

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors  
From: Contessa Dickson/John Friedenbach  
Date: July 29, 2024  
Subject: Division 1 Director Appointment

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**Discussion:**

In the past the District has followed the appointment process laid out in the Board Governance Manual for replacing a Director by the appropriate 60-day timeline. (per Government Code 1780). To accomplish this within the required timeframe, the Board needs to make their appointment decision by August 14, 2024. The remainder of the term will end December 2024.

Whenever a vacancy occurs in the office of director, it will be filled pursuant to Section 1780 of the Government Code, by a qualified person, who shall be a resident of the division in which the vacancy occurred. Key provisions of Section 1780 of the Government Code are as follows:

- The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term.
- The county elections office must be notified within 15 days of the appointment.  
(Water Code Section 71250 and Government Code 24200)

**The timeline:**

- Director Neal Latt resigned June 15, 2024 (Completed)
- The county elections office must be notified of vacancy within 15 days, per Government Code 1780. (Completed)
- Post vacancy (applications due July 18, 2024) (Completed)
  - Advertisement 2 weeks with North Coast Journal (Completed)
  - Flyers posted in three public locations (Completed)
    - Eureka Co-Op, Eureka Natural Foods, Samoa Post Office, Fire Department Peninsula CSD, and Pierson's Building Center
  - The flyer will be posted at the District office and on HBMWD website (Completed)
- July 11 2024, regular Board meeting to review applications. (Completed)
- July 12, 2024, Distribute Candidate Questions form. (Completed)
- July 29, 2024, Interview applicants. Make appoint of Division 1 Director
  - Notify County Elections Department
- August 14, 2024, Swearing in of new Director at the Regular Board meeting

**Recommendation:**

Staff recommends the Board decide to appoint the new Director today. This would allow the new Director to go to the Office of Elections Tuesday the 30<sup>th</sup> to file a Candidate Statement as an incumbent for the November 5<sup>th</sup> election for the next term (2024-2028).

Alternatively, the Board could make the decision to appoint at the next regular Board meeting August 14, 2024. Delaying until August 14<sup>th</sup> would prevent the new Director from filing a Candidate Statement as an incumbent for the November 5<sup>th</sup> election. The deadline to file a Candidate Statement is August 9<sup>th</sup>.

July 19, 2024

Humboldt Bay Municipal Water District (HBMWD)

Re: Vacant Board Seat

HBMWD:

Please accept this letter as a request to be considered for the vacant board position, district one.

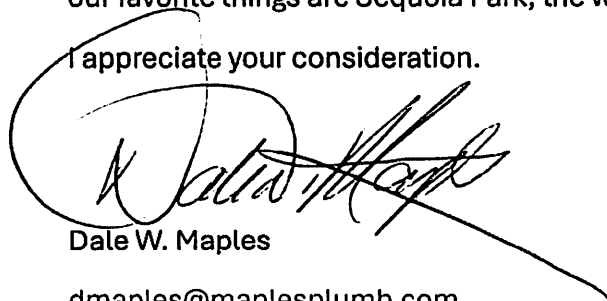
My career resume is short. I have been involved with the Maples plumbing companies for my entire working career, 43 years. I am currently the CEO. I will disclose here, should there be a conflict, that our company is part of the safe distribution of domestic water. We employ certified backflow testers, maintain backflow devices, and install new backflow devices. Through this experience I have become familiar with and developed a passion for safe and reliable water distribution.

Civically, I served as the president of the Humboldt Builders Exchange from 1996-1998. I am a past president and member of Old Town Rotary, Eureka.

Personally, I am a Eureka native. I live within district one at 305 Sonoma Street. I have been married to Jillaine for 36 years. We have nine children and six grandchildren.

Jillaine and I love Humboldt County. We have taught our children to do the same. Some of our favorite things are Sequoia Park, the waterfront trail, and Old Town.

I appreciate your consideration.

A handwritten signature in black ink, appearing to read "Dale W. Maples", is written over a large, circular scribble. The signature is fluid and cursive.

Dale W. Maples

dmaples@maplesplumb.com

707 499-0147

June 25, 2024

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

Dear Members of the Board,

I am writing to express my interest in the Director position at the Humboldt Bay Municipal Water District. If appointed, I would bring my experience and enthusiasm to the position.

In my day job, I am the executive director of the Environmental Protection Information Center (EPIC), a local environmental advocacy group. I have extensive board experience, and have served on the board of directors for the Northcoast Environmental Center, Humboldt Waterkeeper, the Coalition for Responsible Transportation Priorities, and the Redwood Coalition for Climate and Environmental Responsibility. I hold a Juris Doctorate with a specialization in environmental law from the University of Washington School of Law. In my professional and academic career, I have studied and applied water law, public land management, and other topics related to the position. Thus, it may be unsurprising I am keenly interested in the District's mission to protect the watershed of the Mad River and have tracked the District's work to develop an in-stream water flow dedication to protect its water right.

