the Ruth Lake Marina and Ruth Recreational Campground. Training would consist of a minimum of 5 hours of in-person at our Ruth Recreational Campground location which would include training videos and hands-on training. If training is unavailable at our site location, it would be a minimum of 20 hours of staff time to include travel time to a nearby destination and/or training videos.

6.03.5 Schedule of Due Dates and Deliverables:

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
1	Project Management and Administration	Quarterly Progress Reports	Due within 30 days following each calendar quarter (March, June, September, December) following grant execution.
		Quarterly Invoices	Due within 30 days following each calendar quarter (March, June, September, December) following grant execution.
		Annual Performance Report	Due no later than August 14 of each year.

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
		If applicable Copies of Executed Subcontracts	[Insert Date]
		Final Progress Report	Due no later than the Grant Term end date June 30, 2027.
		Final Invoice	Due no later than 45 days after the Grant Term end date June 30, 2027.
2	Permitting & Site Preparation	Site preparation completed for installation of Clean Wake Dip Tank	Due no later than April 2027.
3	Materials Procurement	Completion of all materials procurement	Due no later than May 2027.
4	Watercraft Inspection and Decontamination Training	WID system staff training completed at Ruth Lake	Due no later than the Grant Term end date June 30, 2027.

SECTION 7 – CONTACTS

The point of contact may be changed at any time by either party by providing a 10 day advance written notice to the other party. The Parties hereby designate the following points of contact during the Term of this Agreement:

CDFW Grant Manager:		Grantee Project Manager:	
Name:	Martha Volkoff	Name:	
Title:	Invasive Species Program Manager	Title:	
Address:	P.O. Box 944209 Sacramento, CA 94244-2090	Address:	
Phone:	(916) 203-2255	Phone:	
Email:	Martha.Volkoff@wildlife.ca.gov	Email:	

Direct all administrative inquiries to:

CDFW Grant Coordinator:		Grantee Project Coordinator:	
Name:	Ziad Kawan	Name:	
Title:	Associate Governmental Program Analyst	Title:	
Address:	P.O. Box 944209	Address:	

Q2596908

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

	Sacramento, CA 94244-2090		
Phone:	(916) 902-9278	Phone:	
Email:	Ziad.Kawan@wildlife.ca.gov	Email:	

SECTION 8 – REPORTS

8.01 Progress Reports: Grantee shall submit Progress Reports with each invoice or at least quarterly that comply with the requirements below to the CDFW Grant Manager. The CDFW Grant Manager will provide Grantee with a sample Progress Report upon request.

Requirements:

1. Grantee name, the Project title, this Agreement number, and dates progress report covers;
2. Activities and tasks performed and/or completed, a summary of progress to date including progress since the last report, and a brief outline of upcoming work scheduled for the subsequent period;
3. Documentation of all subcontractor activities;
4. Updates on progress towards meeting project objectives, output and outcome performance measures;
5. Document delivery of any intermediate work products;
6. Costs incurred during the subject period, total of costs incurred to date, and the remaining balance;
7. Any problems encountered while performing the tasks and proposed solutions, timeline for resolution, and status of previously unresolved problems; and
8. Grantee must submit progress reports electronically in PDF or Microsoft Word compatible format and conform to the templates provided by the CDFW Grant Manager.

8.02 Final Progress Report: Grantee must submit Final Progress Report electronically to the CDFW Grant Manager by the dates listed in Section 6.03.5 – Schedule of Due Dates and Deliverables. The Final Progress Report must summarize the life of the Agreement and describe the work and results pursuant to Section 6 - Project Statement, as well as summarize the Project’s accomplishments consistent with the project’s objectives. Grantee shall include a Final Invoice (as defined in Section 9.02.2 of this Agreement) with the Final Progress Report. The CDFW Grant Manager will provide Grantee a final progress report template.

8.03 Annual Performance Report: Grantee shall submit an Annual Performance Report by the dates listed in Section 6.03.5 – Schedule of Due Dates and Deliverables. The report shall summarize activities for the previous fiscal year

pursuant to Section 6.02 - Objectives. Annual Performance Reports will be submitted, electronically, to the CDFW Grant Manager. The CDFW Grant Manager will provide the Grantee an annual performance report template.

8.04 Document Accessibility: Grantee must submit all documentation required as part of this agreement to the CDFW Grant Manager in a format that meets web content accessibility standards (<https://www.wildlife.ca.gov/Accessibility>).

SECTION 9 – BUDGET AND PAYMENT

9.01 Budget Details and Funding Summary: Grantor will provide an amount not to exceed \$100,100 as detailed in the Line Item Budget Detail (Budget) below. Grantee or its partners will provide up to \$0 in funds or in-kind services as cost share to complete tasks described in Section 6 – Project Statement. Grantee will provide Grantor a completed Certification of Non-Federal Contributions form with accurate records of all cost share with Grantee’s Final Invoice.

9.02

Line Item Budget Detail	
A. PERSONNEL SERVICES	
Project Role 1	\$500
Project Role 2	\$500
Subtotal Personnel Services	\$1,000
Staff Benefits	\$0
Total Personnel Services	\$1,000
B. OPERATING EXPENSES: GENERAL	
Field Supplies (List field supplies in Section 6.03.3 Materials and Equipment)	\$28,600
Travel (Not to exceed State reimbursement rates)	\$1,000
Subtotal Operating Expenses: General	\$29,600
C. OPERATING EXPENSES: SUBCONTRACTORS	
Ben Boak Construction	\$21,500
Owsley Electric	\$30,000
Kiser Construction	\$8,000
Whitchurch Engineering	\$5,000
Humboldt Fence Company	\$5,000
Subtotal Operating Expenses: Subcontractors	\$69,500
D. OPERATING EXPENSES: EQUIPMENT	
Equipment item	\$0
Subtotal Operating Expenses: Equipment	\$0
E. INDIRECT COSTS	
Indirect Charge Rate TBD% (Applies to Sections A + B and the first \$50K of each subcontractor OR Applies to Sections A+B+C, as per the Grantee NICRA)	\$TBD

Line Item Budget Detail	
F. GRAND TOTAL (A+B+C+D+E)	\$TBD

Any changes or modifications to a fund source indicated below must be promptly reported to the CDFW Grant Manager in writing.

Funding Sources Summary			
Source of Funds	Cash	In-Kind	Total
CDFW Sports Fish Restoration Act Program	\$	\$0	\$
Total Project Cost	\$	\$0	\$

9.01.1 Indirect Costs for Federally Funded Payable Grants: Indirect costs (administrative overhead) are those that cannot be directly assigned to a particular grant activity but are necessary to the operation of the organization and the performance of the grant project. Indirect costs include operating and maintaining facilities, accounting services, and administrative salaries that cannot be recovered in other budget categories.

In accordance with [Title 2 of the Code of Federal Regulations Part 200](#), Grantees have two options for requesting indirect costs:

1. Use their federally approved Indirect Cost Rate. Federal approval documentation and a supporting budget spreadsheet must be included as supplemental information. Existing negotiated indirect cost rates will remain in place until they expire. The effective date of changes to indirect cost rates must be based upon the date that a newly re-negotiated rate goes into effect for the specific fiscal year. The Grantee shall notify CDFW with any changes to the negotiated indirect cost rate. OR
2. Use De Minimis rate, an amount up to ten percent (15%) of the Grantee’s Modified Total Direct Costs (MTDC). The MTDC base cannot include any distorting costs such as equipment, rent, capital expenditures, or any sub-awards, contracts, or consultants beyond the first \$50,000.

Per 2 CFR §200.1:

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes

equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

9.02 Payment Provisions

9.02.1 Disbursements: Grantor will disburse Grant Funds to Grantee not more frequently than quarterly in arrears, upon receipt of an original itemized invoice and any required mandatory documentation as identified in Section 6.03.5 – Schedule of Due Dates and Deliverables.

Grant disbursements will be mailed to the following Grantee address:

Grantee Name:	Humboldt Bay Municipal Water District
Attention:	
Address:	828 7th Street Eureka, CA 95501

9.02.2 Invoice Documentation: Each invoice for payment must be accompanied by a Progress Report as described in Section 8.01 – Progress Reports or a written description, not to exceed two pages in length, of Grantee’s performance under this Agreement since the time the previous such report was prepared. The Progress Report shall describe the types of activities and specific accomplishments during the period for which the payment is being made rather than merely listing the number of hours worked during the reporting period. The Final Invoice must include a budget summary of all cost share expenditures by fund source, as applicable. The CDFW Grant Manager will provide Grantee with a sample invoice template upon request. The Final Invoice is due in accordance with Section 6.03.5 – Schedule of Due Dates and Deliverables and must be submitted in accordance with Section 9.02.3 - Invoice Submission

Requirements: The invoice shall not cover more than one CDFW fiscal year (July 1 through June 30) and contain the following information:

Q2596908**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

1. The word "Invoice" should appear in a prominent location at the top of the page(s);
2. Printed name of Grantee on company letterhead;
3. Grantee's business address, including P.O. Box, City, State, and Zip Code;
4. Name of CDFW Region/Division being billed;
5. The invoice date and the time period covered; i.e., the term "from" and "to";
6. This Agreement number and the sequential number of the invoice (i.e. Q2596908- Invoice 1);
7. The invoice must be itemized using the categories and following the format of the Budget;
8. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice. The total amount due shall include all costs incurred by Grantee under the terms of this grant;
9. The original signature of Grantee; and
10. Grantee must provide supporting documentation for the invoice and actual receipts.

Q2596908

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of Grantor date set forth below the signature.

AUTHORIZED AGENT FOR GRANTEE

By:

Signature: _____

Printed Name: Enter Grantee Signatory Name

Title: Enter Title

Date: _____

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

By:

Signature: _____

Printed Name: Matt Wells

Title: Chief, Watershed Restoration Grants Branch

Date: _____

This Agreement is exempt for DGS-OLS approval, per SCM 4.06



ITEM: Ruth Lake Cleanup – Public Lands Day
PRESENTED BY: Contessa Dickson, Board Secretary
TYPE of ITEM: INFORMATIONAL
TYPE of ACTION: NONE

Recommendation

Staff recommend the Board continue to support and encourage participation in the upcoming Ruth Lake Cleanup event on National Public Lands Day.

Discussion

The 4th Annual Ruth Lake Cleanup will take place on Saturday, September 27, 2025, from 9:00 a.m. to 2:00 p.m. at the Ruth Lake Marina (8990 Mad River Road, Mad River, CA). This event celebrates National Public Lands Day and focuses on protecting Ruth Lake, a vital source of drinking water for over 94,000 residents and a valued recreation site.

In 2024, participants collected over two tons of trash. The event will once again provide lunch and free t-shirts for volunteers. Boats are welcome but not required; however, all participating boats must be inspected at the marina for invasive mussels.

Alternatives

N/A

Fiscal Analysis

The District contributed \$500 towards volunteer t-shirts.

Environmental Requirements

N/A

Exhibits/Attachments

Attachment 1 – Ruth Lake Cleanup – Public Lands Day

In Celebration of National Public Lands Day

RUTH LAKE CLEANUP

4TH ANNUAL



2025

WE ♥ RUTH LAKE

**Saturday
September 27**

9am-2pm

Ruth Lake Marina

8990 Mad River Rd, Mad River CA 95552

Let's show Ruth Lake some love this National Public Lands Day! Last year we collected over two tons of trash! Ruth Lake is a source of drinking water for over 94,000 residents and a beloved local recreation resource.

Free T-Shirts!

Lunch Provided!



Boats are welcome but not required. All participating boats must be inspected at the marina for invasive mussels.



BOARD OF DIRECTORS
Humboldt Bay Municipal Water District
September 11, 2025

ITEM NO. 5.5

ITEM: Draft Audit for the Fiscal Year 2024 (FY24) ended June 30, 2024

PRESENTED BY: Chris Harris, Business Manager

TYPE of ITEM: ACTION

TYPE of ACTION: General Vote

Recommendation

Staff recommend the Board discuss and consider approval of the FY24 Draft Audit as recommended by the Audit Committee.

Discussion

For the audit of fiscal year 2024 (FY24), staff worked with Michael O’Conner from O’Conner & Company, located in Novato, California. Staff was once more very appreciative of the support and assistance received from Mr. O’Conner and his staff for this audit year. The FY24 audit was successful and there were no audit findings – this is considered a “clean opinion.”

The Audit Committee met with Mr. O’Conner on August 18th to review and discuss the FY24 audit. Mr. O’Conner will be attending the September 11th Regular Board Meeting via Zoom and will address any questions or comments the Directors may have. The Audit Committee may also share their comments during the meeting.

Alternatives

If the Board chooses not to approve the Draft Audit, they may request Mr. O’Conner to revise the FY24 Audit with any corrections or adjustments.

Fiscal Analysis

N/A

Environmental Requirements

N/A

Exhibits/Attachments

Attachment 1 – Board of Directors and Management Report
Attachment 2 – Annual Financial Report

DRAFT

5/13/2025

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. ****Report/Letter date is TENTATIVE-TBD****

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
BOARD OF DIRECTORS & MANAGEMENT REPORT**

**For the Year Ended
JUNE 30, 2024**

TABLE OF CONTENTS

	<u>PAGE</u>
Report on Internal Controls	1
Required Communications	2-3
Observations for Management	4

DRAFT

Board of Directors
Humboldt Bay Municipal Water District
Eureka, California

In planning and performing our audit of the financial statements of the business-type activities of Humboldt Bay Municipal Water District as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered Humboldt Bay Municipal Water District's system of internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Humboldt Bay Municipal Water District's internal control. Accordingly, we do not express an opinion on the effectiveness of Humboldt Bay Municipal Water District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses and significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Humboldt Bay Municipal Water District in implementing the recommendations.

This report is intended solely for the information and use of the management and Board of Directors of Humboldt Bay Municipal Water District and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Humboldt Bay Municipal Water District's staff for its cooperation during our audit.

O'Connor & Company

Novato, California

To the Board of Directors
Humboldt Bay Municipal Water District
Eureka, California

We have audited the financial statements of Humboldt Bay Municipal Water District for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 6, 2025, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Humboldt Bay Municipal Water District. Such considerations were solely for the purpose of determining our audit procedures and not providing any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Humboldt Bay Municipal Water District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year.

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 100 – Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62

Unusual Transactions, Controversial or Emerging Areas

We noted no transactions entered by Humboldt Bay Municipal Water District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The most sensitive estimates affecting the financial statements were:

- Accrual and disclosure of compensated absences.
- Capital asset lives and depreciation expense.
- Pension plan and post employment health benefits actuarial valuations.
- Fair value of investments and financial instruments.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, 8 of the 10 audit adjustments detected because of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated [DATE].

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, like obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Humboldt Bay Municipal Water District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Humboldt Bay Municipal Water District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, Schedule of the Proportionate Share of Net Pension Liability (Asset), the Schedule of Contributions, Schedule of Change in the Net OPEB Liability and Related Ratios, and the Schedule of Humboldt Bay Municipal Water District's Contributions – OPEB, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This report is intended solely for the information and use of management and Board of Directors of Humboldt Bay Municipal Water District and is not intended to be, and should not be, used by anyone other than these specified parties.

Humboldt Bay Municipal Water District
BOARD OF DIRECTORS & MANAGEMENT REPORT
For the Year Ended June 30, 2024

Current Year Observations

There are no current year observations.

Prior Years Observations

1) Lease and IT Subscription Arrangements Capitalization Policy

Observation:

Humboldt Bay Municipal Water District implemented Financial Accounting Standards Board GASB 87 and 96, *Leases and IT Subscription Arrangements*, which became effective for the years ended December 31, 2022, and 2023, and did not have material effects on the financial statements. This new standard requires leases and IT Subscription Arrangements to be capitalized as intangible assets. In compliance with the new accounting statement Humboldt Bay Municipal Water District should consider formalizing a capitalization policy for leases and IT Subscription Arrangements like their capitalization policy for capital assets.

Recommendation:

We recommend Humboldt Bay Municipal Water District consider formalizing a capitalization policy for leases and IT Subscription Arrangements liabilities and the right to use assets over \$80,000.

Conclusion:

This recommendation has been implemented.

DRAFT

5/28/2025

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

**HUMBOLDT BAY MUNICIPAL
WATER DISTRICT**

EUREKA, CALIFORNIA

ANNUAL FINANCIAL REPORT

JUNE 30, 2024

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report	1-2
Management's Discussion and Analysis (Unaudited)	3-10
Basic Financial Statements	
Statements of Net Position	11
Statements of Revenues, Expenses, and Changes in Net Position	12
Statements of Cash Flows	13
Notes to Basic Financial Statements	14-31
Required Supplemental Information (Unaudited)	
Schedule of the Proportionate Share of Net Pension Liability (Asset)	32
Schedule of Contributions	33
Schedule of Change in the Net OPEB Liability and Related Ratios	34

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Humboldt Bay Municipal Water District
Eureka, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities of Humboldt Bay Municipal Water District as of and for the year ended June 30, 2024 and the related notes to the financial statements, which collectively comprise Humboldt Bay Municipal Water District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Humboldt Bay Municipal Water District as of June 30, 2024 and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Humboldt Bay Municipal Water District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Humboldt Bay Municipal Water District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Humboldt Bay Municipal Water District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Humboldt Bay Municipal Water District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-10) and the required supplemental information (pages 32-34) listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

We have previously audited Humboldt Bay Municipal Water District's June 30, 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 14, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

O'Connor & Company

Novato, California

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2024

The purpose of this section of the financial statements is to present management's discussion and analysis of the Humboldt Bay Municipal Water District's (District) financial performance during the fiscal year that ended on June 30, 2024. We recommend that readers review this in conjunction with the remainder of the financial statements.

INTRODUCTION AND BACKGROUND

We would first like to provide a brief overview of the District and the customers served which will provide context for the financial statements and the discussion which follows.

The Regional Water System:

The District was formed in 1956 pursuant to the Municipal Water District Act of the California Water Code. The District completed construction of the regional water system in 1961, and service commenced to the Cities of Eureka and Arcata and two pulp mills on the Samoa Peninsula. Since the initial construction, several additions and improvements to the regional system have been made, and additional wholesale customers have joined the regional system. Since inception, this regional water system has efficiently and reliably served the municipal and industrial water needs of customers in the Humboldt Bay region.

The regional water system includes the following components: R.W. Matthews Dam (which forms Ruth Lake) and the Gosselin Power House, in Trinity County; and the following facilities in Humboldt County: 1) diversion works on the Mad River northeast of Arcata capable of supplying 75 million gallons per day, 2) treatment facilities, including the Lloyd L. and Barbara Hecathorn Turbidity Reduction Facility, 3) over 35 miles of pipeline infrastructure around the Humboldt Bay area to deliver water to the wholesale customers, and 4) extensive communication and control systems to operate and control the regional system including the John R. Winzler Operations and Control Center.

Customers Served and Associated Wholesale Water Contracts:

The District supplies domestic water to seven municipal agencies on a wholesale basis. The municipalities served by the District are the Cities of: Arcata, Blue Lake and Eureka, and the Community Services Districts of: Fieldbrook/Glendale, Humboldt, Manila and McKinleyville. Via the wholesale relationship, the District serves water to an estimated residential population of 94,000 (approximately 65% of the entire County), and to numerous businesses, industries and educational institutions.

The District provides retail water service to about 200 customers who reside outside the service territory of other water purveyors but are near District facilities. Approximately 100 of these customers are located on the Samoa Peninsula. These residents have formed the Peninsula Community Services District to perform water, sewer, fire protection, parks, and recreation services. Once operational, the District retail customers located within Peninsula Community Services District's jurisdictional boundaries will cease being retail customers of the District. The financial impact on the District has not been analyzed. Currently there is no definitive date to transfer these District retail customers to the Peninsula CSD.

The District also has facilities to supply untreated water to customers on the Samoa Peninsula. The District was serving one wholesale industrial customer (pulp mill) until it ceased operations on October 15, 2008. Recently there is renewed interest in the industrial raw water that the District can supply to the Samoa Peninsula.

The District has long-term contracts in place with each of its seven wholesale municipal customers. These 20-year contracts were amended in early 2017 and have an effective date of July 1, 2017. These contracts will be in place until June 30, 2037, with an opportunity to extend them for another ten years.

These contracts define the terms and conditions by which the District provides water service to its customers. The contracts specify that all operating, maintenance and capital costs associated with the regional water system are paid for by the wholesale customers. The contracts also specify the way these costs are allocated among the wholesale customers. Furthermore, they specify that most revenues received by the District, other than those associated with wholesale water sales, are credited back to the wholesale customers, and thus offset the costs that the wholesale customers otherwise pay. Examples of such revenues which are credited back to the wholesale customers include the District's share of 1% property taxes, a portion of power sales from the hydro-electric facility, interest income, revenues associated with retail water service, and other miscellaneous revenues.

A summary of the current cost allocation provisions of the wholesale contract is as follows:

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2024

Type of Cost	Municipal Customers' Cost Share	Industrial Customer(s) Cost Share
Debt Service for Turbidity Reduction Facility	100%	0%
Operation, Maintenance and Capital Expenditures associated with drinking water treatment facilities (i.e., facilities associated with providing safe drinking water in accordance with federal and state requirements).	100%	0%
Operation, Maintenance and Capital Expenditures associated with all other aspects of the regional water supply, pumping and distribution system (other than power for pumping water). *Change in % due to pulp mill closure.	55% increased to 100% effective April 1, 2009*	45% decreased to 0% effective April 1, 2009*
Power Costs for Pumping Water	In proportion to actual power use.	n/a

Additionally, the wholesale contracts provide that "Additions to Reserves" may be charged to the wholesale customers should the District need to replenish its General Reserve level. Since fiscal year 2017-18, the charges for additions to reserves to the wholesale customers was \$350,000.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of several components: a) the Statements of Net Position, b) the Statements of Revenues, Expenses, and Changes in Net Position, and c) the Statements of Cash Flows. These financial statements present the District's financial position on an enterprise fund basis. An enterprise fund accounts for goods or services which are provided to outside parties – in the District's case, this is wholesale and retail water service.

BASIC FINANCIAL STATEMENTS

The financial statements are designed to provide readers with a broad overview of the District's finances, in a manner like a private-sector business. These statements offer short- and long-term financial information about District activities.

The Statement of Net Position includes all the District's assets and liabilities and provides information about nature and amounts of investments in resources (assets) and the obligations to District creditors (liabilities). It also provides the basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

All the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses, and Changes in Net Position. This statement measures the results of the District's operations over the past year and can be used to determine the District's general financial well-being and whether the District has recovered its costs through its water charges.

The final financial statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the District's cash receipts and cash payments during the reporting period. The statement reports on cash receipts, cash payments, and the changes in cash resulting from operations and investments. It also provides answers to such questions as where cash came from, what cash was used for, and what was the change in cash balance during the reporting period.

There may be minor rounding differences between the following tables and the financial statements.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2024

FINANCIAL HIGHLIGHTS

- The District's net position was \$39,610,434 as of June 30, 2024, an increase of \$3,275,740 compared to June 30, 2023.
- Revenues were \$12,380,996, an increase of \$2,633,280 from FY 2022-23.
- Expenses were \$9,105,256, an increase of \$1,365,871 from FY 2022-23.

SINGLE AUDIT ACT REPORT

The District was not subject to the Single Audit Act for the year ended June 30, 2024. This is a separate audit that focuses specifically on Federal funding sources when agency expends/receives funds more than \$750,000 over the course of a fiscal year. The Single Audit focuses specifically on auditing the funds spent/received from the Federal Government – for Humboldt Bay Municipal Water District, this includes funds allocated by FEMA for Hazard Mitigation Grants.

DISCUSSION AND ANALYSIS

Our analysis of the District begins on page 11 of the financial statements. The Statements of Net Position present information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. A summary of the District's Condensed Statements of Net Position is presented in Table 1 below.

TABLE 1				
CONDENSED STATEMENTS OF NET POSITION				
ASSETS	FY 2023-2024	FY 2022-2023	Change	
			\$	%
Current Assets	\$ 9,452,499	\$ 9,211,596	\$ 240,903	2.62%
Restricted Cash & Investments	6,701,655	6,224,802	476,853	7.66%
Land, Property & Equipment (net Accum. Depr.)	30,068,212	27,972,022	2,096,190	7.49%
Total Assets	46,222,366	43,408,420	2,813,946	6.48%
Deferred Outflows of Resources	2,113,044	2,127,303	(14,259)	-0.67%
LIABILITIES				
Current Liabilities	669,595	1,154,236	(484,641)	(41.99%)
Post-Retirement Health Benefits Obligation	2,298,003	2,271,571	26,432	1.16%
Net Pension Liability	4,465,913	4,126,146	339,767	8.23%
Total Liabilities	7,433,511	7,551,953	(118,442)	(1.57%)
Deferred Inflows of Resources	1,291,465	1,649,076	(357,611)	(21.69%)
NET POSITION				
Net Investment in Capital Assets	30,068,212	27,698,354	2,369,858	8.56%
Restricted (for debt service)	648,639	820,413	(171,774)	(20.94%)
Restricted (for capital projects)	3,607,382	4,830,848	(1,223,466)	(25.33%)
Restricted funds	3,269,511	1,606,645	1,662,866	103.50%
Unrestricted	2,016,690	1,378,434	638,256	46.30%
TOTAL NET POSITION	\$ 39,610,434	\$ 36,334,694	\$ 3,275,740	9.02%

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2024

As can be seen from the table above, the net position as of June 30, 2024 was \$39,610,434, an increase of \$3,275,740 as compared to June 30, 2023. This change can be attributed to the change in net investment in capital assets as well as the increased advanced charges collected for the required District match for upcoming large grant projects.

