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**Konocti County Water District
Board Meeting Minutes
July 24, 2024**

Time: 1:00 P.M.
Location: 15844 35th Ave
Clearlake Ca, 95422

1.0 Call to Order – President Priebe called the meeting to order at 1:04 pm

Board member present: All members are present

Staff Present:

GM Costner

Auditor/Board Secretary Gallizioli

**Guests: City Council Member Russell Cremer, City Manager Alan Flora
Ann Siprell – KCWD’s attorney via Zoom**

2.0 Adoption of the Agenda: This is the time to remove any Consent Agenda item(s) to discuss separately after the motion to approve the Consent Agenda.

3.0 Public Comment: This is the time for any member of the public to address the Board on any matter not on the agenda that is within the subject matter of the jurisdiction of the Board. Please complete a Board Meeting Public Comment Slip and present it to the Clerk prior to the start of the meeting. The Brown Act, with limited exceptions, does not allow the Board or staff to discuss issues brought forth under Public Comment. The Board cannot take action on non-agenda items. Please note that comments from the public will also be taken on each agenda item before consideration by the Board. Comments shall be limited to three minutes per person.

No public comment

CONSENT AGENDA: All items listed under Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or audience requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.

GM Costner requested to pull 4 and 6.
A motion was made by Director McKay to approve 5, the motion was seconded by Flora, all were in favor and the motion was carried

Consent Items:

4.0 Review/Approval of Minutes From

4.1 ** June 26, 2024 Board Meeting

4.2 ** July 9, 2024 Special Board Meeting

General Manager Costner stated he noticed some policies were included in the minutes and reminded the board that policies are not approved as part of minutes. He requested some revisions to be made to the minutes and to have the policies submitted to the Board during a meeting. A

motion was made by Director McKay to make the changes to the minutes, the motion was seconded by Director Stanley, all were in favor and the motion was passed.

5.0 Financial/Business Office Reports to be Discussed/Corrected/Approved

5.1 ** June 2024 Financial Reports

5.2 ** June 2024 Expenditure Report`

6.0 General Manager's Reports

6.1 ** Plant Status

6.2 ** Leak Report

6.3 ** Water Purchased/Sold

General Manager Costner wanted to inform the Board about water quality and things that are going on at the treatment plant. He said that it is unusual for such poor water quality when the lake is as full as it is. Due to the poor water quality a lot of the Water District's around the lake are dealing with high concentrations of manganese and brown water. He informs the Board that KCWD has done a great job of combating this issue. A motion was made by Director Flora to accept 4 and 6, seconded by Stanley, all were in favor and the motion was carried.

BUSINESS:

7.0 Business Items

7.1 Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project – General Manager Costner gave an update about the scada system and backwash system. He said that the treatment plant has met all state standards for backwashing and turbidity.

7.2 KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/ Lower Lake & Emergency Raw Water Booster Pump and Filter Media Project. – GM Costner reported the new water main on Dam Rd. is complete, all hydrants are online besides the one next to the pumphouse on Dam Rd. which will be online once the waterline that feeds the pumphouse is finished. He talked about how he is working with the City of Clearlake on paving Dam Rd. He also mentioned that progress is being made regarding the construction of the pumphouse.

7.0 Business Items

7.3 Rate Study- fiscal years 2023-2024 – General Manager Costner provided and update to the board about the progress of the rate study.

7.4 Security- revisit office building security (doors) – Nothing new to report.

7.5 Bylaws/Handbook- revisions and Updates – Nothing new to report.

7.6 AT&T Lease proposal for Eureka tank cell site – Nothing new to report.

7.7 18th Ave Low Income Apartments – Nothing new to report.

7.8 Meter Replacement Project – GM Costner gave an update about this project; he said the plant employees have been occupied with plant upgrades and other tasks but once they are finished, they will return to replacing meters.

Question: Are there a large percentage of meters that need to be replaced and what is the life expectancy of a meter?