As a Eureka homeowner and customer of the Water District, I am also equally passionate about reliably delivering high-quality water to customers at a fair cost. I am proud of our local tap water and ensuring that it remains clean and reliable is important to me. In this way, the work of the Water District is foundational to the health and success of our community. I would be honored to work to continue that tradition.

I am confident that my expertise, combined with my passion for environmental stewardship, would make a significant contribution to the Humboldt Bay Municipal Water District. I am eager to bring my skills and experiences to help advance your mission. Thank you for considering my application. I look forward to the opportunity to discuss how I can help the Water District continue its good work.

Warm regards,

Tom Wheeler

**Humboldt Bay Municipal Water District**

To: Board of Directors  
From: John Friedenbach  
Date: July 29, 2024

Re: Engineering Contract Award – TRF Generator Project

**Discussion**

As the Board is aware, the District received a FEMA Hazard Mitigation Grant, DR4558389-056R, for the installation of a backup generator at the Turbidity Reduction Facility (TRF). Under our Federal procurement procedures, an RFQ was published on January 27, 2023. Response SOQ's were received by the District on March 15, 2023 by 3:00 p.m. An SOQ review team was assembled and completed their review on March 24, 2023 with their recommendation to select Pace Engineering as the preferred respondent for both Phase 1 and 2. In accordance with our procurement policy, staff began to negotiate a contract for engineering services with Pace Engineering for the Project.

Staff is negotiated engineering services fees with Pace Engineering for the Phase 1 of the Project which the Board awarded on April 13, 2023.

Phase 1 60% design work has been completed by Pace Engineering and accepted by FEMA. We recently received notification of Phase 2 grant award by FEMA. Staff has negotiated Phase 2 costs with Pace Engineering in the amount of \$432,000. The grant award for Phase 2 engineering is \$441,000.

**Staff Request**

Staff recommends that the Board authorize a contract with Pace Engineering for professional services for the Turbidity Reduction Facility Power Resiliency Generator Project Phase Two in the amount of \$432,000, and direct staff to prepare and execute the necessary contract.

**Next Steps**

Complete Phase 2 engineering tasks. Bid and construct the project. Submit all Phase 2 deliverables to FEMA and CalOES.

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
PO BOX 95, EUREKA CA 95502-0095  
828 SEVENTH STREET, EUREKA CA 95501-1114**

Telephone (707) 443-5018 - FAX (707) 443-5731

**First Amendment to Professional Services Agreement with  
Pace Engineering, Inc. dated April 13, 2023**

**To:** Pace Engineering, Inc. **Date:** July 29, 2024  
5155 Venture Parkway  
Redding, CA 96002

The undersigned Contractor offers to furnish the following:

This amendment replaces the origina Exhibit A Phase 2 services and fees with the  
**Turbidity Reduction Facility Generator Phase II services outlined in the attached  
Scope of Services dated July 23, 2024.**  
All other terms and conditions contained in the origianl agreement remain unchanged.

Contract Price, Not to exceed \$ 432,000.00

**Public Works project - subject to prevailing wage**  
CSLB License Number: \_\_\_\_\_  
PWC Registration Number : \_\_\_\_\_

Completion Date: August 28, 2026

**Instructions: Sign and return original. Upon acceptance by the Humboldt Bay Municipal Water District, a copy will be signed  
by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).**

**Accepted: Humboldt Bay Municipal Water District**

**Contractor:** \_\_\_\_\_  
(Business name)

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Other Authorized Representative(s)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Authorized Representative(s)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



July 23, 2024

3073.01

John Friedenbach, General Manager  
Humboldt Bay Municipal Water District  
828 7<sup>th</sup> Street  
Eureka, CA 95501  
friedenbach@hbmwd.com

Dear John,

Subject: Turbidity Reduction Facility (TRF) Generator Project  
Phase II Proposal

PACE Engineering, Inc. (PACE) appreciates the opportunity to submit this proposal for the additional Phase II engineering services of the TRF Generator Project for Humboldt Bay Municipal Water District (District). It is understood that Phase II services were not included as part of the original agreement and that the end of Phase I and requirements from FEMA have altered the Scope of Services previously established in the original proposal. The scope of these Phase II services is to complete the 60% design that was submitted as the final part of Phase I for the installation of a new 750kW emergency generator and supporting electrical equipment. The new and existing generator and transfer switches will need to be altered to be controlled by supervisory control and data acquisition (SCADA) when utility power is unavailable. Generator and transfer switches shall operate based upon the current plant process needs and backwash sequencing. Based upon our knowledge of the project and review of the available information, the Scope of Services shall be as shown below:

## **SCOPE OF SERVICES**

### **TASK 8 – PROJECT MANAGEMENT**

1. Attend and document design meetings, prepare project correspondence, maintain project files, and manage the design team.
2. Prepare meeting agenda for design review, pre-construction, and construction meetings.
3. Ensure project scope is consistent with the grant application and other agreements, and ensure compliance with grant program and funding agreement requirements.
4. Provide quality control and quality assurance of all work products.