The largest portion of the District's net position is its investment in capital assets called property and equipment (e.g., land, buildings, equipment, and water system infrastructure), less than any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide water services to its wholesale and retail customers, and consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to satisfy these liabilities.

The Statements of Revenues, Expenses, and Changes in Net Position (page 12) present information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g. uncollected taxes or earned but unused vacation leave).

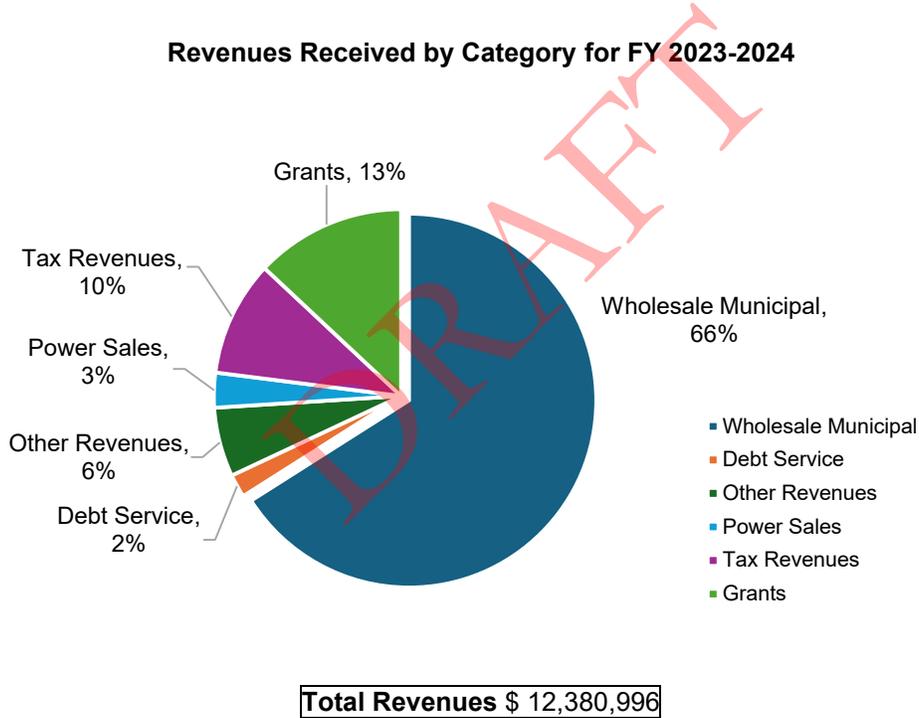
A summary of the District's Condensed Statements of Revenues, Expenses, and Changes in Net Position is presented in Table 2.

TABLE 2				
CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION				
	FY 2023-2024	FY 2022-2023	Change	
			\$	%
REVENUES				
*Operating:				
Water Sales	\$ 8,205,038	\$ 7,625,931	\$ 579,107	7.59%
Power Sales	402,110	370,233	31,877	8.61%
SRF Debt Service Receipt	273,668	546,528	(272,860)	(49.93%)
Other Operating	499,781	-	499,781	100.00%
*Non-Operating:				
Taxes	1,295,512	975,000	320,512	32.87%
Grant revenue	1,666,728	-	1,666,728	100.00%
Interest Income	38,159	230,024	(191,865)	(83.41%)
Total Revenues	12,380,996	9,747,716	2,633,280	27.01%
EXPENSES				
Operating expense	7,967,743	6,611,234	1,356,509	20.52%
Non-operating expense	13,602	30,425	(16,823)	(55.29%)
Depreciation	1,434,869	1,429,352	5,517	(0.39%)
Less Reimbursements	(310,958)	(331,626)	20,668	(6%)
Total Expenses	9,105,256	7,739,385	1,365,871	17.65%
Change in Net Position	3,275,740	2,008,331	1,267,409	63.11%
Beginning Net Position	36,334,694	34,326,363	2,008,331	5.85%
Ending Net Position	\$ 39,610,434	\$ 36,334,694	\$ 3,275,740	9.02%

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2024

While the Statements of Net Position show the changes in financial position, the Statements of Revenues, Expenses, and Changes in Net Position explain the nature and source of these changes. As shown in Table 2, the change in net position increased by \$3,275,740, compared to the prior year. The changes in revenues and expenses which contributed to this change in net position are reflected in the above line-item detail.

As a supplement to the Statements of Revenues, Expenses, and Changes in Net Position, Chart 1 presents operating, and non-operating revenues earned in the year ended June 30, 2024 by category along with the proportionate share of the total revenue each category represents. The total revenues reflected in Chart 1 are \$12,380,996. The municipal customer receipts of \$273,668 for repayment of the District's SRF Loan for the Turbidity Reduction Facility, which is further described in the subsequent Long-Term Debt section and the grant funding receipts of \$1,666,728, are associated with repayment of long-term debt and special funding respectively and not current operations. The major fluctuations in revenues and expenses relate to the increased grant funding and related expenditures. The power revenue increased this year due to the hydro plant being online with minimal PG&E interruptions.



PROPERTY AND EQUIPMENT

The District has invested approximately \$77,497,876 in a broad range of infrastructure for the regional water system. Table 3 presents a summary of the District's property and equipment. The total increase in the current year in property and equipment in the amount of \$2,096,190 is mostly attributable to a large capital asset (Collector 2 Rehabilitation Project) that was added during the fiscal year 2024.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2024

TABLE 3				
PROPERTY AND EQUIPMENT				
	FY 2023- 2024	FY 2022- 2023	Change	
			\$	%
Buildings (including land)	\$ 8,754,124	\$ 8,662,869	\$ 91,255	1.05%
Equip - Auto/Mobile/Office/Radio/Tools	3,380,037	3,346,385	33,652	1.01%
Water System Infrastructure (excludes land)	65,363,715	62,351,580	3,012,135	4.83%
Total Property and Equipment	77,497,876	74,360,834	3,137,042	4.22%
Less Accumulated Depreciation	(49,404,274)	(47,969,404)	(1,434,870)	2.99%
Add Projects in Progress	1,974,610	1,580,592	394,018	24.93%
Total Property & Equipment (net of depr)	\$ 30,068,212	\$ 27,972,022	\$2,096,190	7.49%

LONG-TERM DEBT.

DESCRIPTION OF CURRENTLY KNOWN FACTS OR CONDITIONS THAT MAY HAVE A SIGNIFICANT EFFECT ON THE FINANCIAL POSITION OR RESULTS OF OPERATIONS

Pulp Mill Closure

On October 15, 2008 (FY2008-09), the District's only industrial customer, Evergreen Pulp, shut down its pulp mill. The pulp mill was sold on February 6, 2009, to Samoa Acquisition Corporation (SAC). The District had an interim agreement with the new owner until April 30, 2009. The District shut off the water supply to the mill on May 1, 2009. This industrial property was acquired by the Humboldt Bay Harbor Recreation and Conservation District for development. The Humboldt Bay Harbor Recreation and Conservation District has worked with the Humboldt County Redevelopment Agency to market the viability of this property over the past years. Nordic Aquafarms is currently in the permitting process for the development of a land-based seafood production facility. This will allow the District to again begin selling raw industrial water to the Samoa Peninsula.

In 2022 the County of Humboldt established an Enhanced Infrastructure Financing District (EIFD) on the Samoa Peninsula which encompasses approximately 2,243 acres located Southwest of the 255 Bridge outside of Eureka, CA. The Samoa Peninsula EIFD (the "EIFD") was created to facilitate infrastructure projects that create jobs, enhance the quality of life for visitors and residents, support existing and emerging industries, and help mitigate the impacts of climate change.

The EIFD facilitates the improvement of public infrastructure by leveraging property tax increment generated within the EIFD area.

Ultimately, this increased economic and water dependent activity on the Samoa Peninsula is expected to help revitalize the District's industrial water system albeit at a much lower consumption rate than experienced by the former pulp mills. Although the quantities will be significantly less than prior pulp-mill usage, the District looks forward to utilizing its industrial water system that has been idle for almost 10-years.

While previous pulp mills had been paying 45% of the District's operation, maintenance, and capital expenditure costs associated with all aspects of the regional water supply except for the drinking water treatment facilities, (for 2008-09, the mill's contribution to the cost of the regional water system would have been approximately \$1.1 million), due to the significantly less raw water that is anticipated to be needed by the new operations, this contribution by new businesses is anticipated to be significantly less.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2024

Under the terms of the District's Ordinance 16 contracts, costs were shifted to the remaining wholesale customers (seven municipal agencies) beginning April 1, 2009. Whereas the municipalities had previously been paying 55% of costs, currently they now pay 100%.

Since the closure of the mill in 2009, the District has been diligent in searching for possible new customers or uses for the water that has been available. While there is current development interest activity on the Peninsula; it is anticipated to take several more years to complete infrastructure upgrades and construction.

Capital Improvement Program

The District has implemented a substantial capital improvement program (CIP) given the age of its infrastructure (50 years). Mechanisms to finance CIP projects include pursuing grant funding, issuing new long-term debt, and working with wholesale municipal customers to increase revenues through water rates.

The following infrastructure projects have been completed or are in process:

1. The Ranney Collector #3 Rehabilitation project. For financing purposes this was bundled with the Techite Pipeline Replacement project. Total projected funding needs of \$5,165,000 were met using a combination of Federal Emergency Management Agency (FEMA) grant funding, reserve funds, advance charges collected from the municipal customers, and bank loans.
2. The Emergency Intertie project was a multijurisdictional project led by the District. The project partners were: HBMWD, the City of Arcata, the City of Eureka and the McKinleyville Community Services District. This project installed new water transmission interconnections between the agencies to allow for water supply redundancy in the event of a supply line disruption. A State of California Department of Public Health Proposition 50 grant in the amount of \$3,648,550 was received for this project. The construction was completed during FY2014-15 and the assets created via this construction project were transferred to the respective agencies in accordance with the terms and conditions of the Special Facilities Agreement (May 3, 2013).
3. The next significant infrastructure project was the replacement of the 1MG domestic reservoir roof. This tank has been in service for almost fifty years and was showing signs of stress and corrosion. This project replaced the entire roof and repainted the reservoir to extend its' life another 40-50 years. This project was completed in FY2017-18. Funding for this project was a combination of advance charges collected from the municipal customers and by the District through water rates.
4. The replacement of the District's pipeline that crosses over the Mad River to serve the City of Blue Lake and the Fieldbrook-Glendale Community Services District was the next large CIP project. The completed project total was \$2,025,510. These funds were provided through the award of a State of California Department of Water Resources Proposition 84 grant via the North Coast Integrated Regional Water Management Plan, as well as the receipt of a FEMA Hazard Mitigation grant. This project was completed early FY2018-19.
5. The removal of the Surge Tower for the industrial line was completed in late FY 2018-19. This large tower had lost some of its structural integrity and it was feared that should the tower fall or collapse, due to its proximity to both the industrial and domestic water lines, significant damage and loss of service to municipal customers and their residents would occur. While this project was originally estimated to cost \$960,000, due to a revision of the project upon realization that the tower did not need to be replaced only removed, the final cost for this project was \$256,343 and was mostly (75%) funded by another FEMA Hazard Mitigation grant.
6. The relocation of the District's 12kV Switchgear Project has been a large multi-year CIP project and was completed in 2023. This project was mostly funded by a FEMA Hazard Mitigation Grant, with a final cost estimate of \$3,574,000.
7. The Ranney Collector #2 Rehabilitation Project (similar to the Ranney Collector #3 Rehabilitation) was completed in 2024 and was funded with Integrated Regional Water Management (IRWM) grant funds and advance charges collected from the municipal customers. The total cost was \$2,779,685.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2024

8. The 3-Tank Seismic Retrofit Project is a large CIP project for seismic upgrades for all three of the Districts large storage tanks. This project is expected to begin in 2025 with an anticipated cost of \$7,900,000. This project will be funded using a combination of FEMA Hazard Mitigation Grant funds and advanced charges.
9. The Turbidity Reduction Facility (TRF) Emergency Generator Project will install a larger generator and fuel tank to provide full power to the TRF in the event of a power loss. This project is funded using a combination of FEMA Hazard Mitigation Funds and advanced charges. This project is anticipated to be completed in 2026 at a cost of \$2,000,000.
10. The District is currently collecting funds for an On-site Chlorine Generation Project. This project will allow the District to switch from using chlorine gas to treat drinking water to an onsite hypochlorite treatment. Construction for this project is expected to begin in 2025 with an anticipated cost of \$1,400,000. This project will be funded entirely from advance charges collected from the municipal customers.
11. The Collector Mainline Redundancy Pipeline Project will construct a redundant pipeline between the Ranney Collectors and the TRF in case of earthquake or other pipeline failure. Phase 1 of this project began in 2022. Due to new (potential seismic) information gained during the geotechnical investigation in Phase 1, a revised scope-of-work has been submitted to FEMA. The District is currently waiting for approval of this SOW from FEMA.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

The financial report is designed to provide our citizens, customers, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have a question about this report or need additional financial information, contact the Business Manager or General Manager at Humboldt Bay Municipal Water District, 828 Seventh Street, Eureka, California, 95501.

BASIC FINANCIAL STATEMENTS

DRAFT

Humboldt Bay Municipal Water District
STATEMENTS OF NET POSITION
June 30, 2024
(With Comparative Totals for June 30, 2023)

<u>ASSETS</u>	<u>2024</u>	<u>2023</u>
Current assets:		
Cash and investments	\$ 8,520,799	\$ 7,619,603
Restricted cash and investments:	6,701,655	6,224,802
Total cash and investments	<u>15,222,454</u>	<u>13,844,405</u>
Accounts receivable	592,354	683,804
Grants receivable	212,309	780,766
Inventory	59,540	61,578
Prepaid items	<u>67,497</u>	<u>65,845</u>
Total current assets	<u>16,154,154</u>	<u>15,436,398</u>
Capital assets:		
Non-depreciable assets	3,346,582	2,952,564
Depreciable assets (net of depreciation)	<u>26,721,630</u>	<u>25,019,458</u>
Total assets	<u>46,222,366</u>	<u>43,408,420</u>
<u>DEFERRED OUTFLOWS</u>		
Deferred outflows related to pensions	2,091,676	2,077,292
Deferred outflows related to OPEB	<u>21,368</u>	<u>50,011</u>
Total deferred outflows	<u>2,113,044</u>	<u>2,127,303</u>
<u>LIABILITIES AND NET POSITION</u>		
Current liabilities:		
Accounts payable	143,911	370,508
Compensated absences	347,640	340,450
Accrued expenses	<u>178,044</u>	<u>169,610</u>
Total current liabilities	<u>669,595</u>	<u>880,568</u>
Long-term liabilities:		
Due within one year	-	273,668
Other post-employment benefits	2,298,003	2,271,571
Net pension liability	<u>4,465,913</u>	<u>4,126,146</u>
Total long-term liabilities	<u>6,763,916</u>	<u>6,671,385</u>
Total liabilities	<u>7,433,511</u>	<u>7,551,953</u>
<u>DEFERRED INFLOWS</u>		
Deferred inflows related to pensions	61,142	103,489
Deferred inflows related to OPEB	<u>1,230,323</u>	<u>1,545,587</u>
Total deferred inflows	<u>1,291,465</u>	<u>1,649,076</u>
Net position:		
Invested in capital assets, net of related debt	30,068,212	27,698,354
Restricted for debt service	648,639	820,413
Restricted for capital projects	3,607,382	4,830,848
Restricted funds	3,269,511	1,606,645
Unrestricted	<u>2,016,690</u>	<u>1,378,434</u>
Total net position	<u>\$ 39,610,434</u>	<u>\$ 36,334,694</u>

The accompanying notes are an integral part of these financial statements.

Humboldt Bay Municipal Water District
STATEMENTS OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
For the Year Ended June 30, 2024
(With Comparative Totals for the Year Ended June 30, 2023)

	<u>2024</u>	<u>2023</u>
Operating revenues:		
Municipal customer water sales	\$ 7,787,025	\$ 7,253,439
Retail customer water sales	418,013	372,492
Debt service receipts	<u>273,668</u>	<u>546,528</u>
Total water sales	8,478,706	8,172,459
Power sales	402,110	370,233
Other operating revenues	<u>499,781</u>	<u>-</u>
Total operating revenues	<u>9,380,597</u>	<u>8,542,692</u>
Operating expenses:		
Salaries and benefits	3,815,060	3,335,113
Employee retirement contributions	933,617	270,171
Power and pumping	1,243,277	931,100
Engineering	254,162	191,473
Materials and supplies	318,610	376,810
Repairs and maintenance	346,326	398,331
Auto and travel expenses	75,077	77,879
Insurance	162,292	120,389
Legal and accounting fees	75,307	63,098
Professional assistance	336,686	473,382
Tax and license	238,299	208,265
Training	43,885	33,951
Other operating expenses	125,145	131,272
Depreciation	<u>1,434,869</u>	<u>1,429,352</u>
Total operating expenses before reimbursements	<u>9,402,612</u>	<u>8,040,586</u>
Reimbursements for services and costs	<u>(310,958)</u>	<u>(331,626)</u>
Total operating expenses	<u>9,091,654</u>	<u>7,708,960</u>
Operating income (loss)	<u>288,943</u>	<u>833,732</u>
Non-operating revenues (expenses):		
Tax revenues	1,295,512	975,000
Grant revenue	1,666,728	-
Interest revenues	38,159	230,024
Interest expense	<u>(13,602)</u>	<u>(30,425)</u>
Total non-operating revenues (expenses)	<u>2,986,797</u>	<u>1,174,599</u>
Change in net position	3,275,740	2,008,331
Net position, beginning of period	<u>36,334,694</u>	<u>34,326,363</u>
Net position, end of period	<u>\$ 39,610,434</u>	<u>\$ 36,334,694</u>

The accompanying notes are an integral part of these financial statements.

Humboldt Bay Municipal Water District
STATEMENTS OF CASH FLOWS
For the Year Ended June 30, 2024
(With Comparative Totals for the Year Ended June 30, 2023)

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities:		
Receipts from customers	\$ 9,783,005	\$ 9,097,867
Payments to suppliers	(3,445,277)	(2,980,208)
Payments to employees	(4,710,206)	(4,599,477)
Net cash provided (used) by operating activities	<u>1,627,522</u>	<u>1,518,182</u>
Cash flows from non-capital financing activities:		
Taxes and assessments	<u>1,295,512</u>	<u>975,000</u>
Net cash provided (used) by non-capital financing activities	<u>1,295,512</u>	<u>975,000</u>
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(3,531,060)	(1,600,653)
Receipts of capital grants	2,235,185	677,350
Interest expense	(13,602)	(30,426)
Payment on current portion of loan	(273,668)	(547,337)
Net cash provided (used) by capital and related financing activities	<u>(1,583,145)</u>	<u>(1,501,066)</u>
Cash flows from investing activities:		
Interest earned	<u>38,160</u>	<u>230,024</u>
Net cash provided by investing activities	<u>38,160</u>	<u>230,024</u>
Net increase (decrease) in cash and cash equivalents	1,378,049	1,222,140
Cash and cash equivalents - beginning of period	<u>13,844,405</u>	<u>12,622,265</u>
Cash and cash equivalents - end of period	<u>\$ 15,222,454</u>	<u>\$ 13,844,405</u>
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:		
Operating income (loss)	\$ 288,943	\$ 833,732
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation	1,434,869	1,429,352
Changes in certain assets and liabilities:		
Accounts receivable	91,450	223,549
Inventory	2,038	888
Prepaid items	(1,652)	(18,129)
Accounts payable	(226,597)	42,983
Accrued expenses	8,434	(5,244)
Compensated absences	7,190	(416,936)
Deferred outflows	14,259	(1,153,429)
Deferred inflows	(357,611)	(1,413,806)
Net pension liability	339,767	2,317,210
Other post-employment benefits	26,432	(321,988)
Net cash provided (used) by operating activities	<u>\$ 1,627,522</u>	<u>\$ 1,518,182</u>

The accompanying notes are an integral part of these financial statements.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Humboldt Bay Municipal Water District (the District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

This summary of significant accounting policies of the District is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of financial statements.

A. Reporting Entity

The District has no oversight responsibility over any other governmental unit and is not included in any other governmental "reporting entity" as defined in GASB pronouncements. The Board of Directors are elected by the public and have the decision-making authority to levy taxes, the power to designate management, the ability to significantly influence operations, and the primary accountability for fiscal matters.

B. Nature of Activities

The District is a state-authorized special purpose government established to provide water services to the Humboldt Bay region. It was formed in 1956 under the provisions of the Municipal Water District Act of 1911. The District provides retail water service to residential customers, and it contracts with seven municipal agencies for the purchase of treated domestic water for resale.

C. Basis of Presentation

The financial statements required by GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statement No. 63, include a statement of net position, a statement of revenues, expenses, and changes in net position, and a statement of cash flows.

The District utilizes an enterprise fund, which is a proprietary fund type. Proprietary funds are used to account for activities like those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Enterprise funds account for goods or services that are provided to outside parties. In accordance with the business-type activities reporting model, the District prepares its statement of cash flows using the direct method.

D. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured. The basis of accounting refers to the timing of the recognition of revenues and expenditures in the accounts and their reporting in the financial statements.

Proprietary fund types are accounted for on an economic resources' measurement focus using the accrual basis of accounting in which revenues are recognized when earned and expenses are recognized when the related liabilities are incurred.

The proprietary fund distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Measurement Focus/Basis of Accounting (concluded)

The principal operating revenues of the District are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. When both restricted and unrestricted resources are available for use, it is District practice to first use specifically designated restricted resources before unrestricted resources.

E. Allowance for Doubtful Accounts

All trade receivables are not shown net of an allowance for uncollectible amounts.

The District evaluates the collectability of water sales and grants receivable to determine the allowance for doubtful accounts. As of June 30, 2024, the District determined that the various receivables are fully collectible and therefore has no allowance for doubtful accounts. Based on historical experience, the District does not expect amounts to become uncollectible, however if they are, they will be charged to operations as a bad debt expense. The impact of any bad debt expense recorded in the future is expected to be immaterial to the financial statements.

F. Cash and Cash Equivalents

The District's cash and cash equivalents are cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

G. Fair Value Hierarchy

GASB Statement No. 72, *Fair Value Measurements and Application*, establishes a fair value hierarchy consisting of three broad levels: Level 1 inputs consist of quoted prices (unadjusted) for identical assets and liabilities in active markets that a government can access at the measurement date, Level 2 inputs consist of inputs other than quoted prices that are observable for an asset or liability, either directly or indirectly, that can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs, and Level 3 inputs have the lowest priority and consist of unobservable inputs for an asset or liability. The District's holdings in the Humboldt County Treasurer's Investment Pool, LAIF, PARS and cash in banks were not subject to the fair value hierarchy.

The District's investment policy has been to invest idle cash in demand deposits, time deposits and the Humboldt County Treasurer's Investment Pool, CAL TRUST, and LAIF. Investments are reported to be of fair value. The County Pool operates in accordance with applicable state laws and regulations, and the reported value of the District's investment in the County Pool is the same as the fair value of the pool shares.

State statutes authorize the District to invest in obligations of the U.S. Treasury, Federal Agency obligations, commercial paper, the LAIF and other instruments. The Loan and Installment Agreement underlying the issuance of Loans and Installment Purchase Agreements authorize permitted investments consistent with the State of California Government Code but broader in scope than the District's usual investment practices.

The District accounts for cash equivalents in its various investment accounts at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

H. Capital Assets

Capital assets are defined as assets with an initial cost of \$5,000 and projects costing \$5,000 or more. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Assets that individually may be below threshold amounts are capitalized if collectively they are above the threshold amount.

Additions to and replacements of capital assets are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction, when significant. The costs of betterments or repairs that extend the life of a capital asset are added to capital accounts.

Depreciation of all exhaustible capital assets is charged as an expense against operations, with accumulated depreciation reflected in the statement of net position. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Dam, pipeline, buildings, water collection system, South Bay extension, Fieldbrook extension, Blue Lake extension, Lindley extension, Essex diversion, hydro plant penstock and piping	40 Years
Pump station and related facilities	10 - 40 Years
Hydro plant turbine and generators	20 Years
Tools and shop equipment, office equipment, pipeline connections, and hydro switchgear and controls	10 Years
Radio communication system and computers	5 Years
Vehicles	5 - 10 Years
Supplemental construction - except valves	40 Years
Supplemental construction - valves	20 Years

I. Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

J. Investments

The District's adopted investment policy seeks to promote the safety of principal, provide adequate liquidity for operational needs, earn market rates of return on investments consistent with liquidity needs and investment quality, and conform to legal requirements.