Answer: The amount fluctuates but meters are aging and the radios are going out so they must be read manually. They are supposed to be good for 20 years, however meters that are 13 – 15 years old are needing to be replaced.

7.9 City of Clearlake – There was a brief discussion about the JPA presentation from last months meeting.

7.10 Discuss updating ordinance 94-01 – GM Costner and Auditor/Secretary Gallizioli remind the Board that this ordinance is what they run their operations on, otherwise there is nothing new to report.

7.11 Discuss creating a Facebook page for the district – Auditor/Secretary Gallizioli provided an update to the Board regarding the Facebook page. She said it is up and running and there will be weekly posts and updates.

8.0 New Business

8.1 Discuss having two regular meetings per month to keep meetings from going too long – President Priebe – General Manager Costner gave a statement to the board, he mentioned how there has been a lot of business being brought before the board and meetings have been going on too long, he suggested to limit the board meetings to 4 hours. He expressed his concern for some board members not being available for 2 meetings a month. He also suggested that they could investigate the procedure for placing items on the agenda. Director Cook made a motion to assess meeting lengths at the 3 ½ hour mark, the motion was seconded by Director McKay, Director Flora, and President Priebe were in favor, Director Stanley abstained.

8.2Clear up misunderstanding regarding Ann's invoice- President Priebe** – GM Costner provided clarification to the Board regarding this invoice.

8.3Amend bylaws to spell out duties of office for directors-President Priebe** – There was discussion amongst the board regarding this matter. KCWD attorney Ann Siprelle gave a suggestion to make some revisions regarding attendance.

8.4 Update bylaws, staff descriptions, handbook, personnel policies, and organizational chart reflecting GM supervision of all District employees for approval- President Priebe - The Board of Directors directed Auditor/Secretary Gallizioli to make updates to all things stated in 8.4. President Priebe said that all documents need to reflect the districts chain of command.

8.5 Ballpark Ave Valve Box Adjustment. City is Paving the road and charging KCWD \$8000 to adjust 5 valve boxes – GM- General manger Costner informed the board that it costs \$1600 per valve box. He explained that if the City of Clearlake would coordinate with KCWD regarding the paving projects then it could be included in KCWD's budget due to the increase in cost so that the district can coordinate it properly and have time to get bids.

8.6 Communications Committee Report- P.R. Firm Proposal Board Selection of sign proofs** – GM - After much discussion amongst the board, Director McKay made a motion to hire a P.R. Firm, the motion was Seconded by V.P. Stanley, all were in favor and the motion was passed.

8.7Bio of Board Members for LCWD Webpage – GM** - The Board of Directors were provided with a form to create their biography's.

8.8 Time for Meeting – Length and time limits - EC – This is the same topic as 8.1 and no further discussion was necessary.

8.9 **Election Information: For Board to review – Auditor – Auditor/Secretary Gallizioli reminded the board that they have a certain amount of time to sign up.

8.10 President's Report/Board Member Reports – President Priebe provided an update to the board about some recent meetings she attended.

9.0 Closed Session: Went into closed session at 3:16

9.1 Public Employment (Gov. Code section 54957). Title: District General Counsel

**9.2 Public Employee Performance Evaluation Title: General Manager
Gov. Code section 54957**

Closed session ended at 4:15pm

No board action taken during closed session.

10.0 Adjournment – 4:16pm

Please Note: Agenda items listed with asterisks (**) have additional information available for public review at the business office.

CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA – Consideration of items not appearing on the posted agenda, if necessary, requires the following board action prior to consideration; 1) a determination by a majority vote of the board that an emergency situation exists (as defined in section 54956.9 of the Brown Act); 2) a determination by a two-thirds vote of the legislative body or, if less than two-thirds vote of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION: A request for a disability-related modification or accommodation necessary to participate in the Konocti County Water District Board Meeting should be made in writing to the Auditor/Secretary at least 48 hours prior to the meeting.

Submitted by:
Sierra Cook, Account Clerk

Approved by:
Kirsten Priebe, President