



HUMBOLDT BAY MUNICIPAL WATER DISTRICT



Agenda for Special Meeting of Board of Directors

Location: Essex Control- 7270 West End Road, Arcata

May 30, 2018 9:00 a.m.

A. ROLL CALL

B. ACCEPTANCE OF AGENDA

C. PUBLIC COMMENT

D. CONTINUING BUSINESS

1. FY 2018/19 Project Budget:

- a. Presentation and discussion of proposed Project Budget (summary and line-item detail)*
- b. Status report re: Capital Improvement Projects and funding mechanisms
- c. Possible tour of project sites in Essex area

E. NEW BUSINESS

1. Mad River Policy Committee -discuss and possibly approve new committee and members
2. Presentation of H.R. LaBounty Safety Award*
3. Presentation of Jacket to Ryan Schneider

F. ADJOURNMENT

Employee BBQ Lunch will commence after adjournment of meeting.

(Posted and mailed May 25, 2018)

ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

*Supporting material included in Director packets

Color Coding for Project Budget

Blue - Recurring Projects

Purple - Essex Driven Projects

Red - Regulatory Required Project

Green - Grant Funded or Main Office Driven Projects

Orange - CIP Project

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2018/19 Project Budget**

	A	B	C	G	H	I	J	K	L	M	N	O	P	Q	S	
6	CATEGORY, LOCATION, PROJECT NUMBER & TITLE			PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Resulting Customer Charges	2017/18	PROJECT DESCRIPTION	
7				Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Prior Year Budget Amount		
8	Maintenance															
9	Essex Area Maintenance															
10	M1		Pipeline Maintenance		12,750	12,750								12,750	13,500	ANNUAL PROJECT: Routine annual maintenance to include re-establishing access to the right-of-way, minor grading, sign replacement, and equipment maintenance.
11	M2		12 kV Electric System Maintenance		4,000	4,000								4,000	4,000	ANNUAL PROJECT: Required to inspect, clean, maintain, and ensure the safe operation of the existing 12kV system which supports the Domestic Water System, Industrial Water System, and the Control Center at Essex.
12	M3		Main Line Meter Flow Calibration		10,000	10,000								10,000	4,000	ANNUAL PROJECT: The District uses a five-year cycle for mainline meter maintenance. This year, Manila meter is due for maintenance. The meters will be removed for calibration during the winter months.
13	M4		Technical Support and Software Updates to Include Control System		19,000	19,000								19,000	21,000	ANNUAL PROJECT: This is an annual expense for licensing and technical support on an as needed basis: 1)Rockwell SCADA and control systems 2)ESRI GIS software 3) IMSI CAD software and 4)Microsoft operating systems. This also includes auxiliary software such as 5)Antivirus software 6) Firewall software 7) Phone system support.
14	M5		Generator Services		3,500	3,500								3,500	3,500	ANNUAL PROJECT: Routine service on 2MW and 35kw emergency generators.
15	M6		TRF Generator Service	500		500								500	500	ANNUAL PROJECT: Routine service on Korblex emergency generator.
16	M7		Hazard & Diseased Tree Removal		6,500	6,500								6,500	6,250	ANNUAL PROJECT: Required to remove hazardous trees in the Essex parks.
17	M8		Cathodic Protection		6,500	6,500								6,500	6,500	ANNUAL PROJECT: To inspect and perform minor maintenance on cathodic protection system.
18	M9		Maintenance Emergency Repairs		50,000	50,000								50,000	50,000	ANNUAL PROJECT: Funding set aside for unforeseen maintenance, unplanned replacements, and emergency repairs.
19	M10		Fleet Paint Repairs		5,000	5,000								5,000	5,000	ANNUAL PROJECT: This project continues preventive maintenance to preserve our equipment to prolong assets useful life.
20		1	Replace Expired Emergency Operations Center Products		2,500	2,500								2,500	0	The purpose of this project is to replace all EOC products that are perishable or have an expiration date in the TRF EOC building. This includes: water, MRE's, glow sticks, and medical supplies.

