

**Humboldt Bay Municipal Water
District 828 7th Street, Eureka**
Agenda for Regular Meeting of the Board of Directors
 May 16, 2024
 Meeting Start Time: 9:00 AM



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=MjZldGxRa08wZ0FWOHJrUjNhZnFLQT09>
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.

Time Set Items:

8.2 Continuing Business	McNamara & Peepe	9:15 AM
10.2.d Financial	Fiscal year end 6/30/22 Audit	10:00 AM
10.1 Engineering	Engineering	11:00 AM
The Board will take a scheduled lunch break from 12:00 pm to 1:30 pm.		

1. ROLL CALL

2. FLAG SALUTE

3. ACCEPT AGENDA

4. 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. 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 that does not appear on the agenda.

5. MINUTES

- a. April 11, 2024, Regular Board Meeting Minutes*- discuss and possibly approve
- b. April 29, 2024, Special Board meeting Minutes*-discuss and possibly approve

6. CONSENT AGENDA *-These matters are routine in nature and are usually approved by a combined single vote unless an item is pulled for discussion

Media articles of local/water interest (Articles a-e)*- discuss and possibly approve

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7. CONTINUING BUSINESS

7.1 Water Resource Planning*–

- a. Local Sales
 - i. Nordic Aquafarms-discuss
 - ii. Trinidad Rancheria Mainline Extension-discuss
 - iii. Blue Lake Rancheria Mainline Extension-discuss
 - iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project-discuss
- b. Transport-discuss
- c. Instream Flow-discuss
 - i. Director Fuller’s interview with Tom Wheeler with EcoNews*-discuss

7.2 McNamara & Peepe (Time Set 9:15 AM)

- a. Status update
 - i. Monthly Summary Report*-discuss
 - ii. Quarterly meeting rescheduled to May 29 at 1:00 pm-discuss
- b. Site maps & historical sampling results (stormwater and well water)*-reference

8. NEW BUSINESS

- a. Directors attending CSDA’s 2024 SDLA Conference*-discuss and possibly approve
- b. NIMS/SEMS Training*-discuss and possibly approve
- c. Director Vacancy*-discuss

9. REPORTS (from STAFF)

9.1 Engineering – (Time set 11:00 AM)

- a. Reservoirs Seismic Retrofit Project*-status report
- b. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR-status report
- c. Essex Onsite Sodium Hypochlorite Generation Project-status report
- d. Collector Mainline Redundancy-status report
- e. Matthews Dam Advance Assistance Seismic Stability Project*- status report
- f. Status report re: Other engineering work in progress

9.2 Financial

- a. April 2024 Financial Statement & Vendor Detail Report*-discuss and possibly approve
- b. April 2024 Fieldbrook-Glendale contract revenue and Expense Summary*-discuss
- c. Presentation and discussion of FY24/25 Budget*-discuss
- d. Presentation and discussion of proposed Project Budget*-discuss
- e. Fiscal year end 6/30/22 Audit*-discuss and possibly approve **(Time set 10:00 AM)**
- f. Amended Resolution 2024-2 to close inactive County of Humboldt investment accounts*-discuss and possibly approve

9.3 Operations

- a. April Operations Report*-discuss

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9.4 Management

- a. 2025UWMP Guidebook update kick-off meeting*-discuss
- b. Biomass article*-discuss
- c. GM Recruitment*-discuss
- d. ACWA & ACWA JPIA Conference report out-discuss
- e. Bill CA AB2639*-discuss and possibly support
- f. Peninsula Beautification Mural Project*-discuss

10. DIRECTOR REPORTS & DISCUSSION

10.1 General – comments or reports from Directors

10.2 ACWA

Director Report, if any

- a. Investment Subcommittee report out*-discuss
- b. Region 1 Board Meeting report out*-discuss
- c. ACWA Conference report out-discuss

10.3 ACWA – JPIA

Director Report, if any

- a. ACWA JPIA Conference report out-discuss
- b. HR LaBounty Safety Award*-discuss

10.4 Organizations on which HBMWD Serves

- a. RCEA*– report out
- b. RREDC*– report out

ADJOURNMENT

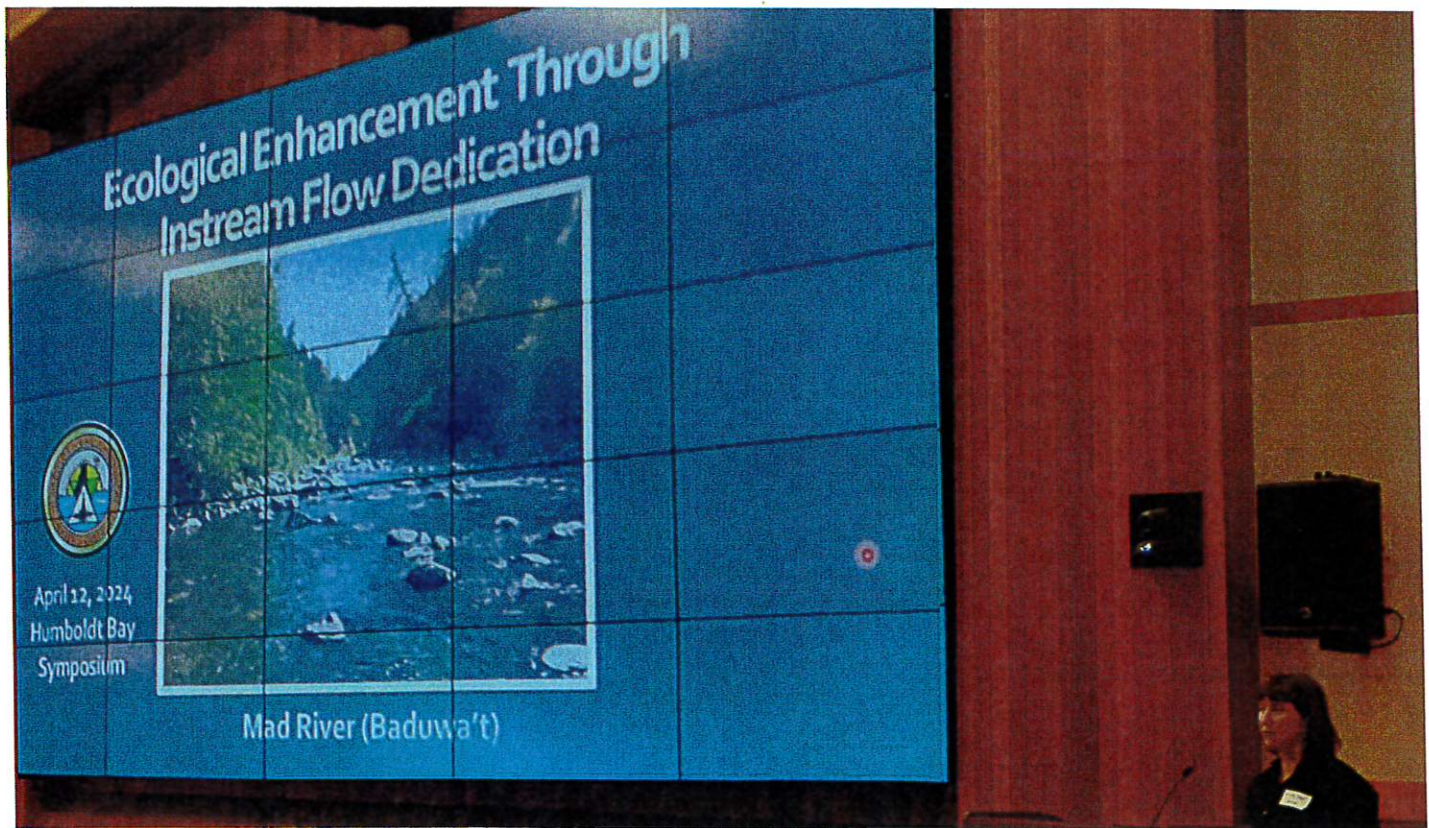
ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (Posted and mailed May 10, 2024.)



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Board of Directors Meeting

May 16, 2024



Director Fuller
Humboldt Bay Symposium
Photo by Sheri Woo

MINUTES

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



Minutes for Regular Meeting of the Board of Directors

April 11, 2024

1. ROLL CALL

President Latt called the meeting to order at 9:01 am. Director Rupp conducted the roll call. Directors Fuller, Woo, Rupp were present. President Latt was present for a portion of the meeting. Director Lindberg 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.

2. FLAG SALUTE

President Latt led the flag salute.

3. ACCEPT AGENDA

ACTION: Motion to accept Agenda

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

4. PUBLIC COMMENT

No public comment received.

5. MINUTES

- a. March 14, 2024, Special Board Meeting Minutes

ACTION: Motion to accept March 11, 2024 Minutes

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

6. CONSENT AGENDA

ACTION: Motion to accept Consent Agenda

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

7. CORRESPONDENCE

- a. Letter to FERC transmitting 2023 DSSMR

Non Action item

Mr. Friedenbach discussed the annual DSSMR report. This letter transmitted to FERC the completed DSSMR.

- b. Letter from FERC RE Emergency Action Plan tabletop and functional exercises

Non Action item

HBMWD received this response from FERC regarding the EAP tabletop and functional exercises, Stating they reviewed the submittal with no comments. They plan on attending the exercise on September 27, 2024.

- c. Letter from FERC RE Updated response to recommendations from the ninth independent consultant inspection report for R.W. Matthews Dam

Non Action item

HBMWD received this correspondence from FERC in response to a letter FERC received from the District on this matter. FERC accepted the responses submitted by the District.

8. CONTINUING BUSINESS

8.1 Water Resource Planning

- a. Local Sales

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SECTION

5.a

PAGE NO.

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No updates received.

i. Nordic Aquafarms

Non Action item

No update received.

ii. Trinidad Rancheria Mainline Extension

Non Action item

No update received.

iii. Blue Lake Rancheria Mainline Extension

Non Action item

No update 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 received.

c. Instream Flow-discuss

i. 1707 Petition for Change

Non Action item

A draft 1707 application was submitted to the water Board staff for their initial draft review. A six-page response of review comments were received from that draft review. Staff, District Counsel, and consultants have been preparing responses to these comments as appropriate. Mr. Friedenbach requested to schedule a Special Board meeting for the 1707 Petition for Change which has been tentatively set for Monday April 29, 2024 at 4:30 pm.

ii. 1707 CEQA Notice of Exemption

ACTION: Motion to approve

No Action taken

Meredith Nikkel with Downey Brand attended via Zoom for this agenda item. She suggested waiting for the Special Board meeting mentioned above to approve this CEQA Notice of Exemption. The Board concurred to table the item until the Special Board meeting.

iii. 2024 Humboldt Bay Symposium Presentation April 12, 2024, 3:20 pm

Non Action item

Director Fuller will be giving a PowerPoint presentation on Instream Flow at the 2024 Humboldt Bay Symposium April 12, 2024, at 3:20 pm.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

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a. Status update

i. Monthly Summary Report

Non Action item

Mr. Friedenbach reported the stormwater sampling was conducted by DTSC on March 11, 2024. DTSC is waiting for the laboratory analytical report. The virtual quarterly update meeting will be held April 30, 2024 11:00 am.

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

Non Action item

These were included for informational purposes.

9. NEW BUSINESS

a. City of Arcata RDA Compensation agreement

ACTION: Motion to approve Ad-hoc committee

No Action taken

Director Woo recused herself due to a conflict of interest.

David Loya, Director of development and Kiko Barr, Community Development Specialist, with the City of Arcata attended for this agenda item. The City of Arcata requested a Community Development Agency Successor Compensation Agreement (CDASCA) on August 31, 2022. Mr. Loya discussed the background and specifics of this agreement. With a few updates, it has been brought back to the Board. A discussion ensued. The Board requested an ad-hoc committee be created to create an MOU/MOA between the District and the City of Arcata regarding the District's pipeline easements within the City and to address development encroachment in and around District easements. Action on the SCASCA was tabled to a future Board meeting pending the MOU/MOA agreement adoption.

b. GM recruitment and ad-hoc committee

ACTION: Motion to approve GM recruitment

No Action Taken

The Board requested a timeline for the process for the General Manager recruitment due to the current General Manager's retirement in 2025. Staff provided options with samples for the Boards review. The Board asked clarifying questions and an in-depth discussion followed. Direction was provided to staff to move the process forward with regular reports at Board meetings. No ad hoc committee was desired.

c. RLCSD policy 6225

ACTION: Motion to approve RLCSD policy 6225 in accordance with the provisions of Master Lease Amendment 3

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

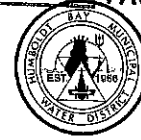
Caitlin Canale, General Manager of RLCSD attended VIA zoom for this agenda item. RLCSD is requesting the approval of changes to Policy 6225, Construction and Maintenance of Pit Privies.

d. Trinity County LHMP – HBMWD Annex

Non Action item

For any FEMA Hazard Mitigation Grant, one of the requirements is that the agency is a participant in the Local Hazard Mitigation Plan (LHMP) which are produced by local

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counties. For the District to be eligible for the grant and since Ruth Lake Dam is located in Trinity County, the District needs to be a participant in Trinity County's LHMP. Trinity County was two years delinquent in submitting their LHMP. Staff found out Trinity County submitted their draft plan excluding HBMWD's chapter 6 annex. After some correspondence with their staff, the District's Annex was accepted and is being including in Trinity County's LHMP.

Resolution 2024-03, AWWA Drinking Water Week May 5-11, 2024

ACTION: Motion to approve Resolution 2024-03

Maker: Director Rupp **Second:** Director Woo **Roll call Vote:** 4 ayes 0 nays to approve

This is a resolution recognizing the annual Drinking Water Week.

e. Resolution 2024-04, Quagga/Zebra Mussel infestation prevention grant program

ACTION: Motion to approve Resolution 2024-04

Maker: Director Rupp **Second:** Director Woo **Roll call Vote:** 4 ayes 0 nays to approve

This resolution is a requirement of the application for the 2024-25 Quagga grant for which the District will apply.

f. Samoa Peninsula Concrete Vault Public Art Project

ACTION: Motion to approve Samoa Peninsula Concrete Vault Public Art Project

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

As presented during the March Board meeting Redwood Community Action Agency proposes creating artwork on certain HBMWD appurtenant structures on the Samoa Peninsula which will be grant funded by RCAA. The Board directed the GM to review the artwork for appropriateness.

g. LAFCO official ballot – Independent Special District Election

ACTION: Motion to cast HBMWD's vote for Heidi Benzonelli for independent special District regular member

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

The Board discussed the candidates and made their decision, choosing Heidi Benzonelli.

10. REPORTS (from STAFF)

10.1 Engineering –

a. Reservoirs Seismic Retrofit Project-status report

i. Albat construction management agreement

ACTION: Motion to approve Albat construction management agreement for \$332,642.

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

As stated in past Board meetings, the District was granted a FEMA Hazard Mitigation Grant for the seismic retrofit three water storage tank reservoirs project. An initial Request for Qualifications (RFQ) was published for this project January 4, 2024 with no responses. A second RFQ solicitation was published on February 16, 2024. The District received two responses to the second RFQ. A Statement of Qualification review team was assembled and completed their review March 19, 2024. Staff recommends the Board

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authorize a contract with Albat of Sacramento as the preferred respondent for this project in the amount of \$336,642.00.

ii. Grant Extension

Non Action item

The District requested an extension for the project completion due to publishing a second RFQ for this project. The request was to extend the completion date from March 2025 to March 2026. Cal OES granted the extension to June, 2025.

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

Non Action item

Mr. Friedenbach reported on the meeting he attended with the city of Eureka's City Manager and environmental staff person, and a representative from GHD in regards to this project. The City is willing to partner with the District regarding possible mitigation sites on City owned property on the Samoa Peninsula.

c. Essex Onsite Sodium Hypochlorite Generation Project

Non Action item

No update received.

d. Collector Mainline Redundancy

Non Action item

Staff received a FEMA request for information. Mr. Friedenbach and GEI worked together and prepared a response to this request which was submitted this week.

e. Matthews Dam Advance Assistance Seismic Stability Project

Non Action item

No update was received.

f. Status report re: Other engineering work in progress

Non Action item

No update was received.

10.2 Financial

a. March 2024 Financial Statement & Vendor Detail Report

ACTION: Motion to approve March 2024 Financial Statement & Vendor Detail Report in the amount of \$397,367.22

Maker: Director Rupp **Second:** Director Woo **Vote:** 3-0 to approve , Director Latt was not present

Ms. Harris presented the march 2024 financial report. The General Account balance is \$1.4 million. The various investments balance is \$11.3 million. The advanced charges are \$5.5 million with a general reserve of \$3 million.

b. March 2024 Fieldbrook-Glendale contract revenue and Expense Summary

Non Action item

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

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c. Resolution 2024-02 to close inactive County of Humboldt investment accounts

ACTION: Motion to approve closing inactive County of Humboldt investment accounts

Maker: Director Rupp **Second:** Director Woo **Roll call Vote:** 3 ayes 0 nays, Director Latt was not present

Staff recently learned the District has three inactive investment accounts held by the County of Humboldt which have remained open although they were requested to be closed in 2019. The County requires a Resolution from the Board in order to close these accounts. Resolution 2024-02 requests the accounts be closed and remaining funds be transferred to the active Tax Account.

10.3 Operations

a. March Operations Report:

Non Action item

Mr. Davidsen reported on the March Operations updates. He also reported a large amount of erosion around Ruth Lake and that there are many trees in the lake due to the recent heavy rainfall.

b. Surplus Request: repair supplies

ACTION: Motion to approve Surplus request

Maker: Director Rupp **Second:** Director Woo **Vote:** 3-0 to approve, Director Latt was not present

Staff requested to surplus 1998 John Deere rotary cutter.

c. Request purchase order authorization for new collector pump

ACTION: Motion to approve purchase order

Maker: Director Woo **Second:** Director Rupp **Vote:** 3-0 to approve, Director Latt was not present

Mr. Davidson is asking for approval for a purchase order for a new pump for collector 2. Because of the lead time, the pump will not be delivered until July/August and will be funded in the 2024-25 Project Budget.

10.4 a. CSDA Humboldt area chapter membership certificate

Non Action item

HBMWD is a member of the CSDA Humboldt Area Chapter. This is the annual membership certificate.

b. Employee barbeque May 21, 2024

Non Action item

The District's annual barbeque has been scheduled for May 21, 2024 at Essex.

c. Quads at Ruth Lake lease lots

Non Action item

This was an item on the April 9, 2024 RLCSD Board meeting agenda. Staff wanted to bring it to the Board's attention. RLCSD Board has addressed the issue.

11 DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

No update was received.

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11.2 ACWA

No update was received.

11.3 ACWA – JPIA

Director Rupp reported on his attendance of an ACWA/JPIA finance and liability meeting. Director Rupp briefly discussed cyber security premiums.

11.4 Organizations on which HBMWD Serves

a. RCEA:

Non Action item

Director Woo reported on the March RCEA meeting.

b. RREDC:

Non Action item

This monthly meeting was canceled due to no quorum.

ADJOURNMENT

The meeting adjourned at 2:39 pm.

Attest:

Neal Latt, President

J. Bruce Rupp, Secretary/Treasurer

Humboldt Bay Municipal Water
828 7th street
Eureka, CA



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1. ROLL CALL

President Latt called the meeting to order at 4:32 pm. Director Lindberg conducted the roll call. Directors Fuller, Latt, Woo, and Lindberg were present. Director Rupp was absent. General Manager John Friedenbach, Superintendent Dale Davidson, and Board Secretary Contessa Dickson were present.

2. FLAG SALUTE

President Latt led the flag salute.

3. ACCEPT AGENDA

ACTION: Motion to accept agenda

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

4. PUBLIC COMMENT

No public comment was received.

5. CONTINUING BUSINESS**5.1 Instream Flow****a. 1707 petition for change**

Action item: Motion to approve 1707 petition for change with direction to the General Manager to include all Director editorial comments

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

Water rights attorney Meredith Nikkel with Downey Brand attended via Zoom to answer any questions. For several years District staff has worked with consultants and held numerous Instream Flow Committee and public meetings regarding this petition. With the results from those events and including the feedback from Water Board staff "draft review" comments, staff presented the final draft 1707 Petition for Change to the water rights permits 11714 and 11715 on the Mad River. The change is to designate a portion of the water to instream flow under water code section 1707 to environmental benefit in the Mad River between R.W. Matthews dam and the diversion facilities at Essex. The Petition proposes a permanent change to the water rights for 31 cfs per month flow release from R.W. Matthews dam. The Board asked several questions and provided their suggested edits to the narrative.

Public comment was received by Margaret Tauzer with NOAA: Margaret thanked the Board for going over changes made to the 1707 petition for change and wanted to go on the record to state that NOAA does not support the 1707 petition for change as currently drafted and has proposed some flow dedications that they would support.

b. 1707 CEQA Notice of Exemption

Action item: Motion to approve 1707 CEQA Notice of Exemption

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

After consultation with the District Special Counsel, it was determined that this project qualifies for the following categorically exemptions: Section 15301 – Existing Facilities Exemption; 15304 – Minor Alterations to Land Exemption; 15307 and 05308 – Actions by Regulatory Agencies for Protection of Natural Resources and/or the Environment. The Board found that the project qualifies for those Categorical Exemptions and directed staff to file the necessary CEQA paperwork for this project.

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ADJOURNMENT

The meeting adjourned at 5:30 pm.

Attest:

Neal Latt, President

David Lindberg, Assistant Secretary/Treasurer

CONSENT

LOST COAST OUTPOST

RYAN BURNS / 5/8/2024 @ 3:24 P.M. / ENVIRONMENT, GOVERNMENT

Coastal Commission to Consider Humboldt Bay Seawater Intake System Upgrades Needed for Nordic Aquafarms Project
Computer rendering of Nordic Aquafarms' proposed recirculating aquaculture system (RAS) facility slated for development on the Samoa Peninsula. | File image.

The California Coastal Commission will hold its monthly three-day meeting up in Crescent City this week, and on Wednesday commissioners are set to consider permitting some major upgrades to old seawater intake systems located in Humboldt Bay.

The permit is being sought by the Humboldt Bay Harbor, Recreation and Conservation District, but expect some Norwegians to tune in to the livestream feed. That's because the infrastructure upgrades are necessary for the operation of Nordic Aquafarms' planned onshore fish farm, which is slated for development on the Harbor District-owned Redwood Marine Terminal II property.

That property formerly hosted the Samoa pulp mill, which used the two seawater intake systems (called "sea chests") to support mill operations. In order to meet the needs of future tenants, including Nordic's \$650 million recirculating aquaculture system (RAS) facility, the Harbor District seeks permission to eventually withdraw up to 11.8 million gallons of water per day, or 8.25 gallons per minute.

The District's proposal also calls for refurbishing the intake structures, adding mesh screens, installing water delivery pipelines on upland portions of the project site and building supporting infrastructure needed to convey seawater to other future tenants of the property. The District's long-term plans for the site call for development of a National Marine Research and Innovation Park.

Coastal Commission staff is recommending approval of the project, but only with a dozen special conditions, including mitigation measures to protect marine life and approval from both the California Department of Fish and Wildlife (CDFW) and the North Coast Regional Water Quality Control Board (NCRWQCB).

A staff report notes that the project would impact marine life in Humboldt Bay, which is home to a wide variety of plants and critters, including several special-status species such as longfin smelt and several types of salmon. The Harbor District's proposed screening systems "are designed to avoid or substantially reduce impacts to these listed species," staff says, "as the screen mesh size and the intake water velocities are expected to essentially eliminate impingement, which occurs when larger marine organisms are trapped or injured on the screens due to the velocity of the water intake."

But the intake system would still suck in smaller organisms, including the larvae of longfin smelt, which are listed as threatened under the state Endangered Species Act. The CDFW has investigated this issue and recommends requiring the Harbor District to restore 5.89 acres of "highly productive habitat" in the Bay.

The Coastal Commission received 19 letters on the matter — some in favor of the project, some opposed. In the latter category, environmental nonprofit Humboldt Waterkeeper (formerly called Humboldt Baykeeper) raises concerns about leftover industrial contamination along the shoreline, where the Harbor District plans to construct a 4,650-foot-long pipeline trench.

Frank Egger, president of the North Coast Rivers Alliance, argues that with the billion-dollar Pacific Coast fishing industry "collapsing," the potential for fish entrainment alone should make the project a "non-starter." Other letters contend that Nordic's plans and the associated environmental review have been "piecemealed" and are thus insufficient.

Several emails in support of the project highlight the value of redeveloping a brownfield site into a fish farm and aquaculture innovation center.

The Coastal Commission is scheduled to consider two other Humboldt-specific items on Wednesday. Local attorney Russell Clanton and his wife want to tear down an existing home on Stagecoach Road in Trinidad and build a larger one. And PG&E wants to inspect and repair an underground gas transmission pipeline located in the Arcata Marsh and Wildlife Sanctuary. Staff recommend the commission approve both, with conditions.

Meetings of the Coastal Commission can be live-streamed on cal-span.org, and anyone wishing to comment can submit a speaker request on the commission's website.

RYAN BURNS / 05/07/24 @ 3:24 P.M. / ENVIRONMENT, GOVERNMENT

[UPDATED] Coastal Commission Approves Humboldt Bay Seawater Intake System Upgrades Needed for Nordic Aquafarms Project

UPDATE, May 8, 4:13 p.m.:

After more than an hour of discussion, which included the addition of some new conditions of approval by staff as well as public comments both in opposition and support, the California Coastal Commission unanimously approved the project.

In granting the Harbor District's permit application, the commission cleared away one of the last remaining administrative hurdles for Nordic Aquafarms' proposed fish-production factory on the Samoa Peninsula.

The coastal development permit will allow the Harbor District to upgrade its seawater intake infrastructure in Humboldt Bay, install new underground water pipelines along the bay, perform a variety of environmental mitigation activities and, eventually, withdraw up to 11.8 million gallons of water per day for tenants in the future National Marine Research and Innovation Park.

Appearing remotely, Harbor District Director of Development Rob Holmlund explained that while nearly 12 million gallons per day may sound like a lot of water, it represents just a tiny fraction — roughly 1/6,000th — of the *20 billion gallons* exchanged in Humboldt Bay during each and every six-hour tidal cycle.

In presenting the project to the commission, staff acknowledged that the water intake system will have a substantial adverse impact to marine life in the bay, sucking in tiny fish eggs, larvae and other planktonic organisms, mitigation measures can fully offset the resulting loss in productivity.

The prescribed mitigation measures include:

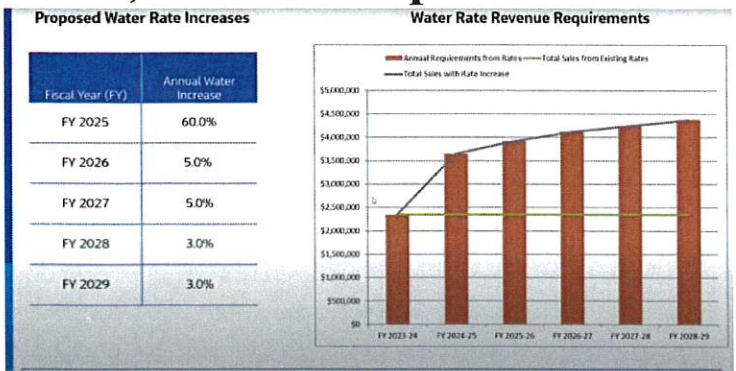
- the removal of nearly 1,000 derelict, creosote-treated piles and crossbeams from an old dock in Fields Landing,
- the eradication of an invasive species (particularly *Spartina densiflora*, aka European beachgrass) from salt marsh habitats around Humboldt Bay, and
- tidal marsh restoration on district-owned property at the foot of Bay Street, on Eureka Slough.

Commissioner Mike Wilson recounted his long journey with the Harbor District's Redwood Marine Terminal II property, including his tenure as a chair of the Harbor District's board of commissioners, during which it was discovered that roughly 4 million gallons of toxic pulping liquor were being stored in deteriorated storage tanks at the former pulp mill site.

Wilson said that while this project will have negative impacts, that's true of all forms of food productions and he believes that, with the mitigation measures, the benefits will ultimately outweigh the costs.

TIMES STANDARD

Water, sewer rate spike discussed by Fortuna council



The Fortuna City Council discussed a water and sewer rate increase for residents on Monday. (Screenshot) By [JACKSON GUILFOIL](#) | jguilfoil@times-standard.com | Eureka Times-Standard
 PUBLISHED: April 16, 2024 at 2:52 p.m. | UPDATED: April 16, 2024 at 2:57 p.m.

Under a proposed increase, Fortuna water and sewer payers could see rates roughly double by fiscal year 2028-29, with most of the spike coming next year.

The Fortuna City Council asked city staff at their Monday meeting to bring back a draft that softens the initial blow: wastewater in 2025 would have seen a 40% increase and water would've jumped by 60%. However, city debt service coverage requirements and capital improvement projects mean that they likely have little choice but to ask residents for a rate raise.

"This can's been kicked down the road for quite a few years. We've talked about the need to increase water and wastewater rates for, well, since 2011. And I think it's come up every year and for whatever reason, there was never an attempt by the council to get these issues addressed," Councilmember Mike Losey said.

Currently, the average monthly water bill is \$28.74, which under the proposed increase would spike to \$53.78 in fiscal year 2028-29. For wastewater, the increase is \$47.36 to \$96.72. Losey said the immediate jump would be "almost unmanageable," for Fortuna residents, and instead urged a more incremental approach.

However, the city's consultant noted that under an alternative plan without the immediate jump, residents could ultimately pay more in the long run. Councilmember Kris Mobley said the city might end up needing the additional funds anyway.

The first leap in water and wastewater rates aim to catch the city up from the past decade – where despite inflation and the city's debt service requirement mandating that annual net revenues must be 125% of the water system's annual debt service requirements, the rates remained stagnant.

The council balked at the immediate spike in water and sewer connection fees for builders, which in most cases – the full table of proposed increases can be viewed at <https://bit.ly/43YQpPH> – rose by thousands of dollars.

"To jump it up that much, I mean, it's almost three times the amount, and that's going to be hard on top of all of the other inflation costs for builders," Mobley said.

During public comment, 2nd District Supervisor Michelle Bushnell – whose district includes Fortuna – noted the recent Pacific Gas and Electric Co. rate hikes and the cumulative effect of spiking costs for virtually everything harms residents. She gave an example of when Southern Humboldt County's Resort Improvement District increased the price of water and sewer hookups.

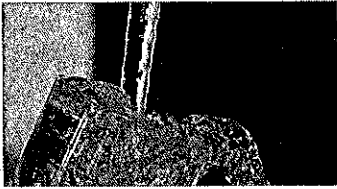
"The construction loan wouldn't cover that portion and so they now allow for a payment plan on their hookup fees for two to three years so that people can actually build because it halted construction out in Shelter Cove," Bushnell said.

Former Mayor Sue Long also commented, noting the item's poor timing given inflationary costs and other non-discretionary spending jumps.

"Adding all these other costs is just making everything harder and I know that you guys are in a tough spot, and we have to do something," Long said.

For the increase to pass, the majority of homeowners in Fortuna would need to support it – or at least not oppose it – following the adoption of the rate study, per Proposition 218.

A full list of the proposed increases and their contextual relationship with other Humboldt County rates can be viewed at towncloud.io/go/fortuna-ca/agendas/279.



The nationwide cost to treat or replace contaminated drinking water is estimated at \$1.5 billion a year. The ubiquitous chemicals, linked to cancer and other diseases, build up in people and the environment.

By Rachel Becker and John Osborn D'Agostino, Cal Matters

The U.S. Environmental Protection Agency today unveiled the first nationwide limits on dangerous "forever chemicals" in drinking water, setting standards that will have sweeping, costly effects throughout California.

Several thousand water systems around the country are expected to exceed the new limits for the chemicals, which have been linked to an array of diseases – including cancer and heart disease – and have contaminated people and animals worldwide, including newborns.

In California alone, traces of the compounds have been detected in water systems serving more than 25 million people, nearly a third in disadvantaged communities, according to an analysis by the Natural Resources Defense Council.

Known as "forever chemicals" because they don't break down, perfluoroalkyl and polyfluoroalkyl substances have contaminated everything from Arctic ice to household dust to food. Previously used to make Teflon and found in some firefighting foam, stain-resistant coatings and other products, the chemicals leach into soil and water from industrial facilities, military bases, airports and landfills. Nearly everyone in the United States has been exposed.

A CalMatters analysis of 2023 state data found 214 water systems in California with 796 public wells that exceed the new federal drinking water standards. That's more than half of the California systems that tested their water and reported their findings to the state.

California has state guidelines for the chemicals that are far less stringent. Now, under the new federal standards, the number of California wells that contain unacceptable levels will grow by 255% – an additional 572 wells, according to CalMatters' analysis. The agencies with the contaminated wells provide water to millions of Californians, although not all of them drink the affected well water. Some suppliers may already have begun treatment or rely more heavily on other supplies.

Drinking water wells likely to violate the new limits are found throughout California, including in parts of Orange County, Los Angeles, San Diego, Riverside County, the Santa Clarita Valley, San Jose, Fremont, Visalia, Fresno and some military facilities, including Camp Pendleton.

New federal standards for "forever chemicals" affect California wells

At least 796 wells in 214 water systems in California would exceed new federal standards for per- and polyfluoroalkyl chemicals, known as "forever chemicals," according to 2023 data from the California State Water Resources Control Board. This amounts to 53% of tested water systems and 42% of tested wells. Under a more lax California guideline, just 224 wells in 85 water systems had excessive amounts of the chemicals.

Newly announced federal standards that determine whether water is contaminated with unsafe levels of forever chemicals would find at least 796 measured wells in violation within 214 water systems across California. This would encompass 53% of measured water systems and 42% of measured wells, according to 2023 data from the California State Water Resources Control Board. Using California standards, just 224 wells in 85 water systems would be in violation.

This analysis calculated average levels in wells that were measured multiple times in 2023. Wells that violated one of three conditions were flagged as in violation: PFOS or PFOA levels over 4 ng/L, HFPO-DA, PFHxS, or PFNA over 10 ng/L, or a calculated hazard index based on the presence of four other forever chemicals higher than 1.

Water agencies nationwide must now test water for the chemicals and will have five years to comply with the new federal limits. Utilities and cities warned that the cost of water will rise for many consumers. Those with elevated levels will have to install treatment systems, shut down wells and replace them with more expensive imported water, or blend contaminated water with other supplies.

The EPA estimates that the costs could reach \$1.5 billion per year. But a water industry report last year estimated that the cost could reach between \$2.5 and \$3.2 billion, based on a previous EPA proposal.

Cindy Tuck of the Association of California Water Agencies said the high cost raises questions about whether the new standards are feasible. But, she added, "at the end of the day, our members are going to comply, and they need financial assistance."

"Some money will come in from the polluters, some money will come in from low interest loans or loans in general. And then some money will have to come from the customer," said Mike Alvord, director of operations and maintenance for the Santa Clarita Valley Water Agency, which serves more than a quarter million people.

Brenda Mallory, chair of the White House Council on Environmental Quality, announced \$1 billion through the Bipartisan Infrastructure Law to help fund testing and treatment for public water suppliers and private well owners, part of a \$9 billion package to tackle emerging contaminants.

"The only level that is truly protective would be zero," said Jamie DeWitt, an Oregon State University professor of toxicology and member of an EPA science advisory board. But given the costs and the technology available, Dewitt said, "This is the best we're going to get right now."

Dewitt added, "Maybe the costs today seem really high, but if you spread those costs out over a lifetime, then it's lower than the anticipated health care costs we may experience from higher exposure levels of those particular (chemicals)."

'Forever chemicals' have an array of health effects

The EPA estimates that the rule will prevent 30,000 illnesses and 9,600 deaths, and save \$1.5 billion from reduced cancers, heart disease, strokes and birth complications.

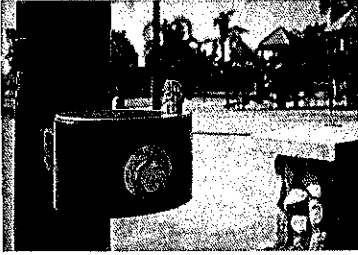
The health effects of the chemicals came to light with the high-profile case of a DuPont factory in West Virginia that contaminated drinking water in the Ohio River Valley. Long-term studies in the communities have reported a "probable link" between drinking the water and heart disease, colitis, thyroid disease, testicular and kidney cancer and pregnancy disorders. In 2017, DuPont paid \$671 million to settle a class action lawsuit representing about 3,000 people in a case dramatized by the film Dark Waters.

In recent years, California has passed laws restricting "forever chemicals" in consumer products, including certain food packaging, new clothing, fabric accessories, furnishings and other textiles, and cosmetics. Lawmakers are also weighing a bill this year that would ban the sale of products that contain intentionally added perfluoroalkyl and polyfluoroalkyl chemicals.

Now cities and utilities must meet new federal standards called maximum contaminant levels for five "forever chemicals." A sixth chemical is limited when it's found in mixtures.

Perfluorooctanoic acid and perfluorooctane sulfonic acid, known as PFOA and PFOS, each cannot exceed the new standard of 4 parts per trillion in drinking water – equivalent to four cups of the chemical in a trillion cups of water. (California's guidelines limited PFOA to 10 parts per trillion and PFOS to 40 parts per trillion.) In addition, three other chemicals, including some used as replacements for PFOA, will be limited to 10 parts per trillion, and there's a cap for certain mixtures, too.

Many California water agencies have already started to reckon with "forever chemicals" under the state's guidelines. But they say that their costs will now climb steeply. In January, Gov. Gavin Newsom proposed cutting more than \$100 million from the budget of a state program aimed at cleaning up the contaminants.



A water fountain at Rio Hondo Park in Pico Rivera. Some wells in the city violated limits on “forever chemicals,” forcing the city to treat the water. Photo by Tash Kimmell for CalMatters

Jason Dadakis of the Orange County Water District said 62 out of roughly 200 large municipal wells in the basin, which serves northern and central parts of the county, were taken offline to comply with the California guidelines.

Of those, 38 now undergo treatment and have come back online. Treatment facilities for the remaining wells are expected to be completed by early 2025 at an upfront cost of roughly \$300 million, Dadakis said. He estimates that operations and maintenance are likely to climb to \$700 million over the next 30 years.

Now, under the new federal limits, Dadakis estimates that another 40 wells in the basin could be affected – almost doubling construction costs and increasing yearly treatment costs to roughly \$1.2 billion over 30 years.

The water district is weighing a 10% rate increase to the cities and water providers to help cover the costs.

“It’s pretty unprecedented to have an enforceable standard at that level – that very single-digit, parts-per-trillion level,” said Jason Dadakis, executive director of water quality and technical resources for the Orange County Water District. “So a lot of people are kind of grappling with that, and doing testing right now to understand what the impacts to their systems could be.”

DuPont, 3M and other manufacturers of the chemicals have agreed to multi-billion dollar settlements following nationwide class action lawsuits. But California Attorney General Rob Bonta, who called the payout too little, too late, filed a separate lawsuit against the companies seeking water treatment as well as funds for testing, medical monitoring, replacement water and more, according to the complaint.

The Santa Clarita Valley Water Agency took out of service more than half of its 45 wells after detecting the chemicals above the state guidelines, though five are now back online with treatment. Alvord said treating the water could cost \$200 million, plus yearly operation and maintenance costs – and that was before considering the new, more stringent federal guidelines.

Alvord said the agency was able to shut off the wells while installing treatment because it had other sources, unlike water suppliers with fewer resources. He expects smaller utilities to struggle even more now.

“Once you exceed a (federal standard) there’s no way out. There’s no ifs, ands or buts... You’re done.”

The Pico Water District, which serves part of Pico Rivera in Los Angeles County, has already raised customers’ rates to help cover the costs of treating wells, which are the city’s only source of drinking water, said General Manager Joe Basulto.

Though much of the \$5.5 million project was covered by a grant, the district still has to come up with the remainder, plus yearly operation costs of at least \$650,000.

“It’s really hitting our reserves pretty hard right now to come up with the rest. And on top of that too, we’ve got to plan to keep the treatment facilities online,” Basulto said. “It’s a tough road.”



ORANGE COUNTY WATER DISTRICT SWIFTLY RESPONDS TO EPA PFAS RULING

- BY ORANGE COUNTY WATER DISTRICT
- APR 11, 2024

FOUNTAIN VALLEY – The Orange County Water District (OCWD) and its 19 retail water providers are intensifying their collaborative efforts to combat PFAS contamination in Orange County following the U.S. Environmental Protection Agency’s (EPA) establishment of legally enforceable Maximum Contaminant Levels (MCLs) for six PFAS chemicals. Consistent with the requirements of the new MCLs, water providers will work expeditiously to design and construct more PFAS treatment plants to restore impacted groundwater wells within the five-year compliance period. Since early 2020, Orange County water agencies have been actively addressing PFAS following California’s adjustment of health advisory levels for PFOA and PFOS.

The EPA officially set the MCL for PFOA and PFOS at 4.0 parts per trillion (ppt), the MCL for PFNA, PFHxS and HFPO-DA at 10 ppt, and established a Hazard Index of 1 for any mixture of PFNA, PFHxS, PFBS, and HFPO-DA. With these new MCLs in place, approximately 40 more wells within the OCWD service area will be affected, bringing the total number of PFAS-impacted wells to approximately 100. Parts per trillion is an extremely minute measurement, detectable only recently with advanced lab equipment. To provide perspective, one ppt is equivalent to a drop of water in 20 Olympic-size pools or one second in 30,000 years.

“Despite bearing no responsibility for the release of PFAS into the environment, we are doing everything we can to remove them from groundwater supplies,” said District President Cathy Green. “We’ve already achieved significant milestones—from launching the nation’s largest PFAS Treatment Pilot Project to being the first public agency in California certified to detect PFOA and PFOS to investing millions in building PFAS treatment plants,” she added.

In fact, OCWD has already constructed enough PFAS treatment plants to bring more than 38 wells back online. This marks a substantial investment in addressing this issue.

PFAS contamination remains OCWD’s top priority—it’s a significant and costly challenge. The estimated cost of addressing PFAS in Orange County over the next 30 years is approximately \$1.8 billion. OCWD has undertaken various measures to protect water quality and customers, including legal actions against polluters and advocating for legislation to fund PFAS cleanup while ensuring water agencies aren’t held liable.

“OCWD and its water retailers reliably provide drinking water every day to the 2.5 million people in its service area,” Green emphasized. “The District’s stringent water quality monitoring and testing ensure that tap water consistently meets all state and federal standards.”



California Special Districts Association

Districts Stronger Together

US House Passes Historic Legislation Defining Special Districts in Federal Law



By [Vanessa Gonzales](#) posted 5/7/2024

By [@Kyle Packham](#) (CSDA Advocacy & Public Affairs Director)

Federal Legislation Would Open Funding Opportunities for Special Districts Providing Essential Services to Nearly All of California's 39 Million Residents

Yesterday, in a major victory for special districts and the National Special Districts Coalition (NSDC), the U.S. House of Representatives overwhelmingly passed the *Special District Grant Accessibility Act (H.R. 7525)*, legislation that would codify a first-ever definition of "special district" in federal law. Additionally, the bill would direct the White House Office of Management and Budget to require federal agencies to ensure that special districts are eligible for all appropriate forms of federal assistance.

The bipartisan legislation, which cleared the House on an overwhelming 352-27 vote, is authored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO) and was cosponsored by 14 Members of the California Congressional Delegation from both sides of the aisle. Action now turns to the Senate, where NSDC is working with key Members in an effort to advance a companion measure.

Over 250 special districts and other organizations sent letters or signed CSDA's April 9 Coalition letter to California's Congressional Delegation in support of H.R. 7525. Special districts and other organizations not listed on the April 9 letter are encouraged to sign-on using this online form to be added to an updated letter CSDA will soon send to California's United States Senators.

The Special District Grant Accessibility Act is the top priority of NSDC, of which CSDA is a founding member. Last week, CSDA Chief Executive Officer Neil McCormick and Chief Advocacy and External Affairs Officer Kyle Packham traveled to Washington D.C. together with special district representatives from eight other states. The contingent met with the White House Office of Intergovernmental Affairs and over 20 legislative offices including the offices of California's Senator Alex Padilla and Senator Laphonza Butler.



While in Washington, CSDA was honored to join the coalition in meeting with the sponsor and original cosponsor of the Special District Grant Accessibility Act. Representatives Fallon and Pettersen both spoke on the House Floor in support of H.R. 7525:

- [Congressman Pat Fallon \(R-TX\) Floor Speech](#)
- [Congresswoman Brittany Pettersen \(D-CO\) Floor Speech](#)

Following passage of the legislation, the sponsor and original co-sponsor released the following quotes respectively in a nationwide press release:

“The consequence of current law is some communities served by special districts cannot access certain federal funding opportunities, which has a huge impact on the ability of special districts to provide vital services and meet community needs,” Congressman Fallon said. “H.R. 7525 resets the board and ensures special districts have the resources, autonomy, and flexibility to address the unique challenges and opportunities facing their communities.”

“There are 3,500 special districts in Colorado alone, which are responsible for critical services for our communities ranging from drinking water and wastewater management, to health care, transit, and natural resource conservation,” said Congresswoman Pettersen. “Unfortunately, special districts have not had a specific definition under federal law, meaning Coloradans in these areas are missing out on federal funding opportunities that help other communities with reliable ambulance service, wildfire protections and firefighters, pandemic response services, and more. I’m proud to work on this bipartisan bill with Congressman Fallon to help us better adapt to the complexity of local governments and ensure Coloradans and people across the country have access to the support they need.”

H.R. 7525 would require the White House Office of Management and Budget to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. Specifically, H.R. 7525 would establish the following definition in Federal law (Title 13 of US Code):

“The term ‘special district’ means a political subdivision of a State, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the purpose of performing limited and specific governmental or proprietary functions that

distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.”

“Since the formation of California’s first special district in 1887, the now 2,000 independent special districts in our state have confronted some of our nation’s biggest challenges at the local level, be they drought, flood, fire, and more,” said Neil McCormick, Chief Executive Officer of the California Special Districts Association and Immediate Past Chair of NSDC. “Passage of H.R. 7525, the Special District Grant Accessibility Act, by the United States House of Representatives is a historic moment in recognizing the value of special districts to the communities they serve and improving intergovernmental partnership as we confront the many challenges ahead.”

“We’re extremely grateful to Representatives Fallon and Pettersen for their strong leadership on behalf of special districts and for marshaling this historic bill through the House,” said Ann Terry, Chair of the National Special Districts Coalition (NSDC). “We hope today’s overwhelming vote in the House sets the stage for timely action in the Senate and will carry H.R. 7525 through to the President’s desk, where it will be signed into law.”

According to NSDC, there are more than 35,000 special districts in the U.S. providing a range of infrastructure and essential community programs across the country including parks, water, sanitation, fire protection, ports, cemeteries, healthcare, electricity, pest control, and libraries.

For more information on H.R. 7525, visit [Special District Grant Accessibility Act - California Special Districts Association \(csda.net\)](https://www.csda.net).

CONTINUING BUSINESS

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
From: John Friedenbach
Date: May 16, 2024
Subject: Water Resource Planning (WRP) – Status Report

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The purpose of this memo is to summarize recent activities and introduce next steps for discussion.

1) Top-Tier Water Use Options

a) Local Sales

- i) Nordic Aquafarms. No update.
- ii) Trinidad Rancheria mainline extension. Moving forward on RFP.
- iii) Blue Lake Rancheria mainline extension. Evaluating lateral route.
- iv) Offshore Wind Heavy Lift Multipurpose Marine Terminal Project. Staff continues to wait for the total water demand estimates from the Harbor District.

b) Transport – no update.

c) Instream Flow Dedication

District staff with counsel's review have incorporated the edits suggested by directors at the April 29th Special Board meeting. The CEQA Notice of Exemption was filed with the State Clearing House, SCH # 2024041320.

THE ECONews REPORT / SATURDAY, MAY 4 @ 10 A.M. / ENVIRONMENT

THE ECONews REPORT: Protecting In-Stream Flows in the Mad River

"The EcoNews Report," May 4, 2024.

The following is a rough machine transcript. Click the words to skip to that point in the audio.

California's system of awarding water rights is anachronistic and out of touch with modern needs. Yet, we are still bound by it. The Humboldt Bay Municipal Water District is navigating these challenges. The District once provided a lot of water to the pulp mills of Humboldt Bay. When these shuttered, the District faced a challenge: without putting that water to "beneficial use," the District could lose its water right. (And in the worst case scenario, some big water user could put their straw into our river and slurp that water away, like is done in the Trinity and Eel Rivers.)

Now the District is proposing a new in-stream flow dedication to protect that water right. District Board Director Michelle Fuller joins the show to discuss the process to dedicate an in-stream flow right.

TOM WHEELER:

Welcome to the EcoNews Report. I'm your host this week, Tom Wheeler, Executive Director of EPIC, the Environmental Protection Information Center. And joining me is my water advocacy director here at EPIC, Amber Jamieson.

AMBER JAMIESON:

Thanks for having me on the show.

WHEELER:

All right, and we are joined by Michelle Fuller, who is a director at the Humboldt Bay Municipal Water District. Hey, Michelle.

MICHELLE FULLER:

Hi, thanks for having me.

WHEELER:

So we are talking about the Mad River today -- in particular, water rights in the Mad River and the work at the Humboldt Bay Municipal Water District to protect in-stream water rights. It's a good thing. We want to see that river nice and full and not being sucked away and diverted to parts elsewhere in our state.

So let's talk about, kind of, Water Rights 101. Because this is this is like a convoluted area of the law that I have like a tenuous grasp on, and like maybe together, all of us with our powers combined, we can make clear the California system of water rights. Michelle do you want to take an initial stab at describing how water rights are regulated in the state of California, and Amber and I can jump in if necessary to add friendly amendments to that definition?

FULLER:

No promises about making it clear for everyone, but I can certainly go first. In California, we have a first-in-time, first-in-right system where whoever filed their paperwork to claim a water right had a higher status as a senior water right holder than anyone who came after. and then there's also use it or lose it. With the first-in-time, first-in-right comes the acknowledgement, as we now look back, that there were extreme prejudice and racism at the time that only allowed certain people, mostly white men, to get those water rights. So things like water rights for tribes is not accurately and adequately factored into this system.

But we do have a system where who filed their paperwork first has a senior water right. You can file water rights for going forward. There's junior water right holders. And then as we evaluate water use over time, there's a use it or lose it system where your water right can be evaluated as not putting all of your right to beneficial use and scale back on the amount of water in your water right. So those are the main things that come into play with the Humboldt Bay Water District water right.

WHEELER:

Yeah, I, I like how you said kind of back in time when the system originated, we had a more constrained idea of water use and water rights and appropriate uses of, of our water. Back 1850s when California was being settled by Euro Americans, we, we were concerned about the application of water for things like irrigation or hydraulic mining or really extractive uses of water, but we weren't considering the ways that water is important to keep into streams and the use of water to support native fisheries or to support tribal uses. And now we have inherited this legal system which inadequately thinks about these things. And we're trying to use these pieces to then now go back and protect tribal nations and their water needs. Go back and try to protect salmonids and all of the various water users, native natural wildlife that, that they use our system. So we're using like this weird old tool that was developed from another time to, to try to do modern things. And sometimes it's a little bit clunky as, as a result.

FULLER:

Yeah, absolutely. But we are stuck with it right now.

WHEELER:

I failed to start the show by asking you about you. Michelle, tell us about yourself and also the Humboldt Bay Municipal Water District, of which you are a representative thereof.

FULLER:

Sure. I have been a director at the Humboldt Bay Municipal Water District, which we usually shorthand once we get going with just the district, because it is quite a mouthful. For the past seven years, I was appointed to Aldron Laird's seat when he retired, representing mostly Arcata. Our division boundaries are like a lot of division boundaries, jagged and weird in places, but I mostly represent Arcata. And we have five directors covering our service area. And the Humboldt Bay Water District is a wholesale water delivery district. So we are not dealing with very many individual customers. We primarily are selling water to municipalities for them to distribute to individual customers serving. I'm afraid if I try and list them all, I'll skip someone. But generally our service area is from Eureka up to McKinleyville and the various municipalities and community services districts that serve water through there.

WHEELER:

And your primary source of this water is the Mad River, as I understand it, is that right?

FULLER:

That is right. In the 1950s, the Water District was formed. The primary mechanism for the Water District forming was two pulp mills that wanted to set up shop out on the Samoa Peninsula and the really immense amount of water that they would need for that. So that catalyzed the formation of this Water District to serve those industrial uses. And we have an industrial system for that. And then it was an opportunity for some of the municipalities that had their own smaller systems that they were having to manage to be able to be a part of this wholesale system and get a really reliable water quantity and quality from the Mad River.

At the District, we're also trying to use the Wiyot name, Baduwa't, for the watershed in a lot of our outreach. And so the lower portion of the Mad River where all of our customers are and where the District's operations for diversion are, are on Wiyot ancestral territory. And the Wiyot people do not call it the Mad River, it is the Baduwa't watershed.

So we use both names mostly when we're doing outreach to the community. But the District's operations on the Mad River go back to the 1950s and 60s with the building of the dam, the industrial system, and then starting to serve the municipal customers. And the dam is 75 miles upstream. That's why I clarified that the downstream end is in Wiyot territory.

WHEELER:

So we have kind of two streams that are coming to, to users. We have the municipal water stream as, which I understand is mostly from, from wells adjacent to the Mad River. So hydrologically connected to the Mad River, but we're not pulling surface water. And then there's an industrial water capacity that is being unused, which had, as I understand it, mostly come from surface water diversions from the Mad River. And that was going to the pulp mills, which were using an extraordinary amount of Mad River water once upon a time. Is that, is, am I reciting this, this correctly?

FULLER:

At the downstream diversion facility at Essex, there's both of those are focused there. So there is a single surface water diversion pump and facility that is for the industrial system. It is raw surface water that was built to have the capacity to send, I think 65 million gallons a day of surface water out to the pulp mills. And then the municipal system is a series of the rainy wells. If you've been out to the Mad River there, you've probably seen these cement towers sticking out of the river and they're drawing water from 60 to 90 feet under the gravel beds of the Mad River to serve the municipal customers. And that's around 10 million gallons a day.

WHEELER:

All right. So now I think we've set up all the conceptual pieces to understand today's show. All right. So we have a system of prior appropriations or first in time, first in use, where you can establish a water right by putting that water to, to use like the pulp mills once did. We have the Humboldt Bay Municipal Water District being formed and having established water rights to service the pulp mills and the use of a lot, a lot, a lot of water coming out of Baduwa't, the Mad River, whatever we want to call it in today's show, going towards that use.

Now the pulp mills on the peninsula have shuttered. We are no longer using that. What happens then when a water use goes away? And this is the setup for what is the Humboldt Bay Municipal Water District having to consider now?

FULLER:

Yeah, and use as we're talking about right now is the legal term basically have what the state has deemed beneficial uses of water. And so there are categories of water use to be able to say that you're putting your water right to beneficial use and hopefully I'll get this part right, but the district filed a permit for their water right and there's a process in California, where then you go to license that right as an additional step. And that is that sets the amount of water that you're using at one point before it gets evaluated in the future.

And so the district permitted the water, but did not reach the licensing point when they were already facing a pulp mill closure. And so they asked for an extension of 20 years to try and put that water to beneficial use to be able to secure their water right as they permit that use, and that 20 years will be up in 2029, which at the time sounded so far away. And now we're coming up against it.

So the district has been actively pursuing water uses as the first pulp mill closed and then the second pulp mill closed in 2009, drastically reducing the demand that the water district was serving and the use of their water. Starting in 2009, with the closure of the second pulp mill, the district started a water resource planning process involving a broad swath of community members that committed to these facilitated couple of our meetings to discuss uses look into what's possible and try and reach consensus on what the community would like to do with that water, because the district is made up of a board of community members and we're responsible for the rates that people are paying and everything

that happens at the district. And so looking for community input on what to do about this decline in water use, the water resource planning advisory group came up with three water use ideas for the district to pursue.

One of them was transporting water outside of our service area, but only to another municipal entity. So absolutely ruling out any privatization situation there, but that they would explore selling it to another municipality.

There was increasing local sales, what they have essentially been trying to do, looking for any new industrial customer to come out to the peninsula that would use a lot of water. Or other local uses of water that would be significant.

And then the third option was to dedicate a portion of their water right to in-stream flow. And so we have committees at the board level that are working on all three of those options and I've been serving on the in stream flow committee since I started And so we've been working through a process to dedicate a portion of the water right

JAMIESON:

That's great.

WHEELER:

You are listening to the Econews Report. We are talking about dedicating an in-stream flow right on the Mad River.

JAMIESON:

Could you give us a little bit of an overview of the 1707 process and where the district is in the process?

WHEELER:

And what, what 1707 is. Random number to me.

FULLER:

It is a section of the California Water Code that does describe the in-stream flow dedication process with the State Water Board. The State Water Board handles water rights and water quantity issues in the state, and so they are holding our license and looking to evaluate that. Under section 1707 of the Water Code there is a process to dedicate a portion of your water right either temporarily or permanently for in-stream flow benefits and so it must be for the benefit of fish and wildlife resources, it must be in the public interest, and it must not injure other water right holders. They're sort of the findings that they have to make.

The district is not an expert in this so we applied for a grant and received a almost \$700,000 grant from the Wildlife Conservation Board in 2018 in order to learn everything we could about what it would take to do this and to get all the way to the point where we are actually filing the paperwork for the petition for change. So we worked with consultants to understand what questions needed to be answered, if studies needed to be done, what information we could pull from existing studies. We did outreach with the community and with other resource agencies and put that all together into there's like a two-page form little checklist and then an attachment about two inches thick, all the documentation that goes with it, and we are finally at the point where we filed that paperwork with the State Board.

We have been told that this is a lengthy process and we anticipate some back and forth with the State Board and potentially other resource agencies to finalize some of the details of the dedication, but the district voted, the Board of Directors voted, that it would be a permanent dedication and the quantity that we put in our application is 31 CFS on a monthly average. And I'm sorry to jump around between units -- we do it all the time -- but that was the way that it was filed in the paperwork. So it is just a small portion of the district's water right because of having the three committees pursuing three options at the same time -- that was the way that we were able to get the board to agree on how to move forward was to sort of divide it up so the in-stream flow committee had this 31 CFS to work with, and it also ties into how the district has been operating.

When the first pulp mill closed in the early 1990s the district cut back their releases from the dam accordingly, so without that demand downstream they no longer released 20 or 30 MGD that the pulp mill was using year-round, and when the second pulp mill closed in 2009 there was concern that reducing the releases again by that amount and to only serve the municipal customer amount would be harmful to the river, and there's concern that in the summer it would be too shallow, too hot and that it wouldn't be good for the 75 miles of aquatic habitat and all the fish that live there, so they operated as if the one pulp mill was still demanding water and having that diversion at the end.

So since the 1990s, when one pulp mill closed, we haven't changed operations, so in 2009 when the second pulp mill closed the district kept releasing that water and now is trying to get that dedicated to the river permanently, so that it's not just this weird little thing that we do, but instead it's codified into our water right.

JAMIESON:

So, releasing 31 CFS monthly, could you explain more of the Mad River system and how the plumbing works? Like, we have, I know that there's the dam up there and the water diversions closer to the mouth, but could you just further explain that and give us a more clear understanding of how the plumbing works?

FULLER:

The dam is a bit unique in its operation compared to other dams in the state. It is what we call a fill and spill reservoir. So when I say 31 CFS year round, we're actually only actively managing and releasing that during the low flow season. Once the water level goes below the spillway in the dam, then the district is controlling the flows. But in the winter and the high flow months, the district is not controlling it. It flows over the spillway and uncontrolled down the river.

So our control is only during those low flow months. And the way that the district releases water from the dam is through a small hydroelectric facility. There are two pumps that run there and it's a small hydro plant. They are, the way that they're adjusted is seasonally almost, I would say. It's small adjustments based on the flow and expected rain and situations like that. But there's no power peaking. There's no drastic daily changes to the flows based on anything to do with the hydro plant.

It's just, since we are releasing water from the dam, it's kind of getting that secondary benefit of generating some electricity, but it's not operated to maximize that. So that all happens in Trinity County up at Ruth Lake. And then the way the district was designed was to use the river as conveyance. So once the water's released, there's 75 miles that that water flows downstream before getting to the Essex facility in Arcata. And then the district again can take control of that water and divert it for municipal or industrial uses.

JAMIESON:

All right, so we have the Matthews Dam and Pounding Ruth Lake Reservoir. Since that's been put into place, it's caused existing flow regime to be different from pre-dam flows. Could you please explain how the natural flow regime differs from the existing flow regime?

FULLER:

Yes. And there's some local speculation about this. So we might hear back from folks on this, but we're going back into pre-1950s. And so none of us were here that are on this call. And we've been told, and we have evidence of extremely low flows in the summer is what comes up over and over again. So fish kills from low flows and the mouth of the Mad River for folks that have been out there. It's similar to a lot of the rivers and estuaries in California, where you'll see kind of a sand berm and barrier beach form. And with the district's releases, we don't get a lagoon situation.

And there is some anecdotal historical records that talk about that happening on the Mad before the district was in operation so that they might actually not flow all the way out but form a lagoon. And that would certainly affect fish migration and the summer steelhead in the Mad are really threatened. And they do surveys every year and the counts are always scarily low. So the district really feels strongly that those low flow releases are benefiting those species. But it

has been hard to track down some of the more specific evidence from pre district operation about how the river flowed. But certainly, the Mad can experience some really low flows in the summer without augmentation.

WHEELER:

So I will build on that question a little bit. So when we're considering this in-stream flow dedication, we also have to be thinking about climate change. And we have this unique river system where we are able to control the releases and the amount of in-stream flow that exists. So how is the municipal water district thinking about climate change and future in-stream flows? And how does that relate to the 1707 process of establishing this in-stream water right?

FULLER:

It is actually a pretty large component of our reasoning. And so I appreciate the chance to get to talk about it. I will say also that the district has a three prong mission as far as what everything we do has to be grounded in. And we have our municipal system and keeping high water quality and reasonable water rates, industrial systems, similar. And then a third part of the mission was added prior to my joining the board. But recent history, which is to preserve the environment of the watershed because the district recognizes that we are relying on this water and can't have just a purely extractive relationship with it. And so the district has been a good steward of the watershed and has that at heart, which I really appreciate.

And in looking ahead, it can be scary with the water future in California and just no longer being able to. I feel like the term normal water year is sort of irrelevant now. How do we plan for this changing hydrologic future? So when thinking about our in-stream flow dedication, we are definitely thinking that having this, I think of it as a buffer of water in the river to help ameliorate some of these impacts. We're looking at higher air temperatures, which can lead definitely to higher water temperatures. We already have evidence of some harmful algal blooms in the Mad River. It's not as bad as we see in other watersheds.

So we're thinking that more water can help with all of these things. Well, we worked with consultants that did some water quality studies to look at this. And in such a big system, we do see an immediate impact downstream of the dam with cold water releases. And then things start to meet air temperature and even out. And because of our desire to work with what we're already doing, we don't have this clear baseline and change measurement. We want to codify what we're already doing. And so it's looking back to before the water district was there or what if we shut this off and only did municipal, but we don't really want to have to do that to prove that it would be beneficial. And so we are just working with our consultants and experts and thinking about how it could be beneficial. And we do think that resilience to climate change in this watershed is a part of the benefit that this would provide.

WHEELER:

So a lot of people love Baduwa't. Going swimming at the fish hatchery or fishing, it is a big part of Humboldt culture. Another big part of Humboldt culture is going up to Ruth Lake and boating and enjoying Ruth Lake behind the dam, up on the Mad. The dedication of an in-stream water right, would that cause any change to how Ruth Lake operates, the levels or anything? Would boaters up there be impacted in any fashion?

FULLER:

We definitely get this question frequently. We do host one joint board meeting up at Ruth Lake with the Ruth Lake Community Services District to make sure that we have a strong partnership there. Again, I hate to repeat myself, but because this is what the district is already operating at, they should see no change. And so Ruth Lake should still have the same recreational opportunities that folks are used to. And in the river downstream in the summer, we are looking at making sure that it stays the way that folks have been enjoying.

WHEELER:

Awesome. Tell us about the future process for this. When could we understand to have a decision on the dedication to how to get in contact with the water district and with you to let people communicate with their elected officials? So let's, let's start with decision time. When will we understand whether we have a dedicated in-stream flow?

FULLER:

I wish I knew. We have been told a range of dates that honestly could stretch out. We're looking at years, not months here. So we hope for some feedback from the state board in the smaller number of years, but we're looking at several years to get all the way through the process. We try to make sure to communicate more outwardly than we normally do when stuff is happening so that folks can be aware. The district is really transparent on our website about everything that's happening. We are working on building an FAQ section for this process because we've done a lot of engagement and want to make sure that we follow up with folks' questions.

Our meetings are the second Thursday of every month, except in May, we had to move it, but it's posted on our website. Our board packets are there. There's PowerPoints about the in-stream flow dedication, and if you want to know which specific packet, it might not be obvious, of course, reach out. All of our emails are listed on the website there. Our meetings are also hybrid, so you can come in person. That is certainly welcome, but acknowledge that that is hard for a lot of folks. We're on Zoom, and we love hearing from the community and having folks engage with what we're doing, so please check it out.

WHEELER:

And you can find links to the municipal water district so many districts I know you can find links on the Lost Coast Outpost, where we keep our show notes, or if listening to this as a podcast and your podcast and app can also find a link there. Michelle, thank you so much for joining the Econews Report and look forward to having you on in the future to celebrate when we finally get this dedicated. Thank you.

FULLER:

Thank you so much.

WHEELER:

Have a lovely day. Enjoy this beautiful weather. Thanks for being on the show. All right. Bye now. Bye. This has been another episode of the Econews Report. Join us again next week on this time and channel for more environmental news from the North Coast of California.

**Department of Toxic Substances Control
Former McNamara and Peepe Lumber Mill
Monthly Summary Report**

April 2024

This monthly summary report summarizes environmental site investigation and remediation activities conducted by the Department of Toxic Substances Control (DTSC) or by their contractor, SHN Consulting Engineers and Geologists, Inc. (SHN) at the former McNamara and Peepe Lumber Mill Site.

a. Actions during this calendar month (April 2024).

- Virtual Quarterly Update Meeting. The virtual quarterly update meeting with DTSC, EPA, Humboldt Bay Municipal Water District, and Humboldt Waterkeeper will be held on April 30, 2024.
- 2023 Site Investigation Report of Findings. DTSC sent comments on the 2023 site investigation report to SHN and is waiting for a revised report.
- Second Semi-Annual 2023 Groundwater Sampling Report. DTSC sent comments on the second semi-annual groundwater sampling report to SHN and is waiting for a revised report.
- December 2023 Stormwater Sampling Report. DTSC reviewed and approved stormwater sampling report. The final report is available on [Envirostor](#).

b. Planned activities for the next month (May 2024) and beyond.

- Data Gap Workplan. DTSC anticipates receiving a workplan from SHN in early May which will discuss monitoring well and boring installation activities to be conducted in 2024.

Table 1. Soil Analytical Results, June 2023
Former McNamara and Peepe, Arcata, California
Phenols (mg/kg)^a and Dioxins (pg/g)^b

Boring Location	Sample Depth (feet BGS) ^c	PCP ^d	TCP ^e	2,3,7,8-TCDD ^f	2005 WHO TEQ
B-101	5.5	<1.0 ^g	<1.0	--	--
B-101	10.0	<1.0	<1.0	--	--
B-102	7.0	2.3	<1.0	PENDING	PENDING
B-102	9.5	<1.0	<1.0	<0.0447	0.118
B-103	6.5	11	<1.0	PENDING	PENDING
B-103	10.5	3.1	<1.0	--	--
B-104	2.5	<1.0	<1.0	--	--
B-104	6.0	<1.0	<1.0	--	--
B-105	5.5	0.46 J ^h	<1.0	0.222	39.1
B-105	11.0	1.3	<1.0	--	--
B-106	6.5	<1.0	<1.0	0.147	25.0
B-106	17.0	<1.0	<1.0	0.111	36.3
B-106	19.5	<1.0	<1.0	--	--
B-107	4.0	<1.0	<1.0	--	--
B-107	9.0	<1.0	<1.0	--	--
B-108	3.5	<1.0	<1.0	--	--
B-108	6.0	<1.0	<1.0	--	--
B-109	8.5	<1.0	<1.0	--	--
B-110	11.5	<1.0	<1.0	<0.0427	1.69
B-111	3.5	<1.0	<1.0	--	--
B-111	6.0	<1.0	<1.0	--	--
B-111	10.5	1.6	<1.0	<0.0328	0.962
MW-15	15.0	<1.0	<1.0	--	--
B-103 (DUP)	10.5	2.6	<1.0	--	--
B-106 (DUP)	19.5	<1.0	<1.0	--	--
Screening Criteria ⁱ		1.0	1,900		50 / 220

^a mg/kg: milligrams per kilogram

^b pg/g: picograms per gram

^c BGS: below ground surface

^d PCP: pentachlorophenol

^e TCP: 2,3,4,6-Tetrachlorophenol

^f 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290A

^g <: "less than" the stated reporting limit

^h J: Test results that fall below the reporting limit and above the method detection limit are considered approximate values.

