

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

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1. **ROLL CALL**

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

2. **FLAG SALUTE**

President Fuller led the flag salute.

3. **ACCEPT AGENDA**

**ACTION: Motion to accept Agenda**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 5-0 to approve

4. **PUBLIC COMMENT**

No public comment was received.

5. **MINUTES**

a. July 11, 2024, Regular Board Meeting Minutes

**ACTION: Motion to accept July 11, 2024, Regular Board meeting minutes with edit**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 4-0 to approve as amended. Director Wheeler abstained.

President Fuller noted one punctuation edit.

b. July 29, Special Board Meeting Minutes

**Action: Motion to accept July 29, 2024, Special Board meeting minutes with edits**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 4-0 to approve minutes as amended. Director Wheeler abstained.

President Fuller noted one punctuation edit and suggested one sentence edit to section 9.c.

c. August 2, Special Board Meeting Minutes

**Action: Motion to accept August 2, 2024 Special Board meeting minutes**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 5-0 to approve

6. **CONSENT AGENDA**

**ACTION: Motion to accept Consent Agenda**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 5-0 to approve less item 6.b

Director Woo requested to pull item 6.b.

**ACTION: Motion to accept Consent Agenda item 6.b**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 5-0 to approve

The Board briefly discussed item 6.b.

7. **CORRESPONDENCE**

No correspondence was received this month.

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

---

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**8. CONTINUING BUSINESS**

a. Public Hearing of Ordinance 12 – Conflict of Interest Code

**ACTION: Motion to approve Ordinance 12 - Conflict of Interest Code**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 5 yes 0 no to approve by roll call vote  
Directors Lindberg, Rupp, Wheeler, Woo and Fuller voted yes.

Staff brought forth the amended Ordinance 12-Conflict of Interest Code. Public hearing was opened, no public comment was received. Public hearing was closed.

b. Public Hearing of Public Hearing of Ordinance 17 – Directors Compensation

**ACTION: Motion to approve Ordinance 17 – Directors Compensation**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 5 yes-0 no to approve by roll call vote  
Directors Lindberg, Rupp, Wheeler, Woo and Fuller voted yea

Ms. Harris gave a brief history on this item for our new Director’s benefit. Public hearing was opened, no public comment was received. Public hearing was closed.

c. Salary Survey

**ACTION: Motion to approve phase one, 6.8% increase effective October 1, 2024**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 5-0 to approve

Ms. Harris gave a brief history of this project before outlining in great detail the specifications of the findings of RGS, the firm hired by the District to conduct this salary survey. Staff recommends approving a 6.8% across-the-board compensation increase for District employees to be funded with a combination of budget savings and District Reserves. Subsequently, adjustments in compensation would be made based on the nature of the job description, with these increments to be implemented over a period of three years. These adjustments would be presented to the Board for their approval during the annual budget presentation. The Board asked several questions throughout the presentation, an in-depth discussion followed.

**8.1 Water Resource Planning**

a. Local Sales

i. Nordic Aquafarms

**Non Action item**

No update was reported.

ii. Trinidad Rancheria Mainline Extension

**Non Action item**

No update was reported.

iii. Blue Lake Rancheria Mainline Extension

**Non Action item**

No update was reported.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

**Non Action item**

Mr. Friedenbach shared an overview of the offshore wind presentation he and Mr. Davidsen attended.

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



Minutes for Regular Meeting of the Board of Directors

August 14, 2024

---

---

b. Transport

**Non Action item**

No update was reported.

c. Instream Flow

**Non Action item**

No update was reported.

**8.2** McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. Status update

i. July Monthly Summary Report

**Non Action item**

Mr. Friedenbach reported DTSC has reviewed and approved the data gap workplan. The completed workplan can now be found on Envirostor.com.

ii. July Quarterly Report

**Non Action item**

Directors Fuller, Lindberg, and Mr. Friedenbach attended the July quarterly meeting with DTSC, Humboldt Waterkeeper, SWAPE and EPA. Director Fuller reported the next step will be to write a letter from the District expressing our concerns regarding the cleanup that is needed at the former McNamara and Peepe site.

iii. Data Gaps Site Investigation

**Non Action item**

After fieldwork completion, SHN will submit a report documenting activities implemented in accordance with the data gap workplan.

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

**Non Action item**

These are included for informational purposes.

**9. NEW BUSINESS**

a. Humboldt County CAO office presentation RE Prioritizing Essential Services in an Era of Natural Disasters

**Non Action item**

Sean Quincy with Humboldt County Administrator's office and Thomas Mattson with the County's Public Works Department gave a presentation sharing the intent behind the proposed 1% sales tax initiative that will appear on the ballot in the November general election. Mr. Quincy asked the Board to remain informed about this matter.

b. California for Alternatives to Toxics vs Kern Construction

**Non Action item**

Mr. Friedenbach reported on this topic, stating in June and July he received numerous phone calls from concerned local residents expressing their concern regarding Kern Construction and the

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

---

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supposed impact of water from their site flowing into adjacent streams. Mr. Friedenbach clarified that the District was not a regulatory body. He suggested they should reach out to different authorities like the California Department of Fish and Wildlife or the Water Resources Control Board. The topic was shared with the Board to keep them informed about the situation on Glendale Drive near the McNamara and Peepe site.

