



# HUMBOLDT BAY MUNICIPAL WATER DISTRICT

## Board of Directors Meeting

February 9, 2023



Solar Project 2023

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



**Agenda for Regular Meeting of the Board of  
Directors  
February 9<sup>th</sup>, 2023  
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. Protect the long-term water supply and water quality interests of the District in the Mad River watershed.*

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**COVID-19 Notice**

The Board room at 828 7th street will be open to the public at reduced capacity to accommodate social distancing. An online option will also be available.

**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 pm the day before the Board Meeting by sending comments to office@hbmwd.com. Email comments must identify the agenda item in the subject line of the email. Written comments may also be mailed to 828 7th Street, Eureka, CA 95501. Written comments should identify the agenda item number.

These comments will be read during the meeting. Comments received after the deadline will be included in the record but not read during the meeting. If participating in the meeting, public comments will also be received during the meeting.

**Time Set Items:**

<b>8.2</b>	<b>McNamara &amp; Peepe</b>	<b>9:15 AM</b>
<b>9.2</b>	<b>Safety Program</b>	<b>9:30 AM</b>
<b>10.4 a</b>	<b>Resolution Recognizing and Honoring Becky Moyle</b>	<b>10:00 AM</b>
<b>10.1</b>	<b>Engineering</b>	<b>11:00 AM</b>

**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 that are on the agenda at the time 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**

5.1 January 12, 2023, Regular 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***

6.1 Media articles of local/water interest (Articles A – F)\* — possibly approve

**7. CORRESPONDENCE**

7.1 Letter to Humboldt Co. Planning RE: Renewable America LLC easement encroachment\* — discuss

7.2 RLCSD Master Lease Option\* — discuss

7.3 Annual report to CDFW regarding Quagga Prevention Plan\* — discuss

**8. CONTINUING BUSINESS**

8.1 Water Resource Planning\* - status report on water use options under consideration

a. Local Sales

i. Nordic Aquafarms—discuss

ii. Trinidad Rancheria Mainline Extension — discuss

iii. Humboldt Bay Harbor District- Master Development Plan —discuss

b. Transport

i. Sites Reservoir news articles\* — discuss

c. Instream Flow— discuss

i. Instream Flow SWRCB committee meeting follow-up —discuss

8.2 McNamara & Peepe\* —discuss

**(Time set 9:15 AM)**

8.3 CLOSED SESSION- this will be the last item on the agenda

Public Employee Performance Evaluation for General Manager (pursuant to Section 54957(b)(1))

8.4 Diversity, Equity, and Inclusion\* — discuss

**9. NEW BUSINESS**

9.1 RLCSD – Policy 6500; Ordinance and 2023 Sublease Agreement \* — discuss

9.2 Safety Program\* — discuss

**(Time set 9:30 AM)**

9.3 2022 Quagga Inspection Summary\* — discuss

**10. REPORTS (from STAFF)**

**10.1 Engineering**

**(Time set 11:00 AM)**

a. Samoa Peninsula R.O.W. Maintenance Project Presentation and request for budget approval\* — discuss and possibly approve budget addition

b. 12 kV Switchgear Relocation (\$858,332 District match)\* – status report

c. Collector 2 Underground Power and Communication Project

Notice of Exemption\* — discuss and possibly approve

d. Collector 2 Rehabilitation Project\* — consider and possibly award contract

e. Collector Mainline Redundancy Project\* — status update and schedule Special Board meeting for contract award

f. GHD Mad River Cross Sections\* — discuss

g. Status report re: other engineering work in progress

10.2 **Financial**

- a. January 2023 Financial Statement & Vendor Detail Report\*— discuss and possibly approve
- b. Investment policy\* — discuss and possibly approve

10.3 **Operations**

- a. January 2023 Operation Report & Graphs\* — discuss

10.4 **Management**

(Time set 10:00 AM)

- a. Resolution 2023-05 Recognizing and Honoring Becky Moyle\* —discuss and possibly approve
- b. CSDA Call for Nominations\* —discuss

**11. DIRECTOR REPORTS & DISCUSSION**

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

11.2 **ACWA**

- a. Director report out, if any
- b. ACWA Spring Conference\* — discuss and possibly approve attendance

11.3 **ACWA – JPIA**

- a. Director report out, if any
- b. Director Rupp Executive Committee Nomination and Concurring Nominations:  
Humboldt Bay Municipal Water District Resolution 2023-02\* — discuss and possibly approve
- c. Concurring Nomination - Fred Bockmiller – Mesa Water District – 2023-03\* — discuss and possibly approve
- d. Concurring Nomination - David Drake – Rincon del Diablo Municipal Water District – 2023-04\* — discuss and possibly approve

11.4 **Organizations on which HBMWD Serves**

- a. RCEA Board of Directors Meeting Agenda 1/26/2023\* — report out
- b. RCEA Draft Meeting Dates\*— discuss
- c. RREDC Agenda January 23, 2023\*— discuss

**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 February 3<sup>rd</sup>, 2023.)

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



**Minutes for Regular Meeting of the Board of  
Directors  
January 12<sup>th</sup>, 2023**

**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. Protect the long-term water supply and water quality interests of the District in the Mad River watershed.*

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**1. ROLL CALL**

President Woo called the meeting to order at 9:00 AM. Directors Fuller, Latt, Lindberg, Rupp, and Woo were present. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Angela Smart were present. District Engineer Nathan Stevens was present for a portion of the meeting. Director Rupp conducted the roll call.

**2. FLAG SALUTE**

President Woo led the flag salute.

**3. ACCEPT AGENDA**

The agenda was accepted on motion by Director Rupp, seconded by Director Lindberg, with a Board vote of 5-0.

**4. PUBLIC COMMENT**

No comments were received.

**5. MINUTES**

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 4-0 to approve the December 8<sup>th</sup>, 2022, minutes with the edits suggested. President Latt abstained as he didn't attend the December meeting.

**6. CONSENT AGENDA**

The Board approved the Consent Agenda on motion by Director Fuller, seconded by Director Lindberg, and voted 5-0 in approval.

**7. CORRESPONDENCE**

**7.1 NCRP Proposition 1 IRWM Round 2 Grant Approval**

GM Friedenbach presented the Board with final approval from North Coast Resource Partnership (NCRP) regarding the IRWM funding for the Prop 1 Round 2 grant. The District received \$712,500 in grant funding.

**7.2 Letter to Planning Clerk with County of Humboldt P & B Dept RE: Northwind Management LLC**

GM Friedenbach sent a letter to the County of Humboldt Planning Department (CHPD) regarding Case# PLN 2021-17447, Parcel Number 401-112-030 assuring them that the District can provide the 384K gallons of potable water annually to the North Wind Management, LLC through the Harbor District meter. The Board decided there would be Board-to-Board communication with the Harbor District regarding their internal water distribution grid.

7.3 R.W. Matthews Dam Emergency Action Plan December 2022 Update

Staff prepared and distributed updated documentation to all 66 plan holders of the District's Emergency Action Plan (EAP).

**8. CONTINUING BUSINESS**8.1 Water Resource Planning – Top Tier Water Use Optionsa. Local Sales

- i. Nordic Aquafarms -The project continues in the permit challenge process.
- ii. Trinidad Rancheria Mainline Extension. The Rancheria prepared a draft RFQ for engineering services which may be publicly solicited soon.

b. Transport

GM Friedenbach spoke with Peter Kavounas, General Manager of Chino Basin Watermaster, whom he initially met with at the ACWA/JPIA Conference in November. After reviewing the Reconnaissance-Level Pipeline Study, Mr. Kavounas expressed interest in additional information about permitting and planning.

Kelly Lincoln asked about transport to Chino, and the staff/Board answered questions regarding the possibility of transporting water out of Humboldt County, something the District has been looking at historically. The Board reiterated the District's priority is ensuring that the local water supply is plentiful and that the process of water transportation will be transparent.

c. Instream Flow

The Board suggested the sub-committee discuss the finalization of the draft narrative and submit to the State Water Resources Control Board (SWRCB).

Margaret Tauzer, Hydrologist with National Marine Fisheries, stated she intended to submit written comments to the District.

8.2 McNamara & Peepe

Director Woo recused herself, citing a conflict of interest. Additional documents were handed out at the meeting consisting of a letter from the Department of Toxic Substances Control (DTSC) to Patrick Murphy, Humboldt Health Care LLC Co., who is the owner of the former McNord Lumber Company. The letter requested a response to the soil testing Preliminary Endangerment Assessment (PEA) performed on May 26<sup>th</sup>, 2022, under the Standard Voluntary Agreement. It outlined the repercussions of non-compliance.

Jennifer Kalt, Humboldt Baykeeper, stated that she and GM Friedenbach met with a consultant for Patrick's current company Emerald Farms, years ago concerning this site and the extent of likely contamination. President Latt spoke previously with Ms. Kalt regarding a grant program available to private landowners. Ms. Kalt clarified that the money could be used to assess the property but any cleanup can only be done if the owner is a public agency.

The second document was a copy of a letter to DTSC from GM Friedenbach on December 9<sup>th</sup>, discussed at last month's Board Meeting, which was finalized and sent.

**9. NEW BUSINESS****9.1 Officer and Committee Assignments**

This item was time set at 9:05 a.m. and occurred between agenda items 3 and 4.

**a. Election of officers:**

The election/appointment of officers and committee members were approved as follows:

- President: Neal Latt
- Vice-President: Michelle Fuller
- Secretary/Treasurer: J. Bruce Rupp
- Assistant Secretary/Treasurer: David Lindberg

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the governing body as indicated.

**b. Appointment to committees**

All appointments will remain the same, except for the addition of David Lindberg, serving as an alternate for the Water Task Force Committee, replacing President Latt.

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the committee changes as indicated.

**9.2 CalOES Resolution for Non-State Agencies – Resolution 2023-01**

CalOES requested a resolution updating the governing body post-election through the standard form provided. This resolution would apply to current and future grant funding for a period of 3 years, including FEMA Hazard Mitigation programs.

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve Resolution 2023-01, Designation of Applicant's Agent Resolution for Non-State Agencies.

**9.3 CLOSED SESSION- this was the last item on the agenda**

Public Employee Performance Evaluation for General Manager (pursuant to Section 54957(b)(1)).

Closed session was conducted from 2:28 pm to 2:41 pm. The Board returned to open session and Director Woo announced there was no reportable action.

**9.4 Diversity, Equity, and Inclusion**

The Board has been interested in proactively including Diversity, Equity, and Inclusion (DEI) in District policies and procedures. Staff prepared a memo defining DEI and outlining the Board's possible actions. After discussion, the Board agreed that staff will gather draft resolutions for the Board's consideration, focusing on professional community, recruitment, and vendor selection policies.

**9.5 Ruth Lake reforestation project**

- a. The Ruth Lake reforestation project is related to CalFire Healthy Forest grant for reforestation at Ruth Lake. The District's consultants, BBW & Associates, prepared the staff memo. Included are the Initial Study CEQA document and Notice of Exemption (NOE) to be filed for the project. This filing includes information regarding a larger footprint than the salvage logging which previously occurred and will extend the CEQA for four more years. The current work is covered until April 2023 under the CEQA completed for the salvage logging.

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the Ruth Lake reforestation project.

- b. The Board reviewed the CEQA exemptions listed.

On motion by Director Fuller, seconded by Director Rupp, the Board voted 5-0 to adopt the exemptions as listed in the Board Packet and directed the filing of the NOE with Humboldt County and the State Clearinghouse.

## 10. REPORTS (from STAFF)

### 10.1 Legal

**CLOSED SESSION** — Conference with Legal Counsel – Existing Litigation: Initiation of litigation pursuant to paragraph (1) of subdivision (d) of § 54956.9 (Van Duzen) Case # CV2201489

President Latt recused himself, citing a conflict of interest. Closed session was conducted from 1:30-1:43. The Board returned to open session and Director Woo announced there was no reportable action.

### 10.2 Engineering

a. 12 kV Switchgear Relocation (\$858,332 District match)

Mr. Stevens provided an update on the project. The equipment for removing the upper breakers in the Switchgear was received, though some of the needed components are still missing. The revised Arc Flash study is now focusing on aspects outside the 12kV project.

b. Collector 2 Rehabilitation Project

Construction bids advertised on December 21<sup>st</sup> are due back on January 26<sup>th</sup>. Once received, the Board will review accepted submissions for responsiveness and references. Mr. Stevens will create a recommendation memo for the February Board Meeting.

c. Collector Mainline Redundancy Project

This project is the installation of a new redundant pipeline from Essex to the Turbidity Reduction Facility (TRF). The District published a Request for Qualifications (RFQ) with a reply deadline of February 3<sup>rd</sup>. GM Friedenbach has established a selection committee and will review incoming submissions after the deadline. A special Board Meeting will be required to review and approve a potential bid for a contract.

d. Essex Onsite Sodium Hypochlorite Generation Project

Contract negotiations are complete with the selected equipment supplier PSI. GM Friedenbach sent a signed acceptance of their proposal for the budgeted amount of \$512K.

e. Matthews Dam Advance Assistance Seismic Stability Project

Last month the District received an RFI from CalOES, to which GM Friedenbach responded. Mr. Stevens is hoping for a reply back from CalOES soon.

f. Status report re: other engineering work in progress

Mr. Stevens said there is nothing further to report this month.



**10.3 Financial****December 2022 Financial Statement & Vendor Detail Report**

Ms. Harris advised the Board that the current general account is \$3.8 million, with various investments at \$7.9 million. Funds allocated to specific projects (advanced charges) are currently \$5.7 million. General reserves are at \$2 million.

On a motion by Director Latt, seconded by Director Lindberg, the Board voted 5-0 to accept the December 2022 Financial statement and Vendor detail in the amount of \$392,050.01.

**10.4 Operations****a. December 2022 Operation Report & Graphs**

Mr. Davidsen provided the December 2022 Operational Report. Ruth Hydro produced 247,200 KWh in December. Ruth Lake recorded 18.54" of rain in December. The lake level was 2660.92. The lake discharge averaged 411 cfs, with a high of 6248 cfs on December 31<sup>st</sup>. The river at Winzler Control Center had an average flow of 9397 cfs, with a high of 33,900 cfs on December 31<sup>st</sup>. HazWoper training was held on December 1<sup>st</sup> and the monthly safety meeting was held on December 15<sup>th</sup>. A 6.4 Earthquake happened on December 20<sup>th</sup>. Staff inspected all facilities and made repairs as required.

**b. Storm Damage**

On January 4<sup>th</sup>, Essex lost power due to the extreme weather that Humboldt County experienced as staff prepared to backwash two filters. The on-site 100kW generator runs all electrical loads except for the backwash cycle. Operating staff had two generators delivered successfully by 3:30 PM that afternoon and ran a successful backwash cycle at 7:30 PM. The river rose again, and because of the staff's quick and efficient actions, the District avoided having to issue a boil water notification and the systems were functioning properly.

**10.5 Management****a. Draft letter from RLCSD; RE: Master Lease Extension**

GM Friedenbach presented a draft letter from the RLCSD that will be discussed at their Board Meeting on Tuesday, January 10<sup>th</sup>. GM Friedenbach asked for questions or concerns regarding the content so he can submit responses before their February Board Meeting. President Latt spoke briefly about terms in the Master Lease that protect the District's input in the content of the Sublease.

**b. Presentation to employee.**

Angela Smart, the new Executive Assistant / Board Secretary, was presented with a District jacket, as is the custom for welcoming new employees to the Humboldt Bay Municipal Water District.

**c. RLCSD draft Sublease**

The ten-year term of the RCLSD Leaseholders Sublease is nearing its end this spring, 2023. Last month, GM Friedenbach presented a draft letter to the Board regarding penalty provisions suggested for the Sublease. The letter was finalized and sent to RCLSD for discussion at the January Board Meeting. GM Friedenbach asked for feedback to present to the RLCSD Board in February, along with the input for the Master Lease. The Subleases must be signed by the tenants and returned before the term begins this coming May, requiring a finalized document in March.

**11. DIRECTOR REPORTS & DISCUSSION**

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

The regular May Board Meeting date on the 11<sup>th</sup> conflicts with the ACWA Conference. The Board agreed to move the Board Meeting to May 18<sup>th</sup>.  
On motion by Director Rupp, seconded by Director Fuller, the Board voted 5-0 to approve the Board meeting date change to May 18<sup>th</sup>.

**11.2 ACWA**

*a. Director report out, if any*

Director Rupp reported he will be attending ACWA's Board meeting on January 29<sup>th</sup>.

*b. CAFWA (California Forest Watershed Alliance) letter to Governor Newsom*

GM Friedenbach received a coalition letter from CAFWA, through the ACWA Headwaters Committee, regarding the California State budget. The letter reiterated the intent to keep money in the budget for Forestry management, particularly for watersheds where Municipal water agencies operate.

**11.3 ACWA - JPIA**

*Director report out, if any*

Director Rupp announced the Executive Committee elections in May, which will require a Resolution from the District to nominate Director Rupp. Director Rupp mentioned Fred Bockmiller may be requesting a concurring resolution from our District for Fred's separate nomination to the Executive Committee. Both resolutions will be considered at the February board meeting.

**11.4 Organizations on which HBMWD Serves**

*a. RCEA Board of Directors report out*

Director Woo spoke briefly regarding the creation of an entity that will take over the distribution and transmission of the local energy grid. Further discussion between our Board members suggested that this is a common practice in Redding, Palo Alto, Alameda, and Santa Clara.

*b. RREDC*

The December meeting was canceled, so there was no report

**ADJOURNMENT**

The meeting adjourned at 2:42 pm

Attest:

\_\_\_\_\_  
Neal Latt, President

\_\_\_\_\_  
J. Bruce Rupp, Secretary/Treasurer



# California's Forecast-Informed Reservoir Operations Are Key to Managing Floods and Water Supplies

Published: January 16, 2023



High-flow releases from Coyote Valley Dam at Lake Mendocino on January 16, 2023.

As California experiences more extreme swings between wet and dry periods, it is critical for the State to deploy innovative forecasting and water management strategies to adapt to our changing climate.

The Department of Water Resources along with federal and local water agencies, have developed a Forecast-Informed Reservoir Operations (FIRO) program to take advantage of scientific improvements in forecasting atmospheric rivers to better anticipate and manage large storm events while maximizing opportunities to increase water supply. Atmospheric rivers like those we've seen in January 2023 have a profound impact on water management in California.

DWR, in coordination with Yuba Water Agency, UC San Diego, Scripps Institution of Oceanography, Center for Western Weather and Water Extremes, and the U.S. Army Corps of Engineers are now working together on this critical public safety initiative at two locations: Lake Oroville and New Bullards Bar.

Implementing FIRO at these two reservoirs impacting the Yuba and Feather rivers allows for coordinated, early releases of water in advance of strong atmospheric rivers, creating additional reservoir capacity to manage incoming inflows. Additionally, there is potential to improve water supply reliability and increase hydropower generation, both valuable assets.

FIRO is also being developed along the Santa Ana River Watershed in Orange County in an effort to improve groundwater recharge with stormwater storage at Prado Reservoir. FIRO originated at Lake Mendocino on the Russian River in an innovative pilot project with Sonoma Water, the U.S. Army Corps of Engineers, and Scripps Institution of Oceanography's Center for Western Weather and Water Extremes. The use of a steering committee of key agency and science partners enabled a collaborative approach to developing strategies to maximize the benefit of a flexible storage and release schedule while improving flood mitigation benefits.

On January 16, 2023, Sonoma Water and the U.S. Army Corps of Engineers marked the first high-flow release from Coyote Valley Dam since the drought started in 2020. Lake Mendocino was a bone dry lake when it was the backdrop for [Governor Newsom's regional drought emergency declaration](#) in April 2021. FIRO has allowed operators to maximize water supply during our recent winter storms while also managing flood control and the reservoir is now nearly full.

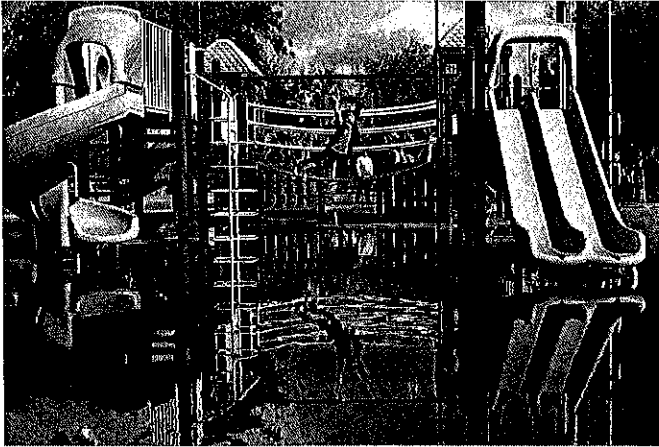
These pilot projects have demonstrated significant value for the U.S. Army Corps of Engineers to develop a program to evaluate using FIRO in all new water control manual updates. This opens the door for California to explore implementing FIRO broadly as an adaptation strategy to climate change.

At the heart of the FIRO program is the strong commitment to partnership and reservoir operation coordination among public agencies. Each partner agency plays a critical role in the program. This superior level of coordination nurtures knowledge-sharing and improvements in tools and technologies.

It is one of just many tools California and its federal and local agency partners are using to reduce the risk of flooding and improve water supply in wet years as we adapt to a hotter, drier future in California.

Los Angeles Times

## Devastating storms might be over, but officials caution California to stay vigilant



Rain boots came in handy for Lola Weiselman, 7, at a flooded Kenneth Hahn Park Playground on Martin Luther King Jr. Day after a weekend of rain in Southern California. (Jay L. Clendenin / Los Angeles Times)

BY ROSANNA XIA STAFF WRITER

JAN. 16, 2023

As the skies begin to clear and a relentless series of atmospheric rivers starts to move out, Californians are finally catching a break as they assess the aftermath of weeks of downed trees, landslides and devastating flooding.

River levels are receding in some areas, top climate officials reported in a briefing Monday, and the worst of the rain appears to be over.

One more storm system is forecast to roll through California on Wednesday, said California State Climatologist Mike Anderson, but it won't pack as much of a punch as the previous ones. The rain, which isn't expected to hit farther south than Santa Barbara, appears barely strong enough to qualify as an atmospheric river.

But officials caution the public to remain vigilant. Landslides, sinkholes and other hazards could still strike because the ground has received such a soaking, and tree branches — dried up from years of drought and whiplashed by high winds — remain a deadly hazard.

On Saturday, a woman was struck dead by a falling branch in San Francisco's Golden Gate Park, bringing the total number of storm-related deaths statewide to at least 20.

Flood watches from the National Weather Service remain in effect for some parts of the Bay Area and Central Coast, and a number of rivers in Southern California are forecast to reach close-to-flood levels later this week as excess water makes its way down the watershed.

The twice-annual "king tide," an exceptionally high tide that occurs when the sun, moon and Earth are in gravitational alignment, is also expected to bring high water levels to the coast this weekend.



Helicopters evacuate residents of Ventura County town left isolated, battered by storm  
 Across the state, some roads remain so damaged that it will take weeks to clean up and months to repair them.

As evacuees return to their homes and businesses, the full extent of the flood damage will come to light in the coming days.

Gov. Gavin Newsom issued an executive order on Monday to bolster staffing for emergency responses, and President Biden is expected to visit the Central Coast later this week to assess what additional federal support is needed.

"Local flood managers across the state still have some work to do as the water recedes," said Jeremy Arrich, who manages the flood division at the California Department of Water Resources. Arrich noted that in the last two weeks, the state's Flood Operations Center has delivered almost 1 million sandbags and deployed staff to 50 incidents to help with broken levees, erosion and sinkholes.

"Maintaining agencies will need to inspect and patrol their levees to look for any damage that may have occurred ... and then evaluate any long-term repairs that may be necessary," he said.

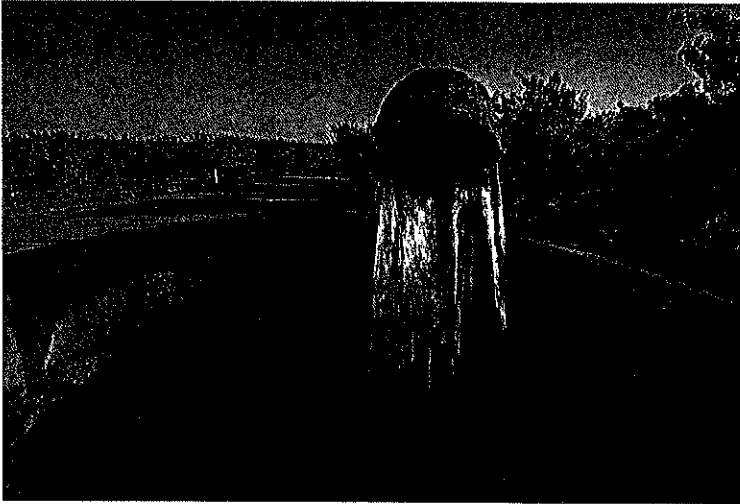


As for the ongoing drought, state water officials were cautiously optimistic in a briefing on Monday.

They noted that the snowpack — a critical bank of water for the state during dry summer months — is at "epic levels" and that Lake Oroville, the largest reservoir in the State Water Project, has risen 120 feet since early December and is now at 101% of its historical average for this time of year.

A few other reservoirs across the state have filled up so much in recent weeks that officials have had to release some water from them.

That said, two of California's most critical reservoirs — Lake Shasta, at 51% of total capacity, and Trinity Lake, at 29% — still have a long way to go before getting back to average conditions, officials said. Communities across the Southwest largely relying on the Colorado River are also still very much in drought.



Anderson, the state climatologist, noted that unlike last winter, which began with some intense bursts of rain and then quickly dried out, another wet spell could possibly hit this winter because the infamously dry La Niña climate cycle appears to be transitioning back into neutral conditions. But for now, Californians can look forward to at least two weeks of clear skies. When Anderson pulled up a precipitation map for the rest of the month, not a storm was in sight.

"First time we've seen that in a long time," he said. "No precipitation forecast for anywhere in the state."

NASA Global Climate Change  
January 23, 2023

# NASA Measures Underground Water Flowing From Sierra to Central Valley

By Carol Rasmussen,  
NASA's Jet Propulsion Laboratory

This source accounts for about 10% of all the water that enters this highly productive farmland, including rivers and rain.

In a recent study, scientists found that a previously unmeasured source – water percolating through soil and fractured rock below California's Sierra Nevada mountains – delivers an average of 4 million acre-feet (5 cubic kilometers) of water to the state's Central Valley each year. This underground source accounts for about 10% of all the water that enters this highly productive farmland each year from every source (including river inflows and precipitation).

The Central Valley encompasses only 1% of U.S. farmland but produces 40% of the nation's table fruits, vegetables, and nuts annually. That's only possible because of intensive groundwater pumping for irrigation and river and stream flow captured in reservoirs. For at least 60 years, growers have been pumping more water from aquifers than can be replenished by natural sources, causing the ground level to sink and requiring wells to be drilled deeper and deeper.

As water grows more scarce in the Central Valley due to climate change and human use, a more detailed understanding of the natural movement of groundwater offers a chance to better protect the remaining resources.

In the recently published study led by scientist Donald Argus of NASA's Jet Propulsion Laboratory in Southern California, researchers found that groundwater volume fluctuates more widely between dry and wet years than had been previously understood. In particular, the scientists observed a greater loss of groundwater during dry years than earlier studies had estimated. Argus and colleagues estimated that the Central Valley lost about 1.8 million acre feet (2.2 cubic kilometers) of groundwater per year between 2006 to 2021.

There is no way to directly measure the total volume of water on and under the Central Valley, but the satellites of the Gravity Recovery and Climate Experiment (GRACE) and GRACE Follow-On (GRACE FO) missions can accurately measure how much that volume changes from month to month. Argus and colleagues have been working for several years to combine such GRACE data with observations from a GPS research network that measures how land surfaces rise and subside. In central California, those motions are largely caused by increases and decreases in underground water.

Argus had previously used GPS to quantify the changing volume of water deep within the Sierra. For this new study, he and his co-authors used both GPS and GRACE measurements and subtracted the mountain groundwater change from the groundwater changes in both the mountains and the valley to obtain a more accurate estimate of change in the valley alone.

Then they compared that number with an estimate that co-author Sarfaraz Alam, a postdoctoral scholar at Stanford University, had calculated using a water-balance model. Such models attempt to account for all water entering and leaving an area from all processes, including river flows, precipitation, evaporation, and pumping from wells. The difference between the model's estimate and their new result, they believe, must come from the one process that was not included in the water-balance model: groundwater flowing from the mountains into the valley.

The volume of the inflow was surprising, according to Argus, because researchers believed they already had a good understanding of the amount of water entering and leaving the Central Valley. "We now know how much groundwater is going into and coming out of the aquifers during each season of the year, and during periods of drought and episodes of heavy precipitation," Argus said. This new understanding could be used, for example, to modify existing restrictions on watering during dry years versus wet years to better match usage with the available groundwater resources.



Source: ABC10

# The concept of FloodMAR, explained Q&A

FloodMAR redirects water that would usually flow to the ocean into farmland and orchards, recharging depleted aquifers in the Central Valley

Author: Brody Adams

Published: 1:51 PM PST January 23, 2023

Updated: 1:51 PM PST January 23, 2023

SACRAMENTO, Calif. — The recent wet weather has prompted controversy due to the amount of water flowing straight to the ocean, rather than storing and using it here in California.

One project, known as FloodMAR, is an integrated and voluntary resource management strategy using flood water resulting from, or in anticipation of, rainfall or snow melt for managed aquifer recharge (MAR) on agricultural lands and working landscapes, including but not limited to refuges, floodplains, and flood bypasses, according to the Department of Water Resources.

ABC10 spoke with Wes Miller, supervising engineer for the Turlock Irrigation District, about the concept of FloodMAR.

*This interview has been edited for brevity.*

## **What is FloodMAR and how was it relevant during the recent wet weather?**

Miller: So we ended up here locally with a lot of flash flood flows. The water enters our system and then typically is evacuated to the rivers just for safety purposes because it is a flood risk. Usually, the idea is to get the water out as quickly as possible. What happened here recently, what we're doing since mid-December is the concept of FloodMar. This concept of FloodMar is using floodwaters, flood flows that typically would be flushed out to the river system and through the Delta and out into the ocean for more or managed aquifer recharge. We are trying to figure out a way to use that water instead of getting out of the system by putting it onto agricultural land that can accept it while mitigating flood risk.

## **How is the water transported to the fields?**

Miller: This is a gravity-fed open channel canal system. We have our main reservoir, Don Pedro, which is below the Hetch Hetchy system up in the Sierras. It's a little over 2 million acre-feet. This is a substantial reservoir and we make deliveries out of there through gravity-fed canals. It's up above in the hills, so it runs down like a river through our system of canals and then into the fields.

## **What role does the Sustainable Groundwater Management Act play in this?**

Miller: The Sustainable Groundwater Management Act basically says that groundwater basins in the state of California have to be sustainable, meaning you can't take out more than what the aquifers can supply. This concept of FloodMar is just one of the tools in the toolbox that groundwater sustainability agencies, which we are a part of, as well. It's one of the tools that we have to try to become sustainable in the future. So it's gonna take a lot of things, this is one of them. And if the process can be streamlined, where people could actually apply the water legally, it would really open up the floodgates on how to really do some good because I mean, we only put on 10 acre feet or roughly today. But if you could scale it, you know, larger in a large way in the entire state, it could really make a huge difference in sustainability.

# STATE WATER BOARD ISSUES NEW DROUGHT AND CONSERVATION REPORTING ORDER

BY ACWA STAFF

JAN 25, 2023

## WATER NEWS

The State Water Resources Control Board on Jan. 1 issued a "Drought & Conservation Technical Reporting Order" that requires all water systems, including those operated by urban water suppliers, to report monthly information on sources, supply and demand, supply augmentation and demand reduction actions on a quarterly frequency. The complete submittal of monthly reports in 2023 will now satisfy the Electronic Annual Report's supply and demand reporting, which is collected in 2024.

The report covering January, February and March will be due April 30 and must be submitted using the new web-based reporting tool, SAFER Clearinghouse. The order also notes that there may be a change in reporting frequency and public water agencies may be required to provide additional drought reporting on a weekly or monthly basis.

This reporting is in addition to ongoing monthly conservation and production reports via the DRINC Portal. The State Water Board intends to retire the DRINC Portal as soon as possible and utilize the SAFER Clearinghouse as the platform for fulfilling monthly conservation reporting requirements.

The State Water Board will be hosting a series of virtual question-and-answer sessions over the next few months on the order. The sessions will be held from noon – 1 p.m. and anyone interested in learning more about the reporting requirements are encouraged to register using the links below.

- [Feb. 2](#)
- [Feb. 15](#)
- [March 27](#)
- [April 13](#)
- [April 25](#)

More information about the reporting requirements, including a [fact sheet](#), is also available on the [State Water Board's website](#)

SAFER Clearinghouse Drought & Conservation Reporting  
**Frequently Asked Questions (FAQ)**

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## I. General

### Q1: What is the Drought and Conservation Technical Report?

**A1:** The Monthly Drought and Conservation Report is required to be completed by public water systems have been issued a Drought and Conservation Technical Reporting Order . The contents of this report include technical questions which can be accessed here: [drought.waterboards.ca.gov](http://drought.waterboards.ca.gov). The technical questions relate to, amongst other things, public water systems' sources and supplies, drinking water demand, forecast water shortages, demand reduction measures, and efforts to augment supplies to meet current demand.

### Q2: What is the SAFER Clearinghouse?

**A2:** The SAFER Clearinghouse is a web-based reporting tool that allows public water systems to submit required information to the state in a machine-readable format.

### Q3: How can I access the SAFER Clearinghouse?

**A3:** You can access the SAFER Clearinghouse by requesting an account here: <https://drought.waterboards.ca.gov/>. For guidance on how to create an account, follow the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

### Q4: Who is required to complete drought reporting?

**A4:** All community water systems and nontransient noncommunity water systems that are schools are required to complete drought reporting.

### Q5: Can I report for more than one system?

**A5:** Yes, you may request access to submit a Monthly Drought and Conservation Report for multiple systems. For guidance on how to create an account that can report for multiple water system, follow the direction detailed in the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

## II. Authority

### Q1: What authority does the State Water Board have to require drought reporting?

**A1:** The California Health and Safety Codes section 116530 authorizes the State Water Board to require a public water system to submit a technical report in a form and format at intervals specified by the State Water Board, which may include without limitation: water quality information, physical descriptions of the existing water system, information related to drinking water accessibility, and information related to technical, managerial, and financial capacity and sustainability.

**Q2: Why is the State Water Board requiring drought reporting?**

**A2:** The California Legislature found and declared in Senate Bill 552, signed into law by Governor Gavin Newsom on September 23, 2021, that “droughts are predicted to become more frequent, longer, and more severe as climate change progresses, putting drinking water supplies at risk of running dry or becoming contaminated,” that “there are currently varying levels of water contingency planning and coverage across counties for small water suppliers and self-supported communities, leaving hundreds of thousands of people at risk of going without water to meet their basic household and drinking water needs during the next drought,” and that “California can take basic steps to implement more proactive drought planning that would benefit the communities most at risk, and by doing so help prevent catastrophic impacts on drinking water for communities most vulnerable to the impacts of climate change.”

October 19, 2021, Governor Gavin Newsom issued a Proclamation of a State of Emergency declaring that California is in a second consecutive year of dry conditions, resulting in drought throughout the state and extreme or exceptional drought in most parts of the state, and that these extreme conditions present a significant risk of water shortages in communities.

Since Governor Newsom’s State of Emergency Proclamation was issued, the drought situation worsened, with January, February, and March of 2022 having the least rain and snow in over a century of state records for these months, resulting in the Governor’s proclamation on March 22, 2022, stating that California is in a third consecutive year of dry conditions, resulting in continuing drought in all parts of the State.

**Q3: Where can I find a copy of the drought technical order?**

**A3:** Information on the drought technical orders can be found here: [Drought Orders | California State Water Resources Control Board](#).

### III. Drought Reporting

**Q1: How do I comply with my drought reporting requirements?**

**A1:** To comply with drought reporting requirements, water systems must submit their Monthly Drought and Conservation Reports at the frequency specified here: [drought.waterboards.ca.gov](http://drought.waterboards.ca.gov).

**Q2: My water system is an Urban Retail Water Supplier and is already complying with monthly Urban Conservation reporting. Does this replace the current reporting system?**

**A2:** It will in the near future, but for the first quarter of 2023, water systems that are completing Urban Conservation reports must also complete the drought reporting in the SAFER Clearinghouse.

**Q3: What type of drought reports are water systems required to submit?**

**A3:** There are three types of drought report types. The table below indicates which water systems are required to submit each report type:

Report Type	Report Frequency	Reporting Deadlines	Which water systems?
Monthly Drought & Conservation Reporting	Monthly	Quarterly (month after quarter end date)	All community water systems and nontransient noncommunity schools that are not conducting Monthly and/or Weekly Drought Order Reporting.
Monthly Drought Order Reporting	Monthly	Monthly (7 days after end of month)	Water systems that the Division of Drinking Water determines are experiencing or are at-risk of experiencing a severe water shortage, and which are notified by the Division.
Weekly Drought Order Reporting	Weekly	Weekly (7 days after end of week)	Water systems that the Division of Drinking Water determines are experiencing or are at-risk of experiencing a severe water shortage, and which are notified by the Division.

**Q4: How often is drought reporting required?**

**A4:** Drought reporting is required at the frequency listed in the table above. If you are unsure of your reporting frequency, it is also displayed when you login to the SAFER Clearinghouse here: [drought.waterboards.ca.gov](http://drought.waterboards.ca.gov).

**Q5: Where can I see the data I will be required to submit?**

**A5:** A complete guide of the data collected in the Monthly Drought and Conservation Reports, Monthly Drought Order Reports, and Weekly Drought Order reports can found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

**Q6: Does the SAFER Clearinghouse include definitions or guidance on the data requested?**

**A6:** Yes. Click on the question mark icons next to each data field to open a pop-up window with a help tip. If the help tip does not meet your needs, please contact [ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov).

**Q7: Can multiple water system users enter data into the same report?**

**A7:** Yes. Multiple water system users in the SAFER Clearinghouse, that have permissions for the same water system (PWSID) can enter and save data in the Monthly Drought and Conservation Technical Report. One user will need to review and attest the data is accurate before officially submitting the report to the State.

**Q8: Can I submit estimated data in the report?**

**A8:** Yes. Water systems can submit preliminary estimates for some of the data collected in the Monthly Drought & Conservation Report. Water systems will be required to amend their submitted reports to provide final values by the end of the calendar year to comply with annual reporting requirements.

**Q9: What happens if I don't submit my report by the deadline?**

**A9:** Submission of the Monthly Drought and Conservation Technical Report is required for public water systems that have been issued a Drought Technical Order. Failure to meet these requirements may result in enforcement action.

**Q10: How do I view previous drought reports for my water system?**

**A10:** You may view previously submitted and past due drought reports for your water system by logging in to the SAFER Clearinghouse ([drought.waterboards.ca.gov](http://drought.waterboards.ca.gov)) and navigating to your system's "Required Reporting" webpage. More detailed directions can be found in the Drought Reporting User Guide found here: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

**Q11: Will the information I submit as part of my drought report be made public?**

**A11:** Yes.

## IV. Troubleshooting

**Q1: I need help, who should I contact?**

**A1:** For questions regarding your public water system or the drought technical order, contact your regulating agency. Current Water Board District Office (state regulators) contact information can be found here:  
[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf). Current Local Primacy Agency (county regulators) contact information can be found here:  
[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/web\\_contact\\_info\\_district\\_lpa.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf).

For questions or technical support with accessing or using the SAFER Clearinghouse, contact [ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov).

**Q2: What do I do if incorrect data was submitted or if I need to revise a submission?**

**A2:** If revisions are needed, you may reopen an already submitted report in the SAFER Clearinghouse to revise and re-submit. Your username and the date of revision will be captured and stored separately from that of the original submitter and original submission date. For more instructions on how to revise a report, consult the Drought Reporting User Guide found here:  
<https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

**Q3: I cannot find my water system, what should I do?**

**A3:** If you cannot find your water system when creating an account, contact [ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov).

**Q4: I cannot find the source I am trying to report for, what should I do?**

**A4:** If you cannot find a source you are trying to report for, contact your regulatory agency. Current Water Board District Office (state regulators) contact information can be found here:  
[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf). Current Local Primacy Agency (county regulators) contact information can be found here:  
[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/web\\_contact\\_info\\_district\\_lpa.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf).

## V. Data Uses

**Q1: How will this data be used?**

**A1:** This effort is intended to streamline data reporting to the State, used by many State Water Board Divisions and State agencies. This is intended to harmonize data



collection requirements from Senate Bill SB 552 (for Small Communities and Non-transient Non-community Schools), Monthly Conservation Reporting for Urban Retail Water Suppliers, and annual Production and Demand data reporting from the electronic Annual Report among others into one reporting system.

**Q2: Will this replace or satisfy electronic Annual Report (eAR) requirements?**

**A2:** Yes. Data collected on monthly supply and demand values, if provided accurately and for the whole year will satisfy annual reporting requirements for supply and demand. Starting in the 2023 reporting year for the eAR, these sections, currently known as Section 5 – Sources and Section 6 – Water Supplied and Delivered, are anticipated to be removed from the eAR. Additional sections may be removed or modified in the future.

## California drought eases as state increases water deliveries to cities, farms

After three years of severe drought, water supplies are boosted and reservoirs are filling



The water level at California's second-largest reservoir, Lake Oroville in Butte County, shown here on Jan. 12, 2023, has risen dramatically due to a series of large storms. The lake level rose 130 feet between Dec. 26, 2022 and Jan. 26, 2023, increasing from 29% full to 63% full in one month. (Photo: Andrew Innerarity/California Department of Water Resources)

By **PAUL ROGERS** | [progers@bayareanewsgroup.com](mailto:progers@bayareanewsgroup.com) | Bay Area News Group  
PUBLISHED: January 26, 2023 at 1:09 p.m. | UPDATED: January 28, 2023 at 12:32 p.m.

In a major sign that California's drought conditions are easing after a series of huge storms earlier this month, state water officials on Thursday increased the amount of water that cities and farms will receive this summer from the State Water Project, a series of dams, canals and pumps that provides water to 27 million people from the Bay Area to San Diego.

The increased water deliveries — made possible by rapidly filling reservoirs and a huge Sierra Nevada snowpack — will likely mean that many communities will ease or lift summer water restrictions if the wet weather continues through the spring.

“Thanks to the water captured and stored from recent storms, the state is increasing deliveries to local agencies that support two-thirds of Californians — good news for communities and farms in the Bay Area, San Joaquin Valley and Southern California,” said Gov. Gavin Newsom. “We’ll keep pushing to modernize our water infrastructure to take advantage of these winter storms and prepare communities for the climate-driven extremes of wet and dry ahead.”

The State Water Project, approved by voters in 1960 and a key legacy of former Gov. Pat Brown, moves water from Northern California to the south. It takes melting snow from the Sierra Nevada and transports it from Lake Oroville through the Sacramento-San Joaquin River Delta to Bay Area communities and all the way to the Los Angeles Basin. In addition to supplying drinking water to two out of three Californians it also irrigates about 750,000 acres of farmland.

If the rain and snow continues, further filling reservoirs, the amount could increase in the months ahead. By April, 2017, the state delivered 85% allocations.

Among the agencies affected by Thursday’s news are the Santa Clara Valley Water District, in San Jose, which provides drinking water to 2 million South Bay residents and relies on the State Water Project for 20% to 30% of its normal annual supply. Also benefitting: the Alameda County Water District, which serves 360,000 people in Fremont, Newark and Union City; and the Zone 7 Water Agency, which serves Livermore, Pleasanton and Dublin.

“It’s best news since the drought started 3 years ago,” said Rick Callender, CEO of the Santa Clara Valley Water District.