ⁱ California Department of Toxic Substances Control (DTSC), Human Health Risk Assessment (HHRA) Note Number 3; Residential soil screening level (June 2020).

Table 2. Well Point Analytical Results, June 2023
Former McNamara and Peepe, Arcata, California
Phenols (ug/L)^a and Dioxins (pg/L)^b

Well Point Location	PCP ^c	TCP ^d	2,3,7,8-TCDD ^e (pg/L)	2005 WHO TEQ ^f (pg/L)
WP-103	1,700	98 J ^g	<0.691	398
WP-105	15	2.1	<0.481	0.268
WP-108	18	1.8	<0.429	1.10
WP-109	190	15	<0.251	0.0948
WP-110	0.27 J	<1.0 ^h	<0.322	0.118
WP-111	57	0.92 J	<0.528	0.0191
WP-111 (Duplicate)	260	2.7	<0.432	0.0358
Screening Criteria	1.0 ⁱ	NR ^j	30	NR

^a ug/L: micrograms per liter

^b pg/L: picograms per liter

^c PCP: pentachlorophenol

^d TCP: 2,3,4,6-Tetrachlorophenol

^e 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290A

^f 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Factor

^g J: Test results that fall below the reporting limit and above the method detection limit are considered approximate values.

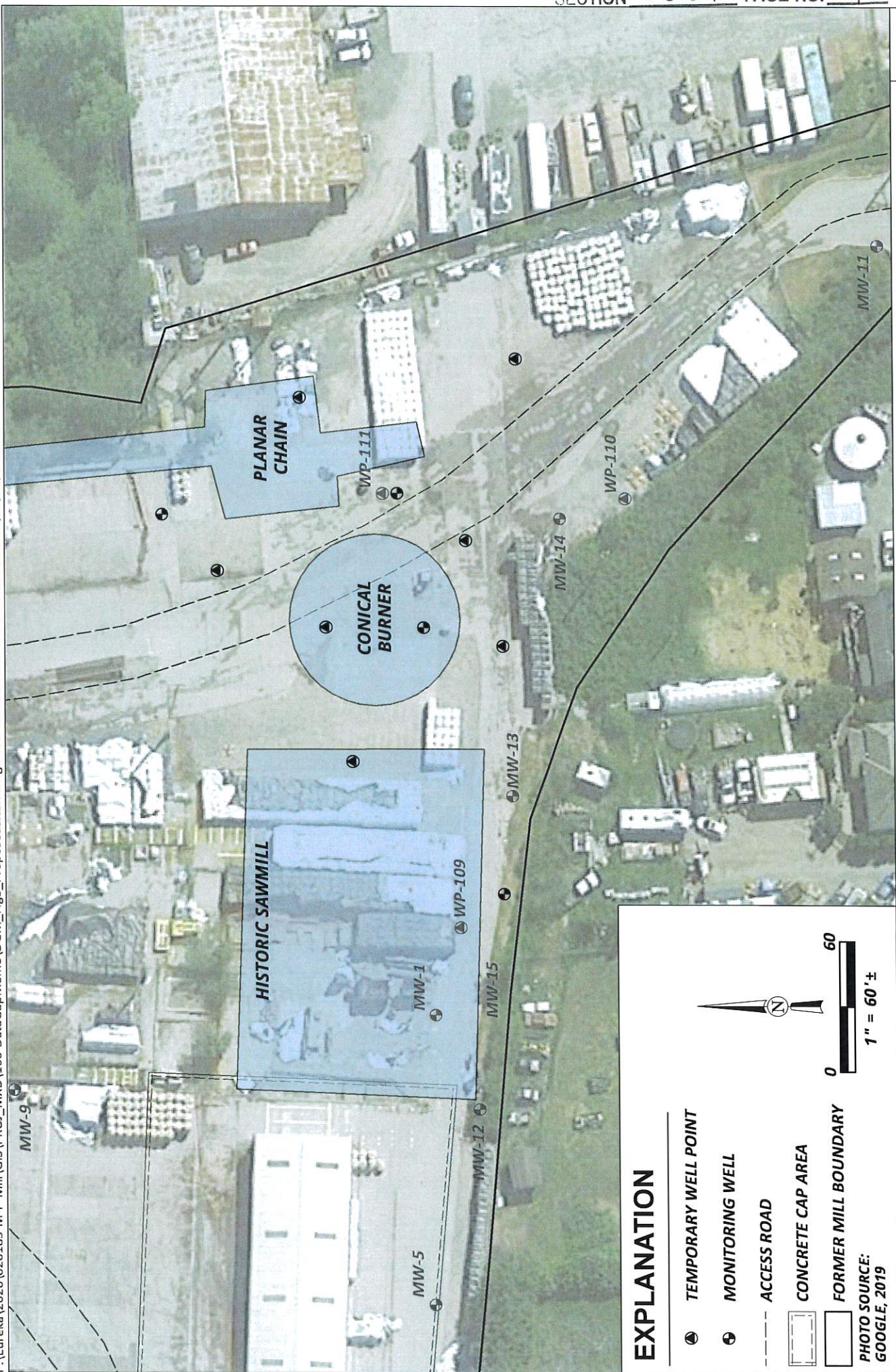
^h <: "less than" the stated reporting limit

ⁱ California Department of Toxic Substances Control (DTSC), Human Health Risk Assessment (HHRA) Note Number 3; Residential soil screening level (June 2020).

^j NR: no reference

The groundwater sample collected from WP-111 was additionally tested for petroleum hydrocarbons with results below laboratory detection limits for all compounds.

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EXPLANATION

- TEMPORARY WELL POINT
- MONITORING WELL
- ACCESS ROAD
- CONCRETE CAP AREA
- FORMER MILL BOUNDARY

PHOTO SOURCE: GOOGLE, 2019

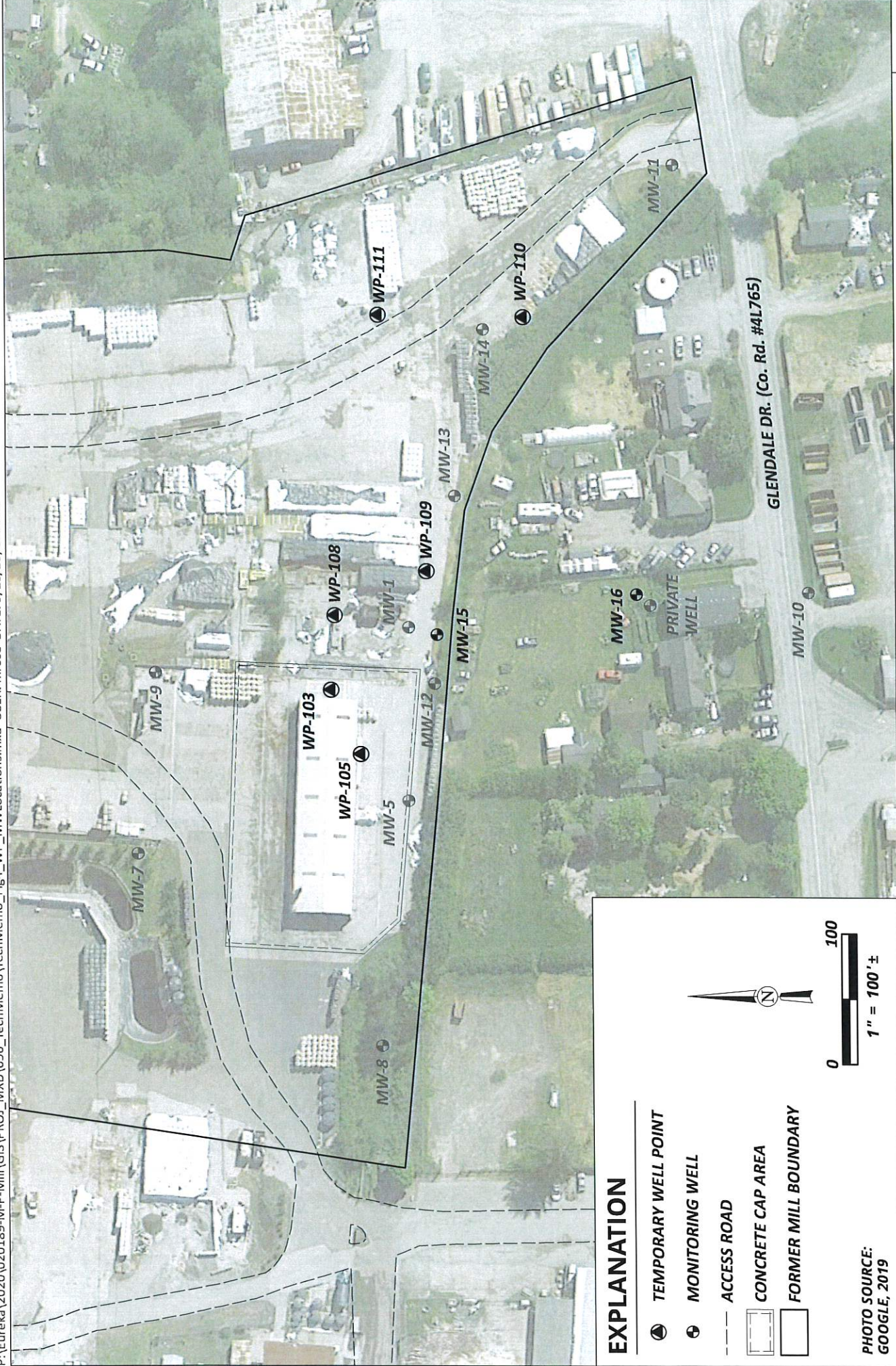
1" = 60' ±

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	<p>Former McNamara & Peepe Lumber Mill Technical Memo 1619 Glendale Drive, Arcata, California</p>	<p>CAP Area Soil Boring Locations Figure 3</p> <p>September 2023 - 020189.090</p>
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P:\Eureka\2020\020189-M-P-Mill\GIS\PROJ_MXD\090_TechMemo\TechMemo_Fig4_WP_MWLocations.mxd USER: mrose DATE: 9/18/23, 8:44AM



EXPLANATION

- TEMPORARY WELL POINT
- MONITORING WELL
- ACCESS ROAD
- CONCRETE CAP AREA
- FORMER MILL BOUNDARY

PHOTO SOURCE:
GOOGLE, 2019

0 100
1" = 100' ±

McNamara and Peepe
Quarterly Meeting Agenda
April 30, 2024

Attendees: DTSC (Marikka Hughes, Ashley Blesio, Vanessa Davis), EPA (Cynthia Ruelas, Patrick Kelly, Harry Beller, Edwin Poalinelli), Humboldt Bay Municipal Water District (Neal Latt, Michelle Fuller, John Friedenbach), Humboldt Waterkeeper (Jen Kalt), SWAPE (Matt Hagemann)

1. Introduction
2. Updates on McNamara site documents:
 - a. Second Half 2023 GMR
 - b. 2023 Site Investigation Report of Findings
 - c. December 2023 Stormwater Sampling Report
3. Update on anonymous tip
4. Future work:
 - a. Data Gap Workplan
 - i. Discuss proposed monitoring well and boring locations
 - b. Funding updates

Rescheduled to May.

To file an anonymous complaint with California DTSC
(Department of Toxics and Substance Control)

<https://calepa.my.salesforce-sites.com/complaints/>



Language Preference/Preferencia de Idioma
English

SELECT AN IMAGE TO REPORT A PROBLEM

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Pesticides Solid Waste

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ARE YOU REPORTING WATER WASTE?

IS THIS REGARDING PROPOSITION 65?



Select this Topic:
Toxic Substances
to submit to
DTSC.



Complaint Details →

Click here to enter Complaint Details.

DTSC website for McNamara & Peepe Lumber Mill (12240115)

1619 Glendale Drive

Humboldt County

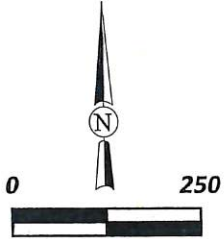
https://www.envirostor.dtsc.ca.gov/public/profile_report?global_id=12240115

EXPLANATION

 **STORM WATER SAMPLE LOCATION**

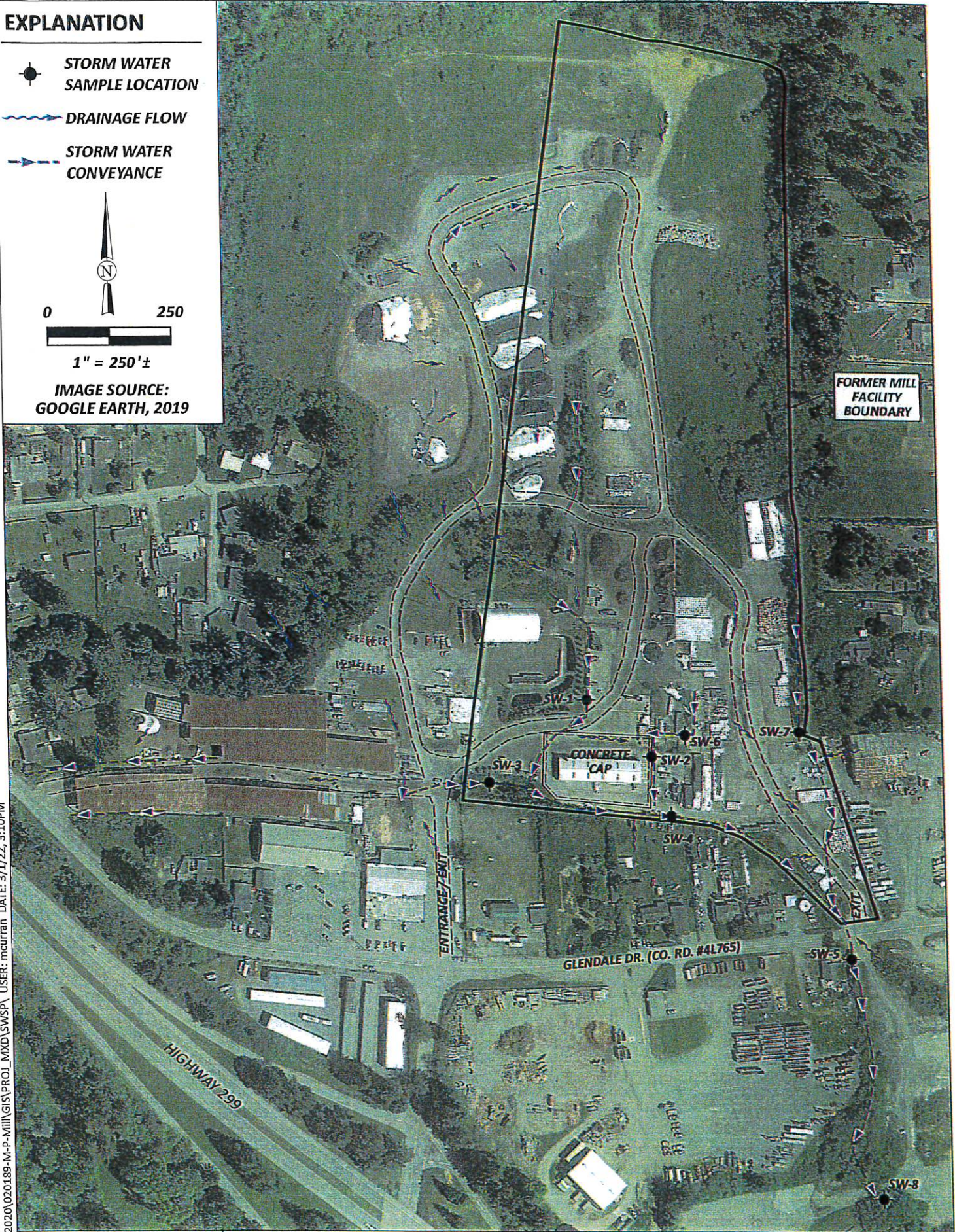
 **DRAINAGE FLOW**

 **STORM WATER CONVEYANCE**



1" = 250'±

IMAGE SOURCE:
GOOGLE EARTH, 2019



FORMER MILL FACILITY BOUNDARY

ireka\projects\2020\020189-M-P-Mill\GIS\PROJ_MXD\SWSP\ USER: mcurran DATE: 3/1/22, 3:10PM



Former McNamara & Peepe Lumber Mill
Storm Water Sampling Plan
Glendale Drive, Arcata, California

Site Plan with
Storm Water Sample Locations
SHN 020189.050

Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

Page 3

labeled, immediately placed in an ice-filled cooler, and submitted to the laboratory for analyses under the appropriate chain-of-custody documentation.

Monitoring and sampling equipment was cleaned prior to arriving onsite and between use at each sampling location. Small equipment that required onsite cleaning was washed in a water solution containing Liquinox® cleaner, followed by two distilled-water rinses. Appendix 1 presents field notes for stormwater sample collection.

3.0 Laboratory Analysis

Stormwater samples collected were analyzed for:

- chlorinated phenols (pentachlorophenol [PCP] and tetrachlorophenol [TCP]) by National Council for Air and Stream Improvement, Inc. Method 86.07, and
- chlorinated dibenzodioxins and chlorinated dibenzofurans (dioxins and furans) by U.S. Environmental Protection Agency (EPA) Method 8290A

North Coast Laboratories, Ltd., a state-certified analytical laboratory located in Arcata, California, performed the PCP and TCP analysis. The reporting limit (RL) for each constituent are as follows:

- PCP = 0.3 micrograms per liter (ug/L)
- 2,3,4,6-TCP = 1.0 ug/L

Dioxins were analyzed by Enthalpy Analytical - EDH, a state-certified analytical laboratory located in El Dorado Hills, California. The estimated detection limit (EDL) for 2,3,7,8-tetrachlorobenzene-p-dioxin (TCDD) ranged from 0.466 to 1.36 picograms per liter (pg/L). The method detection limit (MDL) for 2,3,7,8-TCDD analysis for all stormwater samples analyzed was 0.169 pg/L, with the exception of SW-2 and SW-3 with an MDL of 0.170 pg/L.

4.0 Stormwater Sampling Results

Table 1 summarizes the February 27, 2023, stormwater analytical results for dioxins, PCP, and TCP.



Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

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**Table 1. Stormwater Analytical Results, February 27, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	<0.714 ^f	0.00	<0.30	<1.0
SW-2	< 1.36	1.73 J ^g	<0.30	<1.0
SW-3	<0.618	0.262 J	<0.30	<1.0
SW-4	<0.597	0.255 J	<0.30	<1.0
SW-5	<0.466	0.483 J	<0.30	<1.0
SW-6	0.805	6.10 J	<0.30	<1.0
SW-7	<0.799	1.66 J	<0.30	<1.0
MCL^h	30	NRⁱ	1.0	NR
PHGs^j	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b pg/L: picograms per liter

^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).

^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07

^e ug/L: micrograms per liter

^f <: "less than" the stated laboratory reporting limit for chlorophenols and detection limit for dioxins

^g J: The amount detected is below the Reporting Limit/Limit of Quantitation.

^h MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019

ⁱ NR: no reference

^j PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019

Appendix 2 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data. Multipliers used for the 2005 World Health Organization Toxic Equivalency Factors (TEFs) for dioxins and furan compounds are additionally provided in Appendix 2. Historical stormwater sample results for the former McNamara and Peepe Lumber Mill are provided in Appendix 3.

5.0 Discussion of Results

Concentrations of PCP, TCP, or the dioxin congener 2,3,7,8-TCDD were not identified in stormwater samples collected during the February 27, 2023, sampling event above laboratory method detection limits. The stormwater sample collected from location SW-6 did report an estimated maximum potential concentration (EMPC) of 0.805 pg/L for 2,3,7,8-TCDD. TEQs are J-flagged as they are calculated from one or more result with a J-flag (analyte concentration is below the detection limit/limit of quantitation). Analytical results for the most immediate downstream location of the concrete cap (SW-4) indicate no detectable concentrations of 2,3,7,8-TCDD and a TEQ of 0.255 J pg/L.



From 4/9/24 Report.

Historical Stormwater Sample Results

3

Table 3-1 Historical Storm Water Sample Results Former McNamara and Peepe Lumber Mill, Arcata, California					
Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	2/18/21	<0.512 ^f	0.0736 J ^g	<0.30	<1.0
	12/15/21	<0.721	0.351 J	<0.30	<1.0
	4/14/22	<0.743	0.181 J	<0.30	<1.0
	12/08/22	<0.592	4.37 J	<0.30	<1.0
	2/27/23	<1.69	0.00	<0.30	<1.0
	12/07/23	<1.69	0.00	<0.30	<1.0
SW-2	2/18/21	<0.609	7.79 J	<0.30	<1.0
	12/15/21	<0.508	2.70 J	<0.30	<1.0
	12/15/21 (F) ^h	<0.645	0.308 J	--	--
	4/14/22	5.18	96.1 J	<0.30	<1.0
	12/08/22	<0.604	2.58 J	<0.30	<1.0
	2/27/23	<1.70	1.73 J	<0.30	<1.0
	12/07/23	<1.69	0.643 J	<0.30	<1.0
SW-3	2/18/21	<0.530	4.44 J	0.099 J	<1.0
	12/15/21	<0.688	6.82 J	0.091 J	<1.0
	4/14/22	<0.745	0.179 J	<0.30	<1.0
	12/08/22	<0.733	4.47 J	<0.30	<1.0
	2/27/23	<1.70	0.262 J	<0.30	<1.0
	12/07/23	<1.69	0.0477 J	<0.30	<1.0
SW-4	2/18/21	<0.459	11.4 J	0.11 J	<1.0
	12/15/21	<0.731	5.87 J	<0.30	<1.0
	12/15/21 (F)	<0.715	0.945 J	--	--
	4/14/22	<0.817	0.233 J	<0.30	<1.0
	12/08/22	<0.715	3.30 J	<0.30	<1.0
	2/27/23	<1.69	0.255 J	<0.30	<1.0
	12/07/23	<1.69	0.945 J	<0.30	<1.0
SW-5	2/18/21	<0.762	8.04 J	0.14 J	<1.0
	12/15/21	<0.602	4.06 J	<0.30	<1.0
	12/15/21 (F)	<0.785	1.39 J	--	--
	4/14/22	<0.697	3.74 J	<0.30	<1.0
	12/08/22	1.55 J	19.1 J	<0.30	<1.0
	2/27/23	<1.69	0.483 J	<0.30	<1.0
	12/07/23	<1.70	1.67 J	<0.30	<1.0



Table 3-1					
Historical Storm Water Sample Results					
Former McNamara and Peepe Lumber Mill, Arcata, California					
Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-6	12/15/21	5.12	63.9 J	<0.30	<1.0
	12/15/21 (F)	<0.713	0.0572 J	--	--
	4/14/22	4.95	121 J	0.48	<1.0
	12/08/22	<0.700	8.54 J	<0.30	<1.0
	2/27/23	<1.69	6.10 J	<0.30	<1.0
	12/07/23	<1.70	1.36 J	<0.30	<1.0
SW-7	12/15/21	<0.634	4.87 J	0.21 J	<1.0
	12/15/21 (F)	<0.728	0.970 J	--	--
	4/14/22	<0.771	0.317 J	0.15 J	<1.0
	12/08/22	2.59 J	36.8 J	0.12 J	<1.0
	2/27/23	<1.69	1.66 J	<0.30	<1.0
	12/07/23	<1.70	3.23 J	0.31	<1.0
SW-8	12/15/21	<0.797	3.80 J	<0.30	<1.0
	12/15/21 (F)	<0.733	2.38 J	--	--
	4/14/22	<0.715	1.35 J	<0.30	<1.0
MCLⁱ		30	NR^j	1.0	NR
PHGs^k		0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b pg/L: picograms per liter

^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).

^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07

^e ug/L: micrograms per liter

^f <: "less than" the stated laboratory method detection limit

^g J: Result is less than the RL but greater than the MDL. The reported concentration is an estimated value.

^h (F): Field filtration prior to sample collection using a new 0.45-micron filter

ⁱ MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019

^j NR: no reference





^k PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019




Path: P:\Eureka\2020\020189-M-P-Mill\GIS\PROJ_MXD\Groundwater\GW_Fig3_GWCS.mxd User Name: mrose DATE: 10/10/22, 10:00AM



EXPLANATION

-  MONITORING WELL
-  GROUNDWATER ELEVATION CONTOUR
-  CONCRETE CAP AREA
-  FORMER MILL BOUNDARY

0 100
1" = 100' ±




Former McNamara & Peepe Lumber Mill
 Groundwater Monitoring
 1619 Glendale Drive, Arcata, California
 October 2022
 GW_Fig3_GWCS

Image Source:
 Google Earth, 2019

Groundwater Elevation Contours
 August 23, 2022
 SHN 020189.030

Figure 3

EXPLANATION

- PRIVATE WELL
- ◆ PRODUCTION WELL
- ⊕ MONITORING WELL
- - - FIRE ACCESS ROAD
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY



1" = 200'±

IMAGE SOURCE:
GOOGLE EARTH, 2019



FORMER MILL
FACILITY
BOUNDARY

ENTRANCE / EXIT

MW-7

MW-9

CONCRETE CAP

MW-8

MW-5

MW-1

MW-13

MW-12

MW-14

MW-11

MW-10

GLENDALE DR. (CO. RD. #4L765)

E:\ureka\2020\020189-N-P-Mill\GIS\PROJ_MXD\Groundwater\ USER: mrose DATE: 9/26/22, 3:38PM

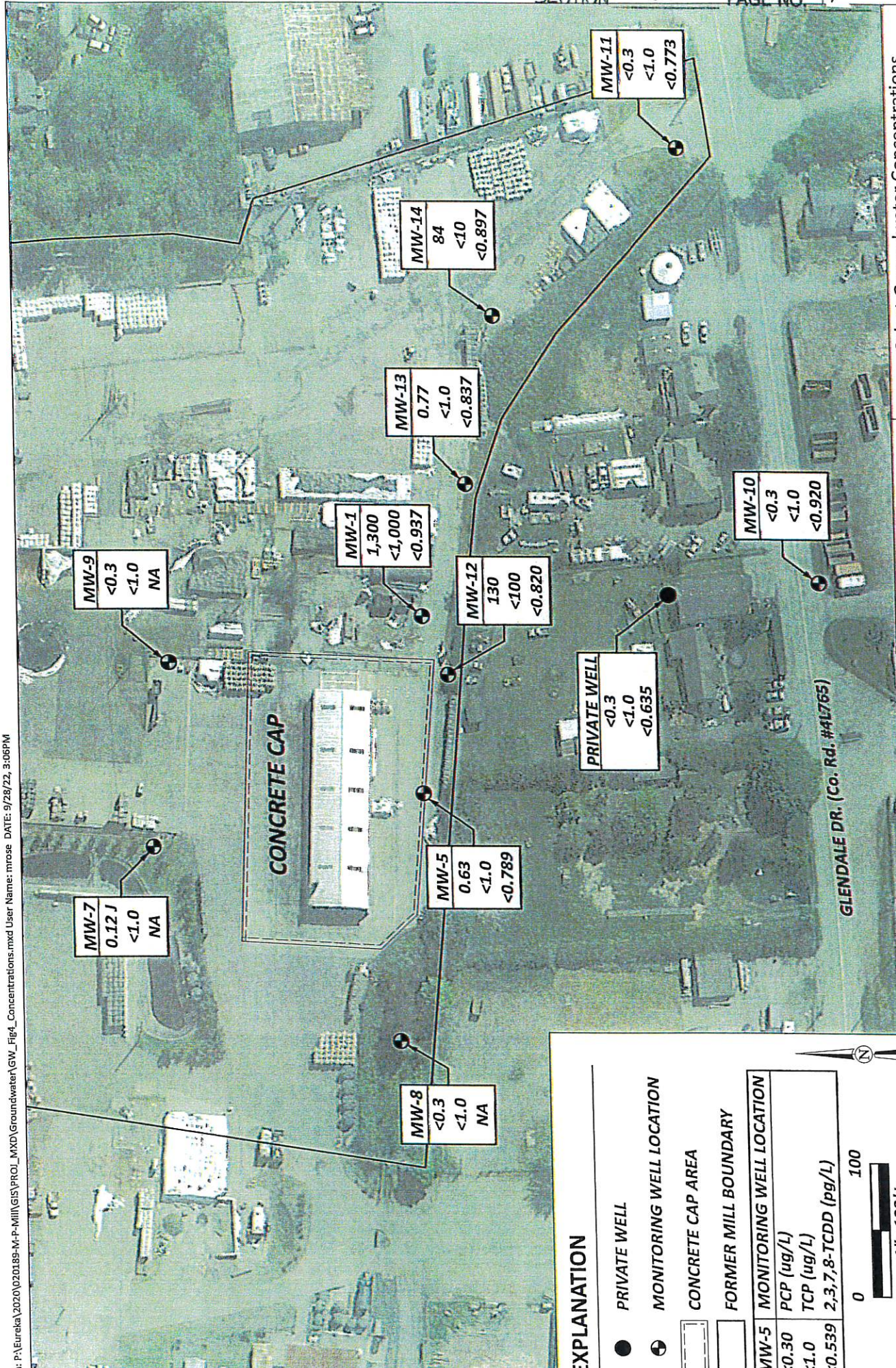


Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Site Plan

SHN 020189.030

h:\P\Eureka\2020\020189-M-F-Mill\GIS\PROJ_MXD\Groundwater\GW_Fig4_Concentrations.mxd User Name: mrose DATE: 9/28/22, 3:06PM



EXPLANATION	
●	PRIVATE WELL
⊕	MONITORING WELL LOCATION
[Dashed Box]	CONCRETE CAP AREA
[Solid Box]	FORMER MILL BOUNDARY
MW-5 MONITORING WELL LOCATION	
<0.30	PCP (ug/L)
<1.0	TCP (ug/L)
<0.539	2,3,7,8-TCDD (pg/L)

Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

September 2022

Select Groundwater Concentrations
August 23, 2022
SHN 020189.030

Figure 4

**Table 2. Groundwater Analytical Results, August 23, 2022
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L)	2005 WHO TEQ ^b (pg/L)	PCP ^c (ug/L) ^d	TCP ^c (ug/L)
MW-1	<0.937 ^e	34.0	1,300^f	<1,000 ^g
MW-5	<0.789	0.0104	0.63	<1.0
MW-7	NA ^h	NA	0.12^j	<1.0
MW-8	NA	NA	<0.3	<1.0
MW-9	NA	NA	<0.3	<1.0
MW-10	<0.920	2.40	<0.3	<1.0
MW-11	<0.773	0.0669	<0.3	<1.0
MW-12	<0.820	0.00513	130	<100 ^g
MW-13	<0.837	0.00408	0.77	<1.0
MW-14	<0.897	0.671	84	<10 ^g
Dup (MW-10)	<0.956	2.11	<0.3	<1.0
Private Well	<0.635	0.0	<0.3	<1.0
MCL^j	30	NR^k	1.0	NR
PHGs^l	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Factor

^c Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07.

^d ug/L: micrograms per liter

^e <: "less than" the stated method detection limit

^f **Bold** values indicate an exceedance of the MCL or PHGs.

^g Sample was diluted due to the level of target analytes present in the sample. The method reporting limit was raised to reflect the required dilution.

^h NA: not analyzed

^j **J**: Result is less than the reporting limit but greater than or equal to the method detection limit and the concentration is an approximate value.

^j MCL: maximum contaminant level, State Water Resources Control Board (March 13, 2019).

^k NR: no reference

^l PHGs: California public health goals, Office of Environmental Health Hazard Assessment (March 13, 2019).

Samples from monitoring wells MW-1, MW-12, and MW-14 were diluted by the testing laboratory (NCL) due to the level of target analytes present in the sample (PCP). As a result, the MDLs were raised to reflect the required dilution. Appendix 3 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data.

4.3 Field Measured Parameters

Measurements for groundwater field parameters collected from site wells during the August 2022 sampling event are included in Table 3.



Table 2-3 Groundwater Analytical Results 2015 to 2023														
Well Name	Date	PCP	TCP	Chromium	Hexavalent Chromium	Nitrate	Total Iron	Ferrous Iron	Arsenic	Sulfate	Chloride	TPHD	VOCs (DIPB)	
	Units			µg/L		mg/L		µg/L		mg/L			µg/L	
MW-1	5/13/2015	690 ^a	14	--	--	--	--	--	--	--	--	--	--	
	5/13/2015 (FD)	660 ^a	12	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	610 ^a	120	--	--	--	--	--	--	--	--	--	--	
	11/11/2015 (FD)	670 ^a	120	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	830 ^a	7.1	--	--	--	--	--	--	--	--	--	--	
	5/23/2016 (FD)	1,100 ^a	8	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	1.2 ^a	<1.0	<5.0	<5.0	0.59	25	<100	<10	18	19	--	--	
	12/14/2016 (FD)	1.2 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	579 ^a	8.4	--	--	--	--	--	--	--	--	--	--	
	5/8/2017 (FD)	530 ^a	7.9	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	1,200 ^a	29	--	<1.0	--	--	--	--	--	--	740 A)	1.7	
	3/5/2021	460 ^a	5.6	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	920 ^a	9.7	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	1300 ^a	<1,000 B9	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	0.34 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	MW-5	5/13/2015	35 ^a	4.3	--	--	--	--	--	--	--	--	--	--
		11/11/2015	65 ^a	3.3	--	--	--	--	--	--	--	--	--	--
5/23/2016		56 ^a	1.6	--	--	--	--	--	--	--	--	--	--	
12/14/2016		39 ^a	2.3	<5.0	<5.0	<0.10	330	800	<10	12	45	--	--	
5/8/2017		46 ^a	2.3	--	--	--	--	--	--	--	--	--	--	
8/21/2019		--	--	--	--	--	--	--	--	--	--	--	--	
3/5/2021		18	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2022		19	1.1	--	--	--	--	--	--	--	--	--	--	
8/23/2022		0.63	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2023		9.5 ^a	0.65 J	--	--	--	--	--	--	--	--	--	--	
5/13/2015		0.39	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-7	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	<50	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-8	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.13 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-9	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.21 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	<5.0	<5.0	1.1	<15	<100	--	1.9	10	--	--	
MW-10	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.13 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	<0.6	<2.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	<5.0	<5.0	0.11	58	<100	<10	1.5	0.96	--	--	
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	280 A)	<0.5		
8/21/2019 (FD)	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	210 A)	<0.5		
3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--		
2/22/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--		
2/22/2022 (FD)	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--		
8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--		
8/23/2022 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--		
2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--		
2/22/2023 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--		
MW-11	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	11/11/2015	0.67	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/8/2017	1.9 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5	
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.14 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/13/2015	52 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
MW-12	11/11/2015	51 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	5/23/2016	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	12/14/2016	46 ^a	<1.0	<5.0	<5.0	0.13	<15	<100	<10	5.4	28	--	--	
	5/8/2017	81 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/21/2019	110 ^a	1.7	--	--	--	--	--	--	--	--	--	--	
	3/5/2021	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	120 ^a	0.49 J	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	130 ^a	<100 B9	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	9.4 ^a	0.61 J	--	--	--	--	--	--	--	--	--	--	
	2/22/2022	0.27 J	<1.0	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	0.77	<1.0	--	--	--	--	--	--	--	--	--	--	
2/22/2023	0.17 J	<1.0	--	--	--	--	--	--	--	--	--	--		
MW-14	2/22/2022	85 ^a	1.7	--	--	--	--	--	--	--	--	--	--	
	8/23/2022	84 ^a	<10 B9	--	--	--	--	--	--	--	--	--	--	
	2/22/2023	48 ^a	<1.0	--	--	--	--	--	--	--	--	--	--	

Table 2-4
Dioxin Analytical Results
Meklamara and Peepe Lumber Mill

Well Name	Date	2,3,7,8-TCDF	1,2,3,4,6,7,8-HpCDD	1,2,3,4,7,8-HpCDF	1,2,3,4,7,8-HpCDD	1,2,3,6,7,8-HxCDD	1,2,3,7,8,9-HxCDF	1,2,3,6,7,8,9-HxCDD	1,2,3,7,8,9-HxCDF	OCDD	OCDF	1,2,3,7,8-PeCDD	Total PeCDD	1,2,3,7,8-PeCDF	2,3,4,7,8-PeCDF	Total PeCDF	2,3,7,8-TCDF	Total TCDF	TEQ
MW-1	CA MCL	30 pg/L																	2.8
	10/18/2010	0	180	441	200	330	271	1101	32	1700	-	-	-	-	-	-	-	-	4.67 U
	11/9/2011	<10	1101	200	130	200	281	37	10001	-	-	-	-	-	-	-	-	-	4.38 U
	11/9/2011 (FD)																		31
	8/21/2019	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
	3/5/2021	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
	2/22/2022	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
	2/22/2022	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
	2/22/2022	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
	2/22/2022	<0.941	3760	975	550	970	100	61	658	339	339	339	339	339	339	339	339	339	88.6
MW-5	CA MCL	0.05 pg/L																	0.573 U
	10/18/2010	0	0	0	0	0	0	0	0	180	-	-	-	-	-	-	-	-	0.048
	10/18/2010 (FD)																		0.573 U
	11/5/2011	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	371	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	3/5/2021	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	2/22/2022	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	2/22/2022	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	2/22/2022	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	2/22/2022	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
	2/22/2022	<0.622	3.041	5.561	<1.94	<1.94	<1.94	<1.94	<1.94	19.11	<2.57	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	<0.985	0.0361
MW-10	CA MCL	0																	0.1
	10/18/2010	0	4.61	0	<52	0	0	0	0	<100	<100	<100	<100	<100	<100	<100	<100	<100	0.1
	8/21/2019	0	11.1*	19.1*	19.1*	19.1*	19.1*	19.1*	19.1*	17.31	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	8/21/2019 (FD)																		0.0438
	3/5/2021	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	2/22/2022	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	2/22/2022	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	2/22/2022	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	2/22/2022	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
	2/22/2022	<0.539	3.861	7.261	<1.39	<1.39	<1.39	<1.39	<1.39	34.71	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0438
MW-11	CA MCL	0																	0.0659
	10/18/2010	0	11.1*	19.1*	19.1*	19.1*	19.1*	19.1*	19.1*	17.31	<2.61	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	<0.824	0.0659
	2/22/2022	0.983	7.051	13.51	<2.24	<2.24	<2.24	<2.24	<2.24	25.51	<10.8	<1.17	<1.17	<1.17	<1.17	<1.17	<1.17	<1.17	0.0659
	8/23/2022	<0.773	5.921	11.81	<2.09	<2.09	<2.09	<2.09	<2.09	19.31	<10.8	<1.17	<1.17	<1.17	<1.17	<1.17	<1.17	<1.17	0.0659
	2/22/2023	<0.821	2.281	3.961	<0.989	<0.989	<0.989	<0.989	<0.989	15.51	<2.82	<0.976	<0.976	<0.976	<0.976	<0.976	<0.976	<0.976	0.0659
	3/5/2021	<0.542	2.371	6.271	<2.15	<2.15	<2.15	<2.15	<2.15	19.81	<2.82	<0.976	<0.976	<0.976	<0.976	<0.976	<0.976	<0.976	0.0659
	2/22/2022	<0.555	2.781	6.351	<2.19	<2.19	<2.19	<2.19	<2.19	17.11	<2.05	<0.969	<0.969	<0.969	<0.969	<0.969	<0.969	<0.969	0.0659
	8/23/2022	<0.820	<2.69	<2.69	<1.23	<1.23	<1.23	<1.23	<1.23	<15.6	<3.63	<0.860	<0.860	<0.860	<0.860	<0.860	<0.860	<0.860	0.0659
	2/22/2023	<0.448	3.121	3.12	<1.99	<1.99	<1.99	<1.99	<1.99	13.31	<1.90	<0.928	<0.928	<0.928	<0.928	<0.928	<0.928	<0.928	0.0659
	2/22/2022	<0.577	<1.83	<1.23	<1.69	<1.69	<1.69	<1.69	<1.69	13.31	<1.90	<0.928	<0.928	<0.928	<0.928	<0.928	<0.928	<0.928	0.0659



**NEW
BUSINESS**

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach/Contessa Dickson
Date: May 16, 2024

**Re: Approval of Directors attending
CSDA's 2024 Special District Leadership Academy Conference**

Discussion

This conference content is based on CDSA's Special District Leadership Academy (SDLA) continuing education program which recognizes the importance for the Board and GM to work closely toward a common goal. SDLA provides the knowledge to perform essential governance responsibilities and is designed for new and experienced special district Board members.

Attached is the brochure for the training.

First time attendees will attend the four modules of the SDLA, including:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

In these modules attendees will focus on:

- Working as a team: the roles of the Board and staff in their district
- Attributes and characteristics of highly effective Boards
- How culture, norms, values and operating styles influence the District
- Specific jobs that the Board must perform
- The importance of moving from "I" to "we" as the governance team
- The Board's role in setting direction for the District, finance and fiscal accountability

Recommendation and Action

Staff recommends that the board authorize and pay the expenses for any Directors who want to attend the CSDA's SDLA conference, November 3-6, 2024 in San Rafael CA. The prices for CSDA Members are \$720.00 before October 13. After October 13 the price is \$775.00.

Authorized costs would include registration, travel, meals and lodging.

ACHIEVING DISTRICT GOALS... TOGETHER.

Three Opportunities for Training Throughout The State!



- February 4 – 7, 2024 - San Luis Obispo
- April 14 – 17, 2024 – San Diego
- November 3 – 6, 2024 – San Rafael

All New Sessions for Returning Attendees (San Diego and San Rafael)



CSDA's 2024
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees



**California Special
Districts Association**
Districts Stronger Together

BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



Complete all Four Modules of the **Special District Leadership Academy** as Virtual Workshops

Module 1: Governance Foundations

February 21 – 22, 2024
9:00 a.m. – 12:00 p.m. each day

Module 2: Setting Direction / Community Outreach

April 3 – 4, 2024
9:00 a.m. – 12:00 p.m. each day

Module 3: Board's Role in Finance and Fiscal Accountability

September 25 – 26, 2024
9:00 a.m. – 12:00 p.m. each day

Module 4: Board's Role in Human Resources

December 4 – 5, 2024
9:00 a.m. – 12:00 p.m. each day



FOR DIRECTORS AND TRUSTEES

CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE

Designed to acknowledge special district board members and trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t 916 231 2909 • www.sdlf.org

ATTEND CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Working as a team: The roles of the board and staff in your district
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating styles influence the district
- Specific jobs that the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district
- The board's role in finance and fiscal accountability
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



SHOWCASE YOUR DISTRICT'S
COMMITMENT TO EXCELLENCE

DISTRICT OF DISTINCTION ACCREDITATION

Designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.

**3:00 – 4:00 p.m.****GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**
(continued)**OPEN EVENING****WEDNESDAY****8:30 – 10:00 a.m.****SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts.

Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.**BREAK** (All Attendees)**10:15 a.m. – 12:00 p.m.****SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?** (continued)**12:00 p.m.****GRADUATION CERTIFICATE DISTRIBUTION**

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

RETURNING ATTENDEE**SCHEDULE OF EVENTS****SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:**

- Promoting Civility in a Time of Heightened Partisanship and Polarization
- Rules of Engagement
- Community Outreach
- Financial Reporting
- Board / Manager Relationship Best Practices
- Leading Challenging Board Meetings

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed. Returning Attendee Track available only in San Diego and San Rafael.

**SUNDAY**

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY**8:30 a.m. – 12:30 p.m.****BREAKOUT SESSIONS****10:00 – 10:30 a.m.****BREAK (ALL ATTENDEES)****12:30 – 1:30 p.m.****LUNCH PROVIDED (ALL ATTENDEES)****1:45 – 4:30 p.m.****BREAKOUT SESSIONS****3:00 – 3:30 p.m.****BREAK (ALL ATTENDEES)****5:30 – 7:00 p.m.****SIP AND SAVOR EVENING RECEPTION**

Sponsored by the Special District Risk Management Authority (SDRMA)



Join us for an entertaining evening of networking and refreshments.

TUESDAY**8:30 a.m. – 12:00 p.m.****BREAKOUT SESSIONS****10:00 – 10:30 a.m.****BREAK (ALL ATTENDEES)****12:00 – 1:00 p.m.****LUNCH PROVIDED (ALL ATTENDEES)****1:15 – 4:00 p.m.****BREAKOUT SESSIONS****2:45 – 3:00 p.m.****BREAK (ALL ATTENDEES)****4:00 p.m.****CONFERENCE ENDS FOR RETURNING ATTENDEES**



February 4 – 7, 2024

**Embassy Suites
by Hilton San Luis Obispo**
333 Madonna Rd, San Luis Obispo, CA 93405

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is January 11, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Thursday, January 11, 2024.

Cancellations must be in writing and received by CSDA no later than January 11, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 11, 2024. Substitutions are acceptable and must be done in writing no later than January 26, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

April 14 – 17, 2024

**Embassy Suites
by Hilton San Diego Bay Downtown**
601 Pacific Hwy, San Diego, CA 92101

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block are available at the rate of \$194* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. *current federal per diem as of 9/14/23 but subject to change

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$40/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Tuesday, March 19, 2024.

Cancellations must be in writing and received by CSDA no later than March 19, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 19, 2024. Substitutions are acceptable and must be done in writing no later than April 5, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

November 3 – 6, 2024

**Embassy Suites
by Hilton San Rafael - Marin County**
101 McInnis Parkway, San Rafael, CA 94903

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$7/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Sunday, October 13, 2024.

Cancellations must be in writing and received by CSDA no later than October 13, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after October 13, 2024. Substitutions are acceptable and must be done in writing no later than October 25, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



FIRST-TIME ATTENDEE

SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.
REGISTRATION AND NETWORKING RECEPTION

Take a moment to connect with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

TUESDAY

8:30 – 10:00 a.m.
FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction-setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

MONDAY

8:30 – 10:00 a.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall wellbeing of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

** This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

3:00 – 3:30 p.m.
BREAK (All Attendees)

3:30 – 4:30 p.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 – 12:00 p.m.
FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.
GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

2:45 – 3:00 p.m.
BREAK (All Attendees)



2024 Registration Form
 Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csdca.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at membership@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:		Fax:
<input type="checkbox"/> Member <input type="checkbox"/> Non-member		Email:
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
<input type="checkbox"/> FEBRUARY 4 – 7, 2024 - SAN LUIS OBISPO EARLY BIRD DISCOUNT: JANUARY 11, 2024 <input type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER JANUARY 11 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160	<input type="checkbox"/> APRIL 14 – 17, 2024 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 19, 2024 <input type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER MARCH 19 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160	<input checked="" type="checkbox"/> NOVEMBER 3 – 6, 2024 - SAN RAFAEL EARLY BIRD DISCOUNT: OCTOBER 13, 2024 <input checked="" type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER OCTOBER 13 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$490 <input type="checkbox"/> Non-member \$735	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$545 <input type="checkbox"/> Non-member \$820	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
Special Needs (including Dietary, all special dietary needs must be indicated in advance of conference)		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdca.net/about-csdca/who-we-are.

To: Board of Directors

From: John Friedenbach/Contessa Dickson

Date: May 16, 2024

Subject: ICS Structure for R.W. Matthews Dam Emergency Action Plan

Background:

According to our report on Tabletop and Functional EAP Exercises conducted on September 12, 2019 that was presented to the Board in 2019 with no action taken: "It is important for agencies like HBMWD, City of Blue Lake, and the City of Arcata to understand what resources they will need in an emergency and to be trained in ICS. They need to know what resources they will be lacking and what resources are available through the SEMS/NIMS. This will allow requests to be made expeditiously. It is helpful for Emergency Management Agencies (EMAs) to understand what actions and challenges other agencies would be experiencing in a dam emergency. This allows EMAs to pre-plan what resources will be needed and how to obtain those resources. This will allow appropriate agencies to get resources as soon as possible during an event."

Discussion:

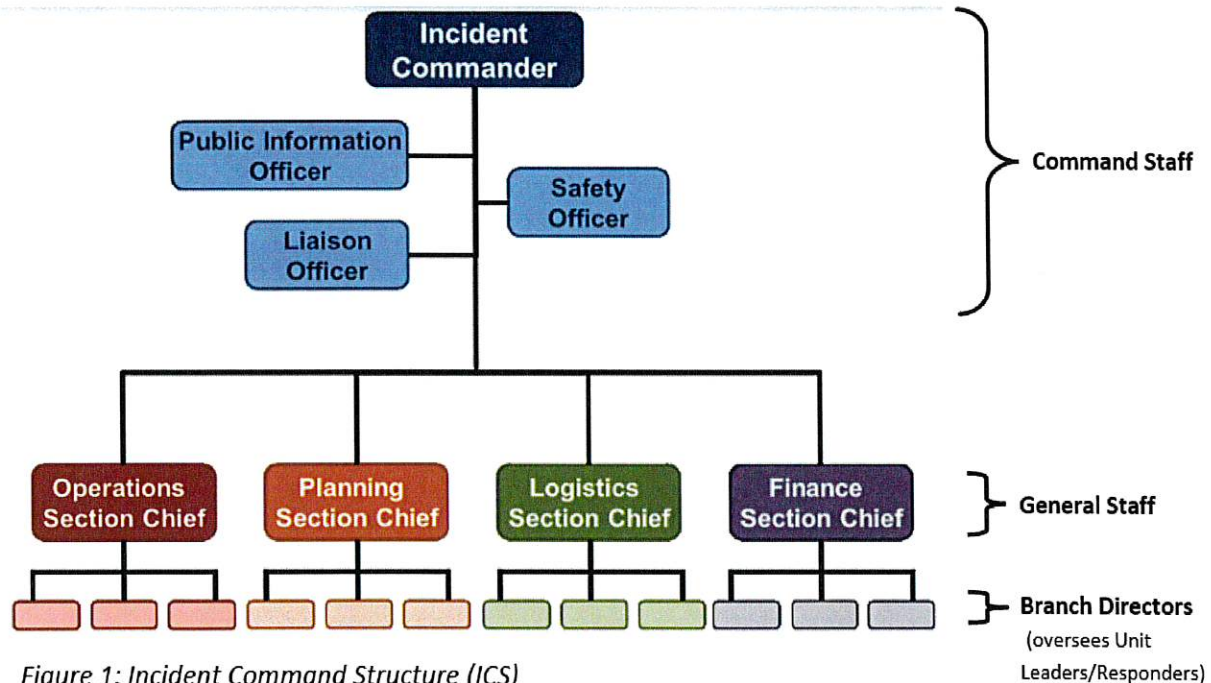
There are five major management functions (one command staff and general staff) within a basic ICS:

- 1) **Incident Command** - Sets incident objectives and priorities and has overall responsibility at the incident or event.
- 2) **Operations** - Conducts tactical operations to carry out the plan. Develops the tactical assignments and organization, and directs all tactical resources.
- 3) **Planning** - Prepares and documents the Incident Action Plan to accomplish the incident objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.
- 4) **Logistics** - Provides support, resources, and all other services needed to meet the incident objectives.
- 5) **Finance/Administration** - Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

In larger scale emergencies, it may be necessary to add three additional command staff:

- 1) **Public Information Officer** - serves as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. Also responsible for ensuring Incident Command is apprised as to what is being said or reported about the incident.

- 2) **Liaison Officer** – Serves as the primary contact for supporting agencies assisting at an incident.
- 3) **Safety Officer** - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.



If there was a large emergency at R.W. Matthews Dam, such as a dam failure, the emergency would warrant the activation of four-command staff and the four branch directors specified above. Additionally, the response will require actions at the dam as well as actions to protect water quality and infrastructure at Essex. The operations and logistics branches would be split into two branches for efficient response. The primary and back-up personnel for each command staff and branch director position should be pre-assigned to ensure that individuals receive the required training prior to an event. The scale of the event would require the response of all HBMWD employees, including office staff. All HBMWD staff should undergo some form of SEMS/NIMS/ICS training.

Training in the SEMS/NIMS/ICS begins with three courses; ICS 100, ICS 700, and SEMS G606. As an individual's responsibility increases to branch director, general staff, or command staff; the number of trainings required increases and the learning objectives of the trainings shifts as you move up the training pyramid (*figure 2*). These trainings are available for free, with many of them being offered online from Federal Emergency Management Agency (FEMA) or California Specialized Training Institute (CSTI).

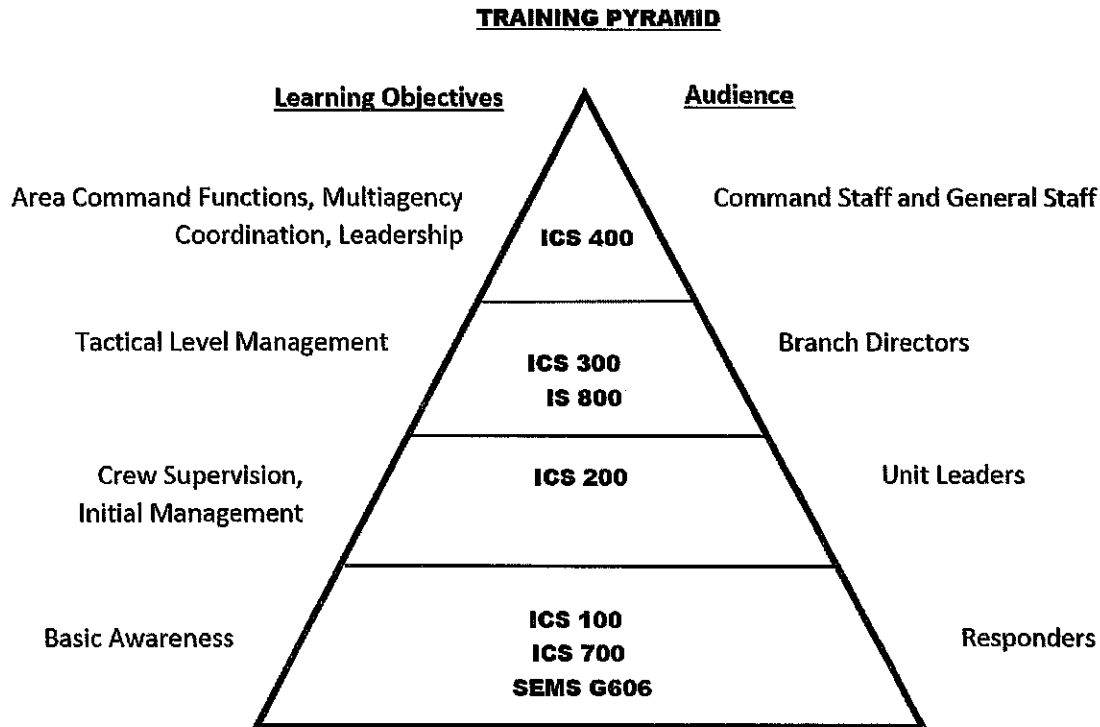


Figure 2 - Training requirements by function

The baseline ICS trainings are completed online at FEMA.com. You first register and then are given a student identification system number that you use to take the trainings.

Recommendations:

Staff recommends the following:

- 1.) The District should require District employees to take the minimum awareness courses ICS 100 by August 31, 2024, and complete ICS 700 by a later date.
- 2.) The District require Directors to complete ICS 100 and ICS 700 by August 31, 2024. We acknowledge that Director Fuller and Rupp have already completed these courses and more.
- 3.) The District should be proactive in assigning staff members to an ICS function, especially command staff and general staff, so they may obtain the appropriate level of training.

Staff also recommends:

- Command Staff and General Staff for a dam emergency should be pre-assigned to ensure the required training for their roles is received
- The following staff for Command Staff and Branch Directors for a dam emergency:

ICS Function	Primary	Back-Up
Incident Command	General Manager	Superintendent
Operations-Ruth	Dam Operator	Relief Dam Operator
Operations-Essex	Operations Supervisor	Assistant Operations Supervisor
Planning	Superintendent	Maintenance Supervisor
Logistics	Maintenance Supervisor	Assistant Maintenance Supervisor
Finance/Administration	Business Manager	Office Manager
Public Information Officer	Board President	Board Vice President
Liaison Officer	Program and Regulatory Analyst	Executive Assistant
Safety Officer	Outside Resource	Outside Resource

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
From: John Friedenbach/Contessa Dickson
Date: May 16, 2024
Subject: District 1 Director Vacancy

TIMELINE:

Director Latt plans to step down June 30, 2024. In the past the District has followed the appointment process laid out in the Board Governance Manual for replacing a Director and prepared the appropriate timeline to accomplish this within the 60 day timeframe, (per Government Code 1780). Below is the timeline within 60 days from the vacancy date or, August 29, 2024:

1. The county elections office must be notified of vacancy within 15 days, per Government Code 1780.
2. Post vacancy (applications due July 8, 2024)
 - a. We can run an ad with North Coast Journal
 - b. We will post flyers in three public locations to be determined
 - c. The flyer will be posted at the District office and on HBMWD website
2. July 11 2024, regular Board meeting to review applications.
3. July 12, 2024, Distribute Candidate Questions form.
4. Would the Board like a special Board meeting between the July and August Board meeting to review responses to Candidate Questions and discuss and narrow interview field if needed?
5. August 14, 2024, Regular Board meeting or special Board meeting to interview candidates and select new Director.

Although not required per Code 1780, in the past the District has accepted applications for the vacancy and:

- Applications will/can be accepted through a date the Board agrees on.
- President Latt can appoint a screening/nominating committee. The committee makes recommendations to the Board, the Board decides which candidates to interview.
- The Board can receive and review the nominating committee's recommendations and conduct interviews at a Regular or Special Board meeting.

If the Board does not appoint or call for an election within 60 days, the County Board of Supervisors shall make the appointment, or call for an election for the vacant position (per Government Code 1780)

- The County Elections Department is notified of the outcome.

ENGINEERING

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

Separate sealed bids will be received for the:

Samoa Reservoir 1 Tank Seismic Retrofit Project
Located between LP Drive & Bay Street on New Navy Base Road

Separate sealed bids will be received for the Korblex Reservoirs Seismic Retrofit Project. The work for this project consists of furnishing all labor, materials, equipment, and supervision required for the seismic retrofit of the Korblex 1 million-gallon (MG) tank and the Korblex 2 MG tank, as well as other related work.

A non-mandatory, but highly recommended, pre-bid meeting will be held to familiarize potential bidders with the project and is scheduled for 10:00 am, Thursday, May 9th, 2024 at the Samoa site along New Navy Base Rd near Samoa, CA. A site overview outside of this meeting time can be arranged by contacting Nathaniel Steen at Ghirardelli Associates by telephone at (707) 382-8931 or by email nsteen@ghirardelliassoc.com.

Bids will be received by the General Manager of the Humboldt Bay Municipal Water District at the District Office, 828 Seventh Street, Eureka, California, 95501 until 3:00 p.m. Pacific Time, May 31, 2024, and then at said office publicly opened and read aloud. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the Owner at Humboldt Bay Municipal Water District, PO Box 95, Eureka, CA 95502-0095 and must be delivered to the District office by the above referenced time and date.

Contractors may obtain an electronic copy of the Contract Documents for free by emailing a request to Justin Palmaymesa (justin@albat.com).

The Contract Documents are also available for download at the HBMWD website: www.hbmwd.com

Each proposal must be submitted on the prescribed form and accompanied by a certified check or Bid Bond in an amount of not less than 10 percent of the amount bid. Successful bidders will be required to furnish both a Payment Bond and Performance Bond in the full amount of the Contract Price. In accordance with Public Contract Code Section 10263, the Contractor will be allowed to substitute securities for monies normally withheld by the owner to insure performance under this contract.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations, State of California. The general prevailing wage rates applicable to the work are set by the Director of the Department of Industrial Relations. The Contractor will be required to comply with any changes in these wage rates as they are updated by the State government at no cost to the Owner.

All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (Division of Labor Standards Enforcement).

Pursuant to Senate Bill 854, all contractors bidding on public works projects must register with the Department of Industrial Relations. Contractors are subject to a registration and annual renewal fee. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. Accordingly, all Prime and Subcontractors contained in a bid must provide valid Department of Industrial Relations registration number(s). Failure to provide valid DIR registration numbers in the bid documents shall disqualify the bid.

Neal Latt May 3, 2024
President
Humboldt Bay Municipal Water District

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

Separate sealed bids will be received for the:

Korblex Reservoirs 2 Tanks Seismic Retrofit Project

Separate sealed bids will be received for the Korblex Reservoirs Seismic Retrofit Project. The work for this project consists of furnishing all labor, materials, equipment, and supervision required for the seismic retrofit of the Korblex 1 million-gallon (MG) tank and the Korblex 2 MG tank, as well as other related work.

A non-mandatory, but highly recommended, pre-bid meeting will be held to familiarize potential bidders with the project and is scheduled for 1:00 pm, Thursday, May 9th, 2024 at the Korblex site at the top of Pipeline Road, off West End Road, near Arcata, CA. A site overview outside of this meeting time can be arranged by contacting Nathaniel Steen at Ghirardelli Associates by telephone at (707) 382-8931 or by email at nsteen@ghirardelliassoc.com.

Bids will be received by the General Manager of the Humboldt Bay Municipal Water District at the District Office, 828 Seventh Street, Eureka, California, 95501 until 3:00 p.m. Pacific Time, May 31, 2024, and then at said office publicly opened and read aloud. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the Owner at Humboldt Bay Municipal Water District, PO Box 95, Eureka, CA 95502-0095 and must be delivered to the District office by the above referenced time and date.

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Neal Latt May 3, 2024
President
Humboldt Bay Municipal Water District



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 Seventh Street • Eureka, California 95501-1114
 PO Box 95 • Eureka, California 95502-0095
 Office 707-443-5018 Essex 707-822-2918
 Fax 707-443-5731 707-822-8245
 EMAIL OFFICE@HBMWD.COM
 Website: www.hbmwd.com

BOARD OF DIRECTORS
 NEAL LATT, PRESIDENT
 MICHELLE FULLER, VICE-PRESIDENT
 J. BRUCE RUPP, SECRETARY-TREASURER
 DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
 SHERI WOO, DIRECTOR

GENERAL MANAGER
 JOHN FRIEDENBACH

May 1, 2024

Mr. Shane Sweeney
 Grants Specialist – Coastal Unit
 VIA: Cal OES Engage Portal

RE: DR4569-PA538
Subapplication Number: AP-00319
FEMA EHP RFI due 5-1-24

Dear Mr. Sweeney,

Via your email dated April 25, 2024, you have communicated the following request for information (RFI) to us from FEMA.

“We are reviewing the biological documents for the above-referenced project and need a little more information... With the project falling within Northern Spotted Owl Critical Habitat, we need to ensure the work window does **not** fall within the critical breeding period of February 1st – July 9th. Given the noise levels that will be occurring during geotechnical assessments, this work window needs to be honored to move forward with the project. Can you ask the subapplicant to confirm the work window for this project?”

In response to this RFI, we respectfully submit the following.

1. As seen on attached Figure 1, the nearest Northern Spotted Owl Activity Center (AC) is 2.17 miles to the south west of R. W. Matthews dam (Project Site). AC TR10309 This appears to be an unmarked male bird in 1991.
2. A .25-mile radius area from the Project Site is shown on attached Figure 2.
3. Section 9.0 Surveys for Disturbance-Only Projects of the Protocol For Surveying Proposed Management Activities That May Impact Northern Spotted Owls (January 2012), attached as Exhibit 1) states:

“Activities that do not modify spotted owl habitat but will result in disturbance to spotted owls usually represent short-term effects compared to the long-term effects of habitat modification, especially when such projects are limited to one

season. Therefore, a one-year six visit survey can apply to smoke or noise-disturbance only actions. Six visits that cover all spotted owl habitat within 0.25 mile from the project area will be effective until the beginning of the following breeding season. If operations are not completed by year two, three spot check survey visits each year should occur in years two and three OR project proponents can choose to utilize the 2-year, six visit survey protocol. Field forms should indicate that these are disturbance-only projects.”

Given the fact that the proposed geotechnical investigative activities are considered noise-disturbance only actions and therefore represent short-term effects of habitat modification, the District proposes the following alternative to the proposed ban on all project activities during the period February 1st – July 9th.

The District proposes to follow the guidance in Section 9 of the attached Exhibit 1 protocol for Disturbance-Only Projects and will conduct a one-year six visit survey by a qualified biologist within a .25-mile radius of the Project Site prior to commencing any noise generating geotechnical investigative activities. Should such surveys conclude that there are no Northern Spotted Owls present within a .25-mile radius of the Project Site, there will be No restrictions on the work window.

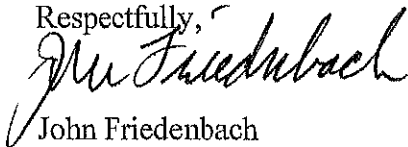
Alternatively, if such surveys conclude that there are Northern Spotted Owls present and nesting within a .25-mile radius of the Project Site, no noise generating geotechnical investigative activities will be conducted during the period February 1st – July 9th.

The survey results can be documented and reported to CalOES and FEMA in our grant quarterly monitoring reports.

Our construction season at the Project Site is very limited due to severe winter weather conditions from October to March. Consequently, any restrictions on the normal construction season from April to September can have a severe negative impact on the constructability of projects.

If you have any questions or need any additional information, do not hesitate to contact us.