The District follows the authority governing investments for municipal governments set forth in the California Government Code, Sections 53601 through 53686. The Code authorizes the District to invest in obligations of the U.S. Treasury in the form of notes, bonds, bills or instruments for which the faith and credit of the United States are pledged for payment. The District may also invest in registered treasury notes, or bonds of the State of California and commercial paper of "prime" quality as defined by California Government Code Section 53635 and as rated by Standard and Poors Corporation or Moody's Commercial Paper Record.

The District's investment policy states that the District will structure its portfolio to meet cash requirements for ongoing operations thereby avoiding the need to sell securities prior to their maturity. The policy does not place formal limits on investment maturities.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

K. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement 65, *Items Previously Reported as Assets and Liabilities*, the District recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period.

L. Net Position

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. The District reports three categories of net position, as follows:

Net Investment in Capital Assets - consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

Restricted Net Position - net position is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by creditors, grantors, laws, or regulations. The District has restricted net position for debt service, advance charges related to capital projects per contracts, and for revenue credits to the seven municipal customers per Ordinance 16.

Unrestricted Net Position - consists of all other net position that does not meet the definition of "net investment in capital assets" or "restricted net position" and is available for general use by the District.

Net Position Flow Assumption

The District may fund operations with a combination of cost-reimbursement grants and capital grants. Thus, both restricted and unrestricted net position may be available to finance expenditure. The District's policy is to first apply restricted resources, followed by unrestricted resources if necessary.

M. Property Taxes

The lien date for secured property taxes is March 1 of each year. Taxes are levied as of July 1 on all secured real property and are due and payable November 1 and February 1 of the following fiscal year. Humboldt County is responsible for assessing, collecting, and distributing property taxes in accordance with enabling legislation.

Since the passage of California Proposition 13, beginning with fiscal year 1978-79, taxes are based either on a 1% rate applied to the 1975-76 assessed value of the property, or on 1% of the sales price of the property on sales transactions and construction which occur after the 1975-76 assessment. Assessed values on properties (exclusive of increases related to sales transactions and improvements) can rise at a maximum of 2% per year. The amount collected by the County is distributed in accordance with State law to the various public agencies. Therefore, the District does not levy a specific tax rate but receives a share of the property tax revenue based on State formula. The District's tax rate is \$1.00/\$100 of assessed value, the maximum allowable under Proposition 13.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

M. Property Taxes (concluded)

During fiscal year 1993-94, an alternate method of property tax allocation (the "Teeter Plan") was adopted by the County. Under this plan, the county auditor/controller distributes 100 percent of current secured taxes billed to taxing entities during the current year, whether collected or not. The District recognizes property tax revenues (including tax increment revenues) to the extent of each year's tax allocation received or to be received within 60 days after the end of each fiscal year.

N. Restricted Assets

Assets that are restricted as to withdrawal or use for other than current operations, for the liquidation of long-term debts or for expenditure in the acquisition or construction of capital assets are separately reported as restricted assets and not as current assets.

O. Pension

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) Plan (the "Plan") and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported to be of fair value. CalPERS' audited financial statements are publicly available reports that can be obtained.

P. Prior Year Information

Selected information regarding the prior year has been included in the accompanying financial statements. This information has been included for comparison purposes only and does not represent a complete presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the District's prior year financial statement from which this selected data was derived.

NOTE 2 - CASH, CASH EQUIVALENTS AND INVESTMENT

Cash, cash equivalents, and investment at June 30, 2024, consist of the following:

	2024	2023
Cash:		
Demand accounts	\$ 3,132,804	\$ 1,784,812
CA Class	610,432	-
Cal Trust	4,777,458	5,834,689
County investment pool	105	102
Total	\$ 8,520,799	\$ 7,619,603
	2024	2023
Restricted cash:		
U.S. Bank demand accounts	\$ -	\$ 754,447
Public Agency Retirement Services	927,602	928,275
State Treasurer's Pool (LAIF)	469,711	452,459
Ca Class	1,795,361	-
Cal Trust	1,712,100	2,937,925
County investment pool	1,796,881	1,151,696
Total	\$ 6,701,655	\$ 6,224,802

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 2 - CASH, CASH EQUIVALENTS AND INVESTMENT (concluded)

The U.S. Bank commercial checking account balances are carried at cost. One of the U.S. Bank money market accounts is restricted for servicing the Safe Drinking Water State Revolving Fund (SRF) loan (see Note 7). The District transferred \$136,834 quarterly from a fund in the Humboldt County Treasurer's Investment Pool to the restricted U.S. Bank money market account. U.S. Bank, acting as a fiscal agent, administers the semiannual loan payments for a total annual payment of \$547,337. This loan was paid in full in January 2024.

Restricted cash and cash equivalents include restrictions imposed by creditors, grantors, laws, regulations, and designations imposed by the Board of Directors. Restricted cash and cash equivalents in the Humboldt County Treasurer's Investment Pool are as follows:

	2024	2023
Restricted for debt service	\$ 648,639	\$ 820,413
Restricted for municipalities	1,148,242	331,283
Total restricted cash in County Pool	\$ 1,796,881	\$ 1,151,696

Custodial Credit Risk - Deposits

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC. The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors.

All monies in the Humboldt County Treasurer's Pool are not evidenced by specific securities; and therefore, are not subject to custodial credit risk. The average number of days to maturity for investments in the County Pool is 644 days.

The following is a summary of the fair value hierarchy of the fair value of investments of the District as of June 30, 2024:

<u>Investment Type</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Exempt</u>	<u>Uncategorized</u>	<u>Total</u>
Demand Accounts	\$ -	\$ -	\$ 3,132,804	\$ -	\$ 3,132,804
State Treasurer's Pool (LAIF)	-	-	469,711	-	469,711
CalTrust	-	6,489,558	-	-	6,489,558
CaClass	-	2,405,793	-	-	2,405,793
Public Agency Retirement Svcs	-	-	927,602	-	927,602
County investment pool	-	-	1,796,986	-	1,796,986
Total Investments	\$ -	\$8,895,351	\$6,327,103	\$ -	\$ 15,222,454

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable from customers at June 30, 2024, consist of the following:

Pacific Gas and Electric	\$ 19,094
Humboldt County Taxes	571,442
Others	-
Subtotal resale customers	590,536
Grants and operations charges to others	212,309
Retiree health insurance	1,818
Total accounts receivable	\$ 804,663

NOTE 4 - LAND

Land at June 30, 2024, consists of land and land rights of the Humboldt Bay Municipal Water District, including lands located in both Humboldt and Trinity Counties. There were no changes in land during the year ended June 30, 2024.

NOTE 5 - PROPERTY AND EQUIPMENT

Changes in property and equipment during the year ended June 30, 2024, are as follows:

	Balance at 07/01/23	Additions	Deletions	Balance at 6/30/24
<u>Governmental Activities</u>				
Capital assets, not being depreciated:				
Land	\$ 1,371,972	\$ -	\$ -	\$ 1,371,972
Construction in progress	1,580,592	1,276,301	(882,283)	1,974,610
Total capital assets, not being depr.	2,952,564	1,276,301	(882,283)	3,346,582
Capital assets, being depreciated:				
Buildings and improvements	7,290,897	151,255	(60,000)	7,282,152
Equipment	3,346,385	33,652	-	3,380,037
Water System Infrastructure	46,016,720	2,940,487	-	48,957,207
Ruth Lake Infrastructure	10,979,962	71,648	-	11,051,610
District No. U-1	5,354,898	-	-	5,354,898
Total capital assets, being depreciated	72,988,862	3,197,042	(60,000)	76,125,904
Total accumulated depreciation	(47,969,404)	(1,436,370)	1,500	(49,404,274)
Total capital assets being depr. - net	25,019,458	1,760,672	(58,500)	26,721,630
Capital assets - net	\$27,972,022	\$ 3,036,973	\$ (940,783)	\$30,068,212

Total depreciation expense charged to operations for the year ended June 30, 2024, was \$1,434,869. All capital assets are depreciable except land and projects in progress.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2024

NOTE 6 - COMPENSATED ABSENCES

Compensated absences consist of estimates of future obligations relating to accumulated unpaid vacation and sick leave compensation. There are predetermined limits to the amount of vacation and sick leave hours that can be accumulated by an employee. The District will pay the employee at the end of each calendar year for any excess vacation time accumulated that year.

Upon retirement, an employee will receive compensation for unused accumulated vacation. The employee also has the option under the District's California Public Employees' Retirement System (CalPERS) contract to convert 100% of the unused sick leave accrual to CalPERS service credit, or to receive a 35% cash payment and convert the remainder to CalPERS service credit. However, if an employee with less than ten years of employment terminates or retires, the unused accumulated sick leave is not eligible for compensation or CalPERS service credit conversion. Compensated absences payable as of June 30, 2024 was \$347,640.

NOTE 7 - LONG-TERM NOTES PAYABLE

The following is a summary of changes in long-term debt as of June 30, 2024:

	Balance at 07/01/23	Increase	Decrease	Balance at 6/30/24	Current
California Safe Drinking Water State Revolving Fund (SRF) Note	\$ 273,668	\$ -	\$ 273,668	\$ -	\$ -
Compensated absences	340,450	7,190	-	347,640	-
Net pension liability	4,126,146	339,767	-	4,465,913	-
Other post-employment benefits	2,271,571	48,339	21,907	2,298,003	-
Total	<u>\$ 7,011,835</u>	<u>\$ 395,296</u>	<u>\$ 1,286,261</u>	<u>\$ 7,011,556</u>	<u>\$ -</u>

Net position restricted for debt service for the year ended June 30, 2024 was \$648,639

NOTE 8 - WHOLESALE WATER CONTRACTS

The District is primarily a wholesale water provider. The District's Ordinance 16 as amended in June 2006 and June 2016 establishes rates, charges, and conditions of service for water sales to the municipal water customers. The costs of constructing, operating, maintaining, repairing, and replacing the water treatment facilities and maintaining reasonable reserves are allocated among the municipal customers.

The District has long-term contracts with its seven municipal wholesale customers governing wholesale rates, charges and conditions of service. These seven contracts were recently amended including a new twenty-year term with a ten-year renewal option. The new contracts were effective July 1, 2017, and include the following seven municipal wholesale customers:

- City of Arcata
- City of Blue Lake
- City of Eureka
- Fieldbrook-Glendale Community Services District
- Humboldt Community Services District
- McKinleyville Community Services District
- Manila Community Services District

The District lost its last large industrial customer in February 2009. Beginning April 1, 2009, all costs for the regional water system associated with operation, maintenance, and capital expenditure were shifted to the seven municipal customers. Whereas the municipalities had previously been paying 55% of costs, they currently pay 100%.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 8 - WHOLESALE WATER CONTRACTS (concluded)

The rate structure is based on "Price Factor" formulas which proportionally allocates the operating, maintenance and capital costs of the District to each of the wholesale customers. Municipal customers are billed monthly for water usage based on their share of such operating, maintenance, and capital costs. Most revenues received by the District, other than those associated with wholesale water sales, are credited back to the wholesale municipal customers. These revenues include property tax revenues, a portion of power sales, interest income, retail water service revenues and other miscellaneous revenues. The revenue credit is applied ratably monthly during the year.

The seven wholesale municipal customers are initially billed based on the District's approved budget, with the costs spread out evenly across the fiscal year. At year-end, the budgeted costs are reconciled with actual costs.

Any underpayments or overpayments are divided into monthly installments and applied to the municipalities' billing during the following year. As of June 30, 2024, the municipal customers overpaid \$23,577 for operating, maintenance, and capital costs. Overpayments in the amount of \$23,577 were credited to the municipalities' 2023/2024 billings. At June 30, 2024, total net position restricted for credits to the municipalities was \$23,577.

The municipal water customers may be charged in advance to fund future capital projects. For the year ended June 30, 2024, the municipal customers had balances in advance charges of \$3,701,718 for improvement projects.

Additions to the District's general reserves may be charged to the wholesale customers should the District need to replenish its general reserve level. For the year ended June 30, 2024, the District charged the wholesale customers \$350,000.

During the fiscal year ending June 30, 2016, the contracts with the municipal customers were amended. District's Ordinance 16 included a provision that limits capital expenditures. Based on the District's development and implementation of its Capital Improvement Plan (CIP), this limit was no longer practical. To address this and to reduce the need for large fluctuations in costs to the municipalities, the limit on capital expenditures was replaced with a quinquennial update for the Capital Improvement Plan beginning in 2017. This process includes providing a copy to the individual municipalities no later than February 28 for their use in their own budget planning, analysis, and updates of water rates.

An additional change with the amended contracts includes revising the schedule for the quinquennial revision of the Peak Rate Allocation to commence again on July 1, 2017 (to address revenue changes in 2016 in the Manila Community Services District).

NOTE 9 - DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The plan, available to all District employees, permits them to defer a portion of their salary until future years. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights, are (until paid or made available to the employee or other beneficiary) placed in trust for the benefit of the participants or their beneficiaries and are not the assets of the District.

Effective July 1, 2023, the District contributes \$50 per month for each employee who is not currently participating in the deferred compensation program. For fiscal year 2024, the District provides a tiered contribution match of up to \$100-250 per month depending on length of employment with the District..

The District has fiduciary responsibility to the participating employees in the administration of the plan but is not liable for losses arising from depreciation or other declines in the value of the plan assets.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2024

NOTE 10 - PENSION PLAN

A. General Information about the Pension Plan

Plan Description

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost Sharing Multiple-Employer Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all others). Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The District sponsors two miscellaneous rate plans. Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for the Plan are applied as specified by the Public Employees' Retirement Law.

The rate plan provisions and benefits in effect at June 30, 2024, are summarized as follows:

	<u>Miscellaneous - 1st Tier</u>	<u>Miscellaneous - PEPRA</u>
	Prior to January 1, 2013	On or after January 1, 2013
Hire date	2013	2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 – 63	52 - 67
Monthly benefits, as a % of annual salary	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7.000%	7.750%
Required employer contribution rates	11.840%	7.680%

Beginning in fiscal year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund, if applicable. The dollar amounts are billed on a monthly basis. The District's required contribution for the unfunded liability was \$275,487 for the fiscal year ended June 30, 2024.

Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. Employer contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements are classified as plan member contributions.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 10 - PENSION PLAN (continued)

A. General Information about the Pension Plan (concluded)

The District's contributions to the plan recognized as a part of pension expense for the year ended June 30, 2024 were \$647,631.

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2024, the District reported a net pension liability for its proportionate share of the net pension liability of the Plan of \$4,465,913.

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2023, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023, using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2022 and 2023 was as follows:

Proportion - June 30, 2022	0.0882%
Proportion - June 30, 2023	0.0893%
Change – Increase (Decrease)	0.0011%

For the year ended June 30, 2024, the District recognized pension expense of \$938,716. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to the measurement date	\$ 655,680	\$ -
Changes in assumptions	269,627	-
Differences between actual and expected experience	228,143	35,390
Net differences between projected and actual earnings on plan investments	723,071	-
Change in employer's proportion	121,882	-
Net differences between the employer's actual contributions and the employer's proportionate share of contributions	93,273	25,752
Total	\$ 2,091,676	\$ 61,142

\$655,680 reported as deferred outflows of resources related to contributions after the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>		
2025	\$	458,762
2026		313,010
2027		582,335
2028		20,747
2029		-
Thereafter		-

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2024

NOTE 10 - PENSION PLAN (continued)

C. Actuarial Assumptions

The total pension liabilities in the June 30, 2022 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Payroll Growth	2.80%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	6.90% ⁽¹⁾
Mortality	Derived from CalPERS Membership Data for all Funds ⁽²⁾

⁽¹⁾ Net of pension plan investment expenses, including inflation.

⁽²⁾ The mortality table was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 80% of scale MP 2020.

D. Discount Rate

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected PERF cash flows. Using historical returns on all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 10 - PENSION PLAN (concluded)

D. Discount Rate (concluded)

The expected real rates of return by asset class are as follows:

<u>Asset Class</u> ^(a)	<u>New Strategic Allocation</u>	<u>Real Return</u> ^(a, b)
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity - Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
Total	<u>100.00%</u>	

^(a) An expected inflation of 2.30% used for this period

^(b) Figures are based on the 2021-22 Asset Liability Management study.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

Discount Rate -1%	Current Discount Rate	Discount Rate +1%
5.90%	6.90%	7.90%
<u>\$ 6,765,031</u>	<u>\$ 4,465,913</u>	<u>\$ 2,573,541</u>

E. Pension Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued CalPERS financial reports.

F. Payable to the Pension Plan

The District did not have an outstanding amount of contributions to the pension plan required for the year ended June 30, 2024.

G. Pension Rate Stabilization Program

Establishment of a Section 115 Irrevocable Trust (Pension Trust) for the purpose of assisting with stabilizing the unfunded CalPERS pension liability was approved by the Board of Directors in January 2018. This trust was funded in May 2018 with an initial deposit of \$600,000. The Pension Trust, managed by Public Agency Retirement Services (PARS), is considered a "Pension Rate Stabilization Program," and is designed to prefund rising pension costs and address the District's net pension liability. The Pension Trust should help mitigate long-term pension investment volatility, while providing the District with increased local control of assets and investment flexibility to create a more actuarially sound pension plan. The District intends to make annual contributions to the trust.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2024

NOTE 11 - OTHER POST-EMPLOYMENT BENEFITS

A. Plan Description

The District provides a defined benefit healthcare plan (the "Retiree Health Plan"). The District shoulders a certain percentage of eligible retirees' actual costs subject to a maximum of \$640 per month. The duration of retiree benefits provided by the District depends on the date an employee was hired by the District. For all full-time regular employees hired by the District prior to July 8, 2004, the District will pay the medical costs premium during the life of a retiree subject to a maximum of \$640 per month. For all full-time regular 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.

All health plan participants are on a group plan rate. In addition to the District's actual costs, the District is required to recognize an implicit subsidy since the District allows its retirees to participate in the plan. The difference between the group plan rate that the retiree must pay and the actual or estimated individually rated premium for the retiree is the implicit rate subsidy (because the retiree continues to participate in the group plan, an implicit rate subsidy exists on the part of the employer).

B. Funding Policy

The District's Board of Directors will not be funding the plan in the current year but will follow a pay-as-you-go approach. The Board will review the funding requirements and policy annually.

Membership of the District as of the valuation date consisted of the following:

Active plan members	30
Inactive employees or beneficiaries currently receiving benefit payments	12
Total	42

Contribution

As of June 30, 2024, the District has accumulated \$-0- in an irrevocable trust toward this liability.

C. Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2024, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2023.

D. Actuarial Assumptions

The total OPEB liability on June 30, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Discount rate	4.21%
Inflation	2.50%
Aggregate salary increases (individual salary increases based on CalPERS)	3.0%
Retirement age	50 to 75
Mortality rate	Based on 20-Year High Grade Municipal Bond Index
Healthcare cost trend rate	10% in 2024, decreasing to 3.9% by 2076.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 11 - OTHER POST-EMPLOYMENT BENEFITS (continued)

E. Discount Rate

The cash flows of the OPEB plan were projected to future years, if the District will contribute an amount so that the assets always exceed expected benefits to retirees. Under that projection, the plan assets are projected to be adequate to pay all benefits to retirees in all future years, so the discount rate has been set equal to the long-term expected rate of return on investments, 4.21%.

The expected long-term rate of return on OPEB investments was determined using Muni 20 Year Rate Index expected long-term mean rate of return.

F. Change in the Net OPEB Liability

	Total OPEB Liability June 30, 2023	Total OPEB Liability June 30, 2024
Service cost	\$ 83,532	\$ 78,347
Interest	107,488	94,481
Benefit payments, including refunds of employee contributions	(98,046)	(124,489)
Differences between expected and actual experience	(393,112)	-
Change in assumptions	(21,850)	(21,907)
Net change in total OPEB liability	(321,988)	26,432
Total OPEB liability – beginning of year	2,593,559	2,271,571
Total OPEB liability – end of year	\$ 2,271,571	\$ 2,298,003

G. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The net OPEB Liability of the District, as well as what the District's net OPEB Liability would be if it were calculated using a discount rate that is one percentage point lower (3.21%) or one percentage point higher (5.21%) follows:

Plan's Net OPEB Liability/(Asset)		
Discount Rate - 1% (3.21%)	Current Discount Rate (4.21%)	Discount Rate + 1% (5.21%)
\$ 2,541,404	\$ 2,298,003	\$ 1,998,146

The following presents the Net OPEB Liability (NOL) as well as what the NOL would be if it were calculated using healthcare cost trend rates that are 1-percentage-point higher or lower than the current healthcare cost trend rates, as of June 30, 2024.

Plan's Net OPEB Liability/(Asset)		
1% Decrease	Healthcare Cost Trend Rates	1% Increase
\$ 1,971,336	\$ 2,298,003	\$ 2,478,002

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 11 - OTHER POST-EMPLOYMENT BENEFITS (concluded)

H. OPEB Expense and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2024, the District recognized OPEB income of \$135,700. On June 30, 2024, the District reported deferred inflows of resources from OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions after measurement date	\$ -	\$ -
Differences between actual and expected experience	-	420,032
Changes in assumptions	21,368	810,291
Net differences between projected and actual earnings on OPEB plan investments	-	-
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	-	-
Total	\$ 21,368	\$ 1,230,323

\$0 reported as deferred outflows of resources related to contributions after measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2025.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ended</u>			
6/30/25			(321,488)
6/30/26			(331,486)
6/30/27			(337,171)
6/30/28			(133,086)
6/30/29			(61,378)
Thereafter			(34,346)

Additional information relating to the District's Retiree Health Plan and required OPEB disclosures can be obtained from the District's publicly available Comprehensive Annual Financial Report that may be obtained by contacting the Business Manager or General Manager at Humboldt Bay Municipal Water District, 828 Seventh Street, Eureka, California 95502-0095.

NOTE 12 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The risk of loss is variable as to the deductible amount per occurrence. Liability losses up to \$1 million and property losses up to \$50,000, are covered through a pooled self-insurance program, administered by the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA-JPIA). Through participation in ACWA-JPIA, the District is covered by commercial liability insurance for losses in excess of \$1 million, up to an insured maximum of \$60 million. Separately, the District insures for property damages in excess of the pooled limit of \$1 million, with commercial insurance for losses up to \$100 million.

The ACWA-JPIA began operations on October 1, 1979, and has continued without interruption since that time. The District is one of approximately two hundred and eighty-eight districts participating in the pool. The responsibilities of the ACWA-JPIA and the District are as follows:

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 12 - RISK MANAGEMENT (concluded)

Responsibilities of the ACWA-JPIA:

- a. Provide insurance coverage as necessary.
- b. Assist members in obtaining insurance coverage for risks not included within the coverage of the ACWA-JPIA.
- c. Assist each member's designated risk manager with the implementation risk management function.
- d. Provide loss prevention and safety consulting services to members as required.
- e. Provide claims adjusting and subrogation services for claims covered by the ACWA-JPIA's joint protection programs.
- f. Provide loss analysis and control in order to identify high exposure operations and to evaluate proper levels of self-retention and deductibles.
- g. Review members' contracts to determine sufficiency of indemnity and insurance provisions when requested.
- h. Conduct risk management audits to review the participation of each member in the programs.
- i. The ACWA-JPIA shall have such other responsibilities as deemed necessary by the Board of Directors and Executive Committee (of the ACWA-JPIA).

Responsibilities of the District:

- a. The governing board of each member district shall appoint a representative and at least one alternate representative to the Board of Directors.
- b. Each member shall appoint an employee of the member to be responsible for the risk management function within that member and serve as a liaison between the member and the ACWA-JPIA as to risk management.
- c. Each member shall maintain an active safety officer and/or committee and shall consider all recommendations of the ACWA-JPIA concerning unsafe practices.
- d. Each member shall maintain its own set of records, including a loss log, in all categories of risk covered by the joint protection program to ensure accuracy of the ACWA-JPIA's loss reporting system.
- e. Each member shall pay its deposit premium and premium adjustments within thirty days of the invoice date.
- f. Each member shall provide the ACWA-JPIA with such other information or assistance as may be necessary for the ACWA-JPIA to carry out the joint protection programs.
- g. Each member shall cooperate with and assist the ACWA-JPIA, and any insurer of the ACWA-JPIA, in all matters and covered claims and will comply with all bylaws, rules and regulations adopted by the Board of Directors and Executive Committee of the ACWA-JPIA.

There have been no significant reductions in insurance coverage from the prior year. The amounts of settlements have not exceeded the insurance coverage in each of the past three fiscal years.