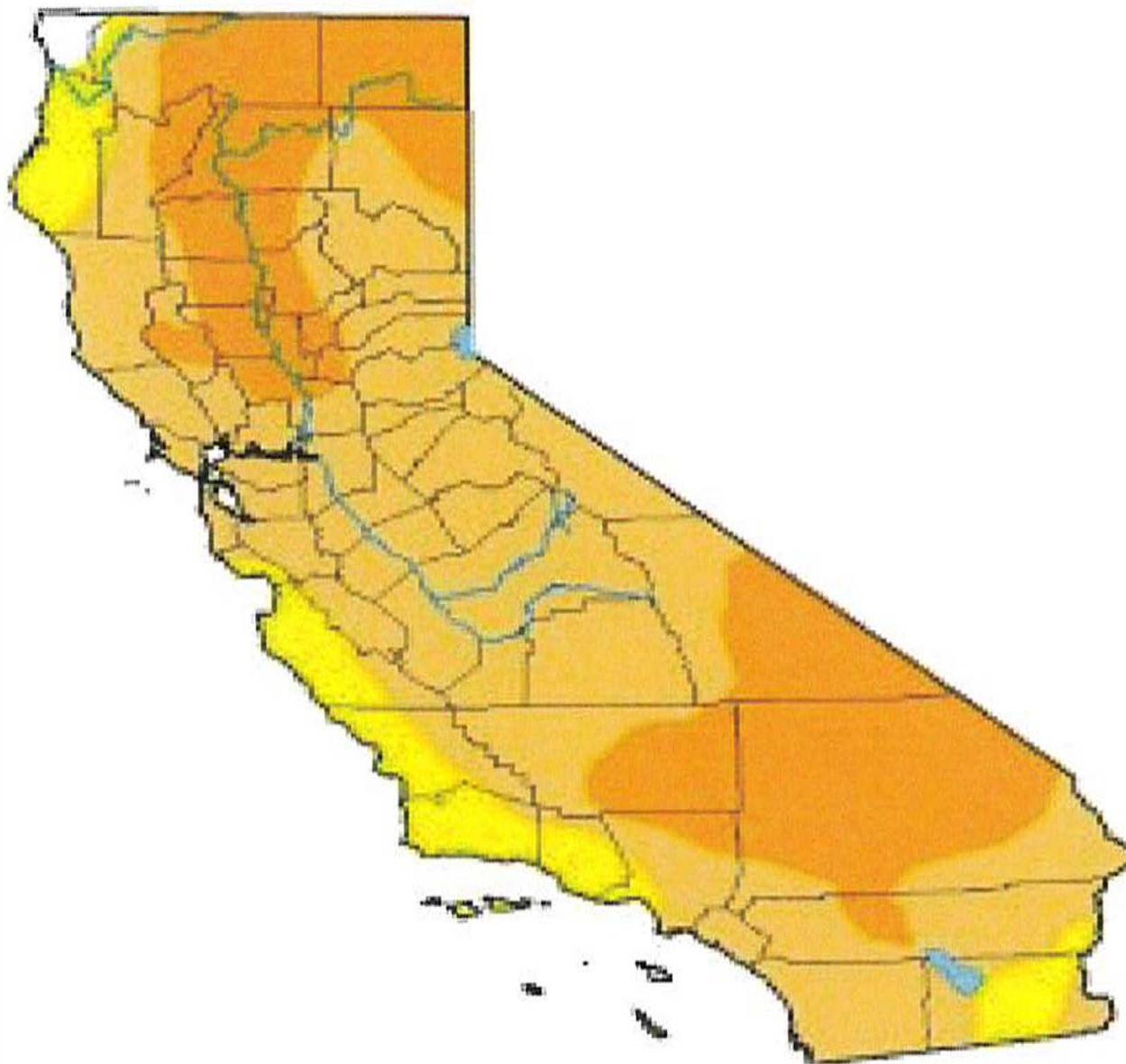
But Callender noted that water supply issues in Silicon Valley will remain for years because the district’s largest reservoir, Anderson, near Morgan Hill, was ordered drained two years ago by federal officials for a major earthquake retrofit project. He said that by April 1, the district will have a better understanding of how the winter rain season went, and will know then what the summer water use rules will be.

Meanwhile Thursday, a growing amount of California’s land is no longer in drought at all, according to the [U.S. Drought Monitor](#), a weekly report issued by the federal government. Just 32% of California is in severe drought now, down from 42% last week, and 80% a month ago.

The drought is over in Santa Cruz and Monterey counties, Thursday’s Drought Monitor showed, along with other coastal portions of San Luis Obispo, Santa Barbara, Ventura and northern Los Angeles counties. Most of the rest of the state, including all of the Bay Area, has been downgraded over the past few weeks to “moderate drought.”

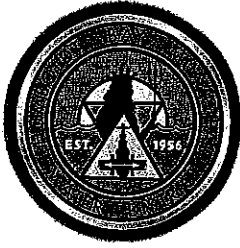
### Drought Classification

-  None
-  D0 (Abnormally Dry) D1
-  (Moderate Drought) D2
-  (Severe Drought) D3



January 24, 2023

California's drought conditions have improved dramatically over the past month following huge rain and snow storms. The amount of the state in severe drought has declined from 80% on Dec. 27, 2022 to 32% on Jan. 24, 2023, according to the U.S. Drought Monitor, a weekly federal report. Some coastal areas are no longer in drought at all. (Source: U.S. Drought Monitor)



## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

Website: [www.hbmwd.com](http://www.hbmwd.com)

### BOARD OF DIRECTORS

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NEAL LATT, VICE-PRESIDENT

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### GENERAL MANAGER

JOHN FRIEDENBACH

January 9, 2023

Planning Clerk

Via Email: [PlanningClerk@co.humboldt.ca.us](mailto:PlanningClerk@co.humboldt.ca.us)

County of Humboldt Planning and Building Department

3015 H Street

Eureka, CA 95501

**Re: Case Number PLN 2022-17922, Renewable America LLC**

Dear Planning Clerk,

Humboldt Bay Municipal Water District (District or HBMWD) submits this letter regarding the above reference solar project named: Foster Clean Power A & B. HBMWD has two water transmission pipelines that are located on the parcel that is proposed for development. One is 42 inches in diameter and the other is 27 inches in diameter. These are very large water transmission lines.

HBMWD owns a water line easement and additional rights over the parcel for the proposed project. Although our easement is called out on the Figure A-1, the dimensions of our easement are not clearly identified. Furthermore, our easement contains additional development restrictions that need to be conditioned on the project. Finally, our easement also contains broad egress and ingress rights to access our easement, maintain or relocate our pipelines, etc.

Section III. A. Description of Right of Way describes a 30 foot pipeline easement. In addition, Section IV. B., C., D., and E. provide additional rights including:

B) "... with ingress to and egress from the premises, for the purposes of constructing, inspecting, repairing, maintaining and replacing the property of Grantee and the removal of such at will, in whole or in part.

C) Grantee's right to the use of said easement and right of way is not exclusive and Grantor may use and enjoy the premises except for the purposes herein granted to the Grantee, and may pave the surface of said easement strip, use the same for storage, may cross and recross the same with roads, electric lines, powerlines, water lines, gas lines and other utility service lines, provided the grantor shall not erect or construct any permanent building or other structure in, on, upon, under or over said easement and right of way, or construct any other permanent structure or obstruction which would substantially interfere with Grantee's use of the easement. For the purposes herein set forth or with the maintenance or repair by Grantee of its pipe line or pipe lines.

D) For purposes of ingress to or egress from said easement Grantee shall use such roadways as now exist or which may hereafter be constructed by Grantor. Or in the event such ingress and egress be inadequate, to reasonably install and service said easement and pipeline or pipelines as hereinabove provided Grantee shall use such other roads or accessways across Grantor's property as may be designated and approved in advance by Grantor.

*E. The Grantee shall cover all pipelines with a minimum depth of four (4) feet of fill material; all pavement to be replaced and the land returned to original state as of time of commencement of construction.*

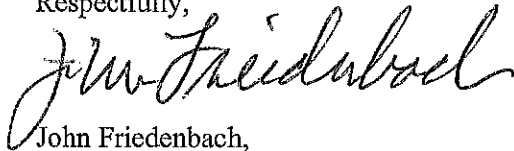
Attached for the record and your reference is a copy of our recorded easement.

In order to utilize the maintenance rights granted within the easement, HBMWD requires an additional 15 foot buffer on either side of the 30 foot pipeline easement for a total of 60 feet. Common construction equipment such as excavators and dump trucks require a 15 foot wide access. In addition, multiple access point locations need to be identified.

Therefore, we respectfully request that the Planning Commission condition the project such that we are able to utilize our rights conveyed under the easement.

If you have any questions, please do not hesitate to contact us.

Respectfully,



John Friedenbach,  
General Manager

Cc: Cliff Johnson, Humboldt County Planning Department  
Rodney Yandell, Humboldt County Planning Department



## Ruth Lake Community Services District

12200 Mad River Road

P.O. Box 6

Mad River, CA 95552

Telephone: 707-574-6332 Fax: 707-574-6080

Email: [ruthlakecsd@yahoo.com](mailto:ruthlakecsd@yahoo.com) Website: [www.ruthlakecsd.org](http://www.ruthlakecsd.org)

### Board of Directors

Jordan Emery  
 Debbie Sellman  
 Ed Johnson  
 Ben Boak  
 Roger Kirkpatrick

January 2, 2023

The Board of Directors  
 Humboldt Bay Municipal Water District  
 P.O. Box 95  
 Eureka, CA 95502

Dear Board Members:

The Ruth Lake Community Services District would like to exercise its option to extend the "Master Lease" for the "Buffer Strip" around Ruth Lake. Ruth Lake CSD would like to ask for a waiver to the provision of requesting for a renewal during the last 30 days of the term which expires May 31, 2023.

The original lease was with Trinity County, which subsequently assigned it to the Ruth Lake CSD. The lease contract offers the lessee the option to extend the lease in ten-year increments beyond this date for a maximum of 99 years. This includes the original 39 years (June 1, 1964, to May 31, 2003) and six ten-year extensions which could extend the lease until May 31, 2063.

The Ruth Lake CSD would like to extend the current lease by one ten-year period at this time. This would extend the lease until May 31, 2033. The most important reason for extending rather than entering into a new lease is that an extension keeps Trinity County as a responsible party in the lease, in effect, maintaining an extra layer of 'legal insulation' between the lease and Humboldt Bay MWD.

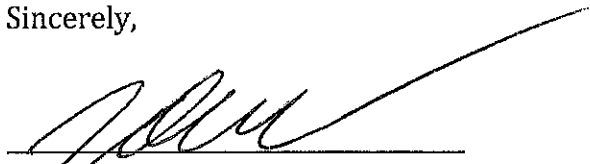
The advantages to extending the lease at this time are several. If we cannot offer the existing recreational sub-leaseholders an extended commitment, they have no impetus to improve their sites. If we can assure them, they will be able to enjoy their improvements into the foreseeable future, they will be much more likely to upgrade their existing improvements, and to invest more time and money in developing and maintaining their sites.

One of the most important methods both our Districts use to improve our facilities is through grant funding. One of the requirements for receiving grant money is to be able to show that we will have control of the assets for sufficient time to pay the public back through use of the

facilities. If we cannot show that we have that kind of guarantee, we will become ineligible for grant funding.

Ruth Lake has been identified as the undiscovered jewel of Trinity County. It is being promoted as one of the major economic replacements for the declining timber industry. Both the Southern Trinity Area Rescue and Southern Trinity Volunteer Fire Department have identified the Lake as a necessary ingredient for the economic sustainability of the area. Extending the lease for the buffer strip to cover the next 10 years shows that both Districts are interested in the long-term survival and improvement of the area. It shows that we are committed to the partnerships that are so prevalent in political rhetoric today.

Sincerely,



Jordan Emery  
Chairman, Board of Directors





**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

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EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

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BOARD OF DIRECTORS  
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ALDARON LAIRD, VICE-PRESIDENT  
BARBARA HECATHORN, SECRETARY-TREASURER  
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SHERI WOO, DIRECTOR

GENERAL MANAGER  
CAROL RISCHÉ

March 26, 2012

Steve Canale, Manager  
Ruth Lake CSD  
12200 Mad River Road  
Mad River, CA 95552

COPY

Dear Steve,

Ruth Lake CSD requested that Humboldt Bay Municipal Water District (HBMWD) extend the Master Lease commencing June 1, 2013. To do this, HBMWD must waive the provision that a request for renewal be presented during the last 30 days of the term which expires May 31, 2013.

My Board approved the waiver and extension request, contingent upon Ruth Lake CSD agreeing to an amendment to the Lease which "modernizes" the insurance requirements. This includes increasing the general liability limit to \$5,000,000. With your permission, we consulted SDRMA and learned that Ruth Lake CSD currently has liability coverage of \$5,000,000. SDRMA can issue certificates of insurance with the required additional insured endorsement evidencing this. Attached is the proposed "Second Amendment to the Lease" which improves the insurance provisions.

As we discussed, we reviewed the current Sublease Agreement between Ruth Lake CSD and the sub-lessees. We limited our review to areas that are of direct interest to HBMWD and related to provisions in the master Lease. We would like Ruth Lake CSD to consider and incorporate several changes – one improves the insurance requirements which would benefit both HBMWD and Ruth Lake CSD, and a couple inform leaseholders of important requirements which have been adopted in the last decade. Attached is a red-lined version showing the proposed changes and final version which incorporates the changes if acceptable.

If you find the Second Amendment and proposed changes to the Sublease Agreement acceptable, please sign and return this letter and the Second Amendment. We would appreciate receiving a copy of the final Sublease Agreement too. If you have any questions, please let me know.

Sincerely,

Carol Rische  
General Manager

COPY

Ruth Lake Community Services District hereby accepts the ten-year extension of Lease on the terms and conditions hereinabove set forth above.

Dated: 4/16/12

STEVE CANALE  
Print Name

Steve Canale  
Signature

**SECOND AMENDMENT TO LEASE**

This SECOND AMENDMENT TO LEASE (this "Amendment"), dated effective as of April 16, 2012 (the "Effective Date"), is by and among HUMBOLDT BAY MUNICIPAL WATER DISTRICT ("Lessor"), and RUTH LAKE COMMUNITY SERVICES DISTRICT ("Lessee"). Capitalized terms not otherwise defined herein shall have the meanings given them in the Lease (as defined below).

**RECITALS**

COPY

A. Lessor and County of Trinity, State of California ("County"), entered into that certain Lease dated June 1, 1964 (the "Lease"), pursuant to which Lessor agreed to lease certain real property (the "Premises") to Lessee for the purposes described in the Lease;

B. Pursuant to that certain Assignment of Lease dated July 20, 1966, County assigned to Lessee all of its right, title and interest in the Lease effective December 31, 1964, and Lessor accepted such assignment; and

C. Lessor and Lessee desire to amend the Lease to clarify certain insurance requirements and procedures.

NOW, THEREFORE, in consideration of the foregoing, and the respective agreements, warranties and covenants contained herein, and for other good and valuable consideration, the parties hereto agree, covenant and warrant as follows:

**AGREEMENT**

1. Section 10 of the Lease is hereby replaced in its entirety with the following:

**"10. LIABILITY INSURANCE.**

COPY

(a) At all times during the term of this Lease that Lessee has any employees, Lessee shall also maintain Workers' Compensation Insurance conforming to the statutory requirements of the State of California and employer liability coverage under such Workers' Compensation Insurance with minimum limits of no less than \$1,000,000.

(b) At all times during the term of this Lease, Lessee shall maintain, at its own expense, from insurers and in forms reasonably satisfactory to Lessor, (i) commercial general liability ("CGL") with minimum limits of \$5,000,000 each occurrence and \$5,000,000 general aggregate, and shall include coverage for contractual indemnity obligations of Lessee assumed under this Lease, and (ii) commercial automobile liability insurance (including coverage for any owned, non-owned, leased or hired vehicle) ("CAL") with minimum limits of \$5,000,000 each occurrence. CGL and CAL insurance shall name and include

Lessor and its directors, officers employees and authorized volunteers as additional insureds.

COPY

(c) All policies and coverage procured by Lessee as required herein (collectively, "Policies") shall include a separation of insureds clause, waiver of subrogation and a provision that specifies the Policies are primary to and non-contributory with any insurance held by Lessor and shall be endorsed such that the waiver of subrogation shall not affect its right, or any named additional insured's right, to recover under such insurance policy. In addition, in consideration of the long-term nature of this Lease, Lessor may from time to time require that Lessee increase the policy limits of its insurance policies maintained pursuant to this Section 10 to a commercially reasonable amount and Lessor and Lessee shall cooperate in good faith to agree upon the amount of any such increased policy limits.

(d) Lessee shall provide Lessor with a certificate of insurance evidencing the Policies and additional insured endorsements required herein. Such certificate of insurance shall provide that the coverage required herein shall not be cancelled or reduced except by written notice to Lessor, giving at least thirty (30) days prior to the effective date of such cancellation or reduction. In the event the coverage evidenced by any such certificate is cancelled or reduced, Lessee shall procure and furnish to Lessor, before the effective date of such cancellation or reduction, a new certificate conforming to the above requirements. If Lessee failed at any time for any reason to maintain the Policies to the reasonable satisfaction of Lessor, then Lessor shall have the right to secure any or all of said Policies and Lessee shall immediately reimburse Lessor for the cost of such Policies upon request by Lessor."

3. Except as modified pursuant hereto, no other changes or modifications to the Lease are intended or implied and in all other respects the Lease is hereby specifically ratified, restated and confirmed by Lessor and Lessee. The Lease and this Amendment shall be read and construed as one agreement.

IN WITNESS WHEREOF the parties hereto have executed this Amendment the day and year first written above.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

RUTH LAKE COMMUNITY SERVICES DISTRICT

By: Carol Rische  
Its: General Manager

COPY

By: Steve Canale  
Its: MANAGER



## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO BOX 95 • EUREKA, CALIFORNIA 95502-0095

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EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

Website: [www.hbmwd.com](http://www.hbmwd.com)

### BOARD OF DIRECTORS

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SHERI WOO, DIRECTOR

### GENERAL MANAGER

JOHN FRIEDENBACH

February 3, 2023

California Department of Fish and Wildlife  
601 Locust Street  
Redding, CA 96001

### RE: Dreissenid Mussel Prevention Program Annual Report for CY2022

#### Purpose

This document summarizes implementation of Humboldt Bay Municipal Water District and Ruth Lake Community Services District Prevention Plan for Quagga and Zebra Mussels at Ruth Lake. The prevention program was developed and implemented to prevent the introduction of dreissenid mussels into Ruth Lake. This report summarizes any changes to Ruth Lakes vulnerability, the results of monitoring, and management activities implemented to prevent the introduction of dreissenid mussels January 1, 2022 through December 31, 2022.

#### Changes in Vulnerability

*This section should describe any changes in vulnerability resulting from new pathways or the elimination of pathways. If new pathways were identified or created, pathway analyses like those prepared in the original prevention plan should be included, and preventative or mitigating management actions developed and implemented. For example, if jet skis were previously prohibited but are now allowed, a pathway analysis should be prepared, including the selection and implementation of prevention actions. If pathways were eliminated, for example, live bait was allowed when the prevention program was developed, and subsequently prohibited during all or part of the reporting year, details of that change should be described, including whether any prevention actions identified in the prevention plan were discontinued.*

There were no changes in vulnerability resulting from new pathways or the elimination of pathways. We have had a prevention plan in place since January 2009 with updates in 2013, 2015 and 2019. We continue to require inspections of watercraft entering the lake and take prevention of invasive mussels very seriously. Ruth Lake is used for recreation but more importantly, it is the source of drinking water for approximately 94,000 residents in Humboldt County.

## Monitoring Results

*At a minimum the dreissenid mussel monitoring results must be reported. Preferably this takes the form of electronic data that was coordinated prior to data collection to be compatible with CDFW's statewide monitoring database. Alternatively, data can be submitted in any electronic or paper format. While not required by the regulations, CDFW also welcomes any additional data that has been collected throughout the reporting year, including, but not limited to water chemistry and water quality data, visitor use information, etc. Such information helps CDFW better understand the waterbody's vulnerability and improve its recommendations for monitoring and prevention efforts. To protect personal information of the public, CDFW requests that personal information (e.g., names, addresses, CF numbers, etc.) not be included in the information provided.*

Staff at Ruth Lake CSD and Humboldt Bay Municipal Water District monitor four substrates placed at the marina buoy, marina dock, dam buoy and headquarters dock. The substrates were inspected three times during 2022. Two substrates went missing, one at the Headquarters dock and one at the Marina Dam Buoy. The Marina Dam Buoy was replaced on November 29, 2022. The Headquarters substrate is scheduled to be replaced during the first quarter 2023. See attached substrate monitoring sheet. This data is collected and shared with CDFW's statewide monitoring database.

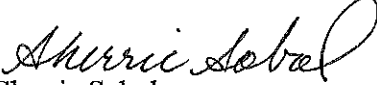
## Implemented Management Activities

*This section should detail all dreissenid mussel prevention efforts implemented in the calendar year. The format of this section can be variable depending on the activities being reported, so the author should select the most effective means for presenting information. Minimally it should include descriptions of each action, the pathway(s) it addresses, and relevant details of its implementation. If quantifiable or measurable accomplishments exist (such as number of watercraft inspected, number of outreach fliers distributed, number of signs posted, cost, etc.), those should also be reported.*

As noted, our District takes the prevention of invasive mussels at Ruth Lake very seriously. We have multiple signs at Ruth Lake regarding invasive mussels, a decontamination process and an inspection process. When we first implemented the plan, we conducted large scale public outreach to notify the public of the new inspection process and its importance. Our website and that of Ruth Lake CSD both have information on the invasive mussels and requirements for watercraft access to Ruth Lake. We have consistently inspected watercraft entering Ruth Lake since 2009. Staff receives training on the inspection process and refresher training is provided as needed. The most recent training occurred on March 30, 2022. Additional training is scheduled for Spring 2023. See most recent quagga inspection summary attached.

In the past seven years, we have applied for and received grant funding six times from the Department of Boating and Waterways to implement and improve our prevention plan's effectiveness and assist in ensuring that Ruth Lake remains free of invasive Quagga and Zebra mussels. We appreciate the support and assistance from the staff at CDFW and DBW. Funds have been used to purchase watercraft inspection stickers, boat to trailer bands, key cards (required to access the lake once passing inspection) and dedicated modems to control the mechanical gate access arms allowing entry to the lake. In 2018, an additional public launch site was added with funds received. This site was previously a private launch site for local residents only. This additional public site alleviates backlog at the Marina and Ruth Recreation launch sites. At all three public access sites, those wishing to access the lake with their watercraft must: pass inspection; have a current inspection sticker; and a key card to access the lake.

The key cards control mechanical gate arms that restrict lake access. There are three authorized lake access locations. To help prevent unauthorized access at other areas, grant funds have also been used to purchase large boulders and bollards that are strategically placed to prevent watercraft access.

  
 Sherrie Sobol  
 Program and Regulatory Analyst

cc: Ruth Lake CSD

**Substrate Monitoring for Ruth Lake 2022**

<b><u>Date</u></b>	<b><u>Monitor</u></b>	<b><u>Location</u></b>	<b><u>Invasive Mussel Status</u></b>
04/11/2022	Caitlin Canale	Headquarters	Missing substrate
04/11/2022	Caitlin Canale	Dam Buoy	Absent
04/11/2022	Caitlin Canale	Marina	Missing substrate
04/11/2022	Caitlin Canale	Marina Dock	Absent
06/20/2022	Caitlin Canale	Headquarters	Missing substrate
06/20/2022	Caitlin Canale	Dam Buoy	Absent
06/20/2022	Caitlin Canale	Marina	Missing substrate
06/20/2022	Caitlin Canale	Marina Dock	Absent
08/15/2022	Caitlin Canale	Headquarters	Missing substrate
08/15/2022	Caitlin Canale	Dam Buoy	Absent
08/15/2022	Caitlin Canale	Marina	Missing substrate
08/15/2022	Caitlin Canale	Marina Dock	Absent

- The Marina dam buoy substrate was replaced on November 29, 2022. Ruth Lake CSD staff is working on getting supplies to replace the Headquarters substrate and should have this completed in the first quarter 2023.



### Ruth Lake Community Services District

12200 Mad River Road

PO Box 6

Telephone: 707-574-6332

Fax: 707-574-6080

Email: [ruthlakecsd@yahoo.com](mailto:ruthlakecsd@yahoo.com) Website: [www.ruthlakecsd.org](http://www.ruthlakecsd.org)

## 2022 QUAGGA INSPECTION SUMMARY

January 1, 2022 to November 30, 2022

	Marina	Campground	Total
Resident Registrations (Yellow)	168	159	327
Non Resident Inspections (Red)	507	467	974
Non Trailered Watercraft (Blue)	226	251	477
Total Registrations / Inspections	901	877	1778
Failed Watercraft	2	0	2

(2 boats denied entry for standing water, none from any known high risk areas)

Banded from 2021: 124

Inspections done at other locations:

Reynolds RV (Fortuna) 15

TOTAL OF WATERCRAFTS for 2022: 1,778

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors  
From: John Friedenbach  
Date: February 9, 2023  
Subject: Water Resource Planning (WRP) – Status Report

.....  
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 – The project continues in the permit challenge process.
- ii) Trinidad Rancheria mainline extension. The Rancheria has prepared its RFQ for engineering services for the project.
- iii) On February 8<sup>th</sup>, the Local Sales Committee met with the Humboldt Bay Harbor District to discuss their Master Development Plan and corresponding domestic and industrial water demands. The Committee members will report out about the meeting.

**b) Transport**

Sites Reservoir news articles.

**c) Instream Flow Dedication**

The committee met to finalize the draft narrative and submit to SWRCB for discussion. The committee members will provide an update to the Board.



## Recent near-record storms make the case for Sites Reservoir

By Ali Forsythe, Environmental and Permitting Manager

A powerful series of storms slammed Northern California in the first days of the new year, producing record rainfall that saturated the ground and made it more vulnerable to flooding and excessive runoff. The rainfall is welcome after the unprecedented drought of the last few years. As we've seen in the news the past few weeks, we've got to do better in more efficiently using these storm flows when they come to save for the inevitable drought periods that define the Mediterranean climate we live in. We're working hard to do that in making Sites Reservoir a reality.

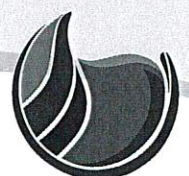
Sites is specifically designed to divert and store water generated by storm events like we've seen these past three weeks to increase water flexibility, reliability, and resiliency in drier years. If Sites were operational this year, we would have been able to divert and store 120,000 acre-feet from January 3 to January 15. That's equal to less than 4% of Delta outflow, leaving plenty of water in the Sacramento River and Delta to serve important ecosystem functions. Additionally, long-range forecasts project Sites would continue to divert stormwater through at least February 15, collecting a total of 382,000 acre-feet of water over this period. All of this water would be diverted after all other water rights and regulatory requirements are met and with the Sites Project's protective diversion criteria.

Some of the recent news articles have identified that new dams in California aren't likely to be built or that all of the good locations for dams are gone. We challenge that position. 19th century dams were on river, assuming snowpack, and in conflict with the environment. This approach is in conflict with the current value system in California and in the face of climate change. Sites is a 21st century surface water storage system. It's a project designed with environmental values side by side with water supply needs and designed to serve these co-equal goals for our changing climate. Sites is off-stream and doesn't dam a major river or natural migration pathways for fish. Sites is a stormwater capture project, diverting only in high flow/flood flow conditions like we're seeing now and doesn't rely on snowpack. Sites diverts through state-of-the-art fish screens and only after highly protective fish criteria have been met. I'm not saying Sites is the silver bullet solution to California's water challenges, but it's an important component and we should not dismiss the fact that we can use human ingenuity to develop new, environmentally conscious infrastructure to solve our challenges today and for generations to come.

We've also heard a lot in recent news articles on groundwater recharge and we agree. Continuing our way of life and prosperity as a state into the future relies on a portfolio of water management efforts – conservation, groundwater management, desalination, conveyance improvements, surface and groundwater storage, and other measures as reflected in the Governor's August 2022 Water Supply Strategy. An "all of the above" strategy is prudent because just like your retirement portfolio, diversity is stability. Each asset will perform better or worse in different scenarios and at different times – and water assets are no different.

Periods of heavy rainfall, like the atmospheric rivers these past few weeks, are ideal opportunities to divert and capture water that accumulates quickly but is lost to flooding and rapid runoff. Atmospheric rivers carry, on average, 400 billion gallons of water—as much water a day as the Mississippi River—leading to storms that can last several days. When there is excess storm and flood water, we must be prepared with infrastructure to capture some of this water for future use while leaving some in our rivers for the important purpose it serves to our natural environment. Sites Reservoir is designed with this in mind.

If recent droughts have taught us anything, it's that we shouldn't pass up any opportunity to store water for the next, inevitable, drier day. We won't have to with Sites Reservoir.



Sun Herald

# New analysis projects capabilities of Sites Reservoir during heavy river flows

1/25/23

The Sites Project Authority released findings from a new analysis that projected Sites Reservoir could have diverted and captured 120,000 acre-feet of water in just two weeks if the reservoir had been operational from Jan. 3 through Jan. 15 and would continue to capture water over the next few weeks as flows continue to run high.

"This is exactly the type of scenario that Sites is being built for – short windows of extremely high flows. There is an untapped opportunity to capture and store a portion of the significant amount of flow from the Sacramento River that occurs during these rare but major storms without impacting the value of these high flows for our environment," said Jerry Brown, executive director of the Sites Project Authority.

The project, which has been in the works for more than 60 years, hopes to turn the Sites Valley, located 10 miles west of Maxwell where Colusa and Glenn counties meet, into a state-of-the-art off-stream water storage facility that captures and stores stormwater flows in the Sacramento River – after all other water rights and regulatory requirements are met – for release in dry and critical years for environmental use and for communities, farms and businesses statewide to utilize when needed.

According to a release issued by the Authority, the analysis found Sites Reservoir could have diverted 120,000 acre-feet of water – less than 4% of Delta outflow – from Jan. 3 to Jan. 15 and long-range forecasts estimated that Sites Reservoir would continue to divert stormwater through at least Feb. 15, for a total 382,000 acre-feet of water.

A single acre-foot of water is enough to exceed the average annual indoor and outdoor water use of one to two California households, according to the Water Education Foundation.

"The rainstorms that pummeled Northern California would have been Sites' time to shine," said Alicia Forsythe, environmental planning and permitting manager of the Sites Project Authority. "It would have captured a portion of the flood waters for use in future dry times by farms, families, and ecosystems, while leaving lots of water in the Sacramento River and Delta for our environment and fisheries."

Project officials said that while recent storms caused Sacramento River flows to increase in late December, the Project would have implemented its seven-day pulse flow protection criteria and not started diverting until Jan. 3.

"The pulse flow protection criteria protects these initial high flow events as they provide value for outmigrating salmon and our river ecosystems," the release said. "Periods of heavy rainfall are ideal opportunities to divert and capture water that accumulates quickly but is often lost to flooding and rapid runoff. Sites will not divert any water until all other water rights and regulatory requirements are met. The analysis shows that during these major storms, all these other needs can be met, and Sites would still be able to store excess water while meeting the project's protective diversion criteria."

The Sites Reservoir Project is locally led by the Sites Project Authority which is made up of Sacramento Valley water districts, cities, and counties.

"Sites is an off-stream reservoir proposed north of the Sacramento-San Joaquin Delta, where it would provide unique water supply and environmental benefits during dry periods, especially during extended drought," officials said.

For more information, visit [www.sitesproject.org](http://www.sitesproject.org).

March 16, 2020

*Posted on Envirostor Jan. 31, 2023*

DSTC

700 Hines Ave.

Berkeley CA 94710

Re: Blue Lake forest Products, Inc.

I am the owner of Blue Lake forest Products, Inc. I became involved in Blue Lake in trying to save the 90 jobs when Blue Lake was facing bankruptcy. This was long after the cleanup of the toxic area I refer to as the Cap.

The owner of Blue Lake Forest Products when the cleanup occurred was Bruce Taylor. Blue Lake Forest Products was incorporated in 1986. This was long after the contamination occurred.

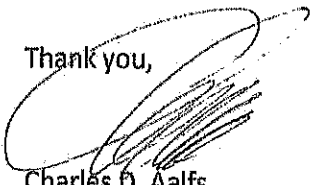
It is my understanding that at the end of the cleanup The DSTC allowed unidentified waste materials and/or containers that were left on the property to be dumped underneath the Cap. This was negotiated between the DSTC and the former owners of the property at the conclusion of the cleanup. It was done over the objections of Bruce Taylor and Blue Lake Properties, Inc. Why the DSTC allowed this after all the monies spent to clean up the property is beyond comprehension.

If the cause of the current leakage is from the dumped waste under the Cap, I am willing to make the following offer to the DSTC to close this matter. Even though I have no personal liability to fund the cleanup, I will donate up to \$25,000 to cleanup the toxic waste that was allowed to be buried under the Cap. The DSTC would be responsible for any excess expenses over that amount and would be responsible for monitoring the cleanup.

I am not an expert in toxic cleanup, but as I understand, the waste matter was buried about 3 feet from the edge of the cap. It seems to me it would be a simple matter to leave the cap in place and remove the dumped material by excavating a ramp down to the level where the waste was dumped and using a small excavator to extract the dumped material and haul it to an appropriate disposal site. After refilling the excavation site with clean fill. The cap would be left undisturbed for its intended purpose of protecting the site.

I can be contacted by phone at 530 227-6975.

Thank you,



Charles D. Aalfs

5211 Morning Dew Way

Redding, CA 96001

DEPARTMENT OF TOXIC SUBSTANCES CONTROL  
SITE MITIGATION BRANCH  
BERKELEY  
MAR 18 2020

STATE OF CALIFORNIA  
EPA

RECEIVED

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors  
From: Angela Smart  
Date: February 9, 2023  
Subject: Diversity, Equity, and Inclusion

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**Background**

During the January 12, 2023, Board Meeting, members discussed solutions to incorporate Diversity, Equity, and Inclusion (DEI) into the operation of an already successfully run District, with the knowledge that there is always room for improvement.

**Discussion**

Based on that discussion and direction, staff has gathered sample information from multiple sources for review and consideration for possible policy implementation mechanisms by the Board. The attachments include samples of:

- Current HBMWD Mission and Goal Statement pg. 2-3
- RCEA beginning Staff Reports regarding DEI pg. 4-8
- RCEA final Racial Justice plan and schedule pg. 9-14
- Resolution from the Board of Governors California Community College pg. 15-16
- Resolution from the City Council of South Pasadena, CA pg. 17
- State Water Resources Control Board with DEI focus pg. 18-27
- ACWA Internal Diversity, Equity and Inclusion Policy (Included in the employee handbook) pg. 28-32

**Next Steps**

Directors determine what policy mechanism(s) best implement DEI at HBMWD and direct staff to prepare draft documents for consideration at the March board meeting.

# Mission and Goals

## 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.

## District Goals

The following goals will directly support achievement of the District's mission. The goals are all important in supporting the District's mission and are not necessarily in order of priority.

### 1. Safety and Public Health

- Employ safe work practices to ensure worker and public safety at all times. Strive for no on-the-job reportable injuries each year.
- Operate the regional water system in accordance with state and federal safe drinking water laws and regulations at all times to protect public health.

### 2. Financial

- Perform work in a cost conscience manner at all times to ensure the lowest possible rates to our customers, consistent with the public health, service and reliability goals of the District.
- Plan activities and projects for the subsequent year during the annual budget process. Manage activities and projects consistent with the approved budget.

### 3. System Operation and Maintenance

- Maintain and upgrade the regional water system to ensure it reliably supplies and delivers water in accordance with the needs of our customers.

- Employ preventative maintenance practices to preserve the infrastructure in good working order for as long as possible, but also invest in infrastructure upgrades/improvements when it makes financial and operational sense to do so.

#### **4. Customer Service**

- Understand, and then meet, the communities' water supply needs.
- Work collaboratively with our wholesale customers on commercial and operational matters of importance relating to our water supply and/or the regional water system.

#### **5. Future Positioning**

- The regional water system has reliably served the water supply needs of the Humboldt Bay area for over 60 years. Develop a long-term infrastructure plan (both capital and maintenance) to ensure the regional water system can reliably serve our community for the next 60 years.
- Work diligently to protect the District's water supply resource – both quality and quantity - by ensuring local control of our water rights and protection of the watershed.
- Attract and retain qualified employees to carry out all aspects of the District's business. Promote training and professional development of our employees, and support them in carrying out their duties for the District.
- Work with regulatory agencies to: 1) ensure the necessary permits for District operations and maintenance activities are issued in a timely, cost effective manner, and 2) promote longer-term regulatory stability and certainty for the District.
- In light of climate changes which are occurring, as well as California's commitment to reduce greenhouse gas emissions (pursuant to Assembly Bill 32), evaluate and support initiatives or projects that reduce the District's greenhouse gas emissions, consistent with the District's mission and core business.



REDWOOD COAST  
**Energy Authority**

**STAFF REPORT**  
**Agenda Item # 8.1**

AGENDA DATE:	June 25, 2020
TO:	Board of Directors
PREPARED BY:	Matthew Marshall, Executive Director
SUBJECT:	Resolution on Racial Justice

**SUMMARY**

In light of the recent national and global discussion on racial justice, staff recommends that the Board issue a resolution to commit to racial justice.

**FINANCIAL IMPACT**

None.

**STAFF RECOMMENDATION**

Adopt Resolution 2020-3 Adopting a Commitment to Racial Justice

**ATTACHMENTS:**

1. A Resolution of the Board of Directors of the Redwood Coast Energy Authority Adopting a Commitment to Racial Justice

## RACIAL JUSTICE PLAN OF THE REDWOOD COAST ENERGY AUTHORITY

Adopted by the RCEA Board of Directors on 10/27/2022

Energy is a necessity in modern life. RCEA recognizes persistent racial disparities among communities in accessing energy services. Owing to both past and ongoing racial discrimination, many people have been left out of energy infrastructure decisions, program benefits, professional careers, and policy design. Humboldt County has a history of racial injustice that continues through the present day, dating back to 19<sup>th</sup> century, when white European settlers forcibly removed Indigenous peoples from their land through government-sanctioned murder and violence. The entire Chinese immigrant population was expelled from the region. Indigenous, Black, Latinx, Asian, and other people of color have been subjected to structural economic racism resulting in substantial disparities in household wealth as compared to white families. RCEA recognizes that access to energy, energy efficiency, freedom from pollution and a role in the renewable energy transition intimately affect economic and personal health outcomes. RCEA strives to serve everyone in the Humboldt County community more equitably. To that end, RCEA has adopted this Racial Justice Plan and commits to the following actions:

### Internal Operations

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**1. Equity actions in job descriptions, staff work plans, and regular staff trainings:**

*RCEA is committed to creating a supportive and affirming space for staff across all identities, particularly Black, Indigenous and People of Color and other marginalized groups. We will continue to look for ways that our agency can support authentic engagement.*

- a) Current job descriptions will be revised to include equity actions as follows:
  - o Department Director position descriptions: *“Lead the ongoing implementation of RCEA’s Racial Justice Plan within the [Director’s Department] and actively champion and support justice, equity, diversity, and inclusion efforts across the organization.”*
    - Promote regular staff training opportunities on the topic of diversity, equity and inclusion.
    - Promote outreach and service to historically disadvantaged community groups in design and implementation of customer programs.
    - Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
    - Experience considering the impacts of the work on multiple communities, including communities of color, in technical analysis.
    -
  - o All other position descriptions: *“Support the ongoing implementation of RCEA’s Racial Justice Plan and actively engage in justice, equity, diversity, and inclusion efforts within the organization.”*



- As an individual staff member or part of a team, assist in efforts to promote customer programs that serve racially diverse communities.
- b) Human resources staff will explicitly include equity actions in new job descriptions as appropriate to the position.
- c) Staff supervisors will add equity actions to yearly staff work plans. These additions will document any equity work that staff is already doing in work plans and add new tasks appropriate to the position as dictated by this Plan.
- d) RCEA staff will participate in regular trainings on implicit bias.

## **2. Diversity, equity and inclusion in hiring and promotion:**

*RCEA recognizes the benefits of building a diverse team, and how equitability and diversity can increase engagement and performance.*

- a) RCEA will survey staff every two years to track staff demographics, equity and diversity in hiring and promotion and, to the extent feasible, compare and evaluate internal data to county-wide demographics.
- b) All participants in hiring committees will receive refresher training on implicit bias before the recruitment process begins.
- c) Human resources will actively promote open positions to historically underserved affinity groups, on local campuses in the community, and affinity trade groups.
- d) Recruitment will include skills testing as appropriate for the position in conjunction with a traditional oral interview to reduce likelihood for bias in applicant review.
- e) At least one question relating to diversity, equity, and inclusion (DEI) will be included in oral interviews in recruitments. This will allow the hiring committee to assess the candidate's ability to succeed in DEI responsibilities of the position as well as signaling to all candidates that this is a core RCEA value.

## **External Partnerships and Programs**

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### **1. Tribal engagement:**

*Humboldt County is home to many Tribes. The Wiyot, Hupa, Yurok, Karuk, as well as the Bear River Rancheria, the Blue Lake Rancheria, Trinidad Rancheria, and Big Lagoon Rancheria are several of them. Many of the programs RCEA implements in the community are on Tribal land, and, as such, seeks Tribal engagement.*

- a) RCEA staff will continue and expand work with local Tribes on program development, customer outreach, and policy setting.
- b) RCEA staff will continue and expand efforts to identify opportunities to collaborate with local Tribes as partners on sustainable energy initiatives.
- c) The RCEA Board of Directors will strive to include Tribal representation on the RCEA Community Advisory Committee.
- d) RCEA will establish a formal "Tribal Liaison" position within the organization by either assigning the role to an appropriate staff member or engaging a qualified outside consultant. The Tribal Liaison will be responsible for fostering ongoing communication and collaboration with local Tribes as well as supporting internal compliance with the Tribal-engagement elements of this Plan.

- e) RCEA leadership will attend local Tribal Chairman's meetings as invited to better understand local energy-related priorities and needs.
- f) RCEA leadership will seek to meet with individual Tribal governments to determine interest in participation in RCEA's programs and governance.

**2. Diversity, equity and inclusion in program selection design and implementation:**

- a) To provide a baseline for how RCEA is serving all segments of our local community, when possible RCEA will issue a voluntary demographics survey to customers receiving program benefits such as rebates, technology or professional services.
- b) Using customer surveys that have been collected, RCEA will annually evaluate the distribution equity of RCEA's programmatic dollars using standard statistical methods to the extent feasible. If RCEA programs are found to underserve some segment of the population, staff will reach out to community-based organizations to learn how to connect with and support those communities.
- c) Every two years RCEA staff leadership will conduct a diversity, equity and inclusion review of all RCEA programs, which will include an evaluation of aggregated demographic survey results along with overall program design and implementation strategies. With input from the RCEA Community Advisory Committee, programmatic goals and strategies will be adjusted or reset as necessary to ensure that RCEA is equitably serving the entire community.

**3. Energy justice in power procurement and energy resource development:**

- a) RCEA staff will incorporate energy justice best practices<sup>1</sup> and affordability into renewable development and power purchase solicitations and resource planning.
- b) RCEA will continue to include project location and community benefit in its evaluation criteria for power solicitations, in an effort to contract for projects that benefit racially diverse communities and to avoid projects that are detrimental to those communities.
- c) RCEA will continue to participate in the California Public Utilities Commission's Supplier Diversity Program, which seeks to promote participation of Diverse Business Enterprises in the power industry, including encouraging qualified energy suppliers to register themselves in the CPUC's Supplier Clearinghouse<sup>2</sup>.
- d) For energy projects in which RCEA takes an active role in inception, development, ownership and/or operation, staff will work with private partners to collaborate and inclusively engage with local communities throughout the development process, rather than a "decide-announce-defend" approach.
- e) RCEA will seek partnerships with expert consultants-on racially diverse community engagement, especially for large-scale projects such as offshore wind.

**4. Collaboration with the CalCCA Environmental Justice and Equity Committee, and other external equity organizations:**

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<sup>1</sup> <https://iejusa.org/wp-content/uploads/2019/12/The-Energy-Justice-Workbook-2019-web.pdf>

<sup>2</sup> <https://sch.thesupplierclearinghouse.com/>

*As a member of CalCCA, who "share a commitment to inclusion and representation of our diverse communities through democratic governance and intensive community engagement," RCEA will represent Humboldt County in these endeavors.*

- a) RCEA staff will continue to be active members of the CalCCA Environmental Justice and Equity Committee.
- b) RCEA staff will learn how other CCAs develop programs and policies to reach historically underserved community members in order to incorporate successful practices in RCEA's regular operations.
- c) Staff will share RCEA's successes in community engagement with other CCAs to promote improved practices throughout California.
- d) As of June 2021, RCEA is now a member of the Government Alliance on Race and Equity (GARE). RCEA will utilize GARE's member resources for opportunities related to staff training, assessment tools and discussion forums.
- e) As of July 2021, RCEA will participate as a member of the newly formed Equity Metrics Working Group of the California Energy Efficiency Coordinating Committee (CAEECC), which serves as an advisory group to the CPUC.