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21		2	Replacement of Fleet Emergency Safety Beacons		2,000	2,000							2,000	0	This project proposes the replacement of the existing safety strobe/beacons on five of the fleet vehicles that currently are either inadequate/broken and/or do not meet the California regulations for safety warning devices. The new beacons are LED powered and provide for a highly visible strobe for both day and night time operations.
22		3	Harden Collector 5 (Vandalism & Security)		7,500	7,500							7,500	0	This is a CIP project to add security measures to Collector 5. This project includes securing the collector doors, ladder access and replacing the plywood cover of the pump ports. This will add a layer of security to the Collector and will replace the rotting plywood with steel.
23		4	Replace 299 Cathodic Anode Well		172,000	172,000							172,000	0	This is a scheduled CIP replacement project. The last Cathodic survey has shown this is also necessary due to well failure. This project is to replace the Cathodic Anode well near Hwy 299, (across the river from Essex). This is an important piece of infrastructure for the preservation of the integrity of our pipelines. This budget includes costs of \$22,000.
24		5	Lead Free Brass Inventory		2,500	2,500							2,500	7,500	This project will complete our inventory of lead free brass that was started last year. It will include items such as sections of lead free brass pipe for custom length field connections, and additional pieces not replaced last year. This will bring all of our inventory of meter service supplies into compliance with NSF-61 standards
25	TRF Maintenance														
26			TRF Limitorque Valve Retrofit Supplies. (Phase 4 of 5)	10,250		10,250							10,250	16,750	This project proposes the purchase of MXA retrofit kits and the required components to completely refurbish and retrofit additional limitorque valve actuators. This will sustain our repair inventory for the TRF valving system. We are proposing the continued retrofit and refurbishment of the current valve actuators for another two years or until obsolescence requires a complete actuator replacement project. The current valve operators are original equipment with the plant and the electronic circuit boards are no longer supported by the manufacturer. When these boards fail they have to be replaced with a retrofit kit.
27			TRF Water Quality Instrumentation Emergency Replacement Parts	7,250		7,250							7,250	0	This project would provide for the purchase of three sensors and four replacement lamps for the Rosemount Clarity turbidity meters used in the TRF process.
28			TRF Instrumentation Emergency Replacement Inventory	14,750		14,750							14,750	0	The project proposes the purchase spare instrumentation for filter differential pressure, inlet flows, and process flows. These instruments are sixteen seasons old and while we plan to fully extract useful life out of the existing components, we need to both maintain a spare for when one fails, as well as provide for a systematic approach to replacement.
29			Replace Back Pressure Valves for Chemical System (TRF)	10,500		10,500							10,500	0	The purpose of this project is to replace the original remaining pressure relief valves on our chemical delivery pump systems at the TRF. These valves have been in service for 16 years. We have this type of replacement relief valves currently installed in several locations and they have proven themselves to be a more reliable design, additionally requiring less maintenance and repair parts.

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30	Ruth Area Maintenance														
31	RM1		Brush Abatement Ruth Hydro		6,500	6,500							6,500	5,540	ANNUAL PROJECT: Dam-safety related; FERC and DSOD require that we remove or kill trees and brush to prevent the root systems of the trees from damaging the face of the Dam. It is essential to keep earth-fill dams clear of such growth so that root systems do not affect the impervious clay core.
32	RM2		Howell Bunger Valve Inspection		1,110	1,110							1,110	0	ANNUAL PROJECT: Inspect the Howell Bunger Valve to see if it needs maintenance, repairs or replacement. This is a key component needed to operate the Hydro Plant at Ruth Lake.
33			LTO Insurance		5,000	5,000							5,000	5,000	ANNUAL PROJECT: This project is for purchasing insurance for our LTO for tree management on lease lots and general timber management.
34			Log Boom Inspection		1,000	1,000							1,000	0	This project is for boat rental, materials and parts as needed, to maintain the Worthington Logboom at Ruth. This is one of the more Important safety features of the dam.
35		1	Spillway Repairs		80,000	80,000							80,000	50,000	During a spillway inspection in late 2017, areas were identified and marked for additional inspection. Due to the time of year and pending weather conditions, further investigation was not feasible at that time. This project will allow for full discovery, investigation, and any potential repairs to the spillway.
36		2	Repair PRV Discharge Pipe at Hydro Plant		5,500	5,500							5,500	7,500	During annual maintenance at Ruth in May 2017, it was discovered that the discharge pipes from the Pressure Reducing Valves (PRV's) are very pitted and worn from cavitation. In 2018 a repair/rehab was performed on one of the PRV's that was deemed the worst and was actively leaking. This project will serve to perform the same repair on the second PRV.
37		3	Install Power Pole at Headquarters		3,750	3,750							3,750	0	Currently, the power line to headquarters is attached to a fir tree. The fir tree needs to be removed because it is dying. This project would install a new pole and move the wires from the tree to the pole.
38		4	Dead/Dying Tree Removal at Headquarters & Surrounding Area		20,000	20,000							20,000	0	This project has been put off for several years. There are dead/dying trees around headquarters and other essential District structures in the Ruth area. At this point very few of the trees have any value due to rot and wood beetles. The deteriorating condition of the trees not only makes it more critical to remove them, but more expensive since there is little/no value to them.
39	Eureka Office Maintenance														
40															
41	Subtotal Maintenance Projects			43,250	426,610	469,860	-	-	-	-	-	-	469,860	177,510	