NOTE 13 - CONTINGENCIES

The District receives, on a cost-reimbursement basis, federal and state funds to carry out a variety of projects and studies. As a recipient of federal and state funds, the District is responsible for maintaining an internal control structure that ensures compliance with all laws and regulations related to these programs. All federal and state program expenditures are subject to financial and compliance audits by the awarding agency. Such audits could result in claims against the District for disallowed costs or noncompliance with contract provisions. No provision has been made for any liabilities which may arise from the noncompliance or questioned costs since the amounts, if any, cannot be determined at this time.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

NOTE 14- SUBSEQUENT EVENTS

In preparing these financial statements, the District has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were issued.

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

Humboldt Bay Municipal Water District
SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY (ASSET) MISCELLANEOUS
 June 30, 2024
 Last 10 years

Measurement Date, June 30	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Proportion of the net pension liability	0.0893%	0.0882%	0.09530%	0.08080%	0.07880%	0.07720%	0.07640%	0.07490%	0.07300%	0.07880%
Proportion share of the net pension liability	\$4,465,913	\$4,126,146	\$1,808,936	\$3,410,152	\$3,155,817	\$2,907,930	\$3,011,029	\$2,602,142	\$2,002,310	\$1,969,634
Covered - employee payroll	\$2,610,161	\$2,332,340	\$2,239,553	\$2,156,138	\$2,049,579	\$1,963,789	\$1,901,128	\$1,730,351	\$1,746,146	\$1,692,541
Proportionate share of the net pension liability as a percentage of covered-employee payroll	171.10%	176.91%	80.77%	158.16%	153.97%	148.08%	158.38%	150.38%	114.67%	116.37%
Plan fiduciary net position as a percentage of the total pension liability	73.73%	74.56%	88.26%	76.74%	77.37%	77.39%	75.66%	76.58%	80.90%	80.51%

NOTES TO SCHEDULE

Changes in Benefit Terms:

In 2022, SB 1168 increased the standard retiree lump sum death benefit from \$500 to \$2,000 for any death occurring on or after July 1, 2023. The impact from this change is deemed to be immaterial and is included in Differences Between Expected and Actual Experience

Changes in Assumptions:

None

Humboldt Bay Municipal Water District
SCHEDULE OF CONTRIBUTIONS - MISCELLANEOUS

June 30, 2024

Last 10 years

<u>Fiscal Year Ending June 30</u>	<u>Miscellaneous Plan</u>									
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 655,680	\$ 647,631	\$ 574,390	\$ 526,893	\$ 475,220	\$ 477,614	\$ 434,427	\$ 408,926	\$ 386,697	\$ 253,791
Contributions in relation to the actuarially determined contributions	<u>(655,680)</u>	<u>(647,631)</u>	<u>(574,390)</u>	<u>(526,893)</u>	<u>(475,220)</u>	<u>(477,614)</u>	<u>(434,427)</u>	<u>(408,926)</u>	<u>(386,697)</u>	<u>\$ (253,791)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered - employee payroll	\$2,689,595	\$2,610,161	\$2,332,340	\$2,239,553	\$2,156,138	\$2,049,579	\$1,963,789	\$1,901,128	\$1,730,351	\$1,746,146
Contributions as a percentage of covered-employee payroll	24.38%	24.81%	24.63%	23.53%	22.04%	23.30%	22.12%	21.51%	22.35%	14.53%

Notes to Schedule:

Benefit Changes:

None

Changes of Assumptions:

None

Humboldt Bay Municipal Water District
SCHEDULE OF CHANGE IN THE NET OPEB LIABILITY
AND RELATED RATIOS
For the Year Ended June 30, 2024

	2024	2023	2022	2021	2020	2019	2018
Total OPEB Liability							
Service cost	\$ 78,347	\$ 83,532	\$ 113,476	\$ 149,761	\$ 141,025	\$ 132,814	\$ 122,984
Interest	94,481	107,488	66,768	118,022	118,649	119,775	122,441
Benefit payments, included refunds of employee contributions	(124,489)	(98,046)	(124,097)	(128,964)	(172,574)	(177,041)	(155,236)
Differences between expected and actual experience	-	(393,112)	-	(310,304)	-	-	-
Change in assumptions	(21,907)	(21,850)	(473,933)	(1,168,795)	66,621	64,777	100,904
Net change in total OPEB liability	26,432	(321,988)	(417,786)	(1,340,280)	153,721	140,325	191,093
Total OPEB liability - beginning of year	2,271,571	2,593,559	3,011,345	4,351,625	4,197,904	4,057,579	3,866,486
Total OPEB liability - end of year	<u>\$ 2,298,003</u>	<u>\$ 2,271,571</u>	<u>\$ 2,593,559</u>	<u>\$ 3,011,345</u>	<u>\$ 4,351,625</u>	<u>\$ 4,197,904</u>	<u>\$ 4,057,579</u>
Plan Fiduciary Net Position							
Net investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions							
Employer	-	-	-	-	-	-	-
Benefit payments, included refunds of employee contributions	-	-	-	-	-	-	-
Implicit rate subsidy fulfilled	-	-	-	-	-	-	-
Administrative expense	-	-	-	-	-	-	-
Net change in plan fiduciary net position	-						
Plan fiduciary net position - beginning of year	-						
Plan fiduciary net position - end of year	<u>\$ -</u>						
District's net OPEB liability - end of year	<u>\$ 2,298,003</u>	<u>\$ 2,271,571</u>	<u>\$ 2,593,559</u>	<u>\$ 3,011,345</u>	<u>\$ 4,351,625</u>	<u>\$ 4,197,904</u>	<u>\$ 4,057,579</u>
Covered-employee payroll	\$ 2,858,826	\$ 2,894,534	\$ 2,568,480	\$ 2,464,853	\$ 2,183,531	\$ 2,080,167	\$ 2,073,759
Net OPEB liability as a percentage of covered-employee payroll	80.38%	78.48%	100.98%	122.17%	199.29%	201.81%	195.66%

The schedules present information to illustrate changes in the District's changes in the net OPEB liability over a ten year period when the information is available.

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



<u>BANK ACCOUNT BALANCES AT MONTH-END</u>	August 31, 2025	August 31, 2024
GENERAL ACCOUNTS		
1. US Bank - General Account	943,023.06	534,907.98
2. US Bank - Xpress BillPay/Electronic Payments Account	48,755.24	61,818.56
<i>Subtotal</i>	991,778.30	596,726.54
INVESTMENT & INTEREST BEARING ACCOUNTS		
3. US Bank - PARS Investment Account	914,642.79	947,979.07
<i>Contributions = \$800,000 Disbursements = \$221,619</i>		
4. L. A. I. F Account - MSRA Reserve Account	496,978.50	475,011.19
5. CalTRUST - Restricted Inv. Account (Medium Term)	1,904,306.19	1,822,465.95
6. CalTRUST - General Reserve Account (Short-Term)	2,958,644.10	4,771,059.51
<i>Total CalTRUST Accounts</i>	4,862,950.29	6,593,525.46
7. California CLASS - DWFP Reserve Account	276,838.86	264,534.14
8. California CLASS - ReMat Reserve Account	1,462,143.37	1,612,434.86
9. California CLASS - General Reserve Account	2,744,448.19	2,631,163.98
<i>Total California CLASS Accounts</i>	4,483,430.42	4,508,132.98
10. Humboldt County - SRF Loan Payment Account	1,076,324.44	511,468.00
11. Humboldt County - 1% Tax Account	670,535.26	1,376,568.34
<i>Subtotal</i>	12,504,861.70	14,412,685.04
OTHER ACCOUNTS		
12. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
13. Cash on Hand	700.00	650.00
<i>Subtotal</i>	27,700.00	27,650.00
TOTAL CASH	13,524,340.00	15,037,061.58

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



FUND BALANCES AT MONTH-END	August 31, 2025	August 31, 2024
RESTRICTED FUNDS - ENCUMBERED		
1. Prior-Year Price Factor 2 Rebate	(20,634.17)	(18,116.66)
2. Prior-Year Restricted AP Encumbrances	(1,440,355.00)	(763,178.00)
3. Advanced Charges - 3x Tank Seismic Retrofit	(1,264,150.35)	(1,398,379.18)
4. Advanced Charges - Cathodic Protection Project	(124,999.96)	(124,999.96)
6. Advanced Charges - On-Site Generation of Chlorine	(40,780.50)	(599,013.51)
7. Advanced Charges - Redundant Pipeline	(463,531.77)	(411,949.36)
8. Advanced Charges - TRF Emergency Generator	(284,020.47)	(283,115.95)
9. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(312,858.62)
11. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	(112,456.22)
12. Advanced Charges - Assist. Spillway Seismic Grant	(484,567.44)	(384,490.32)
13. Advanced Funding - Eureka Cyber Security	(19,489.22)	(19,597.72)
14. Advanced Charges - Essex Facility Expansion	(105,400.00)	(105,400.00)
15. Advanced Charges - Ruth Storage Barn	(209,166.63)	(111,666.66)
16. Advanced Charges - Capital Financing/Debt Service	(1,041,416.23)	(664,675.86)
<i>Subtotal</i>	(5,923,826.58)	(5,309,898.02)
RESTRICTED FUNDS - OTHER		
17. 1% Tax Credit to Muni's	(670,535.26)	(1,503,123.26)
18. Pension Trust Reserves	(914,881.20)	(969,775.00)
19. ReMat Deposit	(27,000.00)	(27,000.00)
20. HB Retail Capital Replacement Reserves	(182,637.14)	(231,436.22)
<i>Subtotal</i>	(1,795,053.60)	(2,731,334.48)
UNRESTRICTED FUNDS		
BOARD RESTRICTED		
21. MSRA Reserves	(496,978.50)	(475,011.19)
22. DWFP Reserves	(276,838.86)	(264,534.14)
23. ReMat Reserves	(1,462,143.37)	(1,612,434.86)
24. Northern Mainline Extension Study Prepayment	(706.31)	56.40
25. Blue Lake Rancheria Extension Study Prepayment	117.77	(4,235.37)
<i>Subtotal</i>	(2,236,667.04)	(2,351,923.79)
UNRESTRICTED RESERVES		
30. General Fund Reserves	(3,568,792.78)	(4,649,537.73)
<i>Subtotal</i>	(3,568,792.78)	(4,643,905.29)
TOTAL NET POSITION	(13,524,340.00)	(15,037,061.58)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

REVENUE REPORT

August 31, 2025

17%

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	33,553	64,021	67,436	360,000	18%
General Revenue					
Power Sales (Net ReMat)	4,255	8,532	11,605	125,000	7%
Tax Receipts (1% Taxes)	149	68,548	0	1,450,000	5%
Interest - Muni PF2 Retained	0	18,998	5,300	30,000	
2. Miscellaneous Revenue*	320	833	351,420	50,000	2%
<i>*Detail on following page</i>					
TOTAL PF2 REVENUE CREDITS	38,276	160,933	435,762	2,015,000	8%

B. DISTRICT REVENUE

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
3. Industrial Water Revenue					
Harbor District	0	0	0	0	0
<i>Subtotal Industrial Water Revenue</i>	0	0	0	0	0
4. Municipal Water Revenue					
City of Arcata	139,162	270,190	264,557	1,701,895	16%
City of Blue Lake	19,491	36,534	34,640	235,198	16%
City of Eureka	330,854	633,585	607,358	3,946,856	16%
Fieldbrook CSD	18,500	35,141	33,077	224,020	16%
Humboldt CSD	99,774	194,407	187,557	1,218,937	16%
Manila CSD	0	7,818	14,831	100,714	8%
McKinleyville CSD	109,472	217,154	212,445	1,333,276	16%
<i>Subtotal Municipal Water Revenue</i>	717,253	1,394,829	1,354,466	8,760,896	16%
TOTAL INDUSTRIAL & WHOLESALE REVENUE	717,253	1,394,829	1,354,466	8,760,896	16%
5. Power Sales					
Power Sales (ReMat Revenue)	9,325	16,451	21,635	300,000	5%
Interest (ReMat Revenue)	0	0	0	0	
TOTAL REMAT REVENUE	9,325	16,451	21,635	300,000	5%
6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	3,954	7,800	8,103		
FCSD Contract	22,968	58,605	82,717		
FEMA/CalOES Grant Revenue	0	0	0		
SWRCB In-Stream Flow Grant Revenue	0	0	1,120		
Quagga Grant Revenue	0	0	0		
Misc. Grant Revenue	952	952	7,113		
CalFire Healthy Forest Funding	0	0	0		
Interest Earned	0	0	0		
Net Increase/(Decrease) Investment Accounts	25,286	69,853	162,053		
TOTAL OTHER/GRANT REVENUE	53,160	137,210	261,106		
GRAND TOTAL REVENUE	818,014	1,709,422	2,072,968	11,075,896	15%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MISCELANEOUS REVENUE - DETAIL REPORT
 August 31, 2025



B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	-	-
Fees - Park Use	-	-
Rebate - CALCard	-	-
Refund - Diesel Fuel Tax	-	-
Refunds - Miscellaneous	-	-
Sale - Surplus Material/Equipment	-	283
Reimb. - Copies & Postage	-	-
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	-
Reimb. - Telephone	-	-
UB - Water Processing Fees	-	30
UB - Hydrant Rental Deposit/Use	-	-
UB - PF2 Rebate, Fairhaven Techite Balance	-	-
Sale of Scrap Metal/Gravel	-	-
<u>Ruth Area</u>		
Lease - Ruth Mutual Water Company	-	-
Rent - Ruth Cabin	320	520
Ruth Annual Lessee Water Fees	-	-
TOTAL MISCELANEOUS REVENUE	320	833

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3
 August 31, 2025



SALARY AND EMPLOYEE BENEFIT EXPENDITURES (S. E. B.)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Compensation					
1. Wages - Regular	200,951.65	398,377.43	359,322.12	2,974,302	16%
2. Wages - Sick	5,597.28	11,281.70	14,594.50		
3. Wages - Vacation	27,392.48	53,719.42	47,787.07		
<i>Subtotal</i>	233,941.41	463,378.55	421,703.69	2,974,302	16%
4. Wages - Overtime	4,159.59	8,572.23	1,997.19	17,400	
5. Wages - Holiday (Worked)	-	2,062.92	1,948.68	17,587	
<i>Subtotal</i>	4,159.59	10,635.15	3,945.87	34,987	30%
6. Wages - Part-Time	8,703.43	20,559.54	17,401.76	103,224	20%
7. Wages - Shift Differential	1,089.28	2,047.20	1,925.43	12,342	17%
8. Wages - Standby	9,226.41	19,055.34	17,485.15	112,560	17%
9. Director Compensation	2,783.00	5,643.00	3,600.00	40,300	14%
10. Secretarial Fees	106.00	212.00	656.25	3,150	7%
11. Payroll Tax Expenses	19,446.24	39,312.17	34,655.54	261,094	15%
<i>Subtotal</i>	41,354.36	86,829.25	75,724.13	532,670	16%
Employee Benefits					
12. Health, Life,& LTD Ins.	46,133.80	92,664.49	89,847.49	706,282	13%
13. Air Medical Insurance	-	1,817.00	-	2,212	82%
14. Retiree Medical Insurance	15,026.61	30,053.22	22,742.18	106,500	19%
14a. Retiree Medical Reimb.	(3,256.02)	(9,604.48)	(7,217.92)		
15. Employee Dental Insurance	2,400.18	4,822.28	4,813.87	36,766	13%
16. Employee Vision Insurance	563.75	1,133.66	1,098.10	7,350	15%
17. Employee EAP	75.29	151.44	146.72	1,226	12%
18. Fitness Stipend	-	135.00	323.00	15,120	1%
19. 457b District Contribution	3,625.00	7,250.00	7,700.00	43,200	17%
20. CalPERS Expenses	31,767.74	460,103.02	397,553.98	652,398	71%
21. Workers Comp Insurance	-	17,772.11	26,900.64	119,736	15%
<i>Subtotal</i>	96,336.35	606,297.74	543,908.06	1,690,790	36%
TOTAL S.E.B	375,791.71	1,167,140.69	1,045,281.75	5,232,749	22%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3
August 31, 2025



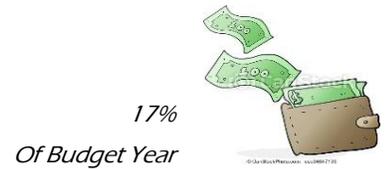
SERVICE & SUPPLY EXPENDITURES (S & S)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Operations & Maintenance					
1. Auto Maintenance	3,359.65	5,975.70	7,534.57	50,000	12%
2. Engineering	-	-	5,995.79	75,000	0%
3. Lab Expenses	3,557.00	3,557.00	3,806.00	18,000	20%
4. Maintenance & Repairs					
General	479.62	2,812.43	8,547.92	48,000	6%
TRF	3,670.00	3,670.00	1,121.19	17,000	22%
<i>Subtotal</i>	<i>4,149.62</i>	<i>6,482.43</i>	<i>9,669.11</i>	<i>65,000</i>	<i>10%</i>
5. Materials & Supplies					
General	3,335.49	5,575.70	4,290.00	45,000	12%
TRF	11,445.27	11,688.00	6,946.14	44,000	27%
<i>Subtotal</i>	<i>14,780.76</i>	<i>17,263.70</i>	<i>11,236.14</i>	<i>89,000</i>	<i>19%</i>
6. Radio Maintenance	598.64	1,197.28	4,648.79	8,500	14%
7. Ruth Lake License	-	1,500.00	1,500.00	1,500	100%
8. Safety Equip./Training					
General	1,071.49	3,171.72	3,925.69	18,700	17%
TRF	-	258.28	177.50	2,000	13%
<i>Subtotal</i>	<i>1,071.49</i>	<i>3,430.00</i>	<i>4,103.19</i>	<i>20,700</i>	<i>17%</i>
9. Tools & Equipment	106.61	106.61	259.19	5,000	2%
10. USGS Meter Station	-	-	-	9,500	0%
<i>Operations Subtotal</i>	<i>27,623.77</i>	<i>39,512.72</i>	<i>48,752.78</i>	<i>342,200</i>	<i>12%</i>

General & Administration

11. Accounting Services	-	-	13,983.75	35,000	0%
12. Bad Debt Expense	-	-	-	-	0
13. Dues & Subscriptions	583.82	1,319.42	952.72	39,000	3%
14. IT & Software Maintenance	3,802.77	16,160.11	23,576.33	124,000	13%
15. Insurance	-	74,797.71	107,986.43	146,000	51%
16. Internet	859.88	1,719.97	1,593.90	11,150	15%
17. Legal Services	16,032.50	18,818.00	1,450.00	35,000	54%
18. Miscellaneous	375.17	375.17	604.53	10,000	4%
19. Office Building Maint.	1,933.36	3,170.14	3,671.95	19,000	17%
20. Office Expense	3,494.98	8,593.75	7,133.79	39,600	22%
21. Professional Services	10,375.00	11,450.00	2,712.50	20,000	57%
22. Property Tax	-	-	-	3,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3
August 31, 2025



SERVICE & SUPPLY EXPENDITURES (con't)					
	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	16,647.00	16,821.22	12,356.00	216,000	8%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	-	208.36	339.45	10,050	2%
26. Technical Training	-	258.00	-	14,000	2%
27. Telephone	947.64	2,281.02	2,128.59	15,000	15%
28. Travel & Conference	1,298.00	1,718.42	5,163.45	22,000	8%
<i>Gen. & Admin. Subtotal</i>	<i>56,350.12</i>	<i>157,691.29</i>	<i>183,653.39</i>	<i>763,800</i>	<i>21%</i>
TOTAL SERVICE & SUPPLY	83,973.89	197,204.01	232,406.17	1,106,000.09	18%

Power

29. Essex - PG & E	93,099.21	183,537.28	186,540.28		
30. 2Mw Generator Fuel	-	-	-		
<i>Subtotal Essex Pumping</i>	<i>93,099.21</i>	<i>183,537.28</i>	<i>186,540.28</i>	<i>937,000</i>	
31. All other PG & E	10,738.25	25,488.91	19,426.15	199,000	
<i>Subtotal All Power</i>	<i>103,837.46</i>	<i>209,026.19</i>	<i>205,966.43</i>	<i>1,136,000</i>	<i>18%</i>
Total Service and Supplies incl. Power	187,811.35	406,230.20	438,372.60	2,242,000	18%

GRAND TOTAL EXPENSES	563,603.06	1,573,370.89	1,483,654.35	7,474,749.09	21%
-----------------------------	-------------------	---------------------	---------------------	---------------------	------------

OTHER EXPENSES

33. ReMat Consultant Exp.	816.30	1,569.82	4,574.16		
34. Capital Replacement Exp.	-	-	-		

TOTAL EXPENSES WITH OTHER EXPENSES

	564,419.36	1,574,940.71	1,488,228.51		
--	-------------------	---------------------	---------------------	--	--

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

SUPPLEMENTAL - FIELDBROOK-GLENDALE CSD CONTRACT SERVICES
MONTHLY BILLING/EXPENSE REPORT
August 31, 2025



Month-to-Date

Year-to-Date

Contract Services Billing

Administrative	1,261.23	2,522.46
Indirect/Overhead	999.28	1,998.56
Maintenance/Operations/Supplies	22,973.71	43,680.92
Total FB-GCSD Billing	25,234.22	48,201.94

Contract Services Expenses

Employee Wages	13,158.87	23,654.07
Employee Benefits	5,344.43	9,681.53
Operations & Maintenance Expenses	840.55	1,271.78
General & Administrative Expenses	787.55	3,304.28
Total FB-GCSD Expenses	20,131.40	37,911.66

NET Fieldbrook Contract Services **5,102.82** **10,290.28**

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT
 August 31, 2025

17% Of Budget Year



A. CAPITAL PROJECTS

	MTD	YTD		% OF
GRANT FUNDED PROJECTS	EXPENSES	TOTAL	BUDGET	BUDGET
1 Grant - TRF Generator <i>(Treatment Facility Project, \$1.9M - FEMA, Approved)</i>	2,727	13,349	1,731,813	1%
2 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, \$3.2M - FEMA, Approved)</i>	0	0	3,200,000	0%
3 Grant - 2x Tank Seismic Retro	1,017,071	1,777,643	3,174,488	56%
3A Grant - 1x Tank (Industrial) Seismic Retrofit <i>(\$5.7M - FEMA Approved, Pending Add'l Funding)</i>	(496,727)	(1,046,183)		
4 Adv. Assistance Spillway Seismic Grant <i>(\$1.5M - FEMA Approved, Pending Add'l Funding)</i>	134,939	352,556	1,487,567	24%
TOTAL GRANT FUNDED CAPITAL PROJECTS	658,010	1,097,364	9,593,868	11%

NON-GRANT FUNDED CAPITAL PROJECTS

5 FY26 Mainline Valve Replacement Program	0	0	100,000	0%
6 Collector 4 Transformer & Switchboard Replacement	0	0	99,000	0%
7 Collector 4 Electrical Sub-Panel Replacements	0	0	14,250	0%
8 Roof Replacement & Modifications to OSG Bldg.	0	0	44,250	0%
9 Modular Training Room and EOC Building	0	0	365,000	0%
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	0	622,500	0%

B. EQUIPMENT AND FIXED ASSET PROJECTS

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
10 FY26 Replace ESSEX Administrative Computers	0	0	6,500	0%
11 FY26 Replace Control Computers	0	0	5,250	0%
12 Traffic Control Equipment Upgrades	0	0	1,750	0%
13 Hyster Forklift Fork Extensions	0	0	2,000	0%
14 Replace Unit 7	0	0	76,000	0%
15 Replace Control Servers Essex	0	0	37,750	0%
16 Humboldt Bay Radio Read Meters	0	0	9,500	0%
17 Control Laptops for Electrical Dept	0	0	6,250	0%
18 Replace 35kW Generator	0	0	57,750	0%
19 Replace Chipper	57,294	57,294	67,500	85%
20 Replace Unit 12	60,324	60,324	88,250	68%
21 Replace Control Servers - TRF	0	0	37,750	0%

(Treatment Facility Project)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 2 OF 5

August 31, 2025

17% Of Budget Year



B. EQUIPMENT AND FIXED ASSET PROJECTS (con't)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
22 TRF Chlorine Analyzer Replacement Phase 2 of 2 <i>(Treatment Facility Project)</i>	0	0	22,500	0%
23 Purchase Spare Turbidimeter <i>(Treatment Facility Project)</i>	0	0	8,750	0%
24 FY26 Replace EUREKA Administrative Computers	0	0	6,000	0%
25 AC Units for Headquarters, Bunkhouse & Hydro Plant	0	0	10,750	0%
26 Ruth Slide Gate Rm Electl Upgrade & Hyd. Pump Rplt	0	0	10,250	0%
27 Ruth Hydro Weir Vault Modifications & Add Pump Cap	0	0	7,400	0%
28 Unit #6 AED Defibrillator	0	0	2,500	0%
29 Ruth Spillway Davit	0	0	5,750	0%
30 Ruth Hydro Emergency and Portable Lighting	0	0	2,000	0%
31 Ruth Hydro Sump Pump Replacement	6,254	6,254	6,500	96%
32 Replace 35kW Standby Generator	0	0	54,000	0%
33 Ruth Lake Decontamination Station	0	0	40,000	0%
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	123,872	123,873	572,650	

