

**Konocti County Water District  
Board Meeting Minutes  
December 18, 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 1:00pm

**Members present:** President Priebe, V.P. Stanley, Directors Flora, McKay and Cook

**Staff Present:** Lead Operator Tom Parks, Auditor Joann Ward & Account Clerk II, Sierra Cook

**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.

**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 \*\* November 20, 2024 Board Meeting

4.2 \*\* December 4, 2024 Special Board Meeting

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

5.1 \*\* October Financial and Expenditure Reports

5.2 \*\* November Financial and Expenditure Reports

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

### **6.1 \*\* Billing Office, Plant Status and Distribution System**

### **6.2 \*\* