

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



Minutes for Regular Meeting of the Board of Directors  
June 13, 2024

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**1. ROLL CALL**

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

**2. FLAG SALUTE**

President Latt led the flag salute.

**3. ACCEPT AGENDA**

**ACTION: Motion to accept Agenda**

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

**4. PUBLIC COMMENT**

No public comment was received.

**5. MINUTES**

a. May 16, 2024, Regular Board Meeting Minutes

**ACTION: Motion to accept May 16, 2024 Minutes**

**Maker: Director Fuller Second: Director Woo Vote: 4-0**

**6. CONSENT AGENDA**

**ACTION: Motion to accept Consent Agenda**

**Maker: Director Fuller Second: Director Woo Vote: 4-0 to approve the motion**

**7. CORRESPONDENCE**

a. DWR Dam Safety Surveillance & Monitoring Report response

**Non Action item**

HBMWD received this letter regarding the 2023 DSSMR report. DWR stated they received the report and have no comments at this time.

b. Letter to CDFW RE Subnotification for Routine Maintenance Activities

**Non Action item**

District staff sends an annual notice to CDFW under the long-term Lake and Streambed Alteration Agreement (LTSAA), which includes routine maintenance activities conducted at the District's facilities in or adjacent to the Mad River.

**8. CONTINUING BUSINESS**

8.1 Water Resource Planning

a. Local Sales

i. Nordic Aquafarms

**Non Action item**

No update was received.

ii. Trinidad Rancheria Mainline Extension

**Non Action item**

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Staff attended two meetings concerning this project. One engineering planning and the other with McKinleyville CSD and engineering specific to the connection point with McKinleyville CSD.

iii. Blue Lake Rancheria Mainline Extension

**Non Action item**

No update was received.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

**Non Action item**

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

b. Transport

**Non Action item**

No update was received.

c. Instream Flow

**Non Action item**

The committee is drafting a FAQs to post on the District's website. HBMWD received the recorded Notice of Exemption for the 1707 Petition for Change from the County of Humboldt's recorder's office. The Board asked a few questions.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. Status update

i. Monthly Summary Report

**Non Action item**

DTSC reviewed and approved the second semi-annual 2023 ground water sampling report. The report is available to the public via Envirostar.

ii. May 29 quarterly meeting report

**Non Action item**

Director Fuller and Latt reported on the May 29 meeting they and Mr. Friedenbach attended with DTSC, EPA, Humboldt Waterkeeper and SWAPE.

Public comment was received from Linda Miller: She was disappointed with the funding issues, and if there is contamination with one private well, what about any other private wells in the area? Should there be a public announcement to let the public know just in case they are using their wells. Asking would the District be willing to notify the public via flyer or a mailer alerting them to the contamination and if they are worried, contact DTSC.

Director Fuller responded and suggested Humboldt Waterkeeper may be able to answer this better.

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

**Non Action item**

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

**8.3 Status on ICS training**

**Non Action item**

This was a reminder from staff to the Board about the minimum ICS trainings the Board approved requiring staff and Board members to complete by August 31, 2024.

**9 NEW BUSINESS**

**9.a Director Latt's resignation**

**Non Action item**

Mr. Friedenbach presented the next steps in filling the Division 1 Board seat vacancy.

**9.b Appoint new Director to Mad River Policy committee**

**Action: Appoint Director Lindberg to the Mad River Policy committee**

**Maker: Director Woo Second: Director Lindberg Vote: 3-0 to approve the motion**

Mr. Friedenbach gave a brief description of the duties for serving on the Mad River Policy committee. Director Lindberg was appointed to replace the vacancy due to Director Latt leaving the Board.

**9.c Joint Board meeting at RLCSD**

**No Action taken**

RLCSD has approved the joint Board meeting to be held on September 27, 2024, located at Journeys End. Staff would like to confer with Directors Rupp and Fuller before approving.

**10 REPORTS (from STAFF)**

**10.1 Engineering –**

**a. Reservoirs Seismic Retrofit Project**

**i. Construction Bid Results Memo**

**Action: Reject the bid protest by RDC and waive any minor irregularities in the Paso Robles Tank bid, and award the Korblex and Samoa Reservoirs Seismic Retrofit Projects to Paso Robles Tank Inc. using scenario 3, in the amount of \$6,349,208.00**

**Maker: Director Woo Second: Director Lindberg Vote: 3-0 to approve the motion**

Mr. Friedenbach suggested the board consider items 10.1.a.i and 10.1.a.iii be together; the Board agreed. Mr. Stevens summarized the Construction Bids for both the Korblex and Samoa Reservoirs Seismic Retrofit Projects and reported Paso Robles had the low bid. Mr. Stevens presented the four scenarios for this bid, recommending authorizing scenario three. The Board directed staff to use their discretion for the funding sources generally following the sources presented in Scenarios 1 and 2 and report back to the Board.

Public comment was received from Shane Wombles with Paso Robles Tank. Shane stated he was available for any questions. None were asked.

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ii. HMG Revised Match Commitment Letter

**Action: Approve sending the HMG revised Match Commitment Letter**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 3-0 to approve the motion

This is a match letter that is required to be included for the grant budget increase request. Board directed staff to dispatch the letter.

iii. Resource Development Company protest

**Action: Item considered with item 10.1.a.i**

The District received a bid protest from Resource Development Company (RDC). After careful review by the District engineer, and conference with District Counsel it was deduced, the low bidder Paso Robles was indeed responsive and responsible.

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

**Non Action item**

Mr. Friedenbach stated staff is progressing with City of Arcata, Coastal Commission staff and BLM on a parcel of land in the Samoa Dunes the City of Arcata owns. The end goal is to add said parcel of land to another parcel the city owns which increases the total footprint for mitigation.

c. Essex Onsite Sodium Hypochlorite Generation Project

**Non Action item**

No updated received.

d. Collector Mainline Redundancy

**Non Action item**

Mr. Friedenbach reported staff received an email alerting they are 6 months into the grant extension and an additional extension request may be needed to be filed in the future.

e. Matthews Dam Advance Assistance Seismic Stability Project

**Non Action item**

No updated received.

f. Status report re: Other engineering work in progress

**Non Action item**

This project continues to be in review with FEMA.

10.2 **Financial**

a. May 2024 Financial Statement & Vendor Detail Report

**ACTION: Motion to accept Financial Statement & Vendor Detail Report in the amount of \$329,360.33**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 3-0 to approve the motion

Ms. Harris presented the May financial statement & vendor detail report. The General Account balance is \$2.6 million. The various investments balance is \$11.9 million. The advanced charges are \$5.4 million with a general reserve of \$4.4 million.

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**b. May 2024 Fieldbrook-Glendale contract revenue and Expense Summary**

**Non Action item**

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

**c. Draft Budget Presentation**

**Non Action item**

Ms. Harris provided a review of the FY24/25 Draft Budget that was presented at the May Board meeting. The overall budget remains the same, there have been no changes since the May Board meeting presentation. The final draft will be presented at the July 11, 2024 Board meeting.

**d. Resolution 2024-05 Tax Appropriations limit**

**ACTION: Motion to accept Resolution 2024-05 Tax Appropriations limit**

**Maker:** Director Woo **Second:** Director Lindberg **by roll call vote:** 3 ayes 0 nays to approve the motion

The California Constitution Article XIII (b) requires the adoption of an annual resolution. Staff recommended the Board adopt Resolution 2024-05 Tax Appropriations limit.

**e. Workplace Violence Prevention Plan**

**ACTION: Adopt Workplace Violence Prevention Plan**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 3-0 to approve the motion

All employers falling within the scope of California Labor Code (LC) 6401.7 and (LC) 6401.9 are required to establish, implement and maintain an effective, written workplace violence prevention plan no later than July 1, 2024.

**f. Audit Services for the year ended June 30, 2023 (FY22/23)**

**Action: Approve Audit Services for the year ended June 30, 2023 (FY22/23)**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 3-0 to approve the motion

Staff is working to assemble both FY22/23 data and FY23/24 data to resume the regular audit schedule. Once the FY23/24 audit is complete, staff intends to publish an RFP for audit services to ensure the District continues to receive favorable, competitive pricing.

**10.3 Operations**

**a. May Operations Report**

**Non Action item**

Mr. Friedenbach presented the May operations report in Mr. Davidson's absence.

**10.4 Management**

**a. Trinity County LHMP**

**Non Action item**

Trinity County released their 2024 Draft Hazard Mitigation Plan, Draft Evacuation plan, and evacuation routes for a public review period from May 1 – July 1, 2024.

**b. GM recruitment**

**Non Action item**

Mr. Friedenbach followed up on the special Board meeting direction he was given to contact

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the references for the firms that were interviewed at that meeting, sharing every reference he spoke to had positive feedback for each firm. The Board directed staff to bring forth a contract from Tripepi Smith for approval at the July Board meeting.

**11 DIRECTOR REPORTS & DISCUSSION**

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

Director Lindberg thanked President Latt for his service on the Board. President Latt expressed his gratitude and hopes for proceedings in the future for the District.

**11.2 ACWA**

No update was received.

**11.3 ACWA – JPIA**

No update was received.

**9.1 Organizations on which HBMWD Serves**

a. RCEA:

**Non Action item**

Director Woo reported on the May 23 meeting she attended.

b. RREDC:

**Non Action item**

The May meeting was canceled due to the Memorial Day holiday.

**ADJOURNMENT**

The meeting adjourned at 11:48am.

Attest:

  
\_\_\_\_\_  
Michelle Fuller, Vice President

  
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David Lindberg, Assistant Secretary/Treasurer