### **TASK 9 – FINAL SURVEY (PROJECT CLOSEOUT)**

1. Attend a final site visit inspection and prepare final punch list.
2. Review operations and maintenance submittals for new generator and transfer switch.

3. Prepare Record Drawings from the As-Built markups provided by the Contractor. The original Engineer's stamp shall be maintained on the Record Drawings. Record Drawings shall be provided to the District in AutoCAD and PDF formats.
4. Assist the District in preparing final Notice of Completion.

## **TASK 10 – FINAL ENGINEERING DESIGN**

1. Prepare and submit 90% documents for the project sufficient for the District and other regulatory agencies to perform their reviews. 90% engineering design services shall include the following, but are not limited to:
  - a. Respond to and incorporate all 60% comments received from the District and other regulatory agencies.
  - b. Evaluate existing electrical loads at the site as required to perform generator sizing calculations.
  - c. Confirm the size of the new standby generator, subbase fuel tank, sound-attenuated enclosure, and associated stairs and platforms to ease of access. Determine equipment and pad dimensions and incorporate into the design plans.
  - d. Design and provide site improvement plans for the new driveway and fencing modifications.
  - e. Design and provide details for cast-in-place concrete pads.
  - f. Prepare design calculations, plans, technical specifications, and engineer's cost estimates.
  - g. Update project schedule as required.
  - h. 90% Design Review Meeting (virtual).
2. After the 90% review, PACE will proceed into final engineering design services, which shall include the following, but are not limited to:
  - a. Respond to and incorporate all 90% comments received from the District and other regulatory agencies.
  - b. Coordination with all utilities required to ensure horizontal and vertical conflicts are identified and resolved through design or relocation.
  - c. Final design drawings will be stamped and signed by the Responsible Engineer and shall be provided on 22-inch by 34-inch paper. Specifications and engineer's cost estimates shall be provided on 8.5-inch by 11-inch paper.
  - d. Electronic copy of final drawings, font, and library files in AutoCAD format.
  - e. Final design calculations.
  - f. Final technical specifications.
  - g. Final engineer's cost estimate.
  - h. The plans and specifications will be submitted to the District for plan check review.

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Humboldt Bay Municipal Water District  
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July 23, 2024  
3073.01

## **FEE**

Our proposed time-and-materials fee for completing the identified Scope of Services is as follows:

### **PHASE II**

Task 8 – Project Management:	\$43,500
Task 9 – Final Survey:	\$36,000
Task 10 – Final Engineering Design:	\$100,000
Task 11 – CEQA Document:	\$45,000
Task 12 – County and Air Board Permitting:	\$27,500
Task 13 – Construction Management:	<u>\$180,000</u>
<b>Phase II Total:</b>	<b>\$432,000</b>

Prevailing wage rates will apply for topographic surveying and construction observers because the project is publicly funded.

CEQA Categorical Exemption for the project is expected because of the environmental and cultural studies conducted as part of Phase I.

If the Scope of Services and fee are agreeable, please send an Agreement amendment for our signature, authorizing us to begin work. We will dedicate the resources necessary to complete the design tasks as required and do not anticipate any problems beginning immediately after receiving authorization to proceed.

Let me know if there are any questions regarding the Scope of Services or fee.

Sincerely,



Bryan Gentles  
Associate Engineer

### **TASK 11 – CEQA DOCUMENT**

1. Assist the District with preparing California Environmental Quality Act (CEQA) documentation for the project, which is anticipated to be a Notice of Exemption.
2. Review all relevant Federal Emergency Management Administration (FEMA) and National Environmental Policy Act (NEPA) requirements and ensure compliance throughout the project.

### **TASK 12 – COUNTY AND AIR BOARD PERMITTING**

1. Prepare permit applications for the generator installation, including all relevant Air Quality Management District (AQMD) permitting.
2. Assist the District with revising their Hazardous Materials Business Plan.

### **TASK 13 – CONSTRUCTION MANAGEMENT**

1. Aid the District throughout the bidding process. This work will include the following:
  - a. Assist the District with preparing a final bid package for prospective Contractors.
  - b. Attend a pre-bid site visit meeting to show prospective bidders the project and to answer questions.
  - c. Assist the District with responses to technical questions from the Contractors or Suppliers during bidding.
  - d. Provide drawings, modifications, and clarifications through the bidding process as required to clarify design intent.
  - e. Prepare any necessary addendums to the Contract Documents.
  - f. Assist the District with reviewing and evaluating bids for compliance with the construction documents and state law.
  - g. Assist the District and Board of Directors with preparing a recommendation of award.
2. Provide construction administrative services throughout the construction of the project. This work will include the following:
  - a. Attend a pre-construction meeting with the District and awarded Contractor.
  - b. Provide construction staking for the project.
  - c. Assist the District with submittal reviews, preparation of change orders, and respond to requests for information (RFIs) related to design technical issues encountered.
  - d. Provide design intent clarifications.
  - e. Provide part-time Construction Observer services for key construction milestones, such as trench inspections, concrete forms, conductor terminations, and startup and testing of the new equipment.