Respectfully,



John Friedenbach
General Manager

Cc: Nathan Stevens, GHD

FINANCIAL

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



<u>BANK ACCOUNT BALANCES AT MONTH-END</u>	April 30, 2024	April 30, 2023
GENERAL ACCOUNTS		
1. US Bank - General Account	1,374,632.39	4,977,393.69
2. US Bank - Xpress BillPay/Electronic Payments Account	9,387.60	4,807.59
<i>Subtotal</i>	1,384,019.99	4,982,201.28
INVESTMENT & INTEREST BEARING ACCOUNTS		
3. US Bank - DWR/SRF Money Markey Acct	-	166,594.34
4. US Bank - DWR/SRF Reserve CD Account	-	547,336.94
5. US Bank - PARS Investment Account	920,566.48	992,102.70
<i>Contributions = \$800,000 Disbursements = \$166,619</i>		
6. L. A. I. F Account - MSRA Reserve Account	469,711.45	452,458.73
7. CalTRUST - Restricted Inv. Account (Medium Term)	1,758,821.75	1,713,056.08
8. CalTRUST - DWFP Reserve Account (FedFund)	-	247,927.64
9. CalTRUST - ReMat Account (LEAF Fund)	-	1,347,046.09
10. CalTRUST - General Reserve Account (Short-Term)	4,661,196.75	2,429,189.05
<i>Total CalTRUST Accounts</i>	<i>6,420,018.50</i>	<i>5,737,218.86</i>
11. California CLASS - DWFP Reserve Account	259,782.73	-
12. California CLASS - ReMat Reserve Account	1,519,538.31	-
13. California CLASS - General Reserve Account	604,978.10	-
<i>Total California CLASS Accounts</i>	<i>2,384,299.14</i>	-
14. Humboldt County - SRF Loan Payment Account	329,022.28	(129,600.34)
15. Humboldt County - 1% Tax Account	760,260.71	1,142,833.63
16. Inactive Humboldt County Investment Accounts	144.76	335,451.45
17. Principle Investment Account	42,260.76	39,884.46
<i>Subtotal</i>	11,326,284.08	9,284,280.77
OTHER ACCOUNTS		
18. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
19. Cash on Hand	650.00	650.00
<i>Subtotal</i>	27,650.00	27,650.00
TOTAL CASH	12,737,954.07	14,294,132.05

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

SECTION 9-2-a PAGE NO. 2



FUND BALANCES AT MONTH-END

April 30, 2024 , 2023

RESTRICTED FUNDS - ENCUMBERED

1. Prior-Year Price Factor 2 Rebate	(3,769.50)	(4,853.10)
2. Prior-Year Restricted AP Encumbrances	(595,142.00)	(29,254.00)
3. Advanced Charges - 3x Tank Seismic Retrofit	(1,519,111.09)	(1,269,146.62)
4. Advanced Charges - Cathodic Protection Project	(124,999.96)	(124,999.96)
5. Advanced Charges - Collector 2 Rehabilitation	(788,827.59)	(997,238.62)
6. Advanced Charges - On-Site Generation of Chlorine	(709,894.17)	(1,180,799.77)
7. Advanced Charges - Redundant Pipeline	(395,282.70)	(311,792.49)
8. Advanced Charges - TRF Emergency Generator	(372,389.61)	(375,000.00)
9. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(312,858.62)
10. Advanced Funding - FEMA, Shoreline Debris Removal	-	(20,412.28)
11. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	(112,456.22)
12. Advanced Charges - Assist. Spillway Seismic Grant	(23,333.32)	(23,333.32)
13. Advanced Funding - Eureka Cyber Security	(19,597.72)	(19,597.72)
14. Advanced Charges - Essex Facility Expansion	(105,400.00)	(105,400.00)
15. Advanced Charges - Capital Financing/Debt Service	(389,466.04)	(216,266.70)
<i>Subtotal</i>	(5,472,528.54)	(5,103,409.42)

RESTRICTED FUNDS - OTHER

16. 1% Tax Credit to Muni's	(758,085.51)	-
17. DWR Reserve for SRF Payment	-	(166,594.34)
18. DWR Reserve for SRF Loan	-	(547,336.94)
19. Pension Trust Reserves	(920,566.48)	(992,102.70)
20. ReMat Deposit	(27,000.00)	(27,000.00)
21. HB Retail Capital Replacement Reserves	(215,171.26)	(167,141.83)
<i>Subtotal</i>	(1,920,823.25)	(1,900,175.81)

UNRESTRICTED FUNDS

BOARD RESTRICTED

22. MSRA Reserves	(469,711.45)	(452,458.73)
23. DWFP Reserves	(259,782.73)	(247,927.64)
24. ReMat Reserves	(1,519,538.31)	(1,347,046.09)
25. Paik-Nicely Development	-	-
26. Principle Investment Reserves	(42,260.76)	(39,884.46)
27. Northern Mainline Extension Study Prepayment	56.40	56.40
28. Blue Lake Rancheria Extension Study Prepayment	(4,235.37)	-
<i>Subtotal</i>	(2,291,236.85)	(2,087,260.52)

UNRESTRICTED RESERVES

29. Accumulation for SRF Payment	-	(144,027.61)
30. General Fund Reserves	(3,053,365.43)	(5,064,891.13)
<i>Subtotal</i>	(3,053,365.43)	(5,203,286.30)
TOTAL NET POSITION	(12,737,954.07)	(14,294,132.05)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 REVENUE REPORT
 April 30, 2024

83%
 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	28,790	305,669	271,678	350,000	87%
General Revenue					
Power Sales (Net ReMat)	27,167	91,256	110,919	125,000	73%
Tax Receipts (1% Taxes)	0	621,350	292,212	1,000,000	62%
Interest - Muni PF2 Retained	4,966	24,746	7,740		
2. Miscellaneous Revenue*	3,446	9,138	98,750	50,000	18%
<i>*Detail on following page</i>					
TOTAL PF2 REVENUE CREDITS	64,369	1,052,159	781,297	1,525,000	69%

B. DISTRICT REVENUE

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
3. Industrial Water Revenue					
Harbor District	0	0	200	0	0
<i>Subtotal Industrial Water Revenue</i>	<i>0</i>	<i>0</i>	<i>200</i>	<i>0</i>	<i>0</i>
4. Municipal Water Revenue					
City of Arcata	129,628	1,292,752	1,231,349	1,538,900	84%
City of Blue Lake	17,008	171,268	161,284	202,362	85%
City of Eureka	304,202	3,018,466	2,864,834	3,617,684	83%
Fieldbrook CSD	16,262	149,508	169,383	194,298	77%
Humboldt CSD	91,932	934,815	868,391	1,105,724	85%
Manila CSD	7,348	75,180	70,989	90,372	83%
McKinleyville CSD	105,052	1,062,835	1,002,977	1,266,298	84%
<i>Subtotal Municipal Water Revenue</i>	<i>671,432</i>	<i>6,704,824</i>	<i>6,369,207</i>	<i>8,015,638</i>	<i>84%</i>
TOTAL INDUSTRIAL & WHOLESALE REVENUE	671,432	6,704,824	6,369,406	8,015,638	84%

5. Power Sales					
Power Sales (ReMat Revenue)	45,080	189,821	232,434	300,000	63%
Interest (ReMat Revenue)	0	0	0	0	
TOTAL REMAT REVENUE	45,080	189,821	232,434	300,000	63%

6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	4,263	39,695	39,122		
FCSD Contract	51,286	242,333	242,637		
FEMA/CalOES Grant Revenue	0	451,473	376,395		
SWRCB In-Stream Flow Grant Revenue	0	14,653	5,243		
Quagga Grant Revenue	0	0	0		
Misc. Grant Revenue	0	62,006	0		
CalFire Healthy Forest Funding	0	0	0		
CalFire Fuel Reduction Funding	0	346,323	0		
Interest Earned	0	1	0		
Net Increase/(Decrease) Investment Accounts	21,548	393,218	64,666		
TOTAL OTHER/GRANT REVENUE	77,097	1,549,701	728,063		
GRAND TOTAL REVENUE	857,977	9,496,504	8,111,201	9,840,638	97%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MISCELLANEOUS REVENUE - DETAIL REPORT
 April 30, 2024



B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	368	1,415
Fees - Park Use	-	100
Rebate - CALCard	-	961
Refund - Diesel Fuel Tax	-	200
Refunds - Miscellaneous	-	101
Reimb - Blue Lake SCADA/Internet Monthly Fees	-	-
Reimb. - Copies & Postage	32	184
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	-
Reimb. - Telephone	-	-
UB - Water Processing Fees	60	360
UB - Hydrant Rental Deposit/Use	-	-
Sale - Scrap Material	2,506	2,506
<u>Ruth Area</u>		
Lease - Don Bridge	-	691
Rent - Ruth Cabin	480	2,520
Ruth Annual Lessee Water Fees	-	100
<hr/>		
TOTAL MISCELLANEOUS REVENUE	3,446	9,138

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3
 April 30, 2024

83%
 Of Budget Year



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

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Compensation					
1. Wages - Regular	193,656.23	1,902,253.60	1,968,185.35	2,556,746	85%
2. Wages - Sick	8,092.06	92,900.07	123,854.34		
3. Wages - Vacation	5,315.54	186,934.12	171,542.61		
<i>Subtotal</i>	207,063.83	2,182,087.79	2,263,582.30	2,556,746	85%
4. Wages - Overtime	881.26	11,468.72	12,931.54	15,855	
5. Wages - Holiday (Worked)	-	10,898.36	9,861.92	15,855	
<i>Subtotal</i>	881.26	22,367.08	22,793.46	31,710	71%
6. Wages - Part-Time	1,798.57	38,555.95	36,116.92	115,430	33%
7. Wages - Shift Differential	990.48	9,351.24	9,577.59	12,156	77%
8. Wages - Standby	8,455.72	85,385.98	77,018.81	97,773	87%
9. Director Compensation	1,600.00	21,520.00	20,320.00	26,000	83%
10. Secretarial Fees	262.50	2,821.89	2,625.00	3,200	88%
11. Payroll Tax Expenses	16,515.50	179,081.57	185,215.46	228,272	78%
<i>Subtotal</i>	29,622.77	336,716.63	330,873.78	482,831	70%
Employee Benefits					
12. Health, Life, & LTD Ins.	62,966.06	527,285.51	582,089.15	982,991	54%
13. Air Medical Insurance	-	2,923.00	2,266.00	2,707	108%
14. Retiree Medical Insurance	11,245.45	97,020.56	98,240.54	83,000	94%
<i>14a. Retiree Medical Reimb.</i>	<i>(3,560.16)</i>	<i>(18,970.67)</i>	<i>(30,753.71)</i>		
15. Employee Dental Insurance	2,611.68	27,164.86	29,665.08	44,086	62%
16. Employee Vision Insurance	577.53	5,862.88	6,347.26	7,471	78%
17. Employee EAP	77.19	780.82	828.44	1,116	70%
18. Fitness Stipend	30.00	195.00	-	5,400	4%
19. 457b District Contribution	3,850.00	37,975.00	26,874.04	48,900	78%
20. CalPERS Expenses	28,867.88	503,955.04	591,413.60	599,102	84%
21. Workers Comp Insurance	27,537.67	114,340.66	122,668.49	146,512	78%
<i>Subtotal</i>	134,203.30	1,298,532.66	1,429,638.89	1,921,285	68%
TOTAL S.E.B	371,771.16	3,839,704.16	4,046,888.43	4,992,572	77%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3
April 30, 2024

83%
Of Budget Year



SERVICE & SUPPLY EXPENDITURES (S & S)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Operations & Maintenance					
1. Auto Maintenance	3,847.01	42,798.05	49,575.95	39,200	109%
2. Engineering	914.01	28,601.27	44,878.38	75,000	38%
3. Lab Expenses	-	14,840.00	18,270.00	13,000	114%
4. Maintenance & Repairs					
General	4,682.41	43,890.40	35,061.89	45,200	97%
TRF	249.89	4,050.76	17,304.40	17,000	24%
<i>Subtotal</i>	<i>4,932.30</i>	<i>47,941.16</i>	<i>52,366.29</i>	<i>62,200</i>	<i>77%</i>
5. Materials & Supplies					
General	2,017.35	59,260.29	61,142.68	39,500	150%
TRF	825.69	61,937.93	64,937.48	35,000	177%
<i>Subtotal</i>	<i>2,843.04</i>	<i>121,198.22</i>	<i>126,080.16</i>	<i>74,500</i>	<i>163%</i>
6. Radio Maintenance	578.09	8,330.90	5,894.42	8,500	98%
7. Ruth Lake License	-	1,500.00	1,500.00	1,500	100%
8. Safety Equip./Training					
General	2,562.02	23,099.24	25,876.84	19,000	122%
TRF	1,826.36	1,981.95	144.00	2,000	99%
<i>Subtotal</i>	<i>4,388.38</i>	<i>25,081.19</i>	<i>26,020.84</i>	<i>21,000</i>	<i>119%</i>
9. Tools & Equipment	(65.07)	2,275.85	1,405.42	5,000	46%
10. USGS Meter Station	-	8,600.00	8,220.00	9,000	96%
<i>Operations Subtotal</i>	<i>17,437.76</i>	<i>301,166.64</i>	<i>334,211.46</i>	<i>308,900</i>	<i>97%</i>
General & Administration					
11. Accounting Services	11,173.75	32,178.75	26,095.00	35,000	92%
12. Bad Debt Expense	-	-	-	-	0
13. Dues & Subscriptions	264.00	33,995.14	32,293.15	37,400	91%
14. IT & Software Maintenance	2,068.84	67,184.27	42,390.87	82,000	82%
15. Insurance	-	130,217.44	107,309.77	120,000	109%
16. Internet	797.27	7,256.00	11,152.43	5,500	132%
17. Legal Services	481.50	12,537.60	15,450.91	35,000	36%
18. Miscellaneous	111.38	5,959.06	6,852.02	10,000	60%
19. Office Building Maint.	1,760.18	16,363.95	15,925.01	19,000	86%
20. Office Expense	3,473.80	35,765.56	34,098.71	39,600	90%
21. Professional Services	246.00	4,139.00	7,275.02	20,000	21%
22. Property Tax	-	2,764.00	2,764.00	3,000	92%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3
April 30, 2024



83%
Of Budget Year

SERVICE & SUPPLY EXPENDITURES (con't)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	3,760.55	217,549.76	193,026.30	199,000	109%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	314.98	4,516.08	2,670.62	9,300	49%
26. Technical Training	-	314.23	101.36	14,000	2%
27. Telephone	809.03	10,418.28	12,695.69	19,000	55%
28. Travel & Conference	1,951.19	15,407.98	10,590.18	22,000	70%
<i>Gen. & Admin. Subtotal</i>	<i>27,212.47</i>	<i>596,567.10</i>	<i>520,691.04</i>	<i>674,801</i>	<i>88%</i>
TOTAL SERVICE & SUPPLY	44,650.23	897,733.74	854,902.50	983,700.75	91%

Power

29. Essex - PG & E	69,539.05	613,850.40	751,386.82		
30. 2Mw Generator Fuel	-	-	20,657.50		
<i>Subtotal Essex Pumping</i>	<i>69,539.05</i>	<i>613,850.40</i>	<i>772,044.32</i>		
31. All other PG & E	30,269.20	356,237.96	77,618.11		
<i>Subtotal All Power</i>	<i>99,808.25</i>	<i>970,088.36</i>	<i>849,662.43</i>	<i>1,019,000</i>	<i>95%</i>

**Total Service and Supplies incl.
Power**

	144,458.48	1,867,822.10	1,704,564.93	2,002,701	93%
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PROJECTS, FIXED ASSETS & CONSULTING SERVICES

	Month-to-Date	Year-to-Date	Budget	% of Budget
	66,418.00	4,804,294.00	19,840,575	24%

GRAND TOTAL EXPENSES	582,647.64	10,511,820.26	5,751,453.36	26,835,848	39%
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32. Debt Service - SRF Loan	-	273,668	273,668	273,668	100%
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TOTAL EXPENSES WITH DEBT SERVICE

	587,503.48	10,797,680.02	6,050,372.86	27,109,515.72	
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OTHER EXPENSES

33. ReMat Consultant Exp.	4,855.84	12,191.76	25,251.50		
34. Capital Replacement Exp.	-	-	-		

TOTAL EXPENSES WITH REMAT

	149,314.32	1,880,013.86	1,729,816.43		
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT PROJECT PROGRESS REPORT

April 30, 2024

83% Of Budget Year



A. CAPITAL PROJECTS

	MTD	YTD		% OF
GRANT FUNDED CAPITAL PROJECTS	EXPENSES	TOTAL	BUDGET	BUDGET
1 Grant - TRF Generator <i>(Treatment Facility Project, \$1.9M - FEMA, Approved)</i>	0	89,274	1,900,000	5%
2 Grant - Collector 2 Rehabilitation <i>((\$1.6M - NCRP Prop1, Approved)</i>	2,807	2,305,263	3,200,000	72%
3 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, \$3.1M - FEMA, Approved)</i>	0	76,774	3,100,000	2%
4 Grant - 2x Tank Seismic Retrofit	60,536	180,426	5,700,000	3%
4A Grant - 1x Tank (Industrial) Seismic Retrofit <i>((\$5.7M - FEMA, Industrial Expenses Line 103B)</i>	(23,426)	(86,382)	0	
4B 12kV Relocation	0	60,000	0	0%
TOTAL GRANT FUNDED CAPITAL PROJECTS	39,916	2,625,355	13,900,000	19%

NON-GRANT FUNDED CAPITAL PROJECTS

5 Mainline Valve Replacement Program	0	0	170,000	0%
6 ADA Improvements - Eureka Office Parking Lot	0	6,854	11,000	62%
7 Storage Barn at Headquarters <i>((\$180k, FY24/FY25, Advanced Charges being Collected)</i>	0	0	0	0
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	6,854	181,000	4%

B. EQUIPMENT AND FIXED ASSET PROJECTS

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
8 FY24 Replace Essex Admin Computers	312	3,428	6,500	53%
9 FY24 Replace Control Computers	0	2,215	5,250	42%
10 Spare Collector Motor	0	102,787	108,250	95%
11 Portable Eye Wash & Shower	0	1,470	1,750	84%
12 Pipeline Maintenance Equipment	0	5,826	5,750	101%
13 John Deere 4052 Implements	3,882	6,378	6,500	98%
14 Maintenance Shop High Bay Lights	0	2,377	3,250	73%
15 Cordless Tools & Equipment	0	4,948	5,250	94%
16 TRF Security Fence <i>(Treatment Facility Project)</i>	0	0	7,750	0%
17 TRF Spare Process Pumps <i>(Treatment Facility Project)</i>	0	25,508	25,750	99%
18 TRF Replace PH Probes <i>(Treatment Facility Project)</i>	0	0	26,750	0%
19 TRF Benchtop Turbidity Meter <i>(Treatment Facility Project)</i>	0	6,481	6,750	96%
20 Tesla Battery Project - TRF <i>(Treatment Facility Project)</i>	233	2,327	0	0
20A FY24 Turbidimeter Replacement <i>(Treatment Facility Project)</i>	0	14,784	0	0

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

83% Of Budget Year



April 30, 2024

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

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
21 FY24 Replace Eureka Admin Computers	0	1,410	3,000	47%
22 Ruth Hydro Power Monitor Replacement	0	12,815	13,500	95%
23 Ruth Hydro Plant PRV Internal Belzona Repairs	719	719	4,750	15%
24 Ruth Hydro Incoming Power Feed Conductors	44,750	44,750	42,500	105%
25 Ruth Bunkhouse Picnic Table Replacement	0	1,388	2,000	69%
26 Ruth Automated Tiltometers	0	0	50,000	0%
26A Grant - Power Loss - FEMA 4699 Winter Storm	0	4,124	0	0%
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	49,896	243,737	325,250	75%

C. MAINTENANCE PROJECTS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
27 FY24 Pipeline Maintenance	0	4,336	14,000	31%
28 FY24 Main Line Meter Flow Calibration	0	1,007	28,000	4%
29 FY24 Technical Support & Software Updates	0	5,245	26,750	20%
30 FY24 Generator Services	0	0	3,500	0%
31 FY24 Hazard & Diseased Tree Removal	0	0	8,000	0%
32 FY24 Cathodic Protection	0	0	1,500	0%
33 FY24 Maintenance Emergency Repairs	0	31,863	50,000	64%
34 FY24 Fleet Paint Repairs	0	2,154	5,000	43%
35 Particle Counter Calibration	0	1,727	1,750	99%
36 EOC Emergency Backpack Supplies	0	1,449	1,750	83%
37 Collector 1 Conductor Replacement	0	0	89,750	0%
38 FY24 Power Pole/Line Inspection/Maintenance	33,975	44,731	43,500	103%
39 SBPS Roll-Up Door	0	31,512	33,000	95%
40 Service Vehicle Utility Box Lighting	239	1,711	1,750	98%
41 Park #1 Gazebo Roof Replacement	0	2,843	3,500	81%
42 Pipeline R-O-W Maintenance	0	0	20,000	0%
43 FY24 TRF Generator Maintenance	0	328	500	0%
<i>(Treatment Facility Project)</i>				
44 FY24 TRF Limitorque Valve Retrofit Supplies	0	0	14,500	0%
<i>(Treatment Facility Project)</i>				
45 TRF Valve Network Upgrade (Phase 2)	0	511	125,000	0%
<i>(Treatment Facility Project)</i>				
46 FY24 Brush Abatement Ruth Hydro	0	0	21,000	0%
47 FY24 LTO Insurance	0	0	5,000	0%
48 FY24 Spillway Repairs	0	352	10,000	4%
49 FY24 Howell Bungler Valve Inspection	0	0	1,000	0%
20 FY24 Log Boom Inspection	0	123	1,500	8%
51 Ruth Hydro Synchronizer Testing	0	0	21,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 PROJECT PROGRESS REPORT - PAGE 3 OF 5
 April 30, 2024

83% Of Budget Year

**C. MAINTENANCE PROJECTS (cont)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
52 Replace Headquarters Garage Doors	0	0	6,750	0%
53 FY24 Eureka Office Generator Service	0	697	500	139%
53A Shoreline Debris Removal, Ruth Fire Recovery	0	1,488	0	0%
TOTAL MAINTENANCE PROJECTS	34,214	132,077	538,500	25%

D. PROFESSIONAL & CONSULTING SERVICES

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
55A Grant - Advanced Assistance Spillway/Seismic	0	486	0	0%
55 FY24 Crane Testing/Certification	0	8,414	10,000	84%
56 FY24 Chlorine System Maintenance	0	11,195	6,750	166%
57 FY24 Hydro Plant Annual Elect/Maint Inspection	0	172	4,000	4%
58 FY24 Hydro Plant Annual Elec. Maint./Testing	0	0	5,000	0%
59 FY24 Essex Mad River Cross-Sectional Survey	0	6,550	12,000	55%
60 FY24 Technical Training	109	6,740	27,000	25%
61 FY24 O & M Training	648	1,550	20,000	8%
62 Backflow Tester Certification	0	4,813	5,750	84%
63 EAP Tabletop Planning	120	120	5,000	2%
64 CIP 10-yr Financial Revision and Project Review	0	0	15,000	0%
65 FY24 Public Education Funds	0	2,500	5,000	50%
66 FY24 Mad River Regulatory Compliance Assistance	0	0	50,000	0%
67 Spillway Bridge Inspection	0	0	7,500	0%
68 FY24 GHD Review/Report Mad River Cross-Sectional	1,442	3,950	5,000	79%
69 FY24 Grant Application Assistance	0	0	20,000	0%
70 Domestic Water for Nordic Aqua Farm	0	0	5,000	0%
71 Samoa Peninsula ROW EIR (GHD)	3,750	35,572	240,850	15%
72 Domestic Water System Cathodic Protection Updates	1,426	18,859	48,000	39%
73 Water Quality Monitoring Plan Update	0	0	20,000	0%
74 Water Model Update/Peninsula Domestic Capacity Rww	0	0	30,000	0%
75 Engineering Study-Replace 15-inch Peninsula Pipe	0	0	25,000	0%
76 Dam Crest Monument Survey (Vertical Cntrl Survey)	0	5,200	20,000	26%
77 GHD - Dam Vertical Control Survey Analysis	0	3,844	5,000	77%
78 FY24 Dam Spillway Wall Monument Survey	0	16,800	17,500	96%
79 GHD - Dam Spillway Wall Monument Survey Analysis	0	5,357	6,500	82%
80 Dam Left Abutment Slide Monitoring Survey	0	0	10,000	0%
81 GHD - Dam Left Abutment Slide Monitoring Survey	0	2,279	3,000	76%
82 FY24 FERC DSSMR Assistance (GHD)	1,695	4,551	5,000	91%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 4 OF 5

83% Of Budget Year



April 30, 2024

D. PROFESSIONAL & CONSULTING SERVICES (CONT)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
83 FY24 Spillway Repair, Dam Inspection/Reporting Assistance	0	787	5,000	16%
84 FY24 FERC Chief Dam Safety Engineer	2,759	8,274	12,000	69%
TOTAL PROF/CONSULTING SERVICES	11,949	148,014	650,850	23%

E. INDUSTRIAL SYSTEM PROJECTS

85 Refurbish PS-6 (Phase 1)	0	0	0	0
86 2 Pumps/Motors/VFD's for Pump Station 6	0	0	0	0
87 Maintain Water to PS6 During Low-Flow Months	0	0	13,250	0%
88 Industrial System Assistance	0	0	0	0
89 Crossover Vault Modifications	0	0	0	0
90 Pump Station 6 Gravel Bar Work and Permitting	0	0	0	0
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%

F. CARRY-OVER PROJECTS FROM PRIOR YEAR

TOTAL CARRYOVER PROJECTS	0	0	0	0%
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G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED

	MTD	YTD	BUDGET	% BUDGET
91 On-Site Generation of Chlorine <i>(\$1.3M - FY23/24 Treatment Facility Project)</i>	10,996	109,958	131,950	83%
92 Prof. Services for New Capital Debt	13,517	135,167	162,200	83%
93 Storage Barn for Ruth Headquarters	7,500	75,000	90,000	83%
TOTAL ADVANCED CHARGES COLLECTED	32,013	320,125	384,150	83%

H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
94 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	4,736	743,118	1,212,499	61%
95 Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%
96 Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	0	0
97 Domestic Water System Cathodic Protection <i>(Collected Advance Charges)</i>	0	0	0	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

PROJECT PROGRESS REPORT - PAGE 5 OF 5

April 30, 2024

83% Of Budget Year

**H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
98 Streambed Flow Enhancement Grant <i>(DWR Grant)</i>	10,302	41,949	457,755	9%
99 Clean-Out Industrial Water Tank <i>(ReMat Reserves)</i>	0	0	0	0
100 North Mainline Extension Study	0	0	10,000	0%
101 BL Rancheria Water	0	14,498	0	0
102 CalFire Healthy Forest Grant <i>(CalFire Grant)</i>	26,244	50,160	5,000,000	1%
103 CalFire Fuels Reduction Program <i>(CalFire Funding)</i>	9,140	141,910	500,000	28%
103A Quagga Grant Projects (Ruth Lake)	0	19,216	0	0%
103B Grant - 1x Tank (Industrial) Seismic Retrofit <i>(ReMat Reserves)</i>	23,426	86,382	0	0
103C Prof. Services for New Capital Debt <i>(Collected Advance Charges)</i>	6,843	25,143	0	0%
TOTAL NOT CHARGED TO CUSTOMERS	80,691	1,122,376	7,189,754	16%

PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	6,854	181,000	4%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	49,896	243,737	325,250	75%
<i>Treatment Facility Portion</i>	233	34,316	67,000	
TOTAL MAINTENANCE PROJECTS	34,214	132,077	538,500	25%
<i>Treatment Facility Portion</i>	0	839	140,000	
TOTAL PROF/CONSULTING SERVICES	11,949	148,014	650,850	23%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%
TOTAL CARRYOVER PROJECTS	0	0	0	0
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	32,013	320,125	384,150	83%
<i>Treatment Facility Portion</i>	\$0	\$0	\$0	
TOTAL CUSTOMER CHARGES	\$128,071	\$850,807	\$2,093,000	41%
NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	39,916	2,625,355	13,900,000	19%
TOTAL NON-CUSTOMER CHARGES	80,691	1,122,376	7,189,754	16%
TOTAL USE OF ENCUMBERED FUNDS	17,738	205,756	800,898	26%
TOTAL NON-CUSTOMER CHARGES	\$138,346	\$3,953,487	\$21,890,652	18%
GRAND TOTAL PROJECT BUDGET ACTIVITY	\$266,418	\$4,804,294	\$23,983,652	20%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 ENCUMBERED FUNDS RECONCILIATION REPORT
 April 30, 2024



	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING
A. CAPITAL PROJECTS				
1E Fiber Optic Link - Collector 2 - Phase 1	0	677	28,500	27,823
2E Power and Fiber Optic Link-Collector 2 - Phase 2	0	5,715	44,000	38,285
3E Underground Power to Collector 2 - Phase 3	3,908	100,203	207,084	106,881
4E Retaining Wall for Valve Access	0	0	70,000	70,000
B. EQUIPMENT & FIXED ASSET PROJECTS				
5E Essex Stand Alone Security and Fire Monitoring	0	1,554	1,750	196
6E Electrical Shop Offices	0	8,027	19,937	11,910
7E Hydro Plant Neutral Overvoltage Relay	0	6,976	8,956	1,980
8E Hydro Plant Wicket Gate & HBV Signal Upgrade	0	8,357	8,500	143
C. MAINTENANCE PROJECTS				
9E FY23 Main Line Meter Flow Calibration	0	124	24,803	24,679
10E Truesdale to Samoa Booster Station Telemetry Radio	0	460	3,209	2,749
11E Line Shed Alarm Upgrades	0	0	6,500	6,500
D. PROFESSIONAL & CONSULTING SERVICES				
24E Above Ground 10,000 Gallon Fuel Tank Testing	0	0	5,400	5,400
25E Salary Survey	13,831	13,831	25,000	11,170
26E Engineering Study-Replace 15-inch Peninsula Pipe	0	0	4,702	4,702
27E Samoa Peninsula Coastal Development Permit	0	7,469	26,465	18,996
28E Samoa Peninsula ROW EIR (GHD)	0	32,932	32,932	0
29E Transformer at Hydro Plant	0	8,524	19,779	11,255
30E Upgrade Microsoft Office - Essex	0	15	900	885
31E 404 Permit Assistance	0	0	24,196	24,196
32E Lease Lots Surveys	0	0	22,618	22,618
33E GIS / FIS Ruth Area, Including Internship	0	0	5,000	5,000
34E GIS Project at Ruth Lake (USFS)	0	0	7,500	7,500
35E Collector Arc Flash Study Update and Breaker Testi	0	9,816	9,760	(56)
36E CAISO Meter Inspection Calibration	0	0	4,000	4,000
37E Technical Dam/Spillway Support*	0	1,076	189,407	188,331

*This total comprised of projects #23-51-0033, 23-58-0115, 23-58-0116, 23-56-0122, 23-58-9123, 22-58-0121

ENCUMBERED FUNDS TOTAL	17,738	205,756	800,898	595,142
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Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--
Report dates: 4/1/2024-4/30/2024Page: 1
May 06, 2024 03:06PM

Vendor Name	Date Paid	Description	Amount Paid
101 NETLINK			
101 NETLINK	04/04/2024	<i>Ruth Data Link/Internet</i>	290.00
Total 101 NETLINK:			290.00
ACWA/JPIA			
ACWA/JPIA	04/10/2024	<i>Workers Compensation Jan-March 2024</i>	27,537.67
ACWA/JPIA	04/19/2024	<i>RETIREE MEDICAL</i>	11,161.69
ACWA/JPIA	04/19/2024	<i>Cobra Dental</i>	65.20
ACWA/JPIA	04/19/2024	<i>COBRA Vision</i>	18.56
Total ACWA/JPIA:			38,783.12
Advanced Security Systems			
Advanced Security Systems	04/04/2024	<i>Essex Quarterly Alarm Billing</i>	429.00
Total Advanced Security Systems:			429.00
AirGas NCN			
AirGas NCN	04/25/2024	<i>Respirator supplies</i>	151.37
AirGas NCN	04/25/2024	<i>Respirator</i>	19.39
AirGas NCN	04/25/2024	<i>Respirator supplies</i>	43.86
AirGas NCN	04/25/2024	<i>Welding rod for inventory</i>	83.68
Total AirGas NCN:			298.30
Alfonso Gallegos, Inc			
Alfonso Gallegos, Inc	04/29/2024	<i>Planting Plan A - 60 Acres</i>	3,900.00
Alfonso Gallegos, Inc	04/29/2024	<i>Planting Plan B - 204 Acres</i>	13,260.00
Total Alfonso Gallegos, Inc:			17,160.00
Altec Industries, Inc			
Altec Industries, Inc	04/04/2024	<i>Strobe light kit for Unit 4</i>	150.00
Total Altec Industries, Inc:			150.00
AT & T			
AT & T	04/29/2024	<i>Eureka/Essex LandLine</i>	31.57
AT & T	04/29/2024	<i>Arcata/Essex Landline</i>	31.57
AT & T	04/29/2024	<i>Eureka Office/Alarm</i>	59.70
AT & T	04/29/2024	<i>TRF</i>	29.07
AT & T	04/29/2024	<i>Essex office/Modem/Control Alarm System</i>	29.07
AT & T	04/10/2024	<i>Eureka Office Long Distance</i>	7.64
AT & T	04/10/2024	<i>Essex office/Modem/Control Alarm System</i>	6.68
Total AT & T:			195.30
ATS Communications			
ATS Communications	04/05/2024	<i>IT Support for Essex Admin Computers</i>	1,375.00
Total ATS Communications:			1,375.00
Ben Boak			
Ben Boak	04/04/2024	<i>Fire Fuel Reduction #24-1335</i>	9,140.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Ben Boak:			9,140.00
California Dept of Tax and Fee Admin			
California Dept of Tax and Fee Admin	04/12/2024	<i>Sales Tax not charged by Vendor</i>	47.00
Total California Dept of Tax and Fee Admin:			47.00
Chris Merz			
Chris Merz	04/29/2024	<i>Per Diem for Ruth Annual Maintenance</i>	187.50
Total Chris Merz:			187.50
Citi Cards			
Citi Cards	04/29/2024	<i>Supplies for Ruth Cabin</i>	51.31
Total Citi Cards:			51.31
City of Eureka			
City of Eureka	04/12/2024	<i>Eureka office water/sewer</i>	132.44
City of Eureka	04/25/2024	<i>9/23/24 Rental - EAP Tabletop and Functional Exercise</i>	120.00
Total City of Eureka:			252.44
Coastal Business Systems Inc.			
Coastal Business Systems Inc.	04/04/2024	<i>Eureka office copy and fax machine</i>	873.11
Coastal Business Systems Inc.	04/04/2024	<i>Essex copy/fax machine</i>	312.22
Total Coastal Business Systems Inc.:			1,185.33
County of Humboldt			
County of Humboldt	04/10/2024	<i>CalARP Program - Essex</i>	1,220.00
County of Humboldt	04/10/2024	<i>Hazardous Materials Facility Fee -Essex</i>	1,774.55
County of Humboldt	04/10/2024	<i>APSA Facility Charge - Essex</i>	766.00
Total County of Humboldt:			3,760.55
David J. Corral			
David J. Corral	04/29/2024	<i>Per Diem for travel to Ruth Lake</i>	187.50
Total David J. Corral:			187.50
Downey Brand Attorneys LLP			
Downey Brand Attorneys LLP	04/29/2024	<i>Legal Fees March 2024 - Instream Flow Investigation</i>	4,699.00
Total Downey Brand Attorneys LLP:			4,699.00
Ethan Schillinger			
Ethan Schillinger	04/29/2024	<i>Reimbursement for O&M Training - Travel Expenses</i>	178.82
Total Ethan Schillinger:			178.82
Eureka Oxygen			
Eureka Oxygen	04/25/2024	<i>Nitrogen for CI2 shutdown system</i>	110.26
Eureka Oxygen	04/25/2024	<i>Nitrogen for Ruth Hydro accumulators</i>	71.59

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Vendor Name	Date Paid	Description	Amount Paid
Total Eureka Oxygen:			181.85
Fastenal Company			
Fastenal Company	04/04/2024	Hardware for fish screen cover	120.89
Total Fastenal Company:			120.89
FEDEX			
FEDEX	04/12/2024	Shipping for testing & recertification of grounding cluster	79.76
FEDEX	04/25/2024	Testing and recertification of grounding cluster	79.78
FEDEX	04/25/2024	Sabre backflow calibration shipping	4.64
FEDEX	04/25/2024	Sabre backflow calibration shipping	13.20
Total FEDEX:			177.38
Franchise Tax Board			
Franchise Tax Board	04/05/2024		65.00
Franchise Tax Board	04/19/2024		65.00
Total Franchise Tax Board:			130.00
GEI Consultants, Inc			
GEI Consultants, Inc	04/29/2024	Qualified Dam Safety Consultant - FY23/24 #24-0936	2,759.00
Total GEI Consultants, Inc:			2,759.00
GHD			
GHD	04/10/2024	OSHG Installation and Integration Design #23-0091	4,736.13
GHD	04/10/2024	2023 DSSMR Support #24-0018	1,695.39
GHD	04/10/2024	Instream Flow Dedication Update 2023 #23-0965	4,300.25
GHD	04/29/2024	Collector 2 Rehabilitation	2,806.52
GHD	04/29/2024	General Engineering	816.76
GHD	04/29/2024	General Engineering - Ruth	97.25
GHD	04/29/2024	Cathodic Protection-Soil Corrosivity Condition Assessments #24	1,426.39
GHD	04/29/2024	Mad River Cross Sections Survey Memo 2023 #24-0020	1,441.88
GHD	04/29/2024	Reservoirs Seismic Retrofit Phs 2 #24-0811	37,044.68
GHD	04/29/2024	Reservoirs Seismic Retrofit Phs 2 #24-0811	23,393.77
GHD	04/29/2024	Samoa Peninsula ROW EIR #23-0625	3,750.04
Total GHD:			81,509.06
Grainger			
Grainger	04/29/2024	TRF Supplies	142.13
Grainger	04/29/2024	TRF Supplies	141.54
Grainger	04/29/2024	TRF Supplies	189.81
Total Grainger:			473.48
Hazen and Sawyer			
Hazen and Sawyer	04/18/2024	Grant Support Services #24-0128	2,830.00
Total Hazen and Sawyer:			2,830.00
Health Equity Inc			
Health Equity Inc	04/08/2024	HSA Admin Fee April 2024 - 6 employees	17.70
Health Equity Inc	04/08/2024	HSA Admin Fee April 2024 - 19 employees	56.05

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Vendor Name	Date Paid	Description	Amount Paid
Health Equity Inc	04/08/2024	HSA Admin Fee 2024 - Credit	5.90-
Health Equity Inc	04/02/2024	District HSA Incentive- April 2024	10,500.00
Total Health Equity Inc:			10,567.85
Hensel Hardware			
Hensel Hardware	04/25/2024	Spray Paint Cans	13.80
Hensel Hardware	04/25/2024	Spray Paint Cans	39.29
Total Hensel Hardware:			53.09
Henwood Associates, Inc			
Henwood Associates, Inc	04/04/2024	Consultant Services Agreement- Feb 2024	2,427.92
Total Henwood Associates, Inc:			2,427.92
Humboldt County Clerk-Recorder			
Humboldt County Clerk-Recorder	04/30/2024	CEQA Form 1707 - Notice of Exemption Instream Flow	50.00
Total Humboldt County Clerk-Recorder:			50.00
Humboldt County Treasurer			
Humboldt County Treasurer	04/18/2024	Capital Financing Project	45,611.43
Total Humboldt County Treasurer:			45,611.43
Humboldt Redwood Company, LLC			
Humboldt Redwood Company, LLC	04/12/2024	Mt Pierce Lease site	320.59
Total Humboldt Redwood Company, LLC:			320.59
Ian Ivey			
Ian Ivey	04/29/2024	Per Diem for Ruth Maintenance	187.50
Total Ian Ivey:			187.50
Jacob Morris Logging Inc.			
Jacob Morris Logging Inc.	04/25/2024	Green Waste Disposal	67.60
Total Jacob Morris Logging Inc.:			67.60
Johnson's Mobile Rentals LLC			
Johnson's Mobile Rentals LLC	04/08/2024	Temporary fence rental for TRF Tesla battery project	232.74
Total Johnson's Mobile Rentals LLC:			232.74
Josiah Hargadon			
Josiah Hargadon	04/29/2024	Per Diem for Maintenance at Ruth	187.50
Total Josiah Hargadon:			187.50
JTN Energy, LLC			
JTN Energy, LLC	04/04/2024	Consultant Services Agreement - Feb 2024	2,427.92
Total JTN Energy, LLC:			2,427.92

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Vendor Name	Date Paid	Description	Amount Paid
Justin Natividad			
Justin Natividad	04/29/2024	<i>Per Diem for Ruth Maintenance</i>	187.50
Total Justin Natividad:			187.50
Keith Daggs			
Keith Daggs	04/29/2024	<i>Per Diem for Ruth Maintenance</i>	187.50
Total Keith Daggs:			187.50
Ken Davis			
Ken Davis	04/29/2024	<i>Reimbursement for O&M Training - Travel Expenses</i>	195.72
Total Ken Davis:			195.72
Lui Ahmad			
Lui Ahmad	04/29/2024	<i>Reimbursement for O&M Training - Travel Expenses</i>	135.78
Total Lui Ahmad:			135.78
Mario Palmero			
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Employee Recognition</i>	5.41
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Postage</i>	3.51
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Employee Recognition</i>	28.97
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	13.98
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Distilled Water</i>	20.36
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	4.99
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	7.99
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	12.98
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Supplies</i>	7.15
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	31.07
Mario Palmero	04/04/2024	<i>Essex Petty Cash - Refreshments for staff meeting</i>	5.99
Total Mario Palmero:			142.40
Matthew Davis			
Matthew Davis	04/29/2024	<i>Per Diem for Ruth Maintenance</i>	187.50
Total Matthew Davis:			187.50
McMaster-Carr Supply			
McMaster-Carr Supply	04/25/2024	<i>TRF plant water & injection point repairs</i>	150.38
McMaster-Carr Supply	04/25/2024	<i>Ruth hydro radiator unit supplies</i>	290.33
Total McMaster-Carr Supply:			440.71
Mendes Supply Company			
Mendes Supply Company	04/04/2024	<i>Janitorial supplies for Eureka Office</i>	76.13
Total Mendes Supply Company:			76.13
Miller Farms Nursery			
Miller Farms Nursery	04/12/2024	<i>Fencing materials</i>	8.62
Miller Farms Nursery	04/25/2024	<i>IW Reservoir gate repairs</i>	18.49
Miller Farms Nursery	04/25/2024	<i>Chain link fencing supplies</i>	363.60

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Vendor Name	Date Paid	Description	Amount Paid
Total Miller Farms Nursery:			390.71
Mission Linen			
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	80.54
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	11.28
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	53.47
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	80.54
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	11.28
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	79.33
Mission Linen	04/10/2024	<i>maintenance supplies & uniform rentals</i>	61.41
Total Mission Linen:			377.85
Napa Auto Parts			
Napa Auto Parts	04/04/2024	<i>Fleet maintenance supplies</i>	71.58
Napa Auto Parts	04/12/2024	<i>Filters and silicone for air compressor services</i>	53.35
Napa Auto Parts	04/29/2024	<i>Maintenance supplies</i>	113.37
Napa Auto Parts	04/29/2024	<i>Oil filters</i>	92.23
Total Napa Auto Parts:			330.53
NHA Advisors, LLC			
NHA Advisors, LLC	04/18/2024	<i>Professional Services for Financial Assistance & Capital Fundin</i>	4,012.50
Total NHA Advisors, LLC:			4,012.50
Norcal Molecular, Inc.			
Norcal Molecular, Inc.	04/25/2024	<i>Ruth Hydro Penstock PRV Belzona Repairs</i>	719.15
Total Norcal Molecular, Inc.:			719.15
Northern California Safety Consortium			
Northern California Safety Consortium	04/05/2024	<i>monthly membership fee - April 2024</i>	75.00
Total Northern California Safety Consortium:			75.00
O'Connor & Company			
O'Connor & Company	04/04/2024	<i>Annual Financial Audit FY21/22</i>	6,723.75
O'Connor & Company	04/04/2024	<i>Annual Financial Audit FY21/22</i>	410.00
O'Connor & Company	04/04/2024	<i>Annual Financial Audit FY21/22</i>	960.00
O'Connor & Company	04/04/2024	<i>Annual Financial Audit FY21/22</i>	3,080.00
Total O'Connor & Company:			11,173.75
Optimum			
Optimum	04/04/2024	<i>Essex internet</i>	266.39
Optimum	04/04/2024	<i>Essex Phones</i>	67.30
Optimum	04/04/2024	<i>Eureka Internet</i>	210.95
Optimum	04/04/2024	<i>Fieldbrook-Glendale CSD Internet</i>	333.33
Optimum	04/03/2024	<i>TRF Internet</i>	29.93
Optimum	04/03/2024	<i>TRF Internet - Blue Lake SCADA Monitoring</i>	59.84
Optimum	04/03/2024	<i>TRF Internet - Fieldbrook-Glendale CSD</i>	59.84
Total Optimum:			1,027.58

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Vendor Name	Date Paid	Description	Amount Paid
Pacific Gas & Electric Co.			
Pacific Gas & Electric Co.	04/05/2024	<i>Eureka Office</i>	287.94
Pacific Gas & Electric Co.	04/05/2024	<i>Jackson Ranch Rectifier</i>	35.47-
Pacific Gas & Electric Co.	04/05/2024	<i>HWY 299 Rectifier</i>	7.67-
Pacific Gas & Electric Co.	04/05/2024	<i>West End Road Rectifier</i>	157.85
Pacific Gas & Electric Co.	04/05/2024	<i>TRF</i>	15,434.49
Pacific Gas & Electric Co.	04/05/2024	<i>Ruth Hydro Valve Control</i>	23.67-
Pacific Gas & Electric Co.	04/05/2024	<i>Ruth Hydro</i>	14.26-
Pacific Gas & Electric Co.	04/05/2024	<i>Samoa Booster Pump Station</i>	975.94
Pacific Gas & Electric Co.	04/05/2024	<i>Samoa Dial Station</i>	17.22
Pacific Gas & Electric Co.	04/29/2024	<i>Ruth Bunk House</i>	138.03
Pacific Gas & Electric Co.	04/29/2024	<i>Ruth HQ</i>	107.84
Pacific Gas & Electric Co.	04/23/2024	<i>Essex Pumping March 2024</i>	5,656.75
Pacific Gas & Electric Co.	04/23/2024	<i>Essex Pumping March 2024</i>	1,531.50
Pacific Gas & Electric Co.	04/23/2024	<i>Essex Pumping March 2024</i>	75,581.76
Total Pacific Gas & Electric Co.:			99,808.25
Paul Jorgensen			
Paul Jorgensen	04/29/2024	<i>Reimbursement for travel to O & M training</i>	137.50
Total Paul Jorgensen:			137.50
Pitney Bowes Global Financial Services			
Pitney Bowes Global Financial Services	04/25/2024	<i>red ink cartridge</i>	99.73
Total Pitney Bowes Global Financial Services:			99.73
Platt Electric Supply			
Platt Electric Supply	04/29/2024	<i>Electrical shop supplies</i>	57.10
Platt Electric Supply	04/29/2024	<i>Service Vehicle Utility Box Lighting Project</i>	52.53
Platt Electric Supply	04/29/2024	<i>Service Vehicle Utility Box Lighting Project</i>	47.17
Platt Electric Supply	04/29/2024	<i>Feeder circuit to Essex gate</i>	24.07
Platt Electric Supply	04/29/2024	<i>TRF supplies</i>	352.21
Platt Electric Supply	04/29/2024	<i>Electrical shop supplies</i>	175.62-
Platt Electric Supply	04/29/2024	<i>Feeder circuit to Essex gate</i>	3,855.82
Platt Electric Supply	04/29/2024	<i>Electrical Shop Supplies</i>	336.38
Platt Electric Supply	04/29/2024	<i>Service Vehicle Utility Box Lighting Project</i>	139.11
Platt Electric Supply	04/29/2024	<i>Feeder circuit to Essex gate</i>	27.93
Total Platt Electric Supply:			4,716.70
PPG Architectural Coatings			
PPG Architectural Coatings	04/25/2024	<i>Paint for collector 1 headers</i>	254.03
Total PPG Architectural Coatings:			254.03
Purchase Power			
Purchase Power	04/18/2024	<i>Postage Refill</i>	1,008.50
Total Purchase Power:			1,008.50
Recology Arcata			
Recology Arcata	04/10/2024	<i>Essex Garbage/Recycling Service - March 2024</i>	777.72
Total Recology Arcata:			777.72

Vendor Name	Date Paid	Description	Amount Paid
Recology Humboldt County			
Recology Humboldt County	04/10/2024	Eureka office garbage/recycling service - March 2024	105.52
Total Recology Humboldt County:			105.52
Regional Government Services Authority			
Regional Government Services Authority	04/18/2024	Compensation & Benefit Study #24-0874	5,241.10
Regional Government Services Authority	04/18/2024	Compensation & Benefit Study #24-0874	1,997.40
Regional Government Services Authority	04/18/2024	Compensation & Benefit Study #24-0874	6,592.00
Total Regional Government Services Authority:			13,830.50
Rexel USA, Inc			
Rexel USA, Inc	04/04/2024	1426-M5E Powermonitor 5000 Base Quality Meter	3,067.28
Total Rexel USA, Inc:			3,067.28
Ryan Chairez			
Ryan Chairez	04/29/2024	Per Diem for Ruth Maintenance	187.50
Total Ryan Chairez:			187.50
Skid Pro Attachments			
Skid Pro Attachments	04/25/2024	Auger implement for JD TLB	3,881.80
Total Skid Pro Attachments:			3,881.80
Stillwater Sciences			
Stillwater Sciences	04/12/2024	professional assistance	246.00
Stillwater Sciences	04/12/2024	professional assistance - Instream Flow	1,253.00
Total Stillwater Sciences:			1,499.00
SWRCB-DWOCP			
SWRCB-DWOCP	04/12/2024	D5 Certification Renewal - L. Ahmad	105.00
Total SWRCB-DWOCP:			105.00
The Mill Yard			
The Mill Yard	04/12/2024	Redi-Mix & Sona Tube for setting gate posts	182.87
The Mill Yard	04/29/2024	Shop supplies	16.26
The Mill Yard	04/12/2024	Door for FB Pump Station Chlorinator Room	686.65
The Mill Yard	04/12/2024	Credit PO #24-1221	65.07
Total The Mill Yard:			820.71
The Mitchell Law Firm, LLP			
The Mitchell Law Firm, LLP	04/05/2024	Legal Services- March 2024	481.50
Total The Mitchell Law Firm, LLP:			481.50
Thrifty Supply			
Thrifty Supply	04/04/2024	Air release valve for Fieldbrook distribution system	376.67
Thrifty Supply	04/04/2024	Brass fitting for air release valve in Fieldbrook distribution syste	60.86
Thrifty Supply	04/04/2024	Evans Road meter manifold replacement supplies	930.15
Thrifty Supply	04/12/2024	Evans Road mete replacement supplies	42.00
Thrifty Supply	04/12/2024	TRF maintenance supplies	20.28

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Vendor Name	Date Paid	Description	Amount Paid
Thrifty Supply	04/29/2024	TRF maintenance supplies	79.23
Total Thrifty Supply:			1,509.19
Trinity County General Services			
Trinity County General Services	04/18/2024	Pickett Peak site lease	257.50
Total Trinity County General Services:			257.50
Trinity County Solid Waste			
Trinity County Solid Waste	04/18/2024	Ruth HQ dump fees	18.75
Trinity County Solid Waste	04/18/2024	Ruth Hydro dump fees	18.75
Total Trinity County Solid Waste:			37.50
Tsementa Nursery			
Tsementa Nursery	04/12/2024	Plan A Seedlings - Healthy Forest Grant	8,470.00
Tsementa Nursery	04/12/2024	Plan A Seedlings - Healthy Forest Grant	614.08
Tsementa Nursery	04/12/2024	Sales Tax Owed	614.08-
Total Tsementa Nursery:			8,470.00
U.S. Bank Corporate Payment System			
U.S. Bank Corporate Payment System	04/08/2024	Shop Supplies	89.02
U.S. Bank Corporate Payment System	04/08/2024	Essex Office Supplies	269.48
U.S. Bank Corporate Payment System	04/08/2024	SCADA Operations Class Cancelled	200.00-
U.S. Bank Corporate Payment System	04/08/2024	Spendwise Monthly Subscription	90.00
U.S. Bank Corporate Payment System	04/08/2024	SHRM HR Membership	264.00
U.S. Bank Corporate Payment System	04/08/2024	Employment Ad - Seasonal Maint Worker	200.00
U.S. Bank Corporate Payment System	04/08/2024	Employment Ad - Seasonal Maint Worker	20.00
U.S. Bank Corporate Payment System	04/08/2024	Eureka office supplies	87.57
U.S. Bank Corporate Payment System	04/08/2024	CEU Training Course	200.00
U.S. Bank Corporate Payment System	04/08/2024	2024 AWWA Annual Conference	1,025.00
U.S. Bank Corporate Payment System	04/08/2024	UA Flight to AWWA Conference	727.45
U.S. Bank Corporate Payment System	04/08/2024	AED for TRF	1,826.36
U.S. Bank Corporate Payment System	04/08/2024	AED for Eureka Office	1,826.36
U.S. Bank Corporate Payment System	04/08/2024	Essex Office Supplies	26.27
U.S. Bank Corporate Payment System	04/08/2024	Keyboard for Essex	86.19
U.S. Bank Corporate Payment System	04/08/2024	USB-C Cable & HDMI Cables	27.86
U.S. Bank Corporate Payment System	04/08/2024	Shop Supplies	22.34
U.S. Bank Corporate Payment System	04/08/2024	EDD Training	108.55
U.S. Bank Corporate Payment System	04/08/2024	Hazmat refreshing training	154.00
U.S. Bank Corporate Payment System	04/08/2024	Monitor for Essex	312.08
U.S. Bank Corporate Payment System	04/08/2024	Dam & Levees Webinar	99.00
U.S. Bank Corporate Payment System	04/08/2024	3 Tanks Seismic Retrofit SOQ review team lunch	65.18
U.S. Bank Corporate Payment System	04/08/2024	3 Tanks Seismic Retrofit SOQ review team lunch	32.58
Total U.S. Bank Corporate Payment System:			7,359.29
VALEO Networks			
VALEO Networks	04/04/2024	Eureka office monthly computer maintenance	1,954.79
Total VALEO Networks:			1,954.79
Valley Pacific Petroleum Serv. Inc			
Valley Pacific Petroleum Serv. Inc	04/12/2024	Cardlock-Pumping & Control	598.05
Valley Pacific Petroleum Serv. Inc	04/12/2024	Cardlock-Water Quality	598.05

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Vendor Name	Date Paid	Description	Amount Paid
Valley Pacific Petroleum Serv. Inc	04/12/2024	Cardlock-Maintenance	598.05
Valley Pacific Petroleum Serv. Inc	04/12/2024	Cardlock-HB Retail	155.49
Valley Pacific Petroleum Serv. Inc	04/12/2024	Cardlock-FBGCSO	442.55
Valley Pacific Petroleum Serv. Inc	04/29/2024	Gas for Ruth HQ	526.16
Valley Pacific Petroleum Serv. Inc	04/29/2024	Gas for Ruth HQ	526.16
Total Valley Pacific Petroleum Serv. Inc:			3,444.51
Verizon Wireless			
Verizon Wireless	04/25/2024	General Manager	38.72
Verizon Wireless	04/25/2024	Ruth Area	24.69
Verizon Wireless	04/25/2024	Humboldt Bay Retail	18.44
Verizon Wireless	04/25/2024	Fieldbrook Glendale CSD	52.49
Verizon Wireless	04/25/2024	Humboldt Bay IPAD	9.88
Verizon Wireless	04/25/2024	Fieldbrook Glendale CSD IPAD	28.13
Verizon Wireless	04/25/2024	Ruth Area	25.23
Verizon Wireless	04/25/2024	Ruth Hydro	25.22
Total Verizon Wireless:			222.80
Wahlund Construction			
Wahlund Construction	04/04/2024	Ruth Dam Medium Voltage Cable Replacement #24-0340	44,750.00
Wahlund Construction	04/04/2024	Power Pole Replacement #24-0896	33,975.00
Total Wahlund Construction:			78,725.00
Watt's Cleaning Services			
Watt's Cleaning Services	04/08/2024	Eureka office cleaning 3/10 & 3/24/24	278.00
Total Watt's Cleaning Services:			278.00
Wienhoff & Associates Inc			
Wienhoff & Associates Inc	04/25/2024	Excessive Collection Fee	27.50
Total Wienhoff & Associates Inc:			27.50
Grand Totals:			481,413.60

FY24/25 Budget Introduction

May 16, 2024



Humboldt Bay Municipal Water District

Scheduled Budget Meetings

MAY 16TH SUMMARY OVERVIEW
SERVICE & SUPPLY
SALARIES & EMPLOYEE BENEFITS
PROJECT BUDGET REVIEW

JUNE 13TH REVIEW DRAFT OF ENTIRE BUDGET

JULY 11TH CONSIDERATION & APPROVAL OF
FY2024/25 BUDGET





Overview of Complete Draft Budget

Summary and Comparison

9-yr Comparison of Charges to Municipal Customers

YEAR	TOTAL MUNI CHARGES	\$ CHANGE	% CHANGE
FY16/17	\$6,744,300	\$604,211	9.84%
FY17/18	\$5,534,500	<\$1,209,835>	<17.94%>
FY18/19	\$7,006,200	\$1,471,700	26.59%
FY19/20	\$7,188,057	\$181,857	2.60%
FY20/21	\$7,399,400	\$221,343	2.94%
FY21/22	\$7,589,200	\$189,800	2.56%
FY22/23	\$7,774,141	\$184,941	2.44%
FY23/24	\$8,039,196	\$265,055	3.40%
FY24/25 (Estimated)	\$8,315,604	\$276,408	3.44%

Individual Budget Components Comparison

Service & Supply

YEAR	Service & Supplies Budget	\$ CHANGE	% CHANGE
FY2016/17	\$1,432,400	\$7,000	0.49%
FY2017/18	\$1,482,365	\$49,965	3.49%
FY2018/19	\$1,508,214	\$25,849	1.74%
FY2019/20	\$1,551,600	\$43,386	2.88%
FY2020/21	\$1,643,300	\$91,700	5.91%
FY2021/22	\$1,700,700	\$57,400	3.49%
FY2022/23	\$1,840,700	\$140,000	8.23%
FY2023/24	\$2,002,700	\$162,000	8.80%
FY2024/25 (Projected)	\$2,155,700	\$157,200	7.85%

Individual Budget Components Comparison

Salaries & Employee Benefits

YEAR	Salary & Employee Benefits	\$ CHANGE	% CHANGE
FY2016/17	\$3,596,134	\$142,842	4.14%
FY2017/18	\$3,742,276	\$146,142	4.06%
FY2018/19	\$3,938,118	\$195,842	5.23%
FY2019/20	\$4,084,484	\$146,366	3.72%
FY2020/21	\$4,225,110	\$140,626	3.44%
FY2021/22	\$4,411,700	\$186,590	4.42%
FY2022/23	\$4,716,064	\$304,364	6.90%
FY23/24	\$4,619,169	<\$96,895>	<2.05%>
FY2024/25* (Projected)	\$4,794,386	\$175,217	3.79%

*Includes recommended 3.2% COLA

Individual Budget Components Comparison

Project Budget

YEAR	Project Budget*	\$ CHANGE	% CHANGE
FY2016/17	\$2,464,600	\$371,540	17.75%
FY2017/18	\$1,550,945	<\$913,655>	<37.07%>
FY2018/19	\$2,348,548	\$797,603	51.43%
FY2019/20	\$2,274,910	\$73,638	3.14%
FY2020/21	\$2,322,510	\$47,600	2.09%
FY2021/22	\$2,246,507	\$76,003	3.27%
FY2022/23	\$2,070,050	<\$171,807>	<7.65%>
FY2023/24	\$2,045,000	<\$25,050>	<1.21%>
FY2024/25 (Estimated)	\$2,003,600	<\$41,400>	<2.02%>

*Does not include reallocation or encumbered funds

Total Projected Customer Charges

Overview of FY2024/25 DRAFT Budget

Project Budget (Customer Charges) \$2,003,600

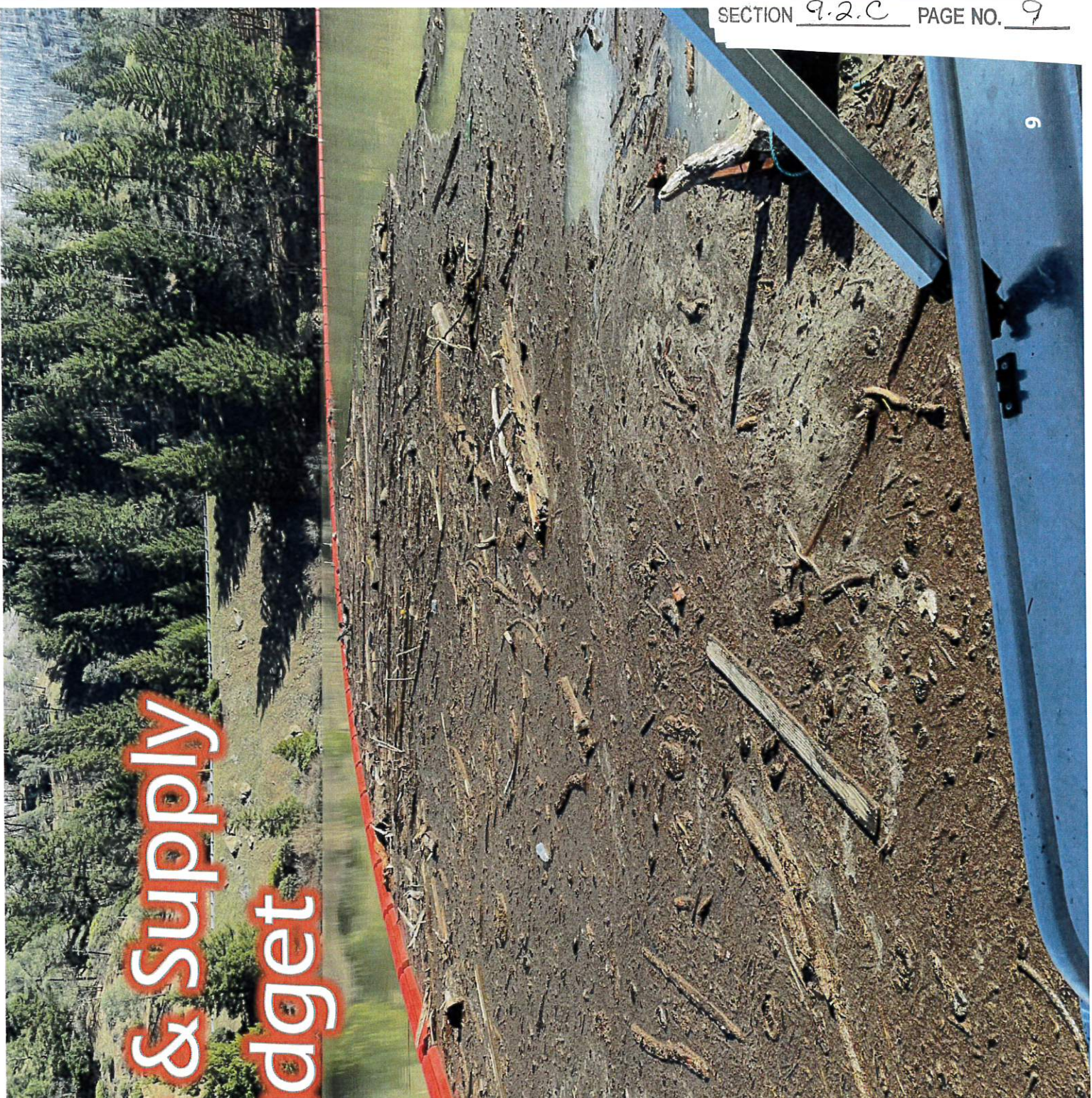
Employee Benefits Budget \$1,819,707

Service & Supply Budget \$2,159,900

Salaries & Wages Budget (w/ 3.2% COLA) \$2,974,679

Other Revenue <\$642,282>

TOTAL PROJECTED CUSTOMER CHARGES \$8,315,604



Service & Supply Budget



Service & Supply Budget

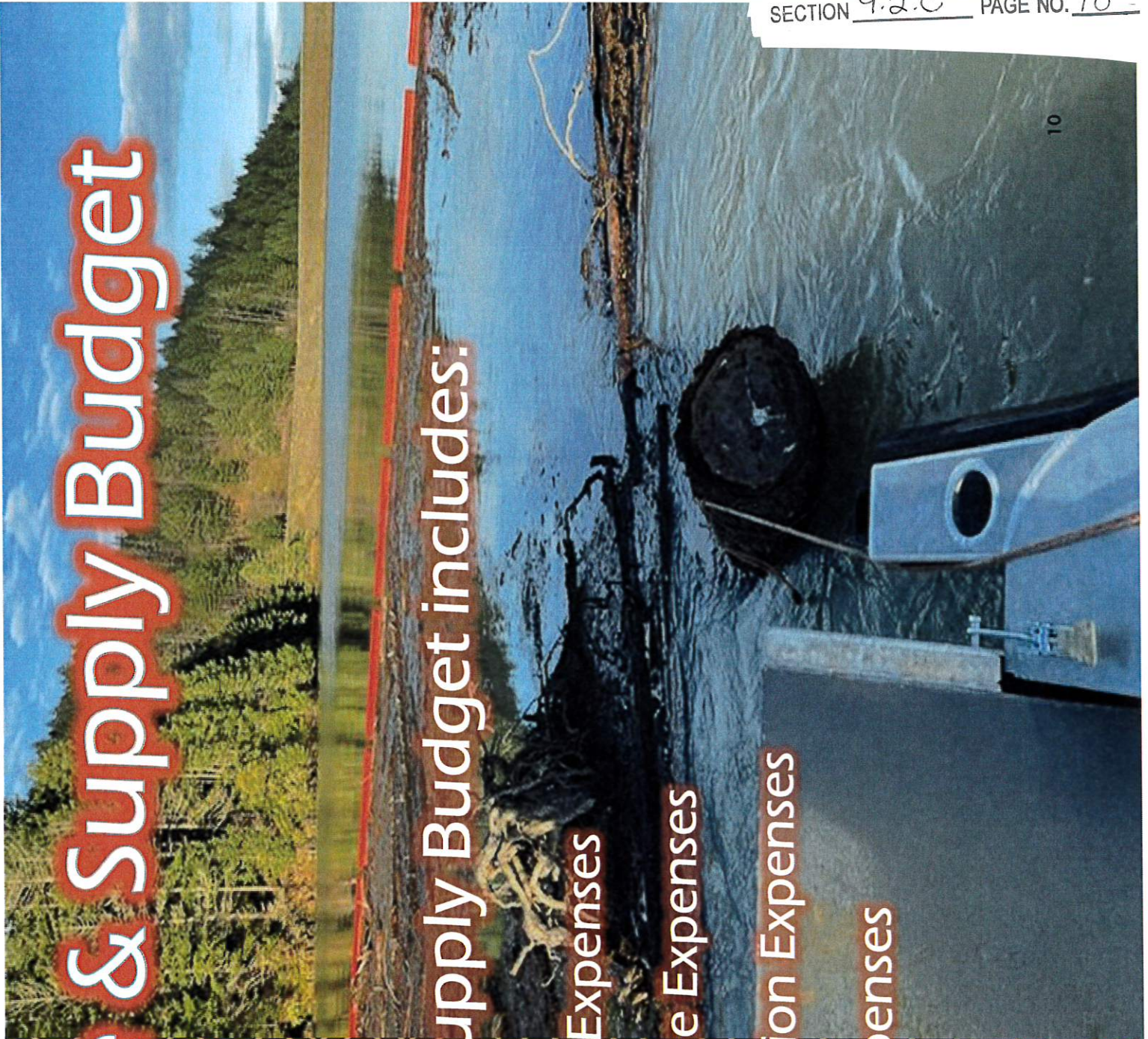
Service and Supply Budget includes:

Operations Expenses

Maintenance Expenses

Administration Expenses

General Expenses



Service & Supply Budget

OVERVIEW OF ADJUSTMENTS*

POWER	+\$112,300
INSURANCE	+\$19,000
IT & SOFTWARE MAINTENANCE	+\$9,200
INTERNET	+\$5,650
MATERIALS & SUPPLIES (GENERAL AND TRF)	+\$5,500
AUTO OPERATIONS & MAINTENANCE	+\$5,300
REGULATORY FEES	+\$3,900
LABORATORY	+\$1,000
NEW REQUEST SAFETY APPAREL ALLOWANCE	+\$750
MISC. EXPENSE DECREASES	<\$5,400>
NET INCREASE	\$157,200

*Detail on following slides

REQUESTED BUDGET ADJUSTMENTS

Service & Supply Budget

POWER BUDGET +\$112,300

Budget Year	Budget \$	Budget \$ Increase	Budget % Increase	Actual Expenses	Difference from Budget
FY21	\$764,500	\$83,700	12.3%	\$873,150	+\$108,650
FY22	\$787,500	\$23,000	3.0%	\$783,200	<\$4,300>
FY23	\$907,000	\$119,500	15.2%	\$931,100	+\$24,100
FY24	\$1,019,000	\$112,000	12.3%	\$1,047,500*	+\$28,500
FY25	\$1,131,300	\$112,300	11.0%	Unknown	

*Estimated by annualizing actual expenses through 3/31/2024

REQUESTED BUDGET ADJUSTMENTS

• **INSURANCE** **+\$19,000**

INCREASE IN PROPERTY INSURANCE PREMIUM COST FROM ACWA/JPIA

• **IT & SOFTWARE MAINTENANCE** **+\$9,200**

ANNUAL CPI INCREASES IN CHARGES FROM SOFTWARE PROVIDERS, NEW MONTHLY FEES FOR MICROSOFT EMAIL

• **INTERNET** **+\$5,650**

THIS EXPENSE WAS INCORRECTLY REDUCED FOR FY24

• **MATERIALS AND SUPPLIES** **+\$5,500**

GENERAL MATERIALS & SUPPLIES **+\$2,950**

GENERAL INCREASE IN COSTS

TRF MATERIALS & SUPPLIES **+\$2,550**

INCREASE IN SUPPLY COST OVER LAST 3+ YEARS BETWEEN 2%-18.75%
(C-POLY, N-POLY, COAGULANT)

REQUESTED BUDGET ADJUSTMENTS

Service & Supply Budget

- **AUTO OPERATIONS & MAINTENANCE** **+\$5,300**

CONTINUED INCREASE IN THE COST OF FUEL

- **REGULATORY FEES** **+\$3,900**

CONTINUED INCREASES IN CHARGES FROM REGULATORY AGENCIES

- **LABORATORY FEES** **+\$1,000**

BASED ON FY24 EXPENSES & POTENTIAL INCREASED TESTING

REQUESTED BUDGET ADJUSTMENTS

SAFETY APPAREL ALLOWANCE INCREASE +\$750

REQUESTED INCREASE IN ANNUAL SAFETY APPAREL ALLOWANCE

\$100/EMPLOYEE SINCE INITIAL APPROVAL IN FY18 BUDGET

REQUESTED INCREASE TO \$125/EMPLOYEE DUE TO INCREASED COST OF APPAREL ITEMS

THIS BENEFIT DOES NOT HAVE CASH VALUE AND DOES NOT CARRY OVER YEAR-TO-YEAR

Safety Apparel Item	2017 Cost*	2024 Cost*	% Increase
T-shirt	\$9.00	\$13.00	44%
Crewneck Sweatshirt	\$20.00	\$24.00	20%
Hooded Sweatshirt	\$24.00	\$33.00	38%

*Sizes S-XL, XXL and larger have increased cost

REQUESTED BUDGET ADJUSTMENTS

Service & Supply Budget

- OTHER MISCELLANEOUS DECREASES <\$5,400>
 - MAINTENANCE & REPAIRS <\$3,600>
 - SAFETY EQUIPMENT/TRAINING <\$300>
 - DUES & SUBSCRIPTIONS <\$1,500>

Net Increase +\$157,200

Service & Supply Budget

Operations & Maintenance	2023/24 Budget	2024/25 Budget	Change \$
General Engineering	\$75,000	\$75,000	\$0
Maintenance & Repairs (General & TRF)	\$62,200	\$58,600	<\$3,600>
Materials & Supplies (General & TRF)	\$74,500	\$80,000	+\$5,500
Safety Equip. & Training (General & TRF)	\$21,000	\$20,700	<\$300>
Tools & Equipment	\$5,000	\$5,000	\$0
Laboratory Services	\$13,000	\$14,000	+\$1,000
Auto Operations & Maintenance	\$39,200	\$44,500	+\$5,300
Radio/Comm. System Maint.	\$8,500	\$8,500	\$0
USGS Stations	\$9,000	\$9,000	\$0
Ruth Lake License	\$1,500	\$1,500	\$0
Total Operations & Maint.	\$308,900	\$316,800	+\$7,900

<u>General / Admin & Power</u>	2023/24 Budget	2024/25 Budget	Change \$
Accounting Services	\$35,000	\$35,000	\$0
Legal Services	\$35,000	\$35,000	\$0
Professional Services	\$20,000	\$20,000	\$0
Insurance	\$120,000	\$139,000	+\$19,000
Telephone	\$19,000	\$19,000	\$0
Internet	\$5,500	\$11,150	+\$5,650
Office Maintenance	\$19,000	\$19,000	\$0
Office Expense	\$39,600	\$39,600	\$0
IT & Software Maintenance	\$82,000	\$91,200	+\$9,200
Travel/Conference	\$22,000	\$22,000	\$0
Dues/Subscriptions	\$37,400	\$35,900	<\$1,500>
Subtotal General/Admin	\$434,500	\$466,850	\$32,350

Service & Supply Budget

<u>General/Admin & Power</u> <u>(con't)</u>	2023/24 Budget	2024/25 Budget	Change \$
Technical Training/Development	\$14,000	\$14,000	\$0
Safety Apparel & Boot Allowance	\$9,300	\$10,050	+\$750
County Property Tax	\$3,000	\$3,000	\$0
Regulatory Agency Fees	\$199,000	\$202,900	\$3,900
Ruth Lake Programs	\$5,000	\$5,000	\$0
Miscellaneous Expenses	\$10,000	\$10,000	\$0
Power	\$1,019,000	\$1,131,300	\$112,300
Subtotal General/Admin & Power	\$1,259,300	\$1,376,250	\$116,950
Total General/Admin & Power	\$2,002,700	\$2,159,900	\$157,200

Service & Supply Budget

	2023/24 Budget	2024/25 Budget	Change \$	Change %
Total Operations & Maintenance (Slide 21)	\$308,900	\$316,800	+\$7,900	2.6%
Total General/Admin & Power (Slides 22-23)	\$1,693,800	\$1,843,100	+\$149,300	8.8%
GRAND TOTAL Service & Supply Budget	\$2,002,700	\$2,159,900	\$157,200	7.8%

Discussion?