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42	CAPITAL PROJECTS																
43	Essex Area Capital Proj.																
44	C1	1	Ranney Collector 3 and Techite Pipeline Projects -Debt Service											162,200	162,200	162,200	CIP-Related: Debt Service for the Ranney Collector 3 and Techite Pipeline projects. Funding- US Bank loan amount was \$1,418,000 for both projects. Financed for 10 years at 2.63% interest with debt service of \$162,200/year. First debt service payment made in 11/12, last will be made in FY20/21.
45	C1	2	Blue Lake/FGCSD River Crossing		2,515,400	2,515,400	0	2,515,400					0		0		CIP-Related: The purpose of this project is the replacement of the Blue Lake/FGCSD Mad River Pipeline Crossing. This Project was awarded in March 2018 to a bid of \$1,045,400. Construction is anticipated to start in June 2018, with completion anticipated in September 2018. The District has secured a FEMA grant for \$2.67M as well as a \$700K Prop 84 grant for the 25% match for the FEMA funds.
46			Surge Tower Replacement		960,000	960,000	48,845	720,000	191,155				0		2,655		A 2012 inspection of the surge tower on the Samoa Peninsula found that the aging and weathering of the anchor bolts was such that the tower may fail under seismic loading. A FEMA Hazard Mitigation Grant was approved for the demolition of the existing tower and replacement with another suitable piece of equipment. Both Phase I and Phase 2 portions of the HMG have been authorized. Phase 1 of the Hazard Mitigation Grant consisted of FEMA competing their NEPA review, a soil contamination assessment, design & specs for demolition and replacement equipment. Phase Two will include the final CEQA and other necessary permits, the final design, bidding, demolition, and actual construction. The grant match will be funded by new ReMat revenue/reserves.
47			12KV Grant		2,032,050	2,032,050	200,000	1,524,038					308,013		0		This project will be mostly funded through a Hazard Mitigation Grant which is currently in NEPA process. Currently, anticipated construction will be in FY19/20. Anticipated Project total is \$2,032,050 - HMG funding is 75% or \$1,524,037, remaining District portion is \$508,013.
48			Replace Pump 1-2		214,500	214,500							214,500		0		This project will complete the pump and motor replacements for Collector 1 as part of the rehabilitation project. It will provide for a new pump assembly and associated shafting, tubing and bearings and a new 400HP motor.
49			Purchase Emergency Collector Motors and Shafting		103,500	103,500							103,500		0		This proposes the purchase of (one) 400HP motor and (one) 250HP motor to be used on the collectors as needed. This project would also include spare motor shafting and a blank bolted style coupling that could be universally machined for multiple locations when a spare motor is installed. This would eliminate down time due to a malfunctioning collector motor.
50			Emergency Generator for Communications Equipment at I/W Meter Building		4,750	4,750							4,750		0		Installation of a 9-13KW permanent emergency generator for powering communications equipment at the old I/W meter building site on the Samoa Peninsula. This location serves as the repeater hub for the communications from Samoa Booster Station and from Truesdale Pump Station back to Essex via the McKinleyville Reservoir site. During power outages it will allow us to continue to monitor pipeline conditions and will be one less location that would need a portable generator mobilized to if it is a wide spread event of a longer duration.
51			Essex Control Building Flooring Replacement		6,000	6,000							6,000		0		This project would replace Essex flooring. It would provide for repair of the sub floor where the concrete has been damaged, retrofit of the pipe gallery accesses, and provide for a floating vinyl plank flooring to be installed in all areas of Essex except lunch room and Superintendent office.

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52	TRF Capital Proj.														
53															
54	Eureka Office Capital Proj.														
55															
56	Ruth Area Capital Proj.														
57			Ruth Hydro Protective Relay Replacement-Phase 2		120,000	120,000							120,000	42,000	This is Phase 2 of the Ruth Relay Replacement project. Phase 1 included a bid process for the comprehensive and engineered plan for the replacement of 19 protective relays at the District's Ruth hydro electric facility. Phase one included the necessary engineering for a determination of equipment in accordance with PG&E contractual standards as well as detailed drawings/schematics for proposed equipment installation, proposed wiring interconnections, necessary field investigation, data gathering and a class two cost estimate for Phase 2. This phase of the project includes the actual equipment costs with installations and interconnections to be performed by the District's electrical staff. District staff will have support from outside contractors and PG&E. The required testing and quality assurance of installation will be supplied by qualified electrical engineering firm.
58															
59	Subtotal Capital Projects			-	5,956,200	5,956,200	248,845	4,759,438	191,155	-	-	162,200	918,963	877,450	
60	Equipment/Fixed Assets														
61	Essex Area Equipment/Fixed														
62		1	Replace Administrative Computers		4,725	4,725							4,725	6,250	Annually replace two old workstations in the administration network with new computers including peripherals, printers and monitors.
63			Replace Control System Computers		2,500	2,500							2,500	0	Replace 1 Control System computer that was not replaced in the SCADA project
64		1	Backup Solution for Control and Admin. networks	7,750	7,750	15,500							15,500	0	This budget item is for a complete backup solution for both the Control and Admin networks. It will include virtualization of 10 servers with up to 4 terabytes of storage. There will be an upfront cost to purchase an onsite server to store backups then a recurring monthly charge (\$675) for the backup solution. This solution will bring the District up to industry standards and protect us from a number of IT disasters.
65		2	Replace Essex Server Cabinet		10,250	10,250							10,250	0	The project proposes the purchase and installation of a new server cabinet at Essex for our administration, control, and phone server equipment. The server cabinet we currently have is not dust proof, and provides minimal cooling for the server equipment. The new system would include a matching cabinet to the one installed as part of the SCADA project at the TRF for the server equipment. This project would also include a new air conditioning system that will cool both the cabinet and the server room itself. Due to the expense and importance of this server equipment, this project is a key component for its protection and longevity.

