

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



**Minutes for Regular Meeting of the Board of Directors
July 11, 2024**

1. ROLL CALL

President Fuller called the meeting to order at 9:00 am. Director Rupp conducted the roll call. Directors Lindberg, Woo, Fuller and Rupp were present. Division One director position is vacant. General Manager John Friedenbach, Superintendent Dale Davidson, Business Manager Chris Harris, and Board Secretary Contessa Dickson were present. District Engineer Nate Stevens was present for a portion of the meeting.

2. FLAG SALUTE

President Fuller led the flag salute.

3. ACCEPT AGENDA

ACTION: Motion to accept Agenda

Maker: Director Woo Second: Director Lindberg Vote: 4-0 to approve

Mr. Friedenbach stated item 10.1.a should be numbered as item 10.1.b.

Item 10.2.c budget allocation should be titled budget reallocation.

An additional item 10.1.d was added after the agenda was published and made available to the Board and the public.

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

a. June 4, 2024, Special Board Meeting Minutes

ACTION: Motion to accept June 4, 2024 Special Board Meeting Minutes

Maker: Director Rupp Second: Director Lindberg Vote: 4-0 to approve

b. June 13, Regular Board Meeting Minutes

Action: Motion to Accept June 13, 2024 Regular Board Meeting Minutes

Maker: Director Lindberg Second: Director Woo Vote: 4-0 to approve

6. CONSENT AGENDA

ACTION: Motion to accept Consent Agenda

Maker: Director Rupp Second: Director Woo Vote: 4-0 to approve

7. CORRESPONDENCE

a. Cal Fire closeout letter

Non Action item

The District received the FY2021-2022 Fire Prevention Contract award closeout letter. Mr. Friedenbach congratulated Ms. Harris and Adam Jager for all of the hard work they did over the last two and a half years.

b. Westhaven customer RE Trinidad Rancheria pipeline

Non Action item

HBMWD received a letter of concern from a Westhaven resident regarding the Trinidad Rancheria pipeline project. It appears she was unaware that Westhaven CSD was sent a participation invitation for this project two years ago, which they declined. The Board directed

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staff to send Westhaven CSD's invitation response the District received to the resident.

8. CONTINUING BUSINESS

a. **CLOSED SESSION- Van Duzen Investments, LLC VS HBMWD**

Closed session was conducted from 1:45 pm to 2:01 pm. The Board returned to open session and President Fuller announced there was no reportable action.

b. **Joint Board meeting September 27, 2024 with RLCS**

ACTION: Motion to approve September 27, 2024, Joint Board meeting with RLCS

Maker: Director Lindberg Second: Director Rupp Vote: 4-0 to approve

The Directors discussed and agreed on the proposed date and location for the Joint Special Board Meeting with Ruth Lake CSD on September 27, 2024, at Journey's End at 1:00 p.m.

8.1 Water Resource Planning-

a. **Local Sales**

i. **Nordic Aquafarms**

Non Action item

No update was reported.

ii. **Trinidad Rancheria Mainline Extension**

Non Action item

Mr. Friedenbach reported District staff attended two meetings concerning this project the past month. An engineering preliminary feasibility/route discuss took place and a meeting with the District and with Rancheria counsels regarding CEQA occurred on July 8th.

iii. **Blue Lake Rancheria Mainline Extension**

Non Action item

No update was reported.

iv. **Offshore Wind Heavy Lift Multipurpose Marine Terminal Project**

Non Action item

Mr. Friedenbach reported staff continues to wait for the total water demand estimates from the Harbor District. A public meeting to view draft visual simulations of offshore wind turbine assembly is being held July 23, 2024, 5:00-8:00 pm. District staff plans to attend.

b. **Transport**

Non Action item

No update was reported.

c. **Instream Flow**

Non Action item

No update was reported.

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8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. Status update

i. June Monthly Summary Report

Non Action item

Mr. Friedenbach reported on the June monthly summary report stating DTSC has released the 2023 site investigation reports and March 2024 storm water results. Those results are posted and available on the Envirostor website. The data gap work plan has yet to be released.

ii. March 2024 Stormwater Sample Results

Non Action item

Mr. Friedenbach briefly outlined the results and highlighted a few PCP spikes in the 2023 report, bringing attention to the last sentence of the report stating, "It is uncertain if remediation will be necessary at this time but additional investigation at the site would be warranted based on current findings." Mr. Friedenbach suggested sending a letter to DTSC stating remediation does need to be done. The Board was in support.

iii. July 29, 2024, Quarterly meeting report

Non Action item

The virtual quarterly update meeting with DTSC, EPA, HBMWD, and Humboldt Waterkeeper will be held on July 29th. A pre-meeting with District consultants has been scheduled for July 23rd to prepare for this meeting.

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

Non Action item

These are included for informational purposes.

9. NEW BUSINESS

a. Appoint Board Vice President

Non Action item

Director Rupp nominated Director Lindberg as Vice President; Director Lindberg accepted and was elected as the Vice President of the Board through the rest of this term.

b. Humboldt County CAO office presentation RE Prioritizing Essential Services in an Era of Natural Disasters

Non Action item

Representatives from the CAO office were unable to attend the Board meeting. This item will be on the August Board meeting agenda.

c. National Public Lands Day-Ruth Lake Cleanup Sept 28th

No Action taken

The annual Ruth Lake Cleanup Day event is being held September 28, 2024. Mr. Friedenbach plans to attend. The District is again co-sponsoring this event.