Service & Supply Budget

UP NEXT

Salary & Wages Budget

Salary & Wages Budget

Salary and Wages Budget:

All Salary and Wage Expenses

Regular Pay

Special Pay

Shift Differential

Stand-By

Overtime

Holiday

Longevity, Step, and COLA

Increases

OVERVIEW COMPARED TO PRIOR BUDGET

Salary & Wages Budget

NEW REQUESTS

Cost of Living Adjustment (COLA)

(3.2% Calculated)

\$91,100

Training position for new General Manager

(Asst. General Manager Position, April-June double coverage, wages only)

\$37,500

Training position for O & M Tech.

(Potential retirement, 2-months double coverage, wages only)

\$11,100

OVERVIEW COMPARED TO PRIOR BUDGET

Salary & Wages Budget

ADDITIONAL ITEMS

Misc. Step/Longevity Increases
(Eleven employees)

\$36,000

Director Compensation Adjustment
(Wages only)

\$14,300

Reduction, Staffing Changes
(FY24 Retirements, wages only)

<\$58,400>

Total Budget Change Requested **\$131,600**

NEW REQUEST – General Manager Training Position



Salary & Wages Budget

- Current General Manager retiring September 2025
- Anticipated hiring of successor April 2025
- New “Assistant” General Manager will train/shadow for 6-months
- FY25 Budget funding estimated wages April-June 2025
- FY26 Budget will fund July-September 2025
- \$37,500 estimated for three months (wages only)

Questions?

NEW REQUEST – Training Position Operations & Maintenance Tech

Salary & Wages Budget

- District has three operators that are currently eligible for retirement (10 employees total)
- HBMWD has SWRCB certification requirements that are unique to the area and are challenging to achieve
- In recent years it has taken 4-5 months to find new operations employees

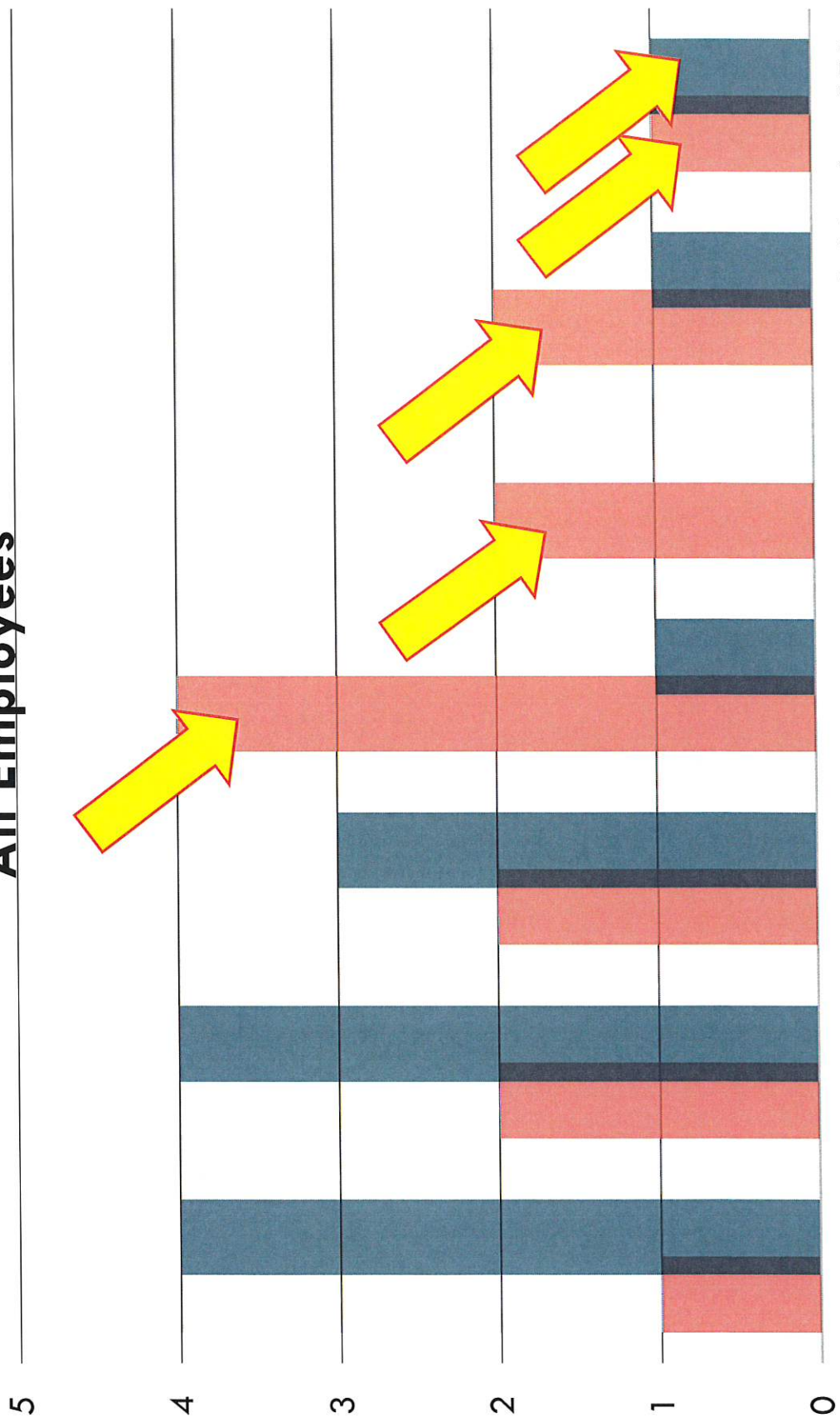


**Repeat Request – 2-Month Training Position
Operations & Maintenance Tech**

Current District Retirement Eligibility

All Employees

Salary & Wages Budget



■ Classic ■ Pepra

NEW REQUEST – Training Position Operations & Maintenance Tech

Salary & Wages Budget

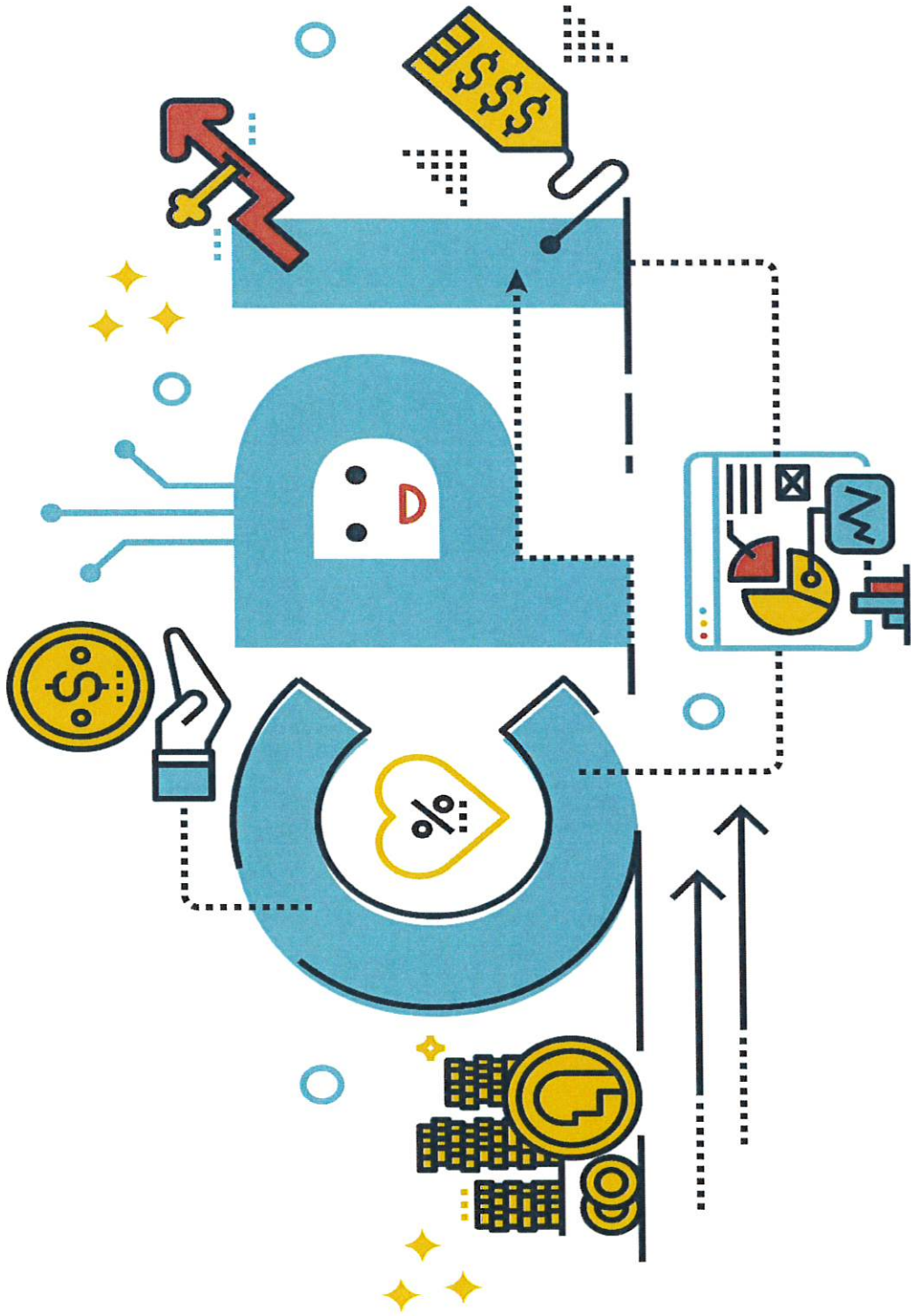
- No confirmed retirements as of today
- Request is for 2-months double coverage to allow for transfer of historical knowledge & training

Total Funds Requested

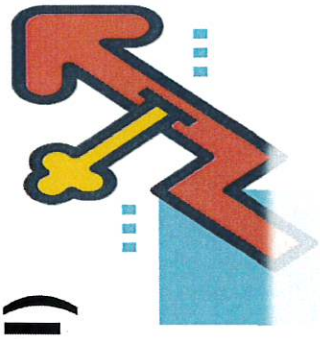
+\$11,450

Questions?

NEW REQUEST – Cost of Living Allowance (COLA)



Cost of Living Allowance (COLA) & Consumer Price Index (CPI)



The CPI has been used to help establish basis for COLA since 1975

COLA's help employees address inflation over time

COLA's help maintain compensation parity with other

local agencies



Cost of Living Allowance (COLA)

2024 CONSUMER PRICE INDEX OVERVIEW (FEBRUARY)

CPI Area	2022	2023	2024
U.S. City Average	7.9%	6.0%	3.2%
West Region (Urban areas in one of four US regions)	8.1%	6.0%	3.2%
West Region Size Class B/C (Cities in West Region with population under 2.5 million)	8.5%	5.7%	3.2%
San Francisco-Oakland-Hayward	5.2%	5.3%	2.4%
California CPI	7.4%	5.4%	3.3%

NEW REQUEST**Cost of Living Allowance**

32

	U.S. CPI	Western CPI	California CPI	Western Size B/C CPI
Jan 2023	6.4	6.3	N/A	6.0
Feb 2023	6.0	6.0	5.4%	5.7
Mar 2023	5.0	5.1	N/A	5.2
Apr 2023	4.9	4.9	4.2%	4.8
May 2023	4.0	4.5	N/A	4.4
June 2023	3.0	3.5	3.1%	3.6
July 2023	3.2	3.5	N/A	3.5
Aug 2023	3.7	3.9	3.6%	3.7
Sept 2023	3.7	3.9	N/A	3.9
Oct 2023	3.2	3.3	3.2%	3.2
Nov 2023	3.1	3.3	N/A	3.1
Dec 2023	3.4	3.6	3.5	3.5
Jan 2024	3.1	3.3	N/A	3.7
Feb 2024	3.2	3.2	3.3	3.2
Mar 2024	3.5	3.6	N/A	3.6

Consumer Price Index
January 2023 - March 2024

Consumer Price Index (CPI)

WEST REGION - CLASS B/C
TWENTY-FOUR YEAR COMPARISON
FEBRUARY 2001-2024

9.0%
8.0%
7.0%
6.0%
5.0%
4.0%
3.0%
2.0%
1.0%
0.0%

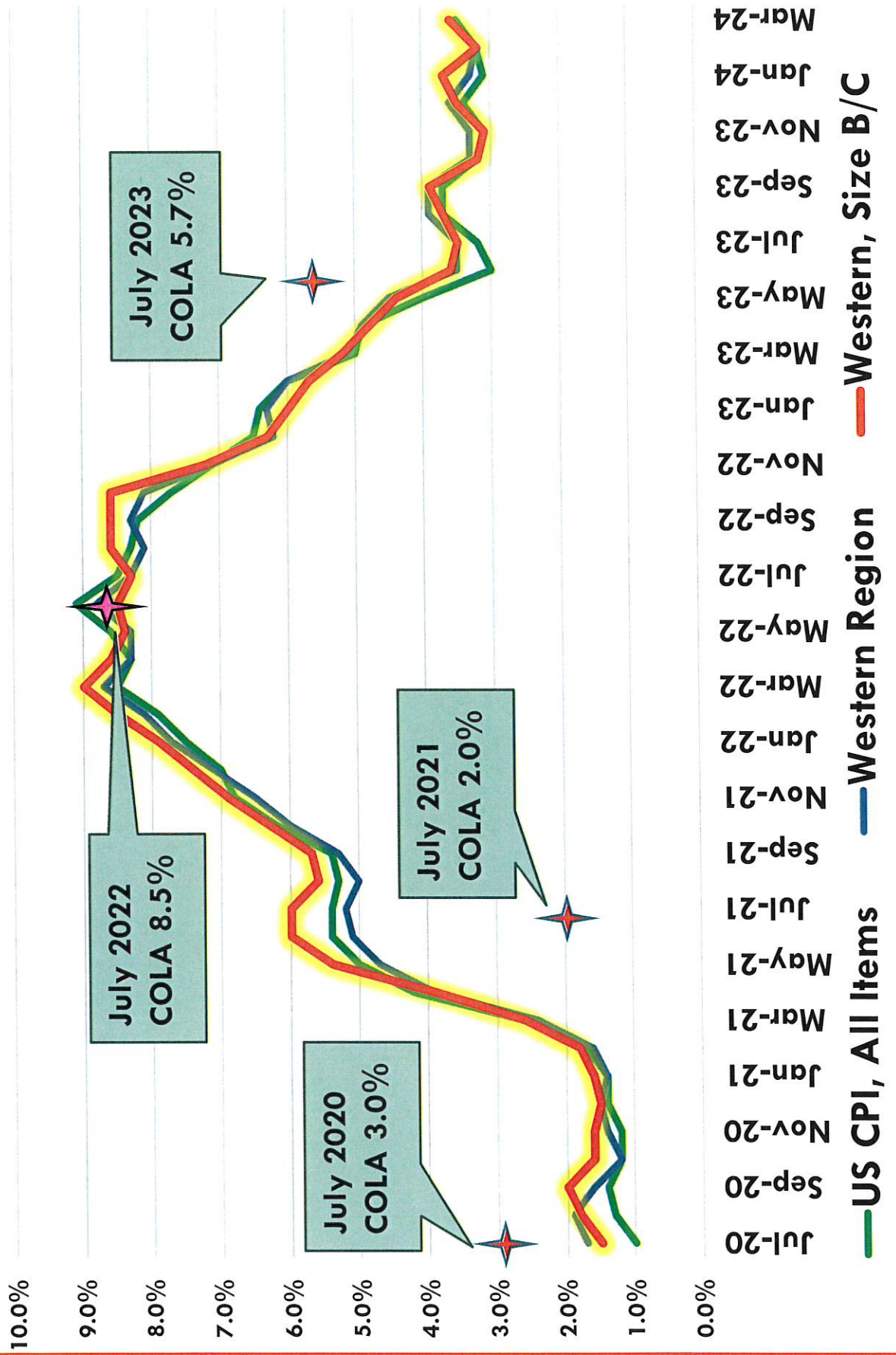
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Cost of Living Allowance (COLA)

2024 CONSUMER PRICE INDEX

Cost of Living Allowance (COLA)

Comparison of CPI Rates – By Month
January 2020 - March 2024



Cost of Living Allowance (COLA)

WHAT ARE OTHER AGENCIES DOING?

	COLA FY22/23	COLA FY23/24	COLA FY24/25
McKinleyville CSD	8.3%	5.6%	3.2% Requested
Humboldt CSD	8.5%	8.0%	4.3% Requested
City of Arcata (3-yr MOU's)	4% +2.5% New Step 5A	4% +5% New Step 6	Contract Negotiations
City of Eureka (3-yr MOU's)	5% January 2023	5% January 2024	Contract Negotiations
HBMWD	8.5%	5.7%	3.2% Requested

Cost of Living Allowance

HISTORICAL LOCAL COLA RATES

Agency	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
HCSD	1.9%	2.8%	3.3%	2.7%	1.7%	8.5%	8.0%	4.3%*
MCSD	1.8%	2.75 %	3.45 %	2.75 %	1.6%	8.3%	5.6%	3.2%*
City of Eureka	1%	1%	1%	2%	2% July '21 3% Jan. '22	5%	5%	Contact Negotiations
City of Arcata	1.5%	2.5%	3%	4%	4%	4% +2.5% Step 5A	4% +5% Step #6	Contact Negotiations
HBMWD	2.5%	3.0%	2.7%	3%	2%	8.5%	5.7%	3.2%*

*Requested

Salary & Wages Budget

NEW REQUEST

Cost of Living Allowance (COLA)

Calculated COLA %	FY24/25 Impact
1.00%	\$28,360
2.00%	\$56,940
2.50%	\$71,170
3.00%	\$85,400
3.20%	\$91,100
3.50%	\$99,640
4.00%	\$113,870
4.50%	\$128,100
5.00%	\$142,340

Salary & Wages Budget

NEW REQUEST

Cost of Living Allowance (COLA)



Questions? Input?

NEW REQUEST

Director Compensation Adjustment

The District is currently working through the process of adjusting the Director Compensation. This requires a new ordinance and all of the following steps:

1. FIRST READING (INTRODUCTION OF THE DRAFT ORDINANCE);
2. PUBLIC NOTICE (14-DAYS PRIOR TO PUBLIC HEARING) AND PUBLIC HEARING (TYPICALLY HELD DURING A BOARD MEETING)
3. SECOND READING (DURING SAME MEETING AS PUBLIC HEARING)
4. VOTE/APPROVAL (CAN ALSO BE DURING SAME MEETING OF PUBLIC HEARING, OR CAN BE DELAYED)
5. ADOPTION (60-DAYS FROM APPROVAL)

NEW REQUEST

Director Compensation Adjustment

It is anticipated the District will complete this process in the next several months

This budget increase will fund that adjustment

Total Adjustment **\$14,300**

QUESTIONS?

Salary & Wages Budget

SUMMARY

NEW Cost of Living Allowance (3.2% Calculated)	\$91,100
NEW Training Position- New General Manager	\$37,500
NEW Training Position- O & M Tech	\$11,100
Misc. Longevity & Step Increases	\$36,000
NEW Director Pay Adjustment	\$14,300
Reduction based on Retirements	<\$58,630>
Total Change	\$131,370
TOTAL SALARY & WAGES BUDGET	\$2,974,390

DISCUSSION?

Service & Supply Budget
Salary & Wages Budget

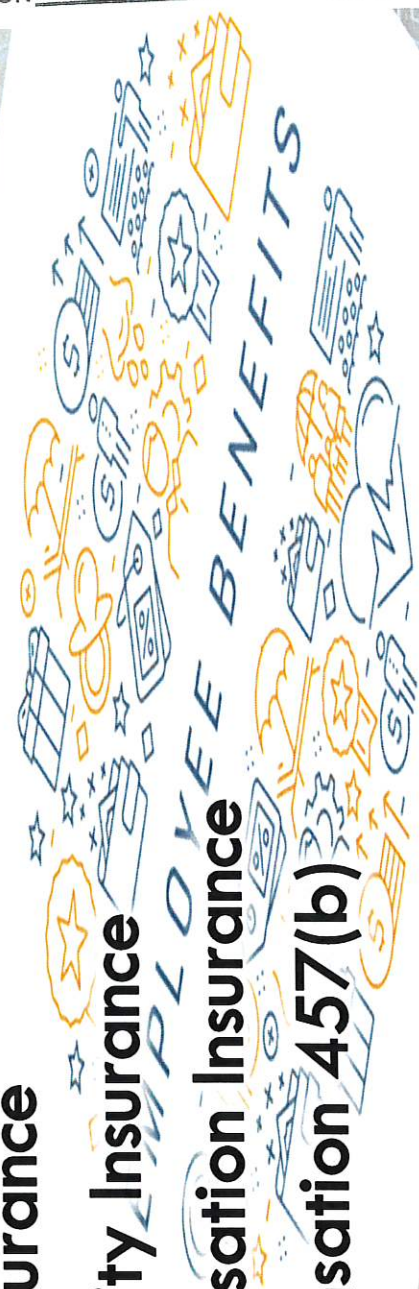
UP NEXT

Employee Benefits Budget

Employee Benefits Budget

Employee Benefits Budget Includes:

- All Health Insurance:
 - Medical, Dental, Vision, EAP
 - Air-Med Care
 - Retiree Medical
- Current and Unfunded CalPERS Pension Costs
- Social Security And Medicare Tax
- Unemployment Insurance
- Long-term Disability Insurance
- Worker's Compensation Insurance
- Deferred Compensation 457(b)



OVERVIEW OF CHANGES/REQUESTS

NEW REQUEST – Increase CalPERS Unfunded Liability Rate Stabilization

Increase the Budgeted Rate Stabilization from \$200,000 to \$250,000

CalPERS Pension Liabilities

Unfunded Liability	\$349,000	\$50,000.00*	\$34,900
Monthly Pension Liabilities		<\$15,100>	

NEW REQUEST – Asst. General Manager Position \$17,500

(Asst. General Manager Position, April-June double coverage, benefit costs only)

NEW REQUEST - Training position for O & M Tech \$8,650

(Potential retirement, 2-months double coverage, benefit costs only)

NEW REQUEST – Increase Fitness Stipend \$5,040

*Unfunded Liability Funds in excess of \$250,000 to be paid using PARS Pension Stabilization Account

NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

Unfunded CalPERS Liability

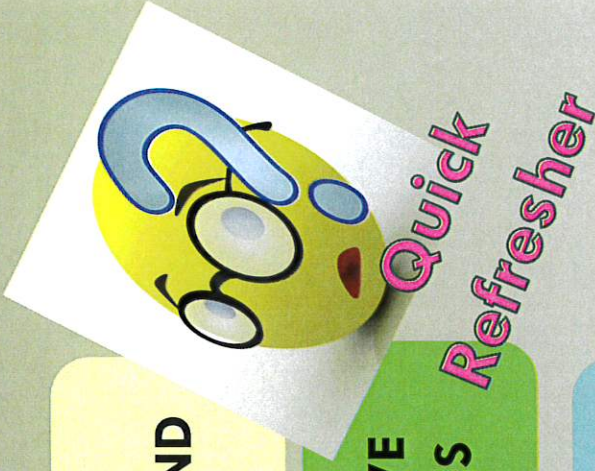


BACKGROUND

**PROACTIVE
MEASURES**

**CURRENT
CONDITIONS**

**NEW
REQUEST**



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

BACKGROUND

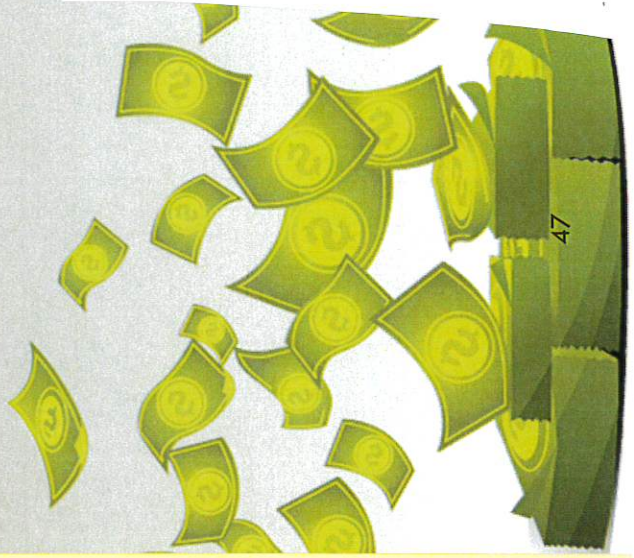
Unfunded CalPERS Liability



Background

1

2



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

--Background--

What it is: An Unfunded Pension Liability occurs when “the value of the asset falls below the value of the benefits promised.” (Equable.org)

1

2

Pension funds (CalPERS and others) are held in investment accounts. Investment account balances fluctuate based on market activity. This changes the value of the investment fund, and likewise impacts the amount of the unfunded pension liability.



NEW REQUEST: Increase CalPERS Unfunded Liability
“Budgeted Rate Stabilization Threshold”

CalPERS Unfunded Liability

--Background--

CalPERS completes an annual actuarial analysis of all unfunded liability obligations.

The District also completes an annual actuarial analysis of the District’s UAL (Unfunded Accrued Liability). This liability is included on the Audited Financial Statements.

The District’s UAL (Unfunded Accrued Liability) is amortized over 20-years.



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

Unfunded CalPERS
Liability



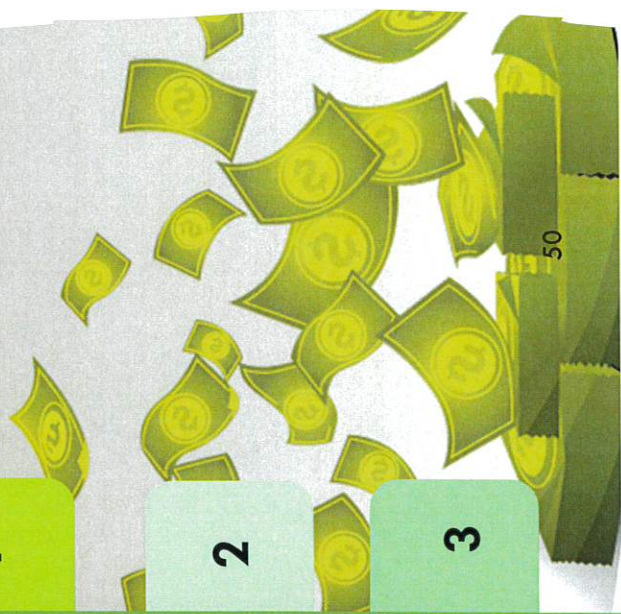
**PROACTIVE
MEASURES**

1

2

3

Proactive Measures



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

--Proactive Measures--

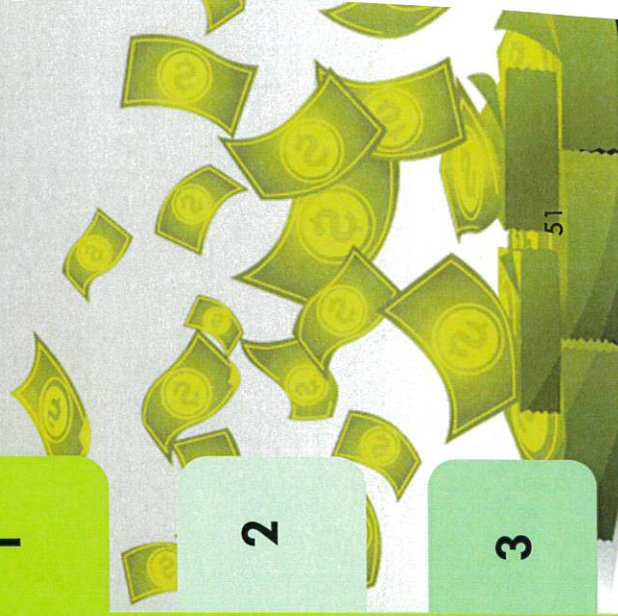
To combat fluctuating UAL payment amounts, the District set a “Rate Stabilization Threshold” of \$200,000/year in 2018. This amount is part of the annual SEB budget.

Additionally, in 2018 the District set up a Section 115 Trust Account (PARS) to help “pre-fund” these liability payments.

1

2

3



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

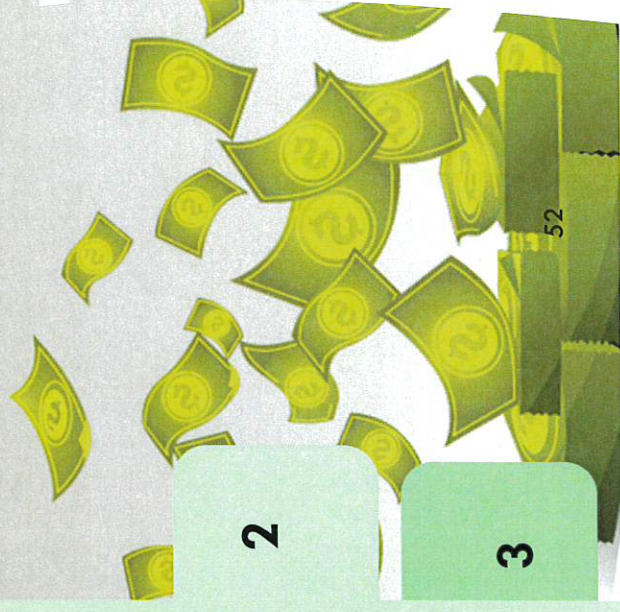
--Proactive Measures--

When a UAL payment exceeds \$200,000 the difference is funded using the PARS Account, thereby “stabilizing” the impact volatile UAL liabilities could have on the budget and charges to our municipal customers.

To date, the District has withdrawn \$166,600 from the PARS Account.

2

3



NEW REQUEST: Increase CalPERS Unfunded Liability “Budgeted Rate Stabilization Threshold”

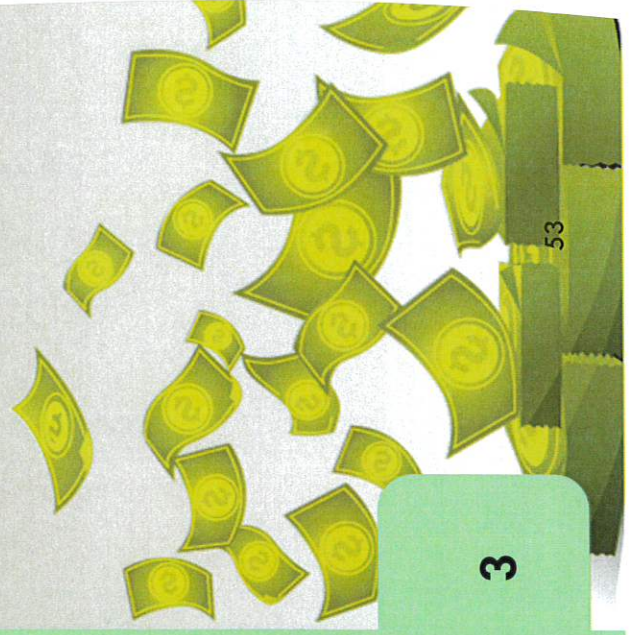
CalPERS Unfunded Liability

--Proactive Measures--

District staff meets annually with PARS consultants to review activity and financial needs related to UAL.

The District pays all current pension liabilities to CalPERS on a monthly basis

The District pays unfunded liability payments to CalPERS each July (saving monthly interest changes)



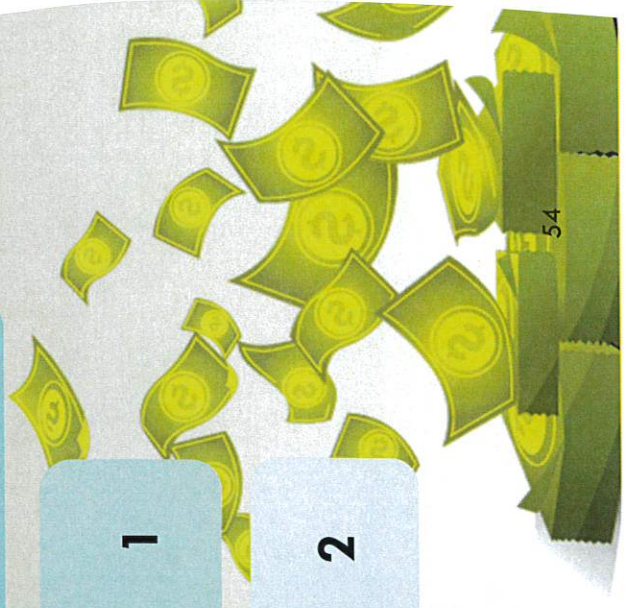
NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**



CURRENT CONDITIONS

1

2



Current Conditions

NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

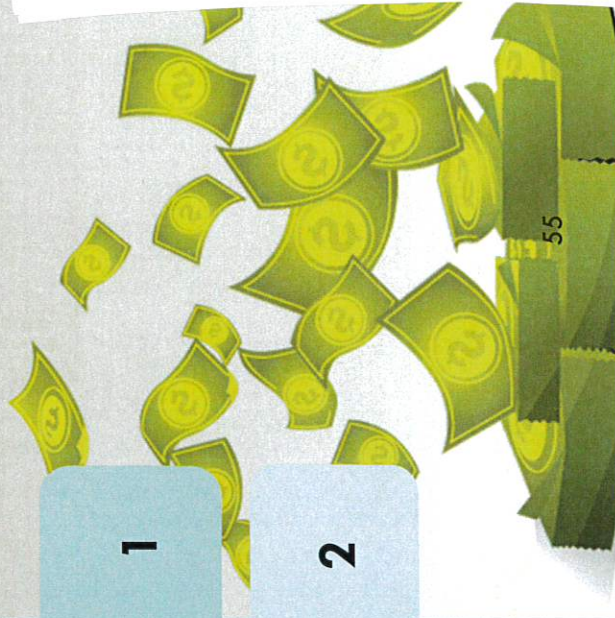
--Current Conditions--

Due to market fluctuations since 2020, the unfunded liability payments are currently significantly higher than in 2018, when the *Rate Stabilization Threshold* was set.

Also due to market fluctuation’s since 2020, the PARS account has not met all of the projected increases since 2018.

1

2



NEW REQUEST: Increase CalPERS Unfunded Liability **“Budgeted Rate Stabilization Threshold”**

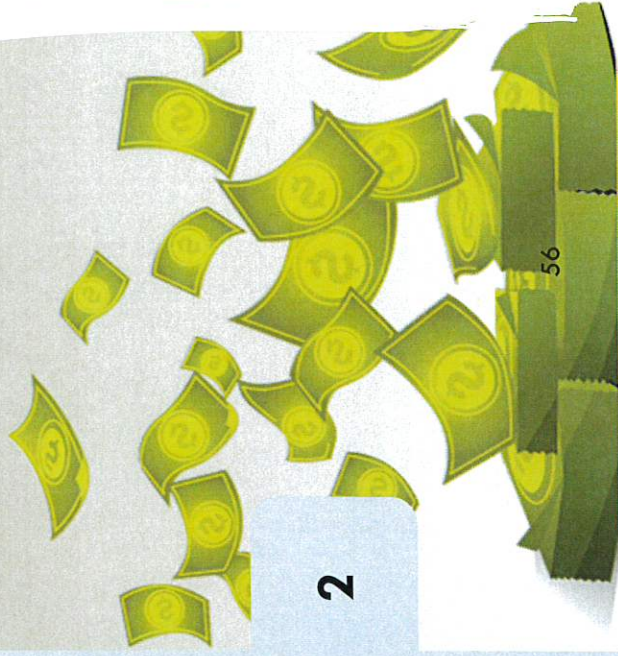
CalPERS Unfunded Liability

--Current Conditions--

Based on the current market conditions, PARS management staff recommended the District shift it's investment strategy into a more conservative position (completed March 2023).

PARS management staff also recommended the District increase it's rate stabilization amount and revisit contributing additional funds to the PARS account.

2



**NEW REQUEST: Increase CalPERS Unfunded Liability
“Budgeted Rate Stabilization Threshold”**

Unfunded CalPERS
Liability



NEW REQUEST

**NEW
REQUEST**

1

2

57

**NEW REQUEST: Increase CalPERS Unfunded Liability
“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

--NEW REQUEST--

Based on PARS Management guidance, staff recommends increasing the Rate Stabilization Threshold by \$50,000 for the FY24/25 Budget.

Based on current market conditions, staff is anticipating recommending an increase to the Rate Stabilization Threshold for the next four-five years.

1

2



**NEW REQUEST: Increase CalPERS Unfunded Liability
“Budgeted Rate Stabilization Threshold”**

CalPERS Unfunded Liability

--NEW REQUEST--

Because all UAL data is based on a
“snapshot” in time, all numbers will change.
All current amounts are based off the July
2023 CalPERS Actuarial.

Due to the inherent nature of the investment
market, Staff will revisit on an annual basis.

NEW: Increase CALPers Unfunded Liability Rate Stabilization

The following charts use CalPERS July 2023 Actuarial data to project the impact of the Unfunded Liability Rate Stabilization on current and future HBMWD Budgets.

All projections should be considered “snapshots in time.”



**PROJECTED FUNDING REQUIREMENTS WITH
NO CHANGE TO THE UAL RATE
STABILIZATION BUDGET**

CalPERS UAL Payment Requirements

YEAR	CHANGE
FY18	\$201,673
FY19	\$207,936
FY20	\$182,865
FY21	\$178,077
FY22	\$204,603
FY23	\$245,799
FY24	\$291,132
FY25	\$345,772
FY26	\$374,677
FY27	\$402,553
FY28	\$424,392
FY29	\$477,021
FY30	\$486,594
FY31	\$496,443
FY32	\$506,561
Totals	\$5,026,098

*Based on the 7/2023 CalPERS Actuarial

\$312,849

\$10,118

\$9,849

\$9,573

\$52,629

\$27,876

\$29,800

\$28,905

\$54,640

\$45,333

\$41,196

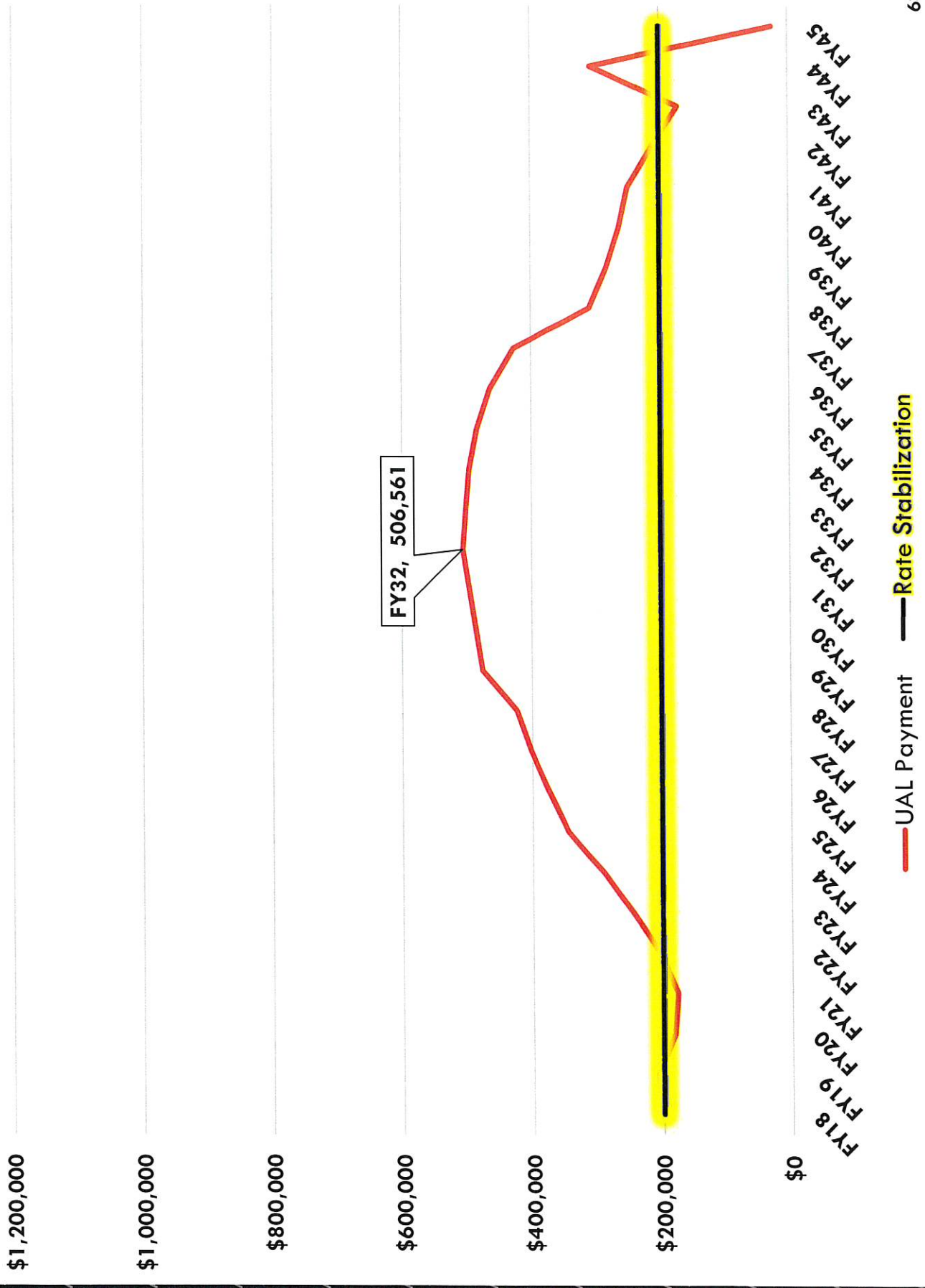
\$26,526

<\$4,788>

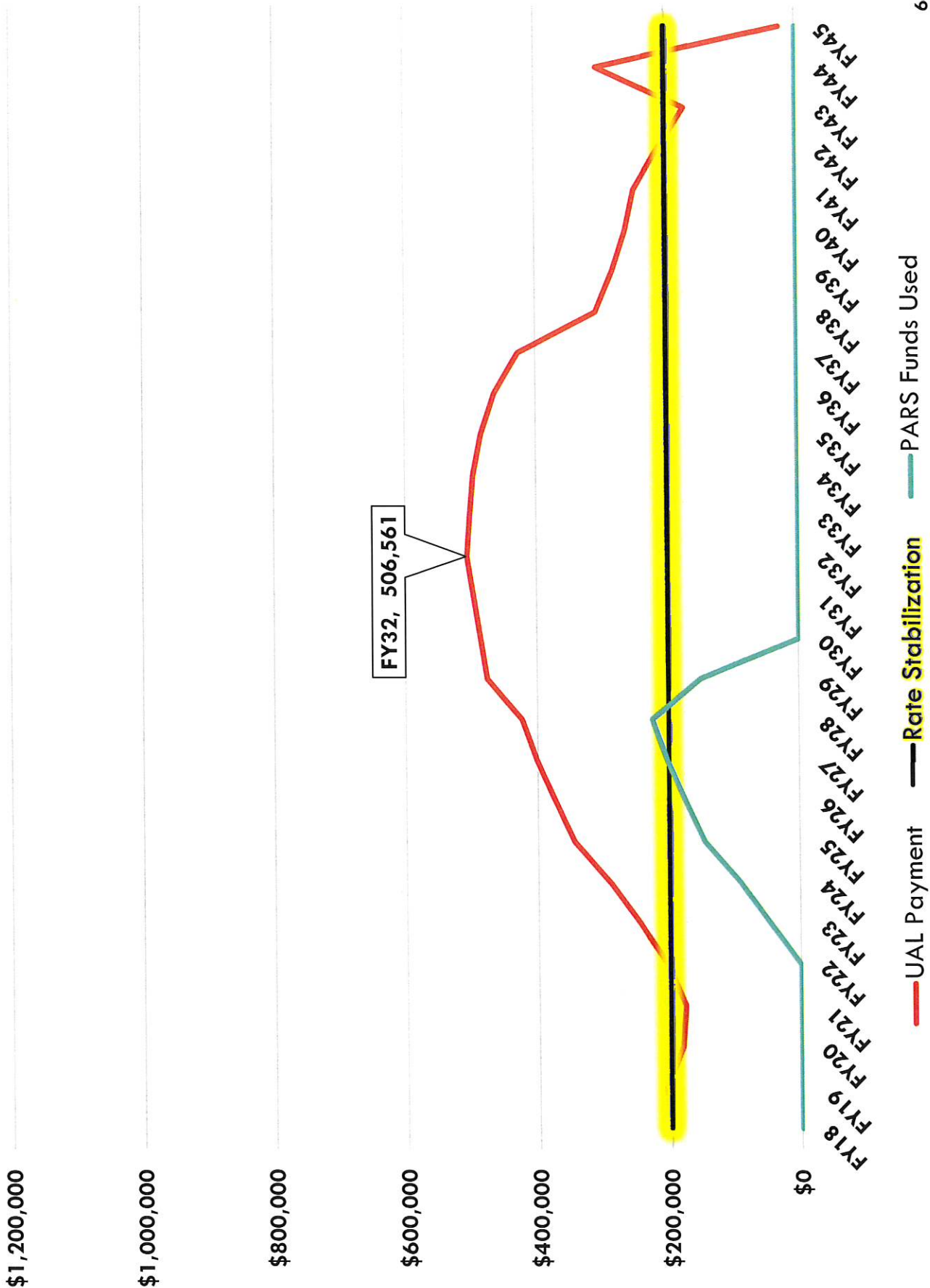
<\$25,071>

\$6,263

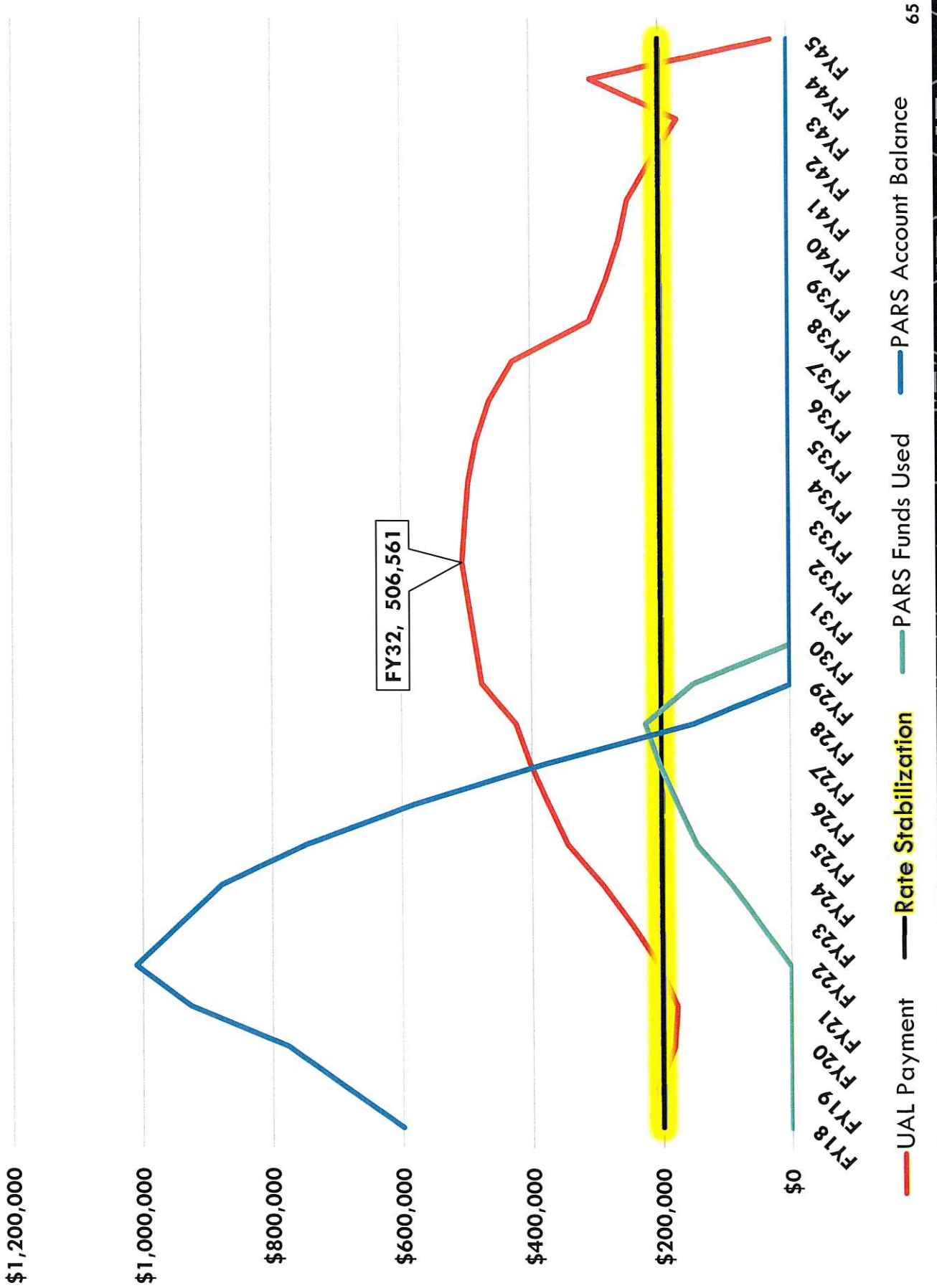
Without Increasing UAL Rate Stabilization Budget



Without Increasing UAL Rate Stabilization Budget



Without Increasing UAL Rate Stabilization Budget



**PROJECTED FUNDING REQUIREMENTS
WITH CHANGES TO THE UAL RATE
STABILIZATION BUDGET**

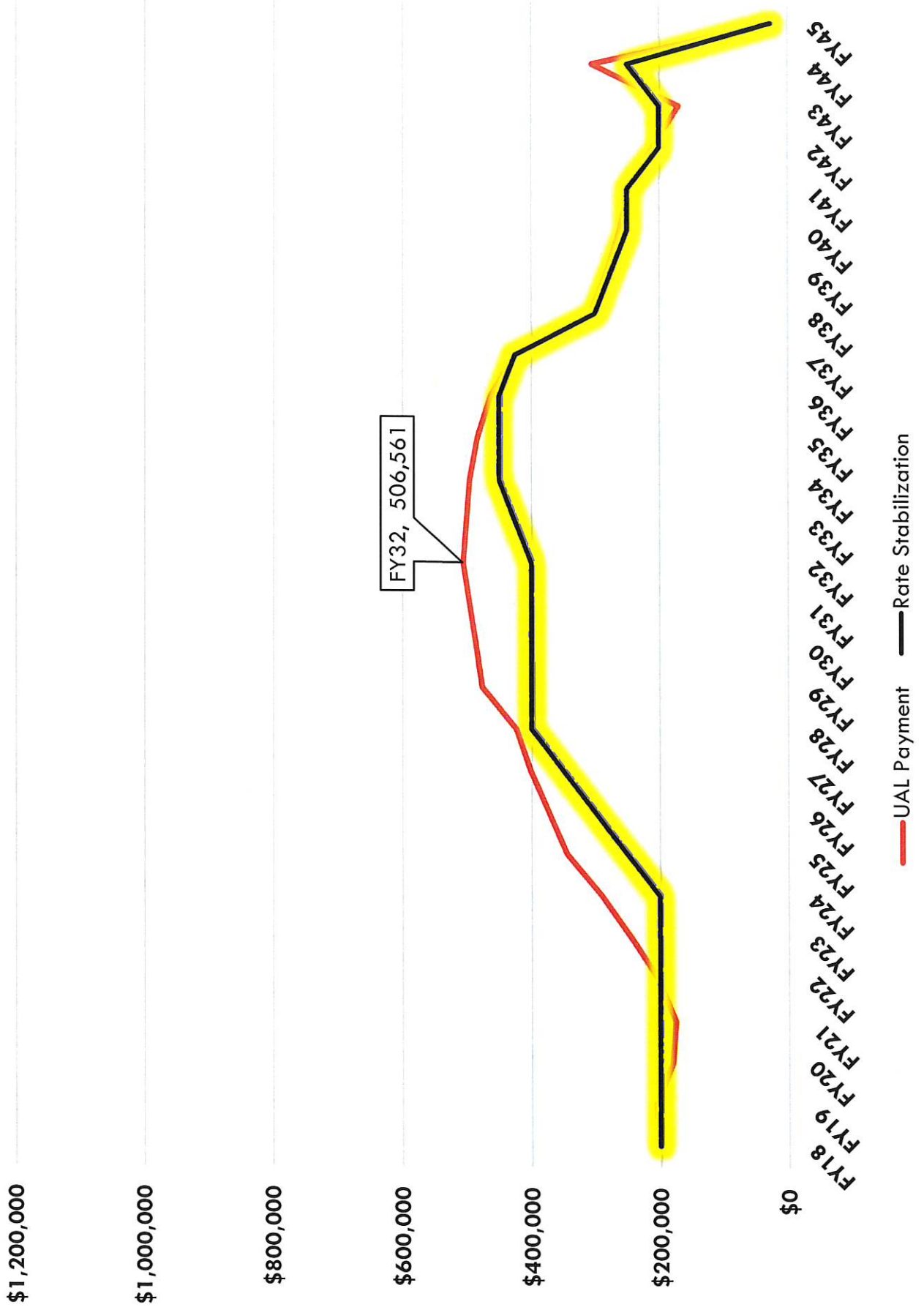
**Proposed to
Changes to
UAL Rate
Stabilization
Budget**

PROJECTED RATE STABILITY BUDGET INCREASES*

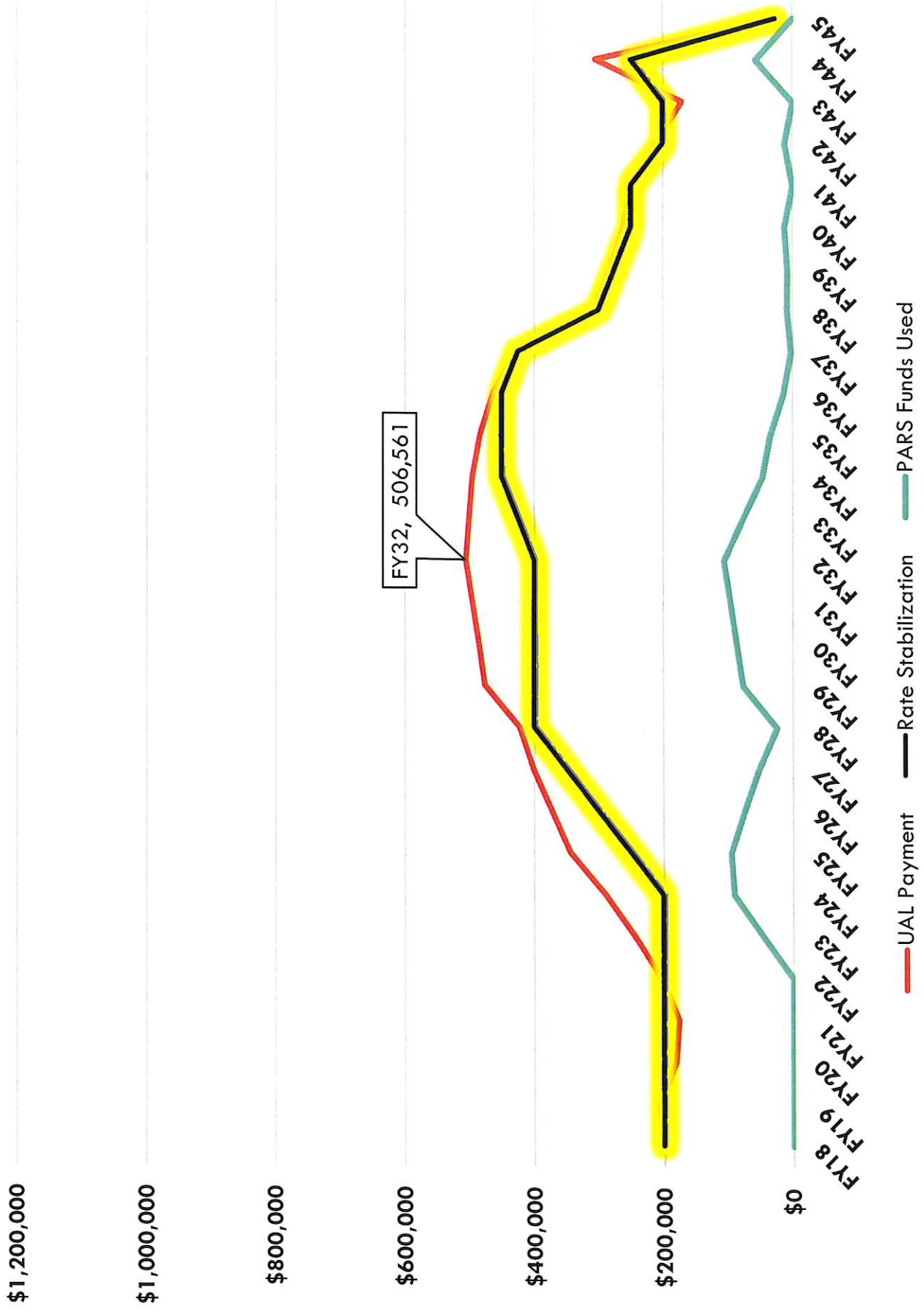
YEAR	INCREASE	TOTAL BUDGETED
FY25	\$50,000	\$250,000
FY26	\$50,000	\$300,000
FY27	\$50,000	\$350,000
FY28	\$50,000	\$400,000
FY29	\$0.00	\$400,000
FY30	\$0.00	\$400,000
FY31	\$0.00	\$400,000
FY32	\$0.00	\$400,000
FY33	\$25,000	\$425,000
FY34	\$25,000	\$450,000
FY35	\$0.00	\$450,000
FY36	\$0.00	\$450,000
FY37	<\$25,000>	\$425,000
	\$225,000	\$5,100,000

*Based on FY23 CalPERS Actuarial. Subject to change.

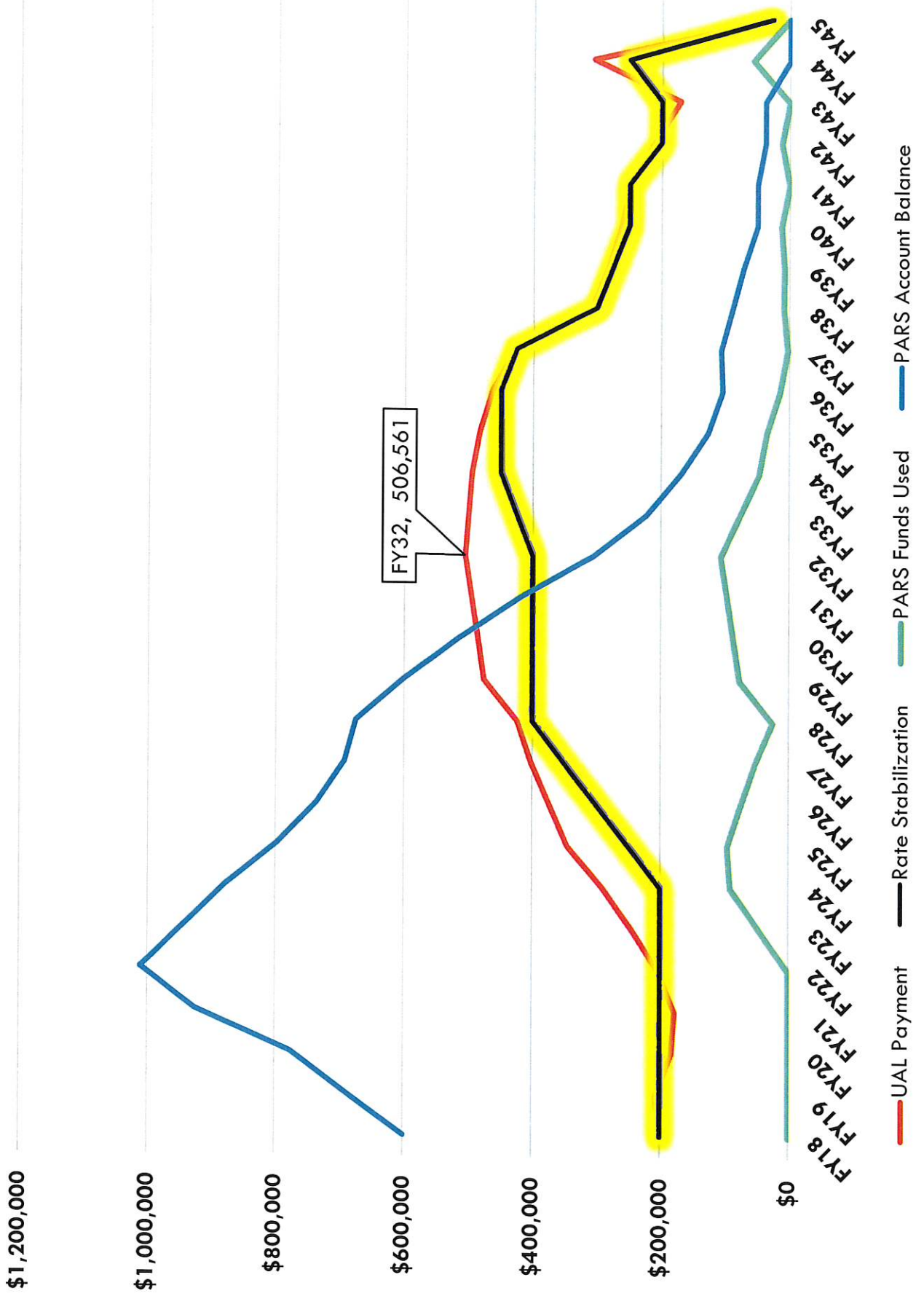
With Increasing UAL Rate Stabilization Budget



With Increasing UAL Rate Stabilization Budget



With Increasing UAL Rate Stabilization Budget



**NEW REQUEST: Increase CalPERS Unfunded Liability
“Budgeted Rate Stabilization Threshold”**

**Increase Unfunded CalPers Rate Stabilization
from \$200,000 to \$250,000 for the FY25 Budget**

**INPUT?
DISCUSSION?**

NEW: Increase Fitness/Gym Stipend

Employee Benefits Budget

The FY24 Budget included a Fitness Stipend of \$15/month

This Benefit has been well received with approximately 30% of employees participating (not all FY24 reimbursements submitted)

This has provided an equitable means to support all staff in all areas of fitness – including those that do not use standard “gym” facilities

NEW: Increase Fitness/Gym Stipend

The Fitness Stipend includes the following, and will be included in the revised Employee Handbook:

The Fitness Stipend includes membership in a local health club/fitness center or martial arts program; membership for an online or downloadable physical fitness/personal training program; registration and meeting/workshop fees for weight management programs; or other fitness or wellness programs pre-approved by the Business Manager. The stipend does not apply to such items as home gyms or other personal fitness/sports equipment, organized sports teams/programs, food, supplements, or electronic devices (ie cellphones, watches, tablets) for the use of digital fitness or weight management programs. The stipend does not apply towards any initiation fees.



NEW: Increase Fitness/Gym Stipend

To provide additional support for “health awareness” in the workplace, staff recommends increasing the Fitness Stipend to \$30.00/month. (Increase from \$15/month).

Employees are required complete a reimbursement form and submit receipts.



NEW: Increase Fitness/Gym Stipend

INPUT?

**Total Funds Requested
+\$5,040**

Employee Benefits Budget



Employee Benefits Budget

SUMMARY

NEW REQUEST – CalPERS UAL Stabilization Rate Increase \$34,900

NEW REQUEST – Asst. General Manager Position \$17,500

NEW REQUEST – O & M Tech Training Position \$8,650
(benefits only)

NEW REQUEST – Increase Fitness Stipend \$5,040
(benefits only)

Payroll Tax Expenses \$9,200

Discussion?