C. MAINTENANCE PROJECTS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
34 FY26 Pipeline Maintenance	2,904	2,904	14,000	21%
35 FY26 Main Line Meter Flow Calibration	0	0	16,000	0%
36 FY25 Technical Support and Software Updates	0	0	24,000	0%
37 FY26 Generator Services	0	0	3,600	0%
38 FY26 Hazard & Diseased Tree Removal	0	0	8,000	0%
39 FY26 Cathodic Protection	0	0	1,500	0%
40 FY26 Maintenance Emergency Repairs	0	0	50,000	0%
41 FY26 Fleet Paint Repairs	0	0	5,000	0%
42 FY26 12kV Electric System General Maintenance	0	0	10,500	0%
43 FY26 Voice and SCADA Radio Maintenance	0	0	3,000	0%
44 FY26 Safety Certification of Electrical Tools	0	0	2,500	0%
45 FY26 Collector Lube Oil System Maintenance	0	0	4,500	0%
46 FY26 Fleet Vehicle ALL DATA Software Subs & CanDo	0	0	3,750	0%
47 FY26 Unit Compliance Testing	0	0	5,000	0%
48 FY26 SB198 Safety Committee Funding	1,462	1,462	5,000	29%
49 Production Flow Meter Calibrations	0	0	9,500	0%
50 Line Shed 4 Roof Replacement	8,965	11,983	57,750	0%
51 Maintenance Shop Roof Replacement	0	0	57,750	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

PROJECT PROGRESS REPORT - PAGE 3 OF 5

17% Of Budget Year



August 31, 2025

C. MAINTENANCE PROJECTS (con't)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
52 FY26 Pipeline R-O-W Maintenance	0	0	20,000	0%
53 Equipment Storage Building Roof Replacement	0	0	6,500	0%
54 Unit 2 and Unit 13 Engine Oil Leak Repairs	0	0	6,750	0%
55 FY26 TRF Generator Service <i>(Treatment Facility Project)</i>	0	0	500	0%
56 FY26 TRF Limitorque Valve Retrofit Supplies <i>(Treatment Facility Project)</i>	0	0	15,000	0%
57 TRF Valve Network Upgrade (Phase 2) <i>(Treatment Facility Project)</i>	0	0	55,000	0%
58 FY26 Brush Abatement Ruth Hydro	0	0	22,000	0%
59 FY26 LTO Insurance	0	0	6,000	0%
60 FY26 Spillway Repairs	0	0	10,000	0%
61 FY26 Howell Bungler Valve Inspection	0	0	1,500	0%
62 FY26 Log Boom Inspection	0	0	1,500	0%
63 Ruth Hydro Maintenance and Improvements	0	0	10,250	0%
64 FY26 Eureka Office Generator Service	0	0	500	0%
65 Main Office Paint/Repairs/Fencing	0	0	8,000	0%
TOTAL MAINTENANCE PROJECTS	13,330	16,349	444,850	0

D. PROFESSIONAL & CONSULTING SERVICES

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
66 FY26 Crane Testing/Certification	0	0	12,000	0%
67 FY26 On-Site Sodium Hypochlorite System Maintenance	0	0	20,750	0%
68 FY26 Hydro Plant Annual Electrical & Maint Inspect	0	0	4,000	0%
69 FY26 Cyber Security Maintenance	0	0	5,500	0%
70 FY23 Hydro Plant Annual Elec. Maint./Testing	0	0	7,200	0%
71 FY26 GHD Review & Report of Essex MR CrossSection	0	0	6,000	0%
72 Mitigation Funds, Samoa Dunes EIR	0	0	50,000	0%
73 Litigation Assessment	0	0	20,000	0%
74 FY26 Technical Training	639	639	20,000	3%
75 FY26 O & M Training	0	0	24,500	0%
76 FY26 Cross Connection Control Certification	695	695	3,000	23%
77 FY26 Public Education Funds	500	500	5,000	10%
78 FY26 Mad River Regulatory Compliance Assistance	0	0	50,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

PROJECT PROGRESS REPORT - PAGE 4 OF 5

17% Of Budget Year



August 31, 2025

D. PROFESSIONAL & CONSULTING SERVICES (CONT)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
79 FY26 Grant Applications Assistance	0	0	20,000	0%
80 Construction Contract Documents Development Assistance - GHD	0	0	10,000	0%
81 FY26 Asst w/401/404 Permits;LTSAA;Other-Stillwater	0	0	50,000	0%
82 Cathodic Protection Close-Interval Potential Surv.	0	0	25,400	0%
83 FY26 Dam Spillway Wall Monument Survey-Points West	7,000	7,000	10,000	70%
84 FY26 Matthews Dam Spillway Wingwall & Floor Survey	0	0	7,000	0%
85 Vertical Monument Monitoring - Points West	4,060	4,060	5,800	70%
86 Vertical Monument Monitoring - Data Review (GHD)	0	0	5,000	0%
87 West (Left) Abutment Slide Monitoring -Points West	6,090	6,090	8,700	70%
88 West (Left) Abutment Monitoring -Data Review (GHD)	0	0	4,000	0%
89 FY26 FERC Dam Safety Surveillance and Monitoring Report	0	0	11,518	0%
90 FY26 FERC Chief Dam Safety Engineer	0	0	16,804	0%
91 GEI - Task 2-Part 12D; PFMA	0	0	15,674	
92 GRANT-Adv. Asst Spillway Seism Out of Scope Boring	0	0	100,000	0%
93 Left/Right Abutment Assessment - SHN	0	0	10,000	0%
TOTAL PROF/CONSULTING SERVICES	18,984	18,984	527,846	4%

E. INDUSTRIAL SYSTEM PROJECTS

94 Maintain Water Supply to Indust. Pump Station 6	0	0	13,250	0%
95 Repairs to I/W Reservoir Fence	0	0	10,000	0%
96 Grant - 1x Tank (Industrial) Seismic Retrofit	496,727	1,046,183	1,303,743	80%
TOTAL INDUSTRIAL SYSTEM PROJECTS	496,727	1,046,183	1,326,993	79%

F. CARRY-OVER PROJECTS FROM PRIOR YEAR

TOTAL CARRYOVER PROJECTS	0	0	0	0%
---------------------------------	----------	----------	----------	-----------

G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED

97 Prof. Services for New Capital Debt	59,128	118,256	162,200	73%
98 Grant - 3x Tank Seismic Retrofit	18,988	37,977	227,859	17%
TOTAL ADVANCED CHARGES COLLECTED	78,116	156,233	390,059	40%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

PROJECT PROGRESS REPORT - PAGE 5 OF 5

August 31, 2025

17% Of Budget Year



H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
On-Site Generation of Chlorine <i>(\$1.4M - FY25, Treatment Facility Project)</i>	24,942	52,197	179,313	29%
Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%
Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	112,000	0%
North Mainline Extension Study	4,872	4,872	0	0
BL Rancheria Water	178	178	0	0
TOTAL NOT CHARGED TO CUSTOMERS	29,991	57,247	300,813	19%

PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	0	622,500	0%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	123,872	123,873	572,650	22%
<i>Treatment Facility Portion</i>	0	0	69,000	
TOTAL MAINTENANCE PROJECTS	13,330	16,349	444,850	4%
<i>Treatment Facility Portion</i>	0	0	70,500	
TOTAL PROF/CONSULTING SERVICES	18,984	18,984	527,846	4%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL INDUSTRIAL SYSTEM PROJECTS	496,727	1,046,183	1,326,993	1
TOTAL CARRYOVER PROJECTS	0	0	0	0
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	78,116	156,233	390,059	40%
<i>Treatment Facility Portion</i>	\$0	\$0	\$0	
TOTAL CUSTOMER CHARGES	\$731,030	\$1,361,621	\$3,884,898	35%
NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	658,010	1,097,364	9,593,868	11%
TOTAL NON-CUSTOMER CHARGES	29,991	57,247	300,813	19%
TOTAL USE OF ENCUMBERED FUNDS	91,985	170,463	1,617,260	11%
TOTAL NON-CUSTOMER CHARGES	\$779,986	\$1,325,074	\$11,511,941	12%
GRAND TOTAL PROJECT BUDGET ACTIVITY	\$1,511,018	\$2,686,695	\$15,396,839	17%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
ENCUMBERED FUNDS RECONCILIATION REPORT
August 31, 2025



	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING
A. CAPITAL PROJECTS				
1E Mainline Valve Replacement Program	0	0	55,173	55,173
2E Retaining Wall for Valve Access	0	0	70,000	70,000
3E Replace Pump 2-2 (Pre-Approved 04/2024)	21,499	22,233	26,713	4,480
4E Peninsula Communications Options	0	0	42,000	42,000
5E Mainline Valve Replacement Program	0	0	50,000	50,000
6E Purchase Collector 4 Transformer	0	0	48,325	48,325
7E Purchase Switchboard for Collector 4	0	0	41,589	41,589
8E Resize Chemical Feed System	0	0	6,304	6,304
9E Storage Barn at Headquarters	0	0	218,108	218,108
B. EQUIPMENT & FIXED ASSET PROJECTS				
10E FY25 Replace ESSEX Administrative Computers	0	0	2,978	2,978
11E Telemetry Radio and Antenna Replacement	0	0	14,000	14,000
12E District Lighting Upgrades	0	2,402	11,950	9,548
13E Construction Tooling	0	383	1,473	1,090
14E TRF Filter Gallery Heaters and Air Circulation	0	8,856	9,000	144
15E Air Actuated Chemical Pump	0	2,392	2,000	(392)
16E FY25 Replace EUREKA Administrative Computers	0	0	5,086	5,086
C. MAINTENANCE PROJECTS				
17E FY25 Main Line Meter Flow Calibration	0	1,344	15,900	14,556
18E FY25 Technical Support and Software Updates	0	0	6,442	8,000
19E FY25 Hazard & Diseased Tree Removal	3,550	3,550	8,000	1,450
20E FY25 Fleet Paint Repairs	0	0	5,000	51,500
21E TRF Valve Network Upgrade (Phase 2)	0	0	51,500	1,500
22E FY25 Howell Bungler Valve Inspection	1,631	1,631	1,500	87,119
23E Replace Hydro Plant PLC's	18,952	18,952	88,750	(13,952)
24E FY25 Maintenance Emergency Repairs	4,627	4,627	5,000	(4,627)
D. PROFESSIONAL & CONSULTING SERVICES				
25E Caselle A/R Module	0	0	5,000	5,000
26E CIP 10-yr Financial Revision and Project Review	0	5,905	22,960	17,055
27E Retail Rate Study	0	0	12,000	12,000
28E 404 Permit Assistance	15,879	25,401	9,131	(16,270)
29E Technical Dam/Spillway Support	0	1,246	189,909	188,663
30E FY25 Cyber Security Maintenance	0	0	5,250	5,250
31E Microsoft 360 Email	1,138	12,404	7,274	(5,130)
32E Professional Consulting Services for FERC Comprehensive Analysis	7,685	38,133	504,865	466,732
33E Shatz Energy Research - Tesla Battery/Generator	0	3,978	14,296	10,318
34E Samoa Peninsula Coastal Development Permit (Change of Scope)	7,824	7,824	40,295	32,471
35E Eureka Cyber Security	9,200	9,200	19,489.22	10,289
ENCUMBERED FUNDS TOTAL	91,985	170,463	1,617,260	1,440,355

Vendor Name	Date Paid	Description	Amount Paid
101 NETLINK			
101 NETLINK	08/21/2025	<i>Ruth Data Link/Internet</i>	340.00
Total 101 NETLINK:			340.00
ACWA/JPIA			
ACWA/JPIA	08/20/2025	<i>COBRA Dental</i>	229.32
ACWA/JPIA	08/20/2025	<i>COBRA Vision</i>	55.68
ACWA/JPIA	08/20/2025	<i>RETIREE MEDICAL</i>	14,741.61
Total ACWA/JPIA:			15,026.61
Advanced Security Systems			
Advanced Security Systems	08/21/2025	<i>Ruth Dam Fire Alarm</i>	160.50
Advanced Security Systems	08/21/2025	<i>Repair OSHG fire alarm system & added a heat sensor in electri</i>	703.54
Advanced Security Systems	08/21/2025	<i>Maintenance on TRF security system</i>	120.00
Total Advanced Security Systems:			984.04
AirGas NCN			
AirGas NCN	08/28/2025	<i>Fall protection harnesses</i>	478.77
AirGas NCN	08/28/2025	<i>PPE Inventory</i>	527.00
AirGas NCN	08/28/2025	<i>PPE Inventory</i>	172.14
Total AirGas NCN:			1,177.91
Almquist Lumber			
Almquist Lumber	08/21/2025	<i>Paint for park benches and tables</i>	63.96
Total Almquist Lumber:			63.96
Alves, Inc			
Alves, Inc	08/21/2025	<i>Dump fee of roofing waste</i>	316.35
Total Alves, Inc:			316.35
Analytical Services, Inc			
Analytical Services, Inc	08/21/2025	<i>lab samples</i>	2,957.00
Total Analytical Services, Inc:			2,957.00
ATS Communications			
ATS Communications	08/28/2025	<i>Monthly ProIT support for Essex</i>	1,519.00
ATS Communications	08/28/2025	<i>Microsoft email accounts</i>	1,137.95
ATS Communications	08/21/2025	<i>White listing emails</i>	194.25
Total ATS Communications:			2,851.20
Baldwin,Blomstrom,Wilkinson			
Baldwin,Blomstrom,Wilkinson	08/21/2025	<i>Calfire Healthy Forest Grant - Final Reporting</i>	2,330.00
Total Baldwin,Blomstrom,Wilkinson:			2,330.00
BDI - M&S Arcata			
BDI - M&S Arcata	08/28/2025	<i>2" suction hose for Honda Pump</i>	186.47

Vendor Name	Date Paid	Description	Amount Paid
Total BDI - M&S Arcata:			186.47
Blue Star Gas - Sequoia Gas Co.			
Blue Star Gas - Sequoia Gas Co.	08/28/2025	Propane for Ruth HQ	280.80
Total Blue Star Gas - Sequoia Gas Co.:			280.80
BPM LLP			
BPM LLP	08/21/2025	Contract for Information Security Assessment Services #25-1483	9,200.00
Total BPM LLP:			9,200.00
City of Eureka			
City of Eureka	08/21/2025	Eureka office water/sewer	139.14
Total City of Eureka:			139.14
Coastal Business Systems Inc.			
Coastal Business Systems Inc.	08/28/2025	Eureka office copy and fax machine	879.03
Coastal Business Systems Inc.	08/28/2025	Essex copy/fax machine	314.33
Total Coastal Business Systems Inc.:			1,193.36
Coastal Tree Service			
Coastal Tree Service	08/28/2025	Hazardous Tree Removal - TRF	3,550.00
Total Coastal Tree Service:			3,550.00
Corey Borghino			
Corey Borghino	08/11/2025	BBQ supplies - Winco	71.49
Total Corey Borghino:			71.49
Corning Ford			
Corning Ford	08/21/2025	2025 Ford F250 XLT - New Unit 12	60,324.48
Total Corning Ford:			60,324.48
Downey Brand Attorneys LLP			
Downey Brand Attorneys LLP	08/21/2025	Legal Fees June 2024	3,225.00
Total Downey Brand Attorneys LLP:			3,225.00
ESRI, Inc			
ESRI, Inc	08/21/2025	Annual GIS Software Maintenance Support	4,865.00
Total ESRI, Inc:			4,865.00
Eureka Oxygen			
Eureka Oxygen	08/21/2025	cylinder rental	132.86
Total Eureka Oxygen:			132.86
Eureka Readymix			
Eureka Readymix	08/21/2025	Sand for TRF sludge beds	443.95

Vendor Name	Date Paid	Description	Amount Paid
Total Eureka Readymix:			443.95
FleetPride			
FleetPride	08/21/2025	LED lights for Unit 10	330.72
FleetPride	08/21/2025	LED lights for Unit 10	125.28
FleetPride	08/28/2025	Hood latch Unit #10	37.47
Total FleetPride:			493.47
Flo-Line Technology, Inc			
Flo-Line Technology, Inc	08/21/2025	Ruth Sump Pump	6,253.84
Total Flo-Line Technology, Inc:			6,253.84
Frontier Communications			
Frontier Communications	08/28/2025	Ruth HQ	75.84
Frontier Communications	08/28/2025	Ruth Hydro/Ruth Dataline	280.14
Total Frontier Communications:			355.98
Gannett Fleming, Inc			
Gannett Fleming, Inc	08/21/2025	R.W. Matthews Dam Part 12D Comprehensive Assessment	7,684.50
Total Gannett Fleming, Inc:			7,684.50
GEI Consultants, Inc			
GEI Consultants, Inc	08/28/2025	Advanced Assistance Seismic Spillway - GRANT #25-1814	15,621.50
GEI Consultants, Inc	08/28/2025	Advanced Assistance Seismic Spillway - GRANT #25-1814	116,703.74
Total GEI Consultants, Inc:			132,325.24
GHD			
GHD	08/21/2025	Samoa Peninsula ROW EIR #23-0625	7,824.31
GHD	08/21/2025	Reservoirs Seismic Retrofit Phs 2 #24-0812	1,575.68
GHD	08/21/2025	Reservoirs Seismic Retrofit Phs 2 #24-0812	950.02
GHD	08/28/2025	Reservoirs Seismic Retrofit Phs 2 #24-0812	593.76
GHD	08/28/2025	Reservoirs Seismic Retrofit Phs 2 #24-0812	831.27
Total GHD:			11,775.04
Grainger			
Grainger	08/28/2025	Air filter cartridge	116.58
Total Grainger:			116.58
Health Equity Inc			
Health Equity Inc	08/19/2025	HSA Admin Fee Aug 2025 - 20 employees	59.00
Health Equity Inc	08/19/2025	HSA Admin Fee Aug 2025 - 6 employees	17.70
Total Health Equity Inc:			76.70
Hensel Hardware			
Hensel Hardware	08/21/2025	painting supplies for pump 2.2	120.12
Hensel Hardware	08/21/2025	OSG cleaning supplies	103.48
Hensel Hardware	08/21/2025	painting supplies & two shop brooms	299.37
Hensel Hardware	08/21/2025	GM Office Project	56.17

Vendor Name	Date Paid	Description	Amount Paid
Hensel Hardware	08/21/2025	<i>Caulking for Line Shed 4</i>	10.57
Hensel Hardware	08/21/2025	<i>Hardware for pump 2.2</i>	19.14
Hensel Hardware	08/21/2025	<i>Shop supplies</i>	38.57
Hensel Hardware	08/21/2025	<i>Wallplate at Eureka Office</i>	5.50
Hensel Hardware	08/21/2025	<i>Unit 9 storage box door repairs</i>	8.80
Hensel Hardware	08/21/2025	<i>Fans for sandblasting tent</i>	66.13
Hensel Hardware	08/21/2025	<i>Painting supplies</i>	114.48
Hensel Hardware	08/28/2025	<i>painting supplies</i>	33.63
Total Hensel Hardware:			875.96
Hensell Materials			
Hensell Materials	08/21/2025	<i>Sand blasting media for Pump 2-2</i>	131.98
Total Hensell Materials:			131.98
Henwood Associates, Inc			
Henwood Associates, Inc	08/21/2025	<i>Consultant Services Agreement- June 2025</i>	408.15
Total Henwood Associates, Inc:			408.15
Humboldt County Treasurer			
Humboldt County Treasurer	08/21/2025	<i>Capital Financing Project</i>	45,611.43
Total Humboldt County Treasurer:			45,611.43
Humboldt Fasteners			
Humboldt Fasteners	08/21/2025	<i>Drill bit & marking pen</i>	28.86
Total Humboldt Fasteners:			28.86
Humboldt Redwood Company, LLC			
Humboldt Redwood Company, LLC	08/28/2025	<i>Mt Pierce Lease site</i>	333.41
Total Humboldt Redwood Company, LLC:			333.41
Humboldt Waste Management Authority			
Humboldt Waste Management Authority	08/21/2025	<i>dump fee</i>	97.99
Total Humboldt Waste Management Authority:			97.99
Jacob Morris Logging Inc.			
Jacob Morris Logging Inc.	08/21/2025	<i>Green Waste Disposal</i>	11.70
Total Jacob Morris Logging Inc.:			11.70
JTN Energy, LLC			
JTN Energy, LLC	08/21/2025	<i>Consultant Services Agreement - June 2025</i>	408.15
Total JTN Energy, LLC:			408.15
Justin Natividad			
Justin Natividad	08/11/2025	<i>Per Diem for Travel to certification testing in Redding CA</i>	438.70
Total Justin Natividad:			438.70

Vendor Name	Date Paid	Description	Amount Paid
Kernen Construction			
Kernen Construction	08/21/2025	Base Gravel	529.99
Total Kernen Construction:			529.99
Mario Palmero			
Mario Palmero	08/21/2025	Essex Petty Cash - Supplies	85.78
Mario Palmero	08/21/2025	Essex Petty Cash - Office Supplies	34.00
Mario Palmero	08/21/2025	Essex Petty Cash - Bit Set	6.60
Mario Palmero	08/21/2025	Essex Petty Cash - Supplies	19.83
Total Mario Palmero:			146.21
McMaster-Carr Supply			
McMaster-Carr Supply	08/21/2025	Tyvek coveralls	97.57
McMaster-Carr Supply	08/21/2025	Tyvek suits	98.08
Total McMaster-Carr Supply:			195.65
Microbac Laboratories, Inc			
Microbac Laboratories, Inc	08/04/2025	Lab Tests - FBGCSD	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - Humboldt Bay Retail	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - Humboldt Bay Retail	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - FBGCSD	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - Humboldt Bay Retail	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - FBGCSD	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - Humboldt Bay Retail	136.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - Humboldt Bay Retail	116.00
Microbac Laboratories, Inc	08/04/2025	Lab Tests - FBGCSD	116.00
Total Microbac Laboratories, Inc:			1,064.00
Mission Linen			
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	86.35
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	84.94
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	87.66
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	58.42
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	11.47
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	87.66
Mission Linen	08/04/2025	maintenance supplies & uniform rentals	114.30
Total Mission Linen:			530.80
Motion Industries, Inc			
Motion Industries, Inc	08/21/2025	10 Gallon Accumulator Bladder	1,631.25
Motion Industries, Inc	08/21/2025	10 Gallon Accumulator Bladder	4,627.01
Total Motion Industries, Inc:			6,258.26
NAPA AUTO PARTS			
NAPA AUTO PARTS	08/28/2025	LED headlights	101.58
Total NAPA AUTO PARTS:			101.58
North Coast Fabricators			
North Coast Fabricators	08/21/2025	Contract for crane service to replace pump 2-2 #25-1736	9,878.78
North Coast Fabricators	08/28/2025	Contract for crane service to replace pump 2-2 #25-1736	10,063.35

Vendor Name	Date Paid	Description	Amount Paid
Total North Coast Fabricators:			19,942.13
North Coast Journal, Inc			
North Coast Journal, Inc	08/28/2025	Pubilc Notice for Ordinance 26	162.00
Total North Coast Journal, Inc:			162.00
O&M Industries			
O&M Industries	08/28/2025	Building lifting clamp for accumulator tanks	195.35
Total O&M Industries:			195.35
Optimum			
Optimum	08/04/2025	Essex internet	278.97
Optimum	08/04/2025	Essex Phones	87.30
Optimum	08/04/2025	Eureka Internet	210.95
Optimum	08/04/2025	Fieldbrook-Glendale CSD Internet	408.93
Optimum	08/04/2025	TRF Internet	29.96
Optimum	08/04/2025	TRF Internet - Blue Lake SCADA Monitoring	59.90
Optimum	08/04/2025	TRF Internet - Fieldbrook-Glendale CSD	59.90
Total Optimum:			1,135.91
PACE Engineering, Inc.			
PACE Engineering, Inc.	08/21/2025	TRF Generator Project	2,727.00
Total PACE Engineering, Inc.:			2,727.00
Pacific Gas & Electric Co.			
Pacific Gas & Electric Co.	08/19/2025	Eureka Office	174.14
Pacific Gas & Electric Co.	08/19/2025	Jackson Ranch Rd Rectifier	22.82
Pacific Gas & Electric Co.	08/19/2025	HWY 299 Rectifier	57.16
Pacific Gas & Electric Co.	08/19/2025	West End Road Rectifier	249.39
Pacific Gas & Electric Co.	08/19/2025	TRF	7,201.79
Pacific Gas & Electric Co.	08/19/2025	Ruth Hydro Valve Control	50.52
Pacific Gas & Electric Co.	08/19/2025	Ruth Hydro	27.37
Pacific Gas & Electric Co.	08/19/2025	Samoa Booster Pump Station	1,340.10
Pacific Gas & Electric Co.	08/19/2025	Samoa Dial Station	81.26
Pacific Gas & Electric Co.	08/21/2025	Essex Pumping July 2025	1,238.01
Pacific Gas & Electric Co.	08/21/2025	Essex Pumping July 2025	1,760.24
Pacific Gas & Electric Co.	08/21/2025	Essex Pumping July 2025	91,348.48
Pacific Gas & Electric Co.	08/28/2025	Ruth HQ	178.06
Pacific Gas & Electric Co.	08/28/2025	Ruth Bunk House	108.12
Total Pacific Gas & Electric Co.:			103,837.46
Paso Robles Tank, Inc.			
Paso Robles Tank, Inc.	08/21/2025	Samoa Res Seismic Retrofit #25-0755	494,319.91
Paso Robles Tank, Inc.	08/21/2025	Korblex Res Seismic Retrofit #25-0754	517,275.00
Total Paso Robles Tank, Inc.:			1,011,594.91
Pierson Building Center			
Pierson Building Center	08/21/2025	Base board trim for GM office	105.31

