

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



**Minutes for Regular Meeting of the Board of Directors**  
January 9, 2025  
9:00 am

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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. General Manager John Friedenbach, Assistant General Manager Michiko Mares, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were present. District Engineer Nate Stevens was present for a portion of the meeting.

**2. FLAG SALUTE**

President Fuller led the flag salute.

**3. ACCEPT AGENDA**

**ACTION: Motion to accept Agenda**

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

Item 10.2.d was added to this Board meeting after the agenda was published due to the information not being received in time. The Board unanimously agreed to accept the addition of this item.

**4. PUBLIC COMMENT**

No public comment was received.

**5. MINUTES**

a. December 12, 2024, Regular Board Meeting Minutes

**ACTION: Motion to approve December 12, 2024, Regular Board meeting minutes**

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

Director Lindberg noted on item 11.4.d that the proposed fish market was being put on by North Coast Growers Association and is supported by RRDEC.

**6. CONSENT AGENDA**

**ACTION: Motion to approve Consent Agenda**

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

**7. CORRESPONDENCE**

a. Email from Dan Edrich

**Non Action item**

Mr. Friedenbach reported Dan Edrich requested the email he sent to the District be shared with the Board.

**8. CONTINUING BUSINESS**

a. EV Fleet Master Conversion Report

**Non Action item**

Ruth and Katherine with Matrix Consulting Group attended via Zoom for this agenda item. Together they presented the proposed fleet electrification master plan for the District. The Board asked several questions.

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8.1 Water Resource Planning (WRP)

**Non Action item**

Director Woo received an email from two motivated Trinidad water customers, including a representative from the Trinidad Water Advisory Committee. The Board directed Mr. Friedenbach to contact the Trinidad Water Advisory Committee for clarification of intent regarding the correspondence.

a. Letter to State Water Resources Control Board

**Non Action item**

Staff was notified that the request for an extension to respond to the inquiry from the State Water Board has been formally granted.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. Status update

i. December monthly summary and quarterly report

**Non Action item**

Mr. Friedenbach noted that there is limited information to report at this time. He shared that the Soil and Groundwater Management Plan for Royal Gold, the current lessee operating their soil business on the property, was released yesterday. Ms. Mares conveyed that the report included responses to some comments made by the District in 2022; however, several concerns remain unaddressed. A short discussion followed. The next quarterly meeting with DTSC will be on January 29<sup>th</sup>.

b. Site maps & historical sampling results

**Non Action item**

These were included for informational purposes.

8.3 LAFCo Municipal Service Review

**Non Action item**

During the December Board meeting, staff provided an update concerning the Local Agency Formation Commission's (LAFCo) Municipal Service Review (MSR) for HBMWD. Following the initial release of this Board meeting agenda on January 3rd, staff received a preliminary draft of the proposed MSR for the District, which was included in the revised agenda posted on Monday January 6<sup>th</sup> before 9:00 am and included as a supplemental document for review. LAFCo's Board meeting is scheduled for January 15<sup>th</sup> and they have requested District staff to attend to provide comments on the draft MSR. A short discussion followed.

9. NEW BUSINESS

a. Pickett Peak Lease

**ACTION: Approve Pickett's Peak Lease Agreement**

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

The County of Trinity formally proposed a ten-year extension of the existing lease agreement for the Pickett Peak Communication site which is set to take effect on July 1, 2025. Staff recommended

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approving the lease extension agreement and the Board authorized and directed the General Manager to sign the lease amendment.

b. Officer and Committee Assignments

**ACTION: Approve all appointments of the Officer and Committee Assignments**

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

i. Appointment of Officers

Per California Water Code Section 71273, at the first meeting in January of each odd-numbered year, the Board shall elect one of its members President. The Board unanimously appointed Director Fuller as the President. Director Wheeler was appointed as Assistant Secretary/Treasurer.

ii. Appointments to committees

In January of every year, the Board reviews the committee assignments and makes any necessary changes. Director Wheeler will be the alternate for RCEA. Director Wheeler joined Director Rupp on the Committee to support and advance local water sales and advance consideration of "Transport" options. Director Wheeler joined the AD Hoc Committee for negotiating wholesale contracts.

c. Cal Poly Engineering Capstone Project

**ACTION: Approve Participation with Cal Poly Engineering Capstone Project**

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

In 2022, the District partnered with Cal Poly Humboldt's Environmental Resources Engineering Class senior capstone projects. Dr. Archibald inquired if the District would participate in their capstone project again for the Spring 2025 semester. Mr. Friedenbach gave a detailed description of the proposed Collector 4 project. The Board asked several clarifying questions.

d. 2025 Trades Day

**ACTION: Approve participating in the 2025 Trades Day and donating \$500**

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

In the past, the District participated in the Humboldt County Trades Day. Along with attending as a vendor, the District may donate funds to the event. Staff recommended District participation and suggested a donation of \$500..

10. REPORTS (from STAFF)

10.1 Engineering –

a. Samoa Peninsula Waterline Right-of-Way Maintenance Project  
Environmental Impact Review (EIR)

**Non Action item**

Staff continue to work through the permitting process and mitigation efforts for this project. The sections of the EIR Mr. Friedenbach has reviewed have been sent to the CEQA attorney Downey Brand for their review.