Workers Compensation Premiums

Medical Insurance Premiums

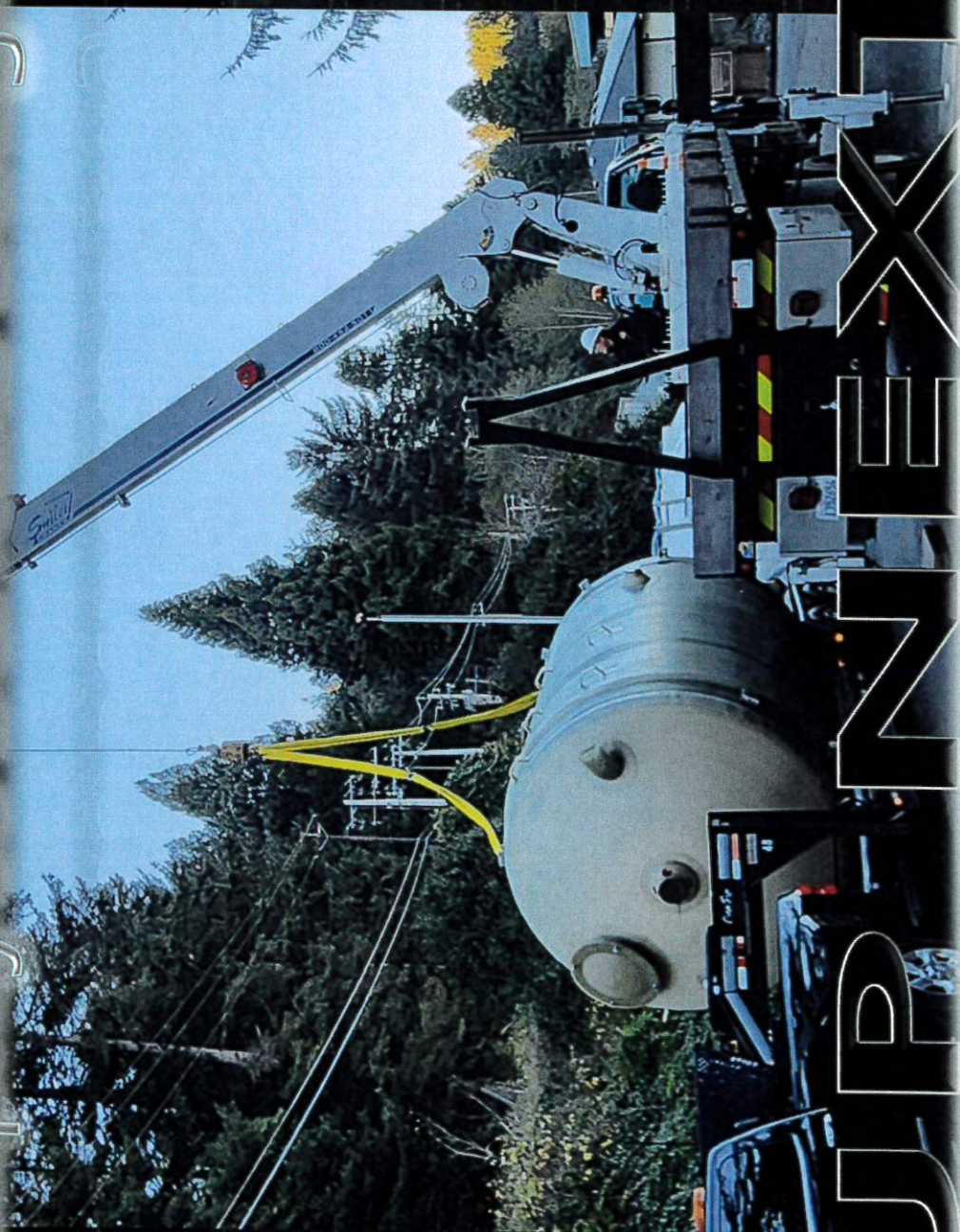
<\$24,300>

<\$7,430>

Total Change \$43,560

Total Employee Benefits Budget \$1,819,707

Service & Supply Budget
Salary & Wages Budget
Employee Benefits Budget



UP NEXT

Summary and Comparison Review

Summary and Comparison - Review

	FY23/24	FY24/25 (Projected)	\$ Change	% Change
Service & Supply	\$2,002,700	\$2,159,900	\$157,200	7.8%
Salaries & Wages	\$2,843,013	\$2,974,679	\$131,666	4.6%
Employee Benefits	\$1,776,146	\$1,819,707	\$43,561	2.5%
Project Budget (Est.)	\$2,045,000	\$2,003,600	<\$41,400>	<2.0%>
Misc. Revenue	<\$627,663>	<\$642,282>	\$14,619	2.3%
Total Charges	\$8,039,196	\$8,315,604	\$276,408	3.4%

Summary and Comparison

9-yr Comparison of Charges to Municipal Customers

YEAR	TOTAL MUNI CHARGES	\$ CHANGE	% CHANGE
FY16/17	\$6,744,300	\$604,211	9.84%
FY17/18	\$5,534,500	<\$1,209,835>	<17.94%>
FY18/19	\$7,006,200	\$1,471,700	26.59%
FY19/20	\$7,188,057	\$181,857	2.60%
FY20/21	\$7,399,400	\$221,343	2.94%
FY21/22	\$7,589,200	\$189,800	2.56%
FY22/23	\$7,774,141	\$184,941	2.44%
FY23/24	\$8,039,196	\$265,055	3.40%
FY24/25 (Estimated)	\$8,315,604	\$276,408	3.44%

Total Projected Customer Charges

Overview of FY2024/25 DRAFT Budget

Project Budget (Customer Charges)	\$2,003,600
Employee Benefits Budget	\$1,819,707
Service & Supply Budget	\$2,159,900
Salaries & Wages Budget (w/ 3.2% COLA)	\$2,974,679
Other Revenue	<\$642,282>

TOTAL PROJECTED CUSTOMER CHARGES

\$8,315,604

Conclusion of FY2024/25

Budget Proposal



**QUESTIONS AND
ADDITIONAL REQUESTS?**

Color Coding for Project Budget

Print Color Explanation - Column "D"

Blue - Recurring Projects

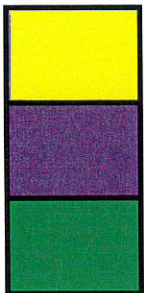
Purple - Essex Driven Projects

Red - Regulatory Required Project

Green - Grant Funded or Main Office Driven Projects

Orange - CIP Project

Column Color Explanation - Column "A" or "B"



Yellow = GHD Project

Purple = Essex Project

Green - Office Project

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	H			I				K				O		Q	R		S	T
			PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		2023/24		PROJECT DESCRIPTION						
7	CATEGORY, LOCATION, PROJECT NUMBER & TITLE		Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service	Resulting Customer Charges	Prior Year Budget Amount		CIP					
8	Maintenance																			
9	Essex Area Maintenance																			
10	M1	FY25 Pipeline Maintenance		14,000	14,000							14,000	14,000	MRA R	ANNUAL PROJECT: Routine annual maintenance to include re-establishing access to the right-of-way, minor grading, sign replacement, and equipment maintenance.					
11	M3	FY25 Main Line Meter Flow Calibration		16,000	16,000							16,000	28,000	MRA R	ANNUAL PROJECT: The District uses a five-year cycle for mainline meter maintenance. This year, the Eureka meter is due for maintenance. The meter will be removed for calibration during the winter months.					
12	M4	FY25 Technical Support and Software Updates to Include Control System		24,000	24,000							24,000	26,750	MRA R	ANNUAL PROJECT: This is a yearly expense for technical support and licensing: 1) Rockwell Automation 2) ESRI GIS 3) IMSI CAD 4)Microsoft Software 6) Firewall software 7) Phone system support 8) Antivirus software					
13	M5	FY25 Generator Services		3,600	3,600							3,600	3,500	MRA R	ANNUAL PROJECT: Routine service on 2MW and 35kw emergency generators.					
14	M7	FY25 Hazard & Diseased Tree Removal		8,000	8,000							8,000	8,000	MRA R	ANNUAL PROJECT: Required to remove hazardous trees in the Essex parks.					
15	M8	FY25 Cathodic Protection		1,500	1,500							1,500	1,500	MRA R	ANNUAL PROJECT: To inspect and perform minor maintenance on cathodic protection system.					
16	M9	FY25 Maintenance Emergency Repairs		50,000	50,000							50,000	50,000	MRA R	ANNUAL PROJECT: Funding for unforeseen maintenance, unplanned replacements, and emergency repairs.					
17	M10	FY25 Fleet Paint Repairs		5,000	5,000							5,000	5,000	MRA R	ANNUAL PROJECT: This project continues preventive maintenance to preserve our equipment to prolong assets useful life.					
18		12 kV Electric System General Maintenance		10,500	10,500							10,500		MRA R	ANNUAL PROJECT: General maintenance on the 12kV electrical system as needed.					
19		Voice and SCADA Radio Maintenance		3,000	3,000							3,000		MRA R	ANNUAL PROJECT: General maintenance as needed.					
20		Safety Certification of Electrical Tools		2,500	2,500							2,500		MRA R	ANNUAL PROJECT: Six month and Annual dielectric certification of hot gloves, hot sticks & grounding equipment. Altec boom truck (completed in conjunction with crane certifications). New item this year.					
21		Collector Lube Oil System Maintenance		4,500	4,500							4,500		MRA R	ANNUAL PROJECT: Purchase lube oil and general maintenance on oilers as needed.					
22		Collector Pump 1-2 Motor Rebuild		15,750	15,750							15,750			Rebuild the existing 400HP motor that is currently installed on pump 1.2. We have a spare new 400HP motor in inventory that will replace the current motor, allowing the removed motor to be rebuilt and serviced locally. The refreshed motor would then become the spare 400HP for inventory. This project will also require crane work, which may allow coordination between projects for the collector pump 2.2 replacement and/or the collector 4 electrical upgrade project.					
23		Control Room Office Chair Replacement		2,000	2,000							2,000			This project will replace five chairs in the Essex operations area. The current chairs are well used and worn and have lost much of the ergonomic and back support.					
24		Collector 2 Painting - Exterior		64,750	64,750							64,750			This project will be for the preparation, cleaning, and stain/painting of collector 2 with an anti-graffiti coating on the lower 20' section					
25		Pipeline R-O-W Maintenance		20,000	20,000							20,000	20,000		Major right-of-way maintenance in more challenging areas. These areas include multiple private properties with all sizes of trees. This includes the cost of notification of property owners of our planned vegetation management and hiring a tree faller with equipment to move the trees off site. There is a possibility that some trees may be considered "marketable." If this is the case, the District will need to pay the property owner for those trees. This will be determined on a site-by-site basis.					
26	TRF Maintenance																			
27	M6	FY25 TRF Generator Service	500		500							500	500	MRA R	ANNUAL PROJECT: Routine service on the Korblex 100kW emergency generator.					
28		FY25 TRF Limitorque Valve Retrofit Supplies	15,000		15,000							15,000	14,500	MRA R	REOCCURRING PROJECT: Purchase additional Limitorque Valve Actuator Retrofit Kits and spare parts for the TRF valves. It is essential that we maintain sufficient inventory of spare parts and actuators while we are phasing out the Limitorque Actuators.					

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Q	R		S	T
			H	I	J	K	L	M	N	O	P		2023/24	Prior Year Budget Amount		
7	CATEGORY, LOCATION, PROJECT NUMBER & TITLE		Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service	Resulting Customer Charges		CIP	PROJECT DESCRIPTION	
29		TRF Valve Network Upgrade (Phase 2)	51,500		51,500							51,500	121,000	CIP	CIP - Related: Continue the replacement of the existing Limatorque valve actuators and gearboxes on the control valves at the TRF. We have installed an Auma actuator and gearbox on the 2MG reservoir outlet to test its performance and are awaiting a new Ethernet design from that vendor that will allow the actuator to provide a TCP/IP dual port connection at each valve. The vendor is working on this currently and once available we will continue with the replacement project. When available, this will purchase six pre-selected valve actuators on the pretreat filter to be replaced with a new Auma actuator.	
30		TRF Control Router Replacement	8,500		8,500							8,500		CIP	CIP - Related: TRF Control Main Router Replacement with MultiYear support (5 years)	
31	Ruth Area Maintenance															
32	RM	FY25 Brush Abatement Ruth Hydro		22,000	22,000							22,000	21,000	MRA R	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 weaken the impervious clay core.	
33		FY25 LTO Insurance		6,000	6,000							6,000	5,000	MRA R	ANNUAL PROJECT: Insurance for the District LTO for tree management on lease lots and general timber management.	
34		FY25 Spillway Repairs		10,000	10,000							10,000	10,000	MRA R	ANNUAL PROJECT: Maintenance and smaller repairs on the spillway as needed.	
35		FY25 Howell Bunger Valve Inspection		1,500	1,500							1,500	1,000	MRA R	ANNUAL PROJECT: District staff inspect the Howell Bunger Valve to determine what maintenance, repairs or replacement are required. This is an essential component to operate the Hydro Plant at Ruth Lake.	
36		FY25 Log Boom Inspection		1,500	1,500							1,500	1,500	MRA R	ANNUAL PROJECT: This project is materials and parts as needed to maintain the Worthington Log Boom at Ruth. This is an essential safety feature of the dam.	
37		Replace Hydro Plant Hydraulic Pump		2,500	2,500							2,500			This will provide a back up spare hydraulic pump for Ruth hydro system in the event either pump fails. These pumps operate the Wickett gates, TSV valves, Guard valve and Howell Bunger valve, including all these functions in an emergency shutdown.	
38		Replace Hydro Plant PLC's		88,750	88,750		88,750					0			This project will be for replacement of the Programmable logic controllers (PLC) at Ruth Hydro. These Allen Bradley SLC505 processors are now obsolete and will be replaced with newer Control or Micro Logix platform that will be similar to those used at Essex and TRF. This will remove all but one of these older processors, leaving only the one for Pump Station 6. This will be funded using ReMat funds.	
39	Eureka Office Maintenance															
40		FY25 Eureka Office Generator Service		500	500							500	500	MRA R	ANNUAL PROJECT: Routine service on Eureka Office emergency generator.	
41	Subtotal Maintenance Projects			75,500	377,850	453,350	0	0	88,750	0	0	364,600	331,750			
42	CAPITAL PROJECTS															
43	Essex Area Capital Proj.															
44	C1	Professional Services for New Capital Debt		162,200	162,200	0					0	162,200	162,200		The District is working with NHA to explore and pursue long term financing options for CalPERS UAL, OPEB Liability, and CIP Projects.	
45		Collector Mainline Redundancy Project (\$6.7M FY 27)		512,929	512,929	412,929						100,000	0		This project will provide a redundant pipeline to convey water from the District's collectors to the TRF. There is currently only one water line that conveys water from all of the District's collectors to the TRF for treatment, storage, and distribution to customers. Failure of this source water supply line would mean total failure of the HBMWD system. Repair of the collector mainline would be very difficult, as it travels along a steep and narrow road, and failure of the pipe would likely cause significant erosion of the hillside and roadway creating costly and time-consuming repairs. FEMA Hazard Mitigation Grant funded. Construction is anticipated in FY26/27.	
46		3x Tank Seismic Retro Grant (Project \$5.7M - FY25)		5,869,428	5,869,428	1,563,910	4,305,518					0	0		This project will provide a Seismic Retrofit for all three storage reservoirs (1MG and 2MG at TRF, and 1MG Industrial). This will bring all three reservoirs up to the current seismic code. FEMA Hazard Mitigation Grant funded. District match funding for the Industrial Tank (1MG) will be provided by ReMat funds. Currently out of bid, construction is anticipated in FY24/25.	
47		On-Site Generation of Chlorine, Phase 3 and Building Retro-Fit (\$1.4M - FY24/FY25)	1,406,450	0	1,406,450	1,311,950						94,500	131,950		To eliminate the high risk hazard of Chlorine Gas at Essex, this project replaces our current Chlorination system with a Chlorine gas generator. This is a much safer process than the District currently uses. Chlorine generation is a very low concentration process therefore, it is not considered a hazardous product with far less regulation. There will be no need for our SCBA PPE. The District has collected advanced funding as well as reallocation funding for this project. The scope of this project will include retrofitting the existing Chlorine Building since it will be housing new hypochlorite generation equipment. This will include new siding, paint, exterior lighting and the installation of a new pedestrian door and metal rollup door for accessing equipment. Budgeted costs also include \$69,700 for engineering.	

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	H			K				O		Q	R		S	T
			PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES			2023/24			
7	CATEGORY, LOCATION, PROJECT NUMBER & TITLE		Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service	Resulting Customer Charges	Prior Year Budget Amount	CIP	PROJECT DESCRIPTION	
48		Replace Pump 2-2 (Pre-Approved 04/2024)		300,000	300,000							300,000		CIP	CIP - Related: Replacement of pump 2-2, and motor on Collector 2 as part of the rehabilitation project. This includes a new pump assembly and associated SS shafting, SS lube tubing and bearings and a new 400HP motor. Pre-approved for purchase by the Board in April 2024 Board meeting.	
49		Peninsula Communications Options		42,000	42,000							42,000			Installation of a new communications antenna pole, an emergency generator, UPS, and associated radio equipment and antennas to allow it to serve as the radio telemetry hub for the communications repeater link for Truesdale, Samoa, Manila, and the Industrial water tank. This location currently has a PG&E drop which will make it a much more power stable location. This project also includes a \$2,000 application fee to investigate permanent utility power at I/W site.	
50		Mainline Valve Replacement Program		50,000	50,000							50,000	60,000	CIP	CIP - Related: Valve to be replaced is the TRF Outlet Valve 461.	
51		Purchase Collector 4 Transformer		120,000	120,000							120,000		CIP	CIP - Related: This project will be to purchase a new 1500KVA transformer and high resistance grounding resistor for collector 4. Purchase equipment only, no labor. This equipment is out approximately one year out from order date.	
52		Purchase Switchboard for Collector 4		42,000	42,000							42,000		CIP	CIP - Related: This project will purchase materials only for new switchboard and subpanels for Collector 4 electrical upgrade. Equipment only, no labor. This equipment is out approximately one year out from order date.	
53	TRF Capital Proj.															
54		Resize Chemical Feed System	37,250		37,250							37,250			Re-size the former Alum system for the new 905 product. We will replace the old alum tank with a 2300 gallon conical bottom tank in order to use the entire tank volume and drain completely for cleaning. We will also replace dosing pumps P-621 & P-622 with smaller pumps	
55	Eureka Office Capital Proj.															
56																
57	Ruth Area Capital Proj.															
58		Storage Barn at Ruth Headquarters (Total \$230k, FY24/FY25)		220,000	220,000	90,000						130,000	90,000		To protect District equipment from the elements and extend equipment lives as long as possible, this project will build a metal storage barn for the work boat, backhoe and other equipment at Ruth Headquarters. This project has been funded over two budget-years, with design, planning and permitting occurring in FY24 and construction/completion in FY25. The total cost of this project is estimated to the \$220,000.	
59	Subtotal Capital Projects			1,443,700	7,318,557	8,762,257	3,378,789	4,305,518	0	0	0	1,077,950	444,150			
60	Equipment/Fixed Assets															
61	Essex Area Equipment/Fixed															
62		FY25 Replace ESSEX Administrative Computers		6,500	6,500							6,500	6,500	MRA R	ANNUAL PROJECT: Replace the two oldest workstations in the administration network with new computers including peripherals, printers and monitors. This project also maintains software security at the highest levels currently available.	
63		FY25 Replace Control Computers		5,250	5,250							5,250	5,250	MRA R	ANNUAL PROJECT: Replacement of two Control computers with new computers and monitors. These computer replacements average between 5-7 years since a critical computer may be replaced more often and repurposed to a less critical position. This project also maintains software security to the highest levels currently available.	
64		Telemetry Radio and Antenna Replacement		14,000	14,000							14,000		CIP	CIP - Related: This project would install new communications telemetry radios at McKinleyville, Truesdale, Samoa, Manila, Collectors 3 and 4, Line shed 4, TRF and the Industrial water reservoir. These radios were installed originally in 2016 and some of the radios are now obsolete with no replacements/parts available. We will use the viable removed equipment as spares where possible to consume their remaining useful life.	
65		Humboldt Bay Radio Read Meters		9,500	9,500			9,500				0	9,500		Purchase additional radio-read meters to install where safety is an issue. These meters will be placed along West End Road and Warren Creek Road, in customers backyards and cow fields, (etc.), where access is dangerous or limited. Radio read meters help District staff to be more efficient with their time. This purchase is funded using Retail Capital Reserves.	
66		District Lighting Upgrades		19,000	19,000							19,000			Upgrade the lighting at multiple locations through out the District with full LED flat panel lighting and high intensity bay lighting where applicable. Current light fixtures are no longer available and replacement parts exceed the cost of new fixtures. This new lighting is maintenance free with a life expectancy of 15-20 years. It also includes the installation of red filter panels in the Control Room at Essex on a portion of the lighting for night operations where it may provide health benefits for shift work and light diffusing panels in select fixtures at the Eureka office reducing glare and eyestrain. Locations to be upgraded are Essex, TRF, and Main Office.	
67		Purchase Temporary Fencing		3,250	3,250							3,250			Purchase a cache of 120 ft of temporary chain link fencing to be used for various situations throughout the District for temporary installation as needed on projects, or during emergencies	
68		Construction Tooling		2,250	2,250							2,250			Add additional, often used, tooling that would increase the efficiency of District employees doing construction work. This includes: cordless re-bar tying tool, small electric compressor, and a re-bar cutter/bender.	

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Q	R		S	T	
			Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Resulting Customer Charges	2023/24			Prior Year Budget Amount
7	TRF Equipment/Fixed Assets																
69																	
70		Plant Water System PLC and VFD Upgrade	11,500		11,500							11,500					Replace a SLC504 PLC that is used for partial control of the plant water system. The new Compact Logix controller will have the ability to provide more control programming for the plant water system, additional alarm functioning, and better connectivity to the SCADA system via a ethernet communications protocol. This will also eliminate the obsolete SLC504 controller from our system and incorporate a new VFD controlled pump for supplying the normal TRF chemical system flows with less cycling of equipment and more efficiency
71		Replace Turbidimeters	41,500		41,500							41,500					Continue the replacement of the online turbidimeters at the Collectors (2) and at the TRF (3) with a new self cleaning Hach unit that the District has already tested and are currently installing as the old Rosemount units fail. The old units have been plagued with problems and the replacement components are limited and expensive. The new units have been reliable and are working in all applications installed.
72		Chlorine Analyzer Replacement - Phase 1 of 2	7,500		7,500							7,500					Replace one of the three existing chlorine analyzers at the TRF. The current units were installed in 2015 have an obsolete controller. This will allow us to test a newer similar unit to determine if it will be the correct product for the replacement of the remaining two units. These analyzers are critical to operation and vetting the proper replacement unit is critical.
73		Purchase VFD for N-Poly Pump	6,500		6,500							6,500					Replace one of the existing Monyo pumps (P-654) with one of the pumps from the Alum system. These pumps are being replaced with new diaphragm pumps for dosing of the 905 coagulant.
74		TRF Filter Gallery Heaters and Air Circulation	9,000		9,000							9,000					Replace existing obsolete heaters with more serviceable units. This will also add several fans for increased air circulation which will reduce the operational cost of the heaters
75		Air Actuated Chemical Pump	2,000		2,000							2,000					Purchase an air actuated chemical transfer pump for transferring chemicals at the TRF from 55 gal barrels into larger online storage containers.
76	Eureka Equipment/Fixed																
77		FY25 Replace EUREKA Administrative Computers		6,000	6,000							6,000	3,000				ANNUAL PROJECT: Administrative computers are replaced on a 5-year cycle. This is for the replacement of the Business Manager (FY20), the Eureka Office Laptop (FY20), and two of the Director's laptops (FY20). The District's computer replacement cycle improves cyber security, keeps the District as current as feasible with current technology, and improves employee efficiency.
78		Main Office Parapet Ladder		2,750	2,750							2,750					Purchase and install a prefabricated exterior ladder for accessing the parapet roof from the first level roof. Having a permanent ladder attached to the building would eliminate the threat of a possible fall or complication while using an extension ladder to gain access to the parapet roof.
79	Ruth Area Equipment/Fixed																
80		Upgrade Work Boat Motor		15,750	15,750							15,750	0				Replace the existing 90HP Suzuki 4 stroke outboard engine on the Ruth work boat with a 175 Suzuki 4 stroke engine with higher torque power prop. The work boat has been put to beneficial use for a few years now but given the size of the boat and the work being performed now and in the future, a larger engine will increase the capabilities of the boats ability to do the needed work. The current motor would be surplus and sold. The cost of the new motor is \$20,250. This budget assumes the District receives \$4,500 for the old motor.
81		Subtotal Equipment/Fixed Assets	78,000	84,250	162,250	0	0	9,500	0	0	0	152,750	24,250				
82	Professional and Consulting Services																
83		FY25 Crane Testing/Certification		12,000	12,000							12,000	10,000				ANNUAL PROJECT: The District crane gets re-certified on an annual basis. Additionally, every four years (FY25, next one FY29), the District is required to load-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.
84		FY25 Chlorine System Maintenance	6,750	14,000	20,750							20,750	16,750				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. The repairs/parts for the current Chlorine system are costly. The current chlorine system will be in use until the new Onsite Generation System is functioning. It is anticipated the Onsite Generation System project will go out to bid and be completed this year, but the timeline has not been established as of yet.
85		FY25 Hydro Plant Annual Electrical and Maintenance Inspection (ReMat Contract)		4,000	4,000							4,000	4,000				ANNUAL PROJECT: Hydro Plant electrical and maintenance inspection required annually for the Districts' ReMat Contract
86		FY25 Cyber Security Maintenance		5,250	5,250							5,250	0	MRA R			ANNUAL PROJECT: Ongoing assessment of the District's cybersecurity and any vulnerabilities at the Essex location. This project is to hire a third party to do a cybersecurity assessment of the administration and control networks. This includes continued assessments of our remote connections into our control networks. We will use the results of this assessment to develop a project for the corrective measures.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		2023/24		S	T	
			Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service	Resulting Customer Charges	Prior Year Budget Amount			CIP
87				12,000	12,000							12,000	12,000	MRA R	ANNUAL PROJECT: Annual field survey of the seven historic cross sections along the Mad River and an update of the AutoCAD figures comparing the new cross sections to the historic cross sections. Two hardcopies of the AutoCAD drawings showing the current elevations of the cross sections in comparison to the last few years 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 the electronic files in AutoCAD format will also be submitted.	
88	#5			5,000	5,000							5,000	5,000		Summary of the annual field survey of the seven historic cross sections along the Mad River (survey work to be completed by others) and an update of the AutoCAD figures comparing the new cross sections to the historic cross sections. Two hardcopies of the AutoCAD drawings showing the current elevations of the cross sections in comparison to the last few years 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 the electronic files in AutoCAD format will also be submitted.	
89				24,500	24,500							24,500	27,000		ANNUAL PROJECT: Software training classes and associated travel expenses for a number of District staff on technologies specific to their job responsibilities. This would include technical training for computer science, computer and SCADA networking programming and software. This recurring budget item enables staff to rotate through trainings that arise throughout the year for the constantly changing technology field. This budgeted amount will include training for approximately five out of seven qualifying employees.	
90				20,000	20,000							20,000	20,000		ANNUAL PROJECT: Training classes and associated travel expenses for District staff on a variety of specific topics related to their job responsibilities. It also includes funding for staff to attend local training opportunities that may arise throughout the year on water treatment and distribution principles and practices and education for CEU's.	
91				3,000	3,000							3,000		MRA R	Backflow recertification training for 1 Essex Staff. This will be less expensive if the District is able to find a trainer to return to Humboldt County. Alternatively, District staff must go out of the area to find the training.	
92				15,000	15,000							15,000	5,000		Completion of the regulatory requirement to conduct an EAP Tabletop exercise every 5 years. The event is September 2024.	
93				20,000	20,000							20,000			Hire a consultant to develop a potential fleet electrification plan that is compatible with the regulatory environment. The Electrification Plan will include the following steps: Detailing the current inventory; "Right-Size" the fleet; Market scan on available electric vehicle options; Select candidates for conversion; Create a replacement plan with a timeline; Create a charging plan; Describe shop improvements; Training for technicians; Education for stakeholders; Implementation.	
94				25,000	25,000							25,000			Assistance with recruitment of a new General Manager due to retirement. Current General Manager is retiring in September 2025.	
95				5,000	5,000							5,000	5,000		ANNUAL PROJECT: The Board has expressed interest in expanding public outreach for various topics such as water resource planning. This project provides funding for communications to the public as directed by the Board.	
96				9,550	9,550							9,550			One-time cost to transfer all (40) District emails to Microsoft 365. This project also includes security features from ATS (current cybersecurity contractor) for each email. Monthly fees including all security and backup features for all accounts will be \$1,164.00 and is budgeted in the IT & Software Maintenance line of the Service & Supply Budget.	
97															This project is included to support regulatory work and possible enforcement activities related to the District's operation on the Mad River. There are four possible activities: 1) Compliance with the terms and conditions of the Long-Term Streambed Alteration Agreement (LTSAA). Section 10.2C requires that the District perform a hydrological and fish passage assessment. The assessment was completed in FY2014/15. Based on the results, Section 10.2D requires that the District and DFW determine and agree upon flow releases from Matthews Dam and bypass flows below Essex. The District may need consulting assistance to negotiate a successful outcome with DFW. (Range of \$10,000 - \$15,000 assumed)	
98				50,000	50,000							50,000	50,000			2) Amending the District's HCP to include Eulachon, and supporting NMFS in updating their Biological Opinion (BO) associated with the HCP to address the Critical Habitat Designation (CDH) for Chinook and Steelhead. NMFS addressed CDH for all covered species, but was not able to include that in the BO because the final CHD was not approved at the federal level. A resource consultant will likely be needed to support this work to conduct research, gather available information, and prepare an Environmental Assessment. (Range of \$10,000 - \$15,000 assumed)
99																3) Enforcement support to the NC Regional Water Quality Control Board, the California Dept of Fish and Wildlife, the County of Humboldt, or other enforcement agencies to address the adverse environmental effects of unpermitted or illegal marijuana grows or water diversions in the Mad River watershed. These funds also support additional scientific analysis of In-Stream Flow Dedication as required by the State Water Board. (Range of \$20,000 - \$30,000 assumed)
100				20,000	20,000							20,000	20,000		Potential grant application assistance that the District may require in the upcoming year. The level of effort required for various grant programs can vary considerably, and assistance with a detailed application may need to be further negotiated with the District prior to the performance of the work.	

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
FY2024/25 Project Budget

6	A	D	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Q	R		S	T	
			Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Resulting Customer Charges	2023/24			Prior Year Budget Amount
7																	
112	#3	FY25 Spillway Repair, Dam Inspection & Reporting Assistance		5,000	5,000							5,000		5,000			ANNUAL PROJECT: Engineering recommendations for spillway repairs and reporting of the necessary spillway repairs at Matthews Dam, as well as other inspections and reporting assistance. The 2017 inspection of the spillway found several areas where there appeared to be delamination of the concrete on the spillway floor. Areas of the spillway have been repaired in the following years. GHD will assist the District in the assessment of those repairs after this year's winter and assist in the reporting and discussions with the State Division of Safety of Dams and the Federal Energy Regulatory Commission.
113	#4	Log Boom Inspection By GHD		5,000	5,000							5,000					RECURRING PROJECT (Every 5-Years - Current= FY24/25; next FY29/30):The existing log boom at Ruth Lake protects Matthews Dam and more specifically the spillway from becoming clogged with debris during a storm event. The log boom is inspected annually by District staff and on a five-year interval by the District Engineer. The last engineering inspection was performed on October 8th, 2019, so the log boom is due for another inspection. The scope of work for this task will consist of an engineer inspecting the anchor points and backup anchor points on both the north and south sides of the log boom. The anchor cable and all shackles and other hardware will be inspected. The entire length of the log boom and all above water components will also be inspected. Underwater components will be inspected to the extent feasible, but it is not anticipated that the engineer will perform a swimming inspection to observe underwater components. It is also assumed that the District will provide a boat and operator as required for the inspection. The engineer will then complete a technical memorandum detailing the inspection and provide inspection photos. The technical memorandum will include any recommendations about replacement of worn components or other maintenance or operational issues.
114		FY25 FERC Chief Dam Safety Engineer		12,000	12,000							12,000		10,000			ANNUAL PROJECT - 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. As a consequence of the Oroville Dam spillway failure, both FERC and DSOD have intensified their required dam safety program compliance.
115		Adv. Assistance Spillway Seismic Grant (Project \$1.9M - FY25/26)		0	0						0			25,000			This Advanced Assistance Grant will be used to facilitate feasibility studies and engineering designs that will be used to characterize conditions at the dam and spillway at R.W. Matthews Dam and determine appropriate actions to make the dam and spillway more resilient to natural disasters and mitigate the risk of spillway failure that would subsequently lead to failure of R.W. Matthews dam in its entirety. A 2016 study found that the controlling ground motion for the dam is a M9.2 event on the Cascadia Subduction Zone, resulting in an 84th percentile peak ground acceleration (PGA) of 0.70g. The stability of the dam in response to this seismic event has not yet been analyzed. The engineering studies will be designed to meet current dam safety and seismic standards, and any proposed retrofit designs would be closely reviewed by the State of California Division of Safety of Dams (DSOD) and the Federal Energy Regulatory Commission (FERC). The grant request totaled \$1.9M with a District match of \$475,000
116	Subtotal Professional & Consulting Services		6,750	468,300	475,050	80,000	0	0	0	0	0	0	0	395,050	248,750		
117	Carryover Projects																
118																	
119	Subtotal Carryover Projects		0	0	0	0	0	0	0	0	0	0	0	0	0		
120	Subtotal Project Budget		1,603,950	8,248,957	9,852,907	3,458,789	4,305,518	98,250	0	0	0	0	0	1,990,350	1,048,900		
121	Industrial System Projects																
122		Refurbish Pump Station 6 (Phase 1)		3,500,000	3,500,000		2,800,000	700,000				0		0			Two viable industrial customers have approached the District requesting I/W. This project rehabilitates Station #6 (PS6). The District is seeking grant funds for this project. Grant match will be from zero to 20%. Exact amount will not be known until grant application is approved. Match will ultimately be reimbursed to District from I/W customers.
123		Two Pumps, Motors, and VFD's for Pump Station 6		400,000	400,000			400,000				0					This project is the purchase of two 250HP pumps, motors, and VFD's for Industrial water (Pump Station 6). Pumps 6-3 & 6-5
124	IW1	Maintain Water Supply to Industrial Pump Station 6 During Low-Flow Months		13,250	13,250							13,250		13,250			ANNUAL PROJECT: 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.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 FY2024/25 Project Budget

6	A	D	PROJECT EXPENDITURES THIS FY			PROCEEDS FOR PROJECTS				ADDITIONAL CHARGES		Q	2023/24		S	T	
			Treatment	Base Facility	Total	Advance Charges (Collected)	Grants	Reserves	Loans	Advance Charges (Cur. FY)	Debt Service		Resulting Customer Charges	Prior Year Budget Amount			CIP
7	#7	Industrial System Assistance		10,000	10,000			10,000				0		10,000			Engineering assistance for the District with the refurbishment of the Industrial System to provide water to Nordic Aquafarms and other potential users on the Samoa Peninsula. The District has developed a budget and preliminary design to refurbish the Industrial System including the Pump Station 6 building and intake screens and pumps to provide continued service and correct deferred maintenance on the system. The District will be able to perform most of this work themselves and should not need much assistance. However, there are some outstanding questions, such as whether to install new transformers that step the voltage down to 480V instead of the current 2300V. There is also the outstanding issue of turbidity removal including whether to install a clarifier or some other sediment removal system on District property. This task will consist of assisting the District with these and other engineering design issues that may arise this year associated with the Industrial Water system refurbishment.
125	#9	Crossover Vault Modifications (Needed for Nordic, Funded by ReMat)		36,000	36,000			36,000				0		32,000			It is possible that an engineering analysis may be required for upgrading the domestic/industrial crossover vault at Essex to conform to SWRCB requirements. It is our understanding that staff from the State Water Resources Control Board expressed concern about the configuration of the vault that connects the pipeline from Collector 1 to the industrial waterline and that the District may need GHD to analyze options for reconfiguring the vault to address their concerns. This line item includes the work detailed in the February 11, 2020 scope letter. District staff continues to discuss this issue internally and with Scott Gilbreath, the SWRCB rep, prior to making decisions on how to move forward.
126	#14	Pump Station 6 Gravel Bar Work and Permitting		84,000	84,000			84,000				0		76,100			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 in this reach has moved north, away from the Pump Station 6 intake. The District is in the process of discussing with California Dept. of Fish & Wildlife ways to help ensure the channel in front of Pump Station 6 remains the main channel. This would likely include additional grading and work on the gravel bar downstream of the Pump Station. GHD submitted a scope of work and budget in August 2018 for preparing design plans, updating the river model, and permitting the proposed river work with NMFS, California DFW, Army Corps of Engineers, and the State Water Quality Control Board. This line item includes the work detailed in the August 23, 2018 scope letter.
127	Subtotal Industrial System Projects		0	4,043,250	4,043,250	0	2,800,000	1,230,000	0	0	0	13,250		55,250			
128	TOTAL PROJECT BUDGET		1,603,950	12,292,207	13,896,157	3,458,789	7,105,518	1,328,250	0	0	0	2,003,600		1,104,150			
129																	

To: Board of Directors
From: Chris Harris
Date: May 16, 2024
Re: Draft Audit for the year ended June 30, 2022 (FY21/22)

Discussion

For the audit of fiscal year 2021/22, staff worked with Michelle Nguyen and 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 FY21/22 audit was successful and there were no audit findings – this is considered a “clean opinion.”

Review

The Audit Committee is scheduled to meet with Mr. O’Conner via Zoom on Wednesday, May 15th. Any changes, questions, or suggestions that arise from this meeting will be brought to the full Board during the May 16th Board Meeting.

Mr. O’Conner will also be attending the Board Meeting on May 16th via Zoom and will address any additional questions and comments.

Recommendation

Staff recommends the Board follow the Audit Committee’s recommendation.

Attachments

DRAFT - Board of Directors and Management Report FYE 6/30/2022
DRAFT – Audit Report FYE 6/30/2022

DRAFT

4/9/2024

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, 2022**

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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 and the major fund of Humboldt Bay Municipal Water District as of and for the year ended June 30, 2022, 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.

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, 2022. 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 November 21, 2022, 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 to provide 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 87 - Leases
GASB 91 – Conduit Debt Obligations
GASB 94 – Public-Private and Public-Public and Availability Payment Arrangements
GASB 93 – Omnibus 2022, paragraphs 11-25

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.

As part of our audit planning, we identified the following significant risk(s) of material misstatement for review: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

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

To the Board of Directors
Humboldt Bay Municipal Water District – Page 2

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 trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The three audit adjustments detected because of audit procedures and corrected by management were material to the 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 April 15, 2024.

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.

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, 2022

Current Year Observations

1) Lease Capitalization Policy

Observation:

Humboldt Bay Municipal Water District implemented Financial Accounting Standards Board GASB 87, *Leases*, which became effective for the year ended December 31, 2022, and had material effects on the financial statements. This new standard requires leases 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 like their capitalization policy for capital assets.

Recommendation:

We recommend Humboldt Bay Municipal Water District consider formalizing a capitalization policy for leases liabilities and the right to use assets over \$40,000.

Prior Years Observations

1) Equity Accounts

Observation:

Humboldt Bay Municipal Water District has gone through an accounting software conversion. Equity accounts carried forward to the new software did not agree with the prior year audit amounts. We also noted entries being made to the equity accounts during the year. These differences may be attributable to the addition of the more robust software, allowing the District to report in more detail than the previous software.

Recommendation:

We recommended Humboldt Bay Municipal Water District reconcile and analyze their equity accounts to ensure amounts agree with the prior year ending amounts.

Conclusion:

This recommendation has been implemented.

DRAFT

4/9/2024

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, 2022**

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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 and the major fund of Humboldt Bay Municipal Water District as of and for the year ended June 30, 2022, 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.

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, 2022. 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 November 21, 2022, 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 to provide 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 87 - Leases
- GASB 91 – Conduit Debt Obligations
- GASB 94 – Public-Private and Public-Public and Availability Payment Arrangements
- GASB 93 – Omnibus 2022, paragraphs 11-25

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.

As part of our audit planning, we identified the following significant risk(s) of material misstatement for review: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

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

To the Board of Directors
Humboldt Bay Municipal Water District – Page 2

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 trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The three audit adjustments detected because of audit procedures and corrected by management were material to the 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 April 15, 2024.

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.

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, 2022

Current Year Observations

1) Lease Capitalization Policy

Observation:

Humboldt Bay Municipal Water District implemented Financial Accounting Standards Board GASB 87, *Leases*, which became effective for the year ended December 31, 2022, and had material effects on the financial statements. This new standard requires leases 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 like their capitalization policy for capital assets.

Recommendation:

We recommend Humboldt Bay Municipal Water District consider formalizing a capitalization policy for leases liabilities and the right to use assets over \$40,000.

Prior Years Observations

1) Equity Accounts

Observation:

Humboldt Bay Municipal Water District has gone through an accounting software conversion. Equity accounts carried forward to the new software did not agree with the prior year audit amounts. We also noted entries being made to the equity accounts during the year. These differences may be attributable to the addition of the more robust software, allowing the District to report in more detail than the previous software.

Recommendation:

We recommended Humboldt Bay Municipal Water District reconcile and analyze their equity accounts to ensure amounts agree with the prior year ending amounts.

Conclusion:

This recommendation has been implemented.

DRAFT

4/26/2024

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

BASIC FINANCIAL STATEMENTS

JUNE 30, 2022

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INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities and the major fund of Humboldt Bay Municipal Water District as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise Humboldt Bay Municipal Water District 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 and the major fund of Humboldt Bay Municipal Water District as of June 30, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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.

To the Board of Directors
Humboldt Bay Municipal Water District – Page 2

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, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 21, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, 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, 2022

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, 2022. 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 a 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 located in close proximity to 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 is able to supply to the Samoa Peninsula. There are several other entities involving aqua culture that are currently considering siting on the Samoa Peninsula due in part to the availability of the raw water from the District. The District is participating in the Samoa Peninsula Infrastructure Workgroup with other public agencies to explore the most beneficial mechanism for obtaining funding to improve infrastructure on the Samoa Peninsula for economic development improvements and the betterment of the community members who live there and the economy of Humboldt County.

Ultimately, this increased economic and water dependent activity on the Samoa Peninsula is expected to revitalize the District's industrial water system albeit at a much lower consumption rate than experienced by the former pulp mills.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2022

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. For fiscal year 21-22 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:

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.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2022

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 of the District's assets and liabilities and provides information about the 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 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 was cash 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.

FINANCIAL HIGHLIGHTS

- The District's net position was \$34,326,363 as of June 30, 2022, an increase of \$3,099,383 compared to June 30, 2021.
- Revenues were \$10,785,787, a decrease of \$2,055,592 from FY 2020-21.
- Expenses were \$7,686,404, an increase of \$181,427 from FY 2020-21.

SINGLE AUDIT ACT REPORT

The District was not subject to the Single Audit Act for FY2021-22. This is a separate audit that focuses specifically on Federal funding sources when an 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 of 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.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2022

	FY 2021- 2022	FY 2020- 2021	Change	
			\$	%
ASSETS				
Current Assets	\$9,221,837	\$8,750,885	\$470,952	5.38%
Restricted Cash & Investments	5,876,079	5,427,170	448,909	8.27%
Land, Property & Equipment (net Accum. Depr.)	27,800,720	26,193,527	1,607,193	6.14%
Total Assets	42,898,636	40,371,582	2,527,054	6.26%
Deferred Outflows of Resources	973,874	1,037,378	(63,504)	-6.12%
LIABILITIES				
Current Liabilities	1,807,102	1,702,995	104,107	6.11%
Post-Retirement Health Benefits Obligation	2,593,559	3,011,345	(417,786)	-13.87%
Net Pension Liability	1,808,936	3,410,152	(1,601,216)	-46.95%
Long-term Debt	273,668	744,151	(470,483)	-63.22%
Total Liabilities	6,483,265	8,868,643	(2,385,378)	-26.90%
Deferred Inflows of Resources	3,062,882	1,313,337	1,749,545	133.21%
NET POSITION				
Net Investment in Capital Assets	26,979,715	24,745,059	2,234,656	9.03%
Restricted (for debt service)	794,985	310,891	484,094	155.71%
Restricted (for capital projects)	4,547,232	4,695,411	(148,179)	-3.16%
Restricted (for credits to municipalities)	-	987,435	(987,435)	-100.00%
Restricted funds	908,608	-	908,608	100.00%
Unrestricted	1,095,823	488,184	607,639	124.47%
TOTAL NET POSITION	\$34,326,363	\$31,226,980	\$3,099,383	9.93%

As can be seen from the table above, the net position as of June 30, 2022 was \$34,326,363, an increase of \$3,099,383 as compared to June 30, 2021. Most of this change is due to increased advanced charges collected for the required District match for upcoming large grant funded 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 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).

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2022

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

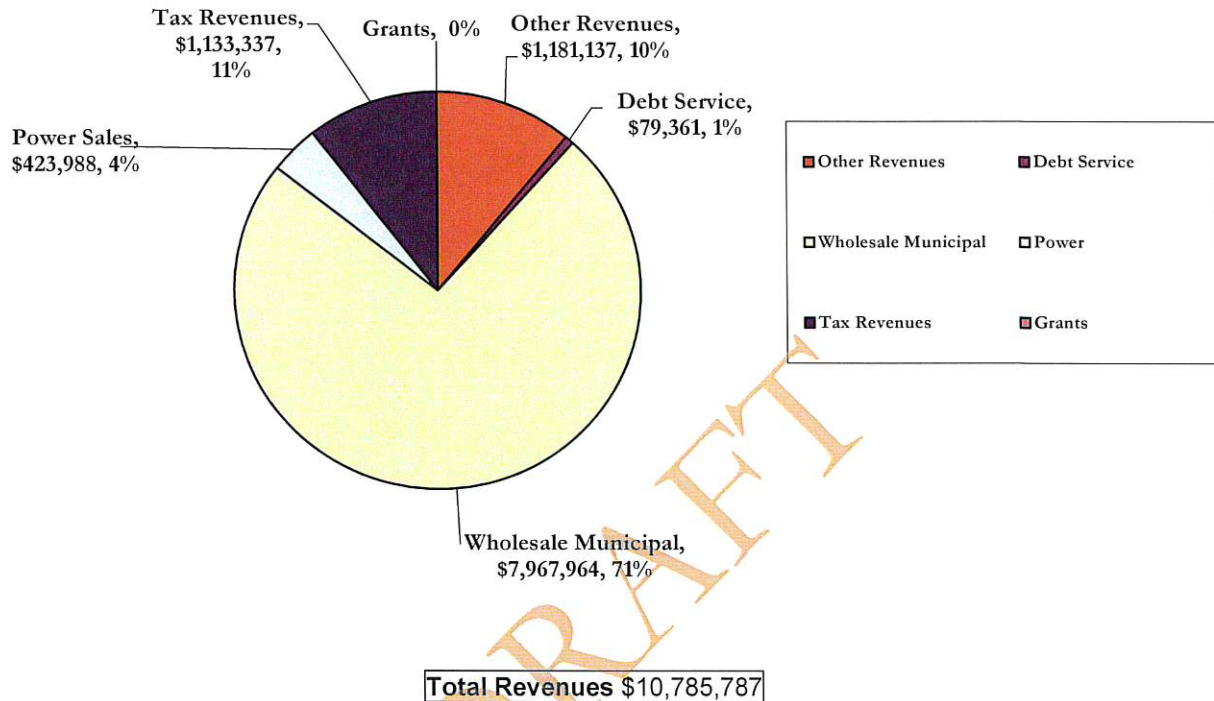
TABLE 2				
CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION				
	FY 2021-2022	FY 2020-2021	Change	
			\$	%
REVENUES				
*Operating:				
Water Sales	\$7,967,964	\$6,999,719	\$968,245	13.83%
Power Sales	423,988	260,924	163,064	62.49%
SRF Debt Service Receipt	79,361	546,063	(466,702)	-85.47%
Other Operating	1,171,201	573,721	597,480	104.14%
*Non-Operating:				
Taxes	1,133,337	1,055,543	77,794	7.37%
Interest Income	9,936	31,051	(21,115)	-68.00%
Grant Revenues	-	3,374,358	(3,374,358)	-100.00%
Total Revenues	10,785,787	12,841,379	(2,055,592)	-16.01%
EXPENSES				
Operating expense	6,604,486	6,433,252	171,234	2.66%
Non-operating expense	12,888	5,292	7,596	143.54%
Depreciation	1,410,651	1,426,647	(15,996)	-1.12%
Less Reimbursements	(341,621)	(360,214)	18,593	-5.16%
Total Expenses	7,686,404	7,504,977	181,247	2.42%
Change in Net Position	3,099,383	5,336,402	(2,237,019)	-41.92%
Beginning Net Position	31,226,980	25,890,578	5,336,402	20.61%
Ending Net Position	\$34,326,363	\$31,226,980	\$3,099,383	9.93%

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 \$3,099,383 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 FY 2021-22 by category along with the proportionate share of the total revenue each category represents. The total revenues reflected in Chart 1 are \$10,785,787. The municipal customer receipts of \$79,361 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 \$0, 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 decreased grant funding and related expenditures. The power revenue increased this year due to the end of drought conditions.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2022

Chart 1 Revenues Received by Category for FY 2021-22

**PROPERTY AND EQUIPMENT**

The District has invested approximately \$70,134,344 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 property and equipment in the amount of \$1,607,193 is mostly attributable to the large capital assets currently under construction.

	FY 2021- 2022	FY 2020- 2021	Change	
			\$	%
Buildings (includes land)	\$4,769,938	\$4,668,599	\$101,339	2.17%
Equip - Auto/Mobile/Office/Radio/Tools	3,137,219	2,854,705	282,514	9.90%
Water System Infrastructure (excludes land)	62,227,187	62,047,887	179,300	0.29%
Total Property and Equipment	70,134,344	69,571,191	563,153	0.81%
Less Accumulated Depreciation	(46,540,053)	(45,129,402)	(1,410,651)	3.13%
Add Projects in Progress	4,206,429	1,751,738	2,454,691	140.13%
Total Property & Equipment (net of depr)	\$27,800,720	\$26,193,527	\$1,607,193	6.14%

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2022

LONG-TERM DEBT

At June 30, 2022 year-end, the District has one long-term note payable outstanding for a total amount of \$821,005. This is the SRF Loan used to finance the Turbidity Reduction Facility. The SRF loan carries no interest (i.e., zero percent), and has a repayment term of 20 years. The initial SRF loan balance at its inception in 2004 was \$10,946,736. The debt service for the SRF Loan is paid in its entirety by the District's wholesale municipal customers in accordance with the wholesale water contracts (via Price Factor 1).

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. The District continues to participate in the Samoa Peninsula Infrastructure Workgroup with other public agencies to explore the most beneficial mechanism for obtaining funding to improve infrastructure on the Samoa Peninsula for economic development improvements and the betterment of the community members who live there and the economy of Humboldt County.

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.

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%. This allocation percentage will be negotiated once new contracts are signed with Nordic Aquafarms and any other entities relocating/establishing on the Samoa Peninsula and purchasing raw water from the District.

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 first completed large infrastructure project undertaken was 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.

Humboldt Bay Municipal Water District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2022

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).

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.

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. While the project cost was estimated to be \$3,573,000, 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 in the amount of \$700,000, as well as the receipt of a FEMA Hazard Mitigation grant in the amount of \$2,679,750. This project was completed early FY2018-19.

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.

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 \$3,433,328.

The District has been approved by FEMA for Phase 1 Hazard Mitigation funding for two other large CIP projects: Three Tank Seismic Retrofit (est. \$5M) and Collector Mainline Redundancy Pipeline (est. \$3M). Both projects are large, multi-year projects. Due to on-going supply chain issues and anticipated construction delays, completion dates are unknown currently, but are estimated to be in 2025 and 2026.

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

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Humboldt Bay Municipal Water District
STATEMENTS OF NET POSITION
 June 30, 2022
 (With Comparative Totals for June 30, 2021)

<u>ASSETS</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and investments	\$ 6,746,186	\$ 5,720,694
Restricted cash and investments:	<u>5,876,079</u>	<u>5,427,170</u>
Total cash and investments	<u>12,622,265</u>	<u>11,147,864</u>
Accounts receivable	907,353	50,562
Grants receivable	1,458,116	2,873,486
Inventory	62,466	59,540
Prepaid items	<u>47,716</u>	<u>46,603</u>
Total current assets	<u>15,097,916</u>	<u>14,178,055</u>
Capital assets:		
Non-depreciable assets	5,578,401	3,123,710
Depreciable assets (net of depreciation)	<u>22,222,319</u>	<u>23,069,817</u>
Total assets	<u>42,898,636</u>	<u>40,371,582</u>
<u>DEFERRED OUTFLOWS</u>		
Deferred outflows related to pensions	888,450	916,541
Deferred outflows related to OPEB	<u>85,424</u>	<u>120,837</u>
Total deferred outflows	<u>973,874</u>	<u>1,037,378</u>
<u>LIABILITIES AND NET POSITION</u>		
Current liabilities:		
Accounts payable	327,525	437,084
Compensated absences	757,386	407,970
Accrued expenses	<u>174,854</u>	<u>153,624</u>
Total current liabilities	<u>1,259,765</u>	<u>998,678</u>
Long-term liabilities:		
Due within one year	547,337	704,317
Due in more than one year	273,668	744,151
Other post-employment benefits	2,593,559	3,011,345
Net pension liability	<u>1,808,936</u>	<u>3,410,152</u>
Total long-term liabilities	<u>5,223,500</u>	<u>7,869,965</u>
Total liabilities	<u>6,483,265</u>	<u>8,868,643</u>
<u>DEFERRED INFLOWS</u>		
Deferred inflows related to pensions	1,598,062	44,636
Deferred inflows related to OPEB	<u>1,464,820</u>	<u>1,268,701</u>
Total deferred inflows	<u>3,062,882</u>	<u>1,313,337</u>
Net position:		
Invested in capital assets, net of related debt	26,979,715	24,745,059
Restricted for debt service	794,985	310,891
Restricted for capital projects	4,547,232	4,695,411
Restricted for credits to municipalities	-	987,435
Restricted funds	908,608	-
Unrestricted	<u>1,095,823</u>	<u>488,184</u>
Total net position	<u>\$ 34,326,363</u>	<u>\$ 31,226,980</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, 2022

(With Comparative Totals for the Year Ended June 30, 2021)

	<u>2022</u>	<u>2021</u>
Operating revenues:		
Municipal customer water sales	\$ 7,608,421	\$ 6,662,289
Retail customer water sales	359,543	337,430
Debt service receipts	<u>79,361</u>	<u>546,063</u>
Total water sales	8,047,325	7,545,782
Power sales	423,988	260,924
Other operating revenues	<u>1,171,201</u>	<u>573,721</u>
Total operating revenues	<u>9,642,514</u>	<u>8,380,427</u>
Operating expenses:		
Salaries and benefits	3,857,421	3,524,802
Employee retirement contributions	553,549	740,960
Power and pumping	783,204	873,153
Engineering	83,066	116,228
Materials and supplies	126,287	166,507
Repairs and maintenance	236,894	260,421
Auto and travel expenses	57,435	60,652
Insurance	122,866	90,450
Legal and accounting fees	69,256	36,862
Professional assistance	304,798	165,539
Tax and license	225,733	179,631
Training	36,073	62,172
Other operating expenses	147,904	155,875
Depreciation	<u>1,410,651</u>	<u>1,426,647</u>
Total operating expenses before reimbursements	<u>8,015,137</u>	<u>7,859,899</u>
Reimbursements for services and costs	<u>(341,621)</u>	<u>(360,214)</u>
Total operating expenses	<u>7,673,516</u>	<u>7,499,685</u>
Operating income (loss)	<u>1,968,998</u>	<u>880,742</u>
Non-operating revenues (expenses):		
Tax revenues	1,133,337	1,055,543
Grant revenues	-	3,374,358
Interest revenues	9,936	31,051
Interest expense	<u>(12,888)</u>	<u>(5,292)</u>
Total non-operating revenues (expenses)	<u>1,130,385</u>	<u>4,455,660</u>
Income (loss) before contributions	<u>3,099,383</u>	<u>5,336,402</u>
Change in net position	3,099,383	5,336,402
Net position, beginning of period	<u>31,226,980</u>	<u>25,890,578</u>
Net position, end of period	<u>\$ 34,326,363</u>	<u>\$ 31,226,980</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, 2022
 (With Comparative Totals for the Year Ended June 30, 2021)

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Receipts from customers	\$ 9,127,344	\$ 8,878,588
Payments to suppliers	(2,307,114)	(1,931,881)
Payments to employees	(4,246,277)	(6,391,575)
Net cash provided (used) by operating activities	<u>2,573,953</u>	<u>555,132</u>
Cash flows from non-capital financing activities:		
Taxes and assessments	<u>1,133,337</u>	<u>1,055,543</u>
Net cash provided (used) by non-capital financing activities	<u>1,133,337</u>	<u>1,055,543</u>
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(3,017,844)	696,312
Receipts of capital grants	1,415,370	768,693
Interest expense	(12,888)	(5,292)
Payment on current portion of bonds	(627,463)	(704,233)
Net cash provided (used) by capital and related financing activities	<u>(2,242,825)</u>	<u>755,480</u>
Cash flows from investing activities:		
Interest earned	<u>9,936</u>	<u>31,051</u>
Net cash provided by investing activities	<u>9,936</u>	<u>31,051</u>
Net increase (decrease) in cash and cash equivalents	1,474,401	2,397,206
Cash and cash equivalents - beginning of period	<u>11,147,864</u>	<u>8,750,658</u>
Cash and cash equivalents - end of period	<u>\$ 12,622,265</u>	<u>\$ 11,147,864</u>
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:		
Operating income (loss)	\$ 1,968,998	\$ 880,742
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation	1,410,651	1,426,647
Changes in certain assets and liabilities:		
Accounts receivable	(856,791)	137,947
Inventory	(2,926)	1,996
Prepaid items	(1,113)	(536)
Accounts payable	(109,559)	234,149
Accrued expenses	21,230	(2,350,837)
Compensated absences	349,416	33,782
Deferred outflows	63,504	89,350
Deferred inflows	1,749,545	1,187,837
Net pension liability	(1,601,216)	254,335
Other post-employment benefits	(417,786)	(1,340,280)
Net cash provided (used) by operating activities	<u>\$ 2,573,953</u>	<u>\$ 555,132</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, 2022

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, 2022

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 on 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

The District evaluates the collectability of water sales and grants receivable in order to determine the allowance for doubtful accounts. As of June 30, 2022, the District determined that the various receivables are fully collectible and recorded \$0 for the 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 considered to be 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 at fair value. The County Pool is operated 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, 2022

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, 2022

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.

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.

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.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)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 at fair value. CalPERS' audited financial statements are publically available reports that can be obtained.

NOTE 2 - CASH, CASH EQUIVALENTS AND INVESTMENT

Cash, cash equivalents, and investment at June 30, 2022, consist of the following:

	<u>2022</u>	<u>2021</u>
Cash:		
Demand accounts	\$ 4,005,316	\$ 2,894,059
State Treasurer's Pool (LAIF)	1,688	1,688
CalTrust	2,727,359	2,813,124
County investment pool	11,823	11,823
Total	<u>\$ 6,746,186</u>	<u>\$ 5,720,694</u>
	<u>2022</u>	<u>2021</u>
Restricted cash:		
U.S. Bank demand accounts	\$ 749,574	\$ 747,604
Public Agency Retirement Services	906,479	997,147
State Treasurer's Pool (LAIF)	443,054	441,819
CalTrust	2,640,605	2,341,624
County investment pool	1,136,367	898,976
Total	<u>\$ 5,879,079</u>	<u>\$ 5,427,170</u>

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 transfers \$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.

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:

	<u>2022</u>	<u>2021</u>
Restricted for debt service	\$ 794,985	\$ 144,030
Restricted for municipalities	341,382	754,946
Total restricted cash in County Pool	<u>\$ 1,136,367</u>	<u>\$ 898,976</u>

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 2 - CASH, CASH EQUIVALENTS AND INVESTMENT (concluded)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, 2022:

<u>Investment Type</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Exempt</u>	<u>Uncategorized</u>	<u>Total</u>
Demand Accounts	\$ -	\$ -	\$4,754,890	\$ -	\$ 4,754,890
State Treasurer's Pool (LAIF)	-	-	444,742	-	444,742
CalTrust	-	5,367,964	-	-	5,367,964
Public Agency Retirement Svcs	-	-	906,479	-	906,479
County investment pool	-	-	1,148,190	-	1,148,190
Total Investments	<u>\$ -</u>	<u>\$5,367,964</u>	<u>\$7,254,301</u>	<u>\$ -</u>	<u>\$ 12,622,265</u>

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable from customers at June 30, 2022, consist of the following:

Resale customers	
Pacific Gas & Electric	\$ 21,837
Subtotal resale customers	21,837
Property tax	875,000
Retiree health insurance	10,516
Total accounts receivable	<u>\$ 907,353</u>

NOTE 4 - LAND

Land at June 30, 2022, 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, 2022.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 5 - PROPERTY AND EQUIPMENT

Changes in property and equipment during the year ended June 30, 2022, are as follows:

	Balance at 07/01/21	Additions	Deletions	Balance at 6/30/22
<u>Governmental Activities</u>				
Capital assets, not being depreciated:				
Land	\$ 1,371,972	\$ -	\$ -	\$ 1,371,972
Construction in progress	<u>1,751,738</u>	<u>2,776,260</u>	<u>321,569</u>	<u>4,206,429</u>
Total capital assets, not being depr.	<u>3,123,710</u>	<u>2,776,260</u>	<u>321,569</u>	<u>5,578,401</u>
Capital assets, being depreciated:				
Buildings and improvements	3,296,627	101,339	-	3,397,966
Equipment	2,854,705	282,514	-	3,137,219
Water System Infrastructure	45,828,370	149,954	-	45,978,324
Ruth Lake Infrastructure	10,864,619	29,346	-	10,893,965
District No. U-1	<u>5,354,898</u>	<u>-</u>	<u>-</u>	<u>5,354,898</u>
Total capital assets, being depreciated	<u>68,199,219</u>	<u>563,153</u>	<u>-</u>	<u>68,762,372</u>
Total accumulated depreciation	<u>(45,129,402)</u>	<u>(1,410,651)</u>	<u>-</u>	<u>(46,540,053)</u>
Total capital assets being depr. - net	<u>23,069,817</u>	<u>(847,498)</u>	<u>-</u>	<u>22,222,319</u>
Capital assets - net	<u>\$26,193,527</u>	<u>\$ 1,928,762</u>	<u>\$ 321,569</u>	<u>\$27,800,720</u>

Total depreciation expense charged to operations for the year ended June 30, 2022, was \$1,410,651. All capital assets are depreciable except land and projects in progress.

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, 2022 was \$757,386.

NOTE 7 - LONG-TERM NOTES PAYABLE

The following is a summary of changes in long-term debt as of June 30, 2022:

	Balance at 07/01/21	Increase	Decrease	Balance at 6/30/22	Current
California Safe Drinking Water					
State Revolving Fund (SRF) Note	\$ 1,368,342	\$ -	\$ 547,337	\$ 821,005	\$ 547,337
Water System Improvement Loan	80,041	-	80,041	-	-
Compensated absences	407,970	349,416	-	757,386	-
Net pension liability	3,410,152	-	1,601,216	1,808,936	-
Other post-employment benefits	<u>3,011,345</u>	<u>-</u>	<u>417,876</u>	<u>2,593,559</u>	<u>-</u>
Total	<u>\$ 8,277,850</u>	<u>\$ 349,416</u>	<u>\$2,646,380</u>	<u>\$ 5,980,886</u>	<u>\$ 547,337</u>

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 7 - LONG-TERM NOTES PAYABLE (concluded)

California Safe Drinking Water State Revolving Fund (SRF) Note

The District has a loan with the California Department of Water Resources (acting on behalf of the California Department of Health Services) under the provisions of the California SRF Law of 1997. The proceeds of the SRF loan were used to finance the construction of the Turbidity Reduction Facility. The loan, which matures in January of 2024, carries no interest, and has a repayment term of 20 years. The District pays \$547,337 annually in two semiannual payments. A U.S. Bank money market account is restricted for servicing the loan. The debt service for the loan is paid in its entirety by the District's municipal customers. Future debt service on the loan is:

Year Ending June 30	Principal	Interest	Total
2023	\$ 547,337	\$ -	\$ 547,337
2024	273,668	-	273,668
Total	<u>\$ 821,005</u>	<u>\$ -</u>	<u>\$ 821,005</u>

Net position restricted for debt service for the year ended June 30, 2022 was \$794,985.

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%. 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.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2022

NOTE 8 - WHOLESALE WATER CONTRACTS (concluded)

Any underpayments or overpayments are divided into monthly installments and applied to the municipalities' billing during the following year. As of June 30, 2022, the municipal customers overpaid \$29,121 for operating, maintenance, and capital costs. Overpayments in the amount of \$29,121 were credited to the municipalities' 2022/2023 billings. At June 30, 2022, total net position restricted for credits to the municipalities was \$29,121.

The municipal water customers may be charged in advance to fund future capital projects. For the year ended June 30, 2022, the municipal customers had balances in advance charges of \$4,085,477 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, 2022, the District charged the wholesale customers \$350,000.

During the fiscal year ended 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 January 1, 2013, the District contributes \$50 per month for each employee who is not currently participating in the deferred compensation program. For fiscal year 2021-22, the District will provide a contribution match of up to \$100 per month for employees who are participating in the deferred compensation program.

The District has a 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.

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).

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 10 - PENSION PLAN (continued)A. General Information about the Pension Plan (continued)

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, 2022, are summarized as follows:

	Miscellaneous 1 st Tier	Miscellaneous PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
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%	6.750%
Required employer contribution rates	10.340%	7.590%

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 \$249,951 for the fiscal year ended June 30, 2022.

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.

The District's contributions to the plan recognized as a part of pension expense for the year ended June 30, 2022 were \$526,893.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 10 - PENSION PLAN (continued)B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2022, the District reported a net pension liability for its proportionate share of the net pension liability of the Plan of \$1,808,936.

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, 2021, 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, 2020 rolled forward to June 30, 2021, 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 plans 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, 2020 and 2021 was as follows:

Proportion - June 30, 2020	0.0808%
Proportion - June 30, 2021	0.0953%
Change – Increase (Decrease)	0.0145%

For the year ended June 30, 2022, the District recognized pension expense of \$554,691. At June 30, 2022, 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	\$ 574,390	\$ -
Changes in assumptions	-	-
Differences between actual and expected experience	202,854	-
Net differences between projected and actual earnings on plan investments	-	1,579,105
Change in employer's proportion	104,791	-
Net differences between the employer's actual contributions and the employer's proportionate share of contributions	<u>6,415</u>	<u>18,957</u>
Total	<u>\$ 888,450</u>	<u>\$ 1,598,062</u>

\$574,390 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. 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>	
2023	\$ (235,531)
2024	(277,048)
2025	(335,042)
2026	(436,381)
2027	-
Thereafter	-

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 10 - PENSION PLAN (continued)C. Actuarial Assumptions

The total pension liabilities in the June 30, 2020 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	2.75%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15% ⁽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 90% of scale MP 2016.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2017 valuation were based on the results of the December 2017 actuarial experience study for the period 1997 to 2015. Further details of the Experiences Study can be found on the CalPERS website.

D. Discount Rate

The discount rate used to measure the total pension liability was 7.15%. 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, 2022

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 Years 1-10</u> ^(b)	<u>Real Return Years 11+</u> ^(c)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	(0.92)%
Total	<u>100.00%</u>		

(a) In the CalPERS CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(b) An expected inflation of 2.00% used for this period.

(c) An expected inflation of 2.92% used for this period.

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:

<u>Discount Rate -1%</u>	<u>Current Discount Rate</u>	<u>Discount Rate +1%</u>
6.15%	7.15%	8.15%
<u>\$3,843,621</u>	<u>\$1,808,936</u>	<u>\$126,891</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, 2022.

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, 2022

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	27
Inactive employees or beneficiaries currently receiving benefit payments	<u>12</u>
Total	<u><u>39</u></u>

Contribution

As of June 30, 2022, 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, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2021.

D. Actuarial Assumptions

The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

Discount rate	4.09%
Inflation	2.50%
Aggregate salary increases (individual salary increases based on CalPERS)	3.0%
Investment rate of return	2.79%
Mortality rates	Based on Muni 20 Year Rate Index
	2.18% in the first 1 year, trending down to
Healthcare cost trend rate	4.09% over later years.

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

NOTE 11 - OTHER POST-EMPLOYMENT BENEFITS (continued)E. Discount Rate

The cash flows of the OPEB plan were projected to future years, assuming that 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, 4.09%.

The long-term expected 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, 2021	Total OPEB Liability June 30, 2022
Service cost	\$ 149,761	\$ 113,476
Interest	118,022	66,768
Benefit payments, including refunds of employee contributions	(128,964)	(124,097)
Differences between expected and actual experience	(310,304)	-
Change in assumptions	(1,168,795)	(473,933)
Net change in total OPEB liability	(1,340,280)	(417,786)
Total OPEB liability – beginning of year	4,351,625	3,011,345
Total OPEB liability – end of year	\$ 3,011,345	\$ 2,593,559

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 (3.09%) or one percentage point higher (5.09%) follows:

Plan's Net OPEB Liability/(Asset)		
Discount Rate - 1% (3.09%)	Current Discount Rate (4.09%)	Discount Rate + 1% (5.09%)
\$ 2,392,006	\$ 2,593,559	\$ 2,825,553

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, 2022.

Plan's Net OPEB Liability/(Asset)		
1% Decrease	Healthcare Cost Trend Rates	1% Increase
\$ 2,296,690	\$ 2,593,559	\$ 2,947,854

Humboldt Bay Municipal Water District
NOTES TO BASIC FINANCIAL STATEMENTS
 For the Year Ended June 30, 2022

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, 2022, the District recognized OPEB income of \$62,157. On June 30, 2022, the District reported deferred inflows of resources from OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ -	\$ -
Differences between actual and expected experience	-	222,024
Changes in assumptions	85,424	1,242,796
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	<u>\$ 85,424</u>	<u>\$ 1,464,820</u>

\$0 reported as deferred outflows of resources related to contributions subsequent to measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2023.

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>	
6/30/23	\$ (242,401)
6/30/24	(249,171)
6/30/25	(262,131)
6/30/26	(272,129)
6/30/27	(277,814)
Thereafter	(75,750)

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, 2022

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, 2022

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, 2022
 Last 8 years*

Measurement Date, June 30	2022	2021	2020	2019	2018	2017	2016	2015
Proportion of the net pension liability	0.09530%	0.08080%	0.07880%	0.07720%	0.07640%	0.07490%	0.07300%	0.07880%
Proportion share of the net pension liability	\$ 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	\$ 2,239,553	\$ 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	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	88.26%	76.74%	77.37%	77.39%	75.66%	76.58%	80.90%	80.51%

DRAFT

NOTES TO SCHEDULE

Changes in Benefit Terms:
None

Changes in Assumptions:
None

* Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

Humboldt Bay Municipal Water District
SCHEDULE OF CONTRIBUTIONS - MISCELLANEOUS
 June 30, 2022
 Last 8 years*

Fiscal Year Ending June 30	Miscellaneous Plan							
	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 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>(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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered - employee payroll	\$ 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	24.63%	23.53%	22.04%	23.30%	22.12%	21.51%	22.35%	14.53%

Notes to Schedule:Benefit Changes:

There were no changes to benefit terms that applied to all members of the Public Agency Pool.

Changes of Assumptions:

There were no changes of assumptions.

* Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

Humboldt Bay Municipal Water District
SCHEDULE OF CHANGE IN THE NET OPEB LIABILITY
AND RELATED RATIOS
For the Year Ended June 30, 2022

Total OPEB Liability	2022	2021	2020	2019	2018
Service cost	\$ 113,476	\$ 149,761	\$ 141,025	\$ 132,814	\$ 122,984
Interest	66,768	118,022	118,649	119,775	122,441
Benefit payments, included refunds of employee contributions	(124,097)	(128,964)	(172,574)	(177,041)	(155,236)
Differences between expected and actual experience	-	(310,304)	-	-	-
Change in assumptions	(473,933)	(1,168,795)	66,621	64,777	100,904
Net change in total OPEB liability	(417,786)	(1,340,280)	153,721	140,325	191,093
Total OPEB liability - beginning of year	3,011,345	4,351,625	4,197,904	4,057,579	3,866,486
Total OPEB liability - end of year	<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>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's net OPEB liability - end of year	<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	\$ 2,568,480	\$ 2,464,853	\$ 2,183,531	\$ 2,080,167	\$ 2,073,759
Net OPEB liability as a percentage of covered-employee payroll	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

To: Board of Directors

From: Darcey Quinn

Date: 5/16/2024

RE: Resolution to Close Inactive County of Humboldt Investment Accounts

Close County Accounts 2711, 2712, 3873 and 3874

Staff has recently learned the District currently has one additional inactive investment account held by the County of Humboldt which has remained open although it was requested to be closed in 2019. The balance is currently \$26.31. The County requires a Resolution from the Board of Directors in order to officially close all inactive accounts and transfer the remaining balance to an active account.

