

**Konocti County Water District  
Board Meeting Minutes  
September 25<sup>th</sup> 2024**

**Time:** 1:00 P.M.  
**Location:** 15844 35<sup>th</sup> Ave  
Clearlake Ca, 95422

**1.0 Call to Order – President Priebe called the meeting to order at 1:00 pm**

**Board members present – All members were present**

**Staff Present:**  
**General Manager Costner**

**Guest: City Council member Russell Cremer**

**1.0 Call to order**

**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.

**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

**Public Comment:** City Council member Russel Cremer said he wanted to thank the staff of KCWD for their response to the Boyles fire.

**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.

## **Consent Items:**

### **4.0 Review/Approval of Minutes From**

- 4.1 May 22, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.2 June 26, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.3 July 9, Special Board Meeting:** *Tabled, pending records access.*
- 4.4 July 24, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.5 August 28, Board Meeting:** *Tabled*

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

- 5.1 July Financial and Expenditure Reports** *Tabled until temp auditor/secretary hired.*
- 5.2 \*\* August 28, 2024 Financial Reports** *Tabled until temp auditor/secretary hired.*
- 5.3 \*\* August 28, 2024 Expenditure Report** *Tabled until temp auditor/secretary hired.*

### **6.0 General Manager's Reports**

- 6.1 \*\* Plant Status**
- 6.2 \*\* Leak Report**
- 6.3 \*\* Water Purchased/Sold**

## **BUSINESS:**

### **7.0 Business Items**

#### **7.1\*\* Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project**

General Manager Costner said the project is almost completed and they can use the new filter system, they still need to replace the flow meter and relocate chemical injection lines. This will take place within the next couple weeks

#### **7.2 \*\* KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/Lower Lake & Emergency Raw Water Booster Pump and Filter Media Project.**

General Manager Costner said he had a meeting with City of Clearlake project manager, engineers, and contractor and the paving specialist. They are going to be repaving Dam Rd. The paving is supposed to take place the week of the 13<sup>th</sup>. The Lower Lake/Highlands water intertie pipeline is completed but not open yet, pressure testing and disinfecting needs to be done first. The entire pipeline on Konocti View Rd. is going to be replaced with a larger pipeline as part of the project.

**7.3 \*\* Rate Study- fiscal years 2023-2024** - General Manager Costner says that progress is being made with the Rate Study and the board should be presented with options within the next 30 days. There was discussion about doing a 1-year rate increase instead of a 5 year.

**7.4 \*\* Bylaws/Handbook- revisions and Updates** - President Priebe said that back in February there was a special meeting and the Bylaws/Handbook was supposed to be updated and it still has not been done. It was decided by the Board that President Priebe will make the necessary updates to the Handbook.

**7.5 \*\*AT&T Lease proposal for Eureka tank cell site** - There was much discussion about changes that need to be made to the ATT contract. General manager Costner is going to work with ATT about the changes requested.

**7.6 18<sup>th</sup> Ave Low Income Apartments** - Nothing new to report

**7.7 \*\*Meter Replacement Project** - General Manager Costner said that a lot of meters were replaced in July and they will be doing more meter replacements soon.

**7.8 \*\*City of Clearlake: Signs to protest the City's takeover attempt. City's LAFCO**

**Application for the Dissolution of Konocti County Water District** – There was discussion about creating a fact sheet and having signs made in support of KCWD to inform the public about what is going on. After much discussion amongst the Board, Director Cook made a motion to form a committee to meet with the city. Director McKay seconded, all were in favor except for Director Flora, who abstained.

**7.9 \*\*Discuss updating ordinance 94-01** – Nothing new to report.

**7.10 \*\*Update bylaws, staff descriptions, handbook, personnel policies, and organizational chart reflecting GM supervision of all District employees for approval- President Priebe**

General Manager Costner submitted an updated organizational chart and auditor secretary job description. A motion was made by Director McKay to approve the updates, Director Flora seconded the motion, all were in favor and the motion was passed.

**7.11 \*\* Communications Committee Report** – President Priebe says the committee has not held a meeting yet but they need to. After some discussion, a time and date was decided to get together and update the fact sheet.

**7.12 \*\*GM letter to customers** – General Manager Costner said he has not had time for this.

**7.13 Temporary Office Employees – Account Clerk & Auditor/Secretary** – General manager Costner reported that he hired someone for the front office as well as a temporary AP specialist.

**8.0 New Business**

**8.1 \*\*Boyles Fire update** – General manager Costner expressed he is proud of his operators for how everyone responded to the crisis. He said his employees worked through the night to make sure that things were getting taken care of and making sure that there was plenty of water. Director Cook asked if KCWD has a bypass to pump raw water straight to the hydrants. General Manager Costner said they did not need to do that because the plant produces plenty of water to be able to maintain water quality while providing an adequate amount of water to all hydrants.

Public Comment: City Council Member Russell Cremer stated he appreciated the work by KCWD staff during the Boyles Fire.

**8.2\*\*2023-2024 Audit** – General Manager Costner asked for Board approval to start soliciting bids for a single audit.

**8.3 KCWD District boundaries overlap with Highlands Water District** – General manager Costner explained the boundary overlap to the Board. He said that even though the people in that area are customers of KCWD, because of the boundary overlap, every property owner in that area will get a ballot from Highlands water regarding the voting for their Board of Directors.

**8.4 Highlands Water Board Member Election** - A motion was made by Director Flora to cast a vote since KCWD owns 3 properties within that area. The motion was seconded by Director Mckay. President Priebe, Vice President Stanley, Director's Flora and Mckay were in favor and Director Cook was against it.

**8.5 President's Report/Board Member Reports – President Priebe** - President Priebe gave the Board an update about some of the meetings she has attended recently.

**9.0 Closed Session** – Open session ended at 3:33. Went into recess 3:33pm – 3:40pm

**Closed session began at 3:40pm**

**9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't. Code Sec. 54957)**  
**Title: Auditor/Secretary**

**9.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't. Code Sec. 54957)**  
**Title: General Manager**

**Closed session ended 4:34**

No Board action taken

**10.0 Adjournment 4:35pm**

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

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**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.**

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**Submitted by:**  
**Sierra Cook, Account Clerk**

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**Approved by:**  
**Kirsten Priebe, President**