RCEA staff will provide an annual report to the Board of Directors and RCEA's Community Advisory Committee on the implementation of this Racial Justice Plan.



# REDWOOD COAST Energy Authority

## STAFF REPORT Agenda Item # 7.1

AGENDA DATE:	October 27, 2022
TO:	Board of Directors
PREPARED BY:	Eileen Verbeck, Deputy Executive Director
SUBJECT:	Racial Justice Plan Progress Update

### SUMMARY

In June 2020, amid the resurgence of national and global discussion on racial justice, the RCEA Board of Directors adopted a resolution on racial justice (Attachment A). At that time, an ad hoc board subcommittee was assembled to work with staff to address the commitments with the resolution. This report is to update the Board and public on progress made in the last year on those commitments and to facilitate adoption of the Racial Justice Plan.

### Internal Operations

1. **Equity actions in job descriptions, staff work plans, and regular staff trainings:**
  - a) RCEA recently joined the Government Alliance on Race and Equity in the hopes of receiving expert advice on revising job descriptions and work plans.
  - b) RCEA conducts quarterly trainings and discussions during all-staff meetings. Recent topics of these trainings have included *Why Diversity Matters*, *Implicit Bias*, *Cultural Humility* and *Tokenism*.
  - c) RCEA has contacted Stepping Stone Consulting and Queer Humboldt to put on additional staff training on diversity, equity and inclusion in early 2023.
  
2. **Diversity, equity and inclusion in hiring and promotion**
  - a. All participants in RCEA hiring committees receive training on implicit bias. The training includes how to overcome unconscious bias when interviewing and hiring.
  - b. RCEA has compiled a list of organizations dedicated to underserved members of our community and emails job announcements to this list.
  - c. RCEA established blind recruitment. Blind recruitment is the process of removing any and all identification details from potential candidate resumes and applications. RCEA's intention is to solely evaluate candidates on their skills and experience instead of factors that can lead to biased decisions.
  - d. Job applicants are now asked questions on the topic of Diversity, Equity, and Inclusion (DEI) in interviews.

- e. RCEA completes a survey each year tracking the number of women, minority, and disabled veteran employees and contracted staff as required by the CA Public Utilities Commission RPS program on an annual basis.

As a California government agency, RCEA is restricted by Proposition 209 regarding affirmative action in hiring or contracting, and cannot explicitly favor any groups based on race, sex, color, ethnicity, or national origin above another. In 2020, Proposition 16, which would have repealed the ban on affirmative action, was defeated. This prohibition constrains the options that RCEA has to promote policies to benefit historically underrepresented groups.

## **External Partnerships and Programs**

### **1. Tribal engagement**

- a. RCEA contracted with Lost Coast Wind to organize and facilitate meetings with Tribes and tribal organizations to discuss offshore wind development along the Humboldt coast with the goal of forming productive working relationships.
- b. RCEA has begun discussions with the Yurok Tribe on their interest in becoming a member of RCEA and serving on the RCEA Board of Directors.
- c. RCEA leadership has contacted the Tribal Chairmen's Association to gauge interest in enhanced participation with RCEA.
- d. RCEA is targeting the next round of microgrid development to address reliability issues at the Hoopa Substation, which serves tribal facilities and customers of three tribes (Hoopa, Yurok, and Karuk).
- e. Over the last several years RCEA has played a central role in establishing the Redwood Region Climate and Community Resilience Hub (CORE Hub) to help transition our region's built and natural systems to become both decarbonized and resilient to help solve the climate emergency. Now hosted and led by the Humboldt Area Foundation, one of CORE Hub's central objectives is to prioritize equity, ensuring benefits accrue to underrepresented, historically and currently marginalized communities first and to the greatest extent.

### **2. Diversity, equity and inclusion in program selection design and implementation**

- a. After conducting community outreach to understand how other organizations are supporting inclusion in program development, staff was advised that RCEA needs to understand the demographics of who RCEA's programs have been serving so that we can determine who has been left out. Staff implemented a demographics surveys of program recipients including a pilot survey for net energy metering customers who receive an annual payout for their excess electricity generation. The response to the demographic surveys has been very limited. Since March of 2021 we have only had 5 customer energy solution and 6 NEM surveys completed.
- b. We are working to become part of a "Cross System Collaborative" with the Humboldt County Department of Health & Human Services – DHHS. This will connect RCEA with 17 local Family Resource Centers and four Native American Tribes to implement RCEA Services to disadvantaged households. With this,

RCEA will be able to serve and refer many households to programs that can best serve them.

**3. Energy justice in power procurement and energy resource development**

- a. RCEA strives to increase the diversity of suppliers with whom RCEA contracts and from whom RCEA makes purchases, per the requirements of the CPUC's Supplier Diversity program and the Board adopted Racial Justice Resolution. Annually, RCEA submits tracking information on progress and strategies to increase supplier diversity in the forthcoming year.
- b. The following supplier diversity language is included in all RCEA's power solicitations:

**SUPPLIER DIVERSITY AND LABOR PRACTICES**

*Consistent with the California Public Utilities Code and California Public Utilities Commission policy objectives, RCEA collects information regarding supplier diversity and labor practices from project developers and their subcontractors regarding past, current and/or planned efforts and policies. Pursuant to Public Utilities Code §§ 8281-8286 (through which the CPUC requires RCEA and its commission-regulated subsidiaries and affiliates to submit annual detailed and verifiable plans for increasing women-owned, minority-owned, disabled veteran-owned and LGBT-owned business enterprises' procurement in all categories), respondents that execute a contract with RCEA will be required to complete a supplier diversity questionnaire at the time of execution, and/or periodically at later dates as specified by RCEA. Respondents that are women, minority, LGBT, and disabled veteran-owned businesses are encouraged to apply for certification by the CPUC's Supplier Diversity Clearinghouse Program <http://www.thesupplierclearinghouse.com/>. This certification is voluntary and will not be used as a criterion for evaluation. As required by law in California, RCEA as a public agency does not give preferential treatment based on race, sex, color, ethnicity, or national origin; providing such information as part of the offer package will not impact the selection process or good standing of executed contracts.*

- c. The following questions to which developers are required to respond are included in RCEA's power solicitations. The answers to these are evaluated in the context of the 'Location & community benefit' scoring criterion, which represents 10% of possible points an offer can receive. Some of the questions are not directly related to racial justice but could be if the project is located within a Disadvantaged Community or otherwise minority community.
  - i. Is the project located within a Disadvantaged Community (DAC) or does it benefit DACs in some way? If yes, please describe.
  - ii. Have you conducted outreach to the communities around the project location? If yes or outreach is planned in the future, please describe the outreach effort, including methods, languages in which materials have been made available, nature and volume of community response, and any changes to the project that have been made in response to community concerns.

- iii. Do you believe this project in its current form is consistent with the local community's priorities? If yes, please describe why you believe this. If no, describe any changes you would consider making to bring the project more into alignment with community priorities.
- iv. Please describe any additional societal, health, economic, water saving, or environmental benefits the project may have beyond the climate and GHG reduction benefits of renewable energy.
- d. RCEA completes a survey each year tracking the number of women, minority, and disabled veteran employees and contracted staff for the CPUC RPS program.
- e. An equity impact section has been added to the staff report template for reports to the Board of Directors. The intention of this section is to answer the following questions:
  - i. Does the proposed action further RCEA's Racial Justice Plan initiatives or tracked goals (e.g. RCEA program dollar distribution equity, increased service to identified underserved population segments, etc.)?
  - ii. Does the recommended action potentially impact racially-diverse inclusion in energy infrastructure or policy decision making, structural economic racism, access to energy and energy efficiency services, or freedom from pollution?

#### **4. Collaboration with CalCCA Environmental Justice and Equity Committee, and other external equity organizations**

- a. RCEA staff has been working closely with the CalCCA Environmental Justice and Equity Committee to learn from other CCAs and share what RCEA has been doing. More than one CCA has passed a resolution citing RCEA's resolution as motivation.
- b. In addition to the CalCCA Equity group, RCEA is a member of the Equity Metrics Working Group of the California Energy Efficiency Coordinating Committee (CAEECC). CAEECC is a forum for stakeholders to discuss energy efficiency matters under the purview of the CPUC. The purpose of the working group is to identify and define metrics to track progress of CPUC-authorized programs that provide energy efficiency services to hard-to-reach or underserved customers and disadvantaged communities to further environmental and social justice. As of Q3 2022, the working group is still in the process of finalizing recommendations.

#### **ALIGNMENT WITH RCEA'S STRATEGIC PLAN**

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Goal 1.4.8 – Develop Programs that Foster Social Equity.

#### **EQUITY IMPACTS**

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The RCEA Board of Directors adopted a Resolution in 2020 that made a commitment to racial justice. The proposed adoption of the RCEA Racial Justice Plan establishes a plan of action for

upcoming work to ensure that we improve and continue to serve our community in an equitable manner.

**FINANCIAL IMPACT**

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None.

**STAFF RECOMMENDATION**

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Accept Racial Justice Plan progress report.

Adopt Racial Justice Plan.

**ATTACHMENTS:**

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- A. Resolution 2020-3 of the Board of Directors of the Redwood Coast Energy Authority Adopting a Commitment to Racial Justice
- B. Racial Justice Plan
- C. Racial Justice Plan Schedule



## Redwood Coast Energy Authority Racial Justice Plan Schedule

		2022				2023																
Measures		September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December					
Internal Operations	Job description revisions					Develop				Bring to board												
	Equity activities in new job descriptions							Develop														
	Equity activities in work plans						Implement															
	Implicit bias trainings	Staff training				Staff training				Staff training			Staff training			Staff training						
	Staff demographics survey *					Develop		Implement			Ongoing participation											
	Hiring committee implicit bias training	Ongoing participation																				
External Partnerships and Programs	Implement equity strategies in hiring	Ongoing participation																				
	Work with Tribes on program development, o	Ongoing participation																				
	Tribal representation on CAC					Reach out to Tribal leadership																
	Establish Tribal Liason position	Ongoing participation																				
	Tribal Chairman's meeting attendance	Ongoing participation																				
	Meet with Tribes on RCEA governance	Reach out to Tribal leadership				Ongoing participation																
	Customer demographics survey	Ongoing participation																				
	Customer demographics analysis	Analysis				Ongoing participation													Analysis			
Program equity evaluation			Evaluation																			
CalCCA Environmental Justice and Equity Committee participation	Ongoing participation																					

\*recommend collecting this data through recruitment process

Resolution of the Board of Governors  
California Community Colleges  
No. #####

WHEREAS, for many Californians, the open-access mission of the California Community College system constitutes an accessible path to a better life and upward mobility for 43 percent of community college students who identify as first-generation; and

WHEREAS, with more than 2.1 million students at 116 colleges, the California Community Colleges is the largest system of higher education in the country and serves the most diverse student population of any segment in California; and

WHEREAS, the California Community Colleges student population reflects the racial and ethnic diversity of the state of California where 44 percent are Latinx and 6 percent are African American; and

WHEREAS, the *Vision for Success* calls on the system to integrate equity throughout its efforts to increase student success and to eliminate equity gaps by 2026-27.

WHEREAS, recognizing the diversity of its students as one of the system's biggest assets and the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity, Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff and educational administrators; and

WHEREAS, the Diversity, Equity and Inclusion Integration Plan, states, in part, "Vision for Success Commitment 5, Strategy A: Celebrate the diversity of our system and encourage statewide associations to publicize the accomplishments of our system;" and

WHEREAS, over the past months, the California Community College Chancellor's Office and system leaders have called for action and open dialogue across the system to strategize against structural racism and racial inequities; and

WHEREAS, April is nationally recognized as Community College Month and serves as an opportunity to honor and acknowledge the contributions of students, faculty, classified staff and administrators in our community colleges; and

WHEREAS, students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment; now, therefore, be it

RESOLVED, that the California Community College Board of Governors declares April 2021 and every year thereafter in April as Diversity, Equity and Inclusion Awareness Month in California's

Community Colleges; and be it further

RESOLVED, that California Community Colleges are encouraged to celebrate its racial and ethnic diversity among students, faculty, staff and administrators and honor their tireless contributions to advancing diversity, equity, inclusion and anti-racism work that results in student success; and be it further

RESOLVED, that the California Community College Board and Chancellor's Office encourages districts and colleges to engage in a month of action by adopting local resolutions recognizing Diversity, Equity and Inclusion Awareness Month, showcasing and amplifying the role of students and staff dedicated to equity to give agency to those voices and perspectives, and leading campus-wide dialogue to nurture a collective understanding and appreciation for our system's rich diversity.

## RESOLUTION NO. 7491

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AFFIRMING THE CITY OF SOUTH PASADENA'S COMMITMENT TO DIVERSITY AND TO SAFEGUARDING THE CIVIL RIGHTS, SAFETY AND DIGNITY OF ALL OF OUR RESIDENTS

WHEREAS, the City of South Pasadena believes that diversity of backgrounds, perspectives, and experiences of the American people – native and immigrant – makes our nation, communities, bonds between neighbors, and economies richer and stronger; and

WHEREAS, the City of South Pasadena is committed to protecting the civil rights and liberties of all of our residents, partnering with our community leaders to foster a positive dialogue and to speak against human injustices and abuses, and welcoming immigrants to our community; and

WHEREAS, the City of South Pasadena values all of its residents and recognizes the rights of individuals to live their lives with dignity, free of discrimination and intimidation because of their race, color, religion, national origin, sex, gender identity, immigration status, disability, housing status, economic status, or other social status; and

WHEREAS, the City Council stands firm with all our residents and will work with community to protect against acts of violence, intimidation and discrimination that are rooted in fear, ignorance, prejudice, and hate; and

WHEREAS, fostering a relationship of trust, respect, and open communication between City officials and residents is essential to the City's mission of delivering efficient public services in partnership with our community which ensures public safety, a prosperous economic environment, opportunities for our youth, and a high quality of life for all residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City of South Pasadena declares it the public policy of the City to be inclusive and to respect the inherent worth of every person, without regard to a person's race, color, religion, national origin, sex, gender identity, immigration status, disability, housing status, economic status, political affiliation, or cultural practices.

SECTION 2. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 21st day of December, 2016.

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 21st day of December, 2016, by the following vote:

AYES: JOE, KHUBESRIAN, MAHMUD, SCHNEIDER, AND MAYOR CACCIOTTI

NOES: NONE

**STATE WATER RESOURCES CONTROL BOARD  
RESOLUTION NO. 2021-0050**

**CONDEMNING RACISM, XENOPHOBIA, BIGOTRY, AND RACIAL INJUSTICE  
AND STRENGTHENING COMMITMENT TO RACIAL EQUITY, DIVERSITY,  
INCLUSION, ACCESS, AND ANTI-RACISM**

**WHEREAS:**

1. As part of the California Environmental Protection Agency (CalEPA), the shared mission of the State Water Resources Control Board (State Water Board) and nine Regional Water Quality Control Boards (Regional Water Boards), collectively Water Boards, is to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use for the benefit of present and future generations. In relation to this mission, the Water Boards accept responsibility for confronting structural and institutional racism and advancing racial equity.
2. The Water Boards are a member of the Government Alliance on Race and Equity (GARE) and have adopted its definition of racial equity: racial equity occurs when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. Because race intersects with many, if not all, other marginalized identities, prioritizing and addressing racial inequities improves outcomes for other marginalized communities.

**Race as a Determinant of Environmental and Racial Inequities**

3. Historically, decision-makers representing government agencies used race to establish structures and systems that continue to deliver disparate outcomes, including wealth, health, educational, and environmental inequities.
4. CalEPA's 2021 Pollution and Prejudice Story map demonstrates that historically redlined neighborhoods are "generally associated with worse environmental conditions and greater population vulnerability to the effects of pollution today." In addition, Black, Indigenous, and people of color are overrepresented in the neighborhoods that are the most environmentally degraded and are still experiencing severe racial wealth gaps caused by redlining and other land-use practices designed to oppress them. Many of these communities lack access to parks, open spaces, greenways, and green infrastructure to provide, for example, natural flood protection, water treatment, and groundwater recharge and replenishment.

5. The Office of Environmental Health Hazard Assessment's (OEHHA's) CalEnviroScreen mapping tool identifies communities that are disproportionately impacted by a combination of environmental stressors and socioeconomic disadvantages. The tool's 2021 update reveals that the top 10% of least-polluted neighborhoods are 67% white, and the top 10% of most-polluted neighborhoods are 90% Black, Indigenous, and people of color. Contaminated drinking water sources disproportionately burden low-income and Black, Indigenous, and people of color communities throughout California, further exacerbating persistent inequities, which can be seen in data collected by the Human Right to Water Framework and Data Tool 1.0 (released January 2021).
6. In 2021, the State Water Board released the 2021 Drinking Water Needs Assessment, which (1) identifies California small water systems and domestic wells that are failing, or at risk of failing, to provide access to safe drinking water; (2) estimates the cost of interim and long-term solutions for these systems; and (3) determines the statewide funding gap and affordability challenges that may be barriers to implementing these solutions. There are approximately 345 systems that fail to meet the goals of the human right to water. In addition, the needs assessment identified 617 at-risk public water systems, 611 at-risk state small water systems, and 80,000 at-risk domestic wells. It also identified 13 federally regulated tribal water systems that failed to meet the goals of the human right to water and 22 at-risk tribal water systems.

### **Acknowledging Racism and Racial Inequities**

7. Historically, the Water Boards' programs were established over a structural framework that perpetuated inequities based on race. These inequities persist, and prior to this resolution, the Water Boards had not explicitly acknowledged the role racism has played in creating inequities in affordability and access to clean and safe water and in the allocation and protection of water resources. Toward reconciliation, the State Water Board now acknowledges:
  - a. White supremacy is a systemically and institutionally perpetuated system of exploitation and oppression of nations and people of color by white people for the purpose of maintaining and defending a system of wealth, power, and privilege. In the United States, white supremacy led to the genocide and forced relocation of Native American people to facilitate white resettlement and the enslavement of Native American and Black people for white economic gain. White supremacy has been served by many other government policies targeting people of color, including, for example, race-focused immigration restrictions, the internment of Japanese Americans,

exclusionary housing and labor policies, and lack of investment in Black, Indigenous, and people of color communities. The impacts of federal, state, and local decision-making and policies made decades ago continue to impose challenges for Black, Indigenous, and people of color communities, which still grapple with the lasting effects of historical racial inequities stemming from those governmental decisions and policies.

- b. The colonization, displacement, and genocide of Native American people in the United States have contributed to the loss of water resource and watershed management practices that supported Native American people's traditional food sources and ways of life. Watersheds are now primarily managed through large-scale diversion of water for municipal, industrial, agricultural, and commercial beneficial uses to the detriment of traditional, local, and cultural uses and without compensation, recognition, or replacement. Historical land seizures, broken promises related to federal treaty rights, and failures to recognize and protect federal reserved rights, have resulted in the loss of associated water rights and other natural resources of value, as well as cultural, spiritual, and subsistence traditions that Native American people have practiced since time immemorial.
- c. As a result, California Native American Tribes continue to face barriers to defining, quantifying, accessing, protecting, and controlling their ancestral lands, water rights, instream flows, cultural resources, and beneficial uses. Redistribution of water has reduced or eliminated access to healthy traditional food sources such as smelt, salmon, freshwater mussels, and freshwater plants. Disconnection from traditional ancestral land and water and the unavailability of traditional foods have been linked to serious and pervasive health issues. In addition, low or non-existent instream flows, and associated water quality problems, impair or prevent water-related cultural, spiritual, and subsistence practices. These injustices are exacerbated by climate change and complex water resource and watershed management processes.
- d. The historical seizures of land from people of color have had, and continue to have, long-standing, oppressive impacts that extend beyond the loss of the land itself. These impacts include the loss of the associated water rights and other natural resources of value, lack of access to affordable and reliable governmental services, and forced relocation to areas with fewer or lower quality natural resources.

- e. In California, race predicts a person's access to governmental services and the quality and affordability of the services they receive. This includes the availability of safe drinking water and the collection, treatment, and reuse of wastewater. In fact, race is the strongest predictor of water and sanitation access.

### **Advancing Racial Equity and Environmental Justice**

8. The evidence of past and persisting racism and racial inequity is compelling. On a community scale, race is strongly correlated with more severe pollution burdens. However, until recently, few of the Water Boards' policies, programs, or plans expressly considered or addressed racial inequities. As a government agency, the State Water Board recognizes the need to acknowledge racial inequity and to take action to address racial inequity within the agency and as part of the programs the Water Boards' carry out for the communities we serve.
9. Over the last decade, the Water Boards have increasingly emphasized actions to address environmental injustices, including: (1) creating the Safe and Affordable Funding for Equity and Resilience (SAFER) Program, a comprehensive approach to implementing the state's commitment to the Human Right to Water by ensuring the estimated 1 million Californians being served contaminated water have solutions for safe, affordable drinking water; (2) improving engagement with California Native American Tribes and recognizing and protecting tribal beneficial uses; (3) developing a comprehensive response to climate change, including addressing disproportionate impacts on vulnerable communities; and (4) administering funding for projects that remediate the harm—or threat of harm—to human health, safety, and the environment caused by existing or threatened surface water and groundwater contamination. Much of this funding is set aside or targeted for projects in disadvantaged and severely disadvantaged communities. The Water Boards recognize the need to further address environmental injustice and racial inequity.
10. Since 2018, the Water Boards have been participating in GARE, an international network of governmental organizations working to achieve racial equity and advance opportunities for all. The GARE network utilizes a racial equity model of change comprising iterative stages of normalizing, organizing, and operationalizing.
11. Since 2018, the Water Boards' staff have been actively engaged in CalEPA's racial equity team, which is implementing CalEPA's "Plan to Achieve Racial Equity" to: (1) improve access to data and information on racial equity; (2) improve communication with communities and partners; (3) improve language access; (4) advance racial equity trainings for the



CalEPA workforce; and (5) improve workforce hiring, retention, and promotion practices to advance racial equity within the environmental protection role that each board, department, and office shares with CalEPA.

12. The Water Boards' workforce does not reflect the racial composition of the state. United States Census Bureau data collected via the 2019 American Community Survey (ACS) show that 37% of California's population is white, yet the Water Boards' workforce census data from 2020 show that 57% of the Water Boards' workforce and 69% of the Water Boards' management is white. Similarly, the 2019 ACS data show that 63% of California's population comprises Black, Indigenous, and people of color, compared to only 43% of the Water Boards' workforce and 31% of the Water Boards' management. In 2019, the Water Boards released the document, "Immediate Hiring Practices Action Plan for Advancing Workforce Diversity at the Water Boards," which aligns with CalEPA's "Practices to Advance Racial Equity in Workforce Planning." Both documents were developed to articulate the benefits of a diverse workforce and to identify practices to advance racial equity. The Water Boards' plan directs hiring managers and supervisors to take specific short-term actions to improve workforce diversity while a more holistic plan is being developed.
13. In April and May 2020, CalEPA collaborated with GARE to survey staff of all CalEPA boards, departments, and offices, including the Water Boards, to establish baseline progress toward efforts to advance racial equity. Responses reveal that the Water Boards are beginning to normalize workplace conversations about racial equity by establishing a shared language, set of facts, and approaches. In addition, the summary report of the Water Boards' staff responses indicates that more work is needed to further normalize racial equity, and it includes a specific recommendation for the Water Boards to center racial equity work on the perspectives and experiences of Black staff. Overall, the survey responses strongly support the need for additional training and tools for advancing racial equity and for stronger communication with staff.
14. Although the Water Boards' racial equity and environmental justice work began prior to 2020, the national and worldwide backlash against racism toward Black people and related Black Lives Matter protests of 2020 accelerated and informed the State Water Board's decision to address racial inequities within the Water Boards and through the Water Boards' work.

15. During its August 18, 2020 meeting, the State Water Board directed staff to advance racial equity. Executive Director Eileen Sobeck established the Racial Equity Steering Committee and Working Group. The Racial Equity Steering Committee's charge is to ensure leadership remains committed to furthering racial equity and to direct the Working Group's progress on implementing the following priorities: (1) establish a foundation of internal and external engagement that values listening and collaboration to drive action; (2) draft a resolution on racial equity to be considered for adoption by the State Water Board and also leveraged by the Regional Water Boards to adopt their own resolutions; and (3) develop racial equity strategies and action plans to drive the Water Boards' efforts to institutionalize racial equity.
16. In November and December 2020, the Racial Equity Steering Committee and Working Group hosted four public listening sessions to solicit input on the challenges that Black, Indigenous, and people of color are facing and how the Water Boards can better facilitate equitable participation from these communities in their decision-making and policy development processes. Feedback from participants included several common themes, such as: a general distrust of government; feeling excluded from decision-making processes that ultimately affect them; not feeling heard when presenting issues to the Water Boards or that participation results in a change; a desire for more evidence that state government is committed to providing safe drinking water to disadvantaged communities; and concern that the Water Boards' decision-makers and staff do not reflect the diversity of the communities they serve.
17. In March 2021, the Racial Equity Steering Committee and Working Group hosted employee listening sessions to learn how the Water Boards can foster a workplace where all staff feel they belong and can contribute, and where the impacts of institutional racism are being recognized and addressed. To encourage honest, open discussion, each session was facilitated by professional racial equity consultants. Several common themes emerged during the sessions, such as: a general lack of opportunities to increase diversity and promote inclusion within the workforce; a need for mandatory training for all Water Boards staff in the areas of racial equity, racism, implicit bias, and cultural competence; the importance of allocating resources to support racial equity efforts; and the need to bring a racial equity lens to the Water Boards' decision-making processes, including more meaningful opportunities for community involvement.

18. To better represent and serve California's communities, the Water Boards must address the connection between protecting and managing water resources and systemic and institutional racism while fostering greater workforce diversity, equity, and inclusion within the agency.

THEREFORE, BE IT RESOLVED THAT:

The State Water Resources Control Board:

1. Condemns acts of racism, xenophobia, bigotry, white supremacy, and institutional and systemic racism; adopts racial equity, diversity, and inclusion as core values; and acknowledges the role of government agencies—including the Water Boards—in redressing racial inequities and dismantling institutional and systemic racism.
2. Commits to making racial equity, diversity, inclusion, and environmental justice central to our work as we implement our mission so that the access the State Water Board creates, and outcomes we influence, are not determined by a person's race and the benefits are shared equitably by all people.
3. Commits to centering our work and decision-making on Black, Indigenous, and people of color who are disproportionately represented in the most vulnerable communities and in unsheltered populations, while ensuring the full benefits of the Water Boards' programs for all people.
4. Reaffirms our commitment to upholding California's human right to water law, upholding the State Water Board's human right to water resolution, and demonstrating that every human being in California—including people from Black, Indigenous, and people of color communities—deserves safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitation purposes.
5. Reaffirms our commitment to the protection of public health and beneficial uses of waterbodies in all communities, and particularly Black, Indigenous, and people of color communities disproportionately burdened by environmental pollution through: cleanup of contaminated soil, soil vapor and groundwater; control of wastes discharged to land and surface water; restoration of impaired surface waters and degraded aquifers; and promotion of multi-benefit water quality projects to increase access to parks, open spaces, greenways, and other green infrastructure.
6. Commits to expanding implementation of the State Water Board's Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of

color communities, prioritizing: the right to safe, clean, affordable, and accessible drinking water and sanitation; sustainable management and protection of local groundwater resources; healthy watersheds; and access to surface waters that support subsistence fishing.

7. Reaffirms our commitment to improving communication, working relationships, and co-management practices with all California Native American Tribes, including seeking input and consultation on the Water Boards' rules, regulations, policies, and programs to advance decisions and policies that better protect California's water resources. The State Water Board recognizes our parallel relationship to the people we serve and values tribes' traditional ecological knowledge and historic experience with managing California's water resources since time immemorial.
8. Directs staff to create a proposal by January 2022 to establish an Office of Equity, Diversity, and Inclusion to achieve a workplace, workforce, and work outcomes that reflect racial equity.
9. Directs staff to normalize conversations about racial equity and foster a workforce that competently integrates racial equity into the State Water Board's work by: (1) developing and implementing training curricula for racial equity, diversity, inclusion, and environmental justice; (2) incorporating racial equity concepts into existing mandatory Water Boards training courses; (3) educating staff about Equal Employment Opportunity (EEO) laws and the Water Boards' EEO Office's process for preventing and responding to complaints of discrimination, harassment, bullying, or retaliation; (4) developing policies that will lead to a racially equitable and diverse workforce by ensuring the Water Boards' Immediate Hiring Practices Action Plan addresses recruitment, hiring, retention, promotion, succession planning, mentorship, STEM outreach to schools, and leadership development; and (5) partnering with other organizations to expand opportunities for community capacity building.
10. Directs staff to develop strategies for effectively reaching and meaningfully engaging with Black, Indigenous, and people of color communities; involving and partnering with tribes, stakeholders, and other interested parties in our decision-making processes; providing accessible, open and transparent opportunities for people to participate in our public meetings, hearings, and workshops; meeting people in their communities and spaces to seek out their perspectives; supporting communities with building capacity to advance racial equity and environmental justice; improving our communications by providing more plain-language materials; and addressing barriers to public participation, including language, digital, and time-of-day access.

11. Directs the Executive Office to develop and implement a Racial Equity Action Plan that articulates a vision for racial equity and outlines specific actions the State Water Board will take to address Water Boards systems that perpetuate racial inequities while establishing new, resilient systems.
  - a. The plan shall incorporate all State Water Board divisions, offices, and programs, and it shall address all aspects of our work, including, those detailed above in this resolution, as well as water quality control plans, policies, permits, enforcement, compliance assurance, contracting, funding, procurement, site remediation, monitoring, and water rights administration.
  - b. The plan shall include goals, objectives, actions, timelines, and metrics.
  - c. Staff shall advance a framework of transparency, accountability, and continuous improvement for our racial equity work by establishing metrics and using quantitative and qualitative data collection methods to measure and evaluate the Water Boards' progress toward: implementing those metrics; equitizing our systems, practices, and policies; and diversifying the Water Boards' workforce.
  - d. Staff shall seek out and consider input from stakeholders to inform development of the action plan.
  - e. Staff shall include a framework for analyzing the impact of State Water Board decisions and staff recommendations to the board through a racial equity lens; asking impacted Black, Indigenous, and people of color communities how the actions we are considering may affect them; and incorporating this feedback into our decision-making processes.
  - f. Staff shall include a recommendation for incorporating language that addresses racist, xenophobic, or bigoted workplace behaviors into existing Water Boards' policies.
  - g. Staff shall provide updates on developing and implementing the plan at least quarterly, including updates on actions taken by the Regional Water Boards and State Water Board divisions, offices, and programs as appropriate.
  - h. Staff shall present the action plan to the Board no later than one year after adopting this resolution and report on implementation progress annually thereafter.

12. Encourages the nine Regional Water Boards to adopt this resolution, or a similar resolution that condemns racism, xenophobia, bigotry, and racial injustice; affirms a commitment to racial equity, diversity, inclusion, access, and anti-racism; and otherwise prioritizes this important work.

**CERTIFICATION**

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on November 16, 2021.

AYE: Chair E. Joaquin Esquivel  
Vice Chair Dorene D'Adamo  
Board Member Sean Maguire  
Board Member Laurel Firestone  
Board Member Nichole Morgan

NAY: None

ABSENT: None

ABSTAIN: None



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Jeanine Townsend  
Clerk to the Board

## **1.10 ACWA Internal Diversity, Equity and Inclusion Policy**

### **1.10.1 Policy Statement**

Diversity, Equity, and Inclusion (DE&I) are integral to the mission of ACWA. ACWA believe that creating a diverse, an inclusive and equitable organization is vital to ensuring that the different perspectives of our employees are valued, respected, and considered. Enhancing DE&I with respect to age, race, color, ethnicity or national origin, citizenship, gender identity/expression, sexual orientation, disability or perceived disability status, religion, accent, ancestry, pregnancy, maternity, marital or family status, genetic information, veteran status, socio-economic status, cultural heritage, personality type, political perspective, job classification, and all other characteristics that make our employees unique allows ACWA to better serve employees and the diverse water workforce. Diversity, Equity, and Inclusion are not mutually exclusive and the success of one is dependent on the other two. Therefore, these three are intentionally connected.

### **1.10.2 Scope**

ACWA's Internal Diversity, Equity and Inclusion Policy applies to all ACWA staff involved in the operation of the Association. It also applies to all applicants seeking employment with ACWA.

Where references in this Policy are made to "diversity", "equity" and "inclusion":

- **Diversity** is found in any social identity, such as race, ethnicity, nationality, religion, gender, relationship status, sexual orientation, age, parental status, disability or health, or any other attribute or status protected by the state and federal laws or regulations of where we operate.
- **Equity** is an approach that ensures everyone has access to the same opportunities. Equity recognizes that advantages and barriers exist and that as a result we do not all start from the same place. Equity is a process that acknowledges that unequal starting place and makes a commitment to correct and address the imbalance.
- **Inclusion** is the process of involving, accepting, and valuing all people in the workplace regardless of their differences and social identity.

### **1.10.3 ACWA Commitment**

We are all responsible for making sure this policy and the principles outlined are embraced, adhered to, and upheld across our organization.

### **1.10.4 ACWA's Internal Diversity, Equity and Inclusion Initiatives**

These initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment.

**Here are some examples:**

1. *Delivering on gender equality* - ACWA is committed to inclusion of All and creating a workplace where all employees thrive in their careers throughout the organization. To do so ACWA:
  - a. Aims to have a gender balanced leadership representation and talent pipelines distribution in all positions, levels and departments.
  - b. Provides time and environment for lactation accommodation to female employees who breastfeed their child and who need to express milk during the working day.
2. *Wellbeing and mental health* - continue to grow our Employee Assistance Program and psychological support services to promote understanding of mental health and support anyone going through challenges or those helping a colleague, family member or friend.
3. *Inclusion of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) people* – ACWA is committed in the belief that every person has the right to be authentic in their sexual orientation and gender identity. We embed LGBTQ+ inclusion into our policies and processes, ensuring that the lived experiences and needs of the community are reflected in all we do.
4. *Provision of the right tools for employees with disabilities at ACWA to succeed* – ACWA is committed to ensuring that our building, workspaces, systems and ways of working are designed with accessibility at the center of them so that our disabled colleagues can fully participate.
5. *Promoting a culturally diverse workforce* – ACWA is committed to ensuring that whether it is at work or in the community, we are striving to create a place where people from different backgrounds, race, ethnicity and cultural heritage can thrive.
6. *Ensuring an inclusive workplace for all the generations*– ACWA is committed to ensuring we leverage the strengths and diversity of the four different generations (Baby Boomers, Generation X, Millennials and Generation Z) working at ACWA and provide the right tools and resources to ensure the appropriate transfer of intellectual property and experience.
7. *Supporting Parents* – ACWA is committed to ensuring that equal access to parental leave for employees regardless of their genders, sexual orientations or length of service, so that everyone can fully contribute at home and at work taking into consideration legal provisions.
8. *Flexible working and telework* - allowing work/life balance through flexible work schedules and remote working to accommodate employees' varying needs while maintaining productivity.

These initiatives will guide ACWA decisions, increase awareness, ensure focus, and will be revised periodically to reflect how our culture is maturing and becoming more diverse and inclusive. This policy should be read in conjunction with existing policies. (See Section 1, Introduction Policies: Policy 1.4,



Equal Employment Opportunity and Prohibition Against Discrimination, page 2; Policy 1.5, Unlawful Harassment, page 2; and Policy 1.7, Bullying in the Workplace, page 5.)

#### **1.10.5 Employee Responsibilities**

DEI is everyone's responsibility at ACWA. It requires purposeful action every day. Every employee is responsible for:

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.
- Focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity and inclusion.
- Committing to an individual goal as part of annual goals and objectives-setting to help ACWA meet our DEI responsibilities.

#### **1.10.6 Managers Responsibilities**

Additionally, people managers are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include but are not limited to:

- Ensuring that employment-related decisions are free from discrimination.
- Setting individual DEI goals to foster diverse representation and an inclusive environment within their teams.
- Engaging in conscious inclusion and other behaviors that promote equity.
- Mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring).
- Providing reasonable accommodations for qualified individuals with a disability and for those with needs. What constitutes a reasonable accommodation depends on the facts and circumstances and is addressed on a case-by-case basis.
- Creating an inclusive and safe work environment that supports DEI and behaviors that reinforce our values.

#### **1.10.7 Internal ACWA DEI Committee Responsibilities**

- Assisting in communicating and championing the importance of DEI and the DEI strategy.
- Ensuring a consistent employee experience through execution of the DEI strategy.
- Following appropriate internal procedures and policies for DEI communications and programs.

**1.10.8 Reporting Inappropriate Conduct**

We all have an obligation to ensure that the principles in this policy are upheld, and to speak up if we see behavior that is not in-line with these. We want to encourage anyone who believes that these values are not being met to express those concerns, using either the informal or the formal approaches below.

**1.10.9 Informal Approach**

If you see concerning behavior from a colleague, and you feel comfortable doing so, we encourage you to explain your concerns as soon as possible to the person responsible. Often, until feedback is given, a person may be unaware that their behavior is inappropriate. In most cases, quick and respectful feedback can lead to an early resolution.

**1.10.10 Formal Approach**

If the informal approach is not effective, or not appropriate, you can raise concerns formally through these various channels:

- Your manager
- A member of management
- Human Resources

We take allegations of discrimination, harassment and bullying seriously and ensure they are appropriately investigated. All reported incidents will be investigated with an effort to keep the source of the report confidential, with the disclosure of information as appropriate to facilitate the investigation or resolution of the matter. ACWA encourages employees to report in good faith any possible violation of this Policy

**1.10.11 Prohibition of Retaliation**

We will not tolerate threats or acts of retaliation of any kind against any individuals because they report conduct reasonably believed to violate this Policy, or in good faith provide information in connection with a report or investigation of any such conduct.

ACWA is committed to continue to listen and learn from one another and our communities, to ensure we are perpetuating inclusivity and representation across the organization.

**1.10.12 Consequences**

It is every employee's responsibility to comply with this policy, to ensure an inclusive environment that encourages and fosters diverse capabilities, skill sets and being mindful allies. Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment. In all cases where allegations of discrimination, harassment and bullying are raised, ACWA will ensure the situation is handled appropriately and sensitively, and that a thorough investigation is completed. ACWA also commit to take appropriate action where required and provide support to all concerned.

**1.10.13 Right to Review and Amend Policy**

ACWA management reserves the right to modify or amend this Policy as deemed appropriate (including, but not limited to, changes required to comply with state and federal legal or regulatory requirements) and any decision to do so will be made entirely at ACWA's discretion. This Policy does not create any contractual rights or obligations, whether expressed or implied.

Significant changes to this policy will be approved by the Executive Committee and communicated to staff.

**Section 2 - EMPLOYMENT POLICIES AND PRACTICES**

**2.1 New Hires**

The first six months of employment are classified as introductory period. During the introductory review period, there will be an initial informal three-month performance appraisal where the supervisor will evaluate the employee's capabilities, work habits, overall performance, and reinforce expectations and a formal six-month performance review documented and completed in Paylocity. At this time, or any other time during employment, the employee may express suggestions to improve the Association's efficiency and operations. The introductory period in no way modifies the at-will status of all ACWA employees.

**2.2 Regular Employees**

Employees who have completed their introductory period of employment shall be considered "regular" employees. Such employees may be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours that an employee works.

**2.3 Full-Time Employees**

Regular full-time employees are those scheduled to work and who do work a schedule of 37.5 or more hours per week.

**2.4 Part-Time Employees**

Regular, part-time employees are those scheduled to work and who do work less than 37.5 hours per week. A regular, part-time employee will be assigned a work schedule in advance, and will not deviate from that work schedule without permission from his/her supervisor. Regular, part-time employees who regularly work a minimum of 20 hours per week but less than 37.5 hours are eligible for limited pro-rated benefits, to include parking and leave, exclusive of any insurance related benefits not required by law.

**2.5 Limited Term Employees**

Limited term employees are those who are hired by ACWA and employed for short-term assignments. Limited term employees may be full or part-time, are hired for a specific project, and once the project is completed, the employment is terminated. Limited term employees are not eligible for any employee benefits described in this manual except where mandated by applicable law.

**RUTH LAKE COMMUNITY SERVICES DISTRICT**

The special meeting of the Ruth Lake CSD Board of Directors will be held on Wednesday, February 1, 2023 at 2:00PM at the RLCSD Community Hall  
Located at 591 Van Duzen Road in Mad River 95552

1. a. Call to order  
b. Flag Salute
  2. Approval of the agenda for meeting of February 1, 2023
  3. **Public Comment:** Members of the public are invited to address the Board on any items *not* listed on the agenda below. No action or discussion will be conducted on matters presented at this time. When addressing the Board, please state your name for the record prior to providing your comments. Please address the Board as a whole through the Chair. Comments are limited to three minutes and must pertain to matters within the jurisdiction of the Board.
  4. **Items for Board Action and Investigation:**
    - a. Consider/approve 1<sup>st</sup> reading of Policy 6500, Administrative Citations (discussion with possible action)
    - b. Ordinance adopting Policy 6500 (discussion)
    - c. Consider/approve 2023 sublease (discussion with possible action)
  5. **New Matters for Board Consideration:**
  6. **Adjournment**
-

**RUTH LAKE COMMUNITY SERVICES DISTRICT**  
**Policy Handbook**

**POLICY TITLE: Administrative Citations**

**POLICY NUMBER: 6500**

**6500.10 Applicability:**

This policy provides for administrative citations, which are in addition to all other legal remedies, criminal or civil, which the District may pursue to address any violation of the District's policies. Use of this policy is at the sole discretion of the District.

**6500.20 Definitions:** The following definitions apply to the use of these terms for the purposes of this policy:

- (a) "Board" means the Board of Directors of the District.
- (b) "District" means the Ruth Lake Community Services District.
- (c) "District Manager" means the appointed District Manager or his or her designee
- (d) "Enforcement officer" means the District Manager or any District employee or agent of the District with the authority to enforce any provision of the District's policies.
- (e) "Hearing body" means the person or body designated by the Board, including but not limited to the Board itself, to serve as the hearing body for an administrative citation hearing.
- (f) "Person Responsible" means a person that the enforcement officer determines is responsible for causing or maintaining a violation of the District's policies. The term "person responsible" includes, but is not limited to, a property owner, tenant, person with a legal interest in real property, or person in possession of real property.
- (g) "Policy" means an approved policy of the District; "policies" means the approved policies of the District.

**6500.30 Administrative Citation:**

- (a) Whenever an enforcement officer charged with the enforcement of any provision of the District's policies determines that a violation of that provision has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible.
- (b) Prior to issuing an administrative citation, the enforcement officer may issue a written warning to the person responsible.

(c) If a citation is to be issued, each administrative citation shall be issued on a form containing the following information:

- (1) The date of the violation or, if the date of the violation is unknown, the date the violation is identified;
- (2) The address or a definite description of the location where the violation occurred;
- (3) The policy violated and a description of the violation;
- (4) The amount of the administrative fine for the violation;
- (5) If applicable, the action necessary to correct the violation;
- (6) If applicable, a requirement that the person responsible immediately correct the violation, and an explanation of the consequences of failure to correct the violation;
- (7) If applicable, a reasonable correction period, prior to imposition of the fine;
- (8) A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
- (9) A description of the administrative citation review process, including requirements for requesting a hearing;
- (10) The name and signature of the citing enforcement officer.

**6500.40 Amount of Administrative Fines:** The schedule of fines for administrative citations issued for violations of the District's policies is as follows, unless a higher amount is allowed by state law:

- (a) An administrative fine not exceeding \$100.00 for a first violation;
- (b) An administrative fine not exceeding \$200.00 for a second violation of the same policy within 12 months;
- (c) An administrative fine not exceeding \$500.00 for each additional violation of the same policy within 12 months.

**6500.50 Payment of Administrative Fines:**

- (a) The fine shall be paid to the District within thirty (30) days from the date of the administrative citation.