Attached is *AMENDED* Resolution No 2024-02 from the Board of Directors to the County of Humboldt requesting all four accounts be closed and remaining funds be transferred to our active 1% Property Tax Account 2710.

Staff Recommendation

Staff recommends that the Board approves the attached *AMENDED* Resolution No. 2024-02.

Resolution No. 2024-02
Closing County of Humboldt Accounts 2711, 2712, 3873 and 3874

AMENDED

WHEREAS the Board of Directors of the Humboldt Bay Municipal Water District has found that the utilization of services of the Treasurer of the County of Humboldt for the purpose of investment of District funds may from time to time be in the best interests of the Humboldt Bay Municipal Water District; and

WHEREAS the District is currently only utilizing two of the previously established five investment accounts (#2710 and #3876); and

WHEREAS the following four accounts: 2711, 2712, 3873, and 3874; are no longer needed, not active and need to be officially closed; and

WHEREAS the County of Humboldt requires an approved resolution stating the Board of Directors are requesting to officially close these specific accounts;

THEREFORE, BE IT RESOLVED, that the HUMBOLDT BAY MUNICIPAL WATER DISTRICT Board of Directors hereby declares, to The County of Humboldt it's desire to close accounts 2711, 2712, 3873, and 3874 and to transfer any balances into fund 2710 as of 6/30/2024.

PASSED, APPROVED, AND ADOPTED this 16th day of May 2024

AYES:

NOES:

ABSENT:

Attest:

Neal Latt, President

J. Bruce Rupp, Secretary/Treasurer

OPERATIONS

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: May 1, 2024
Subject: Essex/Ruth April 2024 Operational Report

Upper Mad River, Ruth Lake, and Hydro Plant

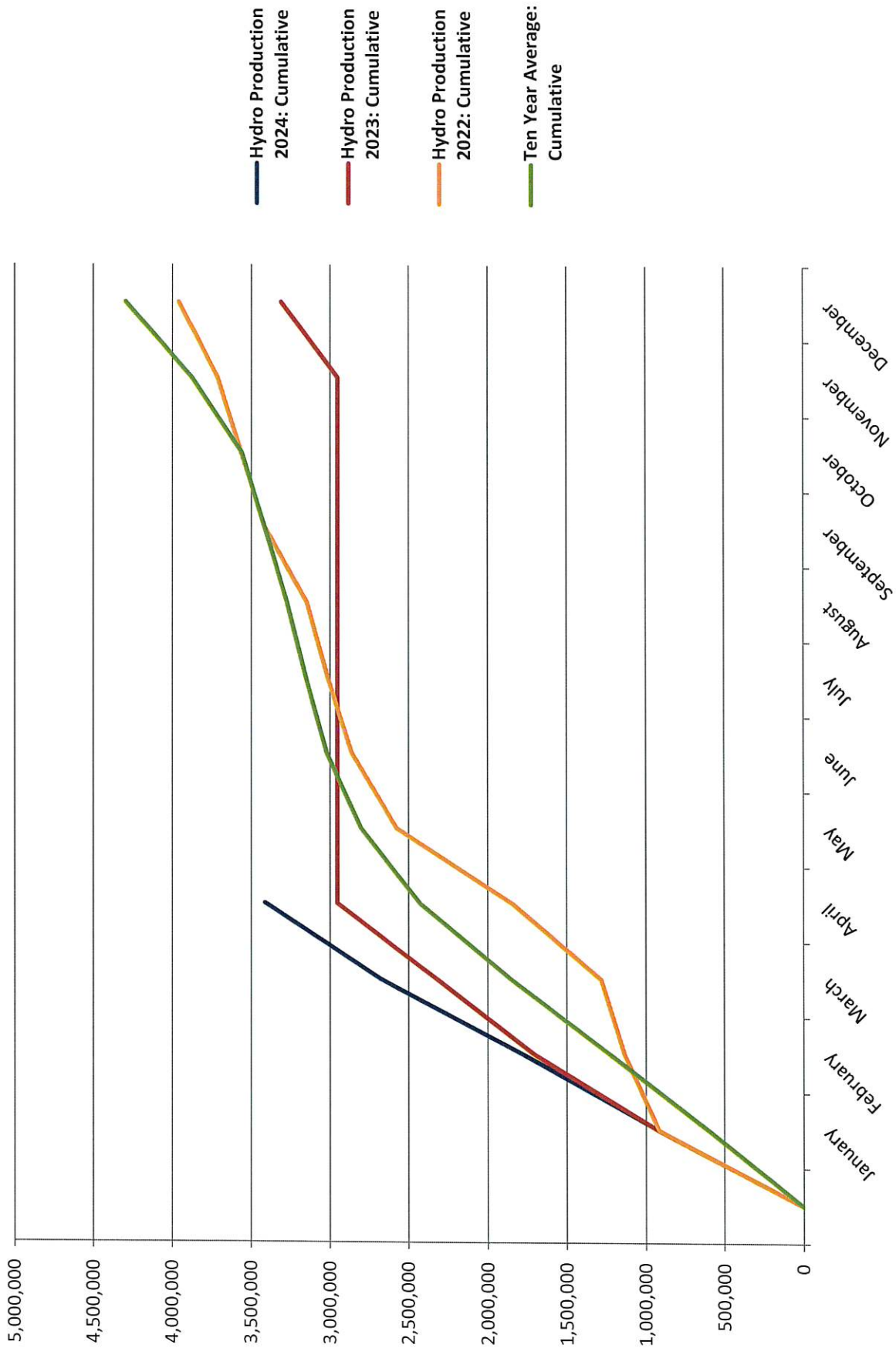
1. Flow at Mad River above Ruth Reservoir (Zenia Bridge) averaged 247 cfs with a high of 618 cfs on April 1st and a low of 106 cfs on April 30th
2. The conditions at Ruth Lake for April were as follows:
The lake level on April 30th was 2654.49 feet which is:
 - 1.63 feet lower than March 31st, 2024
 - 0.03 feet higher than April 30th, 2023
 - 0.24 feet higher than the ten-year average
 - 0.49 feet above the spillway
3. Ruth Headquarters recorded 1.90 inches of rainfall for April
4. Ruth Hydro produced 734400 KWh in April. There were no PGE or maintenance shutdowns.
5. The lake discharge averaged 355 cfs with a high of 986 cfs on April 1st

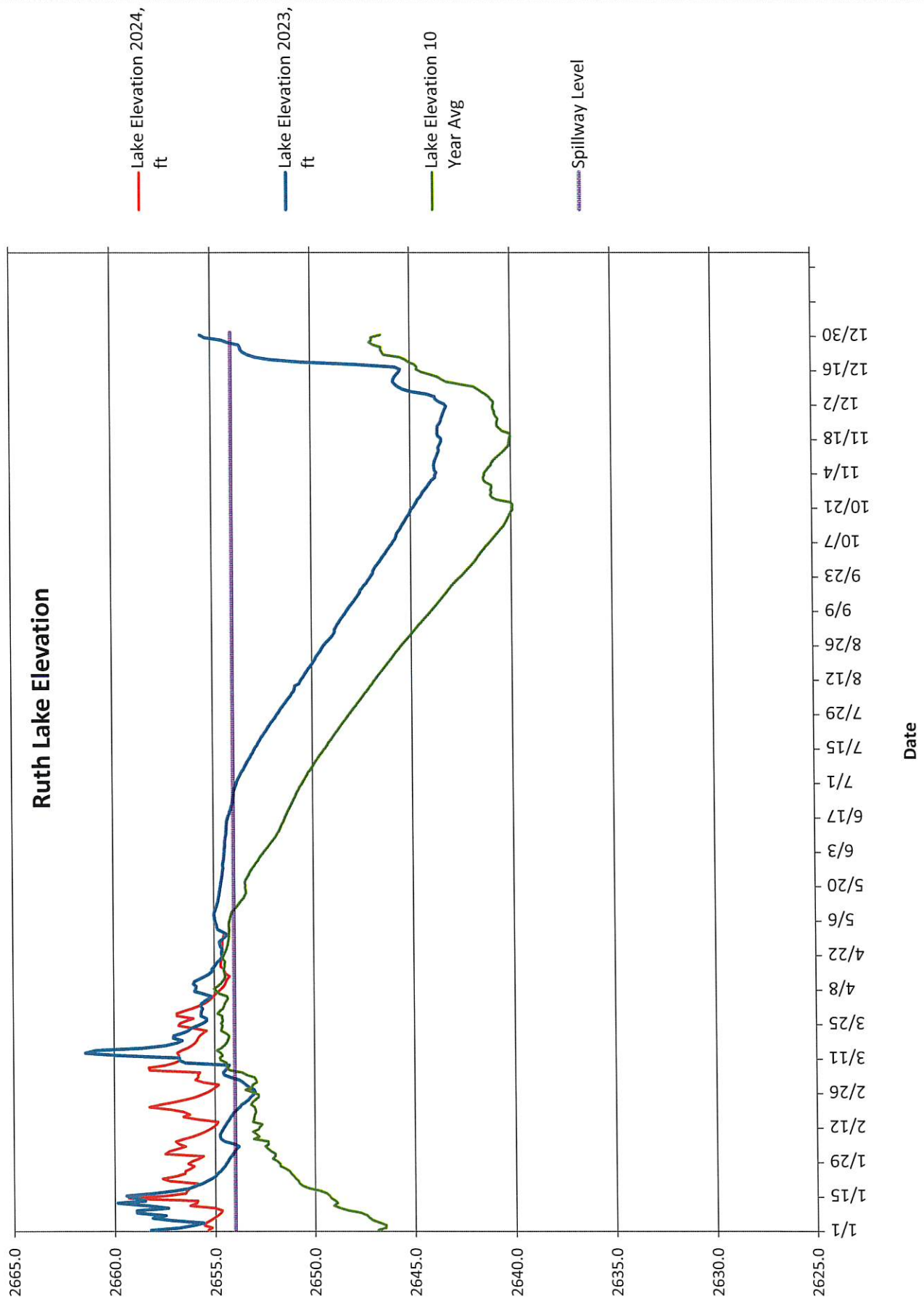
Lower Mad River, Winzler Control, and TRF

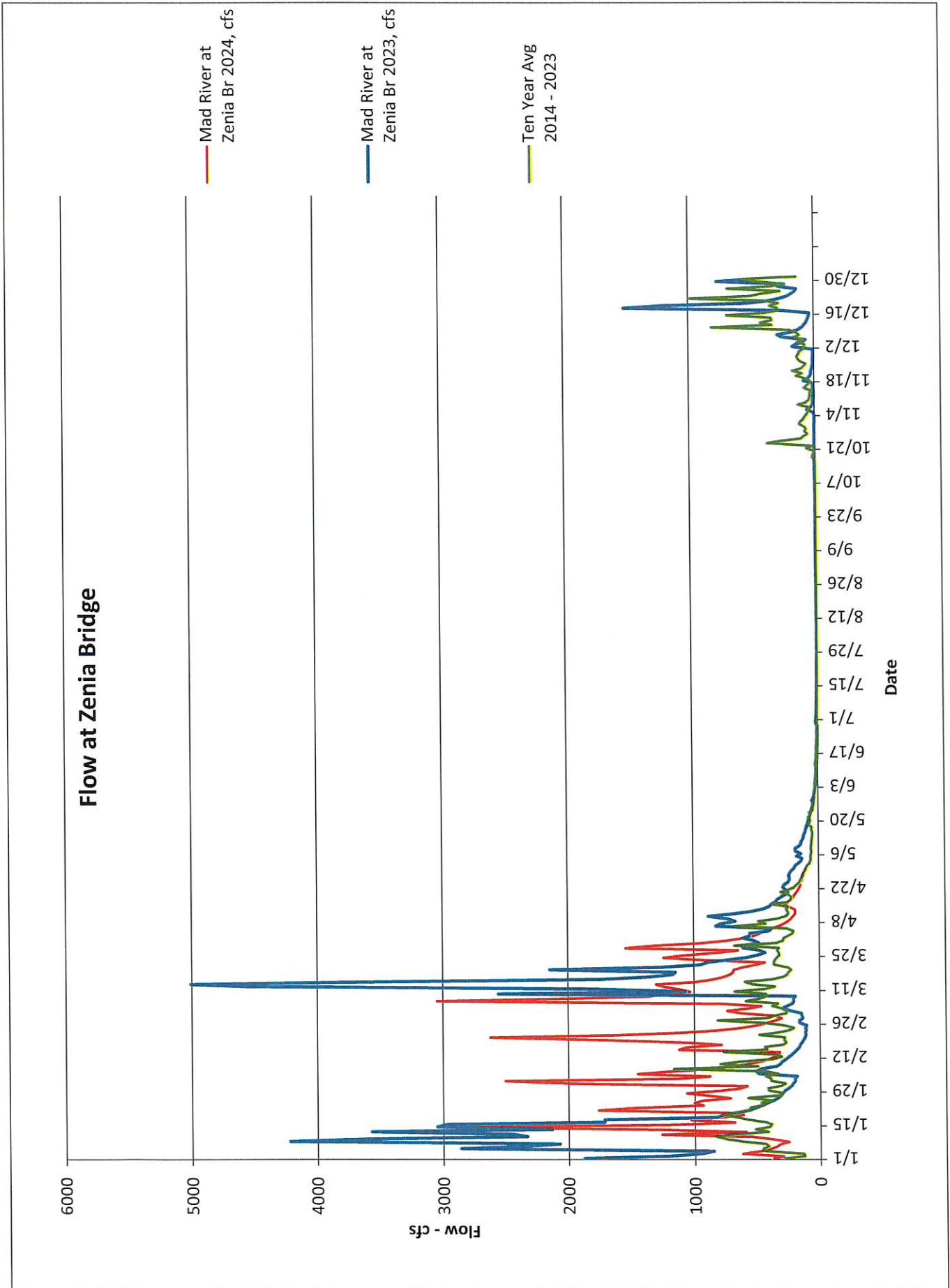
6. The river at Winzler Control Center, for April, had an average flow of 1398 cfs. The river flow was at a high of 3400 cfs on April 1st
7. The domestic water conditions were as follows:
 - a. The domestic water turbidity average was 0.06 NTU, which meets Public Health Secondary Standards
 - b. As of April 31st, we pumped 232.367 MG at an average of 7.746 MGD
 - c. The maximum metered daily municipal use was 10.642 MG on April 24th
8. The TRF is online; conditions for April were as follows:
 - a. Average monthly source water turbidity was 0.89 NTU
 - b. Average monthly filtered water turbidity was 0.05 NTU
 - c. Number of filter backwashes for the month was 42

9. April 2nd – Worked on another major Server Update
10. April 11th – Repaired vandalized fence at I/W reservoir
11. April 15th – First Aid/CPR/AED training at NCSC for 2 Essex Staff.
12. April 17th – Welded some of the chains on the bollards at Old Ruth.
13. April 18th – Safety meetings
 - a. Confined Space
 - b. Gas detectors
 - c. Heat Illness prevention
14. April 19th – 22th – 90 Day BIT inspections.
15. April 22nd – Quarterly SB198 Safety meeting.
16. April 24th – DSOD inspection of R.W Matthews dam
17. Current and Ongoing Projects
 - a. Prep for Ruth Annual Maintenance
 - b. Started Park and Right of Way vegetation management.
 - c. Finished Draft FY 24/25 Budget.
 - d. Collector 2 and Collector 2-meter, Communications project – In Progress, Waiting for backordered Fiber Optic cable ends
 - e. Tesla battery bank projects
 - i. Essex project in progress, operational programming. Postponed to summer due to Schatz energy schedule.
 - f. OSHG – Equipment procurement and planning in progress. - Only the dosing pumps left to receive. Scheduled to ship in June.
 - g. Worked with Engineering on Reservoir Seismic Retro-fit planning.
 - h. Routine annual equipment maintenance and services.

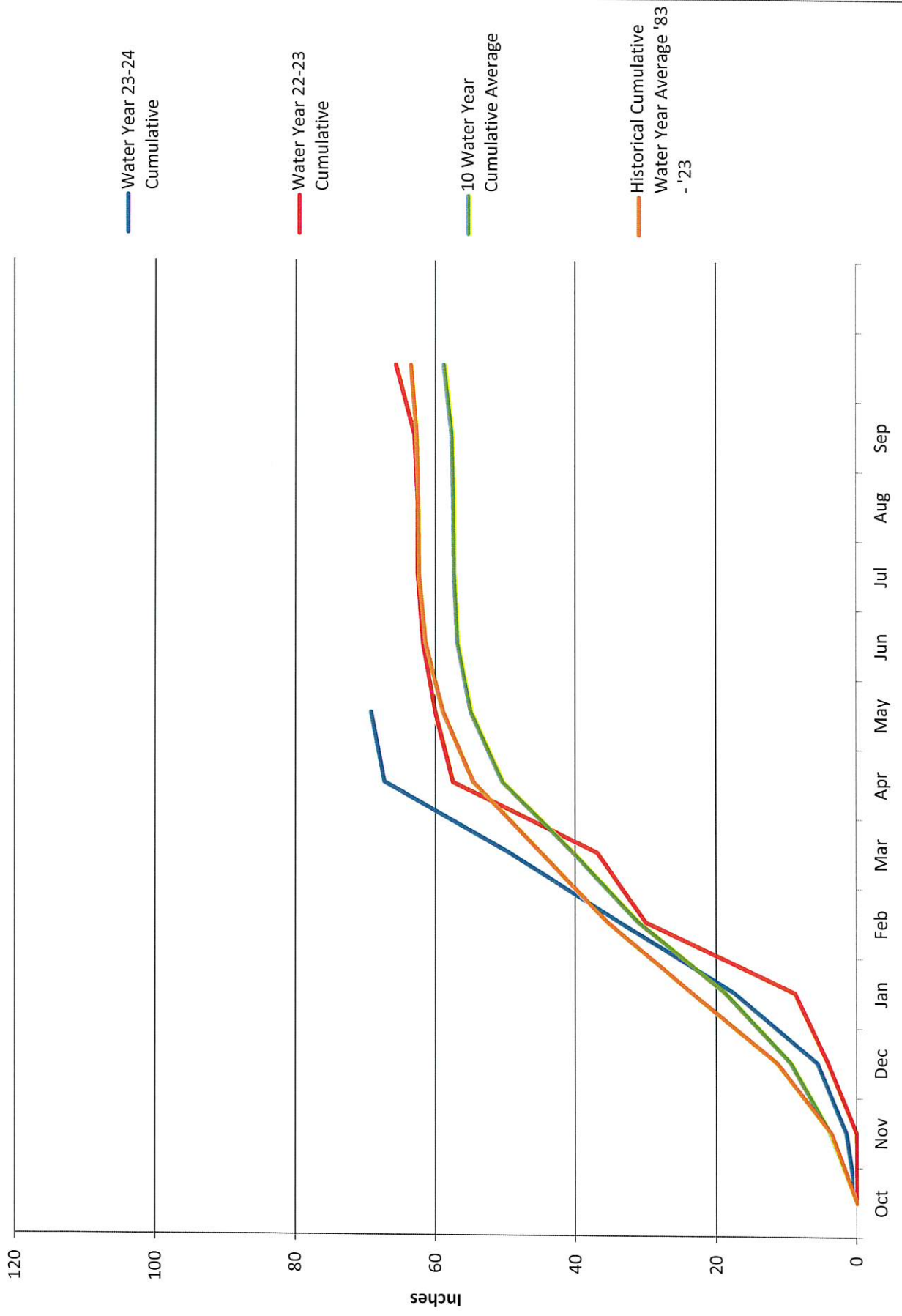
Ruth Hydro Production: Cumulative kWh

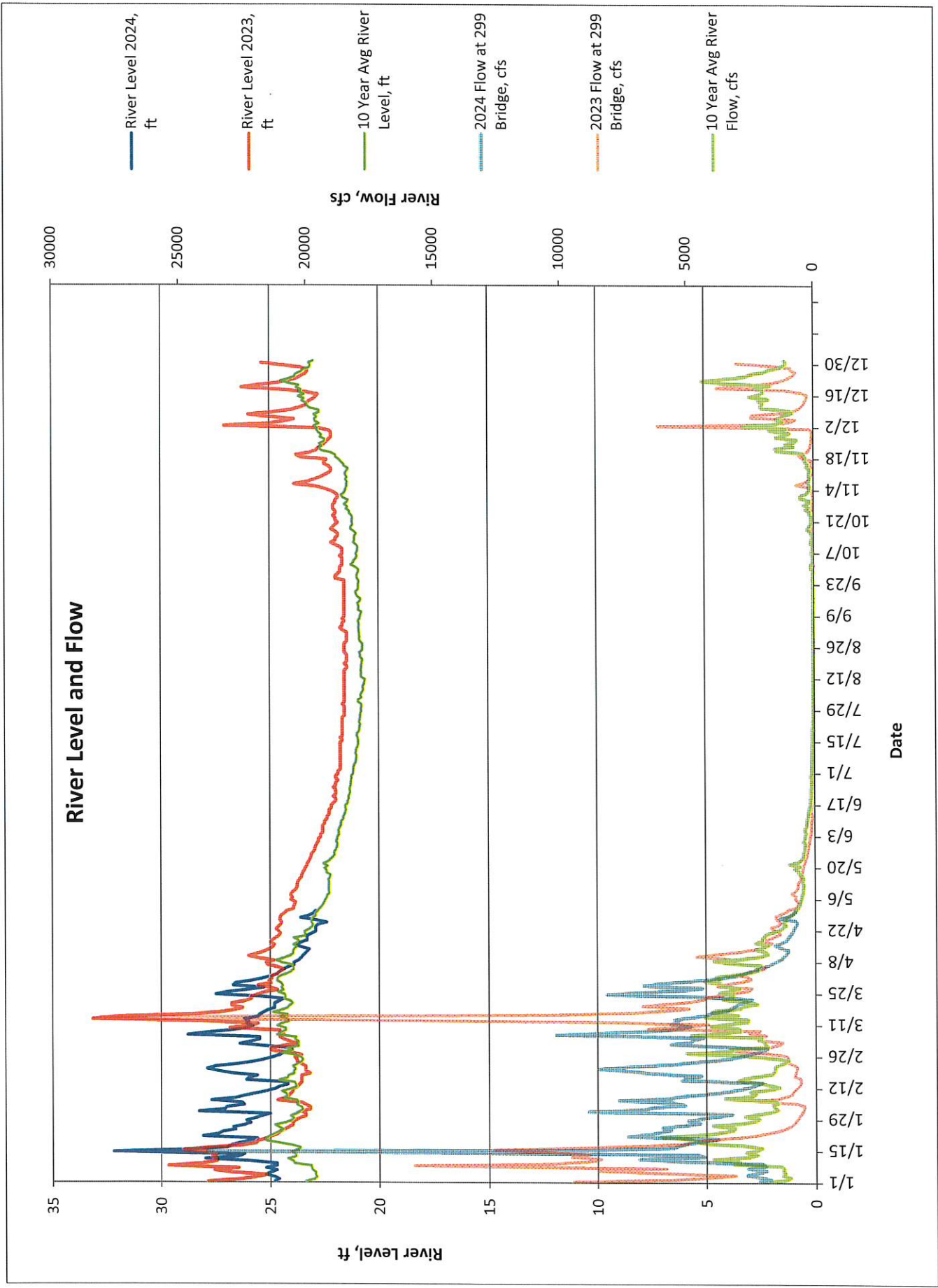






Ruth Rainfall - Water Year 2023-2024



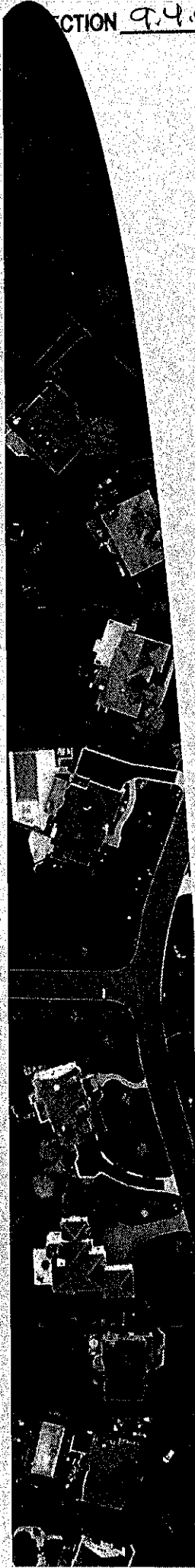


MANAGEMENT

CALIFORNIA DEPARTMENT OF WATER RESOURCES

2025 UWMP Guidebook Update Kick-Off Meeting

April 10, 2024



Meeting Agenda

Objectives:

1. Provide water suppliers and interested parties with information on planned updates to the UWMP Guidebook, including timeline and participation opportunities
2. Solicit input from participants, based on diverse water supplier settings and experiences, to inform the UWMP Guidebook update.



CALIFORNIA DEPARTMENT OF
WATER RESOURCES

9:00	Meeting Logistics and Agenda Allison Armstrong, Public Information Officer – DWR
9:05	Welcoming Remarks Sabrina Cook, Ph.D., Water Use Efficiency Implementation Section Manager – DWR
9:10	UWMP Background and Guidebook Update Overview Kyle Miller, Urban Unit Supervisor – DWR
9:25	Planned 2025 Updates and Interested Party Input and Feedback Gwen Huff, Senior Environmental Scientist – DWR
10:50	Wrap Up and Next Steps Kyle Miller, Urban Unit Supervisor – DWR
11:00	Adjourn

Background cont.

- ❖ Urban Water Management Plans are overall supply reliability plans that:
 - Identify and quantify current and potential future water reliability:
 - In normal, single-dry and multiple-dry years.
 - Based on existing and future supplies and demands.
 - Includes recycled water and desalination.
 - 20-year planning horizon with 5-year intervals.
 - Describe conservation program(s) implementation.
 - Demonstrate an agency's progress towards compliance with Senate Bill X7-7, which required a 10% reduction in overall water consumption by 2015 and a 20% reduction by 2020.



STICKY SITUATION: California's forests have a well-documented maintenance problem.

Since former President **Donald Trump** needled state officials on the debris littering their forest floors, contributing to wildfires, Gov. **Gavin Newsom's** administration has been making progress on its goal of treating 1 million acres of forests by 2025.

But it's still trying to resolve some fundamental tensions around what to do with all that biomass — millions of tons of dead trees, brush and branches — on the landscape.

Lawmakers and regulators are hoping companies will see profit in helping with some of the clearing, instead of just burning it. But the politics are prickly.

To wit: Newsom's administration barely mentioned turning forest biomass into energy in its sweeping strategy released today to tackle planet-warming emissions from landscapes, many of which come from wildfires.

Natural Resources Agency spokesperson **Kirsten Macintyre** said the omission was because the emissions targets are specific to "nature-based solutions," which refers only to direct land management techniques like prescribed burning and vegetation thinning.

The elision underscores how thorny the problem is.

"It's not something a lot of policymakers really like to talk about, in a lot of ways, because it's complex and it doesn't give them the nice, clean, easily messaged wins," said **Colin Murphy**, deputy director of UC Davis' Policy Institute for Energy, Environment, and the Economy, who's written reports for the state on forest biomass.

Part of the issue is that there's so many things the state could do with its forest debris — and some of them are extremely politically combustible.

Environmentalists are raising the alarm about a proposal to compress waste wood from Northern California forests into pellets and ship them to Asia or Europe. They argue that transporting the pellets would increase local pollution and overall emissions and that it's similar to projects in the Southeast that ended up cutting down mature trees for their wood, rather than using forest debris. (Advocates for the Golden State Natural Resources project say that wouldn't happen because of California's stronger forest rules.)

Others are less fraught, like a project under development by the Redding Rancheria tribe in partnership with H2 Energy Group that will heat wood waste from the Sierra Nevada into hydrogen without combustion for use in semi trucks.

But these types of technologies — including turning biomass into sustainable aviation fuel or liquids that can be injected underground for carbon sequestration — are expensive, have been slow to get off the ground, are potentially subject to budget cuts and also aren't immune to environmentalist pushback.

“In some areas of policy, we feel like we know the exact way forward and we know exactly what we want to do,” said California Natural Resources Agency Secretary **Wade Crowfoot** at a January biomass workshop put on by UC Davis and Conservation Strategy Group, a sustainability-focused consulting firm. “This is less clear.”

Crowfoot said the agency is “bullish” about moving away from combustion towards hydrogen and zero-emission fuels as “the highest and best use” of biomass. In the meantime, regulators are looking at potentially extending or even reactivating old biomass combustion plants with updated pollution control technology to keep up a market for woody debris.

It’s a tough row to hoe. Newsom’s California Wildfire and Forest Resilience task force is working on a report that would help chart a palatable transition plan, but it’s been delayed amid interagency coordination.

“One of the reasons why it’s going through internal review right now and it’s taking a while is we’ve got a half a dozen different agencies that really want to see this, and are really, really grappling with that issue,” said **Patrick Wright**, the task force’s director.



MARK SMITH

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smithpolicygroup.com

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach/Contessa Dickson
Date: May 16, 2024

Subject: General Manager recruitment

Discussion

At the April board meeting the directors provided the following direction to staff regarding the GM recruitment.

- Update GM job description
- Use the schedule proposed by staff at the April board meeting
- Do not use an ad hoc committee to make decisions during the recruitment process
- Advertise the GM job position throughout California and southern Oregon
- Investigate possible professional recruitment firms to assist in the recruitment process

Staff is in the process of updating the GM job description, which will be presented to the Board for review at a future meeting.

Attached is an updated GM recruitment timeline.

The board directed staff to solicit interest by professional recruitment firms to assist the District in its GM recruitment process. The following firms responded to staff's inquiry with proposals attached in the following staff report pages:

1. WBCP – pages 2-21
2. Bob Murray & Associates – pages 22-44
3. Koff & Associates – pages 45-66
4. Tripepi Smith– pages 67-84
5. Express Personnel – pages 85-86
6. CPS HR Consulting – pages 87-112

Recommendation and Action

Staff recommends that the board authorize entering into professional recruitment contract with one of the firms included in the packet.

General Manager Recruitment Timeline**Suggested schedule v.5/16/24**

Date	Activity	Comment
4/11/2024	Choose recruitment method	Board consensus
5/16/24 or 6/13/24	Authorize contract with recruitment firm-if this alternative is approved	Formal Board action
9/12/25	Approve recruitment profile/manager qualifications	Formal Board action
10/10/24	Authorize advertisement	Formal Board action
12/15/24	Last date to file application	Adjust if necessary
1/9/25	Completion of application review	Adjust if necessary
1/9/25 or Special Board mtg	Completion of final candidate interviews by entire Board	Adjust if necessary
2/13/25	Negotiation of contract and announcement of new manager	Special Board session & news release
4/1/25	New GM on Bord	May be sooner depending on commitments



RECRUITMENT SERVICES



GENERAL MANAGER

MAY 3, 2024

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VIII. RECRUITMENT TIMELINE	15
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X. MARKETING MATERIAL EXAMPLES	16
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XII. OTHER	18

I. COVER LETTER.....

May 3, 2024

John Friedenbach
 General Manager
 HBMWD
friedenbach@hbmwd.com



RE: Humboldt Bay Municipal Water District – General Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the General Manager of the Humboldt Bay Municipal Water District. **WBCP has worked on many similar recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position, and we guarantee that placement for 12 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future General Manager will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as the **County of Orange, County of Los Angeles, County of San Bernardino, County of Riverside, City of Long Beach, and City of Irvine (just to name a few)**. We have exceptional experience successfully recruiting for similar positions, with several of our recent notable recruitments including, but not limited to:

- **Executive Director, San Joaquin Tributaries Authority, CA (SJTA), active**
- **Executive Director, Sacramento Water Forum, CA**
- **General Manager, Tuolumne Utilities District, CA**
- **General Manager, Olivehurst Public Utility District, CA**
- **Director of Utilities, City of Sacramento, CA**

To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/w8fsr36r>

Levi Kuhlman and Josette Reina-Luken will lead this recruitment effort, with my support as needed. We have over two decades of experience in public sector executive search services and I have provided direct search services through WBCP since 2004. Levi has a strong track record working with municipalities, special districts, and nonprofit organizations. He's known for his diplomatic approach and has consistently been recognized for his outstanding recruitment results.

Josette brings an impressive wealth of expertise to her role, particularly highlighted by her extensive knowledge of special districts and the water industry. With nearly three decades of experience, she possesses a profound understanding of water district operations. This extensive background enables her to offer a deep understanding and a practical perspective to recruitment in these critical areas.

WBCP now has offices in Oregon, Arizona, Washington, North Carolina, and California, including offices in the South Bay Area and Central California.

I. COVER LETTER.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate in-person interviews and/or hybrid virtual and/or in-person interviews.

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2023 year-end review, we found that over the last three years, 90% of our applicants and 83% of our candidates placed in positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.
wendi@wbcpinc.com | 541-664-0376
www.wbcpinc.com

DIVERSITY

83%

*of WBCP candidates
 placed in positions
 come from a diverse
 background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc.

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon (and WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; and City of Grants Pass, 97526
- **California:** San Jose, Gilroy, Roseville, and Santa Barbara
- **Arizona:** City of Gilbert, 85233
- **Washington:** City of Seattle, 98107
- **Texas:** City of Dallas, 75077
- **Utah:** City of Salt Lake City, 84121
- **North Carolina:** City of Jacksonville, 28540



WOMEN OWNED

WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting; organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in California, Arizona, Colorado, Idaho, New York, Oregon, Utah, and Washington.

Cities of: Arcata (CA), Ashland (OR), Astoria (CA), Berkeley (CA), Calistoga (CA), Central Point (OR), Ceres (CA), Chandler (AZ), Colfax (CA), Corte Madera (CA), Culver City (CA), Davis (CA), Dunsmuir (CA), Duvall (WA), Fremont (CA), Fresno (CA), Garibaldi (OR), Grants Pass (OR), Gold Hill (OR), Hemet (CA), Hubbard (OR), Independence (OR), Irvine (CA), Laguna Beach (CA), Larkspur (CA), Lincoln (CA), Livermore (CA), Livingston (CA), Long Beach (CA), Medford (OR), Milpitas (CA), Napa (CA), Novato (CA), Oakland (CA), Oxnard (CA), Palo Alto (CA), Park City (UT), Pasadena (CA), Petaluma (CA), Phoenix (AZ), Phoenix (OR), Port Hueneme (CA), Redding (CA), Riverside (CA), Rochester (NY), Roseville (CA), Rogue River (OR), Sacramento (CA), San Francisco (CA), San Rafael (CA), Santa Maria (CA), Santa Paula (CA), Santa Rosa (CA), Solvang (CA), Sonoma (CA), Sutter Creek (CA), Talent (OR), Truckee (CA), Ventura (CA), Vernon (CA), Victorville (CA), and Windsor (CA).

Counties of: Alameda (CA), Colusa (CA), Contra Costa (CA), El Paso (CO), Fresno (CA), Humboldt (CA), Jackson (OR), King (WA), Lake (CA), Lane (OR), Los Angeles (CA), Marin (CA), Mariposa (CA), Mendocino (CA), Merced (CA), Mono (CA), Napa (CA), Orange (CA), Riverside (CA), Sacramento (CA), San Benito (CA), San Bernardino (CA), San Mateo (CA), San Francisco (CA), San Joaquin (CA), San Luis Obispo (CA), Santa Barbara (CA), Santa Clara (CA), Santa Cruz (CA), Shasta (CA), Solano (CA), Sonoma (CA), Stanislaus (CA), Tuolumne (CA), Yuba (CA), and Yolo (CA).

Local and National Councils, Boards, and Districts: Boulder Creek Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Monterey One Water, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Sacramento Area Flood Control Agency (SAFCA), Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Sewer District, Sacramento Suburban Water District, San Benito Council of Governments, San Diego Port Authority, San Joaquin County Employees' Retirement Association (SJCERA), San Rafael Sanitation District (SRSD), Sonoma County Library, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, and Valley Water.

Nonprofit and Joint Powers Authorities (JPAs): Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, Downtown Streets Team, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), Los Angeles Unified School District (LAUSD), La Public Media, Latino Public Broadcasting, Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Sacramento Public Library Authority (SPLA), Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum and West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Touchstone Accounting.

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont, City of Medford, City of Santa Maria, City of Santa Paula, County of Humboldt, County of Mariposa, County of Santa Barbara, and County of San Luis Obispo.

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

II. BACKGROUND & QUALIFICATIONS.....

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:

ORGANIZATIONAL LEADERSHIP

- City Manager, City of Pasadena, CA
- City Manager, City of Port Hueneme, CA
- City Manager, City of Ceres, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Gold Hill, OR
- City Manager, City of Sonoma, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Dunsmuir, CA
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- City Manager, City of Independence, OR
- City Manager, City of Sutter Creek, CA
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- City Administrator, City of Rogue River, OR
- City Administrator, City of Hubbard, OR
- City Administrator, City of Duvall, WA
- County Executive Officer, County of Shasta, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Director, Valley Consortium of Medical Education, CA
- Executive Director, Water Forum, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Community Food Bank, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, Sacramento Employment and Training Agency, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Vice President, Center Point, CA
- Vice President/Business Development Director, WBCP Inc., OR
- ACEO – Assistant County Executive Officer, County of Napa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Operating Officer, IT and Administrative Services, Valley Water, CA

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer/Executive Director, Valley Consortium for Medical Education, CA
- Chief Operating Officer, WBCP Inc., OR
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- General Manager, Radio Bilingüe, CA
- General Manager, Santa Cruz County Animal Services Authority, CA

PUBLIC WORKS, TRANSPORTATION, ENGINEERING

- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Administrative and Contract Services, Valley Water, CA
- Director of Transportation, County of Riverside, CA
- Director of Engineering, City of Ceres, CA
- Director of Engineering, Monterey One Water, CA
- Director of Utilities, City of Sacramento, CA
- Director of Public Works, City of Solvang, CA
- Director of Public Works, City of Roseville, CA
- Director of Public Works, City of San Rafael, CA
- Director of Public Works, City of Santa Maria, CA
- Director of Public Works, City of Sacramento, CA
- Director of Public Works, City of Ashland, OR
- Director of Public Works, County of Shasta, CA
- Director of Public Works, County of Yuba, CA
- Director of Public Works & Transportation, City of Irvine, CA
- Director of Electric Utility, City of Roseville, CA
- Director of Electric Utility, Truckee Donner Public Utility District (TPUD), CA
- Assistant Director Public Works, County of Marin, CA
- Assistant Director of Public Works, City of Santa Paula, CA
- Assistant Director of Public Works – Transportation, City of Davis, CA
- Assistant Director of Public Works/City Engineer, City of San Rafael, CA
- Assistant Operating Officer of Watershed Stewardship & Planning Div., Valley Water, CA
- Assistant Operating Officer, Treated Water, Valley Water, CA
- Assistant Operating Officer, Dam Safety and Capital Delivery, Valley Water, CA
- City Engineer, City of Milpitas, CA
- Utilities Systems Superintendent, City of Calistoga, CA
- Deputy Director Public Works, Civil/Traffic Engineer, County of Marin, CA
- Deputy Director Public Works/Traffic Engineer, City of San Rafael, CA
- Deputy PW Director/Principal Civil Engineer/Traffic Engineer, City of Santa Maria, CA
- Deputy Public Works Directors: Engineering & Transportation and Operations & Zero Waste, City of Berkeley, CA
- Deputy Transportation Officer & Transportation and Mobility Planning Manager, City of Culver City, CA
- Deputy Operating Officer, Watersheds Design and Construction, Valley Water, CA
- Deputy Operating Officer, Water Utility Capital, Valley Water, CA
- Deputy Operating Officer, Watersheds Operations and Maintenance, Valley Water, CA
- Deputy Operating Officer, Raw Water, Valley Water, CA
- Manager of Public Works – Utilities, City of Milpitas, CA

II. BACKGROUND & QUALIFICATIONS.....

PUBLIC WORKS, TRANSPORTATION, ENGINEERING (CON'T)

- Manager of Engineering (City Engineer), City of Berkeley, CA
- Civil Engineering Manager – Structures & Capital Group, County of Santa Barbara, CA
- Street Maintenance Superintendent, City of Roseville, CA
- Unit Manager, Treatment Plant Design & Commissioning Manager, Valley Water, CA
- Unit Manager, Engineering Utility Operations and Maintenance Manager, Valley Water, CA
- Unit Manager, Asset Management, Valley Water, CA
- Engineering/CIP Manager, City of Petaluma, CA
- Structures and Capital Group Manager, County of Santa Barbara, CA
- Senior Civil Engineer, City of San Rafael, CA
- Senior Civil Engineer, City of Petaluma, CA
- Senior Civil Engineer & Civil Engineer, County of Marin, CA
- Senior Civil Engineer or Associate Civil Engineer, City of San Rafael, CA
- Senior Engineer, City of Roseville, CA
- Senior Engineer, Town of Corte Madera, CA
- Senior Engineer, Environmental/Water Utilities, City of Roseville, CA
- Senior Engineer – Dam Safety, Nevada Irrigation District, CA
- Principal Engineer & Engineering Series, San Rafael Sanitation District, CA
- Principal Engineer, Sacramento Area Flood Control Agency, CA
- Principal Civil Engineer, City of Santa Maria, CA
- Traffic Engineer, City of Pasadena, CA
- Senior Environmental Planner, Valley Water, CA
- Project Engineer/Power Engineer, City of Palo Alto, CA
- Project Director, City of San Rafael, CA
- Electric Project Engineer, City of Palo Alto, CA
- Assistant Engineer & Junior Engineer, City of San Rafael, CA
- Electric Linesperson/Cable Splicer (High Voltage Lineman), City of Palo Alto, CA
- Electric Operations Manager, City of Palo Alto, CA
- Civil Engineer, Project Manager & Assistant Project Manager, Morton and Pitalo, Sacramento, CA
- Industrial / Mechanical Senior Engineer, SWEED, OR
- Multiple Civil Engineering & Project Management Positions, City of Petaluma, CA
- Power Engineering Manager, City of Roseville, CA

Check out our full list of
recruitments here:

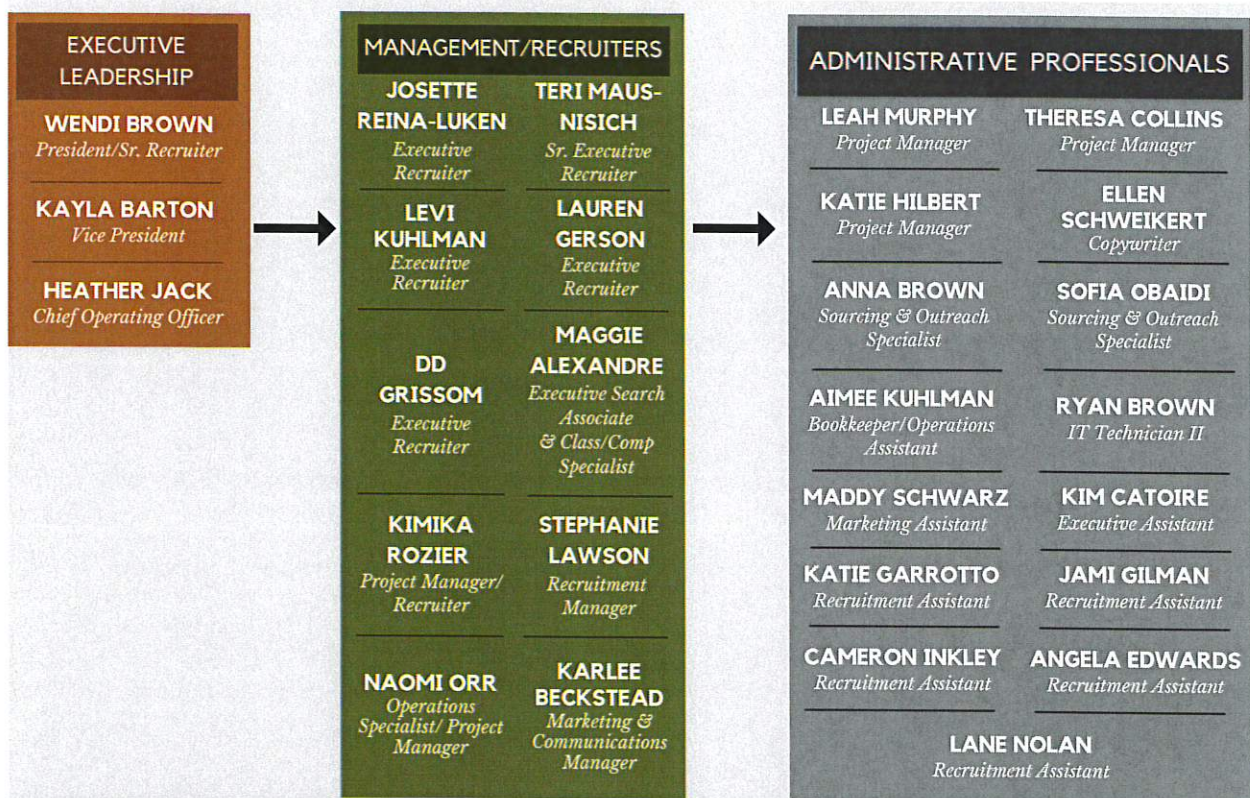
<https://tinyurl.com/w8fsr36r>

III. GUARANTEE.....

(1) We guarantee successful placement and will provide continued consulting services at no additional consulting fees (client will pay for any additional direct cost expenses) until a candidate is identified, **OR**

(2) If a candidate selected and appointed by the Client terminates employment for any reason before the completion of the **first 12 months of service**, WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at no cost to the Client. However, additional expenses will be covered by the Client. The Guarantee is valid for one recruitment/replacement up to a year from their departure.

IV. ORGANIZATIONAL CHART.....



CREATIVE PARTNERS / SENIOR ADVISORS

MIKE LUKEN <i>Sr. Facilitator</i>	BILL LANDIS <i>Public Safety Investigator</i>	CHRISTY WURSTER <i>Sr. Facilitator</i>	RIVKAH SASS <i>Retired Library Director/Sr. Facilitator</i>	WILLIAM RACOWSCHI <i>Fire/Public Safety Expert</i>	CINDY CHARAN <i>HR & Organizational Development Director</i>	PATRICK DUTERTE <i>Sr. Facilitator</i>
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WBCP STATISTICS

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity
Age ranges from 21 – 70+

V. WBCP KEY STAFF.....

LEVI KUHLMAN
Executive Recruiter

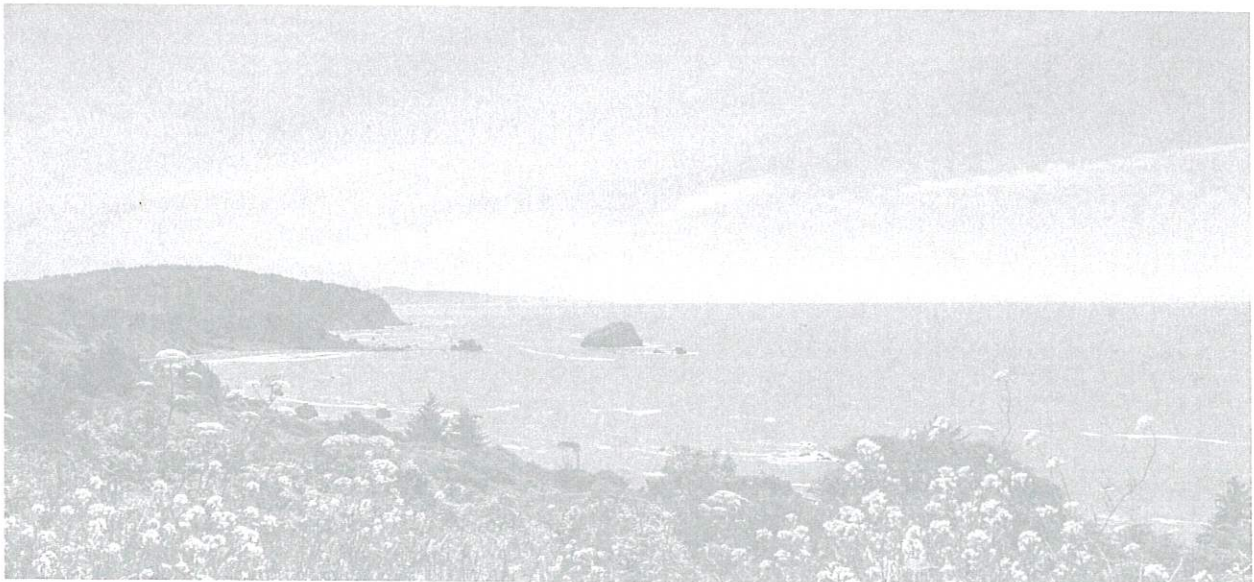


Levi Kuhlman is an Executive Recruiter at WBCP, and a seasoned professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. Drawing upon his background, Levi assists his clients in the realms of affordable and workforce housing, executive leadership, and strong commitment in branding your organization as an employer of choice. He serves as a skilled and diplomatic liaison, earning a reputation for recruitment excellence. Before joining the ranks of WBCP, Levi advocated on behalf of tenants, landlord, and clients. Levi has worked extensively with local municipalities, special districts, and not-for-profit organizations. In addition to his real estate expertise, he services as a local business owner that works closely with the community. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

**JOSETTE REINA-
LUKEN**
*Executive Recruiter/
Senior Advisor*



Josette, an Executive Recruiter/Senior Advisor at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.



V. WBCP KEY STAFF.....

WENDI BROWN
*Lead Consultant/
 Sr. Executive
 Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master's in Management at Southern Oregon University

TERRI MAUS-NISICH
Sr. Executive Recruiter



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor's Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University's JFK School of Government.

V. WBCP KEY STAFF.....

LAUREN GERSON
Executive Recruiter



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren's diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor's degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

KIMIKA ROZIER
Recruiter/Project Manager



Kimika brings a diverse and dynamic background to her role as Project Manager/Recruiter at WBCP, Inc. Her career journey began on the volleyball courts, where she excelled as a professional player before transitioning into the role of a volleyball agent in Canada. This experience laid the foundation for her expertise in recruiting, honing skills that she further developed while recruiting college athletes. In 2019, Kimika pivoted into the corporate world, leveraging her mathematics background to carve out a successful career in finance and accounting. She served as a Finance and Accounting Recruiting Manager at prominent firms. Throughout her career, Kimika has utilized her project management skills extensively, especially in her capacity as a full desk recruiter. With over ten years of recruiting experience, including four years within the corporate agency sector, Kimika brings a wealth of knowledge, a unique perspective, and proven expertise to her role at WBCP, Inc.

REVIEW OTHER EMPLOYEES & CONSULTANT
PARTNERS ON OUR WEBSITE:
WWW.WBCPINC.COM/WBCP-TEAM

VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Our 2023 review indicates that 83% of candidates placed with WBCP clients have diverse backgrounds — a 21% increase from last year's review.

EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP's existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.



SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....**1-Monterey One Water, California****Positions Filled:**

- Executive Director

Contact Information:

- Leara Sampson, Director of Employee Services - leara@my1water.org | 831-645-4650

2-Water Forum (Sacramento Water Forum), California**Positions Filled:**

- Executive Director

Contact Information:

- Howard Chan, City Manager - hchan@cityofsacramento.org | (916) 808-7488

3-City of Roseville, California**Positions Filled:**

- Director of Public Works
- Power Engineer – Utility
- Director of Electric Utility

Contact Information:

- Stacey Peterson, Human Resources Director - slpeterson@roseville.ca.us | (916) 774-5374

3-County of Humboldt, California**Positions Filled:**

- Director of Health & Human Services
- Director of Human Resources

Contact Information:

- Rex Bohn, District 1 Supervisor - rbohn@co.humboldt.ca.us | (707) 476-2391

X. MARKETING MATERIAL EXAMPLES.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: #wbcp202212*

- [General Manager, Tuolumne Utilities District, CA](#)
- [General Manager, Olivehurst Utilities District, CA](#)
- [Executive Director, Sacramento Water Forum, CA](#)
- [Executive Director, San Joaquin Tributaries Authority, \(SJTA\), CA](#)
- [Utilities Systems Superintendent, City of Calistoga, CA](#)
- [Director of Utilities, City of Sacramento, CA](#)
- [Director of Human Resources, County of Humboldt, CA](#)

XI. COST PROPOSAL.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT GENERAL MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
Consulting Services: Phases I-IV in the proposal's recruitment strategy/phases section.	\$24,900 (flat rate)
Expenses Include: Travel to client location (up to 2 trips); document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; fees for background and reference checks; may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day (\$700/day); brochure/graphic design (\$950); marketing and advertising which may include: print and postage (if applicable); online job boards; social media; sourcing; and may include flat fee pricing for: LinkedIn \$395, InMails \$300, Circa Diversity Job Boards \$295, Zoom Info \$299. These expenses will be billed based on what is expended and based on the needs of the client/recruitment.	\$6,500 (direct expenses not-to-exceed)

Force Majeure: Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.

Work Performed Out Of Scope: To provide the best results for our clients, we strongly recommend a steadfast commitment to agreed-upon dates/times for critical recruitment milestones (shortlist meeting and interview dates). Any timeline changes to agreed upon dates after a recruitment has been opened may result in additional charges at our hourly rate.

XII. OTHER.....

INSURANCE


WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2023 year-end review, we found that over the last three years, 90% of our applicants and 83% of our candidates placed in positions with our clients came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President

May 3, 2024

Date

Client, Title

Date



**BOB MURRAY
& ASSOCIATES**
Experts In Executive Search

A Proposal to Conduct an Executive Recruitment
for the Position of
GENERAL MANAGER
on behalf of the



1544 Eureka Road, Suite 280
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

April 25, 2024

Board of Directors
Humboldt Bay Municipal Water District
828 Seventh Street
Eureka, CA 95501

Submitted via email to: friedenbach@hbmwd.com

Dear Board of Directors:

Bob Murray & Associates is pleased to submit a proposal to conduct the General Manager recruitment for the Humboldt Bay Municipal Water District. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the Humboldt Bay Municipal Water District will match the criteria you have established, be a positive placement for your organization, and be outstanding in their field.

Bob Murray & Associates recognizes that we work at the pleasure of the Board of Directors and our job is to facilitate the Board in finding Humboldt Bay Municipal Water District's next General Manager. Our best practice is to establish a strong partnership with the Board, to ensure the placement of a General Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the Board individually to discuss their expectations for the Humboldt Bay Municipal Water District's new General Manager. The feedback received from Board will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent General Manager recruitments we have completed similar in size and scope to your upcoming search include the following:

2024

Byron Bethany Irrigation District, CA
(Assistant General Manager) – *Current*
Fair Oaks Water District, CA (Assistant
General Manager) – *Current*
West Basin Municipal Water District, CA
(Assistant General Manager)
Western Placer Waste Management
Authority, CA (General Manager)
Glenn-Colusa Irrigation District, CA
(General Manager)

2023

Kinneloa Irrigation District, CA (General
Manager)
Mountain House Community Services
District, CA (Deputy General Manager)
Nipomo Community Services District, CA
(General Manager)

2022

Azusa, CA (General Manager, Light &
Water)

Las Gallinas Valley Sanitary District, CA
(General Manager)
Monterey County Water Resources Agency,
CA (General Manager)
Oakdale Irrigation District, CA (General
Manager)
San Francisco, PUC (Assistant General
Manager and CFO)
Tamalpais Community Services District, CA
(General Manager)
Town of Discovery Bay CSD, CA (Assistant
General Manager)
West Basin Municipal Water District, CA
(General Manager)

2021

Calaveras Public Utility District, CA
(General Manager)
Chico Area Recreation & Park District, CA
(General Manager)
Monterey Regional Waste Management
District, CA (General Manager)
Nevada Irrigation District, CA (General
Manager)
Santa Ana Watershed Project Authority, CA
(General Manager)
Sweetwater Authority, CA (General
Manager)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Stephanie Dietz or Joel Bryden, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 12 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding a positive placement, providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Humboldt Bay Municipal Water District's needs will be key to a successful search. Your recruiter will meet with the Board of Directors and key stakeholders to learn as much as possible about the ideal candidate for the General Manager position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Humboldt Bay Municipal Water District.

Your recruiter will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The Board of Directors and your recruiter will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the Humboldt Bay Municipal Water District so desires, we will work with the Board of Directors to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Your recruiter and your dedicated Recruitment Coordinator will use the candidate profile developed with the Humboldt Bay Municipal Water District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Humboldt Bay Municipal Water District that you feel best represent your organization and your community.

Upon your approval, your recruiter will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the General Manager position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits

weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Your recruiter will also design an effective advertising campaign appropriate for the General Manager recruitment. Our broadest outreach comes through our active social media involvement on [Facebook](#), [LinkedIn](#), and [Twitter](#), where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the General Manager field.

Suggested General Manager-specific advertising sources for the Humboldt Bay Municipal Water District's search include:

- ✦ American Water Resources Association
- ✦ Association of Women in Water, Energy, and the Environment
- ✦ American Water Works Association
- ✦ Association of California Water Agencies

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Your recruiter will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Humboldt Bay Municipal Water District, to maximize the potential for individuals from a wide variety of backgrounds, races, cultures, physical abilities, life experiences, and gender to be considered for the General Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and

allay any reservations, and these efforts are essential to the success of the General Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, your recruiter will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and your recruiter will discuss with the Board of Directors how the Humboldt Bay Municipal Water District wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Your recruiter will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of your recruiter, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert your recruiter to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, your recruiter will recommend a limited number of candidates for your further consideration. Your recruiter will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- ✦ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- ✦ Summary of experience and education for each Recommended Finalist candidate
- ✦ Complete cover letter and resume for each Recommended Finalist candidate
- ✦ List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Humboldt Bay Municipal Water District to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the Board of Directors and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element your recruiter helps the Humboldt Bay Municipal Water District to design.

Your recruiter will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- ✦ Recruitment brochure with candidate profile
- ✦ Interview schedule
- ✦ Suggested interview questions
- ✦ Experience summary, cover letter, resume, and rating form for each candidate
- ✦ Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Your recruiter and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Your recruiter knows what other organizations have done to put deals together with great candidates and what the current market is like for General Manager positions in organizations like the Humboldt Bay Municipal Water District's. Your recruiter will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding

salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the Humboldt Bay Municipal Water District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from your recruiter on behalf of the Humboldt Bay Municipal Water District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Your recruiter will be available to the Humboldt Bay Municipal Water District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the General Manager recruitment on behalf of the Humboldt Bay Municipal Water District is \$22,000. Services provided for in this fee consist of all steps outlined in this proposal, including two (2) days of meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the Humboldt Bay Municipal Water District. Therefore, your recruiter will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

The Humboldt Bay Municipal Water District will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$8,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the Humboldt Bay Municipal Water District.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the Humboldt Bay Municipal Water District.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$22,000
Reimbursable Expenses	
<i>Example costs and approximate amounts include:</i>	
Brochure Design and Printing (\$1,275)	
Advertising (\$2,700)	\$8,000
Background Checks – 3 candidates (\$650)	
Consultant Travel (2,400)	
Other expenses – supplies, shipping, clerical (\$975)	
Not-to-Exceed Total	\$30,000

Optional Services

- ✦ Community/Staff Input Forum: \$1,500/day, plus travel expenses
- ✦ Online survey: \$1,000 (Surveys include formatting questions and preparing survey link. Services do not include summaries or analysis of data.)
- ✦ Additional on-site meeting days: \$1,500/day, plus travel expenses
- ✦ Additional background checks: \$250/candidate
- ✦ Additional reference checks: \$500/candidate
- ✦ Additional hires: \$6,500/candidate
- ✦ Other services: \$250/hour or \$1,500/day

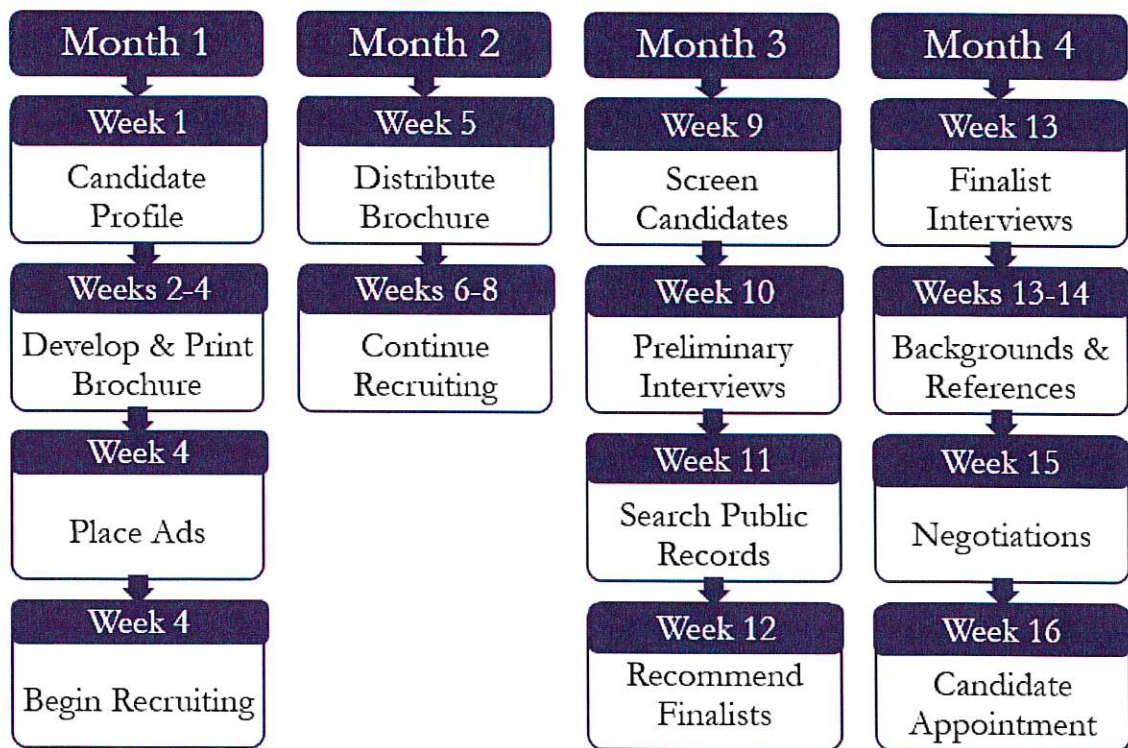
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the Humboldt Bay Municipal Water District with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the Humboldt Bay Municipal Water District’s behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Humboldt Bay Municipal Water District. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of thirteen (13):

- ✦ Bob Murray, *Founder*
- ✦ Valerie Gaeta Phillips, *President*
- ✦ Gary Phillips, *Executive Vice President*
- ✦ Joel Bryden, *Vice President*
- ✦ Yasmin Beers, *Senior Executive Recruiter*
- ✦ Adele Fresé, *Senior Executive Recruiter*
- ✦ Stacy Stevenson, *Senior Executive Recruiter*
- ✦ Jon Lewis, *Executive Recruiter*
- ✦ Stephanie Dietz, *Executive Recruiter*
- ✦ Alexandria Kopack, *Recruitment and Operations Manager*
- ✦ Kathy Lolas, *Senior Recruitment Coordinator*
- ✦ Stephanie Marshall, *Senior Recruitment Coordinator*
- ✦ Steph Souza, *Assistant Recruitment Coordinator*

Please see your lead recruiter's biography below:

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

STEPHANIE DIETZ, EXECUTIVE RECRUITER

Stephanie Dietz brings over 20 years of municipal and public agency experience to Bob Murray and Associates. Stephanie retired as the City Manager for the City of Merced, a City with a population of nearly 100,000 and the newest University of California campus. She served as the

Chief Executive Officer overseeing more than 500 employees who provided services within the areas of Police, Fire, Development and Inspection Services, Engineering, Public Works, Parks & Recreation, Arts & Culture, Housing, and the Office of Neighborhood Safety.

For 20 years, Stephanie garnered experience across city and county governments, along with the University of California, specializing in public finance and budgeting, human resources, labor relations, strategic planning, public safety, water management, redistricting, and leading city-initiated sales tax and charter ballot initiatives. Her professional career saw great success, with projects that included the construction of a new municipal airport terminal, the award of several state and federal grants to construct 850 affordable housing units, and the annexation of UC Merced. Throughout her professional career, she has been responsible for recruiting and retaining executive-level leaders who reflect the culture of their communities while fostering a spirit of innovation.

Stephanie serves on the Merced Irrigation District Board, on the Merced College Foundation Board, and as an Advisory Board Member for the Central California Small Business Development Center. In 2023, Stephanie was recognized by the California State Assembly as Woman of the Year for her innovative solutions in affordable housing and transportation and her pioneering spirit as the first female City Manager for the City of Merced. Stephanie also volunteers on the boards of several local non-profits that support youth sports and local FFA chapters, ensuring students have the community support needed to be successful.

Stephanie holds a Bachelor of Arts in Liberal Arts with a Minor in Mathematics from California State University, Fresno, and a Master of Arts in English from National University.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
 1544 Eureka Road, Ste. 280
 Roseville, CA 95661
 (916) 784-9080
 apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like Humboldt Bay Municipal Water District:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, annually presented by Joel Bryden or Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager’s Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: Monterey County Water Resources Agency, CA
POSITION: General Manager
REFERENCE: Ms. Irma Ramirez-Bough, Human Resources Director
 (831) 970-7022

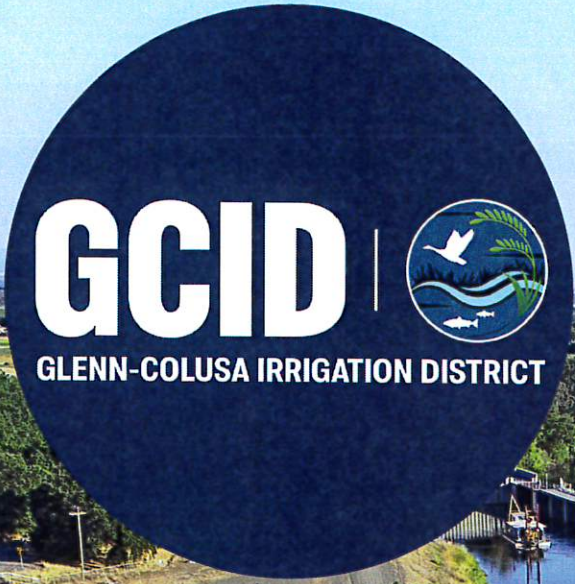
CLIENT: Glenn-Colusa Irrigation District, CA
POSITION: General Manager
REFERENCE: Mr. Logan Dennis, Board Member &
 Mr. Blake Vann, Board Member
 (530) 934-8881

CLIENT: Las Gallinas Valley Sanitary District
POSITION: General Manager
REFERENCE: Ms. Judy Schriebman, Former Board President
 (415) 302-7592

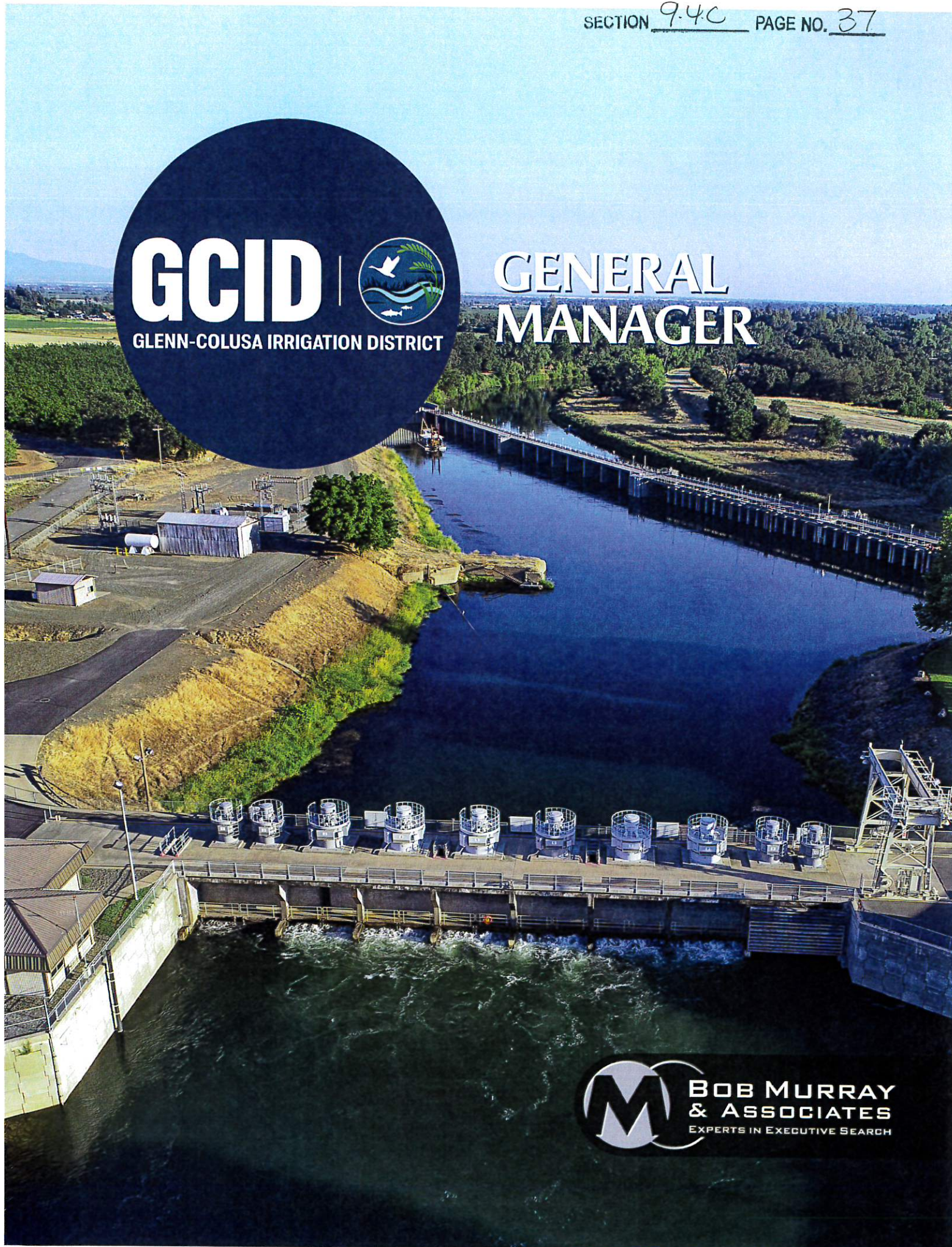
CLIENT: Santa Clara Valley Water District, CA
POSITION: Chief Operating Officer – Watersheds
REFERENCE: Ms. Courtney Letts, Supervising Program Administrator
 (408) 630-2981

We appreciate the Humboldt Bay Municipal Water District's consideration of our proposal and look forward to working with you.