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66	3	Replacement of UPS's (Phase 1)	9,250	24,250	33,500						33,500	0	This project will be phase 1 of 2 in the replacement of all existing Uninterruptable Power Supplies (UPS) for the communications and operational control equipment. Phase 1 will replace all UPS units associated with operational critical items including PLC's, communications equipment, and SCADA control computers. The new UPS units have a Lithium-ion battery guaranteed for 10 years, with an actual life expectancy of 10-15 years. In addition to providing uninterruptable power, they also serve to protect connected equipment from power surges which can also damage electronics. Our current UPS' use a lead acid type battery that typically only lasts 2 years. The cost of ownership on these new units is actually less than the current units due to the longevity of the new equipment, with the District seeing substantial savings if they last to the full 15 years.	
67	4	Collector 1 Electrical Upgrade		185,500	185,500						185,500	0	CIP PROJECT: This project is to upgrade the electrical system on Collector 1. This project would include replacement of the transformer, the station switchboard and breakers, a new grounding resistor system and two new softstart/softstop panels with circuit breakers for the two 250HP pumps 1.3 and 1.4.	
68	5	Replace Unit 1		50,000	50,000						50,000	0	CIP PROJECT: This project proposes the replacement of Unit 1 as part of the capital improvement plan schedule. This vehicle was deferred from the FY2017/18 budget cycle due to low mileage and a reasonable maintenance history.	
69	6	Load Moment Indicator Unit 5		14,250	14,250						14,250	0	The load moment indicator unit will provide for instantaneous reading of the load being lifted as well as indication of the current lift capacity of the crane at its current setup. This would include sensors for boom angle, boom length, and weight of load and compares the given information to the load chart information for the crane at the same given configuration. The main purpose of this unit is to help keep the operator within the safe working limits of the crane. It also provides a measure of weight which can be difficult to calculate with non-uniform or irregular loads.	
70	8	Portable Gantry System		4,000	4,000						4,000	0	The project proposes the purchase of a light weight portable gantry system that can be used on the collector lower decks. This gantry system would be used to remove and install equipment where the use of the station crane or mobile crane is not possible. It would be compact and portable so it can be easily moved and set up at any location that requires lifting, where room is limited and/or there are not overhead provisions for lifting operations.	
71	9	Replacement Office Chairs for Operations		1,500	1,500						1,500	0	This project is for nine office chairs in the operations area that are well worn and need replacing. The replacement chairs will be ergonomic to reduce staff injury.	
72	10	Ergonomic Desk		3,500	3,500						3,500	0	This project is for purchasing an ergonomic desk for the Operations Supervisor. We will also purchase filing cabinets to replace the current desk drawers.	
73	11	Fleet Servicing station Equipment		2,500	2,500						2,500	0	With the addition of the new vehicle lift in last year's Project Budget, this project will help provide for a portable telescoping oil change and oil filter drain station, mobile work cart, and servicing supply inventory storage cabinets.	
74	12	Purchase HEPA Filter Vacuum		1,500	1,500						1,500	0	It has been recognized with the recent changes to Cal-Osha's "respirable crystalline silica standards", that the purchase of a HEPA filter vacuum would serve as an engineering control measure to help reduce the risk of a possible exposure during operations which have the potential of generating dust and debris. Along with being able to control potential silica exposure, it could also be used to aid with clean-up of asbestos, lead paint and other fine materials.	

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75	13	Air-Ride Seat Unit 5			1,500	1,500									1,500	0	The purpose of this project is to install a more ergonomically correct and comfortable seat for traveling longer distances in the Districts current crane truck. Due do the trucks weight and driving characteristics installing an air ride seat would reduce the potential for employee injury.
76	14	Electrical Testing and Calibration Equipment			11,500	11,500									11,500	0	This instrument allows for communications using the HART protocol. This communications protocol is the number one protocol standard used in industry, in 70% of all instrumentation. This new device will allow for configuration, re-ranging, and diagnostics of field devices including many different styles of flow meters, pressure transmitters, and others. The District has a number of transmitter/field devices for the measurement of pressure, level, and flow with varying effective measurement ranges. This new equipment will allow us to have fewer spare field devices in inventory since one field device would be able to be used for many locations by having the capability to change or re-range the device for a specific application. It's enhanced diagnostics, device configuration storage, and calibration tracking will provide a reliable way to manage and keep track of our instrumentation. In the future, we would purchase replacement devices with HART capabilities.
77	15	Utility Line Locator			6,250	6,250									6,250	0	This project proposes to replace the current line locator that is over 15-years old. The new line locator will interface with the GIS software to more accurately locate pipe. This equipment is used very often as part of the required USA program.
78	TRF Equipment/Fixed Assets																
79		N-Poly Pump Skid Replacement		12,250		12,250									12,250	0	CIP PROJECT: This project would replace the original N-poly pumping skid primarily used to mix polymer into a diluted solution to be used in the wash water return process. This equipment has been in service for 16 seasons and is part of our capital improvement plan. These skids have served the District well, but some of the components are becoming difficult to replace. The new skids will also provide for a vertical type skid that will serve to be more ergonomic for operations and maintenance staff. The District is also moving towards a new system designed by the same manufacturer that has proven to be very durable and reliable in our other chemical pumping systems.
80	Eureka Office																
81		Replace Administrative Computers			6,250	6,250									6,250	0	Administrative computers are replaced on a 5-year cycle. This is for the replacement of the General Manager and Human Resource/Accounting Specialist computers.
82		ADA Assisted Listening System/Devices			10,000	10,000									10,000	0	This is for the purchase of assisted listening devices for the Board Room. "The ADA requires that Title II entities (State and local governments) communicate effectively with people who have communication disabilities. The goal is to ensure that communication with people with these disabilities is equally effective as communication with people without disabilities." These devices would be used when a member of the audience requires assistance to hear the meeting.
83		Caselle UB and Financial Software			60,000	60,000									60,000	0	This is for the purchase of Caselle Software Suite for all Utility Billing, Payroll, Accounts Payable and Finance needs. This will replace QuickBooks and UST1.