- (b) Any person who fails to pay the District any administrative fine imposed pursuant to this policy on or before the date that fine is due shall be liable for payment of any applicable late payment charges established by the District.
- (c) Any administrative fine paid pursuant to subsection (a) of this section shall be refunded if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.
- (d) Payment of a fine under this policy shall not excuse or discharge any continuation or repeated occurrence of the violation that is the subject of the administrative citation.

**6500.60 Hearing Request:**

- (a) Any recipient of an administrative citation may contest that there was a violation of a District policy, or that he or she is the responsible party, or that a penalty amount is warranted, or any other terms of the citation, by filing a written notice of appeal with the District Manager or within thirty (30) days of the date of the issuance of the administrative citation, together with an advance deposit of the fine. Failure to timely file a written notice of appeal or provide the advance deposit of the fine shall constitute a failure to exhaust administrative remedies.
- (b) The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.
- (c) If the enforcement officer submits an additional written report concerning the administrative citation to the Board for consideration at the hearing, then a copy of this report shall also be served on the person requesting the hearing at least three (3) days prior to the date of the hearing.

**6500.70 Hearing Body:**

The Board shall serve as the hearing body for the administrative citation hearing. The determination of the Board shall be final.

**6500.80 Hearing Procedure:**

- (a) A hearing before the hearing body shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed. The hearing may be continued from time to time as deemed necessary by the hearing body.
- (b) At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation.
- (c) The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust his or her administrative remedies.

- (d) The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. The burden of proof shall then be on the person contesting the administrative citation to refute such evidence.
- (e) Evidence offered during a hearing must be credible and relevant in the estimation of the hearing body, but formal rules governing the presentation and consideration of evidence shall not apply.

**6500.90 Hearing Body's Decision:**

- (a) After considering all of the testimony and evidence submitted at the hearing, the hearing body shall issue a written decision to uphold or cancel the administrative citation and shall list in the decision the reasons for that decision. The decision of the hearing body shall be final.
- (b) If the hearing body determines that the administrative citation should be upheld, then the fine amount on deposit with the District shall be retained by the District.
- (c) If the hearing body determines that the administrative citation should be canceled, then the District shall promptly refund the amount of the deposited fine.
- (d) The recipient of the administrative citation shall be served with a copy of the hearing body's written decision.

**6500.100 Recovery of Administrative Citation Fines and Costs:**

- (a) The District may collect any past due administrative citation fine or late payment charge by use of all available legal means. The District also may recover its collection costs, including, but not limited to, administrative costs and attorneys' fees. Such collection costs shall be in addition to any fines, interest, and late charges established by the District.
- (b) The District may refuse to issue, extend, or renew any District permit, license, agreement or other District approval to any person who has unpaid delinquent fines, interest, penalties, liens or assessments due under this policy related to the permit, license, agreement or approval.

**6500.110 Judicial Review:**

Any person aggrieved by an administrative decision of the Board may obtain review of the administrative decision by filing a petition for review with the superior court in Trinity County in accordance with the time limitations and provisions set forth in California Government Code section 53069.4.

**6500.120 Notices:**



- (a) The administrative citation and all notices required to be given by this policy shall be served on the person responsible by personal delivery thereof to the person to be notified or by deposit in the United States mail, in a sealed envelope, postage prepaid, addressed to such person to be notified at his last known business or residence address as the same appears in the public records or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit to the postal service.
  
- (b) Failure to receive any notice specified in this policy does not affect the validity of proceedings conducted hereunder.

Approved by the RLCSD Board of Directors:

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RUTH LAKE COMMUNITY SERVICES DISTRICT ADOPTING POLICY 6500, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICIES**

WHEREAS, Ruth Lake Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

WHEREAS, the District is authorized by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

WHEREAS, the District is authorized by California Government Code Section 53069.4 to make any violation of any ordinance subject to an administrative fine or penalty and to set forth by ordinance the administrative procedures that shall govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties; and

WHEREAS, the District desires to adopt Policy 6500 to set forth the procedures for the issuance of administrative citations for violations of District Policies.

NOW, THEREFORE, the Board of Directors of the Ruth Lake Community Services District does hereby ordain as follows:

**SECTION 1. Adoption of Policy No. 6500, Administrative Citations.** The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy 6500, Administrative Citations, as the administrative procedures that govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties for violations of District Policies.

**SECTION 2. Severability.** Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance and to that end, the provisions hereof are severable.

**SECTION 3. CEQA.** The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code

of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.** This Ordinance shall take effect thirty (30) days after its adoption.

**SECTION 5. Publication.** The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the District.

Adopted by the Ruth Lake Community Services District Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

---

President  
 Ruth Lake Community Services District  
 Board of Directors

Attest:

---

Secretary  
 Ruth Lake Community Services District  
 Board of Directors



### Ruth Lake Community Services District

12200 Mad River Road

P.O. Box 6

Mad River, CA 95552

Telephone: 707-574-6332 Fax: 707-574-6080

Email: [ruthlakecsd@yahoo.com](mailto:ruthlakecsd@yahoo.com) Website: [www.ruthlakecsd.org](http://www.ruthlakecsd.org)

### SUBLEASE AGREEMENT

THIS SUBLEASE AGREEMENT ("sublease" or "Agreement") is made on this 1<sup>st</sup> day of May 2023, between the RUTH LAKE COMMUNITY SERVICES DISTRICT (hereinafter referred to as "RLCSD") and \_\_\_\_\_ (hereinafter referred to as "Sublessee").

### RECITALS

This sublease is made regarding the following facts and objectives:

A. **Sublessee** desires to sublet the following described property from **RLCSD**:

**Lease Site #** \_\_\_\_\_ of the Ruth Lake CSD Lease Lots Map attached as Exhibit A

B. The above-described property (along with other properties) is the subject of a certain lease entered into between the Humboldt Bay Municipal Water District, as Lessor, and the County of Trinity, as Lessee, dated December 31, 1964, which was subsequently assigned to **RLCSD** ("Master Lease"). The contents of the Master Lease are posted at RLCSD's website [[www.ruthlakecsd.org](http://www.ruthlakecsd.org)] and are incorporated herein by reference.

C. This sublease is intended to carry out the recreational purposes permitted by the Master Lease.

D. **RLCSD** is willing to sublet the above-described property to Sublessee on the terms and provisions set forth in this sublease.

**NOW, THEREFORE**, the parties AGREE as follows:

1. **RLCSD** hereby subleases to **Sublessee**, upon the terms and conditions described herein, the real property described above ("premises"). **RLCSD** expressly reserves, however, the right to establish and maintain (prior or after execution of this Agreement) easements on or across the subleased premises for purposes of ingress, egress, and public utilities.

2. **Sublessee** agrees to be bound by all of the terms and conditions of that certain lease entered into between the Humboldt Bay Municipal Water District (**HBMWD** herein), as Lessor, and the County of Trinity, as Lessee, dated December 31, 1964, which was subsequently assigned to **RLCSD** herein ("Master Lease"). In the event of any inconsistencies between this sublease and the Master Lease, the Master Lease shall prevail. **Sublessee** acknowledges that Ruth Lake is an artificial impoundment of water created primarily for municipal and industrial purposes and that any recreational use of the water is subordinate to such uses. **Sublessee** also agrees to be bound

by all policies, standards, rules, and regulations of **RLCSD**, past, present, or future which may be amended from time to time with or without prior notice. Failure to do so shall be considered a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 25.

3. The term of this sublease shall commence on May 1<sup>st</sup>, 2023, and shall expire on April 30, 2033, unless sooner terminated.

Subject to the Master Lease being renewed beyond May 31, 2023, AND provided **Sublessee** is not in default hereunder, **RLCSD** agrees to give **Sublessee** the first opportunity to renew the sublease on said premises for an additional term, upon such terms and conditions, as **RLCSD** deems reasonable at said time.

In no event shall this sublease (the original or any extension or renewal) extend beyond May 31, 2033, as that is the date **RLCSD**'s lease with **HBMWD** expires.

4. **Sublessee** shall pay **RLCSD**, lease fees, the annual sum of \$\_\_\_\_\_. The annual lease fees to be paid shall be subject to adjustment every year during the term of this Agreement. In no event shall the lease fee be less than that stated above, nor shall the lease fee ever be decreased subsequent to a previous adjustment. The base for computing an adjustment of lease fee is the Consumer Price Index for all Urban Consumers (base year 2023 = 100) for the United States, published by the United States Department of Labor, Bureau of Labor Statistics ("Index"), which is, published most immediately preceding the date of commencement of the term of this Agreement ("Beginning Index"). The Index published most immediately preceding the adjustment date in question ("Extension Index") is to be used in determining the amount of the adjustment. If the Extension Index has changed in comparison to the Beginning Index, the annual lease fees (until the next lease adjustment) shall be set by multiplying the lease fees above by a fraction, the numerator of which is the Extension Index and the denominator of which is the Beginning Index. The lease fee shall never be lowered, even if the Index decreases. **RLCSD** will notify **Sublessee** of any lease fee increase, at which time **Sublessee** shall be responsible for the higher payments. If the Index is discontinued or revised during the term of this Agreement, such other governmental index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised.

5. **Sublessee** shall pay **RLCSD**, lease fees in accordance with **RLCSD** fee schedule. Lease fees shall be billed twice annually. Lease fees will be mailed by first class mail to the address last given to **RLCSD** by **Sublessee** during the third week of March and the third week of July each year. Lease fees are due on May 1 and September 1 of each year. A late fee of \$30 per month shall be charged if fees are not paid by the due date. Delinquent lease fees of 60 days or longer shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 25. Failure to update the mailing address is not a valid excuse for non-payment or late payment of lease fees.

6. Any cutting of timber, trees, or shrubs on **RLCSD** property by **Sublessee**, or at **Sublessee's** direction, without the prior written consent of **RLCSD** and **HBMWD** shall constitute

a breach of this Agreement and **RLCSD** shall have the right to terminate this Agreement. Cutting of timber, trees, or shrubs on **RLCSD** property may also constitute a crime under California Penal Code Section 384a.

7. **Sublessee** acknowledges, understands, and will comply with **HBMWD**'s and **RLCSD**'s Prevention Plan for Quagga Zebra Mussels at Ruth Lake ("Lake"), which has been incorporated into Ordinance 19 as adopted by **HBMWD** and effective July 12, 2009.

8. Any boat docks shall be constructed in accordance with all applicable governmental laws and regulations. In addition, any boat docks must be secured in a manner so as not to be allowed to drift loose in the Lake, and shall be marked in a permanent, non-removable manner with the lot number of the **Sublessee**. Docks shall at all times meet the Mooring System requirements as specified in **RLCSD** Policy Number 6100. If a **Sublessee**'s dock fails to meet the Mooring System requirements, the **Sublessee** shall either permanently remove the dock from the Lake or shall reimburse **RLCSD** for the cost it incurs to remove the dock from the Lake or shall be required to reimburse **RLCSD** for the cost it incurs to meet the Mooring System requirements if **RLCSD** elects to perform the work in accordance with Section 26. The placement and maintenance of boat docks shall be in compliance with all applicable governmental laws and regulations, including but not limited to, all of **RLCSD**'s standards.

9. Collection and disposal of all garbage and litter is the responsibility of **Sublessee**. Further, **Sublessee** shall comply with all applicable governmental sanitation laws and regulations. **Sublessee** shall be responsible for furnishing all utility services to the premises.

10. **Sublessee** understands and agrees that fire permits must be obtained throughout the fire season. No fires may be lit without a fire permit and all applicable fire regulations will be observed, including CAL FIRE Fire Safe Regulations. **RLCSD** reserves the right to impose stricter fire regulations. **Sublessee** further agrees to obtain an air quality burn permit and to comply with all air quality requirements for any burning of vegetation.

11. At no time shall the public be denied access to the reservoir over the portion of the subleased premises included within a minimum strip of 100 feet in horizontal width from the reservoir at maximum pool elevation. No fences shall be built nor shall any "NO TRESPASSING" or similar signs be posted within such 100-foot strip.

12. The subleased premises shall not be used as a permanent residence nor become the permanent domicile of **Sublessee**. The subleased premises shall be for part-time/non-permanent use only which is recreational in nature. **Sublessee** agrees to comply with all governmental laws, ordinances and regulations affecting or concerning the subleased premises.

13. **Sublessee** shall not engage in any activity in, on, or about, the subleased premises which constitute a Reportable Use (as hereinafter defined) of Hazardous Substances (as hereinafter defined) without the express prior written consent of **RLCSD** and compliance in a timely manner (at **Sublessee**'s sole cost and expense) with all applicable law. "Reportable Use" shall mean (a) the installation or use of any above or below ground storage tank, or (b) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or

with respect to which a report, notice, registration, or business plan is required to be filed with, any governmental authority. Reportable Use shall also include **Sublessee's** being responsible for the presence in, on or about the subleased premises of a Hazardous Substance with respect to which any applicable law requires that a notice be given to person entering or occupying the subleased premises or neighboring properties. **Sublessee** shall indemnify, defend, and hold **RLCSD** and **HBMWD** harmless from and against any and all liabilities, claims, causes of action, actions, damages, losses, hazards, nuisances, liabilities, cleanup costs, administrative orders and assessments or penalties, judicial awards and orders, expenses, costs, and fees (including, without limitation, attorney's fees, consultants fees, and expert fees), with respect to the existence, discharge, release, use, assembly, processing, manufacture or storage of a Hazardous Substance in, on, or about the subleased premises. The term "Hazardous Substance," as used herein, shall have the meaning given to it under applicable federal and state laws and regulations from time to time in effect.

14. **Sublessee** agrees to not assign this sublease to any third party without first obtaining the written consent of **RLCSD**. The conditions for obtaining consent to such an assignment include but are not limited to 1) assignment must be for the fair market value of this sublease and the improvements on the subleased premises, and 2) **Sublessee** and the proposed assignee shall submit to **RLCSD** a notarized Assignment of Sublease (on a form provided by **RLCSD**) and shall pay such transfer fee. Any assignment made in violation of the terms of this paragraph shall be null and void and of no effect and shall be cause for immediate termination of this Agreement. "Subletting" of this sublease is strictly prohibited and any such "sub-sublease," whether oral or written, shall be null and void and of no effect, and shall be cause for immediate termination of this Agreement.

15. **Sublessee** agrees, at **Sublessee's** sole cost, to maintain the subleased premises in good condition and to keep the subleased premises in a clean and slightly condition and in as good of condition as when possession is delivered to **Sublessee**.

16. **Sublessee** agrees to pay any and all taxes, assessments, charges, licenses, and demands levied upon or against the subleased premises, any improvements or personal property situated thereon, as well as all charges for gas, electricity, water, telephone and other public services or utilities furnished to the subleased premises during the term of this sublease.

17. **Sublessee** shall not make any alterations, additions, or improvements to the subleased premises without first obtaining the written consent of **RLCSD** and having plans and specifications approved by **RLCSD** in writing. Following this approval, the proposed alterations, additions, or improvements must be approved by the **HBMWD** per the terms of the Master Lease, which process may take up to 45 days from date of approval by **RLCSD**. If **Sublessee** obtains written approval from both **RLCSD** and **HBMWD**, no alterations, additions, or improvements shall be commenced until ten (10) days after **RLCSD** has received written notice from **Sublessee** stating date of commencement of work so the **RLCSD** can post and record an appropriate notice of nonresponsibility. Said written approvals are valid for a maximum of 360 days, after which time they expire if work has not been completed. **RLCSD** shall not have any responsibility to make any alterations, repairs or improvements to the subleased premises, and **Sublessee** shall not permit or allow to be committed any waste to the subleased premises.

Should it become necessary to make any alterations, removals, repairs or improvements to the subleased premises, or the utilities installed thereon, by reason of any ordinances, regulations or requirements of the County of Trinity, the State of California, the United States of America, the **HBMWD**, **RLCSD**, or any other applicable governmental authority, such alterations, removals, repairs, or improvements shall be paid for by **Sublessee**. **Sublessee** shall keep the subleased premises free and clear of all liens and other liens for or on account of labor performed or materials furnished at the instance or on behalf of **Sublessee**.

All improvements and alterations to the subleased premises shall become a part of the premises and shall belong to **RLCSD** upon termination of this Agreement, provided, however, that the **RLCSD** shall have the right to compel **Sublessee**, at the cost of **Sublessee**, to remove some or all of said improvements and alterations at the time of termination of this Agreement. **Sublessee** agrees not to paint or erect signs on the subleased premises without first obtaining the written consent of **RLCSD**. Removal, at **Sublessee's** sole expense, of any noncompliant alteration or improvement may be compelled at **RLCSD's** or **HBMWD's** election, in addition to any other remedy **RLCSD** or **HBMWD** may be entitled to under law or equity. Notwithstanding any other provision of this Agreement, failure of **Sublessee** to comply with the provisions of this Section 17 may subject **Sublessee** to enforcement actions and administrative penalties as set forth in **RLCSD's** policies, rules and regulations, including but not limited to **RLCSD** Policy Number 6500.

18. If **Sublessee** is adjudged bankrupt or insolvent by any court, or if **Sublessee** makes any assignment for the benefit of creditors, or if a receiver is appointed for **Sublessee**, or if the interest of **Sublessee** is sold under execution, **RLCSD** may upon the occurrence of any such events, at its option, without notice or demand upon **Sublessee**, or upon any person or persons claiming by, through or under **Sublessee**, immediately cancel and terminate this sublease and all of the rights of **Sublessee** and of any and all persons claiming by, through or under **Sublessee** in and to the subleased premises, and **RLCSD** may thereupon reenter the subleased premises and repossess the same and expel **Sublessee**, and any and all persons claiming by, through or under **Sublessee**.

19. **RLCSD** reserves the right to enter upon the premises at all reasonable times to inspect and examine the same and to determine that the covenants hereof are being kept and performed.

20. Should the subleased premises, or **Sublessee's** improvements, or any part thereof, be taken or damaged by public or quasi-public authority under any power of eminent domain, or purchased under threat of condemnation by such authority, then this sublease shall terminate as to the part thus appropriated and **Sublessee** shall have no claim or interest in or to any award of damages for such appropriation; provided, however, that an equitable adjustment of lease fee shall be made if the part thus appropriated is less than the entire premises.

21. Should **Sublessee**, for any reason, remain in possession of the subleased premises, or any part thereof, after the expiration of the term of this sublease with the consent, express or implied, of **RLCSD**, this sublease will continue on a month-to-month term only, but upon the same conditions and at the same rental (pro-rated) as herein set forth unless otherwise agreed in writing to the contrary.



22. **Sublessee** agrees to protect, defend and indemnify, and hold **RLCSD**, **HBMWD**, the County of Trinity, and the State of California, and their respective directors, officers, agents, employees, and volunteers, free and harmless from and against any and all claims, actions, demands, damages, costs, expenses, attorney's fees and liability of whatever kind or character asserted by any person or persons on account of damage to property or injuries to or death of any person occurring upon or about the subleased premises or arising out of the use of the subleased premises by **Sublessee** or any **Sublessee** invitee or licensee. The provisions of this Section 22 will survive the expiration or earlier termination of the Master Lease or this sublease.

23. **Sublessee** shall at **Sublessee's** own expense at all times during the term of this sublease cause to be maintained in full force and effect a policy or policies of public liability and property damage insurance issued by an insurance company or companies approved by **RLCSD** providing limits of at least \$500,000.00 per occurrence or \$500,000.00 combined single limit. **Sublessee** further agrees to add **RLCSD** and **HBMWD** and each of their respective directors, officers, employees, and authorized volunteers as additional insureds under such policy or policies and to furnish **RLCSD** and **HBMWD** with copies of said policy or policies or with certificates of insurance and endorsements as evidence thereof.

24. For a "road access lease" only **Sublessee** agrees, at **Sublessee's** own expense, during the entire term of this sublease, to maintain fire insurance, with extended coverage, on all improvements on the subleased premises for their full replacement value. Each policy, or a certificate of the policy, together with evidence of payment of premiums, shall be deposited with **RLCSD** at the commencement of the term of this Agreement, and on renewal of the policy not less than ten (10) days before expiration of the term of the policy.

25. Should **Sublessee** 1) fail to pay the lease fees provided for herein after written notice that the same is due pursuant to sections 4 & 5 above, 2) fail to faithfully perform or observe any provision of this Agreement, 3) fail to comply with **RLCSD** and **HBMWD** rules and regulations, or 4) should the subleased premises be vacated or abandoned, **Sublessee** shall be considered in material breach of this Agreement and all rights of **Sublessee** and of any and all persons claiming by, through or under **Sublessee** are terminated. In addition, **RLCSD** may pursue or seek any other remedy or enforce any right to which it may by law be entitled.

26. Should **Sublessee** fail to perform any action after notice from **RLCSD** to correct such action, **RLCSD** may, in its sole discretion, perform the action requested and charge **Sublessee** the cost of performing such action, which cost shall be considered additional lease fees and collected as such, including the imposition of attorney's fees and costs if any collection action is required.

27. **Sublessee** agrees to advise **RLCSD**, in writing, of **Sublessee's** address at the time of the execution of this sublease. **Sublessee** shall also advise **RLCSD**, in writing, within 10 days of any change of address. Any notice or demand which **RLCSD** may desire to serve upon **Sublessee** may be served upon **Sublessee** personally or by mailing such notice to **Sublessee** at the last address given to **RLCSD** by **Sublessee** as heretofore provided. Any such notice or demand sent by mail shall be postage prepaid. Such mailed notice to the last address given by the **Sublessee**

shall be deemed to have been properly delivered and **Sublessee** will be presumed to have been given adequate notice.

In the event there are several **Sublessees** with different addresses and telephone numbers, **Sublessees** shall designate which individual **Sublessee**, address and telephone number is the official recipient on behalf of all **Sublessees** of any notice set forth in this paragraph.

28. Time is expressly declared to be of the essence of this sublease and of all the provisions hereof, and the same shall bind and inure to the benefit of **RLCSD** and **Sublessee**, and their respective heirs, personal representatives, successors, and assigns, as fully as though specifically set forth in each instance.

29. If any conflict arises between different **Sublessees** over property lines of sublease area, neither the **RLCSD** or **HBMWD** shall be liable and **RLCSD** will make a decision as to where the property lines lie, and all decisions of the **RLCSD** shall be final. Property lines of sublease area may also be adjusted by **RLCSD** for matters other than property line disputes or conflicts such as to adjust for minimum lot sizes required by the County of Trinity or State of California, or to accommodate United States Forest Service survey revisions.

30. **Sublessee** will not use or occupy the subleased site until there is proof of an acceptable water source and until a proper sewage disposal system has been installed, approved, and a certificate obtained in accordance with the following conditions:

A. **Road Access Lease:** Septic tank and leach field according to Trinity County and State of California requirements.

B. **Boat Access Lease:** Redwood vault privy (a.k.a. an outhouse) or equivalent meeting all applicable standards is acceptable where lot improvements are minimal.

With respect to either a Road Access Lease or a Boat Access Lease, prior to construction of any residence or similar improvement, all systems will be in compliance with Trinity County and State of California requirements and will have appropriate County permits.

31. If this is a "Boat Access Lease", **Sublessee** agrees not to use, cause, or permit to be used, any motorized vehicle upon the subleased premises or any land access routes thereto which are under the control of the **RLCSD**. **Sublessee** shall not build, or cause to be built, any road access whatsoever. **Sublessee** further agrees that access to the sublease property shall be only by boat from the reservoir. Non-compliance with this provision shall be considered a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 25.

32. **Sublessee** shall not divert or use any water from Ruth Lake Reservoir until proper application has been made for a water use permit from **RLCSD** and **HBMWD** and written approval is obtained for such diversion from both entities. **Sublessee** further agrees to locate any well for water at least 100 feet from the high-water mark of the Ruth Lake Reservoir and not initiate construction of any such water well until prior written approval is received from **RLCSD**

and **HBMWD**. Non-compliance with this provision shall be considered a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 25.

33. If **Sublessee** does not remedy within thirty (30) days any conditions of the subleased premises determined upon inspection to be in noncompliance with **RLCSD**, county and state standards and requirements, then this sublease shall be void, and all rights granted to the **Sublessee** by this Agreement shall be terminated and forfeited.

34. **Sublessee** and **Sublessee's** family, guests, agents, and invitees (collectively, the **Sublessee** Parties) shall comply with, and **RLCSD** shall enforce, all rules and regulations promulgated at any time by **HBMWD** with respect to Ruth Lake and the premises in furtherance of **HBMWD's** operation of Ruth Lake as a reservoir. To the extent that any breach of a provision of this sublease by **Sublessee** concurrently results in a breach of any provision of the Master Lease, **HBMWD** shall have the same remedies with respect to such breach provision as **RLCSD**.

35. Any personal property left upon **RLCSD** property or the subleased premises after the termination of this lease shall be considered abandoned or unclaimed and shall be disposed of in accordance with **RLCSD's** policy concerning abandoned and unclaimed property.

36. This Agreement contains the entire understanding between **Sublessee** and **RLCSD** with respect to its subject matter, and supersedes all prior agreements, oral or written, and all prior or contemporaneous discussions.

37. Any failure or delay on the part either Party to exercise any right under this Agreement shall not constitute a waiver of the right and shall not preclude such Party from exercising or enforcing the right, or any other provision of this Agreement, on any subsequent occasion.

38. This Agreement may be amended only in writing signed by **Sublessee** and **RLCSD** or their respective successors in interest.

39. In the event that any action or proceeding is brought to enforce one or more of the terms of this Agreement, to restrain an alleged violation of this Agreement, or to determine the validity of this Agreement or any part, the prevailing Party in any such action or proceeding shall be entitled to recover from the other its reasonable costs and attorneys' fees, in addition to any other remedies available to it in law or equity.

40. This Agreement is governed in accordance with the laws of the State of California, and the parties hereby agree that venue for any action brought to enforce the terms of this agreement shall be in a court of competent jurisdiction in the County of Trinity, California.

41. If any provision of this Agreement, or any portion thereof, is found by a court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

42. As a consideration for the entering into this sublease with **RLCSD**, **Sublessee** acknowledges and agrees that no improvement or alteration on the subleased premises, either existing at the time of execution by the parties to this sublease or made thereafter, shall be the subject of any claim or demand for compensation or offset by **Sublessee** upon **RLCSD**, **HBMWD**, or each of their respective officers, directors, agents or volunteers.



### Ruth Lake Community Services District

12200 Mad River Road

P.O. Box 6

Mad River, CA 95552

Telephone: 707-574-6332 Fax: 707-574-6080

Email: [ruthlakecsd@yahoo.com](mailto:ruthlakecsd@yahoo.com) Website: [www.ruthlakecsd.org](http://www.ruthlakecsd.org)

#### SUBLEASE AGREEMENT

This sublease agreement is made on this 1st day of May 2023, between the RUTH LAKE COMMUNITY SERVICES DISTRICT (hereinafter referred to as "RLCSD") and

(hereinafter referred to as "Sublessee").

Lease Site #: \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this sublease effective the day and year first set forth above.

**RLCSD: RUTH LAKE COMMUNITY SERVICES DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Its: Manager

**SUBLESSEE:**

Printed Name	Signature	Date
Mailing Address	City	State
Email Address	Telephone	

The above sublessee is the contact for all communications in accordance with paragraph 27.

**SUBLESSEE:**

Printed Name	Signature	Date
Mailing Address	City	State
Email Address	Telephone	

**SUBLESSEE:**

Printed Name	Signature	Date
Mailing Address	City	State
Email Address	Telephone	

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors  
From: John Friedenbach  
Date: February 9, 2023  
Subject: District's Safety Program

-----  
Once again it is time for our annual employee recognition regarding workplace safety. Dale and I will provide an overview of our program and accomplishments at our Board meeting. This memo provides a brief introduction.

**PRIORITY AND PLACE**

Achieving employee safety and public safety is a top priority for the District. I am pleased to work for an organization that values this objective and takes safety seriously.

The Board has adopted five goals that support our District Mission. Goal Number 1 is Safety and Public Health. It reads:

- Employ safe work practices to ensure worker and public safety at all times. Strive for no on-the-job reportable injuries each year.
- Operate the regional water system in accordance with state and federal safe drinking water laws and regulations at all times to protect public health.

The District has a "safety philosophy" as well as a strong safety program. The Board has consistently supported our safety philosophy and program.

**COMPONENTS OF THE PROGRAM**

Important components of the District's safety program are as follows:

- 1) Buy-in and support *from* Management. We need to set the standard and "walk the talk."
- 2) Buy-in and involvement *by* the employees.
- 3) A meaningful Injury, Illness, and Prevention Plan (this is a regulatory requirement).
- 4) An active Safety Committee that is listened to and supported. Our committee is comprised of the Superintendent, one Supervisor, and two employees (one from the Maintenance Department and one from Operations). Membership on the committee rotates each year. Attached for your information are minutes from the last safety committee meeting for you to see the issues that are addressed.
  - a. A meaningful training program. The District has an extensive training program that supports not only employee safety, but ongoing operations, and emergency response activities too. We use ACWA/JPIA's extensive "lending library" for training resources (such as DVDs, videos, and manuals), and we also use the North Coast Safety Consortium for local classroom training and other specialized or online training as necessary. Attached is this year's in-house safety training program which lists the training topic as well as the instructor.

- 5) Properly fitted and maintained Personal Protective Equipment (PPE) that is suited to the job. The District provides employees with the necessary PPE such as hard hats, safety glasses, hearing protection, respirators, self-contained breathing apparatus, and protective electrical gear to name a few. The District trains in PPE proper use and care. As a matter of policy, the District also reimburses employees for the cost of safety shoes appropriate to the position and provides District safety attire.
- 6) Other Resources – Safety Manual. The District has developed and maintains a comprehensive safety manual to guide work practices, as well as meet various regulatory requirements. The Table of Contents of our Safety Manual is attached for your information.
- 7) Coordination with Humboldt County Public Health, Cal OES, and OSHA for upgraded safety protocols for COVID-19 protections for the staff and public, such as maintaining social distancing, upgraded workspace protections, regular sanitizing, and wearing masks indoors as necessary.
- 8) Recognition – The District instituted a safety incentive/reward program for full-time regular employees. The District pays \$200 incentive to each current employee who has been employed for at least six months and meets the criteria listed below. The District also awards one grand prize of \$500, based on a drawing of all eligible employees. This year, Ken Davis is the grand prize winner.

**Criteria** to be eligible for incentive award:

- 1. Participate in at least seventy-five percent (75%) of monthly safety meetings during the calendar year. For newly hired employees that meet the eligibility requirements, the percentage applies to eligible monthly safety meetings.
- 2. Wear appropriate PPE when required on the job.
- 3.
  - 3a. Provide one safety awareness or preventative suggestion to the supervisor and have it documented at a safety meeting or with the Safety Committee.
  - 3b. Report an incident or near-miss incident or unsafe conditions.
  - 3c. Receive a “satisfactory” rating on the annual performance evaluation under the “Safe Practices” category.

One of  
3 per  
calendar  
year

I am proud of the “safety culture” developed at the organization, and the results we have achieved. We have employees who “think about” safety and routinely employ safe work practices. Additionally, the District participates in ACWA/JPIA’s Commitment to Excellence Program and H.R. LaBounty Safety Award Program. We continually strive for the implementation of best practices to prevent injuries and claims.

I would also like to acknowledge that Dale Davidsen, our Superintendent, Chris Merz our Assistant Maintenance Supervisor, and Chris Harris our Business Manager, who are instrumental in the continuation of the safety culture that exists within the organization today along with all of our employees who work safely every day. The entire staff continues to promote and grow this safety awareness.

Once again, Dale and I wish to thank the Board for your support in this area. Your support truly makes a difference.

**Attachments:**

- 2023 Safety Training Program Topics and minutes from the last meeting
- Table of Contents from Safety Manual
- ACWA/JPIA H.R. LaBounty Safety Award – Spring 2022

Eureka Office Safety Meeting Schedule – 2023

January –WIIPP/Ergonomics

February – Cyber Security

March – Tsunami Preparedness

April – Healthy Work Environment

May – Fire Safety

June – Slips/Trips/Falls/Ladder Safety

July – Sexual Harassment Prevention Training

August – Defensive Driving Tips

September – Emergency Action Plan

October – Great Shake-Out Earthquake Drill

November – Safety Tips for Driving in Inclement Weather

December – Deck the Halls–Safely



Minutes 23\_1

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
Workplace Illness and Injury Prevention Program  
Safety Committee Meeting

Minutes

Date: January 24, 2023

1. **Meeting** called to order at 0907hrs.
2. **Members** Attending: Dale Davidsen  
Justin Natividad  
Zach Bunke  
Chris Merz
3. **Minutes** were approved from Meeting 22\_4 on October 27, 2022. M/S/C JN/ZB/All

**Old Business:**

- A. It has been brought to attention that the District's "Contractor Pre-Work Checklist" could be updated to reflect more current safety policies and safe work practices. *(This form has been created, but still awaiting JPIA to publish a template to review content. Chris will establish a contact with JPIA to check status of template. NLT-4-18-23)*
- B. It has been observed that some of the District's Safety Manual policies and procedures on various topics could be revised or updated. A list of these policies and procedures will be created by the Safety Committee. *(With the assistance from others within their departments, committee members will update the following policies and procedures: Chris-Hazardous Materials Plans & Other Emergency Plans, Zach-Operations Plan for Domestic Water Supply, TRF & Distro System, Justin-District Valve Book. NLT-Until all necessary changes are met.)*
- C. Discuss the Districts facility safety inspection forms with new safety committee members and assign locations for inspections. Forms will be completed by the October meeting and open for review. *(Inspection assignments for 2023 have been assigned. Justin: TRF & Ruth Hydro. Zach: Main Office & Essex. NLT-10-17-23)*
- D. It was mentioned to possibly install backup cameras in fleet vehicles that didn't already have them. *(Cameras have been installed on Unit's 2 & 11. Leaving Unit's 12 & 15 still needing cameras installed. NLT 6-30-23)*
- E. A suggestion of creating a more ergonomically way to fill, rinse, and dump mop buckets for housekeeping purposes was brought to attention. It was noted that both the Essex and TRF facilities could benefit from having a more established mop fill and wash down area. *(This item has become an approved budget project, construction of wash areas will start as time allows. NLT 6-30-23)*
- F. John Friedenbach suggested installing high visibility reflective stickering on vehicles that would be the most active in field work. Committee members agreed with this suggestion. Most heavy equipment and larger service vehicles currently have reflective DOT striping. The customer service

truck (Unit #3) would benefit the most with more reflective striping, other fleet trucks will be considered for some smaller decals. *(Reflective striping has been purchased and will be installed. NLT 2-1-23)- (Completed, remove item)*

- G. It was discovered recently through a quarterly alarm testing with Advanced Security, that the Essex Control fire alarm call out was in an excess of 15 minutes to notify a dispatcher. This needs to be corrected to expedite a quicker fire response. Josiah will work with Advance Security to correct this problem and also verify that Ruth Hydro fire response alarm is function correctly also. *(Upgrades for both Ruth and Essex fire and security systems have become a budget project for this year. Zach will check with Lui about the status of these upgrades. NLT-4-18-23)*
- H. It was mentioned that the Ditch Witch Vacuum Trailer would benefit from being retrofitted with an overhead boom to support the weight of the suction line. *(After some researching, it was determined that a retrofit would work for this trailer. A boom has been purchased and is awaiting installment on trailer. NLT 1-25-23)- (Completed, remove item)*
- I. During a recent calibration of the Essex Control Venturi flow meter, a suggestion of mounting a winch anchoring point above the entry hatch would be a good idea. Our current rescue tripod doesn't span the distance of the access opening, this suggested anchoring point would provide a means to winch an individual out of that location if they became incapacitated. *(Anchor point has been installed, sourcing an attachment cable currently. NLT 4-18-23)*
- J. The Maintenance Department has requested that they would like to purchase a new 60lb jackhammer with more ergonomic characteristics. *(It was decided that this is a valid request and the purchase will become a purposed budget project for next year. NLT – Pending budget approval.)*

#### **New Business:**

- A. The topic of having Narcan (naloxone) on-site to deal with a potential opioid overdose was brought to the committee's attention. *(A discussion on the topic has been had. Research will be done on uses and protocols to potentially have this medicine onsite. NLT-4-18-23)*
- B. It was noted during recent use of Pump Station # 6 that there is a lot of clutter that could be moved or stored elsewhere. *(The Maintenance Department is aware of the situation and is working on moving items. NLT-4-18-23)*
- K. **Meeting adjourned: 1029 hrs.**
- L. **Next meeting scheduled for April 18, 2023.**

Prepared by: Chris Merz  
 Copy: General Manager  
 Superintendent  
 Maintenance Supervisor  
 Operations Supervisor  
 Bulletin board (Essex & Ruth Hydro) and file

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
SAFETY MANUAL

SECTION 1.2 PAGE NO. 6

TABLE OF CONTENTS

**General Policies/Plans**

1. Workplace Illness & Injury Prevention Program
2. Code of Safe Practices
3. General Emergency Action Plan for Each Facility (including fire protection component)
4. OSHA Inspection Procedures

**Hazardous Materials/Chemicals Plans**

5. Hazard Communications Program
6. Chemical Hygiene Plan
7. Chlorine Emergency Procedures
8. Process Safety Management (for chlorine system)
9. Risk Management Plan (for accidental release of chlorine)
10. Chlorine Leak Emergency Action Plan Flowchart
11. Evacuation Map for Essex Control
12. Chlorine Leak Decontamination Procedure

**Safe Work Practices and Procedures**

13. Respiratory Protection Program
14. Silica Exposure Plan
15. Confined Spaces Policy & Procedures
16. Energy (Lockout) Policy
17. Hot Work Permit
18. Heat Illness and Prevention Program
19. Bloodborne Pathogens Exposure Control Plan
20. Sharps Injury Log



# H.R. LaBounty Safety Awards Nomination Form

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**Nomination Deadlines:**

Spring Awards: February 1, 2022

Fall Awards: September 1, 2022

**Agency:** Humboldt Bay Municipal Water District

**Project/Initiative Title:** Installation of a swingable, fixed, attic access ladder

Implementation Date: December 2021

Cost to Implement: \$781.00

Staff Time Required: 20hrs

Number of Employees/Facilities Impacted: 22 Employees/1 Facility

**Employee/Department/Committee Nominated:**

Name(s): HBMWD Staff/Supervisors

Job Title/Department: Maintenance

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### Nomination Summary

*Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.*

The main goals of this new ladder installation was to design and fabricate a safer fixed ladder with a swingable section, to provide for proper clearances for accessing electrical panels and conduit for new standby generator transfer switch as well as addressing other ergonomic and potential safety issues with existing fixed wall mounted wooden ladder. The original wood cleated fixed ladder had step clearance issues due to its close mounting to the wall where mounted creating limited foot hold. It also had limitations for weight capacity, and an undesirable ergonomic condition at the transition between it and the next level second ladder leading to roof top parapet hatch.

*Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.*

The first step to resolve problem was to come up with a design of a ladder that would correct the clearance and ergonomics issues of the existing ladder. Due to its mounting location and the need to have it a portion of the ladder swing off of the wall to provide access to nearby electrical panel the design was complicated. Since this wasn't a cookie cutter installation, a lot of idea's were discussed between staff and supervisors on how to make this design come together and also function correctly. Once the design was chosen, a standard metal ladder was purchased and the fabrication customization work commenced. Mounting brackets were altered to be hinged and pinned to an additional fabricated wall mounted bracket. The ladder was also modified a couple feet off of the ground to allow proper foot hold clearances around the conduit for the generator transfer switch and a drop-down support was made to reinforce the bottom part of the ladder since it was not mounted to the floor. The precarious transition between the two levels of ladders was corrected by mounting the second level ladder in a fashion that the ladder rung spacing between the two ladders was identical but still allowing the attic access cover to slide closed. After many hours of head scratching and a couple of mock-up installations success was achieved!

*State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.*

A potential fall hazard was reduced by designing and modifying a wooden ladder that had safer attributes including ergonomics than the previous one installed.

*Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.*

There is not a specific nominee for this submittal. This was recognized as a potential safety hazard by the staff and supervisors here at HBMWD. A joint effort from multiple talented team members helped to develop a solution that created the proper clearance, improved it ergonomically, created the necessary access to electrical panels and reduced a potential safety hazard. As always, I believe that all members of HBMWD have "buy in" participation in all safety efforts and this project reflects that.

*Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.*

I believe that this initiative did address a couple of hazards/exposures listed in the JPIA Commitment to Excellence Program. The categories would be construction safety and field ergonomics

- Office/Field Ergonomics

- Vehicle Operations
- Slip/trip/falls – falls from heights
- Other:

*List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.*

See attached pictures

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**Nominated by:** Chris Merz

**Date:** 1-14-22

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**General Manager:** John Friedenbach

**Date:** 1-14-22

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Please email this form with supporting documents and digital photos (jpg) to [tlofin@acwaipia.com](mailto:tlofin@acwaipia.com).



**Ruth Lake Community Services District**

12200 Mad River Road  
 P.O. Box 6  
 Mad River, CA 95552

Telephone: 707-574-6332 Fax: 707-574-6080  
 Email: [ruthlakecsd@yahoo.com](mailto:ruthlakecsd@yahoo.com) Website: [www.ruthlakecsd.org](http://www.ruthlakecsd.org)

**2022 QUAGGA INSPECTION SUMMARY**

January 1, 2022 to November 30, 2022

	<b>Marina</b>	<b>Campground</b>	<b>Total</b>
Resident Registrations (Yellow)	168	159	327
Non-Resident Inspections (Red)	507	467	974
Non-Trailerred Watercraft (Blue)	226	251	477
Total Registrations / Inspections	901	877	1778
Failed Watercraft	2	0	2

(2 boats denied entry for standing water, none from any known high-risk areas)

Banded from 2021: 124

Inspections done at other locations:

Reynolds RV (Fortuna) - 15

**TOTAL OF WATERCRAFTS for 2022: 1,778**

**Humboldt Bay Municipal Water District**

To: Board of Directors  
From: John Friedenbach  
Date: February 9, 2023

Re: Project Budget Addition:

1. Coastal Development Permit and EIR for Samoa Peninsula Right of Way: \$60,000.

**Discussion**

This project (see attached scope of work outline) encompasses the biological and environmental studies, permitting, and CEQA process including an EIR to obtain a Coastal Development Permit (CDP) to perform our right of way maintenance over our domestic and industrial pipelines on the Samoa Peninsula. The two water transmission lines on the Peninsula are essential for providing water to residential and industrial consumers there as well as supplying domestic water to Humboldt Community Services District and the City of Eureka. Consequently, the District must preserve its ability to conduct unrestricted maintenance, repair and replacement construction activities throughout the full extent of our right of way.

Terry McNamee of the District Engineering's firm GHD will provide a presentation to the Board at our meeting regarding the scope of the project, findings to date and discussions with permitting agencies. As will be explained during Terry's presentation, this is a multi-year process culminating in the fall of 2024.

In addition, staff has secured legal services from Downey Brand LLP's CEQA department in their San Francisco office. It is their professional opinion and advice that the District prepare an EIR for this CDP. Staff is following this recommendation.

**Request**

1. Staff requests authorization from the Board to add a \$60,000 line item to our current fiscal year Project Budget for biological and environmental studies, permitting consultations, and CEQA process to facilitate obtaining a CDP for our Samoa Peninsula pipeline right of way. This dollar budget is for the services to be incurred during the remainder of the current fiscal year. Future fiscal year activities will be included in the respective project budgets as necessary.