Vendor Name	Date Paid	Description	Amount Paid
Total Pierson Building Center:			105.31
Platt Electric Supply			
Platt Electric Supply	08/21/2025	TRF supplies	272.45
Platt Electric Supply	08/21/2025	Label printer refills	109.02
Platt Electric Supply	08/21/2025	Conduit for signal runs to DW tank	166.49
Total Platt Electric Supply:			547.96
Points West Surveying Co			
Points West Surveying Co	08/21/2025	Spillway & wing wall vertical & horizontal monitoring survey #	7,000.00
Points West Surveying Co	08/21/2025	Vertical monitoring survey #26-0045	4,060.00
Points West Surveying Co	08/21/2025	West Abutment Slide Monitoring Survey #26-0046	6,090.00
Points West Surveying Co	08/21/2025	Survey Data Collection for GEI #26-0116	2,500.00
Total Points West Surveying Co:			19,650.00
Power Plus			
Power Plus	08/28/2025	Repairs to Atlas Copco air compressor	2,127.39
Total Power Plus:			2,127.39
PPG Architectural Coatings			
PPG Architectural Coatings	08/21/2025	Paint for GM office	256.99
PPG Architectural Coatings	08/21/2025	Paint for GM office	45.75
PPG Architectural Coatings	08/21/2025	Paint for pump 2.2 columns	398.70
Total PPG Architectural Coatings:			701.44
Purchase Power			
Purchase Power	08/26/2025	Postage Refill	502.25
Total Purchase Power:			502.25
RDO Equipment Co			
RDO Equipment Co	08/21/2025	2025 Vermeer chipper	57,294.08
Total RDO Equipment Co:			57,294.08
Recology Arcata			
Recology Arcata	08/21/2025	Essex Garbage/Recycling Service - July 2025	866.17
Total Recology Arcata:			866.17
Recology Humboldt County			
Recology Humboldt County	08/21/2025	Eureka office garbage/recycling service - July 2025	110.05
Total Recology Humboldt County:			110.05
Regional Water Quality Control Boards			
Regional Water Quality Control Boards	08/20/2025	401 Permit for Ruth Lake Category A Fee	7,126.00
Regional Water Quality Control Boards	08/28/2025	401 Permit for Essex Project Fee	9,521.00
Total Regional Water Quality Control Boards:			16,647.00

Vendor Name	Date Paid	Description	Amount Paid
Rexel USA, Inc			
Rexel USA, Inc	08/28/2025	Ruth Hydro Plant PLC upgrade project	8,313.52
Rexel USA, Inc	08/28/2025	Ruth Hydro Plant PLC upgrade project	8,354.97
Rexel USA, Inc	08/28/2025	Ruth Hydro Plant PLC upgrade project	1,090.99
Rexel USA, Inc	08/28/2025	Ruth Hydro Plant PLC upgrade project	1,192.41
Total Rexel USA, Inc:			18,951.89
Safe and Sound Security			
Safe and Sound Security	08/04/2025	Monthly help desk/tech support for Dam cameras	67.97
Total Safe and Sound Security:			67.97
Sanders Roofing Inc			
Sanders Roofing Inc	08/21/2025	Line shed 4 roof replacement #26-0049	6,850.00
Total Sanders Roofing Inc:			6,850.00
Sequoia Construction Specialties			
Sequoia Construction Specialties	08/28/2025	OSHG Installation and Integration	24,941.87
Total Sequoia Construction Specialties:			24,941.87
Shafer's Ace Hardware			
Shafer's Ace Hardware	08/21/2025	GM office project	8.81
Total Shafer's Ace Hardware:			8.81
Six Rivers Communications			
Six Rivers Communications	08/21/2025	Programming on Unit 1 radio	75.00
Six Rivers Communications	08/21/2025	Batteries for handheld radios	299.45
Total Six Rivers Communications:			374.45
Stillwater Sciences			
Stillwater Sciences	08/28/2025	404 Permit Assistance #26-0002	13,106.00
Stillwater Sciences	08/28/2025	404 Permit Assistance #25-1610	2,772.70
Total Stillwater Sciences:			15,878.70
Stoel Rives LLP			
Stoel Rives LLP	08/28/2025	Legal Fees - Water Line Maintenance Project (EIR)	2,625.50
Stoel Rives LLP	08/28/2025	Legal Fees - Blue Lake Rancheria	178.00
Stoel Rives LLP	08/28/2025	Legal Fees - Blue Lake Rancheria	9,120.50
Stoel Rives LLP	08/28/2025	Legal Fees - Trinidad Rancheria North Mainline	356.00
Stoel Rives LLP	08/28/2025	Legal Fees	178.00
Stoel Rives LLP	08/28/2025	Legal Fees - Trinidad Rancheria North Mainline	4,515.50
Total Stoel Rives LLP:			16,973.50
SWAPE, LLC			
SWAPE, LLC	08/21/2025	McNamara & Peepe #26-0006	2,286.25
SWAPE, LLC	08/21/2025	McNamara & Peepe #26-0006	893.75
Total SWAPE, LLC:			3,180.00

Vendor Name	Date Paid	Description	Amount Paid
SWRCB-DWOCP			
SWRCB-DWOCP	08/04/2025	<i>D4 Certification Renewal - M. Palmero</i>	105.00
SWRCB-DWOCP	08/21/2025	<i>D2 & T2 Cert Renewal - C Vickrey</i>	360.00
Total SWRCB-DWOCP:			465.00
Sylvia Lindberg			
Sylvia Lindberg	08/21/2025	<i>D. Lindberg Director Fees</i>	53.00
Total Sylvia Lindberg:			53.00
Thatcher Company, Inc			
Thatcher Company, Inc	08/28/2025	<i>TRF chemicals</i>	11,533.69
Thatcher Company, Inc	08/28/2025	<i>Package Deposit Return</i>	1,000.00-
Total Thatcher Company, Inc:			10,533.69
The Mill Yard			
The Mill Yard	08/21/2025	<i>Base board for GM office project</i>	26.28
The Mill Yard	08/21/2025	<i>Gorilla tape</i>	22.04
The Mill Yard	08/21/2025	<i>Park 1 table repairs</i>	58.48
The Mill Yard	08/21/2025	<i>Shop supplies</i>	37.01
The Mill Yard	08/28/2025	<i>Materials for Essex shoring storage trailer</i>	66.14
Total The Mill Yard:			209.95
The Mitchell Law Firm, LLP			
The Mitchell Law Firm, LLP	08/28/2025	<i>Legal Services- July 2025 Assistance Spillway Seismic Grant</i>	93.00
The Mitchell Law Firm, LLP	08/28/2025	<i>Legal Services- July 2025</i>	883.50
Total The Mitchell Law Firm, LLP:			976.50
The Times-Standard			
The Times-Standard	08/28/2025	<i>Digital Ad Free Annual Subscription</i>	343.94
Total The Times-Standard:			343.94
Thrifty Supply			
Thrifty Supply	08/21/2025	<i>Park 4 toilet repairs</i>	10.22
Thrifty Supply	08/21/2025	<i>Unit #2 Turbine repair parts</i>	15.46
Thrifty Supply	08/21/2025	<i>Air release for DW pipeline vault #26</i>	2,373.75
Total Thrifty Supply:			2,399.43
Transene Company			
Transene Company	08/28/2025	<i>TRF chemical supplies</i>	195.18
Total Transene Company:			195.18
Trinity County General Services			
Trinity County General Services	08/21/2025	<i>Pickett Peak site lease - Sept 2025</i>	265.23
Total Trinity County General Services:			265.23
Trinity County Solid Waste			
Trinity County Solid Waste	08/21/2025	<i>Ruth HQ dump fees</i>	27.50
Trinity County Solid Waste	08/21/2025	<i>Ruth Hydro dump fees</i>	27.50

Vendor Name	Date Paid	Description	Amount Paid
Trinity County Solid Waste	08/28/2025	<i>Ruth HQ dump fees</i>	23.25
Trinity County Solid Waste	08/28/2025	<i>Ruth Hydro dump fees</i>	23.25
Total Trinity County Solid Waste:			101.50
U.S. Bank Corporate Payment System			
U.S. Bank Corporate Payment System	08/11/2025	<i>Heat illness prevention for Ruth work</i>	67.29
U.S. Bank Corporate Payment System	08/11/2025	<i>Essex Office Supplies</i>	6.89
U.S. Bank Corporate Payment System	08/11/2025	<i>Supplies for Ruth log boom project</i>	97.39
U.S. Bank Corporate Payment System	08/11/2025	<i>Essex Office Supplies</i>	83.92
U.S. Bank Corporate Payment System	08/11/2025	<i>DEF for Unit 10</i>	39.66
U.S. Bank Corporate Payment System	08/11/2025	<i>Portable car port for sandblasting pump columns</i>	198.44
U.S. Bank Corporate Payment System	08/11/2025	<i>Air Actuator</i>	57.67
U.S. Bank Corporate Payment System	08/11/2025	<i>Hotel for Backflow training</i>	639.09
U.S. Bank Corporate Payment System	08/11/2025	<i>Cross Connection Control Certification</i>	695.00
U.S. Bank Corporate Payment System	08/11/2025	<i>OSHG cleaning supplies</i>	86.91
U.S. Bank Corporate Payment System	08/11/2025	<i>Baking soda to neutralize muriatic acid</i>	52.98
U.S. Bank Corporate Payment System	08/11/2025	<i>Essex Office Supplies</i>	190.72
U.S. Bank Corporate Payment System	08/11/2025	<i>Baking soda to neutralize muriatic acid</i>	83.61
U.S. Bank Corporate Payment System	08/11/2025	<i>Spendwise Monthly Subscription</i>	90.00
U.S. Bank Corporate Payment System	08/11/2025	<i>Post cards for HB retail</i>	113.68
U.S. Bank Corporate Payment System	08/11/2025	<i>Post cards for FB retail</i>	218.62
U.S. Bank Corporate Payment System	08/11/2025	<i>Sales tax not charged by vendor</i>	7.25
U.S. Bank Corporate Payment System	08/11/2025	<i>Sales tax not charged by vendor</i>	20.63
U.S. Bank Corporate Payment System	08/11/2025	<i>Sales tax owed</i>	27.88
U.S. Bank Corporate Payment System	08/11/2025	<i>Cord for computer monitors</i>	38.58
U.S. Bank Corporate Payment System	08/11/2025	<i>Adapters for computer monitors</i>	61.72
U.S. Bank Corporate Payment System	08/11/2025	<i>Board Lunch July Meeting</i>	178.34
U.S. Bank Corporate Payment System	08/11/2025	<i>Ruth Lake Clean Up Promo T-Shirts</i>	500.00
U.S. Bank Corporate Payment System	08/11/2025	<i>Certified Postage sent to DWR DSOD</i>	20.80
U.S. Bank Corporate Payment System	08/11/2025	<i>Caselle Annual Conference - C. Borghino</i>	649.00
U.S. Bank Corporate Payment System	08/11/2025	<i>Caselle Annual Conference - D. Quinn</i>	649.00
U.S. Bank Corporate Payment System	08/11/2025	<i>Fuel for District Boat</i>	293.90
U.S. Bank Corporate Payment System	08/11/2025	<i>Ruth supplies</i>	81.69
U.S. Bank Corporate Payment System	08/11/2025	<i>Adobe Annual Subscription</i>	239.88
U.S. Bank Corporate Payment System	08/11/2025	<i>Essex Office Supplies</i>	109.79
U.S. Bank Corporate Payment System	08/11/2025	<i>It software maintenance</i>	27.38
U.S. Bank Corporate Payment System	08/11/2025	<i>Gasket material</i>	1,358.71
U.S. Bank Corporate Payment System	08/11/2025	<i>Roof anchors</i>	1,788.05
U.S. Bank Corporate Payment System	08/11/2025	<i>Magnesium asphalt rake heads</i>	100.01
U.S. Bank Corporate Payment System	08/11/2025	<i>Adaptor cord</i>	38.05
Total U.S. Bank Corporate Payment System:			8,856.77
United Rentals (North America), Inc			
United Rentals (North America), Inc	08/21/2025	<i>Portable air compressor rental for sandblasting pump 2.2 colum</i>	688.93
Total United Rentals (North America), Inc:			688.93
VALEO Networks			
VALEO Networks	08/21/2025	<i>Eureka office monthly computer maintenance</i>	2,150.37
Total VALEO Networks:			2,150.37
Valley Pacific Petroleum Serv. Inc			
Valley Pacific Petroleum Serv. Inc	08/21/2025	<i>Cardlock-Pumping & Control</i>	508.86
Valley Pacific Petroleum Serv. Inc	08/21/2025	<i>Cardlock-Water Quality</i>	508.86

Vendor Name	Date Paid	Description	Amount Paid
Valley Pacific Petroleum Serv. Inc	08/21/2025	Cardlock-Maintenance	508.86
Valley Pacific Petroleum Serv. Inc	08/21/2025	Cardlock-HB Retail	132.29
Valley Pacific Petroleum Serv. Inc	08/21/2025	Cardlock-FBGCS D	376.55
Valley Pacific Petroleum Serv. Inc	08/21/2025	Fuel for Ruth	1,000.52
Total Valley Pacific Petroleum Serv. Inc:			3,035.94
Verizon Wireless			
Verizon Wireless	08/21/2025	General Manager	51.96
Verizon Wireless	08/21/2025	Humboldt Bay Retail	13.53
Verizon Wireless	08/21/2025	Fieldbrook Glendale CSD	38.51
Verizon Wireless	08/21/2025	Humboldt Bay IPAD	9.88
Verizon Wireless	08/21/2025	Fieldbrook Glendale CSD IPAD	28.13
Verizon Wireless	08/21/2025	Ruth Area	15.47
Verizon Wireless	08/21/2025	Ruth Hydro	15.47
Total Verizon Wireless:			172.95
Watt's Cleaning Services			
Watt's Cleaning Services	08/21/2025	Eureka Office Cleaning 6/11 & 6/25/25	278.00
Watt's Cleaning Services	08/21/2025	Eureka Office Cleaning 7/9 & 7/23/25	278.00
Total Watt's Cleaning Services:			556.00
Grand Totals:			1,682,291.77

Business Report
NO REPORT

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: September 3, 2025
Subject: Essex/Ruth August 2025 Operational Report

Upper Mad River, Ruth Lake, and Hydro Plant

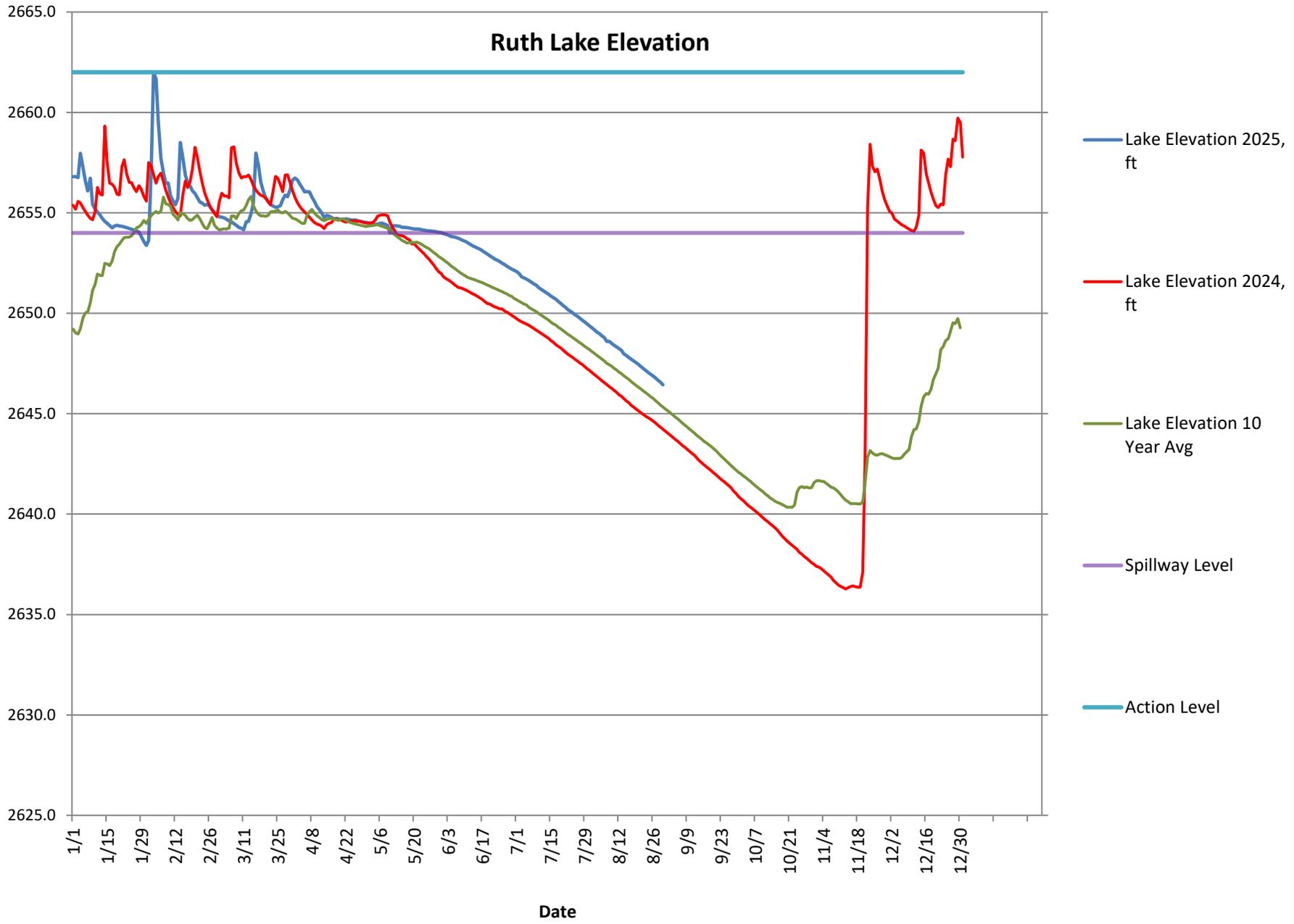
1. Average flow at Mad River above Ruth Reservoir (Zenia Bridge) in August was 0 cfs. The maximum flow was 1 cfs on August 1st.
2. The conditions at Ruth Lake for August were as follows:
The lake level on August 31st was 2646.44 feet, which is:
 - 3.02 feet lower than July 31st, 2025;
 - 2.31 feet higher than August 31st, 2024;
 - 1.11 feet higher than the ten-year average;
 - 7.56 feet below the spillway.
3. Ruth Headquarters recorded 0 inches of rainfall in August.
4. Ruth Hydro generated 148,800 kWh in August with one PGE shutdown, causing 3380 kWh loss in production.
5. The lake discharge averaged 43 cfs with a high of 47 cfs on August 10th.

Lower Mad River, Winzler Control, and TRF

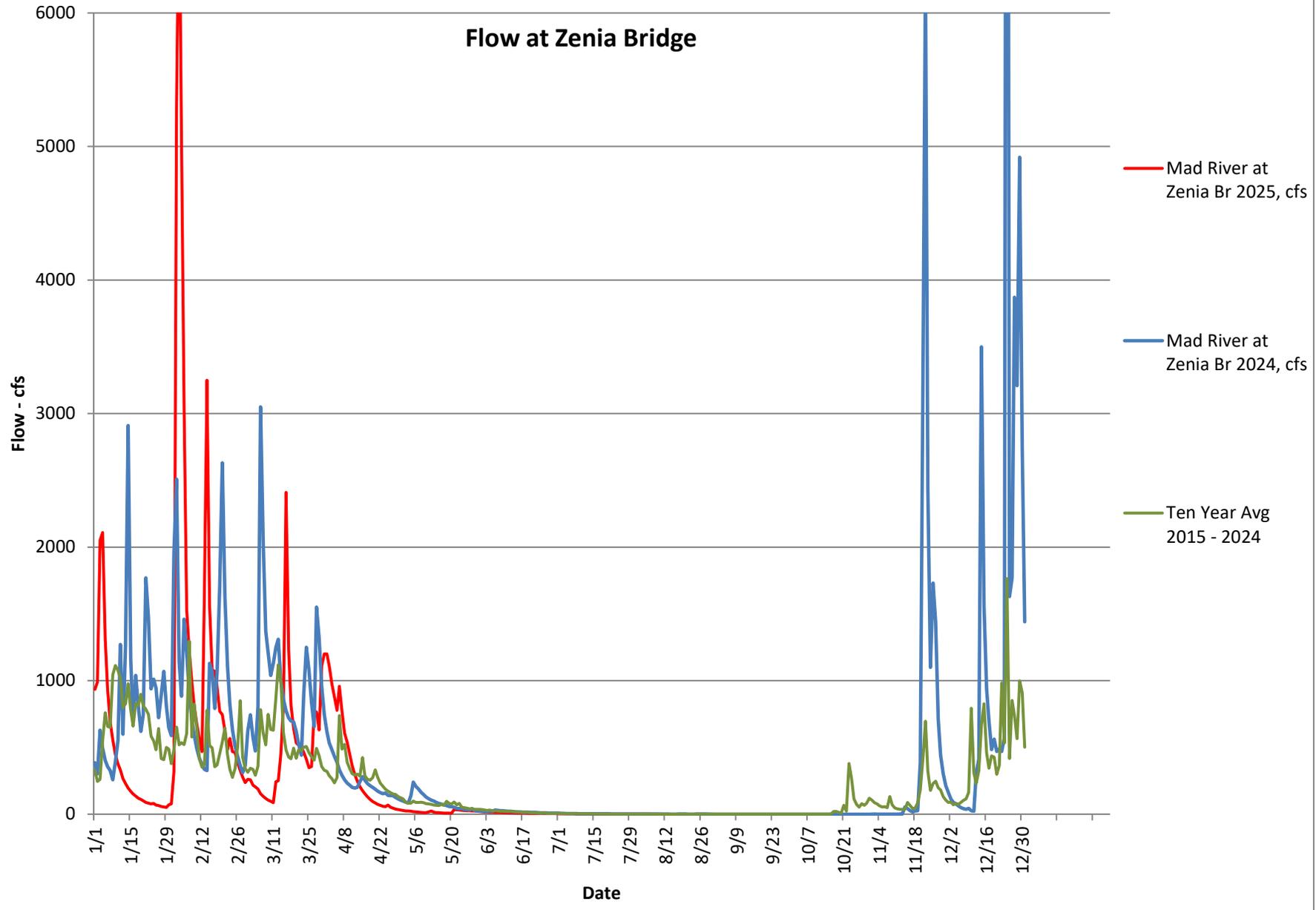
6. The river at Winzler Control Center in August had an average flow of 59 cfs. The river flow was at a high of 98 cfs on August 1st.
7. The domestic water conditions were as follows:
 - a. The domestic water turbidity average was 0.09 NTU, which meets Public Health Secondary Standards;
 - b. As of August 31st, we pumped 254.180 MG at an average of 8.247 MGD;
 - c. The maximum metered daily municipal use was 8.504 MG on August 6th
8. The TRF is online:
 - a. Average monthly source water turbidity was 0.61 NTU;
 - b. Average monthly filtered water turbidity was 0.09 NTU;
 - c. The number of monthly filter backwashes was 25.

9. August 1st
 - a. Met at Arcata Hall for A&M trail pre-bid meeting. Support for questions about Humboldt Bay infrastructure and access to Right-of-Way
 - b. There were several power hits and brown outs that damaged 3 low voltage transformer on OSHG system
10. August 3rd – Sunday. Maintenance staff called out to a leak in Fairhaven. They worked until 2245
11. August 4th – Clean up from leak repair in Fairhaven
12. August 7th
 - a. Loaded out 8 old pump motors for recycling
 - b. Took delivery of new Vermeer chipper
13. August 14th – Power outage at Collectors 3 & 4 – Found a burnt jumper wire on power pole near collector 3
14. August 18th & 19th – NCF on-site to re-set pump 2-2
15. August 21st – Meeting regarding Peninsula CSD transition
16. August 26th – FERC inspection at Ruth.
17. Current and Ongoing Projects
 - a. I attended several meetings and correspondence with the engineers and contractors on multiple projects and attended all progress meetings.
 - i. Reservoir Seismic retrofit project.
 - ii. TRF generator project.
 - iii. FB reservoir replacement project.
 - iv. RW Matthews Dam Stability Study
 - b. Tesla battery bank / generator coordination project – In progress. Working on final integration details and coordinating connections with Tesla and generator manufacture.
 - c. TRF maintenance
 - d. Curtis Heights leak repair
 - e. Vegetation management on Right-of-Ways and Parks
 - f. Routine annual equipment maintenance and services.