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84	Ruth Area Equipment/Fixed														
85		Ruth Hydro Wicket Gate Hydraulic Control Motor		2,500	2,500								2,500	0	This project is to avoid the loss of generation production by purchasing an emergency motor and gearbox replacement for the Ruth wicket gate hydraulic control system. This is a key component of the control process and if it fails during a time of peak production it will cause a loss of function and production. The lead time for the replacement is approximately three weeks. Having another motor and gearbox on hand will enable the District to continue generating power.
86		Oil and Paint Storage Lockers for Hydro Plant		2,750	2,750								2,750	0	This project would purchase a self closing OSHA compliant fire resistant paint and oil storage lockers at the Hydro Plant.
87		Bunkhouse Furnishings		4,000	4,000								4,000	0	Replacement of worn-out appliances and furnishings at Ruth Bunk House.
88	Subtotal Equipment/Fixed Assets			29,250	416,975	446,225	-	-	-	-	-	-	446,225		
90	Professional and Consulting Services														
91		Crane Testing/Certification		7,500	7,500								7,500	7,500	ANNUAL PROJECT: Every four years the District is required to test the crane load to comply with OSHA-safety requirements. Each crane must be certified by a licensed contractor in accordance with OSHA regulations. This will also dielectric test the Altec boom truck and certify boom truck operators.
92		Chlorine System Maintenance	16,750		16,750								16,750	16,100	ANNUAL PROJECT: Although the chlorine system is well maintained by District staff, each year we contract for review/repair/replacement of the more complex elements of the system to assure proper operation and safety.
93		Backflow Tester Training		3,000	3,000								3,000	2,000	Required backflow recertification training for the Operations Supervisor. This will be far less expensive if we can get the trainer to return to Humboldt County. Otherwise, the training must be found out of the area.
94		Hydro Plant Annual Electrical and Maintenance Inspection (ReMat Contract)		2,050	2,050								2,050	0	Hydro Plant electrical and maintenance inspection letter required annually for the Districts' ReMat Contract
95		Drone School/Training	2,500	2,500	5,000								5,000	0	Operator Certification required by the FAA regulations. All non-recreational drone operators must be certified to operate a drone for business purposes. This will certify two operators.
96		Essex Mad River Cross-Sectional Survey		10,000	10,000								10,000	10,000	ANNUAL PROJECT: This task will consist of a new field survey of the seven historic cross sections and update the AutoCAD figures comparing them to the historic cross sections. Two hard copies of the AutoCAD drawings showing the current elevations of the cross sections in comparison to the last few years and historic cross sections will be submitted along with a Technical Memo detailing the recent changes and highlighting any corrective measures that the District may need to implement. Copies of electronic files in AutoCAD format will also be provided.

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2018/19 Project Budget**

	A	B	C	G	H	I	J	K	L	M	N	O	P	Q	S
6	CATEGORY, LOCATION, PROJECT NUMBER & TITLE		PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Resulting Customer Charges	2017/18	PROJECT DESCRIPTION	
7			Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Prior Year Budget Amount		
97			GIS/FIS for Essex, Including Internship		12,000	12,000							12,000	12,000	Funding for this project will provide an intern to update certain feature classes within GIS and develop a set of core maps including all new features and layers. Field verification of information in the GIS program. Clean up of data in submitted CAD drawings. Assist in data management and help maintain and create data collection tools for database manipulation and population.
98			GIS / FIS Ruth		4,600	4,600							4,600	4,750	Develop and maintain data collection tools for Ruth's infrastructure. This will also cover time to verify and organize information in the GIS project for the Ruth area.
99			SCADA / Control Software Training		27,750	27,750							27,750	30,250	This project proposes the funding of software training classes and associated travel expenses for a number of District staff on software specific to their job responsibilities. This would include new software technologies that are part of the new SCADA upgrade project.
100			Technical Training		10,500	10,500							10,500	7,500	This project proposes the funding of technical training classes and associated travel expenses for District staff on a variety of specific topics related to their job responsibilities. It also includes some funding for other staff to attend other local training opportunities that may arise throughout the year on water treatment and distribution principles and practices.
101			Licensed Timber Operator		5,000	5,000							5,000	5,000	The California Department of Forestry (CDF) requires a Licensed Timber Operator (LTO) on the District's Dead, Dying, or Diseased Exemption from timber harvesting plan requirements. The LTO is required to be licensed with the CDF and maintain an appropriate level of insurance.
102			Public Education Funds		5,000	5,000							5,000	5,000	The Board has expressed interest in expanding public outreach for various topics such as water resource planning. This projects provides funding for communications to the public as directed by the Board.
103			EAP Tabletop Exercise - PLANNING		2,000	2,000							2,000	0	There is a FERC regulatory requirement to conduct an EAP table-top exercise every 5 years. The next one is due by 9/30/19. This budget amount is for initial planning costs and any necessary staff training/ travel associated with viewing/consulting with other agencies regarding their agency's EAP.
104			Annual Section 115 Pension Trust Contribution		50,000	50,000							50,000	0	As approved by the Board in March 2018, this is the annual contribution into the PARS Pension Trust for the Unfunded CalPERS Liability.
105			ADA Compliance Consultation - Eureka Office		10,000	10,000							10,000	0	This project hires an ADA consultant to review the District office and ensure the facility is fully ADA compliant.
106			GHD Bridge Inspection (5 Yr. Cycle)		6,500	6,500							6,500	0	This Spillway Bridge inspection is completed every 5 years by the District's structural engineer