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i. Revised Match Commitment Letter

ACTION: Approve to send the Revised Match Commitment letter

Maker: Director Woo Second: Director Lindberg Vote: 4-0 to approve

Last month staff brought forth a match commitment letter for this project. After some research staff realized there were more grant funds available, the District's match was increased. This is a letter to reflect the new totals and District match commitment.

c. Essex Onsite Sodium Hypochlorite Generation Project

Non Action item

GHD staff are preparing to send the 90% project drawings to HBMWD staff for review.

d. Collector Mainline Redundancy

Non Action item

Originally staff sent a request for a construction extension on this project from December 2024 to December 2026. Cal OES responded that an extension cannot be more than 12 months. Mr. Friedenbach revised the extension request letter from December 2024 to December 2025.

e. Matthews Dam Advance Assistance Seismic Stability Project

Non Action item

This project is still in review with FEMA.

f. Status report re: Other engineering work in progress

Non Action item

No update was reported.

10.2 Financial

a. June 2024 Financial Statement & Vendor Detail Report

ACTION: Motion to accept Financial Statement & Vendor Detail Report in the amount of \$362,881.76

Maker: Director Rupp Second: Director Lindberg Vote: 4-0 to approve

Ms. Harris presented the June financial statement & vendor detail report. The General Account balance is \$3 million. The various investments balance is \$11.9 million. The advanced charges are \$5 million with a general reserve of \$6.4 million.

b. Final budget FY24/25 presentation

ACTION: Approve FY24/25 budget

Maker: Director Rupp Second: Director Lindberg Vote: 4-0 to approve

Ms. Harris provided a review of the FY24/25 Draft Budget that was presented at the May and June Board meetings, with no edits.

c. Budget Reallocation

ACTION: Motion to approve the budget reallocation as presented

Maker: Director Lindberg Second: Director Rupp Vote: 4-0 to approve

Each year as part of the budget process staff completes a thorough analysis of the status of funds as related to the Project Budget. Once the status of all projects is identified, unspent funds are available

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to be reallocated. Ms. Harris presented the proposed budget reallocation proposal.

d. Director Compensation, Ordinance 17

ACTION: To introduce and conduct a first reading, by title, only of Ordinance No. 17

Maker: Director Rupp **Second:** Director Woo **By roll call vote:** 4 ayes by Directors Fuller, Woo, Rupp and Lindberg. 0 nays to approve

Ms. Harris presented the Director compensation and amended ordinance 17 draft for review and possible edit.

10.3 Operations

a. June Operations Report

Non Action item

Mr. Davidson presented the June operations report.

10.4 Management

a. GM recruitment

i. Tripepi Smith recruiting firm contract

ACTION: Approve contract with Tripepi Smith

Maker: Director Rupp **Second:** Director Lindberg **Vote:** 4-0 to approve

Last month the Board directed staff to contact Tripepi Smith to bring forth a General Manager recruitment contract for possible approval. Mr. Friedenbach briefly discussed the contract with the Board. Kylie Sun with Tripepi Smith attended via Zoom to answer any questions.

ii. Timeline

Non Action item

Mr. Friedenbach outlined the timeline for completion of the contract for General Manager recruitment from Tripepi Smith. The completion date is stated as December 31, 2024.

iii. Recruiting announcement flyer, CSDA GM Summit

Non Action item

Mr. Friedenbach recently attended the Anaheim CSDA GM Summit. He shared an announcement flyer promoting the GM recruitment for HBMWD that was distributed at the conference by Tripepi Smith.

b. ACWA Headwaters Committee report out

Non Action item

Mr. Friedenbach was unable to attend the June 14th committee meeting. The agenda and content for the meeting was included in this month's Board packet.

c. CSDA GM Summit Conference report out

Non Action item

Mr. Friedenbach reported on his attendance of the CSDA GM Conference. Highlighting the session, he attended on Artificial Intelligence and possible benefits to the District of a closed AI historical document database.

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11 DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

a. Director Appointment – interview questions

Non Action item

In preparation for the upcoming Division 1 interview's, the Board discussed and made edits to the Director interview questions.

b. Director letter of Interest from Tom Wheeler

Non Action item

Staff received a letter of interest for the vacant Board seat from Tom Wheeler.

11.2 ACWA

Non Action item

Director Rupp announced he will be attending ACWA meetings July 24th and 25th.

11.3 ACWA – JPIA

Non Action item

Director Rupp reported that he did not attend the property committee and executive committee meetings. He will be attending the employee benefits committee meeting on July 31st. He shared that after a great deal of deliberation, the JPIA Executive Committee adopted a 15% increase in the Property Program rates effective July 1st.

a. Letter to Members of the Senate Local Government Committee-RE AB 2735

Non Action item

Staff received a letter from the CEO of ACWA/JPIA requesting members send a letter of support opposing AB 2735.

11.4 Organizations on which HBMWD Serves

a. RCEA:

Non Action item

Director Woo reported on the June 27th meeting she attended.

b. RREDC:

Non Action item

Director Lindberg reported on the June 24th meeting he attended. Briefly discussing Cal Fire's request to obtain a parcel to build their Humboldt Del Norte headquarters that the City of Rio Dell had hoped to acquire and develop.

ADJOURNMENT

The meeting adjourned at 2:46 pm.

Attest:


Michelle Fuller, President


Bruce Rupp, Secretary/Treasurer