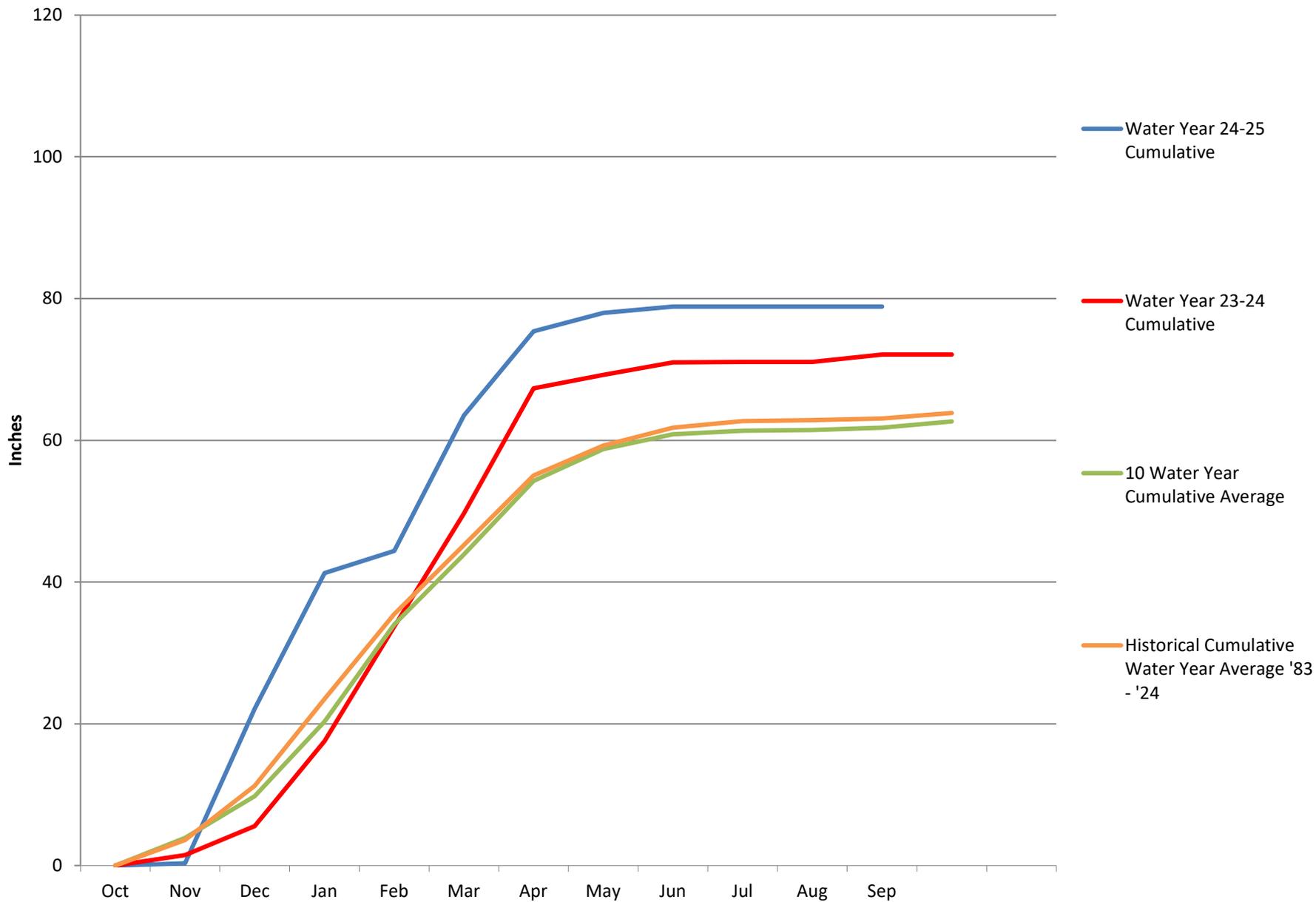
Ruth Lake Elevation

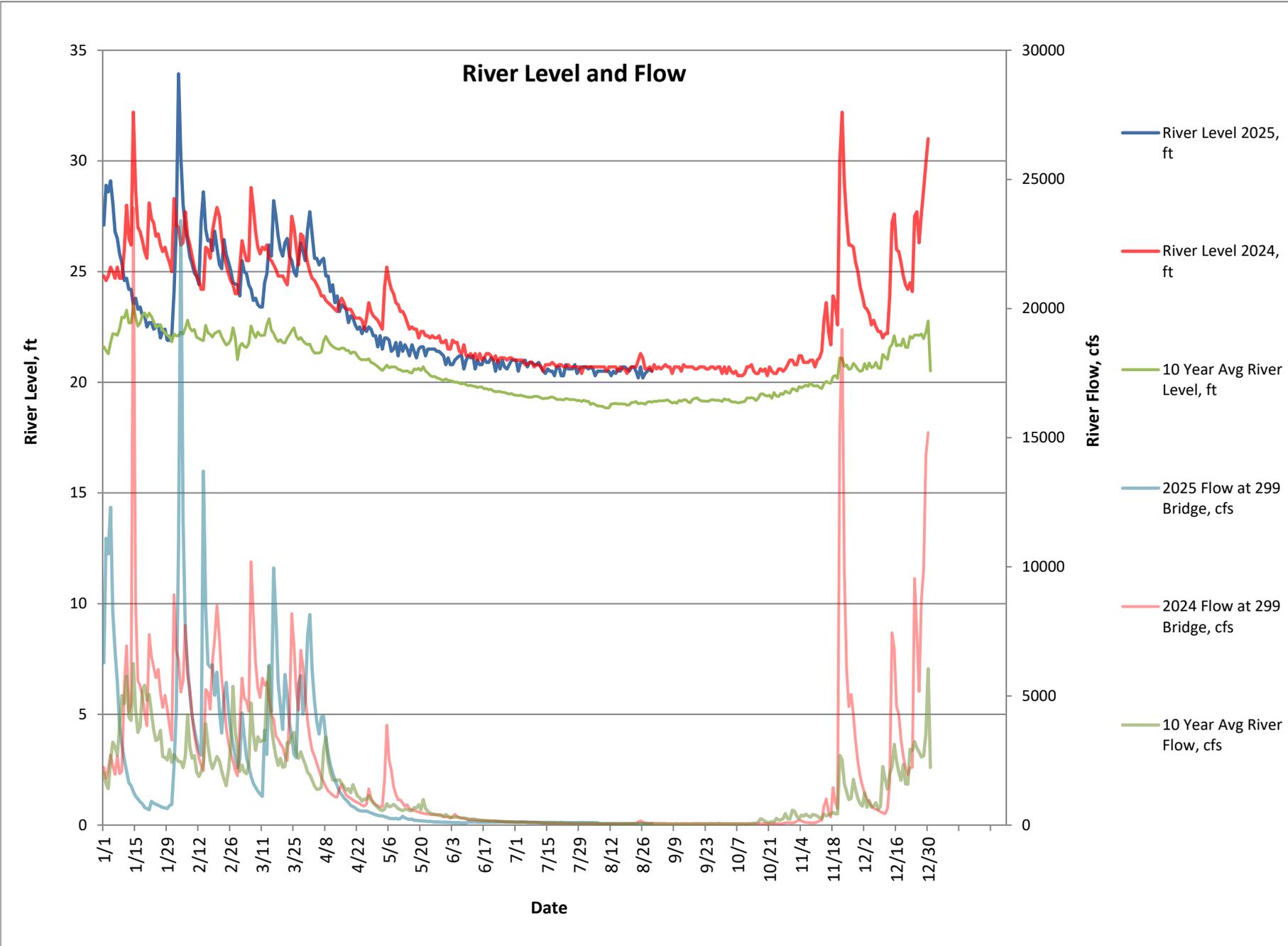


Flow at Zenia Bridge

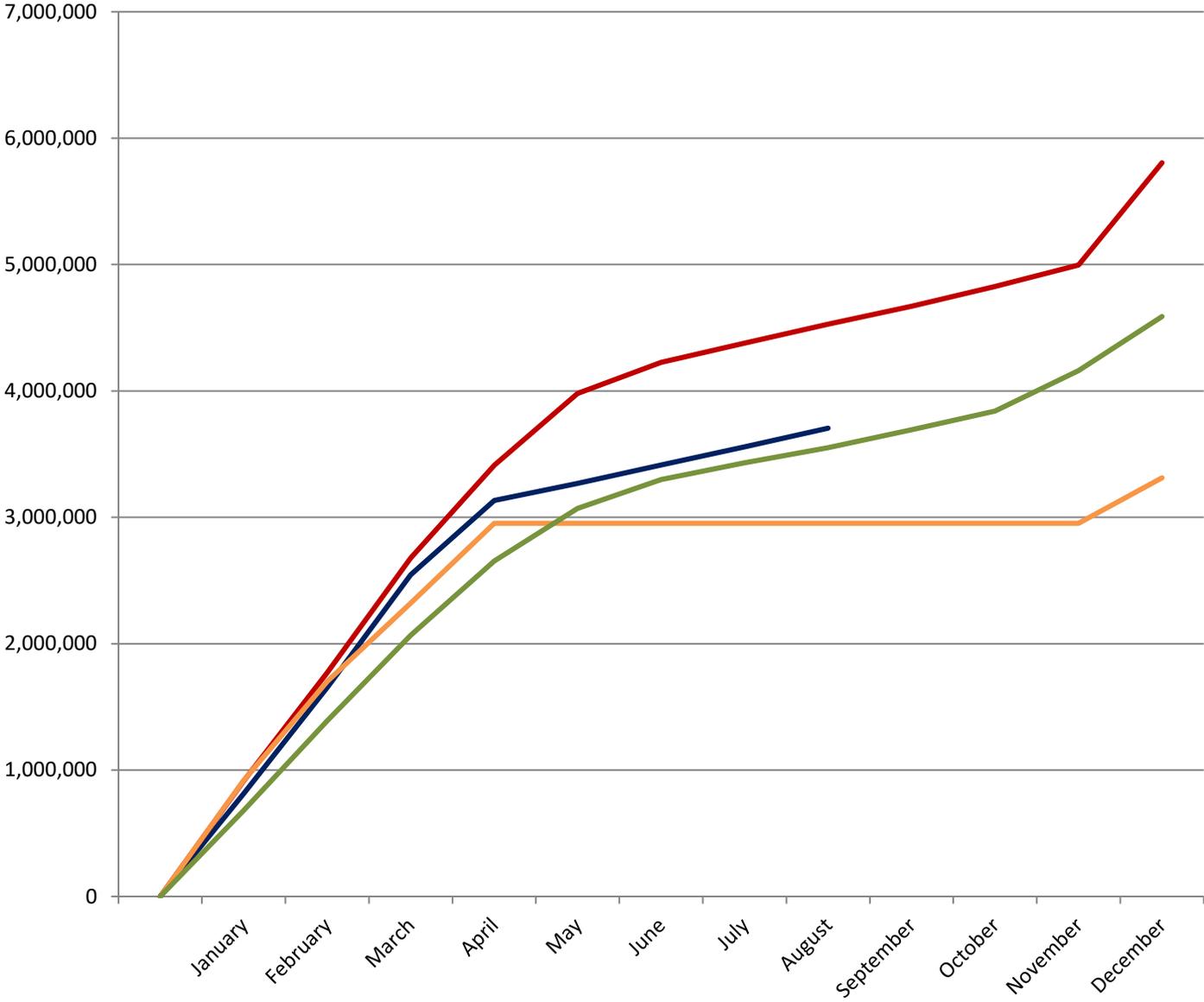


Ruth Rainfall - Water Year 2024-2025

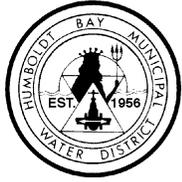




Ruth Hydro Production: Cumulative kWh



- Hydro Production 2025: Cumulative
- Hydro Production 2024: Cumulative
- Hydro Production 2023: Cumulative
- Ten Year Average: Cumulative



ITEM: General Manager's Report
PRESENTED BY: Michiko Mares, General Manager
TYPE of ITEM: Informational
TYPE of ACTION: None

The General Manager's Monthly Report is intended to provide informational updates regarding issues which impact the District's Mission at a management level.

Regulatory Compliance

Workplace Safety. No reportable injuries.

Water Quality and Public Health. Maintained perfect compliance with all state and federal drinking water regulations.

Permits, Reporting, Mitigations.

Mad River Maintenance Permits. Staff submitted 401-permit applications for Ruth Lake and Essex facilities to the North Coast Regional Water Quality Control Board (NCRWQCB) on July 24, 2025. The 401-permit was issued by the NCRWQCB for the R.W. Matthews Dam on September 3, 2025 (Attachment 1) and the 404-provisional permit is being finalized by the United States Army Corps of Engineers. The 401-permit for the lower Mad River at Essex was posted for public notice on September 3, 2025 and is expected to be finalized by the end of September.

Federal Energy Regulatory Commission (FERC) Hydropower License. Staff prepared a FERC inspection form report and attended an all-day FERC Annual Dam Inspection on Tuesday, August 26, 2025. Staff updated the Emergency Action Plan (EAP) and the Owners Dam Safety Program (ODSP). The Public Safety Plan (PSP), Dam Safety Surveillance and Monitoring Plan (DSSMP), and Owners Dam Safety Program Audit require updates. Staff are preparing documentation to develop the Pre-Inspection Preparation Report (PIPR) for the Part 12D Comprehensive Assessment, due on April 4, 2026.

Regional General Permit (RGP) 5 for Emergency Repair and Protection Activities. Staff worked closely with the North Coast Regional Water Quality Control Board (NCRWQCB) to prepare a Notice of Intent for a RGP5 with the associated fees on September 4, 2025, to perform the emergency repair of the transmission pipeline adjacent to Janes Creek.

Resource Protection

Cedar Fire – Trinity County. The Cedar Fire is located 0.4 miles west of Cedar Point Road and West Valley Court in Trinity County and began on September 2, 2025. As of the morning of September 5, 2025, the fire is 91 acres with fifteen percent containment with all Evacuation Orders and Warnings lifted. 134 personnel were assigned to the fire and working day and night shifts to strengthen containment lines around the fire’s perimeter. Efforts were focused on the neighborhoods to the west and east of the fire including Trinity Pines. Ruth Lake staff wet the property surrounding Headquarters, as needed.

Water Resources Planning

Local Water Sales.

North Mainline Extension. No Update.

Offshore Wind Heavy Lift Marine Terminal. On Friday, August 29, 2025, the Federal government withdrew and terminated twelve grants totaling \$679M. This includes grants associated with the Harbor District Heavy Lift Marine Terminal project.

Samoa Peninsula. Staff met with the Peninsula Community Services District (PCSD) to discuss development of a transition plan with the District to assume the distribution system infrastructure in the town of Fairhaven. S

Instream Flow Dedication. The Draft Notices of Petitions for Change for Permits 11714 and 11715 were received from the State Water Resources Control Board Division of Water Rights on July 11, 2025. District comments were provided on July 21, 2025. The State Water Resources Control Board Division of Water Rights plan to post the Notice of Petitions for Change on September 8, 2025 for a 30-day public comment period.

Transport. No update.

Staff Recruitment

The application period for Associate Engineer has closed and will move forward to next recruitment step.

Committees

Board Policy. The Board Policy Committee met on August 25, 2025.

Customer, Community, and Governmental Services

Annie & Mary Trail. Staff finalized and executed the easement agreement between the City of Arcata and the District. On September 3, 2025, the City Council voted unanimously to approve the construction contract with Granite Construction Company to build the Annie and Mary trail from downtown Arcata all the way to Park 1. Construction is anticipated to commence this month and be complete within the year.

Capital Improvement Plan

Contract Status Report. Refer to Attachment 2, Contract Status Report, for a detailed summary of current contracts.

Matthews Dam Seismic Stability Assessment. The Embankment Drilling Program Plan was submitted to Division of Safety of Dams (DSOD) and Federal Energy Regulatory Commission (FERC) for review and approval. Comments were received from DSOD and FERC for the Spillway Drilling Program Plan.

Reservoirs Seismic Retrofit. The Samoa tank is scheduled to return to service by the end of September. Coatings have commenced on the 2MG Chlorine Contact tank and should be complete by the beginning of October. Several change orders were executed for non-compensable time extensions on September 5, 2025.

Attachments

Attachment 1- Water Quality Certification Section 401 CWA – R.W. Matthews Dam/Ruth Lake Operations

Attachment 2- Contract Status Report



North Coast Regional Water Quality Control Board

September 3, 2025

In the Matter of

Water Quality Certification

for the

Humboldt Bay Municipal Water District
R.W. Mathews Dam/Ruth Lake Operations
WDID No. 1A05156WNTR

APPLICANT: Humboldt Bay Municipal Water District, Ms. Michiko Mares

RECEIVING WATER: Mad River

HYDROLOGIC UNIT: Mad River Hydrologic Unit (Ruth Hydrologic Area)
No. 109.40

COUNTY: Trinity

Files: Humboldt Bay Municipal Water District – R.W. Mathews
Dam/Ruth Lake Operations

ECM PIN No.: CW-253586

FINDINGS BY THE EXECUTIVE OFFICER:

1. On August 24, 2024, the Humboldt Bay Municipal Water District (District), John Friedenbach, submitted an application for water quality certification (certification) under section 401 of the Clean Water Act (33 U.S.C. § 1341) with the California Regional Water Quality Control Board, North Coast Region (Regional Water

HECTOR BEDOLLA, CHAIR | VALERIE QUINTO, EXECUTIVE OFFICER

Board) for activities associated with the Humboldt Bay Municipal Water District – R.W. Mathews Dam/Ruth Lake Operations (Project). On September 23, 2024, the application was deemed incomplete. On August 1, 2025, and August 25, 2025, supplemental application materials were received, and the application was deemed complete.

The Project is located at 40 Lower West Side Road, Ruth, Trinity County, at latitude 40.3704555°N, longitude 123.435183°W.

2. **Public Notice:** The Regional Water Board provided 21-day public notice of the application pursuant to Title 23, California Code of Regulations, Section 3858 on August 6, 2025, and posted information describing the Project on the Regional Water Board's website. No comments were received.
3. **Receiving Waters:** The proposed Project will cause disturbances to Mad River within the Mad River Hydrologic Unit (Ruth Hydrologic Area) No. 109.40.
4. **Project Purpose and Description:** The District supplies water for domestic and industrial uses to the greater Humboldt Bay area using structures located near Essex that are dependent on flows from Ruth Lake and tributaries downstream of the dam. Project activities include vegetation management from the spillway channel/plunge pool and the tailrace channel, and potentially sediment removal from the tailrace and the spillway plunge pool and rock slope protection (RSP)/revetment improvements along the tailrace channel and the spillway plunge pool as described below.

Vegetation Management: To comply with Federal Energy Regulatory Commission (FERC) requirements and to maintain proper channel hydraulic conditions for water conveyance to the District's intake structures, vegetation management will occur along the spillway channel banks and along both channel banks of the Mad River downstream of the tailrace/plunge pool channels. Vegetation on approximately 1,590 linear feet (0.38 acre) of river banks will be removed at least once every three years. Removed vegetation will be placed in an area outside of waters of the state. Exposed soil will be stabilized.

Sediment Removal: High flow events passing over the spillway erode the downstream streambank and deposit eroded sediment into in the tailrace channel outlet and/or spillway plunge pool, affecting channel hydraulics. It also impacts the District's ability to conduct maintenance of its facilities. The tailrace channel and spillway plunge pool areas subject to possible sediment removal are approximately 0.22 acre and 0.42 acre, respectively. If deemed necessary, up to 250 cubic yards of sediment will be removed and placed at a designated upland disposal sites where earthen materials will not be mobilized and discharged into waters of the state.

Rock Slope Protection/Revetment Improvements: Repair of existing RSP and revetments at the spillway plunge pool and tailrace channel is dependent on the severity of winter high flows. The area subject to repairs activities is

approximately 0.54 acre¹. If repair activities are needed, though not anticipated, approximately ¼ to 1 ton RSP will be installed within the low-flow channel to the minimal extent necessary. Streambanks disturbed during repair activities will be stabilized.

The District anticipates conducting vegetation removal activities in 2025 and does not know yet if sediment removal and/or RSP/Revetment improvements are necessary. Therefore, the impacts included in this certification are for vegetation removal only. Prior to any sediment removal and/or RSP/Revetment improvement activities, the District must contact Regional Water Board staff for review and approval of proposed activities. Approval will likely be in the form of a 401 Water Quality Certification amendment.

5. **Construction Timing:** Project activities will be conducted during summer, low flow conditions and dry weather.
6. **Project Impacts:** The Project will result in temporary impacts to approximately 0.38 acre of riparian area and is limited to vegetation pruning.
7. **Avoidance and Minimization of Impacts:** Best Management Practices (BMPs) as specified in the Application materials including, but not limited to, environmentally sensitive area exclusion fencing, erosion and sedimentation control measures will be implemented to avoid and minimized impacts to waters of the state.
8. **Other Agency Actions:** The Applicant has applied for authorization from the United States Army Corps of Engineers for a Clean Water Act, individual 404 permit (SPN-2003-286620), and from the California Department of Fish and Wildlife to obtain a Long-term Streambed Alteration Agreement (R1-2010-0093).
9. **CEQA Compliance:** The North Coast Regional Water Quality Control Board has determined that the Project qualifies for a Categorical Exemption, 15301 (c)(d) Existing Facilities. On August 21, 2025, the Applicant filed a Notice of Exemption with the State Clearinghouse concurrent with issuance of the 401 Water Quality Certification, pursuant to CEQA guidelines.
10. **Sediment TMDL Implementation Policy:** Pursuant to Regional Water Board Resolution R1-2004-0087, *Total Maximum Daily Load Implementation Policy Statement for Sediment-Impaired Receiving Waters within the North Coast Region* (Sediment TMDL Implementation Policy²), the Executive Officer is directed to “rely on the use of all available authorities, including existing regulatory standards, and permitting and enforcement tools to more effectively and efficaciously pursue compliance with sediment-related standards by all dischargers of sediment waste.”
11. **Antidegradation Policy:** The federal antidegradation policy requires that state water quality standards include an antidegradation policy consistent with the

¹ 0.54 acre (23,400 square feet) was estimated via Google Earth using the polygon measurement feature of two areas as depicted/labeled as “Revetment Improvement Area” in Figure 2 of the July 24, 2025, revised application.

² [Sediment TMDL Implementation Policy](#)

federal policy. The State Water Board established California's antidegradation policy in State Water Board Resolution No. 68-16. Resolution No. 68-16 incorporates the federal antidegradation policy where the federal policy applies under federal law. Resolution No. 68-16 requires that existing quality of waters be maintained unless degradation is justified based on specific findings. The Regional Water Board's *Water Quality Control Plan for the North Coast Region* (Basin Plan) implements, and incorporates by reference, both the state and federal antidegradation policies. This certification is consistent with applicable federal and state antidegradation policies, as it does not authorize the discharge of increased concentrations of pollutants or increased volumes of treated wastewater, and does not otherwise authorize degradation of the waters affected by this Project.

12. Notwithstanding any determinations by the U.S. Army Corps or other federal agency made pursuant to 40 C.F.R. section 121.9, dischargers must comply with the entirety of this certification because this discharge is also regulated under State Water Resources Control Board Order No. 2003-0017-DWQ, "General Waste Discharge Requirements for Dredge and Fill Discharges That Have Received State Water Quality Certification³," which requires compliance with all conditions of this water quality certification.

Receiving Waters: Mad River Hydrologic Unit (Ruth Hydrologic Area)
No. 109.40

Permanent impacts: none

Temporary impacts: 0.38 acre to riparian area vegetation

Latitude / Longitude: 40.3704555°N, longitude 123.435183°W

Certification Expiration: September 3, 2030

The Project will be implemented in accordance with all information and attachments provided in the application package.

Accordingly, based on its independent review of the record, the Regional Water Board certifies that the Humboldt Bay Municipal Water District – R.W. Mathews Dam/Ruth Lake Operations Project (WDID No. 1A05156WNTR) as described in the application will comply with sections 301, 302, 303, 306 and 307 of the Clean Water Act, and with applicable provisions of state law, provided that the Applicant complies with the following terms and conditions:

³ [State Water Resources Control Board Water Quality Order No. 2003 - 0017 - DWQ](#)

All conditions of this certification apply to the Applicant (and their employees) and all contractors (and their employees), sub-contractors (and their employees), and any other entity or agency that performs activities or work on the Project as related to this Water Quality Certification.