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2018/19 Project Budget**

A		B		C		G		H		I		J		K		L		M		N		O		P		Q		S	
6 CATEGORY, LOCATION, PROJECT NUMBER & TITLE				PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Resulting Customer Charges	2017/18		PROJECT DESCRIPTION													
				Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Prior Year Budget Amount															
107			Collector 2 Arc Flash Survey and Relay Test		4,000	4,000																4,000		0	This project would complete the arclash study on the main breakers of Collector 2, which were upgraded after the original archflash study. The new equipment needs to have the calculations performed prior to any setting adjustments being made. Additionally this project will provide for the testing of the relays as part of the five-year testing program that were not completed in the previous year since the arclash settings were unknown.				
108			Grant Applications Assistance		30,000	30,000																30,000		30,000	This budget item is for potential grant application assistance that the District would require in the upcoming year. Examples of potential grant programs/applications that could be submitted include: Notice of Intent and/or Application for the FEMA Hazard Mitigation Grant (HMG) Program; various programs for the State Proposition 1 funding; as well as DFW, Coastal Conservancy, and the Safe Drinking Water State Revolving Fund programs. The level of effort between these programs is considerably different, and assistance with a detailed application may have to be further negotiated with the District prior to the performance of the work.				
109			Collector 3 Well Abandonment		26,100	26,100																26,100		0	This task entails responding to the Regional Water Quality Control Board – North Coast Region's (RWQCB) request for destruction of the remaining groundwater monitoring wells at the Collector Pump Station 3 site. It is our understanding that the proper destruction of the monitoring wells will allow the RWQCB to close the open environmental case #1NHU562. The scope would consist of developing a Workplan for the well abandonment, submit it for approval by the RWQCB, permit the well destruction with the County of Humboldt, hire a contractor to pressure grout the well closed, remove the well head, and prepare and submit a report of abandonment and request for closure to the RWQCB.				
110			Spillway Repir Assistance		15,000	15,000																15,000		0	This task consists of assisting the District with the repairs and reporting of any necessary spillway repairs at the R. W. Matthews Dam. Last year's inspection of the spillway found several areas where there appeared to be delamination of the concrete on the spillway floor. Two of these areas were repaired in the fall of 2017, and two or three additional areas will need to be repaired during the summer of 2018. GHD will assist the District in the design of those repairs, as well as the submittal of the report detailing the repairs to the State Division of Safety of Dams and the Federal Energy Regulatory Commission. It is assumed that much of the design of last year's repairs will be able to be utilized for the next repairs.				
111			Gravel Bar Work and Survey (PS 6)		25,000	25,000																25,000		0	The existing weir in the Mad River that is intended to prevent the Mad River from bypassing the Pump Station 6 intake has become less efficient over the last several years and the main channel has moved north. The District is in the process of working with California Dept. of Fish & Wildlife to determine ways to help ensure the main river channel remains in front of Pump Station 6. This would likely include additional grading and work on the gravel bar downstream of the Pump Station. This will likely require pre- and post-extraction surveys of the gravel bar below Pump Station 6 as required under the Long Term Streambed Alteration Agreement (LTSAA) with the State Department of Fish & Wildlife. This task will include involvement in the discussions with Fish & Wildlife as well as the performance of the topographic surveys. The field survey will consist of seven monitoring cross sections adjacent to Pump Station 6. Cross-sectional data will be obtained in the active channel only. Control will be recovered from previous surveys and additional control will be established as needed to complete the work. Cross-section data for the current year will be plotted per CHERT standards with water surface elevation data and current year's cross-section data. Top-of-Bank and endpoints will be plotted based on previous data. Post extraction surveys will be performed and plotted per above. A summary drawing and letter report will be provided in accordance with the Cross-Section Guidelines for Gravel Extraction.				

