

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



**Minutes for Regular Meeting of the Board of Directors
February 8, 2024**

1. ROLL CALL

President Latt called the meeting to order at 9:00 am. Director Rupp conducted the roll call. Directors Fuller, Latt, Lindberg, and Rupp were present. Director Woo was absent. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were present. District Engineer Nate Stevens was present for a portion of the meeting. Mary Gelinas 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 Fuller Second: Director Lindberg Vote: 4-0 to approve

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

January 11, 2024, Regular Board Meeting Minutes

ACTION: Motion to accept January 11, 2024 Minutes

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

Director Lindberg brought attention to item 9.b.2, officer and committee assignment. RRDEC was missing from the description.

6. CONSENT AGENDA

ACTION: Motion to accept Consent Agenda

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

7. CORRESPONDENCE

Non Action item

Letter received from the California Coastal Commission re: Emergency sand replenishment to address the HBMWD's threatened water main along New Navy Base Road

Mr. Friedenbach discussed and showed pictures of the District's pipeline that has been exposed in this area. On January 9th sand was used to cover the pipeline, which within several weeks was washed away. County roads is planning to place some hardening in this section of erosion next week.

8. CONTINUING BUSINESS

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

Staff met with the Rancheria staff. The status of the project was discussed.

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iii. Blue Lake Rancheria Mainline Extension

Non Action item

Staff and Counsels are reviewing CEQA requirements for this project. HBMWD and Rancheria staffs conducted a site visit to view potential transmission line tie-in and meter locations.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

Non Action item

The Humboldt Bay Harbor District is to provide HBMWD with the total water demand estimates for their master plan development sometime in February.

b. Transport

Non Action item

No update was reported.

c. Instream Flow

Non Action item

District staff and counsel met with Water Board staff to clarify comments received on the draft petition for change application. Next step will be to evaluate draft comments by the Water Board staff for incorporation into the petition for change submittal to the Water Board. A Special Board Meeting Study Session regarding the draft petition for change will be held at the Eureka Wharfinger Building at 5:30 Monday February 12, 2024. The Board suggested inviting Meredith to the March Board meeting.

i. Special Board Meeting Draft Agenda February 12, 2024

Non Action item

Staff reviewed the draft Agenda for the Special Board Meeting for February 12. Mary Gelinis who has been asked to facilitate this meeting, expressed her gratitude to the Board for their work and service to the region. Mary then walked the Board through the outline of the meeting, highlighting the desired outcome: participants understand what Instream Flow means and the context for this initiative.

8.2 McNamara & Peepe

a. February 2023 Groundwater Sampling Report

Non Action item

Mr. Friedenbach discussed sampling results report released by DTSC notifying that they had completed its review of the first half 2023 Groundwater Monitoring. This was roughly a year after the sampling was taken. The historical sampling results were updated in the packet this month. There is a large variance in sample results at various locations which will be questioned during the next quarterly meeting. A short discussion ensued.

b. Quarterly virtual meeting rescheduled to February 29, 2024

Non Action item

No update was reported due to the meeting being rescheduled to February 29.

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

Non Action item

These were updated and included for informational purposes.

8.3 CLOSED SESSION- Public Employee Performance Evaluation for General Manager pursuant to Section 54957(b)(1)

Closed session was conducted from 1:56 pm to 2:36 pm. The Board returned to open session with no reportable action.

9. NEW BUSINESS

a. District Safety Program

Non Action item

Annually, the District recognizes employees' diligence in practicing workplace safety by attending safety meetings, training, policies, protocols, and procedures, using safety equipment, and following the Safety Committee's suggestions. This is incentivized for all employees that follow these standards. There is one employee who is selected to receive the grand prize. This year's winner is Corey Borghino who was presented with a certificate and monetary reward by President Latt.

b. ACWA-JPIA H.R. LaBounty Safety Award Submittal

Non Action item

Mr. Friedenbach shared the safety award application submitted to the ACWA-JPIA. Winners will be announced at the Spring ACWA Conference. He noted that our application was submitted on behalf of the entire maintenance staff rather than by a single individual which exemplifies the safety culture at our District.

c. Humboldt Local Agency Formation Commission Call for Nominations for District Members to serve on LAFCo

Non Action item

No interest in seeking nomination was expressed by any director.