**10. REPORTS (from STAFF)**

**10.1 Engineering –**

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

**Non Action item**

Mr. Friedenbach presented a brief summary of initial conversations held between Kerry McNamee and Suzie Fortner the newly appointed Executive Director of Friends of the Dunes. They have also initiated preliminary discussions with the Bureau of Land Management regarding possible mitigation partnership opportunities.

b. Reservoirs Seismic Retrofit Project

**Non Action item**

i. Proposal to Construct New Samoa Tank In lieu of Retrofit

**ACTION: Motion to approve proposal to construct new Samoa Tank in lieu of Retrofit contingent on a no cost increase and permit approval**

**Maker:** Director Woo **Second:** Director Lindberg **Vote:** 5-0 to approve

Paso Robles Tank has offered the option of constructing an entirely new tank for Samoa, in lieu of retrofitting the existing one. They propose doing this for the same contract price and timeline established. Because this is a FEMA Hazard Mitigation Grant funded project, a change in scope of work under the grant must be filed and evaluated by FEMA. This could take months to occur.

c. Essex Onsite Sodium Hypochlorite Generation Project

**Non Action item**

90% design and specs have been created for this project and sent to Mr. Davidsen and Mr. Friedenbach. Comments from their reviews were submitted to GHD.

d. Collector Mainline Redundancy

**Non Action item**

No update received. This project change in scope of work is still in review with FEMA.

e. Matthews Dam Advance Assistance Seismic Stability Project

**Non Action item**

No update received.

f. TRF Generator

**Non Action item**

The District received a letter from FEMA noting the formal award of phase two funding for the project. Pace Engineering is moving forward with the design plans.

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

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- g. Status report re: Other engineering work in progress

**Non Action item**

No update was reported.

**10.2 Financial**

- a. July 2024 Financial Statement & Vendor Detail Report

**ACTION: Motion to accept Financial Statement & Vendor Detail Report in the amount of \$917,143.60**

**Maker:** Director Rupp **Second:** Director Woo **Vote:** 5-0 to approve

Ms. Harris presented the July financial statement & vendor detail report. The General Account balance is \$14 million. The various investments balance is \$5.3 million. The advanced charges are \$5.3 million with a general reserve of \$4.5 million.

- b. Fieldbrook-Glendale contract revenue and Expense Summary

- i. June report

**Non Action item**

This section has been broken out for transparency. The June report was not included in the July Board meeting, so it is being included this month.

- ii. July report

**Non Action item**

This section has been broken out for transparency.

- c. Update bank signature cards for new Director

**ACTION: Motion to approve and update U.S. bank and Humboldt County signature cards**

**Maker:** Director Lindberg **Second:** Director Woo **Vote:** 5-0 to approve

Due to Director Latt stepping down, the signature cards need to be updated to include Director Wheeler's signature and delete Director Latt.

**10.3 Operations**

- a. July Operations Report

**Non Action item**

Mr. Davidsen presented the July operations report, with no significant changes or updates.

**10.4 Management**

- a. ACWA Headwaters Work Group

**Non Action item**

Mr. Friedenbach reported on his attendance of the ACWA headwaters work group, noting the Headwaters brochure needs updating.

- b. Tripepi Smith – GM Recruitment

**Non Action item**

Kylie Sun and Christine Martin with Tripepi Smith attended Via Zoom. They gave a brief update on the General Manager recruitment process so far, including next steps. After a brief discussion the Board directed staff that should there be insufficient applications received by the cut-off date August 23<sup>rd</sup>, to extend the application deadline by a week. A

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

---

Special Board meeting was scheduled for September 4<sup>th</sup> to discuss candidate interviews.

**11 DIRECTOR REPORTS & DISCUSSION**

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

a. Fill vacant Director committees

i. Trinity County Master Lease Committee

**ACTION: Motion to appoint Director Woo to join the Trinity County Master Lease Committee**

**Maker:** Director Lindberg **Second:** Director Wheeler **Vote:** 5-0

The Board voted to fill the Trinity County Master Lease Committee vacancy left by Director Latt's departure.

ii. Mad River policy Committee

**ACTION: Motion to appoint Director Lindberg to join the Mad River policy Committee**

**Maker:** Director Woo **Second:** Director Wheeler **Vote:** 5-0

The Board voted to fill the Mad River policy Committee vacancy left by Director Latt's departure.

**11.2 ACWA**

Director Rupp reported on his attendance of the budget subcommittee meeting on July 24<sup>th</sup>.

a. ACWA's 12<sup>th</sup> annual Membership Appreciation Month

**Non Action item**

Mr. Friedenbach shared that August is ACWA member appreciation month. The District received a letter from the president and vice president of ACWA expressing their appreciation of the District's participation.

**11.3 ACWA – JPIA**

a. JPIA property

**Non Action item**

Director Rupp included this item for informational purposes.

b. JPIA Employee Benefits

**Non Action item**

Director Rupp included this item for informational purposes.

c. JPIA Wellness Grant 2024

**Non Action item**

The District applied for and was granted the 2024 wellness grant in the amount of \$1120.00.

**11.4 Organizations on which HBMWD Serves**

a. RCEA:

**Non Action item**

The July RCEA meeting was cancelled.

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



Minutes for Regular Meeting of the Board of Directors  
August 14, 2024

---

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b. RREDC:

**Non Action item**

Director Lindberg reported on the July 22<sup>nd</sup> meeting he attended with no significant updates.

**ADJOURNMENT**

The meeting adjourned at 2:36 pm.

Attest:

A handwritten signature in blue ink that reads "Michelle Fuller".

Michelle Fuller, President

A handwritten signature in blue ink that reads "Bruce Rupp".

Bruce Rupp, Secretary/Treasurer