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2018/19 Project Budget**

6	A	B	C	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		P Resulting Customer Charges	2017/18		S PROJECT DESCRIPTION	
				Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Prior Year Budget Amount			
7																	
112			I/W Pipeline Evaluation Memo		26,000	26,000							26,000	0			Currently the District is keeping the Industrial pipeline charged with water, which helps provide support to the pipe and ensure a continuous electrical conductance to make sure the cathodic protection operates as designed. The District also occasionally operates the pumps at Collector 6 to keep the motors dry and operational and confirm the electrical system is functional. The District is not spending money to perform extensive maintenance, painting, etc. on any of the system components since there is not a customer to pay for these costs. At some point the District needs to make a decision on whether they will perform these deferred maintenance tasks and continue to keep the pipe charged or just let the system gradually fail. This Budget item will entail an overview of the Industrial System, including: general assessment of the assets; level of needed deferred maintenance needed; expected lifetime of the assets without continued maintenance; suggestions for potential alternative use for the asset; and suggestions for procedures to lengthen the lifetime of the assets at minimum expense. The memo will provide a framework for decisions that the District should be making in the next few years concerning the Industrial System components, assuming a new customer is not identified. This task does not include any physical assessment or sampling of the industrial system components.
113			Industrial and Domestic System Intertie		11,000	11,000							11,000	11,000			In the event the Harbor District has a client that needs enough water to warrant re-establishing the Industrial / Domestic inter-connection but not enough to warrant using PS 6 . This project would be for planning to upgrade the inter-connection.
114			Water Resource Planning Assistance		5,000	5,000							5,000	5,000			This line item would consist of additional minor tasks for providing assistance to the District in their Water Resource Planning Efforts. Work may include meeting with other water agencies to discuss their need for water and the availability of excess District water, meeting with the Water Resource Planning Committee or Workgroup to discuss options, developing additional technical support documents and other assistance as requested.
115			Climate Ready Grant		2,000	2,000							2,000	2,000			This is the District's match under the Coastal Conservancy's Climate Ready Grant which will be collecting data regarding dune conditions near our pipeline on the Samoa Peninsula. The District match is \$2,000 per year for five years. FY 18/19 is year four of this match.
116																	
117	Ruth Dam Safety Program																
118		1	FERC Dam Safety Surveillance and Monitoring Report		3,000	3,000							3,000	3,000			ANNUAL PROJECT -This task consists of assisting the District with the preparation of the Annual DSSMR for the R. W. Matthews Dam. This report is submitted to the State Division of Safety of Dams (DSOD) and the Federal Energy Regulatory Commission (FERC). The intent is that the District will do the majority of the report preparation, while GHD will do a review of the active instrumentation, determine whether the monitoring systems in place are adequate, and will do a final review of the overall report after it is assembled by the District, and stamp and certify the Final Report.
119		2	FERC Chief Dam Safety Engineer		10,000	10,000							10,000	10,000			FERC requires the District have a Chief Dam Safety Engineer either on staff or engaged as a consultant. The individual must have substantial experience and knowledge about dam safety. The District has chosen to outsource this function/duty to Bill Rettberg of GEI, Engineering. This project provides for the continuation of these services.
120																	
121	Subtotal Professional and Consulting Services			19,250	315,500	334,750							334,750	161,100			

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2018/19 Project Budget**

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7				Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service			
122	Carryover Projects														
123			Superintendant Office Remodel		3,000	3,000							3,000	6,000	Completion of Superintendant Office remodel, started in FY18 & delayed due to other emergencies taking priority.
124			Ruth Washroom Remodel		2,500	2,500							2,500	2,500	Completion of project started in FY18, includes shelving and countertop instalation in Headquarters washroom.
125			Replace District Bunkhouse at Ruth		403,500	403,500	403,500						0	403,500	This project will replace the main cabin and remodel the bunk wing, meeting all Trinity County building codes and ADA requirements. This will also provide a better living space for the employees when they are required to work at Ruth. This facility is critical for District Maintenance staff not only for the annual major maintainenance of the hydro plant, but also for many other projects that require overnight stays by staff. At this time, it is anticipated the project will be completed summer/fall of 2018. This project has been significantly delayed several times, and continues to be a challenge since no bids were received during the most recent sealed-bid process.
126			Mainline Valve replacement (Year 2 of 10 per CIP)		130,000	130,000							130,000	130,000	CIP Project: Based on the number and age of the many valves in our system, we have developed a ten-year valve replacement program within the CIP. This project is to replace/install 4 valves: three at the 1 MG Reservoir (replace the influent, effluent, and install one additional valve); and one on the effluent line from the TRF Plant.
127			TRF Video Surveillance Sytem	25,000	5,000	30,000							30,000	23,000	This project was requested by the Board to upgrade our security video surveillance system at the TRF. We will upgrade both the video cameras and recording device. The new system will be high resolution infrared for enhanced nighttime video with high quality. This project was quoted by ATS Communications.
128	Subtotal Carryover Projects			25,000	544,000	569,000	403,500	-	-	-	-	-	165,500	565,000	
129	Subtotal Project Budget			116,750	7,659,285	7,776,035	652,345	4,759,438	191,155	-	-	162,200	2,335,298	2,029,810	