GENERAL MANAGER



ABOUT THE DISTRICT

Glenn-Colusa Irrigation District (GCID) is the largest agricultural irrigation district in the Sacramento Valley and one of the largest in the state. Covering more than 175,000 acres within Glenn and Colusa counties in Northern California, GCID's primary water right was established in 1883, making it among the oldest and largest water rights on the Sacramento River. GCID was formally organized in 1920.

District Infrastructure Includes:

- Sacramento River pump station
- 65-mile main canal
- More than 2,000 miles of laterals and drains
- Approximately 140,000 acres of farmland
- 1,200 acres of private habitat land
- More than 21,000 acres of protected federal wildlife refuges
- More than 1,200 water users

GCID employs a staff of 75 employees, with an annual operating budget of \$20,000,000.

MISSION STATEMENT

GCID is dedicated to providing reliable, affordable water supplies to its landowners and water users, while protecting its water rights and ensuring the environmental and economic viability of the District and the region.

ABOUT THE COMMUNITY

GCID is in family-oriented Willows, California. The region is surrounded by thriving farmland, much of it rice fields, and a community that takes pride in its history. It offers a slower, more comfortable pace of life while still having quick access to the bustling cities that surround it.

Nearby Sacramento and Chico offer all the amenities of big city life, including top-tier colleges, cultural institutions, and urban centers. For recreation, head to Lassen National Park for hiking and camping, or enjoy fishing and water sports at many of the area's nearby lakes.

When it snows, Mt. Shasta offers excellent winter sports opportunities with Lake Tahoe a little more than an hour away. The Sacramento Valley is a great fit for those seeking a balance of life, work, and play.



OPPORTUNITIES AND CHALLENGES

GCID owns some of the oldest water rights on the Sacramento River, and is working to maintain and revitalize aging infrastructure that performs daily critical water conveyance tasks for more than 1,200 water users. Currently, the District is modernizing a series of laterals to improve delivery service, water levels, and delivery measurement throughout the entire conveyance system.

The District periodically undertakes Proposition 218 majority protest proceedings to support its water rates and charges. In February 2022 GCID landowners voted against a proposed property assessment increase even though the property assessment has not been changed for more than four decades. GCID's long-term financial health will require renewed attention to its water rates and property assessment structure.

Regarding key external issues, the District is fully engaged in: (1) the State Water Resources Control Board's pending Bay-Delta Plan update proceedings, including the Agreements for Healthy Rivers and Landscapes alternative; and (2) the federal and state endangered species act permitting processes for the long-term operations of the Central Valley Project and State Water Project, including related legal challenges. The General Manager's leadership will be expected on all of these challenges.

THE POSITION

The General Manager is a strategic thinker and leader, assuming full management responsibility for all services and activities at GCID. With political acumen and visionary guidance, the General Manager plans,

directs, and oversees the District's operations. Departments under the General Manager's supervision include engineering, water (including the pump station), finance and accounting, and maintenance.

IDEAL CANDIDATE

- Experienced in managing District-wide activities, including administering policies and procedures; establishing appropriate service and staffing levels; and evaluating the effectiveness of methods and procedures
- Proficient in interacting and building professional relationships with the Board of Directors, District employees, and local, State, and Federal agencies
- Capable of providing effective advice and consultation on legislation, reports, and correspondence that relates to water issues, including to the Board
- Adept at performing complex leadership responsibilities with discretion and sound judgment
- Skilled in oversight of development and administration of the District budget, including approving the forecast of funds needed for staffing, equipment, materials, and supplies; approving expenditures and implementing budgetary adjustments as appropriate and necessary
- Strong written and oral communication skills

PROVEN SKILLS

- Practiced ability to analyze programs, policies, and operational needs, including public administration principles and practices
- Planning, organizing, and directing the work of staff, delegating authority and responsibility
- Knowledge of civil engineering principles as they relate to irrigation
- Representing the District to outside agencies and coordinating District activities with other irrigation agencies and other outside organizations
- Conferring with farmers and the general public
- Reviewing and evaluating work methods and procedures, including meeting with management staff to identify and resolve problems



- Knowledge of program development and administration, financial management and accounting systems, and budget preparation and administration
- Identifying and responding to community and Board of Director needs

QUALIFICATIONS

Education

The equivalent of a bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, business administration or a related field.

Experience

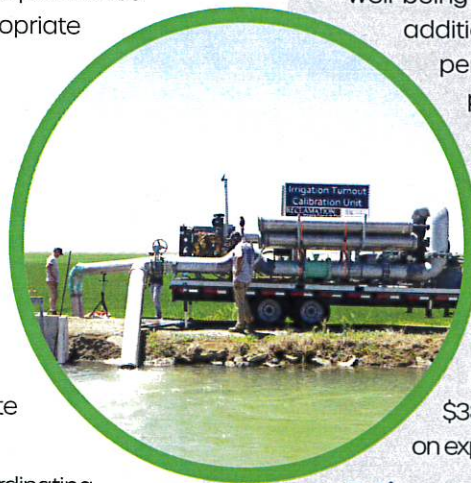
Six (6) years of increasingly responsible experience in an irrigation or water utility agency, including three (3) years of administrative or supervisory responsibility.

COMPENSATION AND BENEFITS

We are committed to our employees' well-being and success at GCID. In addition to health and compensation benefits, GCID provides career-related assistance such as professional coaching, ongoing training, and industry networking opportunities. The annual salary range for the General Manager position is \$275,000 - \$380,000 and is dependent on experience and qualifications.

Retirement

- Pension Plan - Defined Contribution Pension Plan; District contributes 10% of annual salary; employee 100% vested after seven years
- Social Security - the District pays into FICA/Medicare



Health/Dental/Vision/Life

- Health Insurance – Anthem Blue Cross; \$200 deductible per person, \$600 maximum deductible per family; Insurance pays 80%, employee pays 20% (after deductible)
- Anthem Blue Cross Consumer Driven Health Plan (CDHP) & Health Savings Account – \$1,600 deductible per person; \$3,200 maximum deductible per family; Insurance pays 80%, employee pays 20% (after deductible)
- Health Savings Account paired with CDHP – District will contribute to employees Health Savings account: employee only coverage (\$1,300 per year), employee plus one coverage (\$2,600 per year), family coverage (\$2,400 per year)
- Dental Insurance – Delta Dental Plan
- Vision Insurance – EyeMed
- Life Insurance – two times annual salary; accidental death – four times annual salary

Paid Time Off

- Annual Leave –
 - o First two years of employment – 20 days per year
 - o Three to fourteen years of employment – 26 days per year
 - o Fifteen years of employment – 32 days per year
 - o Maximum accrual – 60 days per year
- Holidays – 12 holidays per year

Additional Benefits

- Longevity – increase in annual bonus with years of service between 20 and 35+ years
- Short & Long Term Disability
- Section 125 Cafeteria Plan
- Deferred Compensation



HOW TO APPLY

If you are interested in this opportunity, please apply online at:

www.bobmurrayassoc.com

To learn more about GCID, visit:

www.gcid.net

Filing Deadline:

January 18, 2024

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Glenn-Colusa Irrigation District Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager.

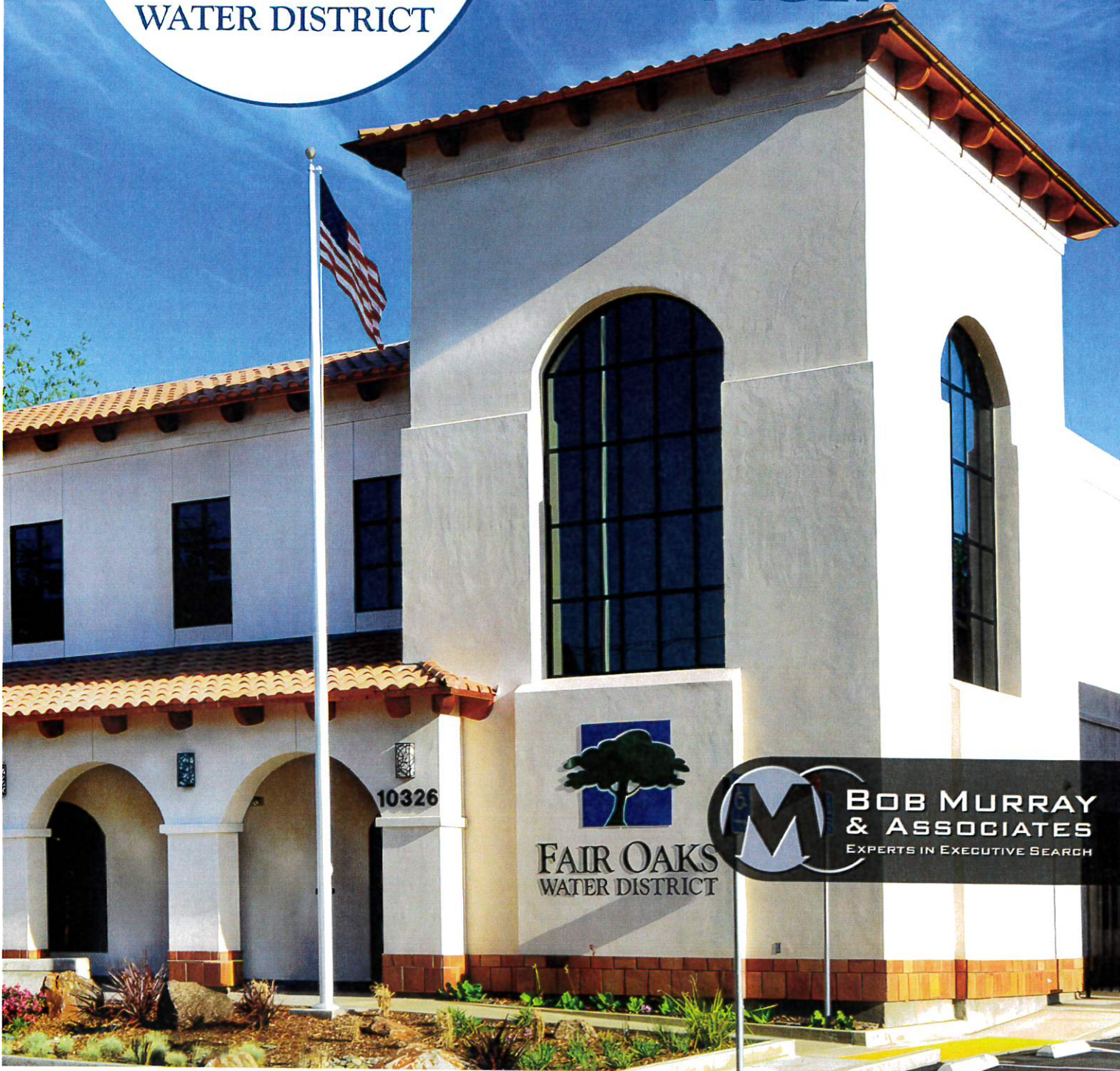
If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080





ASSISTANT GENERAL MANAGER



THE COMMUNITY & DISTRICT

Just 17 miles northeast of Sacramento on the north bank of the American River, lies the suburb of Fair Oaks. The area was first developed in 1895 with early colonists applying their skills, energy, and capital to the development of the new town while enjoying its natural beauty. The area offers many schools, parks, and shopping amenities, and is close in proximity to all the Sacramento region has to offer.

The Fair Oaks Water District (FOWD) was organized on March 26, 1917, as the Fair Oaks Irrigation District under the provisions of Division 11 of the California Water Code. In 1979 the District formally changed its name to the Fair Oaks Water District, even though it legally remains an irrigation District. FOWD is a fee-for-service special district that receives no tax money. The District is committed to providing the community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost.

FOWD currently purchases surface water from the San Juan Water District as treated water and delivers this water to approximately 14,000 residential and non-residential service connections through 180 miles of pipe. The balance of FOWD's water is supplied by six wells and one three-million-gallon water storage tank. The District serves a population of approximately 39,000 on more than 6,000 acres in the northeastern section of Sacramento County.

The FOWD is governed by five board members. The board members are publicly elected to four-year staggered terms representing geographical divisions. The Board of Directors meets on the third Monday of every month to make business decisions about District-related issues and policies. The District has 32 regular full-time employees. The Board of Directors, Management Team, and Employees are proud of the following financial facts. The District has:

- Lowest water rates in the Sacramento Region.
- No issued debt.
- Approximately \$10 million in reserve.
- Invested approximately 45 cents of every ratepayer dollar on capital investments for the past 18 years.

Culture is extremely important at the FOWD. District leadership will make every reasonable effort to consistently provide a pleasant work experience. In addition, the FOWD management team values all employees and commits to always

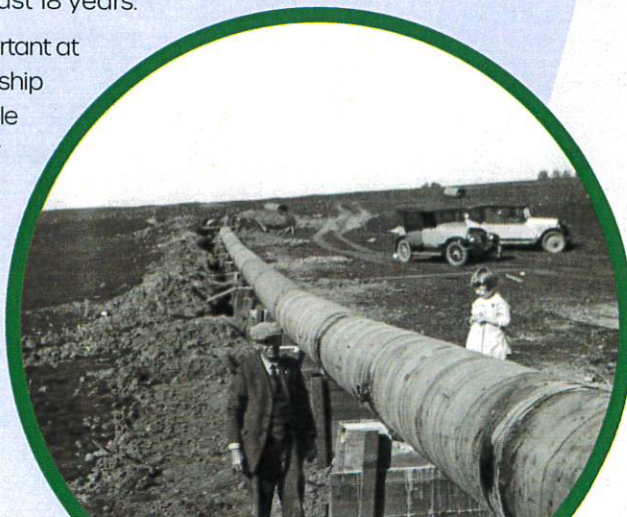


attempting to treat individual employees in a fair and reasonable manner – while understanding that it does not require a unique skill or particular talent for an employee to provide their best effort or to work hard. FOWD is committed to Exceeding Customer Expectations, Maximizing Long-Term Value to Ratepayers, Providing Opportunities for Employees, and Pursuing Mutual Objectives with Communities Served. The goal of all Fair Oaks Water District employees is to provide excellent internal and external customer service. The District continually strives to work in the community's interest, modeling integrity, honesty, dependability, enthusiasm, and professionalism.

THE POSITION

The Assistant General Manager, under the direction of the General Manager, is responsible for planning, organizing, and managing the day-to-day operations, engineering, planning, maintenance, and construction functions of the Fair Oaks Water District. This position is responsible for supervision and quality of work performed by FOWD personnel, consultants, and contractors, and assists with implementing Board policies and programs. Essential duties include but are not limited to:

- Ensuring the proper planning, designing, budgeting, scheduling, and construction of operations and maintenance projects.
- Providing oversight to the preparation and implementation of the FOWD's Capital Improvement Program and any other engineering activities.
- Supporting the development of the annual budget and overseeing conformity and compliance with District policy.
- Serving as the FOWD's Chief Water Distribution and Water Treatment Operator.



- Reviewing requests for expenditures and approving payment of invoices.
- Reviewing legislation and providing advice and consultation to the General Manager.
- Managing and overseeing risk management and facility operation functions for the FOWD in coordination with the Operations and Technical Services Managers.
- Approving timecards, overtime, and vacation requests; assisting with employer/employee relations and classification/compensation studies; formally evaluating the work and performance of personnel; and recommending salary adjustments to the General Manager.
- Evaluating the adequacy and efficient use of equipment and materials for the FOWD; making recommendations for adjustments as required.
- Responding to emergency situations and difficult customer complaints.
- Preparing necessary reports, keeping complete and accurate records.



The Assistant General Manager will assist in representing the FOWD in meetings with State, Federal, and local agencies, serving on technical committees with representatives of other agencies, and by attending FOWD Board and Committee meetings.

THE IDEAL CANDIDATE

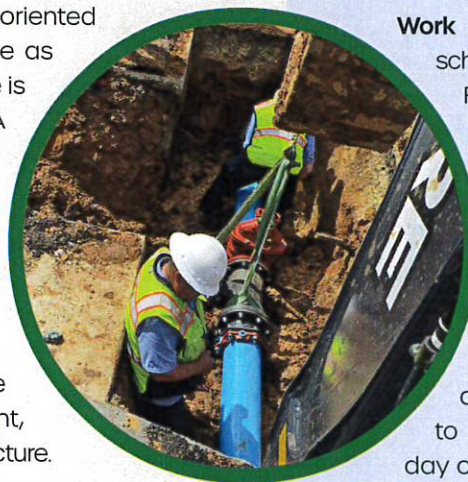
The FOWD is seeking a collaborative and team-oriented candidate with proven technical experience to serve as the new Assistant General Manager. The ideal candidate is a working manager with excellent leadership skills. A candidate that values culture and understands the importance of treating others with respect and grace is essential.

The incoming Assistant General Manager must have the ability to maximize operational efficiencies while meeting established FOWD goals.

The incoming Assistant General Manager must have a high level of knowledge related to the management, planning, design, and operation of public water infrastructure.

The incoming Assistant General Manager must have a proven ability to work well with consulting teams and vendors supporting the FOWD.

In general, the FOWD is seeking a candidate with a "roll up their sleeves" attitude towards work with the ability to establish and maintain cooperative working relationships with FOWD stakeholders.



While any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job duties, qualified candidates would typically possess the following:

- Bachelor's degree in engineering from an accredited university and completion of business administration training.
- Eight (8) years of professional engineering and business administration experience, four (4) of which can be documented in a management or supervisory capacity.
- Ability to obtain Certification from the State of California as both a Water Distribution and Water Treatment Operator.

COMPENSATION

The annual salary range for the Assistant General Manager is \$137,000 to \$195,000. Placement within this range is dependent on experience and qualifications. The FOWD also offers a generous benefits package including:

Work Schedule - 9/80 work schedule with every other Friday off.

Cost of Living Adjustment - 0-4% in January of each year.

Health Benefits - Monthly premium for plans 100% paid by FOWD for the employee and dependents. Eligible to begin plans on the 1st day of the month following 30 days of employment.

- Medical: Anthem Blue Cross HMO, Kaiser, or Anthem Blue Cross PPO
- Dental: Delta Dental PPO
- Vision: Vision Service Plan
- EAP: Anthem EAP

- Standard STD/LTD
- Life Insurance: 1X annual salary

Retirement - CalPERS. Employee pays the full member premium. Vested member after five years of service.

- CalPERS existing member with less than 6-month separation will qualify as a Classic member; 2% @ 55.
- New CalPERS members will qualify as a PEPRA member; 2% @62.

Sick Leave - 80 hours per year with no cap. Accrued sick leave can be used to purchase additional service credit with CalPERS at the time of retirement.

Vacation - 0-3 years of service: 80 hours accrued; 3-6 years of service: 120 hours accrued; 6+ years of service: 160 hours accrued.

Administrative Leave - 1-5 years of service: 40 hours accrued; 5+ years of service: 64 hours accrued.

Ten (10) Paid Holidays

One (1) Personal Day Holiday

Other Benefits - 457 Deferred Compensation Plan, Supplemental Life Insurance, AFLAC Supplemental Insurance, and 529E Education Savings Plan.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
February 18, 2024**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Fair Oaks Water District. Candidates will be advised of the status of the recruitment following selection of the Assistant General Manager.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080





EXECUTIVE RECRUITMENT SERVICES
GENERAL MANAGER
HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Submittal date: May 3, 2024



Koff & Associates
A Gallagher Company

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
Frank_Rojas@ajg.com
510.495.0448
KoffAssociates.com



Koff & Associates
A Gallagher Company



May 3, 2024

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
828 7th St,
Eureka, CA 95501

Dear Mr. Friedenbach,

Thank you for the opportunity to submit our proposal to assist Humboldt Bay Municipal Water District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A), a Gallagher company, is uniquely qualified based on over 38 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I am available to answer questions about this proposal, as well as our team and recruitment services. You can reach me at (510) 495-0448 or Frank.Rojas@ajg.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a thin black rectangular border.

Frank Rojas
Recruitment Manager



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A Gallagher Company



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BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

EXPERIENCE AND QUALIFICATIONS

With nearly 40 years of HR experience, Koff & Associates knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

<p>We build enduring relationships</p>	<p>K&A provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.</p>
<p>We value strength in diversity</p>	<p>With our focus on inclusion, networking, and advertising with minority-based associations, we source source top talent and our placements reflect the Agencies we serve.</p>
<p>We leverage innovative search technology</p>	<p>K&A identifies candidates which traditional recruiting strategies may miss. We leverage innovative sourcing methodologies and technologies for a robust and advanced sourcing strategy that will attract hard to find passive job seekers.</p>

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for Humboldt Bay Municipal Water District.

K&A uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by the K&A recruitment team:

Agency	Title	Year
West Valley Water District	General Manager, Assistant General Manager, Director of Engineering	2024 – 2023
Contra Costa Water District	Assistant General Manager (Engineering & Construction), Finance Director, Assistant General Manager (Water Resources, Operations, & Maintenance)	2023 – 2022
South Tahoe Public Utility District	General Manager	2023
Valley Sanitary District	General Manager	2023
East Valley Water District	General Manager/Chief Executive Officer	2022
Los Angeles Co. Vector Control District	General Manager	2022
CALAFCO	Executive Director	2022
Stinson Beach Co. WD	General Manager	2022
Humboldt Waste Management Auth.	Executive Director	2021
City of Gilroy	Utilities Director, Public Works Director, City Engineer/Transportation Engineer, Fire Division Chief	2024 – 2023
Ontario Municipal Utilities Company	Utilities Customer Service Director	2024
City of Hayward	Accounting Manager	2024
City of La Mesa	Director of Human Resources	2024
City of Los Banos	Assistant Fire Chief	2024
City of Palmdale	Deputy Director of Human Resources	2024
City of Redlands	Director of Human Resources	2024
City of Riverside	Deputy Finance Director, DEI (Diversity, Equity, and Inclusion) Officer, Debt & Treasury Manager, Budget Manager	2024 – 2022
City of Sanger	City Manager	2024
City of Scottsdale, AZ	Economic Development Director	2024
City of Tulare	Chief Financial Officer	2024
City of Visalia	Administrative Services Director	2024
City of Woodland	Deputy Director of Public Works – Utilities	2024



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County of Riverside	Director of Human Resources, Department Public Information Officer I, County Counsel, DEI (Diversity, Equity, and Inclusion) Officer, Chief Executive Officer, Animal Services Director	2024 – 2020
Marin/Sonoma Mosquito & Vector Control District	District Manager	2024
Metropolitan Water District of Southern California	Conveyance and Distribution Group Manager, Integrated Support Services Group Manager, Treatment and Water Quality Group Manager	2024
Mid-Peninsula Water District	Administrative Services Manager	2024
North County Transit District	Chief Executive Officer, Chief People Officer	2024
Port of Long Beach	Director of Security	2024
City of Avalon	Public Works Director	2023
City of Bell	Accounting Manager	2023
City of Berkeley	Information Technology Director, Public Works Director, Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2), Accounting Manager	2023 – 2020
City of Carson	Director of Finance, Public Works Operations Manager, Community Services Director, City Manager, Public Works Director	2023 – 2019
City of East Palo Alto	City Manager, Chief of Police	2023
City of Long Beach	Data Center Officer	2023
City of Los Altos	Housing Manager	2023
City of Menlo Park	Assistant Administrative Services Director (Finance), Human Resources Manager	2023
City of Modesto	Engineering Division Manager – Utilities	2023
City of Ontario	Investments & Treasury Officer, Accounting Supervisor, Assistant Community Development Director	2024 – 2022
City of Oxnard	Library Manager, City Traffic Engineer, Chief Financial Officer, Budget Manager, Public Works Dir., Asst. Public Works Dir. (2), Controller, Asst. Director of Housing, Budget Manager, Safety Training Officer	2023 – 2017
City of Palm Springs	Fire Chief, City Manager	2023
City of Pasadena	Director of Library & Information Services, Chief of Police, Controller, Director of Parks, Recreation and Community Services	2023 – 2022
City of Patterson	Director of Recreation & Community Services, Finance Director	2023 – 2022
City of Rialto	Director of Community Development, Director of Engineering Services	2023 – 2022
City of Richmond	Director of Finance	2023



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City of Salinas	Finance Director, City Manager, Chief of Police, Assistant Finance Dir.	2023 – 2021
City of San Bernardino	City Manager, Director of Public Works, Chief of Police, Director of Human Resources, Deputy Director of Human Resources (Risk), Director of Finance, Director of Animal Services	2023 – 2019
City of Santa Fe Springs	City Manager	2023
City of Santa Monica	Director of Transportation, City Engineer	2023
City of Seaside	Assistant Public Works Director	2023
City of Soledad	City Manager	2023
City of Vista	Assistant City Manager, Director of Community Development, Director of Engineering, Fire Chief	2023
City of West Hollywood	Economic Development Director	2023
Coachella Valley Water District	Director of Environmental Services	2023
East Bay Regional Park District	Chief Information Officer, Chief of Design & Construction, Chief of Interpretive & Recreation Services	2023
Orange Co. Mosquito & Vector Control District	Human Resources Director	2023
Yolo TD	Director of Finance & Administration	2023
City of Calexico	City Manager, Chief of Police	2022
City of Cherry Hills Village, CO	Chief of Police	2022
City of Lawndale	Director of Finance / City Treasurer	2022
City of Leavenworth	City Administrator	2022
City of Long Beach	City Treasurer	2022
City of Millbrae	Community Development Director, Public Works Director, Finance Director	2022 – 2020
City of Oceanside	City Manager	2022
City of Oroville	Chief of Police	2022
City of San Jose	Assistant CIO, Chief Information Officer	2022
City of Signal Hill	City Manager	2022
City of Tracy	City Attorney	2022
City of Woodland Park, CO	Chief of Police	2022
County of Stanislaus	Director of Animal Services	2022
Metro Parks Tacoma	Chief Financial and Administrative Officer	2022



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San Mateo County Transportation Authority	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor, Real Estate	2022 – 2021
Santa Barbara Metropolitan Transit District	Director of Finance and Administration, Director of HR and Risk	2022
City of Chico	Public Works Director	2021
City of Colton	Public Works & Utility Services Director	2021
City of Glendale	City Manager	2021
City of San Diego	Director of Transportation	2021
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021 – 2020
Orange County Social Services Agency	Chief Deputy Director, Division Director (3)	2021 – 2019
Tahoe Regional Planning Agency	Director of Human Resources & Organizational Development	2021



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PROJECT TEAM

Frank Rojas

Recruitment Manager

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Vista, County of Riverside, City of Riverside, City of Pasadena, and West Valley Water District, recent successful efforts include positions of Economic Development Director, City Manager, Finance Director, County Executive Officer, Director of Human Resources & Development, City Treasurer, DEI Officer, Chief of Police, and Director-level hires for Information Technology, Social Services, Public Works, Community Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

Chelsea Freeman

Recruiting Supervisor

Chelsea's professional experience includes almost 20 years in Human Resources which includes both the public and private sectors. She began her HR journey in private-sector manufacturing and then later transitioned to the public sector. Her previous role was as the Classification, Compensation, and HR Operations Manager at California State University, Monterey Bay, where she was responsible for developing and implementing a compensation philosophy for staff and faculty, as well as implementing process improvement efforts within the HR operations. She provided ongoing consultation to executives relating to organizational effectiveness, recruiting, and best practices in hiring which included Diversity and Inclusion training and properly classifying and compensating employees.

Since joining K&A, a Gallagher company, Chelsea has partnered her classification and compensation experience, marketing skills, and recruitment experience to bring a full-service experience to all clients. She currently manages full-cycle recruitments for California public sector agencies including cities, counties, and special districts. She provides supervisory oversight for technical, professional, and management recruitments.

Chelsea earned her B.A. degree in Communications from Sonoma State University.

Amanda Kreller

Executive Recruiter

Amanda brings over twenty (20) years of diverse expertise spanning the public and private sectors with a strong focus on executive search, recruitment process outsourcing, and corporate environments. Throughout her career, she has excelled in identifying and connecting outstanding individuals across all organizational levels, ranging from



corporate leaders and executives to professionals, technical experts, and individual contributors. Amanda's unwavering dedication to fostering diversity, equity, and inclusion (DE&I) practices is evident in her commitment to sourcing the most exceptional talent for every unique context.

Amanda's educational background includes a Bachelor of Arts (BA) degree in Marketing and Media Studies from San Diego State University, as well as a Master in Education (MEd) in Elementary Education. She is a certified teacher who began her professional journey in the public school system, teaching grades EC-5. Her passion for education extended to serving as a board member for local private schools.

Drawing on her diverse experiences, Amanda smoothly transitioned into recruiting for government agencies such as City of Los Angeles, City of San Diego, City of Long Beach, City of Laguna Beach as well as companies across a range of industries, including biotechnology, environmental, healthcare, technology, legal, finance, human resources, and marketing.

Amanda has honed her skills in providing innovative solutions and support in areas such as organizational development and management, talent engagement and placement, and process improvement strategies. Her multifaceted background equips her with a unique perspective and enables her to offer valuable insights and guidance in various aspects of talent acquisition and organizational growth.

Peter Smith

Executive Recruiter

Pete brings 18 years of recruiting experience to the table. He has recruited in the public and private sectors in searches spanning nearly every discipline. Examples of his expertise include: executive, director, and professional roles in the public sector; accounting, finance, and treasury; C-Suite positions; private sector director and manager roles generally; and professional roles including legal, accounting/CPA, and healthcare. Further, he has experience in all technical roles, including transportation and public works.

Pete has a Bachelor's of Science in Business Administration with an emphasis in International Business and has started and led several recruiting offices in California.

Pete's success as a recruiter is rooted in values, hard work, and determination. He views his role towards candidates as one as a trusted advisor. It is a matter of helping the candidate understand the realities of the industry and market and explaining in detail what the client/employer is looking for, while maintaining appropriate levels of discretion towards all. Regarding clients, a perspective of complete candor is essential. A consultative approach is required whereby the client is assisted in understanding how their needs intersect with the candidate's perspective. Pete employs state-of-art technology in recruiting, including AI tools, but combines this with traditional, high-touch efforts.

Pete prides himself on universal success in unearthing fantastic candidates. His secret is diligence tempered by constant re-evaluation of metrics and results. There is no such thing as a failed search, only a failure of awareness and creativity.

Ember Plummer

Recruitment Coordinator/Project Support

Ember supports the Koff & Associates team as a Recruiting Coordinator/Project Support. Since joining K&A, they have helped to develop efficient processes to streamline recruiting services. They support the recruiting team in a broad range of administrative needs and in preparing reports and documentation for clients. Ember earned their B.A. in English Language & Literature and World Literature from Smith College in Northampton, MA.

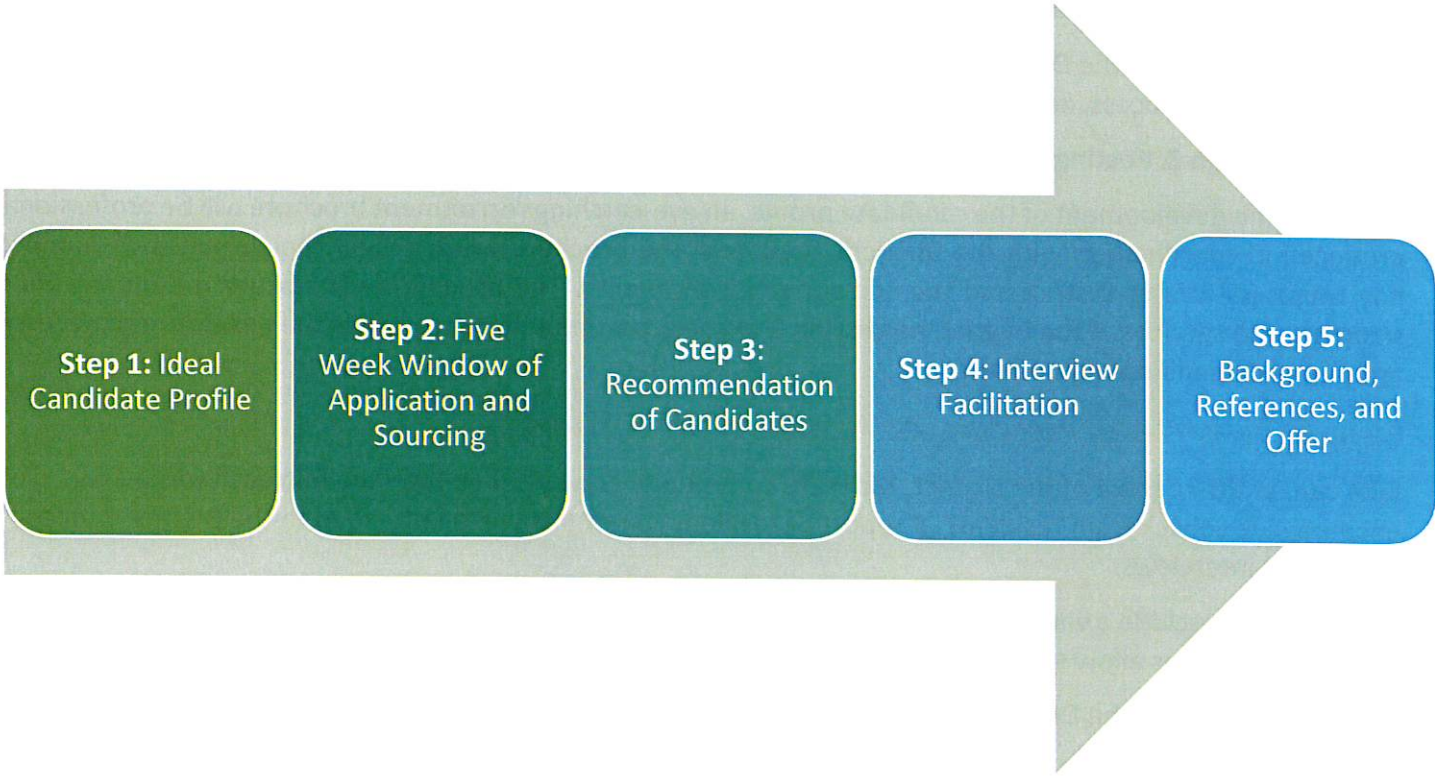


PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants.** This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A will provide weekly progress reports to the District and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.





Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the District in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A.

After meeting(s) with the District, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the District's feedback. The brochure will highlight the strengths of Humboldt Bay Municipal Water District and the surrounding community. The brochure will feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step 2: Five Week Window of Application & Sourcing

K&A can, at the request of the District, facilitate community surveys or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the District prior to first-round interviews.

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the District, K&A will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the District, including candidate documents, interview notes, and an outline of the recruitment process.



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Step 3: Recommendation of Candidates

K&A will provide the District with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the District has identified and will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the District and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the District.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the District at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Step 5: Background, References, and Offer

K&A provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.



Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							

K&A Diversity Statement

In 2023, **64% of our placements were women or people of color.** We source candidate pools that are representative of our clients’ communities, and we present highly achieved slates of finalists with the same diversity. We use a variety of industry-specific diversity advertising to source a diverse and representative population of candidates. For example, a Fire Chief advertising campaign included posts to International Association of Women in Fire & Emergency Service - Women in Fire, International Association of Black Professional Fire Fighters, Inc., National Association of Hispanic Firefighters, and International EMS & Firefighters Pride Alliance.

This statement serves to reaffirm our commitment to providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



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REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
City of Riverside DEI (Diversity, Equity, and Inclusion) Officer, Debt & Treasury Manager, Budget Manager	Edward Enriquez, CFO (951) 826-5972 EEnriquez@riverside.gov 3900 Main St, Riverside, CA 92501
City of Palm Springs Fire Chief, City Manager	Stephanie George Director of Human Resources 760.323.8217 Stephanie.George@palmspringsca.gov 3200 E. Tahquitz Canyon Way Palm Springs, CA 92262
City of Pasadena Director of Library & Information Services, Chief of Police, Controller, Director of Parks Recreation and Community Services	Tiffany Jacobs-Quinn, Human Resources Director (626) 744-4126 tjacobsquinn@cityofpasadena.net 100 Garfield Ave, Pasadena, CA 91101
West Valley Water District General Manager	Haydee M. Sainz Human Resources & Risk Manager (909) 820-3712 hsainz@wvwd.org 855 W. Baseline Rd. Rialto, CA 92377



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PRICING PROPOSAL

Project

- General Manager

Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$4,000.

Placement Guarantee

K&A is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the District a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the District disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for full recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A's retention rate during the first 12 months of hire is robust and has been above 95% over the last several years.



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PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGEMENT

We will be pleased to sign the District's professional services agreement for recruitment services, however we respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.



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SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: **KOFF & ASSOCIATES**
State of California

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a dashed rectangular box.

Frank Rojas

Date: May 3, 2024

Recruitment Manager



WEST VALLEY WATER DISTRICT

General Manager



THE WEST VALLEY WATER DISTRICT

Located in Rialto, California in San Bernardino County, West Valley Water District (WVWD) has served the Southern California communities of Bloomington, Colton, Fontana, Rialto, unincorporated areas of San Bernardino County and Jurupa Valley since 1952. Through name changes and consolidation, the mission has always remained the same: to provide customers with safe, high quality, and reliable water service at a reasonable rate and in a sustainable manner. The District provides water for over 97,000 customers and is overseen by a five-member, publicly elected Board of Directors. During its early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970s and 1980s, the District grew, and homes, businesses and schools soon surpassed agricultural water use. There were other mergers where smaller water companies became a part of the Water District. By the end of the 1980s, the District water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the district built its office and maintenance yard on Baseline Road in Rialto, where they are still located today.

In 1992, the District was a partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin in San Bernardino to the District's service areas. Continuing the trend of working with its neighbors, in 1993 the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice (and will soon begin its next phase of expansion) and also accepts and treats State Water Project water, which increases the amount of water available for their customers.

In 2003, the District's official name became West Valley Water District. By this time the District had five treatment plants, 360 miles of pipeline, 25 reservoirs, 17 wells, 20,000 service connections, and served drinking water to approximately 66,000 residents. In 2016, WVWD opened the nation's first perchlorate treatment facility to bring clean water directly to ratepayers using natural, bioremediation technology. A second perchlorate treatment facility was completed in 2017. In 2018 and beyond, the District looks forward to the opening of WVWD's first hydroelectric generation plant and increased housing developments in our service area. Today, the District serves over 80,000 residents and continues to grow.



TRANSPARANCY AND GOVERNANCE

The West Valley Water District Board of Directors consists of five members within the community who are elected by Division. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board of Directors to oversee the day-to-day operations of the District in accordance to the policies and procedures established by the Board. The District has a total budget of \$65 million including approximately \$32 million allocated annually for capital improvement projects (CIP) and capital expenditures. The District employs approximately 88 individuals in support of District operations and support functions. The District recently won the CSMFO Operating Budget Excellence Award for 2021-2022.

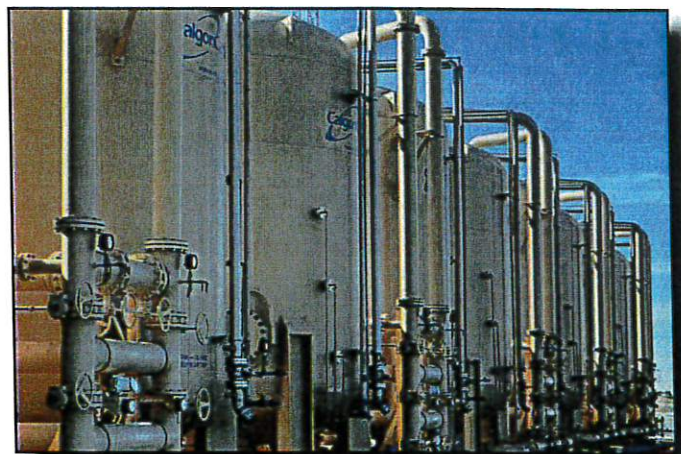
As a public agency, West Valley Water District's Board of Directors, Management and Staff are committed to transparency and accountability regarding the District's operations and business practices. The information below is intended to further our transparency. Feel free to contact us with any questions or requests.

West Valley Water District's mission is to provide our customers with safe, high quality and reliable water service at a reasonable rate and in a sustainable manner.

To learn more about the West Valley Water District, go to:
www.wvwd.org

AN OUTSTANDING CAREER OPPORTUNITY

Reporting to and appointed by a Five-Member Board of Directors, the General Manager serves as the Chief Executive Officer of the District and is accountable for developing, implementing and executing short- and long-term plans, policies, budgets, and strategies to accomplish the District's mission, Strategic Plan and Board of Directors priorities. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the District's resources in serving the District's constituencies and ratepayers.





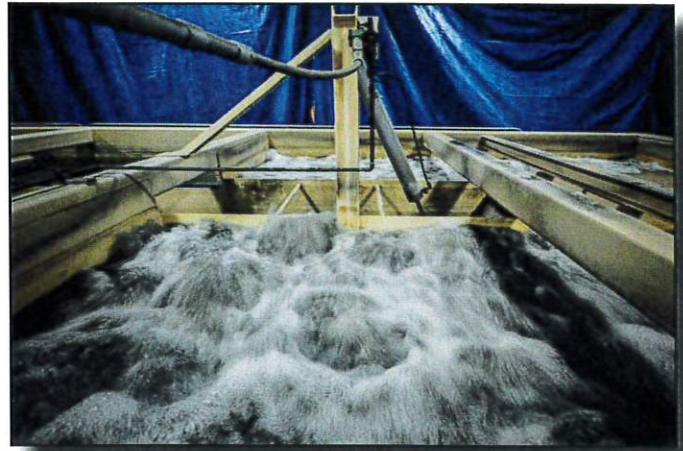
The General Manager will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager oversees, reviews, and evaluates Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; ensuring that services and operations are delivered in an efficient and effective manner, and also acts as principal advisor to the Board.

Essential Duties include but are not limited to the following:

- Provide leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Plan and evaluate senior management staff performance.
- Provide leadership and work with staff to develop their skills to the highest potential.
- Hire and retain highly competent, customer-service oriented staff.
- Apply day-to-day management practices which support the District's mission, objectives, and values.
- Direct the development of operating and capital budgets for consideration and eventual adoption by the Board.
- Represent the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, the media, and the general public.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. The successful candidate will have excellent communication and interpersonal skills necessary to build and maintain effective relationships with internal staff, partnering agencies, and the Board of Directors. This is an exciting opportunity for a politically astute manager and change agent with the ability to interact with the legislature and other elected officials on matters that affect the District and community to make a difference in the future growth, stability, and future success of WWVD. Solid knowledge of water



issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate is a strategic thinker who appreciates the need for teamwork and collaboration. The WWVD's next General Manager must be willing and able to manage people and motivate the creative process with inspiration, show capacity to multi-task and manage diversity of activity, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership. Past experience in strategic plan development is helpful.

The position requires a motivated leader, who is positive, approachable, and committed to excellence. The ideal candidate will understand County, regional and State water issues and trends and the Integrated Regional Water Management (IRWM) collaboration and funding process which includes County, regional, Tribal and State entities.

Key Competencies and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder committed to excellence with a strong customer service ethic and the ability to empower employees while also holding them accountable.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.



QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering, or a closely related field.
- A master's degree or other advanced degree in fields such as public/business administration, legal or engineering is desirable.
- Ten (10) years of progressively responsible executive or management experience in the operation and maintenance of a large, complex public utility; or equivalent combination of training and experience.

SALARY AND BENEFITS

The salary range is \$235,768 to \$259,345. *(The District is in the middle of a compensation study and the salary range for this position is currently under review.)*

West Valley Water District offers an excellent benefits package that includes:

- **Health Insurance** - Becomes effective the first of the following month after date of hire for self and family.
- **Dental Insurance** - Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
- **Vision Service Plan** - Becomes effective the first of the following month after date of hire for self and family.
- **Long-Term Disability Plan** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Life Insurance Plan** - Becomes effective the first of the following month after thirty (30) days of employment. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.
- **Employee Assistance Program (EAP)** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Tuition Reimbursement Program** - Up to \$5,000 annual tuition per fiscal year.

- **Sick Leave** - 96 hours of sick leave per year
- **Holidays** - District employees receive 12 holidays per year plus two floater holidays.
- **Annual Vacation Allowance** - 120 hours for Executive Management
- **Administrative Leave** - 120 hours for General Manager, Assistance General Manager and Chief Financial Officer.

(District pays the total cost of the above benefits.)

- **Public Employees' Retirement System (PERS)** - effective first day of work. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, new members will be provided the 2% at 62 retirement formula with an employee contribution of 6.75% of the annual salary. However, if confirmed as a Classic Employee with PERS, your formula will be 2% at 55 and District will pay both the Employer and Employee portion of this benefit.
- **Social Security and Medicare** - employees contribute their portion of this benefit.
- In addition, a 457 retirement plan, supplemental Insurance and credit union services are offered for voluntary participation.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is **Wednesday, January 11, 2023.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/wvwd-general-manager/>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



Frank Rojas
(510) 495-0448
frojas@koffassociates.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.





Proposal submitted for:

Humboldt Bay Municipal Water District General Manager Recruitment Services

Submitted: May 3, 2024

By:

Ryder Todd Smith, President
Christine Martin, Director
Kylie Sun, Business Analyst

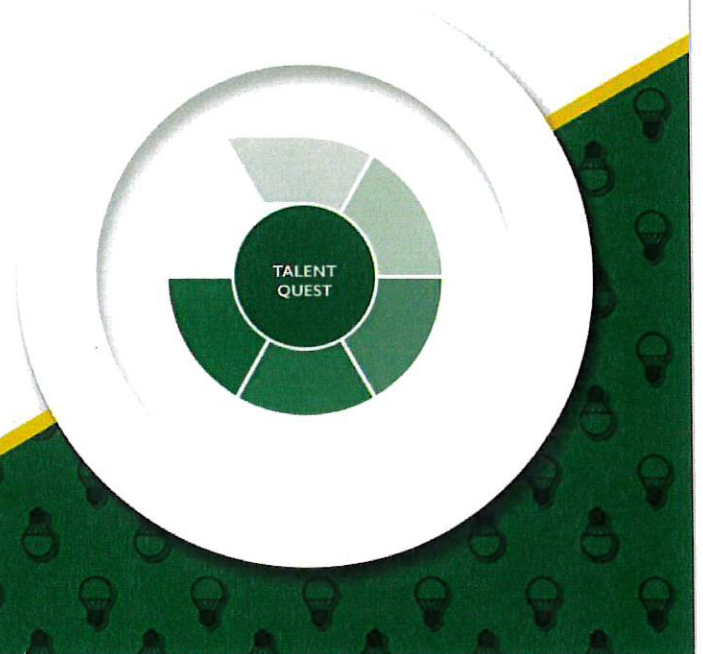




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COVER LETTER

Thank you for the opportunity to propose executive recruitment services for the Humboldt Bay Municipal Water District (HBMWD). This proposal outlines our approach to the recruitment process and describes how we can best serve HBMWD.

Tripepi Smith is a force multiplier for communication operations for nearly 200 public agencies, including special districts, across California. For several years, we've come to leverage our team's network, knowledge, and talents to make our firm a valuable provider of executive recruitment services via TS Talent Solutions (TSTS). Director Christine Martin leads our executive searches, bringing over 20 years of local government experience to the table. Christine, a retired Assistant City Manager, has extensive experience in leading executive teams and fostering collaboration. Additionally, Tripepi Smith has a team of 60+ team members to tap for additional knowledge, such as Senior Business Analyst Kaitlyn Wu, who brings firsthand knowledge of the water industry from her experience at Elsinore Valley Municipal Water District.

TS Talent Solutions is unique, mixing technical prowess, industry competency and recruitment wisdom to yield these key advantages:

1. Tripepi Smith knows people, and people know us. Tripepi Smith is widely connected in the local government world. Through our partnerships with the largest local government associations in California and over 200+ local government agencies, we have a vast network of professionals to tap into.
2. Tripepi Smith understands marketing. We value carefully crafted language and quality visuals to attract the right applicants to an opportunity. Paired with the strategic knowledge and expertise of Christine Martin, we work with our clients to identify the right skill set and personality for the position, compile those requirements into a compelling recruitment package and ensure that the position is presented to the most qualified candidates.
3. Outside of our recruitment and marketing expertise, Tripepi Smith has experience and understands the nuances of water districts. For this recruitment, we will leverage the expertise of our team members who have firsthand experience with water districts to ensure success.

Thank you for considering us in this endeavor. We eagerly anticipate the chance to discuss our proposal to find the right General Manager for HBMWD in more detail.

Authorization

As co-founder and president of Tripepi Smith and TS Talent Solutions, I am qualified to enter into agreements with the Humboldt Bay Municipal Water District. This proposal is valid for 60 days from the date of submission.

A handwritten signature in black ink that reads "Ryder Todd Smith".

Ryder Todd Smith

Co-Founder & President, Tripepi Smith Talent Solutions

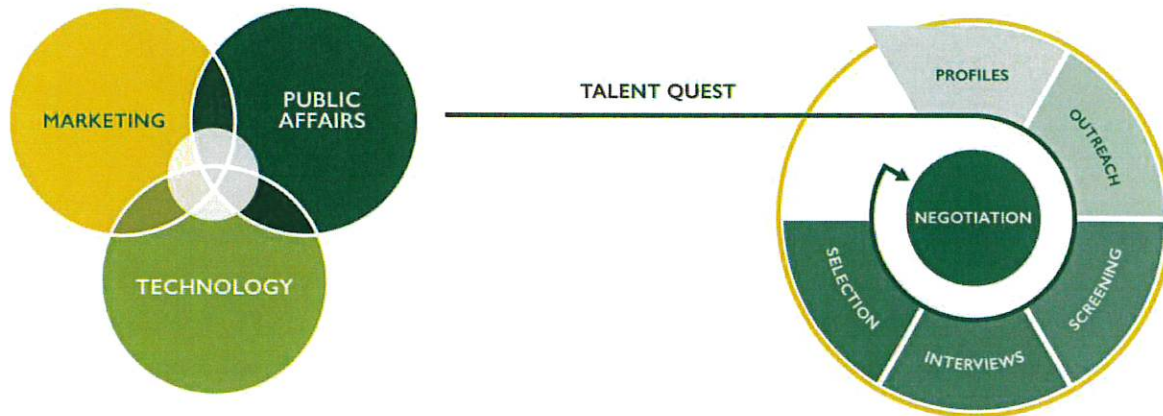
Ryder@TripepiSmith.com • (626) 536-2173 • P.O. Box 52152, Irvine, CA 92619



BACKGROUND AND QUALIFICATIONS

A Public Affairs Firm That Understands Talent

Tripepi Smith Talent Solutions is a staffing firm under the umbrella of Tripepi Smith and Associates, Inc., a marketing and public affairs firm. The firm dedicated itself to solving communication challenges within the local government world since its inception in 2002. It was a natural progression to move into recruitment and talent solutions. Tripepi Smith has worked with more than 100 agencies over the past year alone, including hundreds of city managers, department leaders and other executive staff. We know what, and who, makes an effective government leader, and we use that experience to attract, evaluate and retain high-quality talent for TSTS clients. With a skilled team of writers, graphic artists and project managers, we are able to provide whatever level of support our clients need — from an attractive brochure design to full-blown culture curation and recruitment support from beginning to end.



Launching TS Talent Solutions

Through our work at Tripepi Smith, our team developed a savvy understanding of the major operations of each department within city and county governments in California, while simultaneously expanding a network of relationships and platforms that inextricably connect us to the local government community. Thus, TS Talent Solutions was born.



Creative

Tripepi Smith’s creative professionals have worked with public and private clients on imagery, colors and graphic design in an array of projects. Our firm offers creative services that address not only traditional media such as print, websites, logo design and advertising but also non-traditional marketing services, including email campaigns, social media, blogging, SEO (Search Engine Optimization), video production and more. This integrated approach to content development makes the process more efficient and effective for clients. Moreover, they help capture the compelling stories and personalities behind client agencies on their quests to recruit new talent.

“ Ryder and the team at TS Talent Solutions were the perfect partners for the City Council. They generated an incredible pool of talent for us to consider and ultimately positioned us to make a choice that won unanimous approval.

It is clear that Ryder and his team know local government and have a keen understanding of local government, but equally important is that they really took the time to hear each council member about their concerns and hopes for the next City Manager. ”

Keith Eich
Council Member, La Cañada Flintridge



Content x Distribution = IMPACT

Tripepi Smith was born in the digital era and brings significant technical skills to the table. Members of our team carry technical certifications in Hootsuite Social Media Marketing, Facebook Blueprint, Google Advertising, Google Analytics and Twitter Flight School, among others. We take digital communications seriously and recognize how critical it is to not only develop great visuals and messaging, but to ensure the audiences we want to reach actually see that content. Without content distribution, there is no impact. We apply this framework to the work we do at TSTS to broadcast local government positions across the industry landscape.





EXPERIENCE

Executive Recruitments

TS Talent Solutions has a strong track record of delivering effective recruitment solutions for public agencies. Our team has executed upon the very scope of work we propose for HBMWD to successfully fill nearly 20 executive-level positions, among others. Below is a list of all placements, including one active recruitment:

POSITION	CITY	PLACEMENT DATE
IT Director	City of Pasco, WA	Current
City Manager	City of Lomita	April 2024
Deputy Director of Community Services	City of Bell	November 2023
Chief Financial Officer	City of Menifee	October 2023
Community & Economic Development Director	City of Pasco, WA	July 2023
City Manager	City of La Cañada Flintridge	May 2023
Community Services Director	City of Bell	March 2023
Harbor Director	City of Morro Bay	February 2023
Parks & Recreation Superintendent	City of Fairfield	January 2023
Finance Director	City of American Canyon	January 2023
Finance Director	City of Fairfield	July 2022
DEI Manager	City of San Luis Obispo	February 2022
Public Works Director	City of Manteca	February 2022
Budget Officer	City of Tracy	January 2022
Parks & Recreation Director	City of American Canyon	January 2022
City Manager	City of Tracy	December 2021
Fire Chief	City of Morro Bay	July 2021
Public Works Director	City of Morro Bay	May 2021
City Attorney	City of Manteca	February 2021
Development Services Director	City of Manteca	September 2020



Tripepi Smith Client Roster

Outside of our recruitment services, Tripepi Smith has been selected to work with over 200 local government agencies to help with their communications and resident outreach. We can provide you with contacts at any of these clients if desired and are confident you will find them to be quite happy with our services.

California City Management Foundation	City of Lomita	City of Vallejo
City of Aliso Viejo	City of Lynwood	City of Vista
City of American Canyon	City of Manhattan Beach	City of Walnut
City of Azusa	City of Manteca	(City of) Yuba City
City of Bellflower	City of Martinez	Fresno County
City of Claremont	City of Millbrae	Merced County
City of Coronado	City of Morgan Hill	Orange County
(City of) Culver City	City of Morro Bay	Santa Barbara County
City of Cupertino	City of Murrieta	Town of Windsor
(City of) Daly City	City of Napa	CalChoice Energy CCA
City of Danville	City of Norwalk	Clean Energy Alliance
City of Duarte	City of Orange	California Joint Powers Insurance Authority
City of El Cerrito	City of Palm Desert	Citrus Heights Water District
City of Fountain Valley	City of Palmdale	Costa Mesa Sanitary District
City of Fullerton	City of Paramount	Del Paso Manor Water District
City of Grover Beach	City of Pismo Beach	El Toro Water District
City of Hawaiian Gardens	City of Placentia	Independent Cities Finance Authority JPA
City of Huntington Beach	City of Pomona	Inland Empire Utilities Agency
City of Indian Wells	City of Rancho Palos Verdes	League of California Cities
City of Industry	City of Rancho Mirage	Municipal Management Association of Northern California
City of Irvine	City of Riverbank	Municipal Management Association of Southern California
City of La Cañada Flintridge	City of Rolling Hills Estates	Orange County City Manager Association
City of La Palma	City of San Luis Obispo	San Gabriel Valley City Managers' Association
City of La Puente	City of Santa Ana	South Orange County Wastewater Authority
City of La Verne	City of Santa Clarita	
City of Lake Forest	City of Santa Cruz	
City of Laguna Hills	City of Santa Paula	
City of Laguna Niguel	City of Saratoga	
City of Lancaster	City of Stanton	
City of Livermore	City of South Gate	
	City of Sunnyvale	
	City of Tracy	



References

Contacts	Details
<p>City of La Cañada Flintridge</p> <p>Dan Jordan City Manager 818-790-8880 DJordan@LCF.CA.gov One Civic Center Dr, LCF, CA 91011</p> <p>Period: 12/2022 – 05/2023</p> <p><i>The City of La Cañada Flintridge is a current Tripepi Smith client in other capacities.</i></p>	<p>TS Talent Solutions filled a City Manager position in the City of La Cañada Flintridge. Our scope of work included:</p> <ul style="list-style-type: none"> • Meeting with Staff and City Council one-on-one • Development of candidate profile • Community engagement survey • Recruitment brochure & marketing materials • Job board posting and management • Direct networking and outreach campaign • Screening of applicants and presentation of candidates • Interview coordination and facilitation • Assistance with selection process and negotiations
<p>City of Menifee</p> <p>Armando Villa City Manager 951-672-6777 AVilla@CityofMenifee.us 29844 Haun Rd, Menifee, CA 92586</p> <p>Period: 05/2023 – 10/2023</p> <p><i>The City of Menifee is a current Tripepi Smith client in other capacities.</i></p>	<p>TS Talent Solutions filled a Chief Financial Officer position in the City of Menifee. Our scope of work included:</p> <ul style="list-style-type: none"> • Meeting with City staff and key personnel • Development of candidate profile • Recruitment brochure & marketing materials • Job board posting and management • Direct networking and outreach campaign • Screening of applicants and presentation of candidates • Interview coordination and facilitation • Assistance with selection process and negotiations
<p>City of Bell</p> <p>Michael L. Antwine II City Manager 323-588-6211 MAntwine@CityofBell.org 6330 Pine Ave, Bell, CA 90201</p> <p>Periods: 11/2022 – 03/2023; 08/2023 – 01/2024</p> <p><i>The City of Bell is a current Tripepi Smith client in other capacities.</i></p>	<p>TS Talent Solutions filled two key positions in the City of Bell: Director of Community Services and Deputy Director of Community Services. Our scope of work for both recruitments included:</p> <ul style="list-style-type: none"> • Meeting with City staff and key personnel • Development of candidate profile • Recruitment brochure & marketing materials • Job board posting and management • Direct networking and outreach campaign • Screening of applicants and presentation of candidates • Interview coordination and facilitation • Assistance with selection process and negotiations



Work Samples

We encourage you to see all the work we have done for clients at [TSTalentSolutions.com](https://www.TSTalentSolutions.com).



[TSTalentSolutions.com/Recruitment-Brochure-Samples](https://www.TSTalentSolutions.com/Recruitment-Brochure-Samples)



[TSTalentSolutions.com/Placements](https://www.TSTalentSolutions.com/Placements)



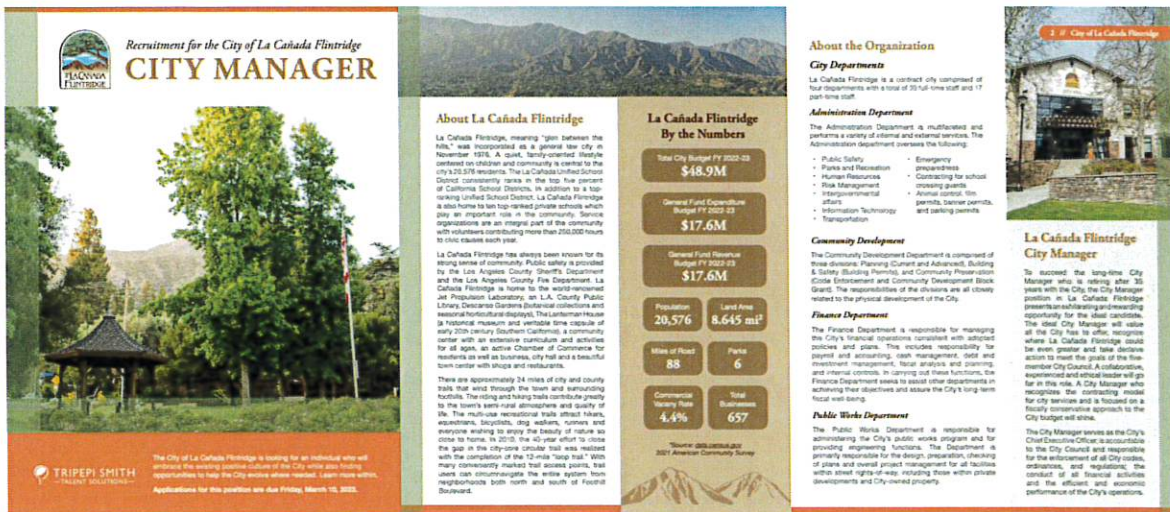
[TSTalentSolutions.com/Recruitment-Videos](https://www.TSTalentSolutions.com/Recruitment-Videos)



[TSTalentSolutions.com/News](https://www.TSTalentSolutions.com/News)

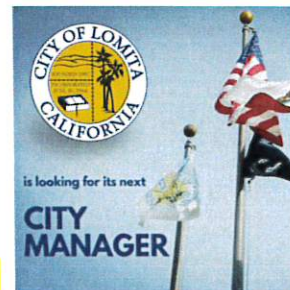
Sample Recruitment Brochure

TS Talent Solutions developed a 5-page digital recruitment brochure for the La Cañada Flintridge City Manager search in 2023. Below is a sample of the first three pages.



Sample Social Media Graphics

Below are sample social media graphics we've created for different recruitments.





PROJECT TEAM

Director **Christine Martin** will be the lead and face of the recruitment. Christine’s decades of experience as an Assistant City Manager and approachable personality make her a strong partner for HBMWD on this project. Principal **Ryder Todd Smith** will contribute to positioning strategy to broadcast the opportunity, as well as leverage his extensive network and relationships within the local government community. Business Analyst **Kylie Sun** will be the main project manager and will execute position postings to ensure we cast a wide net to find a pool of excellent candidates. Junior Business Analyst **Hannah Wedepohl** will assist with content development and Senior Graphic Artist **Sara Madsen** will design all visual assets.

Dedicated Availability for the Humboldt Bay Municipal Water District

The core project team will have dedicated availability to support the engagement, including the capacity to provide support under urgent notice and/or time constraints. Tripepi Smith is a collaborative firm with many skills available. Any Tripepi Smith staff member may be brought onto the engagement to help with our efforts. Additionally, should any key personnel become unavailable during this engagement, Tripepi Smith will quickly substitute with other Tripepi Smith resources who have commensurate experience, knowledge, and/or skill sets.

Ryder Todd Smith, Principal

Role: Strategic Advisor



626-536-2173
Ryder@TripepiSmith.com

Ryder has a mixed background in the worlds of government relations, technology and marketing. He served as the SVP of Operations and Chief Information Officer for a software-as-a-service startup in the financial services sector. Prior to that, he was the technology manager for a regional staffing firm. Ryder leads Tripepi Smith and is the ultimate project owner on all work handled by the firm. He is the creator of the City Internet Strategies Study, publisher of the Civic Business Journal, publisher of PublicCEO and a frequent speaker on the local government circuit. His insights have been published in Western City and PM magazines. He volunteers his time as vice chair of the Rose Institute of State and Local Government Board of Governors and previously served as a Planning Commission for the City of Tustin. Ryder graduated from Claremont McKenna College with a Bachelor of Arts in Philosophy, Politics, Economics and a dual degree in Economics.

Ryder has supported all TSTS recruitments.



<p>Christine Martin, Director <i>Role: Lead Recruiter</i></p>  <p>925-989-2476 Christine@TripepiSmith.com</p>	<p>Christine brings over 20 years of public sector experience, providing exceptional service to local government. Prior to joining Tripepi Smith, Christine was the Assistant City Manager at the City of Livermore. She worked for Livermore for 21 years, serving in the City Manager's Office for seven years and as a planner in the Community Development Department for 14 years. Christine is a courageous, solutions-oriented servant leader. She has strong political acumen and a positive, can-do work ethic. In her role as Assistant City Manager, she established and oversaw the city's communications and emergency management programs, created and implemented the city's first-ever five-year strategic plan and served as liaison on council subcommittees, including a complex, controversial equity and inclusion subcommittee with elected officials and community members. She was also responsible for the city's legislative platform and represented the city as a member of the Tri-Valley City Council legislative coalition.</p> <p>Christine built successful relationships in the region and served as chair of the Alameda County City Managers Association. Christine is also a graduate of the ICMA High Performance Leadership Academy where she honed her leadership skills in organizational development and change management, negotiation and collaboration, and effective communication.</p> <p>Christine has supported the following recruitments:</p> <ul style="list-style-type: none"> • County of Kings, County Health Officer (Current) • County of Kings, District Attorney's Office (Current)
<p>Kylie Sun, Business Analyst <i>Role: Project Manager</i></p>  <p>661-770-8563 Kylie@TripepiSmith.com</p>	<p>Kylie brings a diverse skillset to the team from her experience in several industries, such as litigation services, academic administration and music marketing. She graduated from Biola University with a Bachelor of Science in Business Administration with a concentration in Business Management. She has a strong background in social media strategy, website development, writing and scheduling and high-volume operations due to her experiences as Administrative Assistant at Biola University, Marketing Intern at Transparent Productions, Social Media Marketing Manager at TSE Worldwide Press and Operations Associate at TSG Reporting.</p> <p>Kylie has supported the following recruitments:</p> <ul style="list-style-type: none"> • County of Kings, County Health Officer (Current) • County of Kings, District Attorney's Office (Current) • City of Pasco, IT Director (Current) • City of Lomita, City Manager (04/2024) • City of Bell, Deputy Director of Community Services (02/2024) • City of Menifee, Chief Financial Officer (10/2023) • City of Pasco, Community & Economic Development Director (07/2023) • City of Bainbridge Island, City Attorney (07/2023) • City of La Cañada Flintridge, City Manager (05/2023) • City of Bell, Community Services Director (03/2023) • City of Morro Bay, Harbor Director (02/2023) • City of Fairfield, Parks & Recreation Superintendent (01/2023) • City of American Canyon, Finance Director (01/2023)



	<ul style="list-style-type: none"> • West City Wastewater District, Records Program Coordinator (06/2022) • City of Fairfield, Finance Director (02/2022) • City of San Luis Obispo, Deputy Building Official (11/2021) • City of San Luis Obispo, Diversity, Equity and Inclusion Manager (10/2021) • City of American Canyon, Parks & Recreation Director (10/2021)
<p>Sara Madsen, Senior Graphic Artist <i>Role: Lead Designer</i></p>  <p>619-836-5441 Sara@TripepiSmith.com</p>	<p>Sara is a talented graphic artist with a background in marketing and environmental sustainability, in which she earned her degree from San Diego State University. Her formal education in Visual Communications and passion for the environment led her to complete a Creative Design internship with ECOLIFE Conservation. During her time with the non-profit, she advanced her strategic approach to graphic design. As a continuation of her interest in non-profits, NGOs, and the public sector, Sara tackles graphic design, digital marketing and web development projects for clients and Tripepi Smith.</p> <p>Sara has designed the following recruitment brochures:</p> <ul style="list-style-type: none"> • County of Kings, County Health Officer (Current) • County of Kings, District Attorney's Office (Current) • City of Pasco, IT Director (Current) • City of Lomita, City Manager (04/2024) • City of Menifee, Chief Financial Officer (10/2023) • City of Bainbridge Island, City Attorney (07/2023) • City of La Cañada Flintridge, City Manager (05/2023) • City of Bell, Community Services Director (03/2023) • City of Morro Bay, Harbor Director (02/2023) • City of Fairfield, Parks & Recreation Superintendent (01/2023) • City of American Canyon, Finance Director (01/2023) • West City Wastewater District, Records Program Coordinator (06/2022) • City of Fairfield, Finance Director (02/2022)
<p>Hannah Wedepohl, Junior Business Analyst <i>Role: Client Support</i></p>  <p>213-543-8252 Hannah@TripepiSmith.com</p>	<p>A strategic communicator with a passion for community engagement, Hannah has experience in social media management, digital media design, and client-relations. Hannah brings an interdisciplinary perspective with a degree in Educational Studies and minors in Communications and Political Science from Denison University. During her time at Denison, Hannah co-led a nonpartisan civic engagement initiative that registered students to vote and conducted civic education events. She also has broad experience managing social media accounts and designing content for higher education, non-profits, and philanthropy.</p> <p>Hannah has supported the following recruitments:</p> <ul style="list-style-type: none"> • County of Kings, County Health Officer (Current) • County of Kings, District Attorney's Office (Current) • City of Pasco, IT Director (Current)



METHODOLOGY AND APPROACH

The Humboldt Bay Municipal Water District’s Needs

The Humboldt Bay Municipal Water District (HBMWD) is seeking the assistance of a professional search firm to conduct a recruitment process to fill the General Manager position. The below outlines TS Talent Solutions’ approach to fulfilling the requested scope of work. TS Talent Solutions understands HBMWD is primarily a wholesale provider that provides water to 7 agencies (including 3 cities and 4 special districts) and has about 200 retail customers in some unincorporated areas. TS Talent Solutions recognizes that talent needs to have some comfort and familiarity in both wholesale and retail services.