718 Third Street  
Eureka, CA 95501  
www.ghd.com

Our ref: 11189389

January 12, 2023

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

**Humboldt Bay Municipal Water District's Samoa Peninsula Waterline Right-of-Way Maintenance Project – Scope of Services**

Dear Mr. Friedenbach,

This GHD Scope of Services defines the environmental compliance, permitting documentation, special studies and project coordination tasks needed for the District's Samoa Peninsula Waterline Right-of-Way Maintenance Project (hereafter referred to as "Project"). The Scope of Services includes the following tasks and subtasks:

- 1.0 Phase 2 Study Area Special Studies
  - 1.1 Biological Inventory Surveys and Report
  - 1.2 Aquatic Resources Delineation and Report
- 2.0 CEQA Compliance
  - 2.1 Prepare Notice of Preparation
  - 2.2 Prepare Administrative Draft EIR
  - 2.3 Prepare Public Draft EIR
  - 2.4 Notice of Completion, Notice of Availability and Public Circulation
  - 2.5 Public Hearing
  - 2.6 Prepare Administrative Draft Final EIR and Response to Comments
  - 2.7 Prepare Administrative Draft Mitigation Monitoring and Reporting Program
  - 2.8 Prepare Public Final EIR and Final Mitigation Monitoring and Reporting Program
  - 2.9 Prepare Findings
  - 2.10 EIR Certification/Project Approval Meeting
  - 2.11 Prepare Administrative Record
- 3.0 Regulatory Compliance Permitting and Management Plans
  - 3.1 Coastal Development Permit with Humboldt County
  - 3.2 USACE Individual Section 404 Permit & Alternatives Analysis
  - 3.3 NCRWQCB Section 401 Water Quality Certification
  - 3.4 Coordination with CDFW under CESA
  - 3.5 Biological Assessment with USFWS
  - 3.6 Mitigation Site Identification and Assessment
  - 3.7 Wetlands Mitigation and Monitoring Plan
  - 3.8 Habitat Mitigation and Monitoring Plan

**2023-001147**

For the benefit of Humboldt Bay Municipal Water District  
Exempt from Recording Fees  
GC 27383

Recorded - Official Records  
Humboldt County, California  
Juan P. Cervantes, Recorder  
Recorded by: HUMBOLDT BAY MUNICIPAL WATER  
Pages: 1

Return to:  
Humboldt Bay Municipal Water District  
828 7<sup>th</sup> Street  
Eureka, CA 95501-1114

Recording Fee: \$ 0.00  
Tax Fee: \$0  
Clerk: wc Total: \$0.00  
Jan 25, 2023 at 03:05:47  
\*\*\* CONFORMED COPY \*\*\*

**NOTICE OF COMPLETION**

NOTICE is hereby given that the undersigned, John Friedenbach, General Manager of the Humboldt Bay Municipal Water District (HBMWD), the owner of the improvements situated in the County of Humboldt, State of California, and described as follows, to wit:

Construction of the HBMWD 12 kV Switchgear Relocation Project at the District's Essex facility is complete. Work included the furnishing of all labor, materials, equipment, and supervision for the installation of new switchgear elevated out of the dam break inundation zone, approximately 60 feet southeast of the previously existing switchgear. The new switchgear was tested, power was switched over to the new switchgear, and the previously existing switchgear was decommissioned and removed. Other work ancillary to the new switchgear was completed as outlined in the project Contract Documents.

That Humboldt Bay Municipal Water District as the owner of the improvements in fee did enter into a contract with Sequoia Construction Specialties for the construction of:

**HBMWD 12 kV Switchgear Relocation Project**

That on October 11, 2022 the said contract, as a whole, was actually completed by Sequoia Construction Specialties aside from the delivery of the proper equipment required for removing breakers from the top switchgear compartments.

The name and address of the owner of said improvements is as follows:

Humboldt Bay Municipal Water District  
828 7<sup>th</sup> Street  
Eureka, CA 95501-1114

Humboldt Bay Municipal Water District

BY John Friedenbach, General Manager  
John Friedenbach  
General Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the General Manager of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

January 25, 2023 Eureka, CA John Friedenbach, General Manager  
Date and Place (John Friedenbach, General Manager)

**Humboldt Bay Municipal Water District**

To: Board of Directors

From: John Friedenbach

Date: February 2, 2023

Re: Approval of Collector 2 Underground Power and Fiber Optic Line Project  
and Approval of CEQA

**History / Background**

The current year's project budget includes the undergrounding of the power and communications to Collector 2. This project purpose is to strengthen the resiliency of our water system infrastructure and reduce operating costs caused by storm damage to overhead electrical and communication lines. HBMWD will upgrade the power and communication to Collector 2 by constructing and connecting an underground 12kV electrical feed and new fiber optic cable from the Essex Control Center to Collector 2. This project will also include elements that would accommodate a future project to extend this underground power and communications to Park 4 for future connections to Collectors 3 and 4. The new electrical feed to Collector 2 will originate from a spare breaker in the newly installed 12kV switchgear. The project will include route and depth of bury for the new power and communication conduits, vaults, wire schedule, and necessary hardening where the conduit will cross the river bar to Collector 2 up to termination at the transformer on the upper deck.

**Discussion**

As a result of ground disturbing activities, CEQA is required for the project. All project components are categorically exempt under Section 15301(b) – Existing Facilities; Section 15302(d) – Replacement or Reconstruction; Section 15303(d) – New Construction or Conversion of Small Structures; and Section 15304(f) – Minor Alterations to Land.

**Recommendation and Action**

Staff recommends that the board approve the project and find that the project is exempt from CEQA under the following code sections: 15301(b); 15302(d); 15303(d); and 15304(f). Furthermore, the board directs staff to complete and file the required CEQA Notice of Exemption forms.

**County of Humboldt**  
Office of the County Clerk-Recorder



825 5th Street, 5th Floor, Eureka Ca 95501  
(707)445-7593 or Toll Free (888)486-2732

**2023 CEQA DOCUMENT DECLARATION**

ENVIRONMENTAL FILING FEE RECEIPT

PLEASE COMPLETE THE FOLLOWING:

1. LEAD AGENCY: Humboldt Bay Municipal Water District
2. PROJECT TITLE: Collector 2 Underground Power and Fiber Optic Line
3. APPLICANT NAME: John Friedenbach PHONE: (707) 443-5018
4. APPLICANT EMAIL: : friedenbach@hbmwd.com
5. APPLICANT ADDRESS: PO Box 95, Eureka, CA 95502
6. PROJECT APPLICANT IS A:  Local Public Agency  School District  Other Special District  State Agency  Private Entity
7. NOTICE TO BE POSTED FOR 30 DAYS.
7. CLASSIFICATION OF ENVIRONMENTAL DOCUMENT

a. PROJECTS THAT ARE SUBJECT TO DFG FEES

<input type="checkbox"/> 1. <u>ENVIRONMENTAL IMPACT REPORT</u> (PUBLIC RESOURCES CODE §21152)	\$ 3,839.25	\$ <u>0.00</u>
<input type="checkbox"/> 2. <u>NEGATIVE DECLARATION</u> (PUBLIC RESOURCES CODE §21080(C))	\$ 2,764.00	\$ <u>0.00</u>
<input type="checkbox"/> 3. <u>APPLICATION FEE WATER DIVERSION</u> (STATE WATER RESOURCES CONTROL BOARD ONLY)	\$ 850.00	\$ <u>0.00</u>
<input type="checkbox"/> 4. <u>PROJECTS SUBJECT TO CERTIFIED REGULATORY PROGRAMS</u>	\$ 1,305.25	\$ <u>0.00</u>
<input type="checkbox"/> 5. <u>COUNTY ADMINISTRATIVE FEE</u> (REQUIRED FOR a-1 THROUGH a-4 ABOVE) Fish & Game Code §711.4(e)	\$ 50.00	\$ <u>0.00</u>

b. PROJECTS THAT ARE EXEMPT FROM DFG FEES

<input checked="" type="checkbox"/> 1. NOTICE OF EXEMPTION (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED)	\$ 50.00	\$ <u>50.00</u>
<input type="checkbox"/> 2. A COMPLETED "CEQA FILING FEE NO EFFECT DETERMINATION FORM" FROM THE DEPARTMENT OF FISH & GAME, DOCUMENTING THE DFG'S DETERMINATION THAT THE PROJECT WILL HAVE NO EFFECT ON FISH, WILDLIFE AND HABITAT, OR AN OFFICIAL, DATED RECEIPT / PROOF OF PAYMENT SHOWING PREVIOUS PAYMENT OF THE DFG FILING FEE FOR THE *SAME PROJECT IS ATTACHED (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED)		
DOCUMENT TYPE: <input type="checkbox"/> ENVIRONMENTAL IMPACT REPORT <input type="checkbox"/> NEGATIVE DECLARATION	\$ 50.00	\$ <u>0.00</u>

c. NOTICES THAT ARE NOT SUBJECT TO DFG FEES OR COUNTY ADMINISTRATIVE FEES

<input type="checkbox"/> NOTICE OF PREPARATION	<input type="checkbox"/> NOTICE OF INTENT	NO FEE	\$ <u>NO FEE</u>
--	---	--------	------------------

8. OTHER: \_\_\_\_\_ FEE (IF APPLICABLE): \$ \_\_\_\_\_
9. TOTAL RECEIVED..... \$ 50.00

\*NOTE: "SAME PROJECT" MEANS **NO** CHANGES. IF THE DOCUMENT SUBMITTED IS NOT THE SAME (OTHER THAN DATES), A "NO EFFECT DETERMINATION" LETTER FROM THE DEPARTMENT OF FISH AND GAME FOR THE SUBSEQUENT FILING OR THE APPROPRIATE FEES ARE REQUIRED.

THIS FORM MUST BE COMPLETED AND ATTACHED TO THE FRONT OF **ALL** CEQA DOCUMENTS LISTED ABOVE (INCLUDING COPIES) SUBMITTED FOR FILING. WE WILL NEED AN ORIGINAL (WET SIGNATURE) AND (1) COPY. IF THERE ARE ATTACHMENTS, PLEASE PROVIDE ONE SET OF ATTACHMENTS FOR SUBMISSION.

CHECKS FOR ALL FEES SHOULD BE MADE PAYABLE TO: Humboldt County Clerk Recorder

PLEASE NOTE: FEES ARE ANNUALLY ADJUSTED (Fish & Game Code §711.4(b)); PLEASE CHECK WITH THIS OFFICE AND THE DEPARTMENT OF FISH AND GAME FOR THE LATEST FEE INFORMATION.

"... NO PROJECT SHALL BE OPERATIVE, VESTED, OR FINAL, NOR SHALL LOCAL GOVERNMENT PERMITS FOR THE PROJECT BE VALID, UNTIL THE FILING FEES REQUIRED PURSUANT TO THIS SECTION ARE PAID." Fish & Game Code §711.4(c)(3)

**Notice of Exemption**

Appendix E

**To:** Office of Planning and Research  
 P.O. Box 3044, Room 113  
 Sacramento, CA 95812-3044

County Clerk  
 County of: Humboldt  
 825 5th Street, 5th Floor  
 Eureka, CA 95501

**From:** (Public Agency): \_\_\_\_\_  
 Humboldt Bay Municipal Water District  
 \_\_\_\_\_  
 PO Box 95, Eureka, CA 95502  
 \_\_\_\_\_  
 (Address)

Project Title: Collector 2 Underground Power and Fiber Optic Line

Project Applicant: Humboldt Bay Municipal Water District (HBMWD)

## Project Location - Specific:

The project is located at HBMWD's main operations center at Essex, located approximately one mile east of the City of Arcata. The project is specifically located near 7270 West End Road, Arcata CA.

Project Location - City: Arcata Project Location - County: Humboldt

## Description of Nature, Purpose and Beneficiaries of Project:

See attached sheet for information on the nature, purpose and beneficiaries of the Project.

Name of Public Agency Approving Project: Humboldt Bay Municipal Water District

Name of Person or Agency Carrying Out Project: Humboldt Bay Municipal Water District

## Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Section 15301, 15302, 15303 & 15304
- Statutory Exemptions. State code number: \_\_\_\_\_

## Reasons why project is exempt:

See attached sheet for information on why the Project is exempt.

Lead Agency  
 Contact Person: John Friedenbach Area Code/Telephone/Extension: (707) 443-5018

## If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: General Manager

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

## Notice of Exemption

To: Office of Planning and Research  
PO Box 3044, Room 113  
Sacramento, CA 95812-3044

From: (Public Agency)  
Humboldt Bay Municipal Water District  
828 Seventh Street,  
Eureka, CA 95501



To: County Clerk, County of Humboldt

**Project Title:** Collector 2 Underground Power and Fiber Optic Line

**Project Applicant and Lead Agency:** Humboldt Bay Municipal Water District (HBMWD)

**Project Location:** The project is located at HBMWD's main operations center at Essex, located approximately one mile east of the City of Arcata. The project is specifically located near 7270 West End Road, Arcata CA.

### Description, Nature, Purpose, and Beneficiaries of Project:

The Humboldt Bay Municipal Water District (HBMWD) operates four Ranney Collectors in or adjacent to the Mad River between Arcata and Blue Lake, California, along the Highway 299 and West End Road corridor. These collectors are the source for HBMWD's potable water system that delivers drinking water to the Cities of Arcata, Blue Lake and Eureka, as well as the Fieldbrook-Glendale, Humboldt Community, Manila and McKinleyville Community Services Districts and portions of the Samoa Peninsula. A 12 kilovolt (kV) switchgear provides all of the electrical supply to HBMWD's Essex Control Facility, the surface water diversion facility, and the four Ranney collector wells that provide the raw water for the potable water system.

HBMWD will upgrade the power and communication to Collector 2 by constructing and connecting an underground 12kV electrical feed and new fiber optic cable from the Essex Control Center to Collector 2. This project will also include elements that would accommodate a future project to extend this underground power and communications to Park 4 for future connections to Collectors 3 and 4. The new electrical feed to Collector 2 would feed from a spare breaker in the existing 12kV switchgear. The project will include route and depth of bury for the new power and communication conduits, vaults, wire schedule, and necessary hardening where the conduit will cross the river bar to Collector 2 up to termination at transformer on upper deck.

The undergrounding of power and communication to Collector 2 will provide greater resilience for the District against loss of power and communication for the Collector during winter storms or earthquakes by eliminating the vulnerability of relying on overhead power transmission lines and would establish a separate breaker feed to Collector 2. Additionally, a fiber optic link will further harden communications and control reliability. Beneficiaries of the project include residents of Humboldt County and businesses who rely on HBMWD potable water system.

### Reasons why project is exempt:

All project components are categorically exempt under Section 15301 (b) – Existing Facilities and Section, 15302 (d) – Replacement or Reconstruction, 15303 (d) – New Construction or Conversion of Small Structures, and 15304 (f) – Minor Alterations to Land.

- **15301 (b) – Existing Facilities:** The Project is categorically exempt under CEQA Section 15301 (b) because there is existing power (overhead) and communication to Collector 2. The proposed project involves the replacement/repair of the existing power and communication to improve resilience for the District against loss of power and communication to the Collector. These changes are not associated with an expansion of use.
- **15302 (d) – Replacement and Reconstruction:** The Project is categorically exempt under CE Section 15302 (d) because this project is converting the existing overhead power transmissions

## Notice of Exemption

line to underground to provide power and communication to Collector 2. This reconstruction will be located on the same site with the same purpose and capacity as prior to reconstruction.

- **15303 (d) – New Construction or Conversion of Small Structures:** The Project is categorically exempt under CE Section 1503 (d) because there will be minor modifications from converting the existing overhead power transmission lines to underground. Transitioning to underground utilities will provide resiliency for the District but these modifications will not increase the overall capacity.
- **15304 (f) – Minor Alterations to Land:** The Project is categorically exempt under CE Section 15304 (f) because the project involves minor alterations of the condition of land and/or vegetation which do not involve removal of healthy, mature, scenic trees. The project involves minor trenching and backfilling for the power and communication conduits and vaults. The surface will be restored to same or better conditions.



# Memorandum

February 02, 2023

<b>To</b>	John Friedenbach		
<b>Copy to</b>	HBMWD Board Members, Dale Davidsen, Chris Harris		
<b>From</b>	Nathan Stevens	<b>Tel</b>	(707) 267-2204
<b>Subject</b>	HBMWD Collector 2 Rehabilitation Project – Bid Results and Recommendations	<b>Project no.</b>	11218863

The District received one bid for the Collector 2 Rehabilitation Project on January 26, 2023 with the following result:

Contractor	Phase 1 Base Bid	Phase 2 Base Bid	Total Base Bid	Total Additive Bid	Total Bid
Layne Christensen Company	\$1,215,500	\$1,249,500	<b>\$2,465,000</b>	\$599,500	<b>\$3,064,500</b>

The project was split into two phases for cost tracking purposes due to the multiple grants that the District received for this project. The objective of the project is to install four new laterals in Collector 2. The work associated with the first two laterals is considered Phase 1, and the work associated with the second two laterals is considered Phase 2. Work that is shared amongst the two phases has been split accordingly for contractor payment and grant reimbursement purposes. NCRP grants totaling \$1,312,500 have been received for this project. It is anticipated that some items in the additive bid schedule will be awarded to the contractor, but it is unlikely that the District will award all items in the additive bid schedule. The need (or lack thereof) for awarding items in the additive bid schedule will be assessed throughout construction of the project.

Based on the results, Layne Christensen Company (Layne) is the apparent low bidder. I have reviewed the responsiveness of their bid and it is complete. There was a minor defect in their bid in that they did not provide information on subcontractors that they intend to use for construction of the percolation pond and diving services. However, per the contract documents, the District may waive any informalities or minor defects. Furthermore, staff have determined that this omission is inconsequential in relation to the qualifications of the contractor or ability of the contractor to complete the work as outlined in the contract documents. Staff are confident that Layne and the subcontractors that they hire will perform in a satisfactory manner, particularly given the previous experience the District has with Layne on the Collector 3 and Collectors 1/1A lateral rehabilitation projects. Since submitting their bid, the contractor has noted that they have the required subcontractor information and will provide that to the District. The information has not been provided as of the writing of this letter, but I trust that the information will be provided.

Layne has provided formal written correspondence regarding concerns they have with the project schedule as outlined in the project documents. Staff has consulted with District counsel regarding this matter and is awaiting his reply. We expect to have counsel's opinion to share during the board meeting.

I recommend that the Board of Directors award the contract for construction of the Collector 2 Rehabilitation Project to Layne in an amount of \$3,064,500, and direct staff to complete the necessary documents.



**Bid Tabulation Results**

Owner: Humboldt Bay Municipal Water District

Project Name: Collector 2 Rehabilitation Project

Project Location: HBMWD West End Rd, Humboldt County, CA

Date of Bid: January 26, 2023

Prepared by: Nathan Stevens

**BASE BID SCHEDULE**

Item No.	Description	Units	Quantity	Layne	
				Unit Cost	Total Cost
1-1	Mobilization/Demobilization	LS	1	\$163,800.00	\$163,800.00
1-2	Percolation Pond	LS	1	\$127,700.00	\$127,700.00
1-3	Dewatering Pumps and Piping with Caisson	LS	1	\$74,000.00	\$74,000.00
1-4	Installation of Ports	EA	2	\$30,000.00	\$60,000.00
1-5	Setup and Takedown for Lateral Jacking	LS	1	\$45,000.00	\$45,000.00
1-6	Turning Jacking Setup to Next Lateral	EA	1	\$50,000.00	\$50,000.00
1-7	Furnish, Install & Develop 12" Diameter, Type 304 Stainless Steel lateral screen with 10-foot blanks (2 laterals)	LF	300	\$1,650.00	\$495,000.00
1-8	Furnish and Install (2) 12" Stainless Steel Gate Valves with Tags to be Provided by Owner	LS	1	\$92,000.00	\$92,000.00
1-9	Initial & Final Performance Tests	LS	1	\$108,000.00	\$108,000.00
2-1	Mobilization/Demobilization	LS	1	\$163,800.00	\$163,800.00
2-2	Percolation Pond	LS	1	\$127,700.00	\$127,700.00
2-3	Dewatering Pumps and Piping with Caisson	LS	1	\$74,000.00	\$74,000.00
2-4	Installation of Ports	EA	2	\$30,000.00	\$60,000.00
2-5	Setup and Takedown for Lateral Jacking	LS	1	\$45,000.00	\$45,000.00
2-6	Turning Jacking Setup to Next Lateral	EA	2	\$50,000.00	\$100,000.00
2-7	Furnish, Install & Develop 12" Diameter, Type 304 Stainless Steel lateral screen with 10-foot blanks (2 laterals)	LF	300	\$1,650.00	\$495,000.00
2-8	Furnish and Install (1) 12" Stainless Steel Gate Valves with Tag and and Install (1) Additional Valve to be Provided by Owner	LS	1	\$76,000.00	\$76,000.00
2-9	Initial & Final Performance Tests	LS	1	\$108,000.00	\$108,000.00
A-1	Assembly and Disassembly of Owner-supplied Yelomine Piping, Valves, and Fittings	LS	1	\$44,000.00	\$44,000.00
A-2	Installation of Ports	EA	1	\$52,000.00	\$52,000.00
A-3	Furnish, Install & Develop 12" Diameter, Type 304 Stainless Steel lateral screen with 10-foot blanks	LF	150	\$1,650.00	\$247,500.00
A-4	Furnish and Install 12" Stainless Steel Gate Valves with Tags	EA	1	\$45,000.00	\$45,000.00
A-5	Turning Jacking Setup to Next Lateral	EA	1	\$58,000.00	\$58,000.00
A-6	Remove and reinstall support flooring to allow lateral installation at a different elevation	EA	1	\$72,000.00	\$72,000.00
A-7	Provide Stainless Steel Ladder	LS	1	\$49,000.00	\$49,000.00
A-8	Install Stainless Steel Ladder	LS	1	\$32,000.00	\$32,000.00
<b>PHASE 1 BASE BID</b>				<b>\$1,215,500.00</b>	
<b>PHASE 2 BASE BID</b>				<b>\$1,249,500.00</b>	
<b>TOTAL BASE BID</b>				<b>\$2,465,000.00</b>	
<b>TOTAL ADDITIVE BID</b>				<b>\$599,500.00</b>	
<b>TOTAL BASE + ADDITIVE BID</b>				<b>\$3,064,500.00</b>	

**Humboldt Bay Municipal Water District**

To: Board of Directors

From: John Friedenbach

Date: February 9, 2023

Re: Collector Redundant Pipeline Engineering RFQ

**History / Background**

The proposed Project consists of geotechnical, surveying, design, environmental, permitting, bidding, and construction management services for the installation of the following:

1. A redundant pipeline to the TRF that will provide the District with an alternate means for getting water to its customers in the event of a seismic event that caused a failure of the sole existing collector mainline.
2. A rerouting of the 24-inch pipeline that runs under the Essex Control Building, thereby eliminating the risk of the existing line rupturing beneath the building, which could render the District's Control Center and main SCADA servers inoperable.

The existing collector mainline follows Pipeline Road, which wraps around to the north/west end of the TRF. Under this project it is anticipated that a new redundant collector mainline will tie into the existing line approximately 150 feet east of Pipeline Road on West End Road. It will then veer to the west off West End Road. The new pipeline will then traverse westward, approach the TRF from the south, and connect back up to the existing mainline at the TRF. The construction of the redundant pipeline will provide an alternate pipeline alignment for getting water to the TRF for treatment, storage, and distribution to the District's customers. This is a FEMA Hazard Mitigation funded project with grant performance deadlines.

**Discussion**

The District staff established a Selection Committee to review the SOQ submittals received. The Selection Committee will request a price proposal from the most qualified firm/team that is subject to negotiation of a fair and reasonable price. The District's board of directors will approve the final proposal.

**Consultant Selection Schedule**

<b>Event</b>	<b>Date</b>
Issue Request for Qualifications	December 29, 2022
Deadline to submit questions	January 17, 2023 (5:00 p.m.)
Deadline for addenda to be issued	January 20, 2023
Deadline to submit SOQ	February 3, 2023 (3:00 p.m.)
<b>Selection Committee review completed</b>	<b>February 8, 2023</b>
Most qualified firm/team submits scope/fee	February 15, 2023
Contract negotiation complete	February 22, 2023
<b>District Board approves award</b>	<b>February 23, 2023 Special Board Mtg</b>

As shown in the Consultant Selection Schedule above, the selection committee will complete its review of SOQs on February 8th. These results will be communicated during the board meeting on the 9th. Staff will then proceed with contract negotiations with the preferred engineering firm. Upon completion of negotiations, staff requests that the board conduct a Special Board meeting on February 23rd to review the contract and possibly award. The grant Phase 1 work for the project is time sensitive to complete the required biological assessments and reports during the spring and summer 2023 which necessitates the need for a Special Board meeting.

**Recommendation and Action**

Staff requests that the directors initiate a Special Board meeting on February 23, 2023 (exact time to be determined by director availability) to review and possibly approve an engineering services contract for the recommended engineering firm for the project.



Reference No. 12598691

January 11, 2023

Mr. John Friedenbach  
Humboldt Bay Municipal Water District  
828 Seventh Street  
Eureka, CA 95501

**Re: Submittal of Mad River Cross Sections for 2022**

Dear John:

Attached are the results from the 2022 Mad River Cross Sections survey performed in September 2022. Electronic copies have been provided in PDF and AutoCAD format. This letter describes the changes of the river channel in the sections that were surveyed and provides conclusions and recommendations with regards to future District activities in this reach.

**Section 1**

The right bank of the southern channel at Section 1, the farthest section downstream of Essex, experienced some degradation and some fill resulting in a change in shape from 2021 to 2022. This southern channel became slightly wider for low flows but narrower for higher flows. A more prominent center channel developed in this section with the degradation of some river bar. While this is an indication that the channel is shifting northward (away from Pump Station 6, PS-6) during high flows, the southern channel appears to still be the primary channel, particularly at low flows. Additionally, no major changes occurred in Sections 2 or 3, as discussed in more detail below, which are closer to PS-6. None of the changes in Section 1 are concerning to HBMWD operations at this time, but this area should continue to be monitored for northward migration of the channel.

**Sections 2 and 3**

In the past few years of this annual cross section monitoring process, the channel against the north bank at Sections 2 and 3 has been an area of concern with regard to District operations with the observed changes to the cross sections. The diminished effectiveness of the PS-6 weir on the right bank has allowed the channel to move north and away from the PS-6 intake. The channel on the north bank at Section 3 (between PS-1 and PS-6) and at Section 2 (downstream of PS-6) had generally deepened in past years. The deepening of the north bank channel suggested that the weir placed just downstream of Section 3 to divert flows back toward PS-6 is losing its effectiveness. Failure of the weir, or movement of the main channel thalweg to the north due to aggradation, would prevent the effective operation of the surface water intake at PS-6. In 2022, both Sections 2 and 3 looked largely as they did in 2021, with the sections deepening some toward the middle of the section. In 2021, there was some downcutting of the channel between Station 3+00 and 4+00 in Section 2. 2022 has seen slightly more deepening around these stations. The northern channel at Section 2 has filled in slightly. As discussed in previous memos, it is recommended that the left channel be deepened by dredging to allow for effective operation of PS-6 prior to bringing a major industrial customer back online. Additionally, the District and GHD had previously begun working toward initiating the design and permitting process for re-establishing the rock weir on the right bank of the river and extending it out toward the center of the channel. Prior to providing service to a major industrial customer, it is recommended that this design and permitting be continued and that the weir is re-established to get the main river channel to run past the intake for PS-6.

**Section 7**

The left bank of Section 7 was cut significantly in 2019 following the extensive erosion from winter of 2018/2019. In 2022, the southern channel saw fill on the far left (likely due to construction of an access and pad for Collector 4), as well as minor cutting in the southern channel to the right of the filled area. The measures taken to stabilize the left bank and re-cover the pipeline from PS-4 has stabilized, with no significant changes since the 2020 survey. The right side channel has not changed much since 2021. The bar on the right side of the section has remained stable, preventing the channel from shifting toward the right bank. The area around PS-4 typically needs to be built up regularly, often annually, to construct a platform for the boom truck or a crane to perform maintenance on the pump station. Any construction of a gravel platform will continue to be necessary due to the channel being forced left due to the aggradation on the right. Such activities will only provide temporary relief from erosion around PS-4. As noted in the 2020 memo, the buildup of the gravel bar on the right side of the section should be taken into consideration for any future work performed regarding PS-4.

**Section 8**

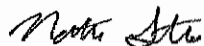
The main channel at Section 8, located just downstream of PS-5, has remained on the right side in recent years. In 2019, the main channel shifted almost entirely to the right bank, and it is likely that a lot of the sediment that was mobilized was redeposited on the bar at PS-4. In 2020, the main channel remained approximately in the same location as 2019. In 2021, there was some minor deepening of the main channel at the right bank as well as some cutting away of the right bank back to where it had been in previous years. 2022 has seen more minor deepening of the main channel, and the right bank remains approximately in the same location as 2021. These minor changes are not concerning at this time, but should continue to be monitored regarding operations around PS-4.

**Section 4, 5, and 6**

The remaining cross sections in the Essex reach look largely as they did in the 2021 survey with only minor changes. The channel at Section 4 (between PS-1 and PS-2) has filled in roughly 2 feet at the thalweg since 2021, but the cross section generally did not change much from last year. The southern portion of the Section 5 channel has shown minor deposition since last year, and the northern portion of the channel slightly deepened. Similar to Section 4, the profile at Section 5 has changed very little in the past several years. There have been some minor changes at Section 6, just downstream of PS-3, where the channel has slightly deepened in some areas and filled in slightly in others. These minor changes do not indicate areas of concern at this time.

As always, we appreciate the opportunity to assist you on this project. Please do not hesitate to call me if you have any questions.

Sincerely,



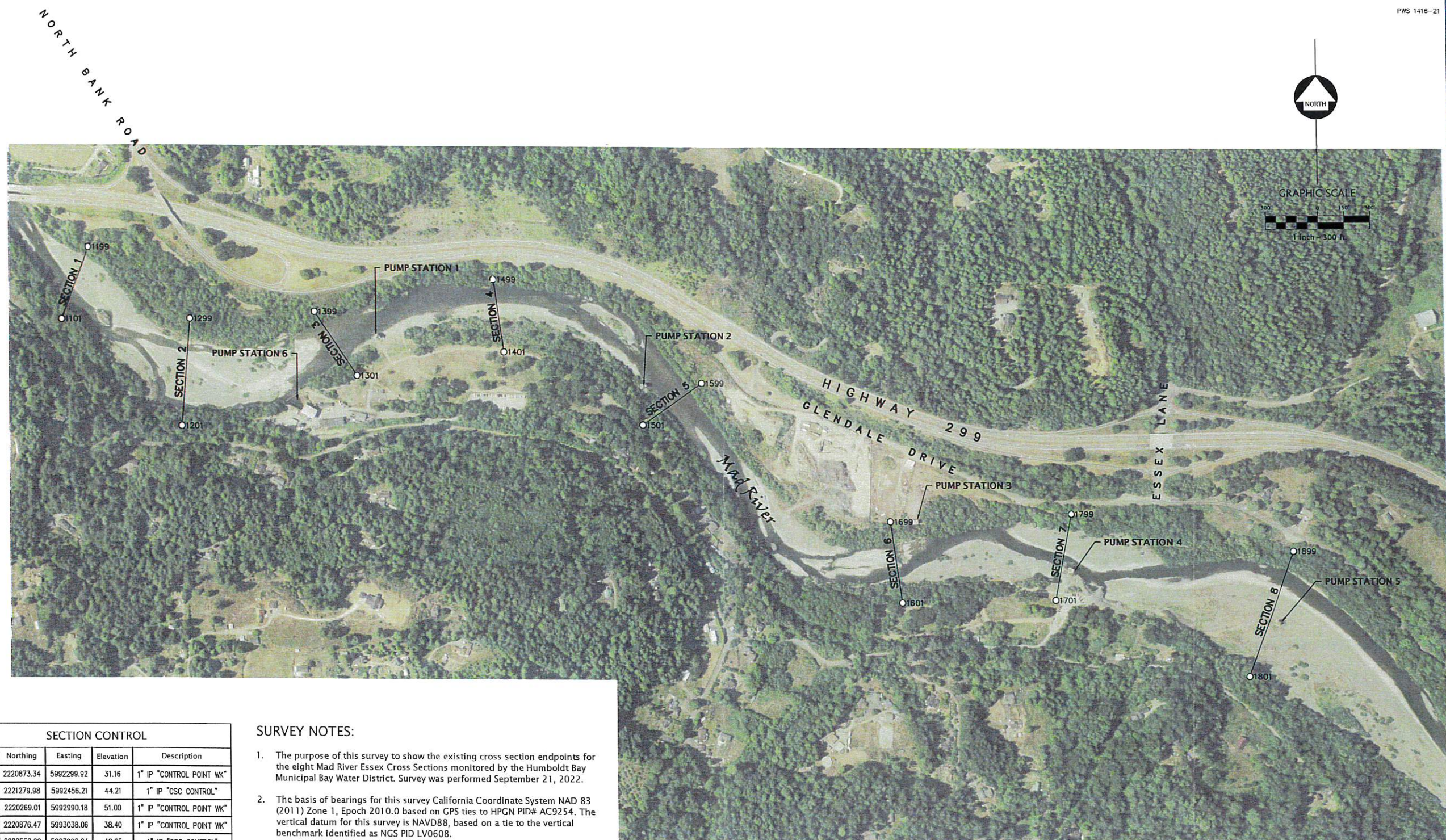
**Nathan Stevens, PE**  
District Engineer

(707) 267-2204  
nathan.stevens@ghd.com

Encl: 2022 Survey of the Mad River Cross Sections at Essex

Copy to: Dale Davidsen, Superintendent, HBMWD

PWS 1416-21



POINTS WEST SURVEYING CO.  
5275000 Park Dr., Suite 3 - Arcata, CA 95521  
707-840-9510 - Phone 707-840-9542 - Fax

GHD Inc.  
718 Third Street Eureka California 95501 USA  
T 1 707 443 8326 F 1 707 444 8330  
W www.ghd.com



BAR IS ONE INCH ON ORIGINAL DRAWING  
0 1"

MARK	DATE	DESCRIPTION	ISSUE

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
SURVEY DATE: SEPTEMBER 21, 2022  
**MAD RIVER ESSEX - 2022**  
**CROSS SECTION INDEX**

PROJ NO: 12598691  
DRWN: WJPM/D CHKD: DAC  
SHEET 1 OF 3

SECTION CONTROL				
Point #	Northing	Easting	Elevation	Description
SECTION 1	1101	2220873.34	5992299.92	31.16 1" IP "CONTROL POINT WK"
	1199	2221279.98	5992456.21	44.21 1" IP "CSC CONTROL"
SECTION 2	1201	2220269.01	5992990.18	51.00 1" IP "CONTROL POINT WK"
	1299	2220876.47	5993038.06	38.40 1" IP "CONTROL POINT WK"
SECTION 3	1301	2220558.09	5993998.64	42.65 1" IP "CSC CONTROL"
	1399	2220920.42	5993755.30	43.12 1" IP "CSC CONTROL"
SECTION 4	1401	2220696.34	5994844.31	41.72 1" IP "CONTROL POINT WK"
	1499	2221107.19	5994784.20	28.04 END 4 CALC. POSITION
SECTION 5	1501	2220285.24	5995637.12	39.32 1" IP "CONTROL POINT WK"
	1599	2220523.67	5995972.64	67.74 1" IP "CONTROL POINT WK"
SECTION 6	1601	2219281.90	5997123.95	43.95 1" IP "CONTROL POINT WK"
	1699	2219742.31	5997060.74	51.53 1" IP "CONTROL POINT WK"
SECTION 7	1701	2219299.91	5998001.28	50.88 1" IP "PWS CONTROL"
	1799	2219789.84	5998096.90	63.97 1" IP "CONTROL POINT WK"
SECTION 8	1801	2218870.19	5999112.08	71.30 1" IP "CONTROL POINT WK"
	1899	2219581.13	5999369.38	69.10 1" IP "CONTROL POINT WK"

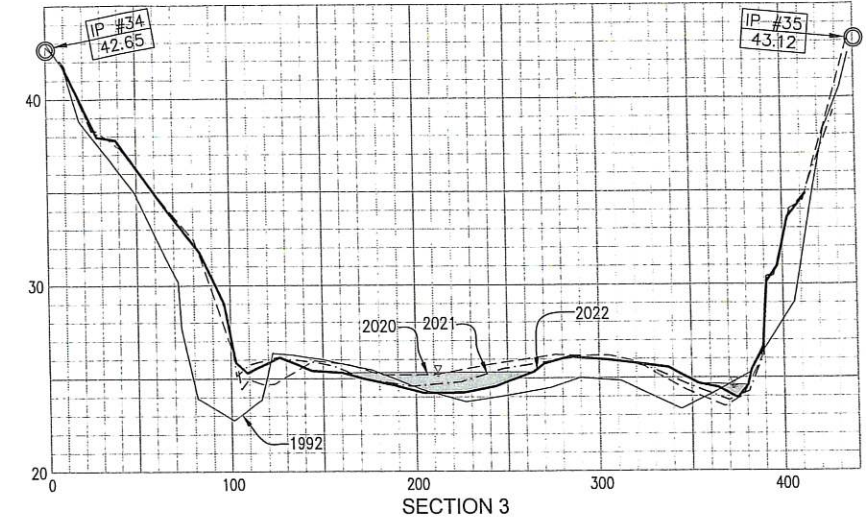
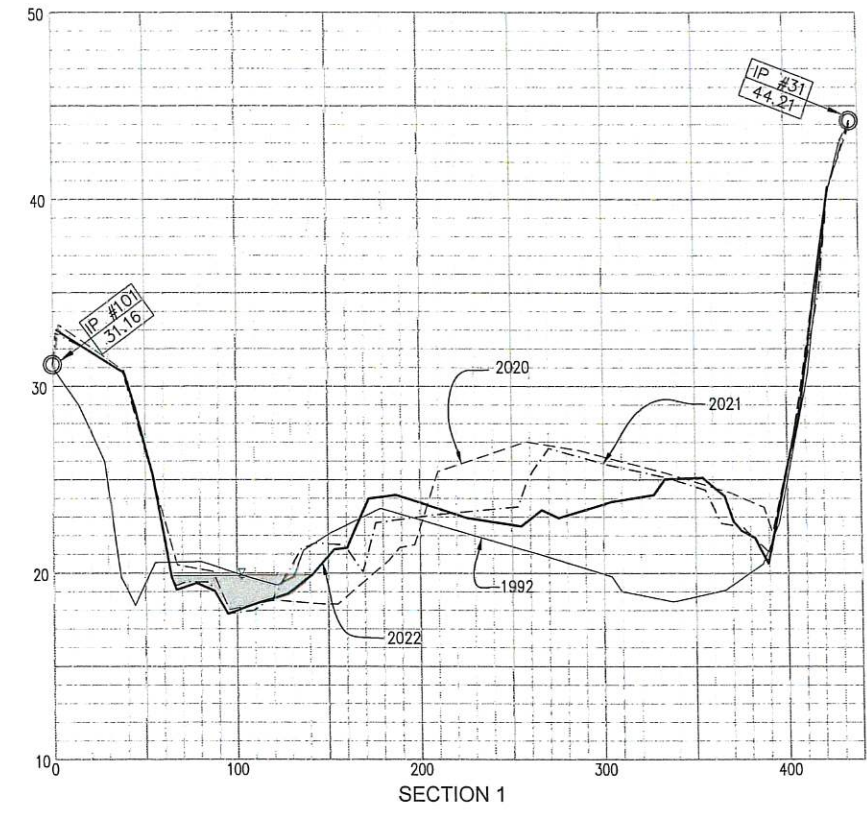
**SURVEY NOTES:**

- The purpose of this survey to show the existing cross section endpoints for the eight Mad River Essex Cross Sections monitored by the Humboldt Bay Municipal Bay Water District. Survey was performed September 21, 2022.
- The basis of bearings for this survey California Coordinate System NAD 83 (2011) Zone 1, Epoch 2010.0 based on GPS ties to HPGN PID# AC9254. The vertical datum for this survey is NAVD88, based on a tie to the vertical benchmark identified as NGS PID LV0608.
- A convergence angle of 1 degree 20 minutes 13 seconds was taken at a PWS Control Point located near the center of the project area; to obtain Geodetic (True) bearings rotate the grid bearings shown counterclockwise by mapping angle of 1 degree 20 minutes 13 seconds. Measured distances shown are grid; to obtain ground distances divide the distances shown by the Combined Scale Factor of 0.9998971.
- The orthophoto shown hereon is for informational purposes and is from the 2020 NAIP. The photo does not represent conditions at the time of this survey.

**LEGEND**  
○ FOUND RECORD MONUMENT AS NOTED



SECTIONS ON ATTACHED SHEETS FACE WESTERLY (DOWNSTREAM VIEW).