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b. Reservoirs Seismic Retrofit Project

**Non Action item**

Mr. Stevens reported progress has continued to move forward at the Korblex project location.

i. Match Commitment Letter

**ACTION: Approve submittal of Match Commitment Letter**

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

There has been no change in the grant or product budget for this project. This match commitment letter is to reassure CalOES and FEMA that the District commits the funds necessary to complete the project.

c. Essex Onsite Sodium Hypochlorite Generation Project

**Non Action item**

Mr. Friedenbach submitted the Notice to Proceed to Sequoia Construction. Construction is scheduled to commence mid-February.

d. Collector Mainline Redundancy

**Non Action item**

The Change in Scope of Work for Phase 1 of this project remains under review by FEMA. In the meantime, the California Office of Emergency Services (Cal OES) representative has requested updated funding amounts. There is a funding waitlist for this disaster, with efforts underway to incorporate additional projects into the list. Mr. Friedenbach responded to Cal OES's request and provided the budget numbers.

e. TRF Generator

**Non Action item**

Staff anticipate the next round of specs from PACE to be received next week. The plan is to have the project go out to bid by the end of this month with bids due by the end of February.

f. Matthews Dam Advance Assistance Seismic Stability Project

**Non Action item**

Request for Qualification's (RFQs) for this project were published at the end of December 2024. The deadline for submittal of Statements of Qualifications (SOQ's) is February 5th.

g. Status Report RE: Other Engineering Work

No report was received.

**10.2 Financial**

a. December 2024 Financial Statement & Vendor Detail Report

**ACTION: Motion to approve Financial Statement & Vendor Detail Report in the amount of \$356,001.56**

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

Ms. Harris presented the December financial statement & vendor detail report. The General Account balance is \$1.7 million The various investments balance is \$13.2 million. The advanced charges are \$5.5 million with a general reserve of \$4.5 million.

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**b. Fieldbrook-Glendale Contract Revenue and Expense Summary**

**Non Action item**

This section is presented for transparency.

**c. Regional Government Services (RGS) Final Salary Survey Report**

**No Action taken**

In December 2023 the District entered contract with RGS to complete a District wide salary survey. RGS provided the District with a staffing Assessment Report and a Compensation Report including updated job descriptions. After review of their findings, staff discussed and inserted suggested changes provided both by impacted staff and the Superintendent. The Board asked several questions. After discussion, staff were directed to provide a final version of the job descriptions at the February Board meeting for discussion and possible approval.

**d. O'Connor & Company Engagement Letter**

**ACTION: Approve engagement letter**

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

This item was added to the agenda under the Brown Act's "requires immediate action that cannot wait" provisions. Ms. Harris reported that Michael O'Connor, principal with O'Connor & Company—the audit firm that the District engaged over the past two years cannot begin our audit for FY24 without an approved engagement letter. Mr. O'Connor will be designated as the principal auditor for the District. Staff recommended the Board approve hiring O'Connor & Company as the District's auditor and direct the general manager to sign the proposed audit engagement letter for the fiscal year ended June 30, 2024.

**10.3 Operations**

**a. December Operations Report**

**Non Action item**

Mr. Davidsen presented the December Operations Report. In response to the 7.0 magnitude earthquake on December 5<sup>th</sup>, staff conducted multiple inspections with no damage reported. Additionally, staff are excited to announce the onboarding of a new Operations and Maintenance employee who started January 6<sup>th</sup>.

**b. Surplus Request**

**ACTION: Approve Equipment Surplus Request**

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

The District is replacing the motor on the Ruth Lake work boat with a larger motor to better meet operational needs. Staff proposed to declare the 2022 Suzuki 90 Hp boat motor as surplus.

**10.4 Management**

**a. New General Manager Open House**

**Non Action item**

Staff are planning an open house for incoming General Manager, Ms. Mares January 27<sup>th</sup> 4-6pm.

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**11 DIRECTOR REPORTS & DISCUSSION**

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

**Non Action item**

Mr. Friedenbach and Director Woo reported on their attendance of the Baduwa't documentary December 19<sup>th</sup>.

**11.2 Association of California Water Agencies (ACWA)**

No report was received.

**11.3 Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA)**

Director Rupp announced he will be attending a finance committee meeting at the end of the month.

**a. President's Special Recognition Award**

**Non Action item**

Each year at the ACWA/JPIA fall conference, the JPIA recognizes members that have a loss ratio of 20% or less in either liability, property or workers compensation programs. The District was a recipient of this award in December 2024 under the liability program.

**11.4 Organizations on which HBMWD Serves**

**a. Redwood Coast Energy Authority (RCEA):**

**Non Action item**

Director Woo reported on the Board meeting she attended December 17<sup>th</sup>, highlighting the new Executive Director for RCEA to preside over the next meeting.

**b. Redwood Region Economic Development Commission (RREDC):**

**Non Action item**

No report was shared due to the December meeting being canceled.

**ADJOURNMENT**

The meeting adjourned at 2:42 pm.

Attest:

Handwritten signature of Michelle Fuller in blue ink.

Michelle Fuller, President

Handwritten signature of Bruce Rupp in blue ink.

Bruce Rupp, Secretary Treasurer