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
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7				Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service	Prior Year Budget Amount		
130	Industrial System Projects														
131			Rebuild River Weir		75,000	75,000			75,000				0		This Project is to rebuild and strengthen the river weir that was originally constructed in the 1991 to combat additional scouring created by excessive gravel mining. This weir has done well, but is need of repair and upgrade in order to maintain the river flows to Pump Station 6. This project would also help to reduce the need to dredge in the river channel each year to maintain flows to PS 6. Funding is proposed from the ReMat revenue/reserves.
132	IW1		Maintain Water Supply to Industrial Pump Station 6 During Low-Flow Months		13,250	13,250							13,250	13,250	<u>ANNUAL PROJECT:</u> From 1976 to 1991, channel conditions in Mad River allowed operation of Pump Station 6 without any water stage control. Since then, the river bed has degraded and in the late 1980's it approached an elevation at which pumps would not operate. In 1991, District installed two rock structures to control water surface elevation (rock jetty and grade-control weir). The jetty projects from north bank and downstream weir maintains the water surface elevation to PS6 at 21.5 feet msl. When runoff declines, for many years, the District constructed a gravel berm connecting jetty to the weir. Per the District's HCP, a study was completed to explore options. The current "base case" is creation of a channel along the south bank connecting the thalweg to PS6. The District reserves the right and has permit authority to construct the berm if the channel is not successful. This project covers activities necessary to complete this work: 1) construction of channel 2) biological survey per HCP and 3) protection of aquatic species during construction. If the District decides to do a cross-sectional gravel bar survey (pre and post) cost is \$10,000 (not included in current budget).
134	Subtotal Industrial System Projects			-	88,250	88,250	-	-	75,000	-	-	-	13,250	13,250	
135	TOTAL PROJECT BUDGET			116,750	7,747,535	7,864,285	652,345	4,759,438	266,155	-	-	162,200	2,348,548	1,550,945	

Humboldt Bay Municipal Water District

Mad River Policy Committee

Purpose Statement

COMPOSITION

The Mad River Policy Committee is an ad-hoc advisory committee composed of the following representatives:

- a. The Board President
- b. One additional Board member who is nominated by the President and approved by the Board.
- c. The General Manager

PURPOSE

The Humboldt County Board of Supervisors, the McKinleyville MAC Committee and other agencies often have the topic of “Mad River Policies” on their agendas. The District needs to stay informed on the outcomes of these meetings given that Ruth Lake and the Mad River is the District’s source of drinking water for 88,000 people in Humboldt County. The District’s Mission Statement in part, reads: “protect the environment of the Mad River watershed to preserve water rights, water supply and water quality interests of the District”. The committee will be able to attend meetings, and report back to Board the outcomes and recommend any actions to ensure the Mad River watershed is protected.

The committee is advisory in nature and shall have no decision-making authority. Any activity or recommendation from the committee requiring policy direction or action shall be presented to the HBMWD Board for consideration and approval at a regularly scheduled Board meeting.

ACTIVITIES

Typical activities the Mad River Policy Committee may be involved in include:

1. Attending meetings of other agencies when the Mad River is listed as a topic and reporting back to the Board.
2. Speaking at meetings where the Mad River is being discussed
3. Recommending to the Board any action necessary to protect the Mad River.



YOUR BEST PROTECTION

May 7, 2018

ACWA JPIA

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Vice President
Tom Cuquet

Chief Executive Officer
Walter "Andy" Sells

Executive Committee
Tom Cuquet
David Drake
E.G. "Jerry" Gladbach
David T. Hodgkin
W.D. "Bill" Knutson
Steven LaMar
Melody A. McDonald
J. Bruce Rupp
Kathleen Tiegs

Maintenance Department
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502-0095

Re: H.R. LaBounty Safety Awards Program

Dear Maintenance Department:

On behalf of the ACWA Joint Powers Insurance Authority, we would like to thank you for your recent safety award submission.

We greatly appreciate that you contributed your time and efforts to promote safe workplace behavior and improve existing operational practices. It is individuals like you who demonstrate safe behavior, take part in training, and participate in risk-reducing actions that foster a positive safety culture.

Enclosed is a certificate in honor of your achievement. The entire JPIA membership is successful because of individuals like you.

We encourage you to continue your risk management practices, and look forward to future safety award submissions.

Sincerely,

A handwritten signature in black ink that reads "Walt 'Andy' Sells".

Walter "Andy" Sells
Chief Executive Officer

507:tl

Enc. Certificate



H.B.M.W.D. MAY 09 2018

May 7, 2018

ACWA JPIA

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Roseville, CA 95661-9082

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W.D. "Bill" Knutson

Steven LaMar

Melody A. McDonald

J. Bruce Rupp

Kathleen Tiegs

Mr. John Friedenbach, General Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502-0095

Re: H.R. LaBounty Safety Awards Program

Dear Mr. Friedenbach:

On behalf of the ACWA JPIA, I am pleased to enclose a check, thank you letter, and award certificate for:

The Maintenance Department \$100

I am sure you will be proud to present this award to the Maintenance Department for their outstanding contribution to your District's health and safety programs.

Your District's participation in this ongoing program is deeply appreciated. Continued involvement by Humboldt Bay Municipal Water District's employees is always welcomed.

Sincerely,

Walter "Andy" Sells
Chief Executive Officer

507:11

Enc.