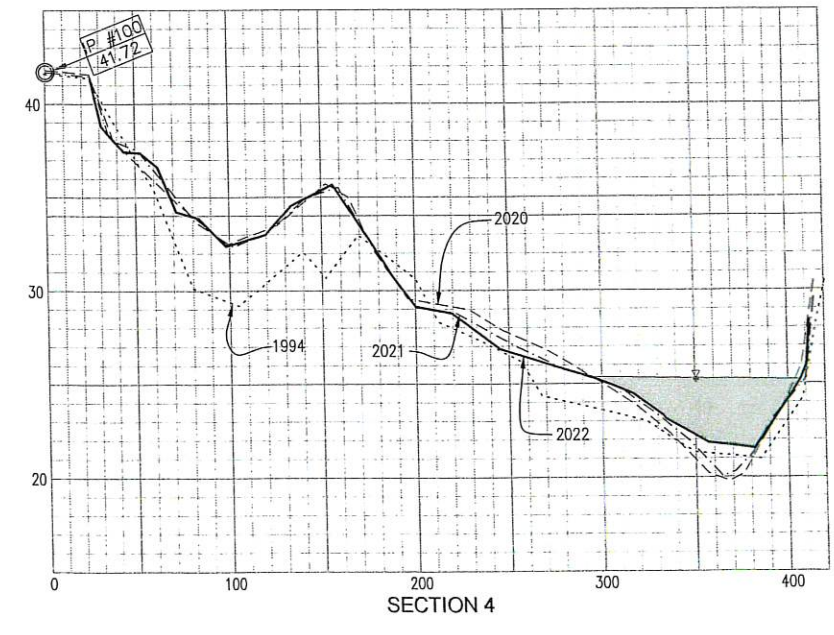
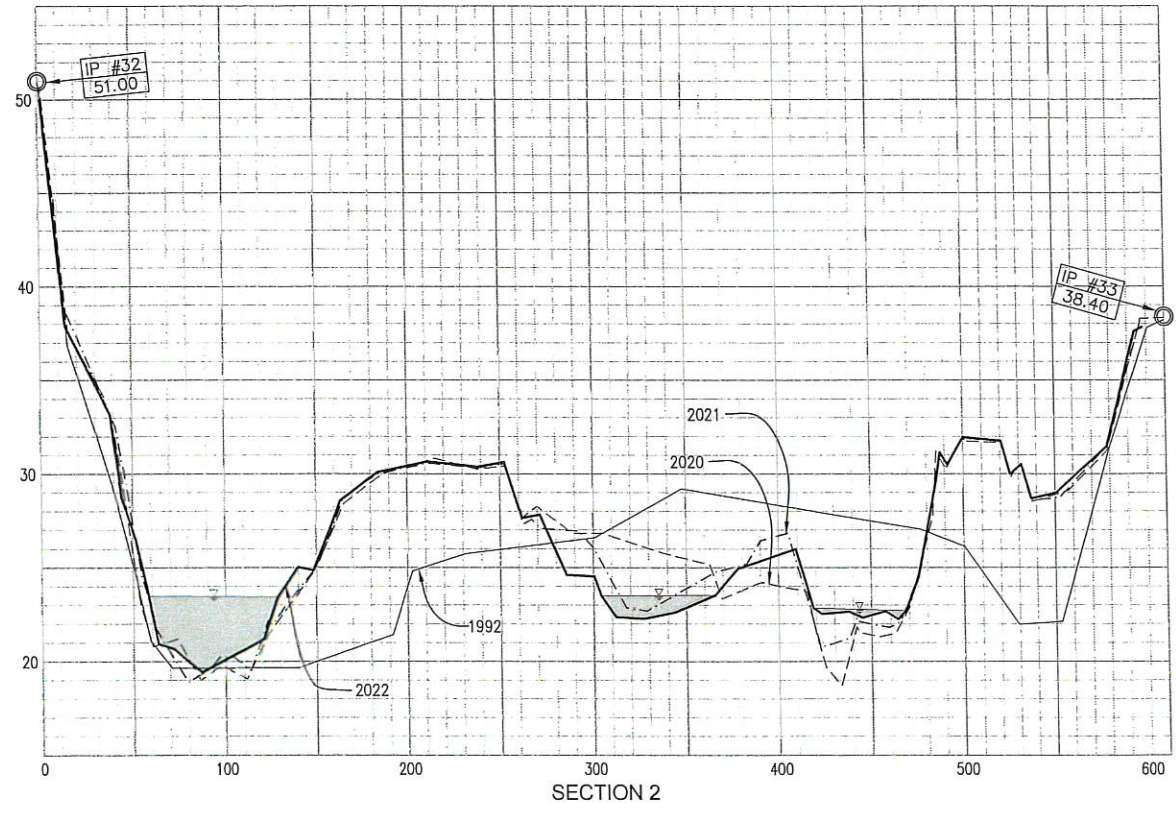
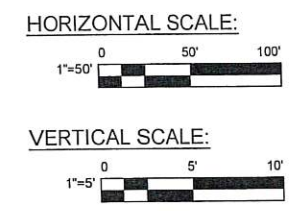


- LEGEND**
- 1992 ————
  - 1994\* - - - - -
  - 2020 - - - - -
  - 2021 - - - - -
  - 2022 ————

WATER SURFACE ON SEPTEMBER 21, 2022

SURVEY CONTROL POINT IDENTIFICATION & ELEVATION (FEET)

\* Section 4 only



SUBCONSULTANT

**POINTS WEST SURVEYING CO.**  
5201 Carlson Park Dr., Suite 3 - Arcata, CA 95521  
707-840-9510 - Phone 707-840-9542 - Fax

**GHD** Inc.  
718 Third Street Eureka California 95501 USA  
T: 707 443 8326 F: 707 444 8330  
W: www.ghd.com



BAR IS ONE INCH ON ORIGINAL DRAWING

MARK	DATE	DESCRIPTION	ISSUE

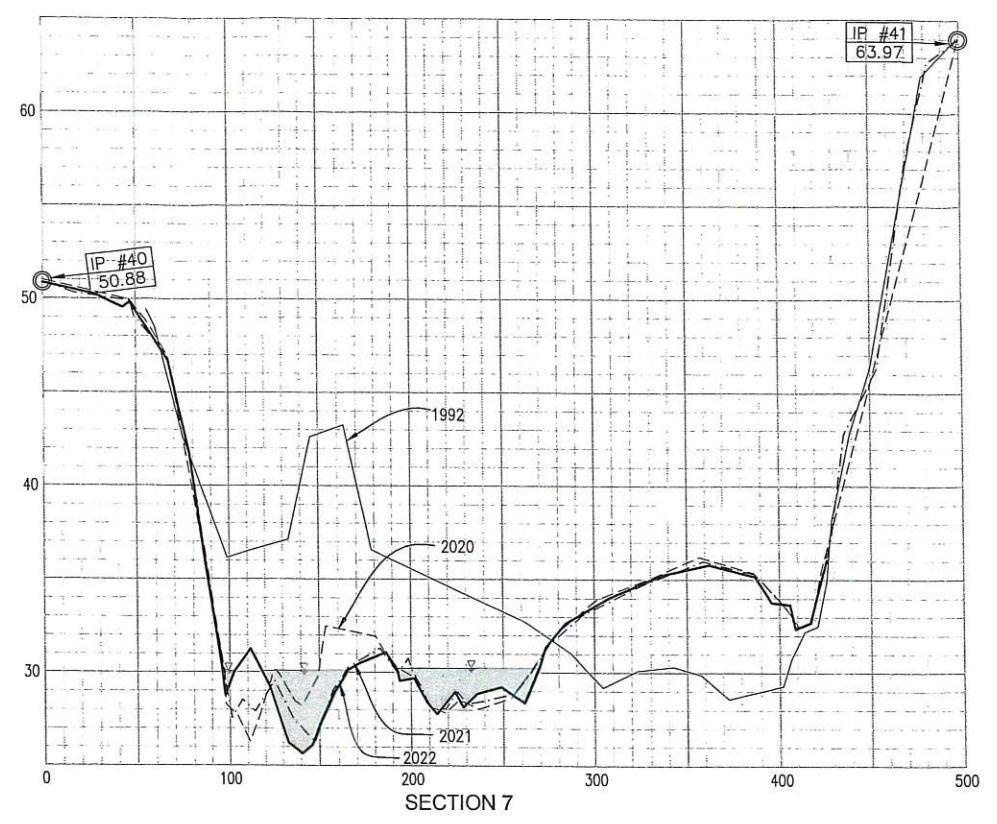
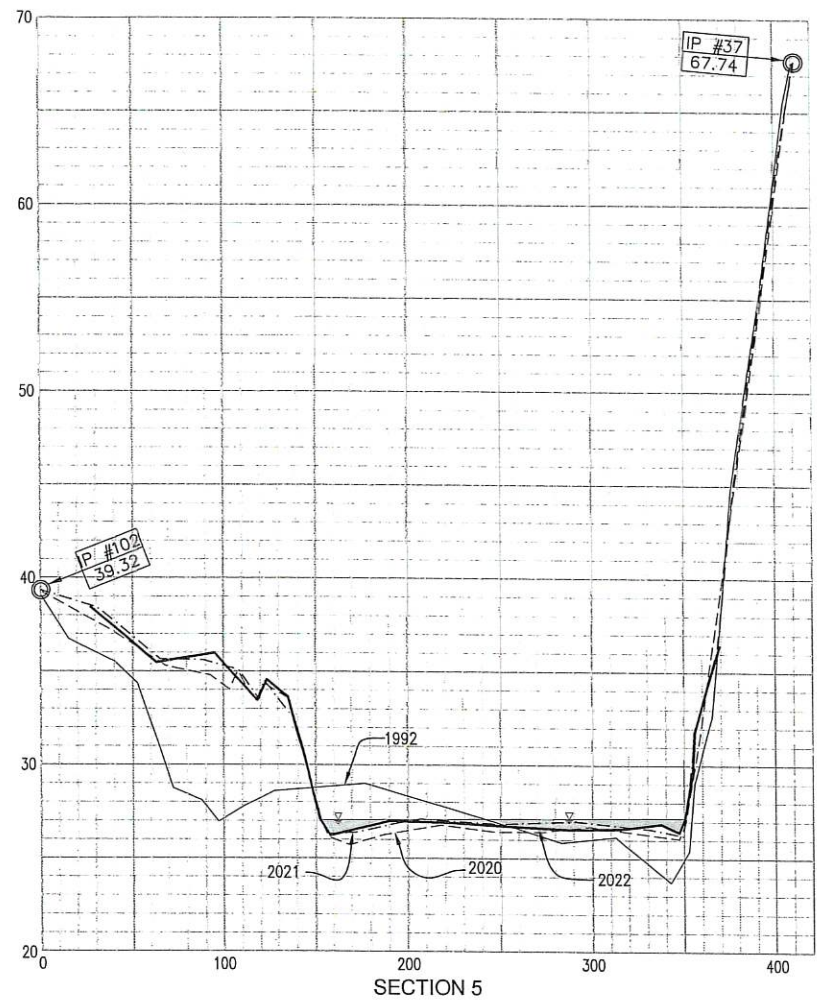
**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
SURVEY DATE: SEPTEMBER 21, 2022

**MAD RIVER ESSEX - 2022**

**CROSS SECTIONS 1 - 4**

PROJ NO: 12598691  
DRWN: WJPM/D CHKD: DAC

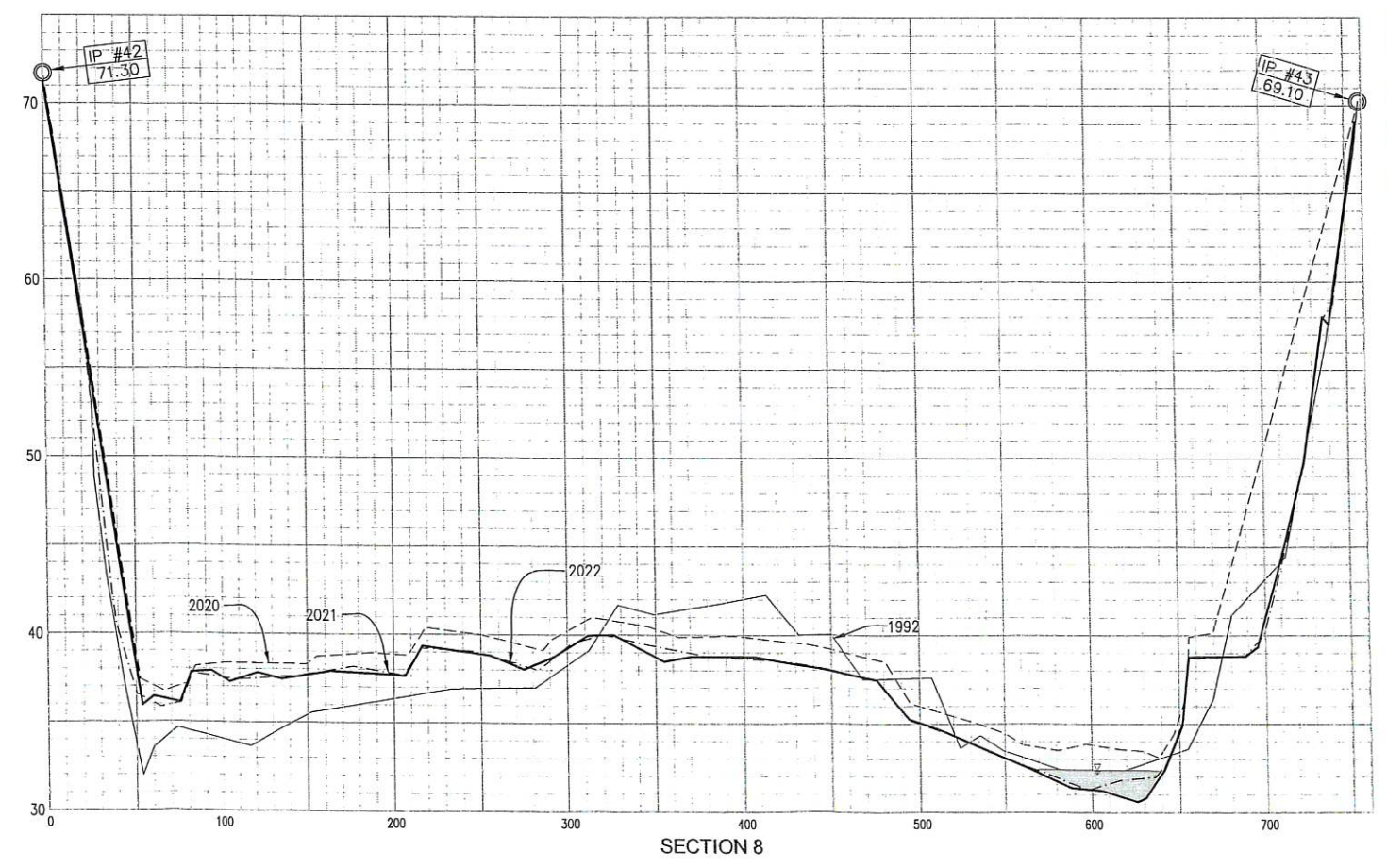
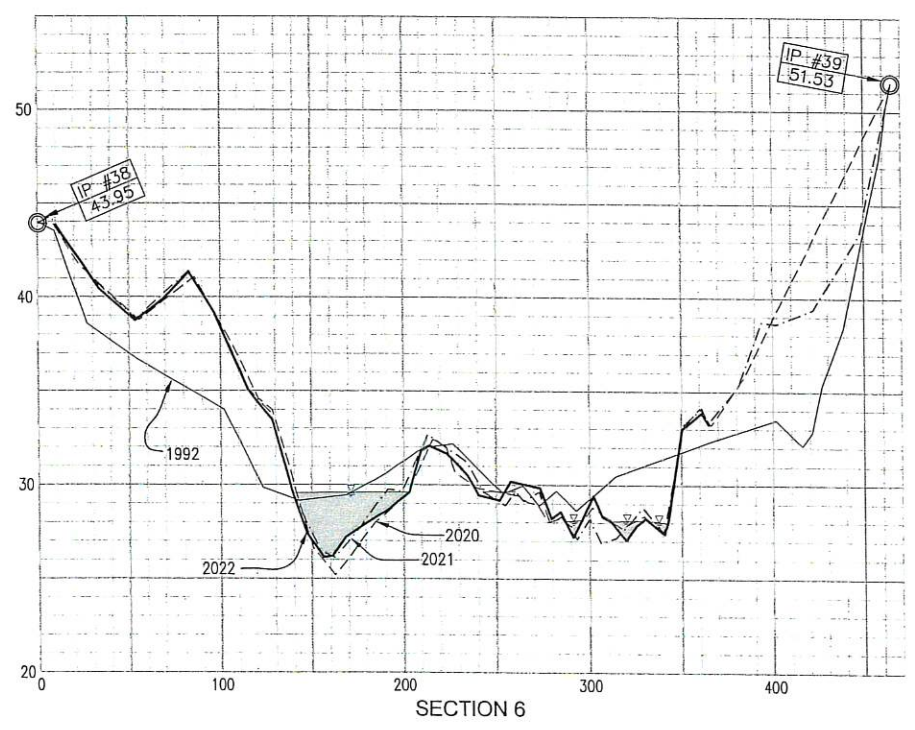
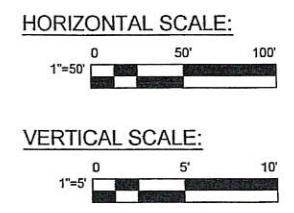
SHEET 2 OF 3



**LEGEND**  
 1992 ———  
 2020 - - - -  
 2021 - - - -  
 2022 ———

WATER SURFACE ON SEPTEMBER 21, 2022

SURVEY CONTROL POINT IDENTIFICATION & ELEVATION (FEET)



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 T 1 707 444 8826 F 1 707 444 8830  
 W www.ghd.com

REGISTERED PROFESSIONAL ENGINEER  
 No. C85701  
 CIVIL  
 STATE OF CALIFORNIA

BAR IS ONE INCH ON ORIGINAL DRAWING

MARK	DATE	DESCRIPTION	ISSUE

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 SURVEY DATE: SEPTEMBER 21, 2022

**MAD RIVER ESSEX - 2022**

**CROSS SECTIONS 5 - 8**

PROJ NO: 12598691  
 DRWN: WJP/MD CHKD: DAC

SHEET 3 OF 3





<u>BANK ACCOUNT BALANCES AT MONTH-END</u>	January 31, 2023	January 31, 2022
<b>GENERAL ACCOUNTS</b>		
1. US Bank - General Account	3,890,484.54	3,034,416.90
2. US Bank - Xpress BillPay/Electronic Payments Account	7,946.73	3,625.91
<i>Subtotal</i>	3,898,431.27	3,038,042.81
<b>INVESTMENT &amp; INTEREST BEARING ACCOUNTS</b>		
3. US Bank - DWR/SRF Money Markey Acct	166,590.49	166,547.15
4. US Bank - DWR/SRF Reserve CD Account	547,336.94	547,336.94
5. US Bank - PARS Investment Account	903,252.81	1,064,196.52
<i>Contributions = \$800,000 Earnings = \$103,253</i>		
6. L. A. I. F Account - MSRA Reserve Account	449,429.65	444,395.06
7. CalTRUST - Restricted Inv. Account (Medium Term)	1,329,638.18	1,329,638.18
8. CalTRUST - Unrestricted Inv. Account (Medium Term)	366,621.79	400,827.41
9. CalTRUST - DWFP Reserve Account (FedFund)	245,204.59	240,722.91
10. CalTRUST - ReMat Account (LEAF Fund)	1,166,791.25	936,680.62
11. CalTRUST - General Reserve Account (Short-Term)	2,404,365.00	2,378,065.49
<i>Total CalTRUST Accounts</i>	<i>5,512,620.81</i>	<i>5,285,934.61</i>
12. Humboldt County - SRF Loan Payment Account	144,027.61	52,804.75
13. Humboldt County - 1% Tax Account	(18,048.38)	-
14. Principle Investment Account	49,421.70	39,014.04
<i>Subtotal</i>	7,754,631.63	7,600,229.07
<b>OTHER ACCOUNTS</b>		
15. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
16. Cash on Hand	650.00	650.00
<i>Subtotal</i>	27,650.00	27,650.00
<b>TOTAL CASH</b>	<b>11,680,712.90</b>	<b>10,665,921.88</b>

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



FUND BALANCES AT MONTH-END

January 31, 2023

January 31, 2022

**RESTRICTED FUNDS - ENCUMBERED**

1. Prior-Year Price Factor 2 Rebate	(12,133.35)	(1,495.44)
2. Prior-Year Restricted AP Encumbrances	(370,971.00)	(337,314.00)
3. Advanced Charges - 12Kv Relocation	-	(821,879.67)
4. Advanced Charges - 3x Tank Seismic Retrofit	(1,269,146.62)	(1,056,440.67)
5. Advanced Charges - Cathodic Protection Project	(124,999.96)	(114,583.31)
6. Advanced Charges - Collector 2 Rehabilitation	(997,238.62)	(1,210,004.00)
7. Advanced Charges - On-Site Generation of Chlorine	(1,118,299.78)	(827,580.44)
8. Advanced Charges - Redundant Pipeline	(311,792.49)	(188,337.31)
9. Advanced Charges - TRF Emergency Generator	(375,000.00)	(343,750.00)
10. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(307,466.32)
11. Advanced Funding - Community Power Resiliency	-	(215,000.00)
12. Advanced Funding - FEMA, Shoreline Debris Removal	(36,996.03)	-
13. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	-
14. Advanced Charges - Assist. Spillway Seismic Grant	-	-
15. Advanced Funding - Eureka Cyber Security	(19,597.72)	-
16. Advanced Charges - Essex Facility Expansion	-	-
17. Advanced Charges - Capital Financing/Debt Service	(175,716.69)	-
<i>Subtotal</i>	(5,237,207.10)	(5,423,851.16)

**RESTRICTED FUNDS - OTHER**

18. 1% Tax Credit to Muni's	18,048.38	-
19. DWR Reserve for SRF Payment	(303,424.68)	(166,547.15)
20. DWR Reserve for SRF Loan	(547,336.94)	(547,336.94)
21. Pension Trust Reserves	(903,252.81)	(1,064,196.52)
22. ReMat Deposit	(27,000.00)	(27,000.00)
23. HB Retail Capital Replacement Reserves	(155,237.63)	(106,172.75)
<i>Subtotal</i>	(1,918,203.68)	(1,911,253.36)

**UNRESTRICTED FUNDS**

**BOARD RESTRICTED**

24. MSRA Reserves	(449,429.65)	(444,395.06)
25. DWFP Reserves	(245,204.59)	(240,722.91)
26. ReMat Reserves	(1,166,791.25)	(936,680.62)
27. Paik-Nicely Development	(4,158.00)	(4,158.00)
28. Principle Investment Reserves	(49,421.70)	(39,014.04)
29. Northern Mainline Extension Study Prepayment	56.40	(3,464.73)
<i>Subtotal</i>	(1,914,948.79)	(1,668,435.36)

**UNRESTRICTED RESERVES**

30. Accumulation for SRF Payment	(144,027.61)	(52,804.75)
31. Accumulation for Ranney/Techite Payment	-	36,593.55
32. General Fund Reserves	(2,466,325.72)	(1,651,803.24)
<i>Subtotal</i>	(2,610,353.33)	(1,662,382.00)

<b>TOTAL NET POSITION</b>	<b>(11,680,712.90)</b>	<b>(10,665,921.88)</b>
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 REVENUE REPORT  
 January 31, 2023

58%  
 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	29,021	192,843	182,516	375,000	51%
<b>General Revenue</b>					
Interest	0	0	0	0	0%
FCSD Contract (Maint. & Operations)	11,332	112,069	162,129	225,000	50%
Power Sales (Net ReMat)	7,930	41,676	70,693	125,000	33%
Tax Receipts (1% Taxes)	0	0	0	975,000	0%
2. Miscellaneous Revenue*	1,858	42,105	0	50,000	84%
<i>*Detail on following page</i>					
<b>TOTAL PF2 REVENUE CREDITS</b>	<b>50,141</b>	<b>388,693</b>	<b>415,338</b>	<b>1,750,000</b>	<b>22%</b>

**B. DISTRICT REVENUE**

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
3. Industrial Water Revenue					
Harbor District	0	200	207	0	0
<i>Subtotal Industrial Water Revenue</i>	0	200	207	0	0
4. Municipal Water Revenue					
City of Arcata	131,908	883,246	907,477	1,500,885	59%
City of Blue Lake	16,913	115,322	122,418	200,616	57%
City of Eureka	302,247	2,046,843	2,115,564	3,509,333	58%
Fieldbrook CSD	15,993	110,382	117,637	196,170	56%
Humboldt CSD	0	530,532	673,503	1,087,062	49%
Manila CSD	7,751	50,938	43,984	85,315	60%
McKinleyville CSD	106,561	720,545	737,943	1,225,845	59%
<i>Subtotal Municipal Water Revenue</i>	581,372	4,457,809	4,718,526	7,805,226	57%
<b>TOTAL INDUSTRIAL &amp; WHOLESALE REVENUE</b>	<b>581,372</b>	<b>4,458,009</b>	<b>4,718,733</b>	<b>7,805,226</b>	<b>57%</b>
5. Power Sales					
Power Sales (ReMat Revenue)	17,892	87,769	156,326	300,000	29%
Interest (ReMat Revenue)	0	0	0	0	
<b>TOTAL REMAT REVENUE</b>	<b>17,892</b>	<b>87,769</b>	<b>156,326</b>	<b>300,000</b>	<b>29%</b>
6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	3,823	27,364	26,750		
FCSD Contract (Admin & Overhead)	8,424	66,660	57,575		
FEMA/CalOES Grant Revenue	0	376,395	254,522		
SWRCB In-Stream Flow Grant Revenue	0	0	13,103		
Quagga Grant Revenue	0	6,345	0		
Misc. Grant Revenue	0	986	986		
August Complex Fire Recovery	0	5,637	0		
Interest - Muni PF2 Retained	2,339	4,707	929		
Net Increase/(Decrease) Investment Accounts	808	(26,544)	(2,985)		
<b>TOTAL OTHER/GRANT REVENUE</b>	<b>15,394</b>	<b>461,551</b>	<b>350,879</b>		
<b>GRAND TOTAL REVENUE</b>	<b>664,799</b>	<b>5,396,021</b>	<b>5,641,277</b>	<b>9,855,226</b>	<b>55%</b>

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 MISCELLANEOUS REVENUE - DETAIL REPORT  
 January 31, 2023



**B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)**

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	-	1,025
Fees - Park Use	-	2,450
Rebate - CALCard	-	997
Refund - Diesel Fuel Tax	120	163
Refunds - Miscellaneous	1,414	6,588
Reimb - Blue Lake SCADA/Internet Monthly Fees	51	357
Reimb. - Copies & Postage	-	67
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	41
Reimb. - Telephone	-	-
UB - Water Processing Fees	60	240
UB - Hydrant Rental Deposit/Use	213	3,631
Sale of Scrap Metal/Equipment/Gravel	-	20,670
State Water Arrearages Administration Rev.	-	-
ACWA/JPIA HR LaBounty Safety Award	-	-
<u>Ruth Area</u>		
Lease - Don Bridge	-	-
Rent - Ruth Cabin	-	1,520
August Complex Wildfire FEMA Reimbursement	-	4,257
Ruth Annual Lessee Water Fees	-	100
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,858</b>	<b>42,105</b>

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 ALL - MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3  
 January 31, 2023

58%  
 Of Budget Year



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

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
<b>Compensation</b>					
1. Wages - Regular	197,782.65	1,368,548.31	1,286,912.37	2,619,326	60%
1a. COVID Essential Service Pay*	-	-	(45,991.96)	-	
2. Wages - Sick	7,621.43	79,345.57	41,918.66		
3. Wages - Vacation	13,577.91	134,634.36	129,959.70		
<i>Subtotal</i>	218,981.99	1,582,528.24	1,412,798.77	2,619,326	60%
4. Wages - Overtime	1,677.98	8,935.83	8,790.32	15,000	
5. Wages - Holiday (Worked)	2,712.92	7,510.50	7,393.42	15,850	
<i>Subtotal</i>	4,390.90	16,446.33	16,183.74	30,850	53%
6. Wages - Part-Time	1,780.00	28,457.80	8,539.35	114,455	25%
7. Wages - Shift Differential	924.80	6,569.45	5,956.25	11,000	60%
8. Wages - Standby	8,871.07	53,993.08	49,845.15	88,000	61%
9. Director Compensation	1,120.00	14,640.00	13,840.00	26,000	56%
10. Secretarial Fees	262.50	1,837.50	1,837.50	3,200	57%
11. Payroll Tax Expenses	22,049.10	130,213.05	119,275.92	222,144	59%
11a. COVID Ess. P/R Tax*	-	-	(3,518.38)	-	
<i>Subtotal</i>	35,007.47	235,710.88	199,294.17	464,799	51%
<b>Employee Benefits</b>					
12. Health, Life, & LTD Ins.	71,864.36	405,813.31	406,363.59	749,711	54%
13. Air Medical Insurance	-	1,950.00	2,279.00	1,885	103%
14. Retiree Medical Insurance	11,153.08	66,513.56	72,078.53	91,200	73%
14a. Retiree Medical Reimb.	(4,661.97)	(23,010.19)	(30,644.38)		
15. Employee Dental Insurance	2,972.24	20,945.04	19,961.03	41,261	51%
16. Employee Vision Insurance	631.04	4,510.08	4,247.97	7,573	60%
17. Employee EAP	84.32	583.05	545.13	1,116	52%
18. 457b District Contribution	2,850.00	16,769.04	18,725.00	31,800	53%
19. CalPERS Expenses	27,477.96	503,488.09	439,033.42	570,447	88%
20. Workers Comp Insurance	32,465.31	92,676.23	80,776.29	137,181	68%
<i>Subtotal</i>	144,836.34	1,090,238.21	1,013,365.58	1,632,174	67%
<b>TOTAL S.E.B</b>	<b>403,216.70</b>	<b>2,924,923.66</b>	<b>2,641,642.26</b>	<b>4,747,149</b>	<b>62%</b>

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3  
January 31, 2023

58%  
Of Budget Year



**SERVICE & SUPPLY EXPENDITURES (S & S)**

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
<b>Operations &amp; Maintenance</b>					
1. Auto Maintenance	3,659.19	32,301.22	31,825.62	39,200	82%
2. Engineering	1,516.03	35,698.90	22,950.00	75,000	48%
3. Lab Expenses	830.00	13,665.00	7,333.00	13,000	105%
4. Maintenance & Repairs					
General	1,716.15	23,936.55	15,796.81	47,000	51%
TRF	2,133.91	10,486.77	9,157.79	17,000	62%
Subtotal	3,850.06	34,423.32	24,954.60	64,000	54%
5. Materials & Supplies					
General	10,350.97	37,371.39	34,683.14	42,000	89%
TRF	19,977.72	29,294.45	23,083.19	35,000	84%
Subtotal	30,328.69	66,665.84	57,766.33	77,000	87%
6. Radio Maintenance	578.09	4,160.15	5,613.91	8,500	49%
7. Ruth Lake License	-	-	1,500.00	1,500	0%
8. Safety Equip./Training					
General	1,149.92	11,663.06	11,825.12	22,000	53%
TRF	-	144.00	377.98	2,000	7%
Subtotal	1,149.92	11,807.06	12,203.10	24,000	49%
9. Tools & Equipment	38.14	1,069.38	2,461.10	5,000	21%
10. USGS Meter Station	-	8,220.00	-	9,000	91%
Operations Subtotal	41,950.12	208,010.87	166,607.66	316,200	66%

**General & Administration**

11. Accounting Services	-	24,215.00	18,000.00	29,000	84%
12. Bad Debt Expense	-	-	-	-	0
13. Dues & Subscriptions	-	30,617.95	36,884.98	38,000	81%
14. IT & Software Maintenance	2,590.46	36,332.99	14,525.31	33,000	110%
15. Insurance	-	107,309.77	85,684.62	111,000	97%
16. Internet	924.88	7,682.14	6,794.18	10,000	77%
17. Legal Services	192.50	11,639.91	9,219.00	35,000	33%
18. Miscellaneous	231.41	5,247.14	1,717.74	10,000	52%
19. Office Building Maint.	1,259.43	12,516.68	8,594.00	15,000	83%
20. Office Expense	2,438.93	22,431.73	21,220.73	40,000	56%
21. Professional Services	-	6,675.88	6,462.30	20,000	33%
22. Property Tax	-	2,764.00	2,006.00	2,000	138%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3  
January 31, 2023

**SERVICE & SUPPLY EXPENDITURES (cont)**

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	64,446.37	115,384.88	123,198.04	190,500	61%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	62.26	2,670.62	2,206.67	3,000	89%
26. Technical Training	-	101.36	1,586.36	14,000	1%
27. Telephone	1,165.70	8,899.98	22,745.11	40,000	22%
28. Travel & Conference	1,468.69	7,574.69	3,315.53	22,000	34%
<i>Gen. &amp; Admin. Subtotal</i>	<i>74,780.63</i>	<i>402,064.72</i>	<i>364,160.57</i>	<i>617,501</i>	<i>65%</i>
<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>116,730.75</b>	<b>610,075.59</b>	<b>530,768.23</b>	<b>933,700.50</b>	<b>65%</b>

**Power**

29. Essex - PG & E	-	416,505.23	478,253.45		
30. 2Mw Generator Fuel	-	8,561.05	2,274.57		
<i>Subtotal Essex Pumping</i>	<i>-</i>	<i>425,066.28</i>	<i>480,528.02</i>		
31. All other PG & E	9,767.81	45,862.67	52,026.83		
<i>Subtotal All Power</i>	<i>9,767.81</i>	<i>470,928.95</i>	<i>532,554.85</i>	<i>907,000</i>	<i>52%</i>

**Total Service and Supplies**

<b>incl. Power</b>	<b>126,498.56</b>	<b>1,081,004.54</b>	<b>1,063,323.08</b>	<b>1,840,701</b>	<b>59%</b>
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**PROJECTS, FIXED ASSETS & CONSULTING SERVICES**

	Month-to-Date	Year-to-Date	Budget	% of Budget
	37,614.00	1,108,852.00	19,840,575	6%

<b>GRAND TOTAL EXPENSES</b>	<b>567,329.26</b>	<b>5,114,780.20</b>	<b>3,704,965.34</b>	<b>26,428,425</b>	<b>19%</b>
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32. Debt Service - SRF Loan	-	-	-	547,337	0%
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**TOTAL EXPENSES WITH DEBT SERVICE**

	568,185.90	5,125,353.86	3,716,639.14	26,975,761.46	
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**OTHER EXPENSES**

33. ReMat Consultant Exp.	856.64	10,573.66	11,673.80		
34. Capital Replacement Exp.	-	-	-		

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
**PROJECT PROGRESS REPORT**  
 January 31, 2023

58% Of Budget Year



**A. CAPITAL PROJECTS**

GRANT FUNDED CAPITAL PROJECTS	MTD	YTD	BUDGET	% OF
	EXPENSES	TOTAL		BUDGET
1 Grant - 12kV Switchgear Relocation <i>(\$3.4M - FEMA, Approved)</i>	0	184,685	723,991	26%
2 Grant - Collector 2 Rehabilitation <i>(Est. \$1.6M - NCRP Prop 1 \$600k, Approved)</i>	311	5,538	1,600,000	0%
3 Grant - 3x Tank Seismic Retro <i>(Est. \$5.7M - FEMA, Phase 1 Approved)</i>	0	142	5,435,506	0%
4 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, Est. \$3.1M - FEMA, Approved)</i>	85	85	3,100,000	0%
5 Grant - TRF Generator <i>(Treatment Facility Project, Est. \$1.9M - FEMA, In Process)</i>	0	284	0	0%
5A Grant - Adv. Assistance Spillway Seismic	0	190	0	0%
<b>TOTAL GRANT FUNDED CAPITAL PROJECTS</b>	<b>396</b>	<b>190,923</b>	<b>10,859,497</b>	<b>2%</b>

**NON-GRANT FUNDED CAPITAL PROJECTS**

6 Cathodic Protection Project	0	0	0	0
7 Underground Power to Collector 2 - Phase 3	0	0	250,000	0%
8 Mainline Valve Replacement Program	0	0	60,000	0%
9 Retaining Wall for Valve Access <i>(Treatment Facility Project)</i>	0	0	40,000	0%
10 Main Office Roof Replacement	0	41,342	69,000	60%
<b>TOTAL NON-GRANT FUNDED CAPITAL PROJECTS</b>	<b>0</b>	<b>41,342</b>	<b>419,000</b>	<b>10%</b>

**B. EQUIPMENT AND FIXED ASSET PROJECTS**

	MTD	YTD	BUDGET	% OF
	EXPENSES	TOTAL		BUDGET
11 FY23 Replace ESSEX Administrative Computers	0	0	7,000	0%
12 FY23 Replace Control Computers	0	0	5,250	0%
13 Electrical PPE	0	5,745	6,000	96%
14 Essex Stand Alone Security and Fire Monitoring	0	0	1,750	0%
15 PBX Upgrade	0	0	3,000	0%
16 Upgrade Admin Routers	0	3,403	4,000	85%
18 Replace Bucket Truck (Unit 4)	38	185,296	127,000	146%
19 Electrical Shop Offices	0	0	31,750	0%
20 Fleet Back-Up Cameras	0	1,190	2,250	53%
21 Upgrade Admin Switches	0	0	10,500	0%
22 Handheld Lights	0	3,158	3,500	90%
23 Ergonomic Mop Basins <i>(Treatment Facility Project)</i>	0	0	2,000	0%
24 TRF EOC Office Furniture <i>(Treatment Facility Project)</i>	0	3,201	3,750	85%



HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
PROJECT PROGRESS REPORT - PAGE 2 OF 5  
January 31, 2023

58% Of Budget Year

**B. EQUIPMENT AND FIXED ASSET PROJECTS (cont)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
25 FY22 Replace EUREKA Administrative Computers	0	2,002	3,800	53%
26 Hydro Plant PRV Internal Belzona Repairs	0	0	4,750	0%
27 Hydro Plant Neutral Overvoltage Relay	0	5,794	14,750	39%
28 Hydro Plant Wicket Gate & HBV Signal Upgrade	0	0	8,500	0%
29 Ruth Fire Response Trailer & Equipment	0	0	3,500	0%
30 Tesla Battery Project - TRF	233	1,629	0	0
30a Articulating Arm for Vac Trailer	0	2,575	0	0
<b>TOTAL EQUIPMENT &amp; FIXED ASSET PROJECTS</b>	<b>271</b>	<b>213,994</b>	<b>243,050</b>	<b>88%</b>

**C. MAINTENANCE PROJECTS**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
31 FY23 Pipeline Maintenance	0	1,693	4,000	42%
32 FY23 12 kV Electric System Maintenance	0	0	4,200	0%
33 FY23 Main Line Meter Flow Calibration	0	0	28,000	0%
34 FY23 Technical Support and Software Updates	595	2,017	31,500	6%
35 FY23 Generator Services	1,130	1,243	3,500	36%
36 FY23 Hazard & Diseased Tree Removal	0	0	8,000	0%
37 FY23 Cathodic Protection	0	654	1,500	44%
38 FY23 Maintenance Emergency Repairs	3,735	12,461	50,000	25%
39 FY23 Fleet Paint Repairs	0	3,444	5,000	69%
40 FY23 Power Pole/Line Inspection/Maintenance	0	15,853	17,500	91%
41 Truesdale to Samoa Booster Station Telemetry Radio	0	0	3,750	0%
42 Line Shed Alarm Upgrades	0	0	6,500	0%
43 Right-of-Way Clearing Under Cable Cars	0	0	5,000	0%
44 FY23 TRF Generator Service <i>(Treatment Facility Project)</i>	0	69	500	14%
45 FY23 TRF Limitorque Valve Retrofit Supplies <i>(Treatment Facility Project)</i>	0	0	14,500	0%
46 TRF Instrumentation Replacement <i>(Treatment Facility Project)</i>	0	22,772	24,750	92%
47 TRF Valve Network Upgrade (Phase 1 of 5) <i>(Treatment Facility Project)</i>	0	0	121,000	0%
48 TRF Plant Water System <i>(Treatment Facility Project)</i>	1,579	1,579	2,000	79%
49 FY23 Brush Abatement Ruth Hydro	0	0	6,500	0%
50 FY23 LTO Insurance	0	0	5,000	0%
51 FY23 Spillway Repairs	0	438	10,000	4%
52 Investigate/Repair Flip Bucket/Curtain Drain	0	0	105,000	0%
54 Ruth Security and Fire Control Panel	0	3,976	4,500	88%
55 Fire Disaster Recovery 2020	0	4,394	0	0
56 COVID-19 Pandemic Expenses	157	1,041	0	



**C. MAINTENANCE PROJECTS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
57 Load Bank Hydro Plant Generator	0	0	2,000	0%
58 Main Office Parking Lot Sealing and Stripping	0	0	3,000	0%
<b>TOTAL MAINTENANCE PROJECTS</b>	<b>7,197</b>	<b>71,634</b>	<b>467,200</b>	<b>15%</b>

**D. PROFESSIONAL & CONSULTING SERVICES**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
59 Prof. Services for New Capital Debt	0	0	0	0
60 FY23 Crane Testing/Certification	0	13,155	10,000	132%
61 FY23 Chlorine System Maintenance	6,651	9,289	6,750	138%
62 FY23 Hydro Plant Annual Elec. Maint./Testing	0	0	4,000	0%
63 Above Ground 10,000 Gallon Fuel Tank Testing	0	0	5,400	0%
64 ATS Pro-IT Support	1,430	8,580	19,000	45%
65 FY23 Essex Mad River Cross-Sectional Survey	582	11,329	12,000	94%
66 FY23 GHD Review Essex Mad River Cross-Sectional	0	0	5,000	0%
67 FY23 Technical Training	0	1,448	27,000	5%
68 FY23 O & M Training	0	0	20,000	0%
69 FY23 Public Education Funds	0	125	5,000	3%
70 TRF Router Multi-Year Support	0	1,752	2,000	88%
71 Ruth Router Multi-Year Support	0	1,372	1,000	137%
72 Transformer Testing and Repair	0	0	7,500	0%
73 GIS / FIS Essex Area	0	0	12,000	0%
74 Salary Survey	0	0	15,000	0%
75 FY23 Mad River Regulatory Compliance Assistance	0	1,230	50,000	2%
76 FY23 Annual Sect. 115 Pension Trust Contribution	0	0	50,000	0%
77 FY23 Grant Applications Assistance	0	0	20,000	0%
78 Domestic Water for Nordic Aqua Farm	0	0	5,000	0%
79 Engineering Support - On-Site Hypochlorite	0	0	10,000	0%
80 Engineering Study-Replace 15-inch Peninsula Pipe	2,693	14,711	38,000	39%
81 Samoa Peninsula Coastal Development Permit	0	14,668	31,200	47%
82 Engineering Support for Essex Tesla Battery	0	0	7,500	0%
83 Engineering Support for TRF Tesla Battery Proj	0	0	7,500	0%
<i>(Treatment Facility Project)</i>				
84 Essex Control Building Expansion Plans/Specs	0	0	46,000	0%
86 FY23 FERC DSSMR	0	2	5,000	0%
86 FY23 FERC Chief Dam Safety Engineer	0	0	12,000	0%
87 FY23 Dam Spillway Wall Monument Survey	3,510	17,550	16,000	110%
88 GHD Review of Matthews Dam Spillway Wingwall	0	0	6,500	0%



HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
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**D. PROFESSIONAL & CONSULTING SERVICES (CONT)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
89 FY23 Spillway Repair, Dam Inspection & Reporting	0	254	5,000	5%
90 DSSMP Update	0	0	10,000	0%
91 Assist Assessments Spillway Drains, Flip Bucket	0	0	20,000	0%
92 GEI Tiltmeter Monitoring	0	0	12,000	0%
<b>TOTAL PROF/CONSULTING SERVICES</b>	<b>14,866</b>	<b>95,466</b>	<b>503,350</b>	<b>19%</b>

**E. INDUSTRIAL SYSTEM PROJECTS**

93 Maintain Water Supply to Industrial Pump Station 6	0	0	13,250	0%
93A I/W Reservoir Overflow Dissipator Maint/Hardening	0	13,527	9,500	142%
<b>TOTAL INDUSTRIAL SYSTEM PROJECTS</b>	<b>0</b>	<b>13,527</b>	<b>22,750</b>	<b>59%</b>

**F. CARRY-OVER PROJECTS FROM PRIOR YEAR**

94 Replace Collector 4 Cable	0	0	2,000	0%
95 Line Shed #8	0	9,043	10,000	90%
<b>TOTAL CARRYOVER PROJECTS</b>	<b>0</b>	<b>9,043</b>	<b>12,000</b>	<b>75%</b>

**G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED**

	MTD	YTD	BUDGET	% BUDGET
96 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	20,833	145,833	250,000	58%
97 Prof. Services for New Capital Debt	13,517	94,617	162,200	58%
<b>TOTAL ADVANCED CHARGES COLLECTED</b>	<b>34,350</b>	<b>240,450</b>	<b>412,200</b>	<b>58%</b>

**H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
98 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	9,406	59,903	0	0
99 Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%
100 Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	112,250	0%
101 Pump Station 6 Gravel Bar Work and Permitting <i>(ReMat Reserves)</i>	0	0	40,000	0%
102 Domestic Water System Cathodic Protection <i>(Collected Advance Charges)</i>	823	17,409	65,000	27%
103 Streambed Flow Enhancement Grant <i>(DWR Grant)</i>	0	6,726	457,755	1%
104 Quagga Grant Expenses <i>(Multiple Grants)</i>	0	46,056	0	0%
104a Pre-Funded Shoreline Debris Removal Project (FEMA)	80	60,946	\$97,942	62%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
PROJECT PROGRESS REPORT - PAGE 5 OF 5  
January 31, 2023

58% Of Budget Year



**H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS (cont)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
105 Forestry Consultant <i>(NCRP Grant)</i>	0	0	14,638	0%
106 Clean-Out Industrial Water Tank <i>(ReMat Reserves)</i>	0	527	100,000	1%
107 CalFire Healthy Forest Grant <i>(CalFire Grant)</i>	4,575	40,714	5,000,000	1%
108 CalFire Fuels Reduction Program <i>(CalFire Funding)</i>	0	194	500,000	0%
<b>TOTAL NOT CHARGED TO CUSTOMERS</b>	<b>14,884</b>	<b>232,473</b>	<b>6,397,085</b>	<b>4%</b>

**PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY**

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	41,342	419,000	10%
<i>Treatment Facility Portion</i>	0	0		
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	271	213,994	243,050	88%
<i>Treatment Facility Portion</i>	0	3,201		
TOTAL MAINTENANCE PROJECTS	7,197	71,634	467,200	15%
<i>Treatment Facility Portion</i>	1,579	24,419	162,750	
TOTAL PROF/CONSULTING SERVICES	14,866	95,466	503,350	19%
<i>Treatment Facility Portion</i>	0	0	7,500	
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	13,527	22,750	59%
TOTAL CARRYOVER PROJECTS	0	9,043	12,000	75%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	34,350	240,450	412,200	58%
<i>Treatment Facility Portion</i>	\$20,833	\$145,833	\$250,000	
<b>TOTAL CUSTOMER CHARGES</b>	<b>\$56,684</b>	<b>\$685,455</b>	<b>\$2,079,550</b>	<b>33%</b>

NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	396	190,923	10,859,497	2%
TOTAL NON-CUSTOMER CHARGES	14,884	232,473	6,397,085	4%
TOTAL USE OF ENCUMBERED FUNDS	1,367	240,914	611,885	39%
<b>TOTAL NON-CUSTOMER CHARGES</b>	<b>\$16,647</b>	<b>\$664,311</b>	<b>\$17,868,466</b>	<b>4%</b>
<b>GRAND TOTAL PROJECT BUDGET ACTIVITY</b>	<b>\$73,331</b>	<b>\$1,349,766</b>	<b>\$19,948,016</b>	<b>7%</b>

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 ENCUMBERED FUNDS RECONCILIATION REPORT  
 January 31, 2023