10. REPORTS (from STAFF)

10.1 Engineering – (Time set 11:00 am)

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

Non Action item

No update was reported.

b. Collector 2 Rehabilitation Project

Non Action item

Last month Mr. Stevens reported that Layne had provided a draft of their final report that contained as-built drawings and an analysis of the pre- and post-testing that was performed. GHD has since reviewed the draft report, provided comments to Layne, and received a final report that incorporated GHD's comments. Layne submitted a final pay request and invoice for retainage. The final pay request is for \$12,096.56, and the retainage invoice is for \$123,377.92, for a total payment request of \$135,474.48. The District's final contract value

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with Layne is \$2,467,558.40. Their total base plus additive bid items was \$3,064,500. There were several items of work that did not end up being awarded to Layne. With that, the project is complete aside from work associated with grant closeout, and this should be Mr. Steven's last report on this project.

c. Essex Onsite Sodium Hypochlorite Generation Project

Non Action item

Last week GHD received the last submittal from PSI for the chlorine metering pump skids and associated electrical panels. GHD is currently reviewing that submittal. Once approved, PSI will assemble this equipment, which is the last piece of equipment needed from them before construction can commence. Concurrently, GHD is still completing the design for getting the equipment installed and integrated, and expecting to bid the project in the coming months.

i. CEQA Notice of Exemption for Essex Onsite Sodium Hypochlorite Generation Project

ACTION: Approval submission CEQA Notice of Exemption for Essex Onsite sodium Hypochlorite Generation Project

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

After consultation with the District Engineer, it was determined that the project qualifies for a Categorical Exemption: Section 15301(b) – Existing Facilities, and Section 15302(c) – Replacement or Reconstruction. The Board found that the project qualifies for the Categorical Exemption. The Board directed staff to file the necessary CEQA paperwork for the project.

d. TRF Generator Project

Non Action item

No updates were received.

e. Reservoirs Seismic Retrofit

Non Action item

i. CEQA Notice of Exemption for Samoa Reservoir Seismic Retrofit

ACTION: Approval submission CEQA Notice of Exemption for Samoa Reservoir Seismic Retrofit

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

After consultation with the District Engineer, it was determined that the project qualifies for a Categorical Exemption: Section 15301 – Existing Facilities, Class 1. The Board found that the project qualifies for the Categorical Exemption. The Board directed staff to file the necessary CEQA paperwork for the project.

ii. CEQA Notice of Exemption for Korblex Reservoirs Seismic Retrofit

ACTION: Approval submission CEQA Notice of Exemption for Korblex Reservoir Seismic Retrofit

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

After consultation with the District Engineer, it was determined that the project qualifies for a Categorical Exemption: Section 15301 – Existing Facilities, Class 1. The

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Board found that the project qualifies for the Categorical Exemption. The Board directed staff to file the necessary CEQA paperwork for the project.

f. Matthews Dam Advance Assistance Seismic Stability Project

Non Action item

No updates were reported.

g. Status report re: Other engineering work in progress

Non Action item

No update was reported.

10.2 Financial

a. Employee Handbook chapter 4 review

Non Action item

Ms. Harris provided chapter 4 of the Employee Handbook for the Boards review. The Board asked some clarifying questions.

b. Covid-19 CPP update and HBMWD Covid-19 sick leave

ACTION: The Board rescinded the HBMWD COVID-19 sick leave policy established in March 2023 and approved the revised District COVID-19 prevention program

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

In March 2023 the Board approved the supplemental Covid sick pay program. Due to updated isolation guidelines, testing guidance, and public health order from Cal/OSHA, staff recommends the Directors rescind the HBMWD COVID-19 Sick Leave established in March, 2023, and recommends approval of the revised District COVID-19 Prevention Program.

c. January 2024 Financial Statement & Vendor Detail Report

ACTION: Approve the January 2024 Financial Statement and Vendor Detail Report of \$636,560.46

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

Ms. Harris presented the January 2024 financial report. The General Account balance is \$1.4 million. The various investments balance is \$10.4 million. The advanced charges are \$5.6 million with a general reserve of \$2.2 million.

d. January 2024 Fieldbrook-Glendale contract revenue and Expense Summary

Non Action item

This section of the report has been broken out for transparency. It used to be included in the main financial report, but this means of presentation is much easier to review at a glance.

10.3 Operations

December Operations Report:

Non Action item

Mr. Davidsen reported on the February Operations updates.

10.4 Management

Reschedule Director Dunes tour

Non Action item

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The Board rescheduled their Dunes tour to Saturday February 24, 2024, 10:00 am.

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

12. No update was reported.

12.1 ACWA

Non Action item

Director Rupp reported he will be attending a Region 1 Board meeting this month.

12.2 ACWA – JPIA

Non Action item

Director Rupp reported out on his experience attending the ACWA JPIA Strategic Planning conference. Suggesting the District pursue its own strategic plan, the Board concurred.

12.3 Organizations on which HBMWD Serves

a. RCEA:

Non Action item

No update was reported due to Director Woo, the RCEA committee Board representative, being absent.

b. RREDC:

Non Action item

President Latt reported out on the January 22, 2024, RREDC monthly meeting, highlighting a presentation given on offshore wind during the meeting.

ADJOURNMENT

The meeting adjourned at 2:37 pm.

Attest:


Neal Latt, President


J. Bruce Rupp, Secretary/Treasurer