TS Talent Solutions remains adaptable to managing the recruitment through HBMWD’s preferred method, should it differ from the process we proposed below. Throughout the recruiting process, TS Talent Solutions will provide an every-other-week update to key HBMWD staff noting the status of the work, number of candidates, and expectations for the next two weeks.

Project Management

TS Talent Solutions begins all engagements with a client kickoff meeting to introduce personnel to one another; define Key Performance Indicators (metrics, goals, and timelines); review project management processes and tools; and ensure each team member has a full understanding of their responsibilities.

Tripepi Smith primarily uses the following tools to manage projects:

- 🔗 Google Workspace for email, creating real-time collaborative documents, and instant messaging;
- 🔗 Google Meet or Zoom for conference calls;
- 🔗 Sprout Social for social media management;
- 🔗 Meltwater for social media and media monitoring;
- 🔗 Kantata for project/task management, internal project status updates, and time entry.

These tools enable project manager(s) to quickly determine a project’s budget status, review the schedule of tasks, and send rapid notifications to the whole team if issues arise.

Scope of Work – Talent Quest

Each Talent Quest is a dedicated journey to fill a specific executive-level position. Leveraging best practices in conducting recruitments and selection, we will spearhead the entire process, with HBMWD being as involved or hands-off as it would like. TS Talent Solutions will execute the following steps for the recruitment process:



STEP 1: DEVELOP A CANDIDATE PROFILE

TS Talent Solutions will meet with HBMWD Board, staff, and/or other appropriate stakeholders to obtain information regarding expectations and specific issues and opportunities facing HBMWD. We will use this information to determine the desired education, experience and background of the sought-after candidate, and to identify the management skills and style desired in each candidate. TS Talent Solutions will then develop a position profile and advertising plan based on this information.

STEP 2: DEVELOP MARKETING MATERIALS

TS Talent Solutions will develop the following marketing materials to support outreach and recruiting efforts:

- ✿ A 4–5-page digital recruitment brochure that provides key HBMWD metrics, highlights the benefits of working for HBMWD, provides information about the position, highlights exciting current and upcoming projects and programs, and provides instructions on how to apply for the position.
- ✿ 5 social media copies and graphics for publishing to HBMWD’s (and Tripepi Smith’s) social media channels.
- ✿ Compelling job board language to supplement the digital recruitment brochure.

STEP 3: OUTREACH AND RECRUITING

Next, TS Talent Solutions will conduct outreach to encourage individuals with superior qualifications to join our pool of candidates. We typically source high-caliber candidates by:

- ✿ Advertising the position to appropriate and diverse professional organizations, membership agencies and publications, including relevant associations like California Municipal Utilities Association, Association of California Water Agencies, and California Special Districts Association.
- ✿ Tapping into our uniquely broad, expansive network and toolset
 - We will both proactively reach out to candidates in the marketplace who may not be actively seeking the position, as well as pursue creative advertising solutions.
 - Our search may include national, regional, in-state and local elements, which will be determined at the start of the engagement.

STEP 4: EVALUATE AND SCREEN

As resumes come in, we will acknowledge, review and evaluate each one. We will filter each applicant resume for conformance to required and desired qualifications, as well as conduct preliminary videoconference interviews with the most-qualified candidates.



TS Talent Solutions will present viable candidates to HBMWD and provide a candidate materials packet, inclusive of:

- 🌱 A list of all applicants
- 🌱 A list of viable candidates we recommend move forward to the interview phase
- 🌱 Resumes and cover letters of all viable candidates
- 🌱 Summary sheets for all viable candidates

STEP 5: CONDUCT INTERVIEWS

For the next step, we will complete personal interviews with top candidates, focusing on assessing their skills, background, experience and interpersonal skills. Based on HBMWD’s preference, we will either develop recommended questions and rating criteria or use HBMWD’s existing/past resources. Our team manages all logistics involved in this step, including:

- 🌱 Coordinating the selection process and related materials needed for each interview.
- 🌱 Arranging candidate interviews and travel logistics.
- 🌱 Maintaining communications with each stakeholder; updating applicants of developments.
- 🌱 Conducting reference and background checks on select candidate(s) prior to consideration of extending an offer of employment.

STEP 6: NOTIFICATION

As we turn the corner on the recruitment, TS Talent Solutions will notify all candidates who are not selected that they are no longer in the running, while HBMWD will make the job offer to its preferred candidate.

STEP 7: NEGOTIATION

Lastly, we will collaborate with HBMWD staff in negotiating an employment contract with the preferred candidate. The final candidate will be subject to education verifications, DMV, civil and criminal background checks and credit checks.

TRIEPEI SMITH TALENT SOLUTIONS GUARANTEE

The Tripepi Smith Talent Solutions team guarantees industry-standard services. If within one year following the appointment, the selected candidate resigns or is terminated for cause, our team will conduct another search free of professional services charges. However, Humboldt Bay Municipal Water District will cover expenses related to the recruitment, including advertising fees, background check fees and travel costs.



Project Schedule

Below is a sample of a typical 16-week schedule, and sequenced deliverables, for a recruitment. We have the flexibility to “ramp up” or “ramp down” this process should HBMWD prefer something different. Finalizing a schedule that best suits HBMWD’s needs will require deeper discussions with staff.

WEEKS 1-3

STEP 1: DEVELOP A CANDIDATE PROFILE

- Kick-off meeting
- Stakeholder interviews

WEEKS 4-5

STEP 2: DEVELOP MARKETING MATERIALS

- Digital recruitment brochure
- Social media content
- Compelling job ad language

WEEKS 6-9

STEP 3: OUTREACH AND RECRUITING

- Digital job board positioning
- Aggressive outreach

WEEKS 10-12

STEP 4: EVALUATE, SCREEN AND PRESENTATION OF CANDIDATES

- Candidate evaluation
- Preliminary interviews
- Internet searches / review of public profiles
- Development of candidate materials packet
- Presentation of candidates to HBMWD staff
- Determine which candidates will be interviewed

WEEKS 13-16

STEPS 5-7: INTERVIEWS / NOTIFICATION / NEGOTIATIONS

- Interview scheduling and facilitation
- Development of interview packets for each panelist
- Candidate notification
- Negotiation support



PRICE PROPOSAL

The Talent Quest level of engagement provides HBMWD with comprehensive search services to connect with the most capable, talented candidates available in the market. **The fixed cost for the General Manager recruitment will be \$17,000, plus expenses, for an estimated total of \$20,500.**

Fees for each recruitment will be collected in three installments as follows:

1. Upon Execution of the Agreement - \$5,500
2. Following Presentation of Candidates - \$5,500 plus expenses
3. Upon Acceptance of Offer - \$6,000 plus any remaining expenses

TALENT QUEST	COST	NOTES
Executive Recruitment	\$17,000	Fixed Cost
Estimated Expenses	\$3,500	Estimated
TOTAL	\$20,500	

Estimated Expenses

We estimate \$3,000 in expenses, with these fees primarily being attributed to paid placements on various digital job boards and hotspots popular with local government agencies (priced at \$1,500 - \$3,000, depending on the position). One such platform is the well-known PublicCEO job board for a \$425 fee.

Tripepi Smith owns PublicCEO, a local government news publication dedicated to providing a statewide perspective on California’s cities, counties and special districts. PublicCEO reaches over 17,000 local government executives — city managers, county administrators and public executives included — through a daily newsletter, website and job board. The publication actively seeks stories promoting cross-sector partnerships to provide decision-makers with best practices, perspectives on trends, innovations and access to opportunities.

Additional expenses include travel reimbursement for Christine Martin to travel to the Humboldt Bay Municipal Water District for one (potential) on-site visit and third-party services for background checks, etc. If expenses appear to exceed the budget outlined above, TS Talent Solutions will discuss that budget risk with HBMWD staff and seek authorization before exceeding that expense budget.



Time & Materials (As-Needed) Services

If HBMWD encounters the need for additional communications support that wasn't planned, it will be handled on a fixed fee basis or a T&M basis. In these cases, Tripepi Smith will use the following information and our standard rates to price these additional services.

Resource	Standard
Principal	\$370
Director	\$255
Senior Business Analyst	\$195
Business Analyst	\$140
Junior Business Analyst	\$115
Senior Graphic Designer	\$185
Graphic Designer	\$130
Junior Graphic Designer	\$110

For ad hoc work, time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, 0.75, 4.0, or 6.5 hours. Ad hoc work will be invoiced at the end of the month in which the work was done. Fixed-price project work will be invoiced based on pre-determined payment schedules. All payment terms are net 30 days.

Meet Our Team



Shelley Nilsen, MSW
Local Owner

Leadership in non-profit, for-profit, and public sector; strategy; recruiting; coaching; team development; organizational culture; program and policy development. Community involvement: Workforce Development Board (Executive and Offshore Wind Committees); AHS FFA Job Interview Coach; Redwood Acres Jr. Livestock Committee



Leif Kamrud
Operations Manager

Coaching and team development; broad scope operations management; plan execution; human resources; payroll; recruiting and placement; sales. Community involvement: Arcata Chamber of Commerce (Board of Directors)



Chad Kaul
Business Developer

Market research and analysis; product development; venture capital; intellectual capital startups and investment; startup design strategy; international investor and industry professional recruiting. Community involvement: Food for People (Board of Directors), Arcata Chamber of Commerce (Ambassador)



Luis Ramirez
Sr. Employment Specialist

Bilingual recruiting and placement across a spectrum of fields; inside sales; hiring and onboarding; worker's comp management; job site safety.



Shantel Vierra
Director of Impressions

Recruiting specialist; hiring and onboarding; inside sales; front desk management; payroll and accounts receivable; social media and web marketing.



Jackie Martinez
Recruiting Specialist

Recruiting specialist; active and passive recruiting across multiple platforms; hiring and onboarding; inside sales.

Organization Community Support

Eureka Chamber of Commerce
Arcata Chamber of Commerce
McKinleyville Chamber of Commerce
Fortuna Chamber of Commerce
Del Norte Chamber of Commerce
Humboldt County Workforce Development Board
Arcata High FFA
Redwood Acres Jr. Livestock Auction
Humboldt County Fair Jr. Livestock Auction
Northcoast Employers Advisory Council
Humboldt Builder's Exchange
American Staffing Association
International Franchise Association

Success hinges on choosing the right leader to represent your company.

Express Employment Professionals takes an individualized approach to recruiting by providing service as unique as the companies and candidates we serve. We offer professional and executive search solutions that help organizations find the right leadership for the future.



CLIENT EXPERIENCE

Unlock the full potential of your recruitment process with Express Employment Professionals. For a single fee, access to our streamlined recruitment timeline, expertly crafted from defining search specifications to finalizing the ideal hire. Our meticulous methodology guarantees a comprehensive and smooth selection process, to appoint a skilled and adept leader.

With Express at your side, Humboldt Bay Municipal Water District can confidently navigate the complexities of recruitment, securing top-tier talent. We specialize in sourcing candidates who not only meet your criteria but also seamlessly integrate into your organizational culture—a crucial element for fostering an engaged and high-performing workforce.

Trust us to identify and recruit the finest leadership talent tailored precisely to your team's needs. Experience the difference with Express Employment Professionals.

OUR DIRECT HIRE GUARANTEE

We're directly impacted by the success of our community and have a vested interest in doing our part to foster thriving local employment markets. If the new employee terminates for any reason within 100 calendar days, a one-time replacement. Ask about the details in our agreement.



TRACK RECORD

We know that if you don't have quality leadership in place, nothing else really matters. Express has a proven track record of placing top-tier executives in reputable organizations like Jessicul, Changing Tides, Eureka Chamber of Commerce, Sequia Gas, and Area 1 Agency on Aging. We collectively have nearly 60 years of demonstrated experience identifying and securing exceptional talent, including CEOs, Executive Directors, Controllers, Finance Directors, General Managers, and Operations Managers, showcasing their versatility and expertise across various industries.



We're locally owned and operated with the support and stability of an international headquarters with four decades of staffing and HR expertise. It's the best of both worlds—small business flexibility, big company resources.

PROPOSAL

Humboldt Bay Municipal Water District

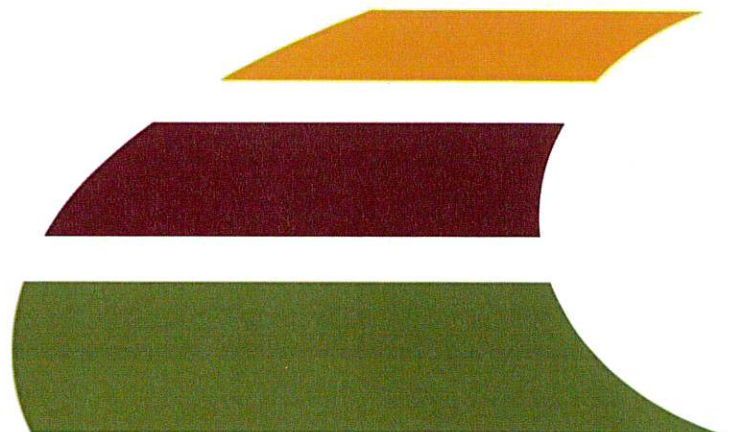
Executive Recruitment Services for
General Manager

Due Date: May 3, 2024

SUBMITTED BY:
MELISSA ASHER
Sr. Practice Leader, Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3358
masher@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

May 3, 2024

John Friedenbach
General Manager
Humboldt Bay Municipal Water District
828 7th St
Eureka, CA 95501

Submitted via email to: friedenbach@hbmwd.com

Subject: Executive Recruitment for General Manager

Dear Mr. Friedenbach:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Humboldt Bay Municipal Water District (District) with the recruitment of a new General Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the District to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me (916) 471-3358 or via email at masher@cpshr.us.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 100 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Texas, Colorado, and Southern California.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 20 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR are female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, that includes a diversity sourcing filter.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system?

*Proposal to Humboldt Bay Municipal Water District
Executive Recruitment for General Manager*

CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Partial list of recruitments.** Below is a listing of recruitments that we have conducted in California to show our experience with similar executive recruitments.

Agency	Title	Year Completed
Ironhouse Sanitary District, CA	General Manager	Current
City of San Jose, CA	Deputy Director, Water Resources	Current
North San Joaquin Water Conservation District, CA	General Manager	2023
Coastside County Water District, CA	Assistant General Manager	2023
Sierra Lakes County Water District, CA	General Manager	2023
Central Contra Costa Sanitary District, CA	Deputy General Manager	2023
North of the River Recreation & Park District, CA	General Manager	2023
Selma-Kingsburg-Fowler County Sanitation District, CA	General Manager	2023
East Bay Regional Park District, CA	Assistant General Manager of Acquisition, Stewardship, and Development	2023
East Bay Regional Park District, CA	Assistant General Manager of Operations	2023
City of Grand Prairie, TX	Epic General Manager (Outreach)	2022
Indian Wells Valley Water District, CA	General Manager	2022
San Diego County Water Authority, CA	General Counsel	2022
Texas Recreation & Park Society, TX	Executive Director	2022
Mid-Peninsula Water District, CA	General Manager	2022
East Bay Regional Park District, CA	General Manager	2021
Metropolitan Transportation Commission, CA	General Counsel	2020
Alderwood Water and Wastewater District, WA	General Manager	2020
Elk Grove Water District, CA	Program Manager	2020

*Proposal to Humboldt Bay Municipal Water District
Executive Recruitment for General Manager*

Agency	Title	Year Completed
City of Ontario, CA	Assistant General Manager	2020
City of Redlands, CA	Director of Municipal Utilities and Engineering	2020
Carmichael Water District, CA	General Manager	2020
Hayward Area Recreation and Park District, CA	General Manager	2020
Alameda County Transportation Commission, CA	Executive Director	2019
California Student Aid Commission, CA	Executive Director	2019
San Mateo County Harbor District, CA	General Manager	2019
Turlock Irrigation District, CA	General Manager	2019
Metropolitan Transportation Commission, CA	Executive Director	2019
Valley of the Moon Water District, CA	General Manager	2019
East Contra Costa Irrigation District, CA	General Manager	2019
Las Gallinas Sanitation District	General Manager	2018
Diablo Water District	General Manager	2018
Port of Long Beach	Deputy Executive Director	2018
County of Alameda, Office of Education	Executive Director	2017
Monterey Regional Water Pollution Control Agency	Deputy General Manager	2017
CA Coastal Commission	Executive Director	2017
Cosumnes Community Services District	General Manager	2017
Merced CAG	Executive Director	2017
Rancho Murrieta Community Services District	General Manager	2017
Kirkwood Meadows Public Utility District	General Manager	2017
San Mateo County Schools Insurance Group	Executive Director	2017
Kings County Housing Authority	Executive Director	2017
Access Services	Executive Director	2017
Fresno Mosquito and Vector Control District	General Manager	2017
East Palo Alto Sanitary District	General Manager	2017
Tahoe City Public Utilities District	General Manager	2017
Sac Transportation Authority	Executive Director	2016

*Proposal to Humboldt Bay Municipal Water District
Executive Recruitment for General Manager*

Agency	Title	Year Completed
Hidden Valley Lake Community Services District	General Manager	2016
Pleasant Hill Recreation and Park District	General Manager	2016
Southern Nevada Regional Housing Authority	Executive Director	2016
Urban Drainage and Flood Control District	Executive Director	2016
South Coast AQMD	Executive Director	2016
CA Air Pollution Control Officers Association (CAPCOA)	Executive Director	2015
Solano County Water Agency	General Manager	2015
Tuolumne Utilities District	General Manager	2015
Hayward Area Park & Rec District	General Manager	2015
Nevada Irrigation District	General Manager	2014
Santa Clara Valley Habitat Agency	Executive Director	2014
San Francisco Estuary Institute	Executive Director	2014

Our Approach

Key Stakeholder Involvement

The Board of Directors on behalf of the Humboldt Bay Municipal Water District must be intimately involved in the search for a new General Manager. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Board of Directors, other key stakeholders may also be invited to provide input for the development of the candidate profile.

District's Needs

A critical first step in a successful executive search is for the Board of Directors to define the professional and personal qualities required of the General Manager. CPS HR has developed a very effective process that will permit the Board of Directors to clarify the preferred future direction for the District; the specific challenges the District is likely to face in achieving this future direction; the working style and organizational climate the Board of Directors wishes to establish with the General Manager; and ultimately, the professional and personal qualities required of the General Manager.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new General Manager. We will contact the Board of Directors and the newly appointed General Manager within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

*Proposal to Humboldt Bay Municipal Water District
Executive Recruitment for General Manager*

We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than **57%** of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also seek candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensure that we capture the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

The result is incredibly diverse candidate pools. Our clients have been quite pleased with our process and end results.

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Our executive recruitment team will work collectively to fulfill the District's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the District.

Role/Project Assignment	Name	Phone	Email
Manager, Executive Recruitment	Pamela Derby	(916) 471-3126	pderby@cpshr.us
Associate Executive Recruiter	Fatima Nukic	(916) 471-3308	fnukic@cpshr.us

Team Biographies

Pamela H. Derby, Manager, Executive Recruitment

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions. Ms. Derby is currently conducting the City Manager recruitment for the City of Arcata and the General Manager recruitment for the Ironhouse Sanitary District.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Fatima Nukic, Associate Executive Recruiter

Fatima Nukic has over ten years of professional experience in the public sector. She has assistant on a wide range of recruitments for county, city, special district, and association executives including executive director, city attorney, police chief, human resources director, finance director, health and human services director, risk manager, environmental resources director, to name a few. Ms. Nukic is an action-oriented and results-driven leader who thrives on finding new ways to promote recruitments and finding ideal candidates. She brings an extensive background in promoting, sourcing, and social media marketing to her role as an Associate Executive Recruiter at CPS HR Consulting.

Methodology and Scope of Work

Our proposed executive search process is designed to provide the District with the full range of services required to ensure the ultimate selection of a new General Manager is uniquely suited to the District's needs. CPS HR can perform **Outreach Only** or **Partial Recruitment** services if a **Full Recruitment** is not currently needed by the District.



Phase I: Our consultant will meet with the Board of Directors to ascertain the District’s needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the District.

Phase II: The recruitment process is tailored to fit the District’s specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the District. CPS HR will work with the Board of Directors to determine the process best suited to the Humboldt Bay Municipal Water District.

Below is a breakdown of the services included in each recruitment option.

Task	Description	Outreach	Partial	Full
Phase I - Develop Candidate Profile and Recruitment Strategy				
1	Finalize Schedule		X	X
2	Hold Key Stakeholder Meetings	X	X	X
3	Develop Candidate Profile	X	X	X
4	Develop Recruitment Brochure	X	X	X
Phase II – Aggressive, Proactive, and Robust Recruitment				
1	Place Ads	X	X	X
2	Identify and Contact Potential Candidates	X	X	X
3	Review Application Materials		X	X
4	Conduct Screening Interviews		X	X
5	Submit Client Report		X	X
6	Client Meeting to Select Semifinalists		X	X

7	Notify Candidates		X	X
Phase III – Selection				
1	Prepare Assessment			X
2	Schedule Candidates; Coordinate Travel			X
3	Prepare Evaluation manuals			X
4	Facilitate Finalist Selection Process			X
5	Conduct Reference and Background Checks			X
6	Assist in Negotiation (if requested)			X

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 - Develop Recruitment Brochure

The first step in this engagement is a thorough review of the District's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new General Manager. Activities will include:

- Identifying key priorities for the new General Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Directors wishes to establish with the General Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new General Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the Board of Directors' consideration to best produce the intended results.

CPS HR will provide a summary to the District stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review.

Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpsr.us/recruitment-solutions/executive-search.

Phase II – Aggressive, Proactive, and Robust Recruitment

- Task 1 - Place Advertisements**
- Task 2 - Identify and Contact Potential Candidates**
- Task 3 - Resume Review and Screening Interviews**
- Task 4 - Board of Directors Selects Finalists**

The recruitment process is tailored to fit the District’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
<ul style="list-style-type: none"> ● District’s website ● CPS HR website ● Association of California Water Agencies ● Brown and Caldwell Water Jobs ● Western Cities ● CSAC 	<ul style="list-style-type: none"> ● CSDA ● CASA ● American Waterworks Association ● Governmentjobs.com ● California City News ● California Water Jobs ● LinkedIn

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the General Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the District or continuing to ensure the public confidence in the integrity of the District.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Directors. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Directors to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process**Task 2 - Administer Selection Process****Task 3 - Final Preparation for Appointment****Task 4 - Contract Negotiation (if requested)**

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the District to review this process and discuss the District's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the District. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the District with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the District wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.
- **Conduct Background Checks:** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the District for further review.

*Proposal to Humboldt Bay Municipal Water District
Executive Recruitment for General Manager*

- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new General Manager can be completed in 12 to 14 weeks for a Full Recruitment. A Partial Recruitment can be completed in approximately 10 to 12 weeks, and an Outreach Only in about 4 to 6 weeks. The precise schedule will depend on the placement of advertising on appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads		➤														
Aggressive Recruiting						➤										
Final Filing Date							➤									
Preliminary Screening								➤								
Present Leading Candidates										➤						
Semi-finalist Interviews											➤					
Reference/ Background Checks												➤				
Final Interviews												➤				
Appointment														➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Professional Fees and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with a **Full Recruitment** (*Phases I, II, and III*) process. We are also providing the fees associated for **Partial** (*Phases I and II*) and **Outreach only services**.

Travel expenses for candidates who are invited forward in the interview process are not included.

Professional Fixed Fees*	
Professional Services for Outreach Only	\$10,000
Professional Services for Partial Recruitment	\$20,000
Professional Services for Full Recruitment	\$27,000

*Professional fees for a Partial and Full recruitment would be billed and paid monthly. Professional fees for an Outreach/Advertising project will be billed and paid in full after the completion of the project

One-Year Service Guarantee

If the employment of the candidate selected and appointed by the District as a result of a **full executive recruitment** (*Phases I, II, and III*) comes to an end before the completion of the first year of service, CPS HR will provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial or an outreach only recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the Humboldt Bay Municipal Water District in this important endeavor.



NORTH SAN JOAQUIN WATER CONSERVATION DISTRICT
(NSJWCD)

General Manager

ABOUT NSJWCD

The North San Joaquin Water Conservation District's ("District") mission is to sustainably manage water in the North San Joaquin Conservation District to benefit the local environment, community, and economy. The District covers 150,000 acres in northeastern San Joaquin County east of the City of Lodi and includes about 70,000 acres of irrigated farmland, including wine grapes, cherries, almonds, walnuts, and various other crops. The Mokelumne River runs through the center of the District and the District maintains a relatively junior water right to divert up to 20,000 acre-feet of water per year for agricultural irrigation and groundwater recharge. In 2021, the District Board of Directors adopted a Strategic Plan to guide the District's work and in 2022, the District Board of Directors adopted a District-wide groundwater charge to help support the District's work to sustainably manage groundwater.

As a result of this new revenue source, the District is hiring staff. The District is looking for a General Manager to help build the District's team and implement the Strategic Plan. The District General Manager will report to the District's five-member Board of Directors. The General Manager is responsible for all management, operations, planning, and implementation of decisions, policies, and programs as directed by the Board of Directors.

District Strategic Plan Goals

- Goal 1 – Ensure Fiscal Sustainability
- Goal 2 – Improve Communication and Transparency
- Goal 3 – Sustainably Manage Groundwater to Maintain Local Control
- Goal 4 – Protect the Mokelumne River Water Right
- Goal 5 – Build Facilities to Deliver Surface Water
- Goal 6 – Develop Sustainable Governance and Staffing Structure
- Goal 7 – Increase the Total Water Supply

For more information on NSJWCD's Strategic Plan, click [HERE](#).



ABOUT THE COMMUNITY

The northern San Joaquin County region is widely known as the Zinfandel Capital of the World, growing nearly 40% of California's premium wine grapes. With the warm valley sun during the day and the cool Delta breezes at night, this area boasts the ideal environment for both agriculture and residential living. The abundant water from nearby rivers supports over 90,000 acres of vineyards, producing an annual crop yield worth more than \$350 million. The region offers vibrant downtowns, weekly farmers' markets, art studios, and artisanal bistros. Additionally, there are multiple golf courses, and an abundance of watersports in the Mokelumne River and Lodi Lake Wilderness Area. The area offers an affordable living environment with a median home value of \$368,500 and a median rent price of \$1,360, according to Niche.com. There are above-average public-school ratings and a multitude of parks and public spaces.



■ ABOUT THE POSITION

The General Manager reports directly to the Board of Directors and serves as the chief executive and management official of NSJWCD. The General Manager works with the Board to carry out the statutory authorities and responsibilities of the District, as it updates, refines, or expands the District's mission and vision in response to the evolving water needs of the Eastern San Joaquin Groundwater Subbasin. The General Manager is responsible for all business operations and oversees the implementation of the Board's policies and programs.

Essential Duties and Responsibilities

Administration

- » Supervise consultants and/or personnel of the District and perform consultant and/or personnel actions including recruitment, employment, discipline, and termination.
- » Advise the Board of District activities and any problems arising relative to the administration or operation of the District.
- » Recommend hiring consultants and personnel necessary to the development and operation of the District.
- » Prepare Board meeting materials, attend Board meetings, and follow up on action items as directed by the Board.
- » Conduct annual review of Board Policies and Procedures.
- » Work to secure additional water rights for the District on the Mokelumne River.

Finance

- » Direct the preparation of the annual budget, monthly financial reports, and timely completion of audits completed by an outside auditor.
- » Provide advice and consultation on the development of District finances, operations, resources, programs, policies, and procedures, recommending and implementing change.
- » Direct all financial activities of the District with assistance of the outside CPA/bookkeeper.

Public Relations

- » Represent the Board of Directors with other governmental agencies and the public.
- » Supervise public relations efforts in disseminating information about District activities, such as newsletters.

- » Recommend policy actions to the Board of Directors and implement those actions as approved by the Board.
- » Organize and host annual public outreach meeting.
- » Update and maintain District website.
- » Hold regular meetings with landowners, including improvement district meetings.

Regulatory Compliance

- » Work closely with legal counsel to ensure compliance with federal and state laws, rules and regulations, administrative orders, and water right conditions affecting the District.
- » Ensure compliance with the Sustainable Groundwater Management Act and associated Eastern San Joaquin Subbasin Groundwater Sustainability Plan.

Planning

- » Develop annual workplan.
- » Update the Strategic Plan on a regular basis.
- » Responsible for being fully informed on all District plans, programs, budgets, policies, and activities.
- » Perform complex regulatory compliance and planning functions.
- » Review contractor invoices and financial statements and make recommendations to the Board.
- » Work with landowners to form new improvement districts.
- » Develop new groundwater recharge projects.

Operations

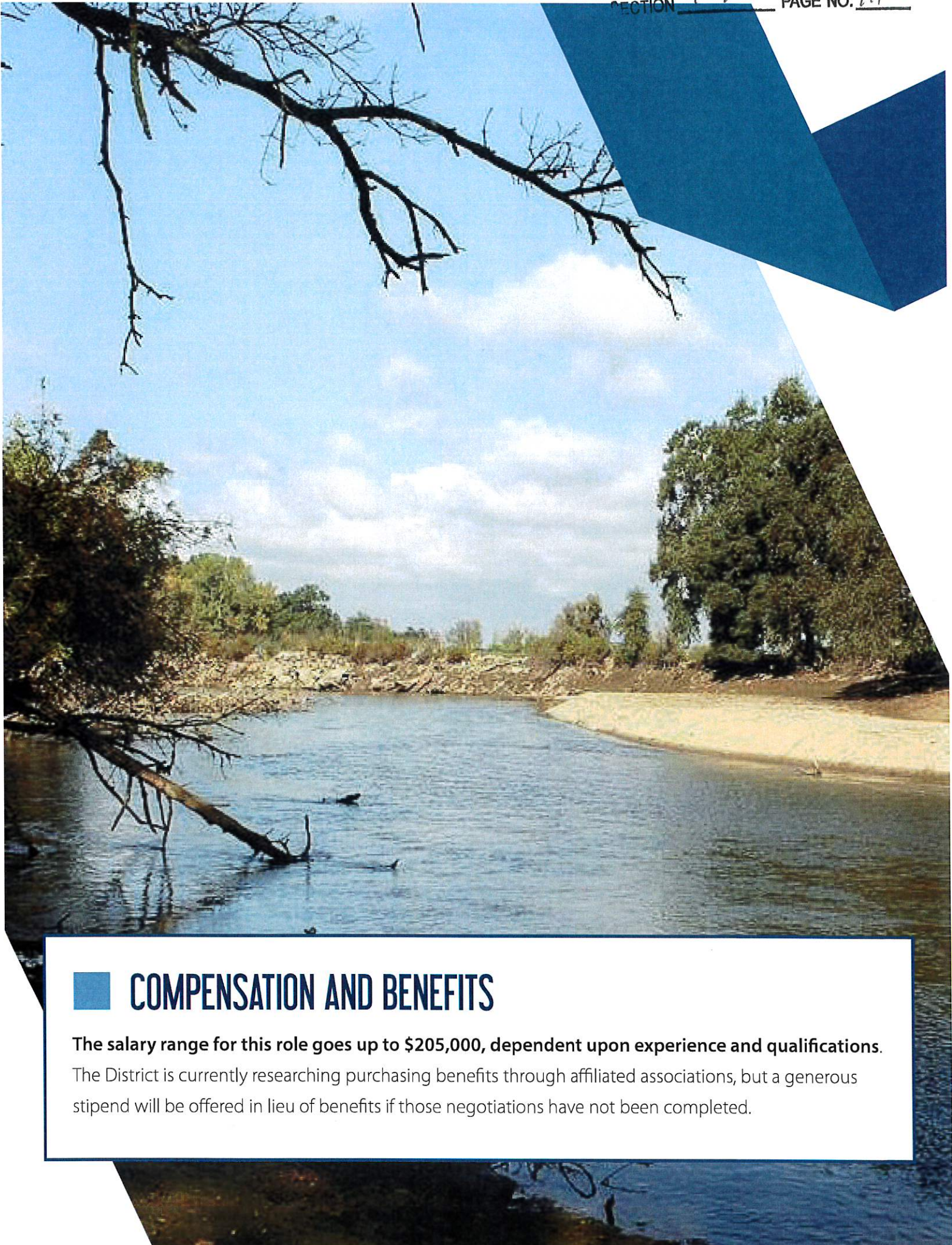
- » Manage operations of improvement districts.
- » Manage and operate existing groundwater recharge projects.



THE IDEAL CANDIDATE

The ideal candidate will lead NSJWCD with transparency and integrity. The General Manager will work cooperatively and respectfully with Board members, staff, consultants, and constituents. The General Manager will have a strong political acumen and be able to work collaboratively with Elected Officials, Community Leaders, and other stakeholders while still maintaining NSJWCD's mission of sustainable water management for the benefit of the local environment, community, and economy. A bachelor's degree in water resources management, natural resources, and conservation, or environmental engineering will be beneficial in this role, along with five to ten years of increasingly responsible experience working with local, regional, or statewide water-related policy, legislation, and other related issues pertaining to water interests.





■ COMPENSATION AND BENEFITS

The salary range for this role goes up to \$205,000, dependent upon experience and qualifications. The District is currently researching purchasing benefits through affiliated associations, but a generous stipend will be offered in lieu of benefits if those negotiations have not been completed.

APPLICATION PROCESS

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted without prior notice) by **Monday, June 26, 2023**. Resumes should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpsr.us/recruitment/2220>.

For further information contact:



Pam Derby
CPS HR CONSULTING
916-471-3126
E-mail: pderby@cpsr.us
Website: www.cpsr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to NSJWCD. Selected candidates will be invited to participate in further interview and selection activities, with the Selection Committee tentatively scheduled for early July. An appointment will be made following comprehensive reference and background checks.



ASSEMBLYMAN
Joe Patterson
 5TH DISTRICT

AB 2639 – PUBLIC FOREST HEALTH & WATERSHED IMPROVEMENT PROJECTS

IN BRIEF:

Assembly Bill 2639 will allow the use of the Forest Practice Rules, administered by CALFIRE, as an expedited alternative to review under the California Environmental Quality Act (CEQA) for publicly funded forest health projects. The environmental assurances of both options are equivalent.

EXISTING LAW:

Currently, ALL publicly funded forest health projects must undergo environmental review under CEQA (PRC Div 13). However, “timber operations” are environmentally reviewed under Forest Practice Rules (PRC Div 4) with a timber harvesting permit. The Forest Practice Rules are considered an environmental equivalent to CEQA and administered by CalFire.

AB 2639 would expand the eligibility of the timber harvesting permit to ALLOW publicly funded fuels reduction and forest health projects to operate under this type of permit. Without this change, ONLY commercial projects are currently eligible.

THE ISSUE:

The wildfire crisis is claiming lives, engulfing communities, and destroying watersheds and forest ecologies. Land managers, scientists, and conservationists have established that ecologically minded fuels reduction work and managed, or prescribed fire, are necessary to have sustainable forest lands. California has agreed with the federal government to collectively treat one million acres per year by 2025, but we are only halfway towards this goal, in part because of the lengthy time for environmental review under CEQA. This review is routinely taking one to two years to complete for small projects being done by resource conservation districts, water districts, and other public land managers. Given that these projects are being done with public money, for public good, and with ecological objectives, an expedited process is appropriate.



At left:
 American River
 headwaters
 before fuels
 management



At left:
 Same location
 after fuels
 management

THE SOLUTION:

The environmental review timeline under Forest Practice Rules is on the order of weeks or months rather than years, but with functionally equivalent environmental assurances. AB 2639 will expedite desperately needed forest health and watershed improvement projects by including publicly funded fuels management in the definition of "timber operations." This legislation will maintain important environmental and tribal reviews but allow the choice between CEQA and Forest Practice Rules.

SPONSOR:

Placer County Water Agency
Tony Firenzi; tfirenzi@pcwa.net
(916) 624-0640

CONTACT:

Chloe Bowman; chloe.bowman@asm.ca.gov
(916) 319-2005

Comparison of Forest Practice Rules and California Environmental Quality Act (CEQA) Compliance for Forest Fuels Reduction	
Forest Practice Rules	CEQA
Authority of Oversight	
CALFIRE, Registered Professional Forester (RPF), and Responsible Agencies: Regional Water Quality Control Board (RWQCB), California Geologic Survey (CGS), and California Department of Fish and Wildlife (CDFW)	Lead Agency defined by CEQA, which is most often the Responsible Agency performing the work. Project may require permits from CDFW and/or RWQCB depending on location and scope of work.
Assurance of Oversight	
CALFIRE, RPF, Responsible Agencies	Lead Agency
Complete Timeline prior to Implementing Work	
Timber Harvesting Plan = 3 to 6 months	Environmental Impact Report (EIR) = 2 to 3 years
Emergency Notice = 2 weeks to 1 month	Mitigated Negative Declaration or Negative Declaration (MND/ND) = 12 to 18 months
Exemption = 2 weeks to 1 month	Notice of Exemption (NOE) = 1 month
Cost of Compliance	
Timber Harvesting Plan = \$30,000-\$60,000	EIR = \$100,000+
Emergency Notice = \$5,000-\$20,000	MND/ND = \$50,000-\$100,000
Exemption = \$5,000-\$20,000	NOE = less than \$10,000
Scope of Oversight	
Tribal consultation through CALFIRE permit, archaeological and biological assessments completed by RPF or other resource professionals. Plans reviewed by CALFIRE and Responsible Agencies prior to approval. CALFIRE and Responsible Agencies can inspect during and following treatment.	Tribal consultation by Lead Agency during CEQA process. Archaeological and biological assessments are completed by Lead Agencies or their consultants. Consultation with trustee agencies for EIR, ND, MND, depending on project scope.
Common Exemptions for Fuels Reduction Projects	
<ul style="list-style-type: none"> • Fuel Hazard Reduction Emergency Notice. CCR 1052.4 (1/4 mile from permitted structure, 500 feet off roads, bridges, and infrastructure) • Forest fire prevention exemption CCR 1038.3 (300-acre max) 	<ul style="list-style-type: none"> • CCR 15304 – Fuel hazard removal within 30 feet of structures, 100 feet under discretion of fire district



Bill Text: CA AB2639 | 2023-2024 | Regular Session | Amended California Assembly Bill 2639

Bill Title: Forestry: timber operations: maintenance of timberlands for fuels reduction.

Spectrum: Partisan Bill (Republican 1-0)

Status: *(Introduced)* 2024-04-15 - Re-referred to Com. on APPR. [AB2639 Detail]

Download: California-2023-AB2639-Amended.html

AMENDED IN ASSEMBLY APRIL 11, 2024

AMENDED IN ASSEMBLY MARCH 18, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY BILL

NO. 2639

Introduced by Assembly Member Joe Patterson

February 14, 2024

An act to amend Sections 4527 and 4581 of the Public Resources Code, relating to forestry.

LEGISLATIVE COUNSEL'S DIGEST

AB 2639, as amended, Joe Patterson. Forestry: timber operations: maintenance of timberlands for fuels reduction.

The Z'berg-Nejedly Forest Practice Act of 1973 prohibits a person from conducting timber operations unless a timber harvesting plan prepared by a registered professional forester has been submitted to, and approved by, the Department of Forestry and Fire Protection. Existing law defines "timber operations" for purposes of the act. The act provides that any person who willfully violates any provision of the act or rule or regulation of the State Board of Forestry and Fire Protection is guilty of a misdemeanor.

The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.

This bill would expand the definition of "timber operations" to include the maintenance of timberlands ~~for fuels reduction~~, *through fuels reduction* paid in part or in whole with public funds. By expanding the scope of a crime, the bill would create a state-mandated local program. The bill would provide that timber operations for the maintenance of timberland, paid in part or in whole with public funds, ~~may may, as an alternative to obtaining an approved timber harvesting plan~~, *comply with the requirements of CEQA in lieu of preparing a timber harvesting plan*. CEQA.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Digest Key

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

Bill Text**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:****SECTION 1.** Section 4527 of the Public Resources Code is amended to read:

4527. (a) (1) "Timber operations" means the cutting or removal, or both, of timber or other solid wood forest products, including Christmas trees, from timberlands for commercial purposes, or the *noncommercial* maintenance of timberlands ~~for fuels reduction, through fuels reduction~~ paid in part or in whole with public funds, together with all the incidental work, including, but not limited to, construction and maintenance of roads, fuelbreaks, firebreaks, stream crossings, landings, skid trails, and beds for the falling of trees, fire hazard abatement, and site preparation that involves disturbance of soil or burning of vegetation, slash, or woody debris following timber ~~harvesting activities or maintenance of timberland,~~ *harvesting*, but excluding preparatory work such as treemarking, surveying, or roadflagging.

(2) "Commercial purposes" includes (A) the cutting or removal of trees that are processed into logs, lumber, or other wood products and offered for sale, barter, exchange, or trade, or (B) the cutting or removal of trees or other forest products during the conversion of timberlands to land uses other than the growing of timber that are subject to Section 4621, including, but not limited to, residential or commercial developments, production of other agricultural crops, recreational developments, ski developments, water development projects, and transportation projects.

(b) For purposes of this section, the removal of trees less than 16 inches in diameter at breast height from a firebreak or fuelbreak does not constitute "timber operations" if the removal meets all of the following criteria:

(1) It is located within 500 feet of the boundary of an urban wildland interface community at high risk of wildfire, as defined in pages 751 to 776, inclusive, of Volume 66 of the Federal Register (66 FR 751-02), as that definition may be amended from time to time. For purposes of this paragraph, "urban wildland interface community at high risk of wildfire" means an area having one or more structures for every five acres.

(2) It is part of a community wildfire protection plan approved by the department or part of a department fire plan.

(3) The trees to be removed will not be processed into logs or lumber, unless the work is being conducted by, or in partnership with, a public agency or a nonprofit organization that has received a grant from the department for vegetation management or fuel reduction, in which case the logs or lumber may be sold.

(4) The work to be conducted is under a firebreak or fuelbreak project that has been subject to a project-based review pursuant to a negative declaration, mitigated negative declaration, or environmental impact report in compliance with the California Environmental Quality Act (Division 13 (commencing with Section 21000)). For projects to be conducted on forested landscapes, as defined in Section 754, the project and the project-based review shall be prepared by or in consultation with a registered professional forester.

(5) The removal of surface and ladder fuels is consistent with former paragraph (9) of subdivision (j) of Section 4584, as that section read on December 31, 2018.

SEC. 2. Section 4581 of the Public Resources Code is amended to read:

4581. No person shall conduct timber operations unless a timber harvesting plan prepared by a registered professional forester has been submitted for those operations to the department pursuant to this article. The plan shall be required in addition to the license required in Section 4571. Timber operations for the maintenance of timberland, paid in part or in ~~while whole~~ with public funds, ~~may may, as an alternative to obtaining an approved timber harvesting plan pursuant to this section,~~ comply with Division 13 (commencing with Section ~~21000~~) ~~in lieu of preparing a timber harvesting plan. 21000~~.

SEC. 3. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

Tony Diaz- over flow pipe at Ocean & New Navy Base rd.



Ashley Rose: Vault # 2 Along New Navy Base Rd.



Water Vault Opt 1

Sophia Levesque: Vault # 1 at Power Poles Beach



Water Vault Opt 2

Vault # 4 in Fairhaven



ACWA



AGENDA

Investment Subcommittee	
April 23, 2024 • 9:00 AM	Teleconference
Zoom Meeting ID – 844 1015 0925	Passcode: 950602

Don Patterson, Chair

		Page
I.	Call to Order	
II.	Roll Call	
III.	1 st Quarter Investment Report	1
IV.	Adjournment	



REGIONS

REGION 1 BOARD MEETING

Monday, April 22, 2024 | 1:00 p.m. – 3:00 p.m.

[Zoom Access Here](#)

AGENDA

- I. Call to Order, Welcome Elizabeth Salomone
Region 1 Chair
- II. ACWA Update ACWA Staff
- III. Region Updates Board/Reporters/Jennifer Rotz
 - a. Region Membership Meeting – Spring Conference
 - i. Committee & Outreach Captain Reports
 - ii. Mentimeter
 - b. Region Event – October 30, 2024
 - c. ACWA Strategic Plan Discussion
- IV. Additional Discussion Items All

REGION 1 BOARD 2024-2025

Chair

Elizabeth Salomone,
Mendocino County Russian
River Flood Control & Water
Conservation Improvement
District

Vice Chair

Jennifer Burke, Santa Rosa
Water

Board Members

Tamara Alaniz, Brooktrails
Township Community
Services District

Shannon Cotulla, Town of
Windsor

Dennis Mayo, McKinleyville
Community Services District

David Rabbitt, Sonoma
Water

J. Bruce Rupp, Humboldt
Bay Municipal Water
District

Questions

Contact Jennifer Rotz,
Regional Affairs
Representative II, at
JenniferR@acwa.com or
916.669.2373

*Cindy Truck - State - SC 867
Create Resilience Bonds - one of three Bill
Total amount for all 3 Bonds? 2024
Revenue is driving the issue
stay tuned for admissions
Assessing impact of bonds funds
State leg -
Bill AB 2257 - Harry Wilson -
would help defend against 218 lawsuit
Take a support position.
AB 2614 - aimed at protecting water
issues for tribes. Watch and
amend - Every regional water board
to provide regional prep for protection.
Regulatory Issues: Max contaminant
level for chromium.*

TAXI hyle - ACWA Fed Advocate

PFAS $\frac{1}{3}$ PFOA

April 10 - Find MCL levels 4. per million
10. per billion

Hazard Index

5 year implementation period

3 years for tracking

2 years report and clean

PFAS $\frac{1}{3}$ PFOA designated as hazardous under Cysda

Creates liability -

No protection for third party law sites

ACWA action alert -

WRDA - passed this year -



MEMO

TO: State Senate Climate Bond Working Group

FROM: Cindy Tuck and Soren Nelson, Association of California Water Agencies (ACWA)

DATE: April 19, 2024

RE: ACWA Priorities for the Climate Resilience Bond

Thanks again for the opportunity for ACWA to share its perspective in the climate bond meeting yesterday. ACWA suggests the following water infrastructure categories and amounts. ACWA developed these recommendations with input from ACWA members from all regions of California.

ACWA'S CLIMATE RESILIENCE BOND PRIORITIES

Categories	Recommended Funding
Dam Safety/Forecast-Informed Reservoir Operations	\$850 million
Recycling and Desalination	\$1.35 billion
Safe Drinking Water/Clean Water	\$600 million
Groundwater Management/Aquifer Recharge	\$1 billion
Flood Protection	\$1 billion
Regional Water Conveyance	\$800 million
Regional Watershed Resilience	\$500 million
Surface Water Storage	\$750 million
State Water Project	\$500 million
Water Conservation/Use Efficiency	\$500 million

These investments would help water managers prepare for weather whiplash between drought and flooding. ACWA also supports inclusion of funding for wildfire protection/forest health improvement.

Polling indicates that voters believe the following are extremely important or very important: 1) providing safe drinking water (80%); 2) protecting water supplies (80%); 3) funding infrastructure projects that create jobs and promote economic recovery (67%); 4) preparing for drought (65%); and 5) improving forest health (65%).

Contact Information: Soren Nelson, State Relations Advocate, sorenn@acwa.com
Cindy Tuck, Deputy Executive Director, cindyt@acwa.com



Bringing
Water
Together

April 16, 2024

The Honorable Diane Papan
Chair, Assembly Committee on Water, Parks, and Wildlife
1020 N Street, Suite 160
Sacramento, CA 95814

RE: **AB 2614 (Ramos): Water policy: California tribal communities – Letter of Concerns**

Dear Chair Papan:

While the Association of California Water Agencies is not taking an official position at this time, I write to convey our significant concerns with AB 2614, and express our interest in working with the author, sponsor, committee chairs, and committee staff to seek constructive solutions for the bill. AB 2614 proposes several amendments relating to tribal uses to the Porter-Cologne Water Quality Control Act, which establishes a state policy for water quality control and regional water quality control plans.

AB 2614 would include the defined term “tribal water uses” in the term “beneficial uses” of the waters of the state that may be protected against quality degradation. The bill would require any project or regulatory program subject to approval by the State Water Resources Control Board (State Water Board) or a Regional Water quality Control Board, within the California Environmental Quality Act (CEQA), and in any findings and declarations presented for State Water Board or a Regional Water Quality Control Board approval, to describe, with both quantitative and qualitative information, how the project or regulatory program will impact tribal water uses.

The bill would exempt adoption of tribal water uses within water quality control plans from CEQA, and would require, on or before January 1, 2028, each Regional Water Quality Control Board to adopt water quality standards to achieve reasonable protection of tribal water uses into water quality control plans. The bill would also require, on or before January 1, 2026, the State Water Board to incorporate water quality standards to achieve reasonable protection of tribal water uses into the water quality control plan for the San Francisco Bay and Sacramento-San Joaquin Delta watershed.

The author has stated that AB 2614 is intended to ensure that all California tribes can benefit from water quality management plans that place tribal water uses on equal footing with other uses. While some parts of the bill would help advance involvement of tribal communities in development of water quality control plans, several provisions do not match the author’s stated intent, and could be used to compel a substantial redistribution of water in a way that could have serious statewide consequences.

- 1. The bill would include a broad and unworkable definition of “tribal water uses,” but also contains potential statutory amendments that might be the basis for productive discussions.**

The bill would define “tribal water uses” as any tribal practice that involves contact with a body of water or use of animals, plants, or fungi that reside in, or are adjacent to, a body of water. A California tribal community that elects not to publicly disclose its tribal water uses would be authorized to confidentially disclose them to the State Water Board or a regional board. This definition of tribal water uses would replace all definitions previously adopted by a state agency, including definitions of “tribal traditional



cultural uses” and “tribal subsistence uses.” This definition is overly broad and would create complications for compliance with the proposed provisions of the bill.

No other beneficial use is defined in statute. Beneficial uses are defined in the regional water quality control plans. In 2017, the State Water Board defined the three following beneficial uses relating to tribal uses:

- 1) Tribal Tradition and Culture: Uses of water that support the cultural, spiritual, ceremonial, or traditional rights or lifeways of California Native American Tribes, including, but not limited to: navigation, ceremonies, or fishing, gathering, or consumption of natural aquatic resources, including fish, shellfish, vegetation, and materials.
- 2) Tribal Subsistence Fishing: Uses of water involving the non-commercial catching or gathering of natural aquatic resources, including fish and shellfish, for consumption by individuals, households, or communities of California Native American Tribes to meet needs for sustenance.
- 3) Subsistence Fishing: Uses of water involving the non-commercial catching or gathering of natural aquatic resources, including fish and shellfish, for consumption by individuals, households, or communities, to meet needs for sustenance.

The State Water Board directed the Regional Water Quality Control Boards to include the defined beneficial uses, to the extent the activities are defined in a water quality control plan. To include tribal beneficial uses in regional water quality control plans, Regional Water Quality Control Boards, with engagement from California tribes and the public, need to adopt tribal beneficial uses definition(s) into the regional water quality control plans, gather data for designations, and designate waterbodies or parts of a waterbody with tribal beneficial uses. Public process through CEQA is required for a Regional Water Quality Control Board to designate new beneficial uses to specific waterbodies. The proposed definition would replace existing definitions already adopted into regional water quality control plans, which are not as broad as the definition proposed in statute, and potentially lead to significant water supply impacts throughout California. The definition of “tribal water uses” should be removed from the bill, as other beneficial uses are not defined in statute.

In addition, allowing California tribal communities to avoid publicly disclosing their tribal water uses would create significant compliance concerns. Allowing tribal communities to confidentially disclose their water uses to the State Water Board and Regional Water Quality Control Boards would make it impossible for water users not privy to that information to seek to comply with certain provisions of this bill, including where tribal water uses must be addressed in CEQA documents. Moreover, having decisions that could affect water rights and water-supply contracts be made based on information that tribes could hold as confidential would raise fundamental due process problems. In the event of litigation, even a court would be unable to review the information intended to support water quality standards to protect undisclosed uses for Water Code compliance.

Lastly, in the legislative findings and declarations of the bill, the language states that “allowing for tribal water uses should be a *primary factor* in determining the highest water quality that is reasonable in all regulatory decisions” (emphasis added) (see subdivision (e) in section 13000). This provision appears intended to provide tribal water uses elevated priority over other beneficial uses and does not comport with the author’s stated intent of the bill. Additionally, the subdivision is unnecessary as existing section 13000 requires the water boards, when determining the “highest water quality that is reasonable,” to consider “all demands being made and to be made on those waters and the total values involved, beneficial and detrimental, economic and social, tangible and intangible.” “All demands” includes tribal water uses, and no other beneficial use is referenced in this manner in statute.



It is important to maintain the reasonable protection of all beneficial uses of water, recognizing that it may be possible for the quality of water to be changed to some degree without unreasonably affecting beneficial uses.

While these matters, and those described below, present significant concerns for ACWA, AB 2614 does contain proposed statutory amendments that could be the basis for productive discussions. Specifically, section 7 of the bill would amend Water Code section 13241—which is the basic authority defining what must be considered in establishing water quality objectives—to require that the State Water Board and the Regional Water Quality Control Boards include tribal interests and environmental justice interests in adopting those objectives. Proposals along these lines potentially could be the basis for mutually agreeable statutory amendments.

2. The bill would exempt adoption of tribal water uses within water quality control plans from CEQA.

Currently the Regional Water Quality Control Boards are in the process of implementing the three tribal beneficial uses established by the State Water Board into the regional water quality control plans. Designating new beneficial uses to specific waterbodies, and then adopting water quality objectives to reasonably protect beneficial uses, is subject to CEQA. The CEQA process allows interested parties, including water agencies, to engage in the implementation of beneficial uses into the regional water quality control plans and evaluate potential impacts. AB 2614 would bypass this process and allow for the adoption of the tribal beneficial uses without any assessment of the potential impacts. This limitation in public process is highly problematic and this section should be removed from the bill.

3. Adopting water quality standards to achieve reasonable protection of tribal water uses into all water quality control plans by 2028 is infeasible.

The reasonable protection of beneficial uses is already provided for under existing law, therefore the inclusion of the protection of tribal water uses in this section would be duplicative. In addition, the compliance date of January 1, 2028, and the proposed exemption from the CEQA process, would prevent adequate input from interested parties, including water agencies, and the reasonable analysis of the effects of tribal water uses on other water uses. The bill's at most general definition of tribal beneficial uses makes it impossible to understand what all these uses would be, and the impact of incorporating these uses into all water quality control plans could have significant impacts for water supplies throughout the state.

The timing of this process, the exemption from CEQA, and the overly broad definition of "tribal water uses" present significant concerns. This section should be removed from the bill.

4. Requiring the State Water Board to incorporate water quality standards to achieve reasonable protection of tribal water uses into the water quality control plan for the San Francisco Bay and Sacramento-San Joaquin Delta watershed on or before January 1, 2026, is infeasible and could affect water supplies for tens of millions of Californians.

The proposed requirement for the State Water Board to incorporate water quality standards for tribal water uses into the Bay-Delta Water Quality Control Plan (Bay-Delta Plan) update, which is a regulatory process that has been underway for many years, would disrupt the current regulatory process and would create many uncertainties that this bill fails to address. Given how communities throughout



California rely on water from the Bay-Delta watershed, the State Water Board's update to the Bay-Delta Plan may affect water supplies for tens of millions of Californians. Under AB 2614, there are potentially many different tribal uses that would need to be included in the Bay-Delta Plan almost immediately and they could conflict with not only water supplies from the Bay-Delta watershed and fisheries in the watershed, but even one another. The short compliance date of January 1, 2026, and the proposed exemption from the CEQA process effectively would prevent the reasonable analysis of the different beneficial uses. This section should be removed from the bill.

- 5. The bill would require any project or regulatory program subject to approval by the State Water Board or a Regional Water Quality Control Board, within CEQA, and in any findings and declarations presented for State Water Board or a regional board approval, to describe, with both quantitative and qualitative information, how the project or regulatory program would impact tribal water uses.**

This provision is duplicative of existing law, and other sections of this bill would make compliance with this provision infeasible. CEQA already allows for the consultation with California Native American tribes that are traditionally and culturally affiliated with the geographic area of the proposed project, as specified. In addition, the bill would also authorize a California tribal community to elect not to publicly disclose its tribal water uses and confidentially disclose them to the State Water Board or Regional Water Quality Control Boards. If a California tribal community elects to confidentially disclose its tribal water uses, a project proponent would not have access to the information necessary to describe how its project would impact tribal water uses. This problem would be compounded in the event of multiple tribes with multiple, and potentially competing, water uses. The definition of "tribal water uses" is also overly general, which would create challenges for projects to determine potential impacts for compliance.

Additionally, this bill would require a CEQA analysis of yet-to-be-defined tribal water uses for projects and activities that are otherwise exempt from CEQA (e.g., categorically or statutorily exempt actions like a one-year water transfer) and projects that have already completed CEQA review but which do not yet have a state or regional board permit. This section should be removed from the bill.

- 6. Requiring policies of the state with respect to water quality to consist of (1) tribal ecological knowledge, and (2) tribal comanagement of aquatic resources is unclear and may have significant consequences for water users throughout the state.**

The proposed requirement for state agencies to make resources available for tribal comanagement of aquatic resources within traditional and current tribal lands is problematic as it is unclear what "comangement" would consist of and how it would be achieved, particularly when tribes confidentially disclose their water uses. This would become even more complicated in areas with multiple tribal interests in resources. This also could permit the State Water Board to make changes to water rights permits and licenses to allow for "comangement" of water on tribal lands. This provision should be removed from the bill.

Additionally, the term "tribal ecological knowledge" should be defined for policies of the state to properly incorporate it as a consideration in regulatory and management programs relating to water quality.



7. The bill would require the MOU to include recommendations on how to achieve and maintain tribal water uses through State Water Board and regional board regulatory action and other programs, including, but not limited to, comanagement of habitat restoration and management programs and consultations with California tribal communities.

Existing law requires the Monitoring Council to review existing water quality monitoring, assessment, and reporting efforts, and shall recommend specific actions and funding needs necessary to coordinate and enhance those efforts. Existing law requires the MOU to describe the means by which the Monitoring Council is required to formulate recommendations to (1) reduce redundancies, inefficiencies, and inadequacies in existing water quality monitoring and data management programs in order to improve the effective delivery of sound, comprehensive water quality information to the public and decisionmakers; and (2) ensure that water quality improvement projects financed by the state provide specific information necessary to track project effectiveness with regard to achieving clean water and healthy ecosystems.

The proposed provision would expand the scope of the Monitoring Council beyond its stated purpose. The inclusion within the MOU recommendations on achieving and maintaining tribal water uses through State Water Board and Regional Water Quality Control Board regulatory action and other programs, including the comanagement of habitat restoration and management programs, would be problematic for the reasons stated above. “[C]omanagement of habitat restoration and management programs” should be removed from the bill.

8. The bill would require factors to be considered by a Regional Water Quality Control Board in establishing water quality objectives to include consultations with California tribal communities and environmental justice considerations.

For Regional Water Quality Control Boards to implement environmental justice considerations into water quality objectives, the term “environmental justice” needs to be clearly defined. Water Code section 189.7(d)(2) defines “environmental justice” to have the same meaning as defined in Public Resources Code section 30107.3. The definition in section 30107.3 should be cross-referenced in this bill to avoid ambiguity.

To address the concerns described above, ACWA has provided this committee and the author with proposed amendments. Those amendments are summarized below:

- Section 1, section 13000 of the Water Code, strike subdivision (e).
- Section 1, section 13000 of the Water Code, add the following savings clause: “Nothing in this legislation modifies rights or priorities to divert or use water consistent with water rights law applicable to California tribal communities.”
- Section 2, section 13050 of the Water Code, strike subdivision (t) the definition of “tribal water uses.”
- Section 3, Section 13142.1 of the Water Code, subdivision (a), subsection (1), “tribal ecological knowledge” should be clearly defined.
- Section 3, Section 13142.1 of the Water Code, subdivision (a), subsection (2), which would require that in regards to policies of the state with respect to water quality, state agencies should make resources available for tribal comanagement of aquatic resources within traditional and current tribal lands, should be stricken from the bill.



- Section 3, Section 13142.1 of the Water Code, subdivision (b), which would require any project or regulatory project subject to approval by the State Water Board or a regional board, within CEQA, and in any findings and declarations presented for State Water Board approval or a regional board approval, to describe how the project or regulatory program will impact tribal water uses, should be stricken from the bill.
- Section 5, section 13170.4 of the Water Code, which would require on or before January 1, 2026, the State Water Board to incorporate water quality standards to achieve reasonable protection of tribal water uses into the water quality control plan for the San Francisco Bay and Sacramento-San Joaquin Delta watershed, should be stricken from the bill.
- Section 6, section 13181 of the Water Code, subdivision (1), subsection (6)(C), which would require the MOU to include recommendations on achieving and maintaining tribal water uses through State Water Board and Regional Water Quality Control Board regulatory action and other programs, including the comanagement of habitat restoration and management programs and consultations with California tribal communities, “comanagement of habitat restoration and management programs” should be stricken from the bill and the section should state that state board and regional board regulatory programs “may include” consultations with California tribal communities.
- Section 7, section 13241 of the Water Code, subdivision (h), “environmental justice” should be clearly defined.
- Section 8, section 13243.5 of the Water Code, which would exempt the adoption of tribal water uses within a water quality control plan from CEQA and would require on or before, January 1, 2028, each water regional board to adopt water quality standards to achieve reasonable protection of tribal water uses into water quality control plans, should be stricken from the bill.

The author and the bill’s proponents have stated a willingness to work with interested parties on the bill. ACWA is a very interested party and would like to reiterate our intent to work with the author, sponsor, and all other interested parties to reach mutually agreeable bill language. If you have any questions about our concerns, please contact Kristopher Anderson at krisa@acwa.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristopher Anderson". The signature is fluid and cursive, written over a light blue horizontal line.

Kristopher M. Anderson, Esq.
Senior Legislative Advocate

cc: The Honorable James Ramos
Honorable Members, Assembly Committee on Water, Parks, and Wildlife
Pablo Garza, Consultant, Assembly Committee on Water, Parks, and Wildlife
Brent Finkel, Consultant, Assembly Republican Caucus

ACWA/JPIA



H.R. LaBounty Safety Award Winners

Spring 2024

Alameda County Flood Control and Water Control District (Zone 7 Water Agency)
Elke Rank

Oakdale Irrigation District
Mike Ayres

Rainbow Municipal Water District
Bernardo Nunez

American River Flood Control District
David Diaz

Sacramento Suburban Water District
Shawn Chaney

Centerville Community Services District
Tina Teuscher

Sweetwater Authority
Jason Le
Adam Dindlev
Mark De Alba
Travis Northinton
Matt Kloska
Richard Cortez
Richard Kerouac
Jim Dickerson
Victor Guas
Craig Rasmussen
Miles Teague

Elsinore Valley Municipal Water District
Andrew Saucedo
Daniel Lohre
Jennifer Aguirre

Humboldt Bay Municipal Water District
Essex Staff

Walnut Valley Water District
Shawna Seals

Mission Springs Water District
David Weaver



RCEA/RREDC



Redwood Coast Energy Authority
633 3rd Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-7232 Fax: (707) 269-1777

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

NOTICE AND CALL OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE REDWOOD COAST ENERGY AUTHORITY

TO THE BOARD OF DIRECTORS OF THE REDWOOD COAST ENERGY AUTHORITY
AND TO THE CLERK OF THE BOARD:

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors of the Redwood Coast Energy Authority is hereby called to be held on **Monday, April 22, 2024**, at the Wharfinger Building Bay Room, 1 Marina Way, Eureka, at **3:30 p.m.** The purpose is to address items from the cancelled April 25, 2024, regular meeting agenda listed below.

Dated: April 19, 2024


Sarah Schaefer, RCEA Board Chair

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

**Wharfinger Building, Downstairs Bay Room
1 Marina Way, Eureka, CA 95501**

**April 22, 2024
Monday, 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.

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 make a comment during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. You will continue to hear the meeting while you wait. When it is your turn to speak, a staff member will prompt you to unmute your phone or computer. You will have 3 minutes to speak.

You may submit written public comment by email to PublicComment@redwoodenergy.org. Please identify the agenda item number in the subject line. Comments will be included in the meeting record but not read aloud during the meeting.

While downloading the Zoom application may provide a better meeting experience, Zoom does not need to be installed on your computer to participate. After clicking the webinar link above, click "start from your browser."

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 March 28, 2024, Board Meeting.

- 4.2 Approve Disbursements Report.

- 4.3 Accept Financial Reports.

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. OLD CCE BUSINESS

- 6.1. Energy Risk Management Quarterly Report

Accept Energy Risk Management Quarterly Report.

7. NEW CCE BUSINESS – None.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

8. OLD BUSINESS

8.1 Executive Director Salary and Job Description

1. Adopt RCEA staff salary schedule with the removal of the Executive Director classification.
2. Adopt an Executive Director Salary schedule and approve the initial Executive Director salary range.
3. Approve updated Executive Director job description.

9. NEW BUSINESS

9.1 Foster Clean Power B Power Purchase Agreement

Approve Resolution 2024-4 Approving the Form and Authorizing the Execution of the Power Purchase Agreement with Foster Clean Power B LLC.

9.2 Energy Resilient Fire Services in High-Threat Communities Grant

Authorize RCEA Interim Executive Director to execute the California Office of Planning and Research Regional Resilience Grant Program Grant Agreement once finalized and reviewed by General Counsel.

Authorize RCEA Interim Executive Director to execute Partnership Agreement(s) with the RRGF fire station project partners.

10. STAFF REPORTS

10.1 Interim Executive Director's Report

11. FUTURE AGENDA ITEMS

Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

12. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, May 23, 2024, 3:30 p.m.

Wharfinger Building downstairs Bay Room, 1 Marina Way, Eureka, CA 95501
Online and phone participation will also be possible via Zoom.



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SECTION 10.4.a PAGE/NO. 4

BOARD OF DIRECTORS MEETING
CANCELLATION NOTICE

Wharfinger Building, downstairs Bay Room
1 Marina Way, Eureka, CA 95501

April 25, 2024
Thursday, 3:30 p.m.

The Redwood Coast Energy
Authority
Board of Directors'
April 25, 2024, regular meeting
has been cancelled.

THE NEXT SPECIAL MEETING
will be held

Monday, April 22, 2024, 3:30 p.m.

Wharfinger Building downstairs Bay 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/88601656079?pwd=VU9kN0o1VHMwRmZsbmBrK3dxY1pZZz09>

Meeting ID: 886 0165 6079 Passcode: 807814

**April 22, 2024 at 6:30 pm PT
 AGENDA**

- I. **Call to Order**
- II. **Approval of Agenda**
 - A. Approval of Agenda for April 22, 2024
- III. **Public Input for non-agenda items**
- IV. **Public Hearing for Draft FY 2025 RREDC Budget**
- V. **Consent Calendar**
 - A. Approval of Minutes of the Board of Directors Meeting: February 26, 2024
 - B. Acceptance of Agency-wide Financial Reports: February 29, 2024
- VI. **Program – Matt Rees, Chief Executive Officer, and Kent Scown, Chief Operations Officer, Southern Humboldt Community Healthcare District – *Update on Projects and Community Impact***
- VII. **New Business**
 - A. Consideration of Letter in Support of SB1423 – Medi-Cal: Critical Access Hospitals
 - B. Consideration of Letter in Support of Retaining “Market Match” Funding in FY 25 California Budget
 - C. Designation of RREDC Board Members as Redwood Capital Bank Signatories in addition to RREDC Executive Director and Lenders
 - D. Approval of the Fifth Amendment to the Lending Agreement for the County of Humboldt Headwaters Fund
 - E. Approval of RREDC Budget for FY 2025
- VIII. **Old Business None**
- IX. **Reports – No Action Required**
 - A. Executive Director's Report
 - B. Loan Portfolio Report
- 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 48 hours prior to the meeting will enable the Commission to make reasonable arrangements for accommodation.