	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING	
<b>A. CAPITAL PROJECTS</b>					
1E	Fiber Optic Link - Collector 2 (Phase 1)	0	0	28,500	28,500
2E	Power and Fiber Optic Link to Collector 2, Phase 2	0	0	44,000	44,000
3E	Line Shed #8	0	28,600	28,600	0
4E	Solar at Eureka Main Office	1,367	27,445	29,650	2,205
5E	TRF Line Shed 5 Ramp and Concrete Work	0	0	850	850
6E	Headquarters Remodel	0	542	30,000	29,458
<b>B. EQUIPMENT &amp; FIXED ASSET PROJECTS</b>					
7E	Penstock Ventilation System	0	0	2,525	2,525
8E	Collector Lube Oil Detection System	0	0	3,050	3,050
9E	Replace Unit 9	0	792	17,600	16,808
10E	TRF Chemical Building PLC Module Expansion	0	3,326	2,090	(1,236)
11E	Eureka Office Phone System	0	21,041	14,600	(6,441)
12E	Transformer at Hydro Plant	0	29,371	49,150	19,779
<b>C. MAINTENANCE PROJECTS</b>					
13E	FY22 Brush Abatement Ruth Hydro	0	0	6,500	6,500
14E	Replace Collector 4 Cable	0	2,806	3,650	844
15E	Collector MCC Breaker & Door Switch Replacement	0	77,960	66,125	(11,835)
16E	Collector 1 Interior Painting	0	11	600	589
17E	FY22 Main Line Meter Flow Calibration	0	1,746	2,500	754
18E	Cyber Assessment	0	15,025	19,250	4,225
19E	Power Pole/Line Inspection/Maintenance	0	3,926	3,800	(126)
20E	Upgrade Microsoft Office - Essex	0	0	900	900
21E	Security Fencing Replacement - Essex & Samoa BPS	0	930	47,200	46,270
22E	Lighting Upgrades for Shop/Collectors/Line Sheds	0	0	8,150	8,150
23E	TRF Sludge Bed Gutter Replacement	0	888	8,175	7,287
<b>D. PROFESSIONAL &amp; CONSULTING SERVICES</b>					
24E	404 Permit Assistance	0	164	24,360	24,196
25E	Lease Lots Surveys	0	2,382	25,000	22,618
26E	GIS / FIS Ruth Area, Including Internship	0	0	5,000	5,000
27E	GIS Project at Ruth Lake (USFS)	0	0	7,500	7,500
28E	Ruth Vehicle Abatement	0	6,830	7,000	170
29E	ATS Pro-IT Support	0	1,430	1,430	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
 ENCUMBERED FUNDS RECONCILIATION REPORT (con't)  
 January 31, 2023



	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING
<b>D. PROFESSIONAL &amp; CONSULTING SERVICES (con't)</b>				
30E Collector Arc Flash Study Update and Breaker Testi	0	9,529	20,000	10,471
31E Collector 4 Restoration	0	0	5,000	5,000
32E FY22 Crane Operator Re-Certification	0	0	1,000	1,000
33E FY22 Backflow Tester Training	0	0	1,200	1,200
34E Public Education Funds	0	(104)	1,500	1,604
35E Mad River Watershed USFS Lidar	0	0	20,000	20,000
36E Coastal CDP - GHD	0	5,505	18,155	12,650
37E CAISO Meter Inspection Calibration	0	0	4,000	4,000
38E FERC Part 12 - Independent Consultant & Engineer	0	307	42,840	42,533
39E FERC Chief Dam Safety Engineer	0	461	10,435	9,975

<b>ENCUMBERED FUNDS TOTAL</b>	<b>1,367</b>	<b>240,914</b>	<b>611,885</b>	<b>370,971</b>
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Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
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Vendor Name	Date Paid	Description	Amount Paid
<b>101 NETLINK</b>			
101 NETLINK	01/09/2023	<i>Ruth Data Link/Internet</i>	190.00
Total 101 NETLINK:			190.00
<b>AAA Water Systems</b>			
AAA Water Systems	01/23/2023	<i>Water Softeners</i>	8,980.00
Total AAA Water Systems:			8,980.00
<b>ACWA/JPIA</b>			
ACWA/JPIA	01/23/2023	<i>Workers Compensation Oct - Dec 2022</i>	32,465.31
ACWA/JPIA	01/20/2023	<i>RETIREE MEDICAL</i>	8,302.87
ACWA/JPIA	01/20/2023	<i>COBRA Dental</i>	69.68
ACWA/JPIA	01/20/2023	<i>COBRA Vision</i>	55.68
ACWA/JPIA	01/20/2023	<i>COBRA Medical</i>	2,724.85
Total ACWA/JPIA:			43,618.39
<b>Advanced Security Systems</b>			
Advanced Security Systems	01/09/2023	<i>Essex Alarm Monitoring</i>	196.50
Total Advanced Security Systems:			196.50
<b>AirGas NCN</b>			
AirGas NCN	01/12/2023	<i>Respirator supplies</i>	2.98
AirGas NCN	01/26/2023	<i>Safety PPE for inventory</i>	124.05
AirGas NCN	01/30/2023	<i>Respirator supplies</i>	68.40
Total AirGas NCN:			195.43
<b>Angela Smart</b>			
Angela Smart	01/26/2023	<i>Wellness Grant Reimbursement</i>	34.00
Total Angela Smart:			34.00
<b>AT &amp; T</b>			
AT & T	01/12/2023	<i>Eureka Office Long Distance</i>	7.60
AT & T	01/12/2023	<i>Ruth HQ Long Distance</i>	6.67
AT & T	01/23/2023	<i>Eureka/Essex LandLine</i>	34.04
AT & T	01/23/2023	<i>Arcata/Essex LandLine</i>	34.04
AT & T	01/23/2023	<i>Eureka Office/Alarm</i>	56.10
AT & T	01/23/2023	<i>TRF</i>	27.20
AT & T	01/23/2023	<i>Essex office/Modem/Control Alarm System</i>	27.20
Total AT & T:			192.85
<b>AT&amp;T Advertising Solutions</b>			
AT&T Advertising Solutions	01/26/2023	<i>white page listing</i>	21.00
Total AT&T Advertising Solutions:			21.00
<b>ATS Communications</b>			
ATS Communications	01/26/2023	<i>IT Support for Essex Admin Computers</i>	1,430.00
Total ATS Communications:			1,430.00

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
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Vendor Name	Date Paid	Description	Amount Paid
<b>Baldwin,Blomstrom,Wilkinson</b>			
Baldwin,Blomstrom,Wilkinson	01/26/2023	Healthy Forest Grant - Plan A CEQA - 1/31-2/19/22	564.05
Baldwin,Blomstrom,Wilkinson	01/26/2023	Healthy Forest Grant - Plan A CEQA - 4/25-5/19/22	1,421.42
Baldwin,Blomstrom,Wilkinson	01/26/2023	Healthy Forest Grant - Plan A CEQA - 5/23-7/7/22	552.50
Baldwin,Blomstrom,Wilkinson	01/26/2023	Healthy Forest Grant - Plan A CEQA - 8/2-8/27/22	1,465.00
Baldwin,Blomstrom,Wilkinson	01/26/2023	Healthy Forest Grant - Plan A CEQA - 8/29-9/23/22	521.25
Total Baldwin,Blomstrom,Wilkinson:			4,524.22
<b>California Dept of Tax and Fee Admin</b>			
California Dept of Tax and Fee Admin	01/23/2023	Water Rights Permit 11715/ID A016454	5,390.12
California Dept of Tax and Fee Admin	01/23/2023	Water Rights Permit 18347/ID A026657	44,880.28
California Dept of Tax and Fee Admin	01/23/2023	Water Rights Permit 11714/ID A017291	11,320.97
Total California Dept of Tax and Fee Admin:			61,591.37
<b>City of Eureka</b>			
City of Eureka	01/09/2023	Eureka office water/sewer	113.75
Total City of Eureka:			113.75
<b>Coastal Business Systems Inc.</b>			
Coastal Business Systems Inc.	01/09/2023	Essex copy/fax machine	256.14
Coastal Business Systems Inc.	01/09/2023	Eureka office copy and fax machine	716.30
Total Coastal Business Systems Inc.:			972.44
<b>Corey Borghino</b>			
Corey Borghino	01/26/2023	Eureka office Petty Cash - Postage	12.48
Corey Borghino	01/26/2023	Eureka office Petty Cash - Postage for Healthy Forest Grant	1.20
Corey Borghino	01/26/2023	Eureka Petty Cash - Postage for New Truck	37.80
Corey Borghino	01/26/2023	Eureka office Petty Cash - Office Supplies	29.50
Corey Borghino	01/26/2023	Eureka office Petty Cash - Collector 2 CEQA Permits	50.00
Total Corey Borghino:			130.98
<b>Cummins Pacific LLC</b>			
Cummins Pacific LLC	01/26/2023	Inventory supplies for 2MW generator	315.21
Cummins Pacific LLC	01/26/2023	2MW generator service supplies	787.32
Cummins Pacific LLC	01/30/2023	Eureka Office Generator Service Call	760.32
Total Cummins Pacific LLC:			1,862.85
<b>Dave Perkins</b>			
Dave Perkins	01/03/2023	auto mileage reimbursement - Dec 2022	132.06
Total Dave Perkins:			132.06
<b>Dept of Toxic Substances Control</b>			
Dept of Toxic Substances Control	01/12/2023	Haz Mat Ruth Hydro Plant FA5000187	1,311.00
Dept of Toxic Substances Control	01/12/2023	Haz Mat Ruth HQ FA5000188	814.00
Total Dept of Toxic Substances Control:			2,125.00
<b>FEDEX</b>			
FEDEX	01/30/2023	Return defective meter head	17.83



Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total FEDEX:			17.83
<b>FleetPride</b>			
FleetPride	01/26/2023	silicone coolant heater hose	27.73
Total FleetPride:			27.73
<b>Frontier Communications</b>			
Frontier Communications	01/30/2023	Ruth HQ	56.52
Frontier Communications	01/30/2023	Ruth Hydro/Ruth Dataline	226.79
Total Frontier Communications:			283.31
<b>GHD</b>			
GHD	01/23/2023	Engineering - Peninsula 15" DW Replacement Concept Analysis	2,692.70
GHD	01/23/2023	General Engineering	521.13
GHD	01/23/2023	General Engineering	236.89
GHD	01/23/2023	General Engineering - Ruth	758.01
GHD	01/23/2023	General Engineering - OnSite Chlorine Generation	426.38
GHD	01/23/2023	Engineering - DW Pipeline Direct Assessment	822.50
GHD	01/23/2023	Engineering - Mad River X-Sect Survey Analysis	582.25
Total GHD:			6,039.86
<b>Grainger</b>			
Grainger	01/23/2023	Replacement alarm strobe on Rapid Mix Building	178.78
Total Grainger:			178.78
<b>Health Equity Inc</b>			
Health Equity Inc	01/06/2023	District HSA Incentive - 7 employees	3,500.00
Health Equity Inc	01/06/2023	District HSA Incentive - 14 employees	7,000.00
Health Equity Inc	01/20/2023	District HSA Contributions- 7 employees	4,262.60
Health Equity Inc	01/20/2023	District HSA Contributions- 14 employees	9,398.73
Health Equity Inc	01/09/2023	HSA Admin Fee 14 employees	41.30
Health Equity Inc	01/09/2023	HSA Admin Fee - 7 employees	20.65
Total Health Equity Inc:			24,223.28
<b>Hensel Hardware</b>			
Hensel Hardware	01/23/2023	Essex threshold replacements & shop supplies	53.12
Hensel Hardware	01/23/2023	Finance Charge	.97
Hensel Hardware	01/23/2023	Hardware and drill bits	58.02
Hensel Hardware	01/30/2023	Fencing supplies	20.81
Total Hensel Hardware:			132.92
<b>Henwood Associates, Inc</b>			
Henwood Associates, Inc	01/09/2023	Consultant Services Agreement- Nov 2022	428.32
Total Henwood Associates, Inc:			428.32
<b>Humboldt County Treasurer</b>			
Humboldt County Treasurer	01/26/2023	Fund No 3876 Account 800870	45,611.43

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Total Humboldt County Treasurer:			45,611.43
<b>Humboldt Redwood Company, LLC</b>			
Humboldt Redwood Company, LLC	01/23/2023	<i>Mt Pierce Lease site</i>	320.59
Total Humboldt Redwood Company, LLC:			320.59
<b>Humboldt Waste Management Authority</b>			
Humboldt Waste Management Authority	01/30/2023	<i>debris disposal fee</i>	60.54
Total Humboldt Waste Management Authority:			60.54
<b>Industrial Electric</b>			
Industrial Electric	01/30/2023	<i>E Stop for 200kw Generator</i>	37.09
Industrial Electric	01/30/2023	<i>Electrical Supplies</i>	135.15
Total Industrial Electric:			172.24
<b>J. Bruce Rupp</b>			
J. Bruce Rupp	01/30/2023	<i>Mileage Reim - Santa Rosa Meeting of Region 1 ACWA Board 1/</i>	271.17
Total J. Bruce Rupp:			271.17
<b>Johnson's Mobile Rentals LLC</b>			
Johnson's Mobile Rentals LLC	01/12/2023	<i>Temporary Fence Rental for TRF Tesla battery project</i>	232.74
Total Johnson's Mobile Rentals LLC:			232.74
<b>JTN Energy, LLC</b>			
JTN Energy, LLC	01/09/2023	<i>Consultant Services Agreement - Nov 2022</i>	428.32
Total JTN Energy, LLC:			428.32
<b>Justin Natividad</b>			
Justin Natividad	01/23/2023	<i>Safety Boots - Reimbursement</i>	327.74
Total Justin Natividad:			327.74
<b>Lithia Chrysler Jeep Dodge</b>			
Lithia Chrysler Jeep Dodge	01/12/2023	<i>Unit floor board seals</i>	49.64
Total Lithia Chrysler Jeep Dodge:			49.64
<b>Mario Palmero</b>			
Mario Palmero	01/30/2023	<i>Essex Petty Cash - Maintenance Supplies</i>	96.77
Mario Palmero	01/30/2023	<i>Essex Petty Cash - Ruth Boat Crush Washer</i>	4.76
Total Mario Palmero:			101.53
<b>Mendes Supply Company</b>			
Mendes Supply Company	01/23/2023	<i>Essex Supplies</i>	239.14
Total Mendes Supply Company:			239.14
<b>Miller Farms Nursery</b>			
Miller Farms Nursery	01/30/2023	<i>Unit 8 suction hose</i>	107.74

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
Miller Farms Nursery	01/30/2023	<i>Fencing repair parts</i>	22.59
Miller Farms Nursery	01/30/2023	<i>Service Charge</i>	3.00
Total Miller Farms Nursery:			133.33
<b>Mission Linen</b>			
Mission Linen	01/03/2023	<i>Uniform Rental</i>	109.75
Mission Linen	01/03/2023	<i>maintenance supplies</i>	32.12
Mission Linen	01/03/2023	<i>Uniform Rental</i>	138.45
Mission Linen	01/03/2023	<i>Uniform Rental</i>	109.75
Mission Linen	01/03/2023	<i>maintenance supplies</i>	32.12
Mission Linen	01/03/2023	<i>maintenance supplies</i>	48.17
Mission Linen	01/03/2023	<i>Uniform Rental</i>	138.45
Total Mission Linen:			608.81
<b>Mitchell, Brisso, Delaney &amp; Vrieze</b>			
Mitchell, Brisso, Delaney & Vrieze	01/09/2023	<i>Legal Services- December 2022</i>	192.50
Total Mitchell, Brisso, Delaney & Vrieze:			192.50
<b>Napa Auto Parts</b>			
Napa Auto Parts	01/12/2023	<i>Battery for Vacuum Trailer</i>	175.84
Napa Auto Parts	01/12/2023	<i>Service filters for Units 5, 9 and forklift</i>	265.18
Napa Auto Parts	01/12/2023	<i>Low beam head lamp</i>	21.69
Napa Auto Parts	01/12/2023	<i>Ozzymat &amp; spray adhesive</i>	35.29
Napa Auto Parts	01/30/2023	<i>Halogen Lamp</i>	12.36
Napa Auto Parts	01/30/2023	<i>D Earth floor sweep</i>	6.72
Napa Auto Parts	01/30/2023	<i>Silicone heater hose</i>	6.18
Napa Auto Parts	01/30/2023	<i>Shop supplies</i>	37.65
Napa Auto Parts	01/30/2023	<i>Oil, air &amp; hydraulic filters</i>	347.09
Napa Auto Parts	01/30/2023	<i>Unit 4 service</i>	130.54
Total Napa Auto Parts:			1,038.54
<b>North Coast Journal, Inc</b>			
North Coast Journal, Inc	01/12/2023	<i>Legal posting Ad for Collector 2 rehab project bids</i>	68.00
North Coast Journal, Inc	01/12/2023	<i>NCJ posting public notice 1/5/23</i>	85.00
Total North Coast Journal, Inc:			153.00
<b>North Coast Laboratories</b>			
North Coast Laboratories	01/12/2023	<i>lab tests - Humboldt Bay Retail</i>	95.00
North Coast Laboratories	01/12/2023	<i>lab tests - Fieldbrook-Glendale CSD</i>	95.00
North Coast Laboratories	01/12/2023	<i>lab tests - Humboldt Bay Retail</i>	100.00
North Coast Laboratories	01/12/2023	<i>lab tests - Fieldbrook-Glendale CSD</i>	100.00
North Coast Laboratories	01/12/2023	<i>lab tests - Humboldt Bay Retail</i>	240.00
North Coast Laboratories	01/12/2023	<i>lab tests - Humboldt Bay Retail</i>	100.00
North Coast Laboratories	01/12/2023	<i>lab tests - Fieldbrook-Glendale CSD</i>	100.00
Total North Coast Laboratories:			830.00
<b>Northern California Safety Consortium</b>			
Northern California Safety Consortium	01/09/2023	<i>membership fee</i>	75.00
Total Northern California Safety Consortium:			75.00

Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
<b>NTU Technologies, Inc</b>			
NTU Technologies, Inc	01/26/2023	NPoly 2-55 Gal Drums	2,598.75
Total NTU Technologies, Inc:			2,598.75
<b>Occ. Health Service of Mad River</b>			
Occ. Health Service of Mad River	01/31/2023	Annual Hearing and Respirator Exam	201.25
Occ. Health Service of Mad River	01/31/2023	Annual Hearing and Respirator Exam	201.25
Total Occ. Health Service of Mad River:			402.50
<b>Optimum/Sudden Link</b>			
Optimum/Sudden Link	01/09/2023	Essex internet	233.00
Optimum/Sudden Link	01/09/2023	Essex Phones	72.11
Optimum/Sudden Link	01/09/2023	TRF Internet	25.27
Optimum/Sudden Link	01/09/2023	TRF Internet - Blue Lake SCADA Monitoring	50.55
Optimum/Sudden Link	01/09/2023	TRF Internet - Fieldbrook-Glendale CSD	50.55
Optimum/Sudden Link	01/12/2023	Eureka Internet	208.45
Optimum/Sudden Link	01/09/2023	Fieldbrook-Glendale CSD Internet	323.61
Total Optimum/Sudden Link:			963.54
<b>Pacific Gas &amp; Electric Co.</b>			
Pacific Gas & Electric Co.	01/23/2023	Eureka Office	787.56
Pacific Gas & Electric Co.	01/23/2023	Jackson Ranch Rectifier	16.90
Pacific Gas & Electric Co.	01/23/2023	HWY 299 Rectifier	127.35
Pacific Gas & Electric Co.	01/23/2023	West End Road Rectifier	139.85
Pacific Gas & Electric Co.	01/23/2023	TRF	7,581.54
Pacific Gas & Electric Co.	01/23/2023	Ruth Hydro Valve Control	30.31
Pacific Gas & Electric Co.	01/23/2023	Samoa Booster Pump Station	782.02
Pacific Gas & Electric Co.	01/23/2023	Samoa Dial Station	52.49
Pacific Gas & Electric Co.	01/30/2023	Ruth HQ	134.17
Pacific Gas & Electric Co.	01/30/2023	Ruth Bunkhouse	115.62
Total Pacific Gas & Electric Co.:			9,767.81
<b>Pacific Paper Co.</b>			
Pacific Paper Co.	01/12/2023	Eureka office supplies	93.46
Pacific Paper Co.	01/30/2023	Eureka office supplies	147.54
Pacific Paper Co.	01/30/2023	Eureka office supplies	65.32
Total Pacific Paper Co.:			306.32
<b>Pape Material Handling</b>			
Pape Material Handling	01/12/2023	Hydraulic filters for forklift	65.27
Total Pape Material Handling:			65.27
<b>Pitney Bowes Inc</b>			
Pitney Bowes Inc	01/30/2023	Ink for Postage Meter	99.73
Total Pitney Bowes Inc:			99.73
<b>Platt Electric Supply</b>			
Platt Electric Supply	01/26/2023	Electrical Shop Supplies	26.10
Platt Electric Supply	01/26/2023	Eureka office solar project	495.15
Platt Electric Supply	01/26/2023	Electrical shop supplies	116.20

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
Report dates: 1/1/2023-1/31/2023Page: 7  
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Vendor Name	Date Paid	Description	Amount Paid
Platt Electric Supply	01/26/2023	<i>Eureka office solar project</i>	90.81
Platt Electric Supply	01/26/2023	<i>Eureka office solar project</i>	406.15
Total Platt Electric Supply:			1,134.41
<b>Points West Surveying Co</b>			
Points West Surveying Co	01/12/2023	<i>Mathews Dam Project, Vert Settlement Survey &amp; Horiz Wing Wal</i>	3,510.00
Total Points West Surveying Co:			3,510.00
<b>Rebecca J. Moyle</b>			
Rebecca J. Moyle	01/26/2023	<i>Mileage Reimbursement - July - Dec 2022</i>	32.69
Total Rebecca J. Moyle:			32.69
<b>Recology Arcata</b>			
Recology Arcata	01/12/2023	<i>Essex Garbage/Recycling Service</i>	676.36
Total Recology Arcata:			676.36
<b>Recology Humboldt County</b>			
Recology Humboldt County	01/09/2023	<i>Eureka office garbage/recycling service</i>	95.55
Total Recology Humboldt County:			95.55
<b>Rogers Machinery Company, Inc</b>			
Rogers Machinery Company, Inc	01/23/2023	<i>New booster pump for TRF</i>	1,578.66
Total Rogers Machinery Company, Inc:			1,578.66
<b>Ryan V Murphy</b>			
Ryan V Murphy	01/23/2023	<i>Reimbursement - Printer Cartridge</i>	72.08
Total Ryan V Murphy:			72.08
<b>Seth Stone</b>			
Seth Stone	01/26/2023	<i>Wellness Grant Reimbursement</i>	30.57
Total Seth Stone:			30.57
<b>Shafer's Ace Hardware</b>			
Shafer's Ace Hardware	01/12/2023	<i>main office solar project hardware</i>	170.97
Total Shafer's Ace Hardware:			170.97
<b>Sitestar Nationwide Internet</b>			
Sitestar Nationwide Internet	01/03/2023	<i>Essex Internet - Jan 2023</i>	51.90
Total Sitestar Nationwide Internet:			51.90
<b>Staples Credit Plan</b>			
Staples Credit Plan	01/30/2023	<i>1099 Forms for 2022</i>	62.25
Total Staples Credit Plan:			62.25
<b>State of California - EDD</b>			
State of California - EDD	01/31/2023	<i>11/4/22 EDD - Replacement Payment</i>	7,475.47

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
Report dates: 1/1/2023-1/31/2023Page: 8  
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Vendor Name	Date Paid	Description	Amount Paid
Total State of California - EDD:			7,475.47
<b>Streamline</b>			
Streamline	01/09/2023	Website maintenance membership fee	450.00
Total Streamline:			450.00
<b>SWRCB Accounting Office</b>			
SWRCB Accounting Office	01/26/2023	Ruth Lake Annual Permit Fee	365.00
SWRCB Accounting Office	01/26/2023	Essex Annual Permit Fee	365.00
Total SWRCB Accounting Office:			730.00
<b>Telstar Instruments</b>			
Telstar Instruments	01/30/2023	Chlorine system maintenance	6,430.00
Telstar Instruments	01/30/2023	TRF chlorine analyzer maintenance	2,096.82
Telstar Instruments	01/30/2023	Chlorine system maintenance	221.23
Total Telstar Instruments:			8,748.05
<b>Thatcher Company, Inc</b>			
Thatcher Company, Inc	01/12/2023	TRF chemicals	9,872.88
Thatcher Company, Inc	01/26/2023	Chlorine - 3 CYL Incorrect Inv - to be credited	11,757.15
Thatcher Company, Inc	01/26/2023	Chlorine - 3 CYL - Credit Invoice	11,524.65-
Thatcher Company, Inc	01/26/2023	Chlorine - 3 CYL	11,524.65
Thatcher Company, Inc	01/26/2023	Chlorine - 3 CYL - Credit Invoice	232.50-
Thatcher Company, Inc	01/26/2023	Aluminum Sulfate for TRF Operations	7,327.31
Thatcher Company, Inc	01/26/2023	deposit return - 3 CYL	3,000.00-
Total Thatcher Company, Inc:			25,724.84
<b>Thrifty Supply</b>			
Thrifty Supply	01/30/2023	Collector 2 Rehab Project	192.53
Total Thrifty Supply:			192.53
<b>Trinity County</b>			
Trinity County	01/20/2023	Healthy Forest Grant - Recording Filing Fee	50.00
Total Trinity County:			50.00
<b>Trinity County General Services</b>			
Trinity County General Services	01/26/2023	Pickett Peak site lease	257.50
Total Trinity County General Services:			257.50
<b>Trinity County Solid Waste</b>			
Trinity County Solid Waste	01/23/2023	Ruth HQ dump fees	6.51
Trinity County Solid Waste	01/23/2023	Ruth Hydro dump fees	6.51
Total Trinity County Solid Waste:			13.02
<b>U.S. Bank Corporate Payment System</b>			
U.S. Bank Corporate Payment System	01/12/2023	Hotel for ACWA 2022 Fall Conference	1,317.58
U.S. Bank Corporate Payment System	01/12/2023	Webinar	30.00
U.S. Bank Corporate Payment System	01/12/2023	ASDSO 2022 Webinar	99.00

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
Report dates: 1/1/2023-1/31/2023Page: 9  
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Vendor Name	Date Paid	Description	Amount Paid
U.S. Bank Corporate Payment System	01/12/2023	Capacitor for Landa pressure washer repair & vacuum for ops	176.68
U.S. Bank Corporate Payment System	01/12/2023	Digital Temperature Recorder	33.38
U.S. Bank Corporate Payment System	01/12/2023	Annual software subscription for Ruth hydro data collection	595.42
U.S. Bank Corporate Payment System	01/12/2023	8 hr hazwoper refresher training	143.00
U.S. Bank Corporate Payment System	01/12/2023	Trailer stake pocket spare tire carrier holder	102.35
U.S. Bank Corporate Payment System	01/12/2023	Spendwise monthly subscription - Nov 2022	79.70
U.S. Bank Corporate Payment System	01/12/2023	FMCSA Query for Commercial Drivers	6.25
U.S. Bank Corporate Payment System	01/12/2023	Eureka Office Supplies	44.79
U.S. Bank Corporate Payment System	01/12/2023	COVID tests for Eureka office	117.84
U.S. Bank Corporate Payment System	01/12/2023	COVID tests for Essex	157.12
U.S. Bank Corporate Payment System	01/12/2023	Employee Recognition	27.84
U.S. Bank Corporate Payment System	01/12/2023	Returned Expired COVID tests	117.84
U.S. Bank Corporate Payment System	01/12/2023	Essex office supplies	80.26
U.S. Bank Corporate Payment System	01/12/2023	Essex Supplies	246.57
U.S. Bank Corporate Payment System	01/12/2023	Essex supplies	61.40
U.S. Bank Corporate Payment System	01/12/2023	Essex supplies	30.45
U.S. Bank Corporate Payment System	01/12/2023	Roof mount for solar U-2400	204.00
U.S. Bank Corporate Payment System	01/12/2023	Card used in error. Reimbursed by employee.	60.00
U.S. Bank Corporate Payment System	01/12/2023	Travel Conference Meal	22.11
U.S. Bank Corporate Payment System	01/12/2023	Safety Apparel	62.26
U.S. Bank Corporate Payment System	01/12/2023	Employee District Jacket	71.52
U.S. Bank Corporate Payment System	01/12/2023	Waterproof Case for Iphone	17.93
U.S. Bank Corporate Payment System	01/12/2023	Waterproof Case for Iphone	51.02
U.S. Bank Corporate Payment System	01/12/2023	Essex Office Supplies	16.12
Total U.S. Bank Corporate Payment System:			3,736.75
<b>VALEO Networks</b>			
VALEO Networks	01/09/2023	Eureka office monthly computer maintenance	1,880.99
Total VALEO Networks:			1,880.99
<b>Valley Pacific Petroleum Serv. Inc</b>			
Valley Pacific Petroleum Serv. Inc	01/12/2023	Cardlock Pumping & Control	613.43
Valley Pacific Petroleum Serv. Inc	01/12/2023	Cardlock Water Quality	613.43
Valley Pacific Petroleum Serv. Inc	01/12/2023	Cardlock Maintenance	613.43
Valley Pacific Petroleum Serv. Inc	01/12/2023	Cardlock HB Retail	159.49
Valley Pacific Petroleum Serv. Inc	01/12/2023	Cardlock FBGCSD Retail	453.93
Valley Pacific Petroleum Serv. Inc	01/30/2023	Sorbent Pads	81.95
Total Valley Pacific Petroleum Serv. Inc:			2,535.66
<b>Verizon Wireless</b>			
Verizon Wireless	01/12/2023	General Manager	39.86
Verizon Wireless	01/12/2023	Ruth Area	24.15
Verizon Wireless	01/12/2023	Humboldt Bay Retail	14.80
Verizon Wireless	01/12/2023	Fieldbrook Glendale CSD	42.11
Verizon Wireless	01/12/2023	Humboldt Bay IPAD	9.12
Verizon Wireless	01/12/2023	Fieldbrook Glendale CSD IPAD	28.89
Verizon Wireless	01/12/2023	Ruth Area	23.81
Verizon Wireless	01/12/2023	Ruth Hydro	23.81
Total Verizon Wireless:			206.55
<b>Wahlund Construction</b>			
Wahlund Construction	01/30/2023	Emergency Electrical System repair	3,698.26

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--  
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Vendor Name	Date Paid	Description	Amount Paid
Total Wahlund Construction:			3,698.26
<b>Watt's Cleaning Services</b>			
Watt's Cleaning Services	01/09/2023	Eureka Office Cleaning 12/7 & 12/21/22	278.00
Total Watt's Cleaning Services:			278.00
Grand Totals:			286,086.11



**Humboldt Bay Municipal Water District**

To: Board of Directors

Date: February 9, 2023

From: Chris Harris

RE: Investment Policy

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**Investment Policy**

State law requires that the Board consider and confirm the District's Investment Policy each year. The original Investment Policy was adopted in 2004 and the Board has re-adopted a version of the original each year thereafter.

Attached is the current Investment Policy for your consideration and approval. The Investment Policy establishes three investment objectives for funds the District does not need for immediate use. These objectives are:

1. First, to preserve the Safety of Principal;
2. Second, to maintain Liquidity enabling the District to meet all operation requirements; and,
3. Third, to achieve a reasonable Rate of Return consistent with current economic cycles, risk limitations and the investment objectives noted above.

In addition, the Policy specifies four different investment options the District may utilize. These include the County Treasury, the State Local Agency Investment Fund (LAIF), CalTRUST and an irrevocable, tax-exempt IRC Section 115 Trust designated for CalPERS Pension Stabilization.

**Staff Recommendation**

Staff recommends that the Board re-adopt the attached Statement of Investment Policy for 2023.

## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

### Statement of Investment Policy

The Secretary/Treasurer of the Humboldt Bay Municipal Water District hereby submits the following statements of the investment policy of the District.

#### I) Introduction

The authority governing investments for municipal governments is set forth in California Government Code, Sections 53601 through 53686, as amended through January 1, 2016.

The purpose of this policy is to establish investment guidelines for the District consistent with the Government Code and with prudent investment practices.

#### II) Investment Objectives

District funds, not required for immediate use, shall be prudently invested. In order of priority, the District's investment objectives are as follows:

- a) Safety of Principal – The preservation of principal is the primary objective. Investment transactions shall seek to ensure that capital losses are minimized.
- b) Liquidity – As a second objective, the investment funds should remain sufficiently flexible and available to enable the District to meet all operating requirements.
- c) Rate of Return – The third objective is to achieve a reasonable rate of return consistent with current economic cycles, risk limitations and the investment objectives above.

#### III) Investment Funds

The Humboldt Bay Municipal Water District has elected to utilize investment opportunities provided by California Government Code Sections 16429.1 and 53684, and Internal Revenue Code Section 115.

The District shall first invest all excess funds not required for immediate use with the State of California Local Agency Investment Fund (LAIF).

The District reserves the option to designate and invest funds into an irrevocable, tax-exempt IRC Section 115 Trust. These funds shall be for the purpose of pre-funding the CalPERS Unfunded Pension Liability, and shall be managed by Public Agencies Retirement Services (PARS).

As permitted under California Government Code §53601, the District additionally reserves the option to invest excess funds not required for immediate use with CalTrust, a JPA pooled investment program managed by BlackRock Investments.

The terms and conditions of such investment options are set forth in District Resolution Numbers: 434, 435, and 2018-02 and hereby incorporated herein (attached hereto as reference).

Approved by Board of Directors: February 9, 2023

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Neal Latt, President  
Humboldt Bay Municipal Water District

## RESOLUTION No. 434

RESOLUTION OF HBMWD BOARD OF DIRECTORS AUTHORIZING INVESTMENT OF  
DISTRICT FUNDS WITH TREASURER OF COUNTY OF HUMBOLDT

WHEREAS, pursuant to California Government Code Section 53684 the Treasurer of a county in the State of California is authorized to receive monies from and make investments on behalf of other duly established government entities within his county; and,

WHEREAS, the Board of Directors of the Humboldt Bay Municipal Water District does hereby find 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.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Humboldt Bay Municipal Water District does hereby authorize the placement of District funds with the Treasurer of the County of Humboldt for the purpose of investment pursuant to Government Code Section 53684.

BE IT FURTHER RESOLVED, that the following officers of the Humboldt Bay Municipal Water District, or their successors in office, are authorized to order the deposit or withdrawal of monies with the County Treasurer:

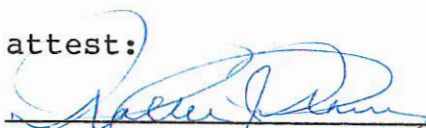
Walter J. Warren District Treasurer

Arthur Bolli General Manager/Assistant Treasurer

PASSED, APPROVED, AND ADOPTED this 8th day of October 1987  
by the following votes:

- Ayes: Hecathorn, Warren, Larsen, Nilsen, and McCarthy
- Nayes: None
- Absent: None

  
Lloyd L. Hecathorn, President

attest:  
  
Walter J. Warren, Secretary  
Board of Directors

## RESOLUTION NO. 435

RESOLUTION AUTHORIZING INVESTMENT OF HUMBOLDT BAY  
MUNICIPAL WATER DISTRICT MONIES IN LOCAL AGENCY  
INVESTMENT FUND

WHEREAS, pursuant to Chapter 730 of the Statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of Humboldt Bay Municipal Water District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein is in the best interests of the Humboldt Bay Municipal Water District, 828 7th Street, Eureka, California 95501.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Humboldt Bay Municipal Water District does hereby authorize the deposit and withdrawal of Humboldt Bay Municipal Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED that the following Humboldt Bay Municipal Water District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Walter J. Warren, Secretary/Treasurer

Arthur Bolli, General Manager

PASSED, APPROVED, and ADOPTED this 8th day of October 1987  
by the following votes:

Ayes: Hecathorn, Larsen, Warren, Nilsen, McCarthy

Nays:

Absent:

  
Lloyd L. Hecathorn, President

attest:

  
Walter J. Warren, Secretary  
Board of Directors

**Resolution No. 2018-02****Resolution of the Humboldt Bay Municipal Water District Board of Directors  
Approving the Adoption of the Public Agencies Post-Employment Benefits Trust  
Administered By Public Agency Retirement Services (PARS)**

**WHEREAS**, Humboldt Bay Municipal Water District (District) has determined a proactive approach to managing the CalPERS Unfunded Pension Liability ("Liability") is in the best interest of the District; and

**WHEREAS**, the District has determined that one method to manage the Liability is to restrict funds for the purpose of pre-funding this Liability and deposit these funds within an irrevocable trust; and

**WHEREAS**, the "Statement of Investment Policy" has been modified to permit such activity; and

**WHEREAS**, Public Agency Retirement Services (PARS) has made available the PARS Public Agencies Post-Employment Benefits Trust ("Program") for the purpose of pre-funding pension obligations and/or OPEB obligations; and

**WHEREAS**, the Program is an irrevocable, tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

**WHEREAS**, the District is eligible to participate in the Program; and

**WHEREAS**, the District's adoption and operation of the Program has no effect on any current or former employee's entitlement to post-employment benefits; and

**WHEREAS**, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts and agreements separate from and independent of the Program; and

**WHEREAS**, the District's funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

**WHEREAS**, the District reserves the right to make contributions, if any, to the Program.

**NOW THEREFORE, BE IT RESOLVED:**

1. The Board of Directors hereby adopts the PARS Public Agencies Post-Employment Benefits Trust, effective February 8, 2018; and
2. The Board of Directors hereby appoints the General Manager, or his/her successor or the Business Manager or his/her successor as the District's Plan Administrator for the Program; and
3. The District's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to maintain

compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program.

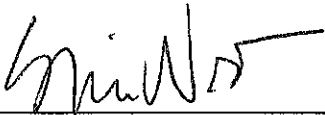
Passed, approved and adopted this 8<sup>th</sup> day of February, 2018 by the following votes:

Ayes: Directors Fuller, Hecathorn, Latt, Rupp and Woo

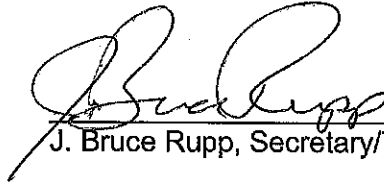
Nays: None

Absent:None

Attest:



Sheri Woo, President



J. Bruce Rupp, Secretary/Treasurer



Memo to: HBMWD Board of Directors  
From: Dale Davidsen, Superintendent  
Date: February 1, 2023  
Subject: Essex/Ruth January 2023 Operational Report

### **Upper Mad River, Ruth Lake, and Hydro Plant**

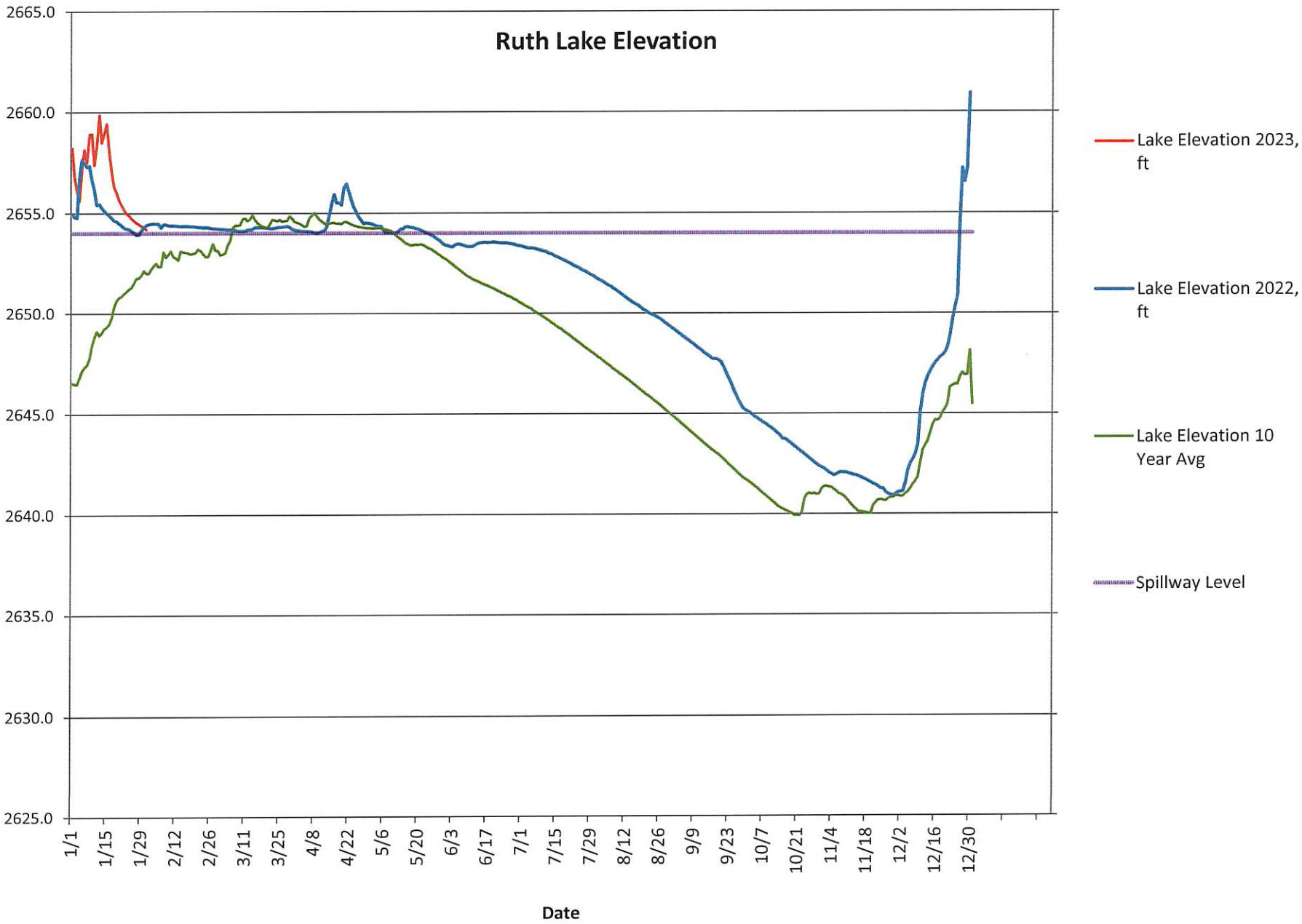
1. Flow at Mad River above Ruth Reservoir (Zenia Bridge) averaged 1491 cfs with a high of 4220 cfs on January 8th and a low of 232 cfs on January 31<sup>st</sup>
2. The conditions at Ruth Lake for January were as follows:  
The lake level on January 31<sup>st</sup> was 2654.18 feet which is:
  - 6.74 feet Lower than December 31<sup>st</sup>, 2022
  - 0.21 feet Lower than January 31<sup>st</sup>, 2022
  - 2.18 feet higher than the ten-year average
  - 0.18 feet above the spillway
3. Ruth Headquarters recorded 21.22 inches of rainfall for January
4. Ruth Hydro produced 916,800 KWh in January. There was 1 shut down: a PGE unplanned event for 1 hour with 1209 KWh lost production
5. The lake discharge averaged 1870 cfs with a high of 4922 cfs on January 12<sup>th</sup>

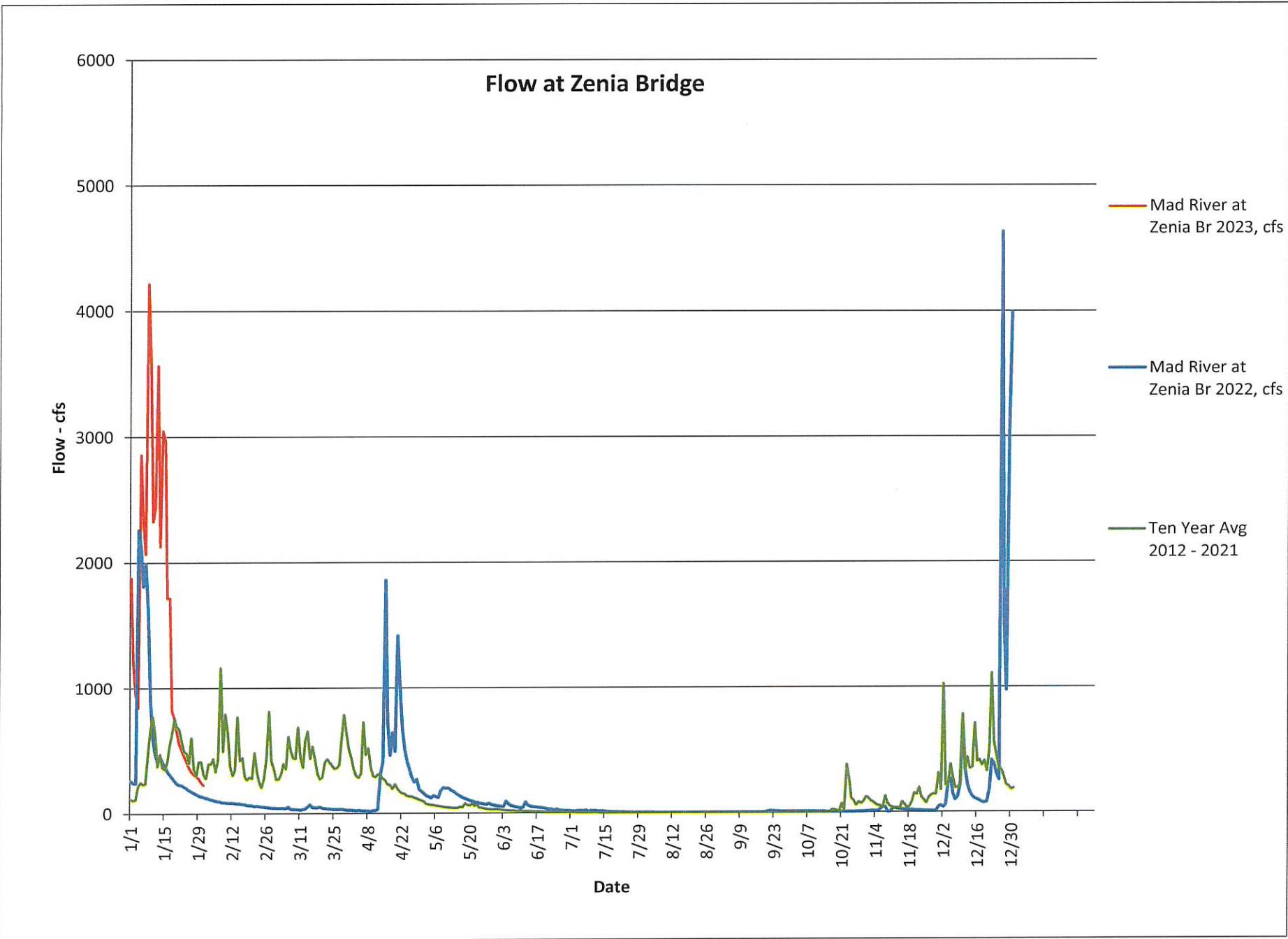
### **Lower Mad River, Winzler Control, and TRF**

6. The river at Winzler Control Center, for January, had an average flow of 5592 cfs. The river flow was at a high of 15,800 cfs on January 8<sup>th</sup>
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 January 31<sup>st</sup>, we pumped 245.98 MG at an average of 7.94 MGD
  - c. The maximum metered daily municipal use was 8.91 MG on January 9<sup>th</sup>
8. The TRF is online; conditions for January were as follows:
  - a. Average monthly source water turbidity was 4.24 NTU
  - b. Average monthly filtered water turbidity was 0.06 NTU
  - c. Number of filter backwashes for the month was 74
9. January 1<sup>st</sup> – Earthquake 5.4. Was not felt at Ruth but Larry did do a Post Earthquake inspection
10. January 4<sup>th</sup> – Major winter storm – Power out at TRF by 0730. Rented 2 generators to do backwash cycles.