TERMS AND CONDITIONS:

Standard Conditions

1. This certification action is subject to modification or revocation upon administrative or judicial review, including review and amendment pursuant to Water Code section 13330 and title 23, California Code of Regulations, section 3867.
2. This certification action is not intended and shall not be construed to apply to any discharge from any activity involving a hydroelectric facility requiring a Federal Energy Regulatory Commission (FERC) license or an amendment to a FERC license unless the pertinent certification application was filed pursuant to title 23, California Code of Regulations, section 3855, subdivision (b) and the application specifically identified that a FERC license or amendment to a FERC license for a hydroelectric facility was being sought.
3. The validity of this certification is conditioned upon total payment of any fee required under title 23, California Code of Regulations, section 3833, and owed by the Applicant.

A fee of \$10,111.00 was received for the Project on May 2, 2025 (\$2,985.00) and August 25, 2025 (\$7,126.00). The Project qualified as category A, fill and excavation discharges in the current fee schedule. This Certification will be subject to annual billing while the project is constructed and /or monitored using the current fee schedule at the time of billing:

https://www.waterboards.ca.gov/resources/fees/water_quality/docs/dredgefillcalculator.xlsm)

Annual fees will be automatically invoiced to the Applicant.

The Applicant must notify the Regional Water Board at the end of the construction and or mitigation period with a final report in order to request to terminate annual billing. Regional Water Board staff may request site visit at the end of the Project to confirm status of Project and compliance with this Certification. (CCR Title 23, sections 3833(b)(3) and 2200(a)(3), CA Water Code section 13267(c))

4. The Regional Water Board shall be notified at least five working days (working days are Monday – Friday) prior to the commencement of construction. (CA Water Code section 13267)
5. Only wildlife-friendly, 100-percent biodegradable erosion and sediment control products that will not entrap or harm wildlife shall be used. Erosion and sediment control products shall not contain synthetic (e.g., plastic or nylon) netting. Photodegradable synthetic products are not considered biodegradable. The Applicant shall request approval from the Regional Water Board if an exception

from this requirement is needed for a specific location. (Water Quality Control Plan for the North Coast Region, Section 4.2.1, State Board Resolution No. 68-16)

6. BMPs shall be implemented as proposed in the application materials. BMPs for erosion, sediment and turbidity control shall be implemented and in place at commencement of, during and after any ground clearing activities or any other Project activities that could result in erosion or sediment discharges to surface water. Severe and unseasonal rain events are becoming more frequent due to the effects of climate change. Therefore, BMPs shall be immediately available for deployment at all times to prevent discharges to waters of the state. (State Board Resolution No. 68-16, 40 CFR Part 131.12 (a)(1), CA Water Code section 13369, CCR section 3861(d)(2))
7. The Applicant is prohibited from discharging waste to waters of the state, unless explicitly authorized by this certification. For example, no debris, soil, silt, sand, bark, slash, sawdust, rubbish, cement or concrete washings, oil or petroleum products, or other organic or earthen material from any construction or associated activity of whatever nature, other than that authorized by this certification, shall be allowed to enter into or be placed where it may be washed by rainfall into waters of the state. When operations are completed, any excess material or debris shall be removed from the work area. (Water Quality Control Plan for the North Coast Region, section 4.2.1)
8. The Applicant shall provide Regional Water Board staff access to the Project site to document compliance with this certification. (CA Water Code section 13267(c))
9. If, at any time, an unauthorized discharge to surface water (including wetlands, lakes, rivers or streams) occurs, or any water quality problem arises, the associated Project activities shall cease immediately until adequate BMPs are implemented including stopping work. The Regional Water Board shall be notified promptly and in no case more than 24 hours after the unauthorized discharge or water quality problem arises. (CA Water Code sections 13170 or 13245 and 13271)
10. Prior to implementing any change to the Project that may be a material change as defined in California Water Code section 13260(c) as a proposed change in character, location, or volume of the discharge, the Applicant shall obtain prior written approval of the Regional Water Board Executive Officer. If the Regional Water Board is not notified of the material change to the discharge, it will be considered a violation of this certification, and the Applicant may be subject to Regional Water Board enforcement action(s). (CA Water Code section 13264)
11. All Project activities shall be implemented as described in the submitted certification application package and the findings and conditions of this certification. Subsequent Project changes that could significantly impact water quality shall first be submitted to Regional Water Board staff for prior review, consideration, and written concurrence. If the Regional Water Board is not notified of a significant alteration to the Project, it will be considered a violation of

this certification, and the Applicant may be subject to Regional Water Board enforcement actions. (CA Water Code section 13264)

12. The Applicant shall provide a copy of this certification and State Water Resources Control Board (SWRCB) Order No. 2003-0017-DWQ to any contractor(s), subcontractor(s), and utility company(ies) conducting work on the Project, and shall require that copies remain in their possession at the work site. The Applicant shall be responsible for ensuring that all work conducted by its contractor(s), subcontractor(s), and utility companies is performed in accordance with the information provided by the Applicant to the Regional Water Board. (CA Water Code sections 13170 or 13245)
13. Fueling, lubrication, maintenance, storage, and staging of vehicles and equipment shall not result in a discharge or threatened discharge to any waters of the state including dry portions of the shoreline. At no time shall the Applicant or its contractors allow use of any vehicle or equipment, which leaks any substance that may impact water quality. (State Board Resolution No. 68-16, 40 CFR Part 131.12 (a)(1), Water Code section 13369, Water Quality Control Plan for the North Coast Region, section 3.3.16)
14. The Applicant shall not use leaking vehicles or equipment within State waters or riparian areas. Vehicles and equipment used within State waters shall be checked for leaks at the beginning of each workday. (State Board Resolution No. 68-16, 40 CFR Part 131.12 (a)(1), CA Water Code section 13369, Water Quality Control Plan for the North Coast Region, section 3.3.16)
15. In the event of any violation or threatened violation of the conditions of this certification, the violation or threatened violation shall be subject to any remedies, penalties, process or sanctions as provided for under applicable state or federal law. For the purposes of section 401(d) of the Clean Water Act, the applicability of any state law authorizing remedies, penalties, process or sanctions for the violation or threatened violation constitutes a limitation necessary to assure compliance with the water quality standards and other pertinent requirements incorporated into this certification. In response to a suspected violation of any condition of this certification, the State Water Board may require the holder of any federal permit or license subject to this certification to furnish, under penalty of perjury, any technical or monitoring reports the State Water Board deems appropriate, provided that the burden, including costs, of the reports shall bear a reasonable relationship to the need for the reports and the benefits to be obtained from the reports. In response to any violation of the conditions of this certification, the Regional Water Board may add to or modify the conditions of this certification as appropriate to ensure compliance. (CA Water Code sections 13385, 13267)
16. The Regional Water Board may add to or modify the conditions of this certification, as appropriate, to implement any new or revised water quality standards and implementation plans adopted or approved pursuant to the Porter-Cologne Water Quality Control Act or section 303 of the Clean Water Act. (CA Water Code section 13330, and CCR title 23 chapter 28, Article 6 commencing with section 3867)

17. In the event of any change in control of ownership of land presently owned or controlled by the Applicant, the Applicant shall notify the successor-in-interest of the existence of this certification by letter and shall email a copy of the letter to the following email address: NorthCoast@waterboards.ca.gov. (CA Water Code section 13264)
18. The successor-in-interest shall email the Regional Water Board Executive Officer at: NorthCoast@waterboards.ca.gov to request authorization to discharge dredged or fill material under this certification. The request must contain the following:
 - Effective date of ownership change;
 - Requesting entity's full legal name;
 - The state of incorporation, if a corporation;
 - The address and phone number of contact person; and
 - A description of any changes to the Project or confirmation that the successor-in-interest intends to implement the project as described in this certification.
19. Except as may be modified by any preceding conditions, all certification actions are contingent on:
 - a. The discharge being limited to and all proposed mitigation being completed in strict compliance with the Applicant's Project description and environmental documentation, as approved herein (CA Water Code section 13264); and
 - b. Compliance with all applicable water quality requirements and water quality control plans including the requirements of the Water Quality Control Plan for the North Coast Region (Basin Plan), and amendments thereto. (Water Quality Control Plan for the North Coast Region)
20. The authorization of this certification for any dredge and fill activities expires on September 3, 2030. Conditions and monitoring requirements outlined in this certification are not subject to the expiration date outlined above, and remain in full effect and are enforceable to ensure compliance with water quality objectives adopted or approved under Sections 13170 or 13245 of the CA Water Code.

Conditions 3, 4, 9, 10, 11, 17, and 18 have requirements for information and reports. Any requirement for a report made as a condition to this certification is a formal requirement pursuant to California Water Code section 13267, and failure or refusal to provide, or falsification of such required report is subject to civil liability as described in California Water Code, section 13268.

September 3, 2025

If you have any questions or comments, please contact Margarete "Maggie" Teicher at Margarete.Teicher@waterboards.ca.gov.

Sincerely,

Valerie Quinto
Executive Officer

250903_MT_HBMWD_Ruth_401

Original to: Ms. Michiko Mares, Humboldt Bay Municipal Water District,
gm@wbmwd.com

cc: State Water Resources Control Board, Stateboard401@waterboards.ca.gov
EPA Region 9, R9cwa401@epa.gov
SF U.S. Army Corps of Engineers, cespn-rg-info@usace.army.mil
Stephen Ryan, USACE, Stephen.Q.Ryan@usace.army.mil
Dan Free, NMFS, dan.free@noaa.gov
Monty Larson, CDFW, monty.larson@wildlife.ca.gov

Project Description	Progress / Status Update	Funding Source / Budget	Active Contracts and Financial Status ¹	Schedule Tracking
<p>Samoa Peninsula Waterline Right-of-Way Maintenance EIR and CDP</p> <p>Studies, EIR, and Permit applications for maintaining District infrastructure on the peninsula. Permit applications include: CDP, Section 404 (not required), 401, CESA, ESA</p> <p>Phase: EIR in progress</p>	<p>GHD working on updating EIR sections to reflect updated project scope. Confirmed with attorney that no additional CEQA noticing is required; drafted email to tribes with project update for AB52 compliance; Project Description updated and in review; Biological Memo for bio resources within access road completed and in review.</p>	<p>HBMWD FY 25/26 Budget (100%): \$40,295</p>	<p>Consulting (GHD)</p> <p>Original Contract Amount: \$337,050 Amendments to Date: \$108,725 Amendments Percent Increase/Decrease: 32% Current Contract Amount: \$445,775 Total Invoiced to Date: \$319,225 Percent Invoiced to Date: 72%</p>	<p>Contract Award Date: 1/20/2023 Amendment 2 Date: 6/10/2025 Current Contract Completion: 6/30/2026 EIR Estimated Completion: 11/30/2025 Permit App Estimated Submission: 12/31/2025 Mitigation Negotiations and Plan Est.: 2/28/2026 Percent Schedule Elapsed: 76%</p>
<p>Collector Mainline Redundancy DR4407-PJ0701</p> <p>The District's source water from the collectors comes together in one common pipeline that conveys water to the TRF via Pipeline Road. This project will analyze a redundant pipeline to the TRF via an alternate route. This project will also re-route the pipe that currently runs under the Essex Control Building.</p> <p>Phase: Phase One on hold (submitted SOW revision)</p>	<p>No new updates.</p>	<p><u>HMGP Phase One Grant (Current)</u> Cal OES / FEMA (75% Current Share): \$339,255 HBMWD (25% Current Match): \$113,085 Total Current Project Budget: \$452,340</p> <p><u>HMGP Phase One Grant Total Request (Response Pending)</u> Cal OES / FEMA (75% Requested Share): \$1,040,085 HBMWD (25% Proposed Match): \$346,695 Total Requested Project Budget: \$1,386,780</p>	<p><u>Phase One Consulting (GEI)</u></p> <p>Original Contract Amount: \$422,103 Amendments to Date: \$0 Amendments Percent Increase/Decrease: 0% Current Contract Amount: \$422,103 Total Invoiced to Date: \$165,215 Percent Invoiced to Date: 39%</p> <p>Anticipated Contract Amount (if SOW revision approved): \$1,346,590</p>	<p>Contract Award Date: 3/9/2023 Original Contract Completion: 3/1/2024 Extended Calendar Days: 0 Current Contract Completion: 3/1/2024 Estimated Completion: On hold Percent Schedule Elapsed: On hold Grant SOW Completion: 10/20/2025 Grant Period of Performance: 12/4/2025</p>
<p>Matthews Dam Seismic Stability DR4569-PA0538</p> <p>Geotechnical and seismic studies to determine the response of Matthews Dam to the Cascadia seismic event and whether retrofits are required. Also includes 65% design and CEQA if retrofits are required.</p> <p>Phase: Studies being performed</p>	<p>Continue working on Budget Revision request letter, meet with Cal OES and begin drafting letters to Cal OES/FEMA with environmental documentation for NEPA review. GEI staff met with FERC on 8/26/25 and was informed that they have not yet started reviewing the embankment DPP. - Still working with Cal OES to clarify if the proposed borings are eligible for grant funding and are within the terms and conditions of the grant.</p> <p><u>Geotechnical Investigation:</u> Responded to DSOD and FERC comments on Draft Spillway DPP Compiled and evaluated NDE, crack mapping, and visual assessment data</p> <p><u>Environmental Special Studies</u></p>	<p><u>HMGP Advance Assistance Grant (Current)</u> Cal OES / FEMA (75% Share): \$1,532,963 HBMWD (25% Match): \$510,988 Total Current Project Budget: \$2,043,950</p> <p><u>HMGP Adv. Assist. Grant Total Request (Response Pending)</u> Cal OES / FEMA (75% Requested Share): \$3,482,963 HBMWD (25% Proposed Match): \$1,252,362 Total Requested Project Budget: \$4,735,324</p>	<p>Consulting (GEI)</p> <p>Original Contract Amount: \$2,945,139 Amendments to Date: \$152,197 Amendments Percent Increase/Decrease: 5% Current Contract Amount: \$3,097,336 Total Invoiced to Date (pending): \$371,923 Percent Invoiced to Date: 12%</p> <p>Anticipated Contract Amount (if SOW revision approved): \$4,730,407</p>	<p>Contract Award Date: 5/29/2025 Original Contract Completion: 12/31/2027 Extended Calendar Days: 0 Current Contract Completion: 12/31/2027 Estimated Completion: 11/18/2027 Percent Schedule Elapsed: 10% Grant SOW Completion: 3/31/2026 Grant Period of Performance: 8/28/2026</p>
<p>Matthews Dam Part 12D Comprehensive Assessment FERC requirement to evaluate Matthews Dam's current integrity and long-term safety</p> <p>Phase: Studies being performed</p>	<p>Continued development of the hydrologic hazard and consequence assessments;</p>	<p>HBMWD FY 25/26 Budget (100%): \$504,865</p>	<p>Original Contract Amount: \$538,621 Amendments to Date: \$0 Amendments Percent Increase/Decrease: 0% Current Contract Amount: \$538,621 Total Invoiced to Date: \$56,651 Percent Invoiced to Date: 11%</p>	<p>Contract Award Date: 11/25/2024 Original Contract Completion: 1/31/2027 Extended Calendar Days: 0 Current Contract Completion: 1/31/2027 Estimated Completion: 1/31/2027 Percent Schedule Elapsed: 36%</p>

¹This report summarizes the statuses of current contracts and may not correlate with current financial statements.

Project Description	Progress / Status Update	Funding Source / Budget	Active Contracts and Financial Status ¹	Schedule Tracking
<p>Turbidity Reduction Facility Generator DR4558-PJ0389</p> <p>The existing 100 kW generator at the TRF only powers the chemical pumps. The project includes installation of a new 750 kW generator to power backwash pumps and other critical components.</p> <p>Phase: Construction</p>	<p>Generator lead time leads to estimated completion date of March 2026. The project is still in construction with the contractor making steady progress. Wahlund has poured the generator pad and PACE's construction observer was there to witness it. Currently waiting for generator and ATS to arrive for installation. PACE is working with Wahlund to get an approved stair and platform submittal.</p>	<p><u>HMGP Phase Two Grant (Current)</u> Cal OES / FEMA (75% Share): \$1,303,876 HBMWD (25% Match): \$434,625 Total Phase Two Project Budget: \$1,738,501</p> <p><u>HBMWD Match Budget</u> HBMWD (25% Match): \$434,625 Contingency: \$162,254 Total HBMWD Match Budget: \$596,879</p>	<p><u>Construction (Wahlund)</u> Original Contract Amount: \$1,193,600 Change Orders to Date: \$829 Change Order Percent Increase/Decrease: 0% Current Contract Amount: \$1,194,429 Total Invoiced to Date: \$182,922 Percent Invoiced to Date: 15%</p> <p><u>Engineering and Construction Management (PACE)</u> Original Contract Amount: \$432,000 Amendments to Date: \$0 Amendments Percent Increase/Decrease: 0% Current Contract Amount: \$432,000 Total Invoiced to Date: \$150,354 Percent Invoiced to Date: 35%</p> <p>Total Current Phase Two Contract Amount: \$1,626,429</p>	<p>Notice of Award: 3/14/2025 Notice to Proceed: 4/11/2025 Original Contract Calendar Days: 361 Original Contract Completion: 4/7/2026 Extended Calendar Days: 0 Current Contract Completion: 4/7/2026 Estimated Completion: 3/17/2026 Percent Schedule Elapsed: 41% Grant SOW Completion: 3/29/2026 Grant Period of Performance: 8/26/2026</p>
<p>Reservoirs Seismic Retrofit DR4344-PJ0040</p> <p>Seismic retrofit of the District's three tanks to meet current California Building Code seismic requirements.</p> <p>Phase: Construction</p>	<p><u>Samoa Construction</u> Foundation, roof, and coatings have been completed, which are big milestones. Paving and minor punch list items are all that remain. Paving will occur concurrently with paving the Korblex site when that is ready.</p> <p><u>Korblex Construction</u> The 1 MG tank is complete.</p> <p>The roof and shell reinforcement on the 2 MG tank are complete, which are big milestones. The contractor is prepping for coating.</p>	<p><u>HMGP Phase Two Grant (Current)</u> Cal OES / FEMA (75% share up to \$4,058,768): \$4,058,768 HBMWD (25% Match + Remainder): \$3,529,741 Total Current Phase Two Project Budget: \$7,588,509</p> <p><u>HMGP Phase Two Grant Total Request (Response Pending)</u> Cal OES / FEMA (75% Requested Share): \$5,187,864 HBMWD (25% Match + Remainder): \$2,400,645 Total Requested Phase Two Project Budget: \$7,588,509</p> <p><u>HBMWD Match Budget</u> HBMWD Match Requirement: \$3,529,741 Contingency: \$ (1,017,037) Total HBMWD Match Budget: \$2,512,704</p>	<p><u>Samoa Construction (Paso Robles Tank)</u> Original Contract Amount: \$2,357,200 Change Orders to Date: (\$2,494) Change Order Percent Increase/Decrease: 0% Current Contract Amount: \$2,354,706 Total Invoiced to Date: \$1,971,269 Percent Invoiced to Date: 84%</p> <p><u>Korblex Construction (Paso Robles Tank)</u> Original Contract Amount: \$3,992,008 Change Orders to Date: \$100,791 Change Order Percent Increase/Decrease: 3% Current Contract Amount: \$4,092,799 Total Invoiced to Date: \$1,965,452 Percent Invoiced to Date: 48%</p> <p><u>Construction Management (Albat)</u> Original Contract Amount: \$336,642 Amendments to Date: \$347,920 Amendments Percent Increase/Decrease: 103% Current Contract Amount: \$684,562 Total Invoiced to Date: \$411,749 Percent Invoiced to Date: 60%</p> <p><u>Design and Engineering Services during Construction (GHD)</u> Original Contract Amount: \$263,148 Amendments to Date: \$0 Amendments Percent Increase/Decrease: 0% Current Contract Amount: \$263,148 Total Invoiced to Date: \$245,611 Percent Invoiced to Date: 93%</p> <p>Total Current Phase Two Contract Amount: \$7,395,215</p>	<p><u>Samoa Construction</u> Notice of Award: July 2024 Notice to Proceed: 8/13/2024 Original Contract Calendar Days: 280 Original Contract Completion: 5/20/2025 Extended Calendar Days: 107 Current Contract Completion: 9/4/2025 Estimated Completion: 10/17/2025 Percent Schedule Elapsed: 100%</p> <p><u>Korblex Construction</u> Notice of Award: July 2024 Notice to Proceed: 8/13/2024 Original Contract Calendar Days: 11/5/1900 Original Contract Completion: 6/19/2025 Extended Calendar Days: 138 Current Contract Completion: 11/4/2025 Estimated Completion: 10/17/2025 Percent Schedule Elapsed: 87%</p> <p><u>Grant Deadlines</u> Grant SOW Completion: 12/30/2025 Grant Period of Performance: 3/30/2026</p>

¹This report summarizes the statuses of current contracts and may not correlate with current financial statements.



REDWOOD COAST Energy Authority

Arcata | Blue Lake | Blue Lake Rancheria | County of Humboldt | Eureka | Ferndale | Fortuna | Humboldt Bay Municipal Water District | Rio Dell | Trinidad | Yurok Tribe

BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Wharfinger Building, upstairs Great Room
1 Marina Way, Eureka, CA 95501**

**August 28, 2025
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 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 speak during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. Staff will ask you to unmute your phone or computer when it is your turn. You will have 3 minutes to speak.

Email written comments to PublicComment@redwoodenergy.org. Identify the agenda item number in the subject line. Comments will be included in the meeting record but not read aloud during the meeting.

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. REPORTS FROM MEMBER ENTITIES

3. ORAL AND WRITTEN 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.

4. 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.

- 4.1. Approve Minutes of July 24, 2025, Board Meeting.
- 4.2. Accept Disbursements Report for June 2025, and Financial Reports for This Fiscal Year Through June 2025.
- 4.3. Receive Federal Activity Report.
- 4.4. Approve Sole-Source Procurement of a Two-Year Software-as-a-Service (SaaS) Agreement with BlastPoint, Inc. for Northern Rural Energy Network (NREN) Customer Analytics and Outreach, Not-to-Exceed \$250,000, and Authorize the Executive Director to Execute All Applicable Documents.
- 4.5. Authorize the Purchase of a Sixth Sun Titan L30 Power Trailer from RPS Solar Pumps for the Energy-Resilient Fire Services in High-Threat Communities Project and Amend the Total Not-to-Exceed Amount from \$157,101 to \$188,522 and Authorize the Executive Director to Execute All Applicable Documents in Fulfillment of Regional Resilience Grant Program Requirements.

5. 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.

6. CCE BUSINESS CONSENT CALENDAR – None.

All matters on the Community Choice Energy Business Consent Calendar are considered to be routine by the CCE-participating jurisdiction Board members 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 CCE Business Consent Calendar, any Board member or members of the public can request that an item be removed for separate discussion.

7. OLD CCE BUSINESS – None.

8. NEW CCE BUSINESS

8.1. RCEA’s Community Choice Energy 2024 Power Sources

Adopt Resolution 2025-5 Approving and Attesting to the Veracity of RCEA’s 2024 Power Source Disclosure Report.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

9. OLD BUSINESS – None.

10. NEW BUSINESS – None.

11. STAFF REPORTS

11.1. 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. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, September 25, 2025, 3:30 p.m.

Wharfinger Building upstairs Great Room, 1 Marina Way, Eureka, CA 95501

Online and phone participation will 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/86209678265?pwd=P9gg5abdbXK6wwYzHCsNpbKXDTPIEA.1>

Meeting ID: 862 0967 8265 Passcode: 565589

August 25, 2025 at 6:30 pm PT AGENDA

- I. **Call to Order**
- II. A Moment of Silence in memory of Board Member David Lindberg
- III. **Approval of Agenda**
 - A. Approval of Agenda for August 25, 2025
- IV. **Public Input for non-agenda items**
- V. **Consent Calendar**
 - A. Approval of Minutes of the Board of Directors Meeting: June 23, 2025
 - B. Acceptance of Agency-wide Financials: June 30, 2025
 - C. Renewal of Jason Stuan DDS Term Loan #20152
- VI. **Program** – Wil Franklin, Director of North Coast Small Business Development Center – StartUp Humboldt’s Business Competition designed to fuel innovation and build a thriving startup ecosystem on California’s North Coast <https://startuphumboldt.org>
- VII. **Old Business**
 - A. Discussion of the RREDC Joint Powers Agreement & Bylaws
- VIII. **New Business**
 - A. Appointment of Executive Committee Member at Large
 - B. Appointment of Board Member to Loan Committee
- IX. **Reports – No Action Required**
 - A. Executive Director’s Report
 - B. Loan Portfolio Report: June 2025
- X. **Member Reports**
- XI. **Agenda/Program Requests for future Board of Directors Meetings**
- XII. **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 4<https://www.californiafishermensresiliencyassociation.com/8> hours prior to the meeting will enable the Commission to make reasonable arrangements for accommodation.



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