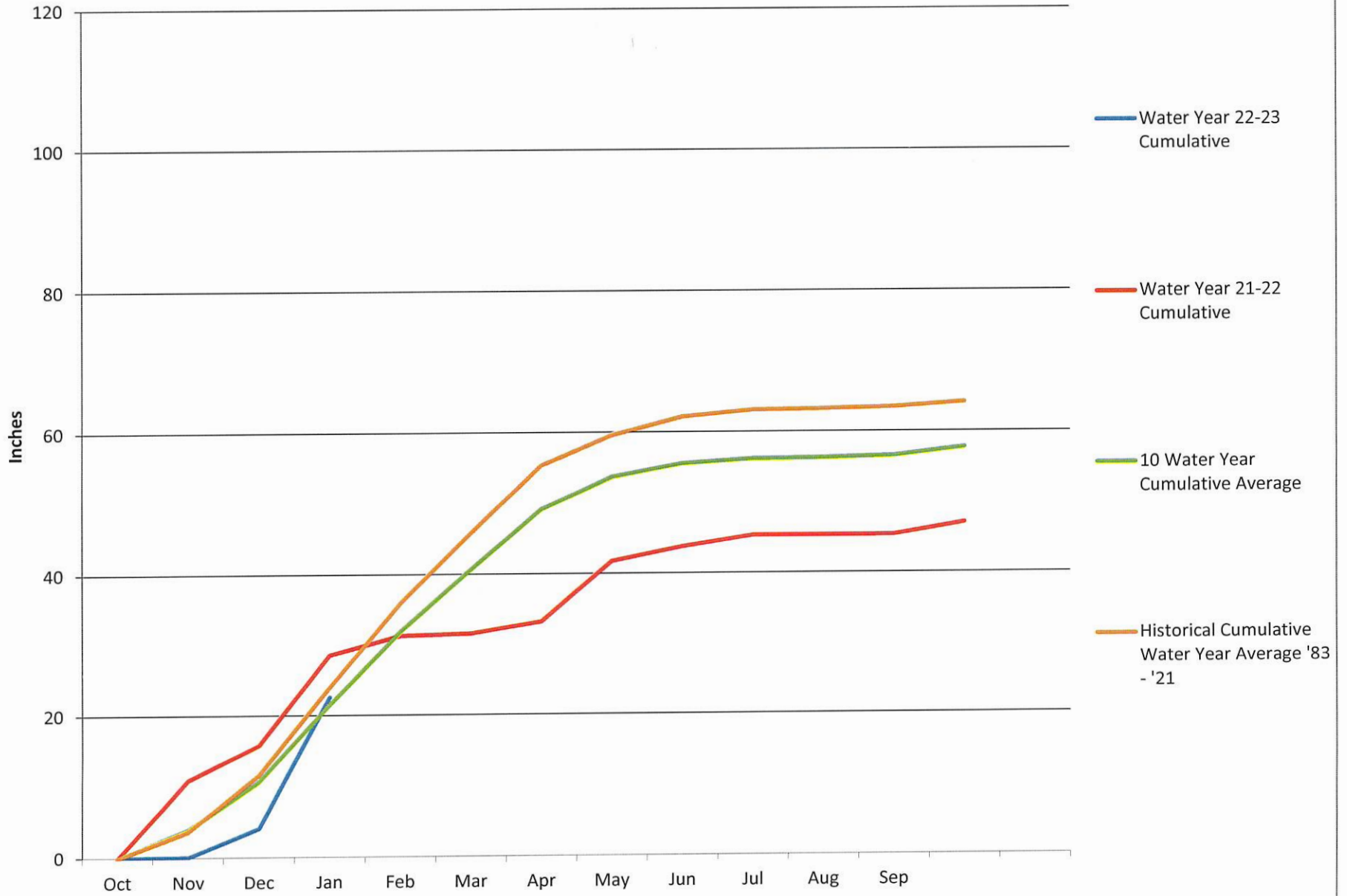
11. January 6<sup>th</sup> – A lot of Power and storm related communications and prep/planning for the weekend.
12. January 10<sup>th</sup> – Utility Power restored at the TRF.
13. January 11<sup>th</sup> – Ran on the 2 Mw generator through peak, blew a coolant heater hose and had to make emergency after hours repairs.
14. January 17<sup>th</sup> – Mario and I went to Ruth to get drone video of slide and right abutment.
15. January 24<sup>th</sup> – SB198 safety meeting
16. January 25<sup>th</sup> Safety meeting
  - a. WIIPP
  - b. EAP / ODSP
  - c. General Emergency response
  - d. AQMD Permit requirements
17. Current and Ongoing Projects
  - a. Over the course of 2 weeks all Essex staff completed hearing and respiratory physicals
  - b. Tesla battery bank projects
    - i. TRF project is done, Commissioning soon, waiting for PG&E PTO.
    - ii. Essex project in progress, nearly complete
  - c. OSHG – Equipment procurement in progress
  - d. Main Office Solar project – Solar panel installation in progress.
  - e. Routine annual equipment maintenance and services.

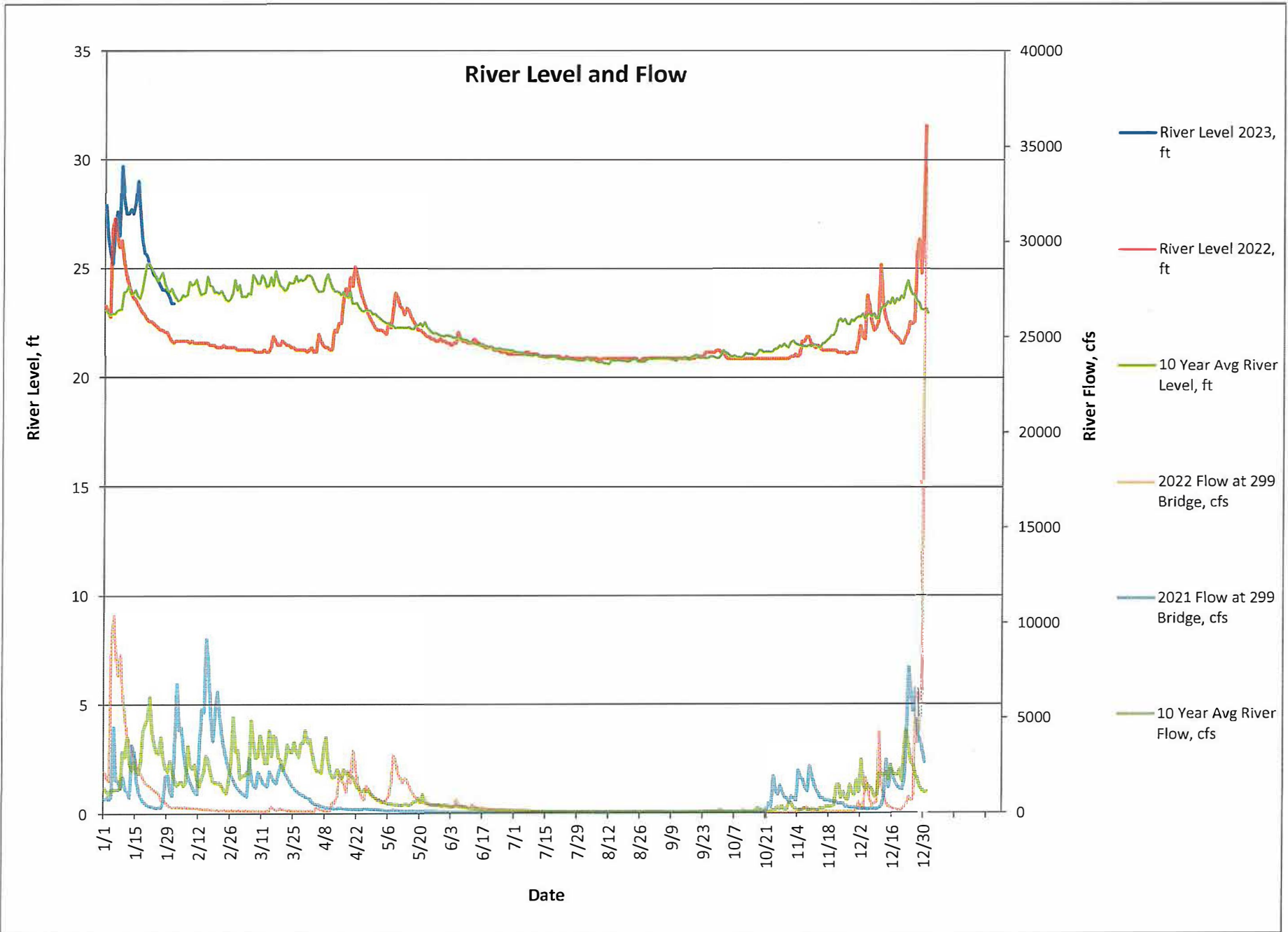
# Ruth Lake Elevation





### Ruth Rainfall - Water Year 2022-2023





**Resolution No. 2023-05**  
**Recognizing and Honoring the Outstanding Service and Achievements of**  
**Rebecca (Becky) Moyle**

**WHEREAS** *Becky Moyle has faithfully served the HUMBOLDT BAY MUNICIPAL WATER DISTRICT beginning February 16, 1984 as an Office Assistant and now serving as the Accounting and Human Resources Specialist; and*

**WHEREAS** *Becky will retire from the District on February 28, 2023; and*

**WHEREAS** *during her 39 years of service, Becky has performed her duties efficiently and effectively, in the best interests of the District, and always with a good sense of humor; and*

**WHEREAS** *Becky Moyle has been the wearer of many hats, the bearer of many burdens, sharer of many skills; and*

**WHEREAS** *Becky has been a valuable employee in the roles of Office Assistant, Office Manager, and Accounting and Human Resources Specialist; a valued employee in her detailed knowledge of manifold aspects of the District's business; and a valiant employee in her willingness and ability to master the changing skills and software required to operate a modern business; and*

**WHEREAS** *Becky has been a pleasant persona to customers, contractors, co-workers, and consultants; a perfect prototype of professionalism and patience; a polished practitioner of politeness, tact, and courtesy; a peerless public servant all the while being thorough, thoughtful, and talented in the performance of her work; and*

**WHEREAS** *while she has maintained the old school skills of the Smith-Corona typewriter, NCR adding machines, and myriad filing cabinets, Becky has also been the Queen of QuickBooks, the Contessa of Caselle, the Princess of Payroll, and the Maven of Microsoft – keeping the District functioning at a high level, meeting the high demands of her positions and maintaining her own high standards; and*

**WHEREAS** *Becky has been the keeper of confidence and confidential credentials and correspondence; purveyor of policies and procedures; fastidious filer of records and archives; and described as: meticulous, persnickety, and punctilious; and*

**WHEREAS** *Becky has provided exceptional public service under 17 Directors, 4 General Managers, 3 Superintendents, 4 Business Managers; and*

**WHEREAS** *the Board of Directors wishes to formally recognize and commend such service,*

**THEREFORE, BE IT RESOLVED,** *that the HUMBOLDT BAY MUNICIPAL WATER DISTRICT Board of Directors hereby declares, to Becky Moyle, on behalf of the District, the staff, and other close associates, its genuine appreciation for dedicated service performed during her exceptional tenure with the District.*

**PASSED, APPROVED, AND ADOPTED** this 9<sup>th</sup> day of February 2023.

Attest:

\_\_\_\_\_  
Neal Latt, President

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

\_\_\_\_\_  
J. Bruce Rupp, Secretary/Treasurer

\_\_\_\_\_  
David Lindberg, Asst. Secretary/Treasurer

\_\_\_\_\_  
Sheri Woo, Director

\_\_\_\_\_  
John Friedenbach, General Manager

\_\_\_\_\_  
Dale Davidsen, Superintendent

\_\_\_\_\_  
Chris Harris, Business Manager

**California Special  
Districts Association***Districts Stronger Together*

**DATE:** January 30, 2023  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
 Fax: 916.442.7889  
 E-mail: [amberp@csda.net](mailto:amberp@csda.net)

***Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.***

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat C – Fred Ryness, Burney Water District*
<b>Sierra Network</b>	Seat C – Pete Kampa, Groveland Community Services District*
<b>Bay Area Network</b>	Seat C – <i>Vacant</i>
<b>Central Network</b>	Seat C – Steve Perez, GM, Rosamond Community Services District
<b>Coastal Network</b>	Seat C – Vince Ferrante, Moss Landing Harbor District*
<b>Southern Network</b>	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(\* = Incumbent is running for re-election)

**CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [amberp@csda.net](mailto:amberp@csda.net) by April 6, 2023 in order to ensure that you will receive a paper ballot on time.*

**CSDA will mail paper ballots on June 5, 2023 per district request only.**

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).

★ Agenda items marked with this symbol will be recorded and available for  
*Note: Tuesday Committee meetings will not be recorded*

SECTION 11.26 PAGE NO. 1

## ACWA JPIA - MONDAY, MAY 8

**8:30 - 10:00 AM**

- ACWA JPIA Program

**10:15 - 11:15 AM**

- ACWA JPIA Executive Committee

**11:30 - 12:30 PM**

- ACWA JPIA Pre-Board Meeting Lunch

**1:00 - 5:00 PM**

- ACWA JPIA Board of Directors / Town Hall

## TUESDAY, MAY 9

**7:00 AM - 6:00 PM**

- Registration

**8:00 AM - 9:45 AM**

- Agriculture Committee

**8:30 AM - Noon**

- ACWA JPIA Seminars

**10:00 - 11:45 AM**

- Groundwater Committee
- Energy Committee

**11:00 AM - Noon**

- Outreach Task Force

**Noon - 2:00 PM**

- Committee Lunch Break

**1:00 - 2:45 PM**

- Legal Affairs Committee
- Local Government Committee
- Finance Committee
- Water Management Committee

**1:00 - 3:00 PM**

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

**3:00 - 4:45 PM**

- Communications Committee
- Federal Affairs Committee
- Membership Committee
- Water Quality Committee

**5:00 - 6:30 PM**

- Welcome Reception in the Exhibit Hall

## WEDNESDAY, MAY 10

**7:30 AM - 5 PM**

- Registration

**8:00 - 9:45 AM**

- Opening Breakfast *(Ticket Required)* ★

**8:30 AM - 6:00 PM**

- Connect in the Exhibit Hall

**10:15 - 11:15 AM**

- Attorneys Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★
- Roundtable Talk

**11:30 AM - 1:30 PM**

- Connect in the Exhibit Hall
- Networking Lunch *(Ticket Required)*

**1:45 - 3:00 PM**

- Attorney Program ★
- Communications Committee Program ★
- Finance Program ★
- Federal Forum ★
- Statewide Forum ★
- Roundtable Talk

**3:15 - 4:45 PM**

- Regions 1-10 Membership Meetings

**5:00 - 6:00 PM**

- ACWA Reception in the Exhibit Hall

**6:00 - 7:00 PM**

- CalDesal Hosted Mixer
- Jacobs Hosted Mixer

**6:00 - 7:15 PM**

- Women in Water Hosted Reception

## THURSDAY, MAY 11

**7:30 AM - Noon**

- Registration

**8:00 AM - 9:30 AM**

- Exhibitor Demonstrations
- Networking Continental Breakfast in the Exhibit Hall *(Ticket Required)*

**8:30 - 9:30 AM**

- Communications Media Training

**8:30 - 10:45 AM**

- Ethics Training (AB 1234) - *Limited Seating*

**9:30 AM - 10:00 AM**

- Prize Drawings in the Exhibit Hall

**10:15 - 11:45 AM**

- Attorney Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★
- Roundtable Talk

**Noon - 1:45 PM**

- General Luncheon *(Ticket Required)* ★

**2:00 - 3:30 PM**

- Innovation Forum ★
- Region Forum ★
- Water Industry Trends Program 1 ★
- Water Industry Trends Program 2 ★

**3:30 - 4:30 PM**

- Closing Reception

*Last modified: January 20, 2023*

*Registration required to attend any part of ACWA's Spring Conference & Expo, including Tuesday, May 9 complimentary committee meetings. See [www.acwa.com](http://www.acwa.com) for health & safety attendance requirements.*

**Resolution 2023-02**  
**A Resolution of the Board of Directors of the Humboldt Bay Municipal Water District**  
**Nominating Its ACWA/JPIA Board Member, J. Bruce Rupp,**  
**to the Executive Committee of the Association of**  
**California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HUMBOLDT BAY MUNICIPAL WATER DISTRICT AS FOLLOWS:

WHEREAS, this District is a member district of the ACWA/JPIA that participates in all four of its Programs: Liability, Property, Workers' Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, the member district must place into nomination its member of the ACWA/JPIA Board of Directors for such open position;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Humboldt Bay Municipal Water District that its member of the ACWA/JPIA Board of Directors, J. Bruce Rupp be nominated as a candidate for the Executive Committee for the election to be held on April 24<sup>th</sup> 2023.

BE IT FURTHER RESOLVED, that the ACWA/JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

BE IT FURTHER RESOLVED, that the District Board Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at PO Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED and ADOPTED at a Regular Meeting of the Board of Directors of the Humboldt Bay Municipal Water District this 9<sup>th</sup> day of February 2023 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:

Attest:

\_\_\_\_\_  
Neal Latt, Board President

\_\_\_\_\_  
J. Bruce Rupp, Board Secretary

## ACWA JPIA Nomination Procedures for Executive Committee

### Approximately 120 Days before Election (January 9, 2023)

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All ACWA JPIA Directors and Member Districts are to be notified of:

- A) Date and place of Election;
- B) Executive Committee positions and terms of office to be filled by Election;
- C) Nomination Procedures.

### 120 to 45 Days before Election (January 9 – March 24, 2023)

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- A) A district (that participates in all four of the JPIA's programs: Liability, Property, Workers' Compensation and Employee Benefits) may place into nomination its member of the Board of Directors of ACWA JPIA with the concurrence of three districts, then members of the ACWA JPIA, in addition to the nominating district.
- B) Sample resolutions are available on the ACWA JPIA website.
- C) The **district is solely responsible** for timely submission of the nominating resolution and the three additional concurring in nomination resolutions of its candidate for office.

### 45 Days before Election (March 24, 2023)

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- A) Deadline and location for receiving the nominating and concurring in nomination resolutions in the ACWA JPIA office:

**Friday – March 24, 2023 – 4:30 p.m.**

Laura Baryak  
Administrative Assistant II  
(lbaryak@acwajpia.com)  
ACWA JPIA  
P. O. Box 619082  
Roseville, CA 95661-9082

- B) Candidates' statement of qualifications must be submitted, if desired, with the nominating resolutions. The statement of qualifications must be submitted on one side of an 8½ x 11" sheet of paper suitable for reproduction and distribution to all districts. (MSWord or PDF documents preferred).

### 14 Days before Election (April 24, 2023)

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Final notice of the upcoming Election of Executive Committee members will be included as part of the Board of Directors' meeting packet. Final notice shall include:

- A) Date, Time, and Place of Election;
- B) Name and District of all qualified candidates;
- C) Candidate's statement of qualifications (if received); and
- D) Election Procedures and Rules.



**JOHN BRUCE RUPP  
(BRUCE)**

DIRECTOR OF HUMBOLDT BAY MUNICIPAL WATER DISTRICT FOR 27 YEARS; TWO TERM PRESIDENT OF THE BOARD.

RETIRED REAL ESTATE BROKER & SMALL BUSINESS OWNER

MARRIED 51 YEARS: WIFE MARILYN, FORMER REAL ESTATE AGENT AND PARALEGAL

FAMILY: ONE SON, TWO DAUGHTERS AND ELEVEN GRANDCHILDREN

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**CONTACT INFO**

828 7<sup>th</sup> Street

Eureka, CA 95501

T: 707-443-5018

E: rupp@hbmwd.com

**CAREER HISTORY**

Five years as United States Army officer, combat veteran Vietnam; Bronze Star, Jump Wings, Vietnamese Cross of Gallantry

Seven years of progressively more responsible positions in Alameda County Government, San Francisco Bay Area

Ten years as City Manager, City of Alameda, CA

Four years as County Administrative Officer, Humboldt County, CA

Twelve years as Real Estate Broker and owner of Rupp & Associates Realty

**EDUCATION**

San Rafael High School, San Rafael, CA

San Jose State University, BA, Public Administration

Graduate Officers Candidate School, Defense Language Institute

**PROFESSIONAL & COMMUNITY SERVICE**

Member ACWA/JPIA Executive Committee

Chair ACWA-JPIA Employee Benefits Committee

Vice-Chair of ACWA/PIA Finance Committee

Member ACWA Board & Board Executive Committee

Chair of ACWA Region 1

Rotary Member for 44 years; twice Club President; Paul Harris Fellow

Member Eureka Elks Lodge

Member City of Eureka Finance Advisory Committee

Past Chair Redwood Region Economic Development Commission

Past President, Humboldt Association of Realtors

Former State Governor appointment to North Coast Regional Water Control Board

Past Board Member League of California Cities

**Resolution 2023-03**  
**A Resolution of the Board of Directors of the Humboldt Bay Municipal Water District**  
**Concurring In Nomination of Fred Bockmiller P.E.,**  
**to the Executive Committee of the**  
**Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)**

WHEREAS, this district is a member district of the ACWA JPIA; and

WHEREAS, the Bylaws of the ACWA JPIA provide that in order for a nomination to be made to ACWA JPIA's Executive Committee, three-member districts must concur with the nominating district, and

WHEREAS, another ACWA JPIA member district, the Mesa Water District has requested that this district concur in its nomination of its member of the ACWA JPIA Board of Directors to the Executive Committee of the ACWA JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Bay Municipal Water District that this district concurs with the nomination of Fred Bockmiller P.E. of the Mesa Water District to the Executive Committee of the ACWA JPIA.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED and ADOPTED at a Regular Meeting of the Board of Directors of the Humboldt Bay Municipal Water District this 9<sup>th</sup> of February 2023 by the following roll call vote:

AYES:

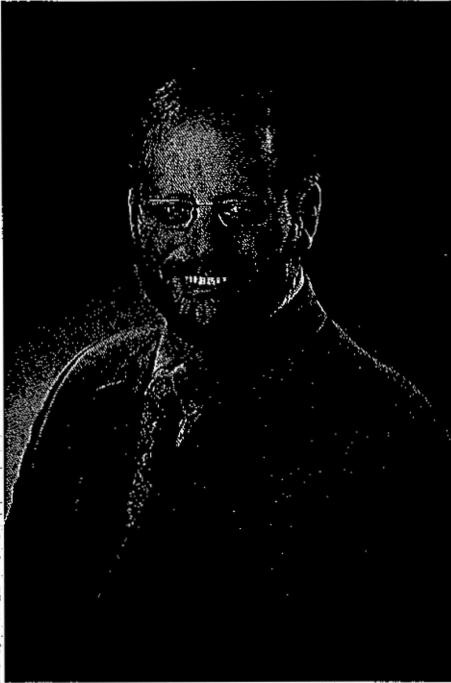
NOES:

ABSENT:

Attest:

\_\_\_\_\_  
Neal Latt, Board President

\_\_\_\_\_  
J. Bruce Rupp, Board Secretary

**Re-elect Fred R. Bockmiller, P.E. to ACWA JPIA Executive Committee****Fred R. Bockmiller, P.E.  
Director, Mesa Water District**

**OBJECTIVE:** To further the goals of ACWA JPIA in best serving its members, by applying analytical and leadership skills, and risk management experience, while continuing to serve our members on the ACWA JPIA Executive Committee during this time of significant transition for the organization.

**STATEMENT OF QUALIFICATIONS:**

- ACWA JPIA Executive Committee, 2019-present
- ACWA JPIA Committees – Risk Management, 2008-present; Workers Compensation, 2022-present; Personnel, 2023-present
- ACWA JPIA Board, 2006-present
- ACWA Energy Committee, 2002-present
- Mesa Water District Director, 1996-present – Five-term Board President; Chaired every Mesa Water District Committee (Executive, Audit Ad Hoc, Finance, Human Resources, IT Ad Hoc, Engineering and Operations, Public Information)
- Engineering Manager, University of California, Irvine (UCI) Department of Finance and Administration
- Ex Officio member, California Building Standards Commission Plumbing Electrical Mechanical and Energy Code Advisory Committee, 2015-present

**BIOGRAPHY:** Fred Bockmiller represents Division 1 – encompassing the West Side of Costa Mesa and portions of Newport Beach -- on the Mesa Water District (Mesa Water®) Board of Directors. He has served as Mesa Water Board President for five terms.

Throughout his elected service, Director Bockmiller has championed water quality and cost-effective service reliability through a perpetual agency philosophy of long-term planning for the future of Mesa Water and continuous infrastructure maintenance, renewal, and improvement. He has been a relentless supporter of high-quality, fact-based decision-making.

Director Bockmiller has represented Mesa Water at the City/Districts Liaison Committee, Orange County Council of Governments, Orange County Water District, and the Costa Mesa Westside Revitalization Oversight Committee.

For more than 15 years, Director Bockmiller has represented Mesa Water on the Board of the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority (JPIA). He presently serves on the ACWA JPIA Executive, Risk Management (Chair), Workers Compensation (Vice Chair), and Personnel Committees.

Director Bockmiller has been the Engineering Manager in the Department of Finance and Administration at UCI, a leader in energy conservation and construction efforts for more than 25 years, including completion of more than \$3 billion in major capital construction projects; more than \$300 million in reconstruction and extensive energy and water conservation retrofits, which tripled the developed building space, reduced energy consumption in laboratories by 50 percent, slashed the campus carbon footprint, improved the energy infrastructure, and decreased per capita water use by more than 30% while improving the built environment for research, teaching, and public service.

Developing the next generation is an area of interest for Director Bockmiller. He is a regular guest lecturer in UCI's Department of Mechanical and Aerospace Engineering, a mentor in the Junior Mentor Program at Newport Harbor High School, and served for 17 years on the board of Youth Employment Service -- a local charity that provides youth with the tools to find jobs -- where he served as CFO and President.

**Resolution 2023-04**

**A Resolution of the Board of Directors of the Humboldt Bay Municipal Water District  
Concurring In Nomination of David Drake,  
to the Executive Committee of the  
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)**

WHEREAS, this district is a member district of the ACWA JPIA; and

WHEREAS, the Bylaws of the ACWA JPIA provide that in order for a nomination to be made to ACWA JPIA's Executive Committee, three-member districts must concur with the nominating district, and

WHEREAS, another ACWA JPIA member district, the Rincon del Diablo Municipal Water District has requested that this district concur in its nomination of its member of the ACWA JPIA Board of Directors to the Executive Committee of the ACWA JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Humboldt Bay Municipal Water District that this district concurs with the nomination of David Drake of the Rincon del Diablo Municipal Water District to the Executive Committee of the ACWA JPIA.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

PASSED and ADOPTED at a Regular Meeting of the Board of Directors of the Humboldt Bay Municipal Water District this 9<sup>th</sup> of February 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

Attest:

\_\_\_\_\_  
Neal Latt, Board President

\_\_\_\_\_  
J. Bruce Rupp, Board Secretary



## David Drake



### President

**Current Term:** 2021- 2024

**Terms of Service:** 4

Mr. David Drake was appointed to the Board of Directors in January of 2006 as the Division II representative of Rincon del Diablo Municipal Water District's Parent District and Improvement District "E." Mr. Drake currently serves as Rincon Water's Board President and on the *Sewer* and the *Operations: Engineering and Long Range Planning* committees and as an alternate on the *Audit* committee. Mr. Drake serves on the Association of California Water Agencies (ACWA) Energy Committee, is Rincon Water's representative to the ACWA Joint Powers Insurance Authority (ACWA/JPIA) and serves on the ACWA/JPIA Worker's Compensation Committee. In May of 2015 he was elected to the Executive Committee of the ACWA/JPIA.

Mr. Drake has served in engineering and management roles since 1974. He was a Member of the Technical Staff at the Jet Propulsion Laboratory, Manager of Engineering at Oak Industries, Software Unit Manager at Digital Equipment Corporation, CIO and VP at Mitchell International, Internet Service Architect at SAIC, and Co-founder and Enterprise Architect of SmartCover Systems in Escondido, CA. He holds 14 US and five foreign patents. He won a First Place Design Award from the Electrical Engineering Times. He is active in the AWWA, Institute of Electrical and Electronics Engineers (IEEE) and the American Association for the Advancement of Science (AAAS). He is a past Chair of the Escondido Planning Commission and served as the City of Escondido's representative to the San Diego County Water Authority, where he was a member of the *Administrative/Finance* and *Engineering* committees. He graduated from Caltech in Electrical Engineering and is a Life Member of the Caltech Alumni Association. In 2017 he was named a Life Member of Institute of Electrical and Electronics Engineers (IEEE) and was awarded his Masters Degree in Electrical Engineering from USC. In 2020, he was named as the Industry Icon of Water and Wastes Digest.

Mr. Drake has lived in Escondido since 1979 and has been married to Virginia for 37 years. He is an active Radio Amateur holding an Extra Class License. He spent a year building an observatory in the back yard and is interested in astronomy, seismology, energy, water, and information systems. He is the former President of the FBI Infragard Chapter in San Diego and is a graduate of the FBI and Justice Department Citizen's Academy



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## **BOARD OF DIRECTORS MEETING AGENDA**

January 26, 2023 -Thursday, 3:30 p.m.

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### **COVID-19 NOTICE**

#### **RCEA AND HUMBOLDT BAY MUNICIPAL WATER DISTRICT OFFICES WILL NOT BE OPEN TO THE PUBLIC FOR THIS MEETING**

Pursuant to the AB 361 Brown Act open public meeting law revisions signed into law on September 16, 2021, and Governor Newsom's State of Emergency Proclamation of March 4, 2020, this meeting will not be convened in a physical location. Board members will participate in the meeting via an online Zoom video conference.

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**To listen to the meeting by phone**, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 819 7236 8051. **To watch the meeting online**, join the Zoom webinar at <https://us02web.zoom.us/j/81972368051>.

**You may submit written public comment** by email to [PublicComment@redwoodenergy.org](mailto: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.

**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 unmute your phone or computer. You will have 3 minutes to speak.

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."

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In compliance with the Americans with Disabilities Act, any member of the public needing special accommodation to participate in this meeting should call (707) 269-1700 or email [Ltaketa@redwoodenergy.org](mailto:Ltaketa@redwoodenergy.org) at least 3 business days before the meeting. Advance notice enables RCEA staff to make their best effort to reasonably accommodate access to this meeting while maintaining public safety.

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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 of Directors, including those received less than 72 hours prior to the RCEA Board meeting, will be made available to the public at [www.redwoodenergy.org](http://www.redwoodenergy.org).

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## **OPEN SESSION** Call to Order

### **1. BOARD APPOINTMENTS**

#### **1.1. Election of Officers and Community Advisory Committee Liaisons**

Select the RCEA Board Chair and Vice Chair to serve through January 2024 and authorize them as signers on RCEA bank accounts.

Appoint a Board Liaison, and an alternate liaison if desired, to the Community Advisory Committee to serve through January 2024.

#### **1.2. Board Subcommittee Member Assignment**

Determine whether the standing Finance Subcommittee should continue its work.

Appoint up to four Directors to serve on the standing Finance Subcommittee for one-year terms ending on the first regular Board meeting of 2024.

Recruit up to three additional Director-volunteers to serve on the ad hoc Building Subcommittee, which will be dissolved after a new office location is secured.

### **2. REPORTS FROM MEMBER ENTITIES**

### **3. ORAL 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 December 15, 2022, Board Meeting.

**4.2** Approve Disbursements Report.

**4.3** Accept Financial Reports.

**4.4** Approve the 2023 RCEA Board of Directors Meeting Calendar.

**4.5** Extend Resolution No. 2022-6 Ratifying Governor Newsom's March 4, 2020, State of Emergency Proclamation and Authorizing Remote Teleconference Meetings of RCEA's Legislative Bodies, for the Period January 26, 2023, through February 25, 2023, Pursuant to Brown Act revisions of AB 361.

**4.6** Approve Updated and Unchanged Community Choice Energy Weighted Board Vote Distribution.

**4.7** Approve Amendment No. 8 to Agreement for Employment of Executive Director with Matthew Marshall.

### **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. Feed-In Tariff Projects Update (Information only.)

6.2. Net Energy Metering Successor Tariff Update

Accept update on net billing tariff.

6.3. Energy Independence and Resilience Project Financing Solicitation

Direct RCEA staff to issue a request for proposals for bond development and issuance services and federal tax law expertise to identify suitable financing mechanism(s) for one or more of the shortlisted projects.

### **7. NEW CCE BUSINESS**

7.1. 2023 Zero-Emission Resource Mid-Term Reliability Request for Offers

1. Authorize staff to issue the 2023 Request for Offers for Zero-Emission Resources, in accordance with the terms and conditions of the August 26, 2022, Request for Offers for Zero-Emission Resources.
2. Establish an ad hoc Board offer review committee to review and approve the following actions provided they are consistent with the RFO: (i) the offer shortlist, (ii) replacement of offers on the shortlist if negotiations with a shortlisted respondent are discontinued, and (iii) continued negotiations with a shortlisted respondent whose offer changes during the negotiation process.
3. Authorize staff to engage with the shortlisted respondents, including execution of exclusivity agreements, collection of shortlist deposits, and negotiation of contract terms, prior to full Board review and approval of resulting contracts.

## **END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS**

### **8. OLD BUSINESS**

8.1 Revisions to California Community Power Project Participation Share Agreements & Tumbleweed Long-Duration Energy Storage Agreement Amendment

Approve Resolution 2023-1 Approving the Tumbleweed Energy Storage Services Agreement Amendment and Resolution 2023-2 Approving the Four CC Power Project Participation Share Agreement Amendments.

### **9. NEW BUSINESS**

9.1 Yurok Tribe's Interest in Joining RCEA

Provide direction to staff on next steps.

**9.2 City of Blue Lake Memorandum of Understanding for Biomass Plant Site Energy Storage**

Approve Memorandum of Understanding Between Redwood Coast Energy Authority and City of Blue Lake to Collaborate on Development of Energy Storage and authorize the Executive Director to execute said Memorandum of Understanding.

**9.3 Resource Adequacy Swap Agreements with Valley Clean Energy for Mid-Term Reliability Compliance**

Approve Resolution 2023-3 authorizing the Executive Director to execute the VCE-RCEA Mid-Term Reliability Resource Adequacy Agreement and the RCEA-VCE System Resource Adequacy Agreement.

**9.4 Financial Auditor Update**

1. Approve engagement with Baker Tilly US, LLP for independent accounting services and authorize the Executive Director to execute all applicable documents.
2. Approve replacing the annual audit with audits covering two-year periods for the years ended June 30, 2018, June 30, 2019, June 30, 2020, and June 30, 2021.

**10. STAFF REPORTS**

**10.1 Executive Director's Report on Airport Microgrid Disaster Performance, Offshore Wind Development and Other Subjects As Needed**

**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. CLOSED SESSION**

**12.1 Conference with real property negotiators pursuant to Government Code § 54956.8 in re: APNs 001-141-005 and 001-141-006; RCEA negotiator: Executive Director; Owner's negotiating party: Wells Commercial; Under negotiation: price and terms.**

**13. RECONVENE TO OPEN SESSION**

**14. CLOSED SESSION REPORT**

**15. ADJOURNMENT**

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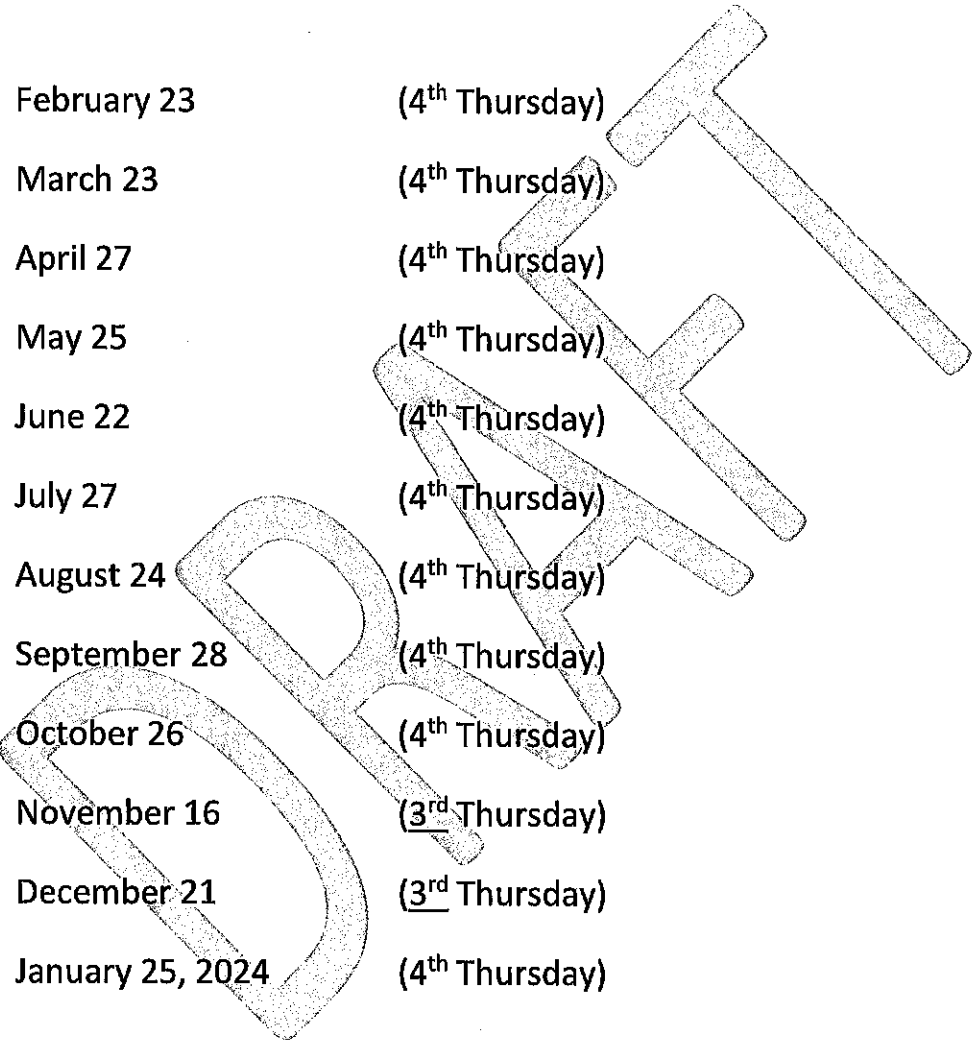
**NEXT REGULAR MEETING**

Thursday, February 23, 2023, 3:30 p.m.

This will be a teleconference meeting. Online and phone participation will be available via Zoom.

**Redwood Coast Energy Authority**  
**Board of Directors**  
**2023 REGULAR MEETING SCHEDULE**

Meetings begin at 3:30 p.m.



February 23	(4 <sup>th</sup> Thursday)
March 23	(4 <sup>th</sup> Thursday)
April 27	(4 <sup>th</sup> Thursday)
May 25	(4 <sup>th</sup> Thursday)
June 22	(4 <sup>th</sup> Thursday)
July 27	(4 <sup>th</sup> Thursday)
August 24	(4 <sup>th</sup> Thursday)
September 28	(4 <sup>th</sup> Thursday)
October 26	(4 <sup>th</sup> Thursday)
November 16	(3 <sup>rd</sup> Thursday)
December 21	(3 <sup>rd</sup> Thursday)
January 25, 2024	(4 <sup>th</sup> Thursday)



Redwood Region Economic Development Commission  
 325 2nd Street, Suite 203, Eureka, California 95501  
 Phone 707.445.9651 Fax 707.445.9652 www.tredc.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/83590407053?pwd=dGRYYWZSSnl3NmJLNctML0swZXFmQT09>

Meeting ID: 835 9040 7053

Passcode: 316936

One tap mobile +16699006833 83590407053# \*316936#  
 +16694449171 83590407053# \*316936#

**January 23, 2023 at 6:30 pm PT**  
**AGENDA**

- I. **Call to Order**
- II. **Approval of Agenda**
  - A. Approval of Agenda for January 23, 2023
- III. **Public Input for non-agenda items**
- IV. **Consent Calendar**
  - A. Approval of Minutes of the Board of Directors Meeting: October 24, 2022
  - B. Acceptance of Agency-wide Financial Reports: December 31, 2022
- V. **Program – Welcoming of New Members and Overview of RREDC Program and Activities**
- VI. **New Business**
  - A. Review of EDA Management Decision Letter regarding Finding in FY 2021 Single Audit
  - B. Election of Board Officers and Executive Committee Members
  - C. Election/Reappointment of Board Member to Loan Committee
  - D. Authorization of Members of Board of Directors as Signatory on Bank Accounts
- VII. **Old Business**
- VIII. **Reports – No Action Required**
  - A. Executive Director's Report
  - B. Loan Portfolio Report:
- IX. **Member Reports**
- X. **Agenda/Program Requests for future Board of Directors Meetings**
- XI. **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 accommodations.*

**RREDC**  
**Member**  
**Agencies**

Cities Arcata · Blue Lake · Eureka · Ferndale · Fortuna · Rio Dell · Trinidad  
 Community Services Districts Humboldt · Manila · McKinleyville · Orick · Orleans · Redway · Willow Creek  
 Humboldt Bay Harbor, Recreation and Conservation District · Humboldt Bay Municipal Water District  
 County of Humboldt · Hoopa Valley Tribe · Redwoods Community College District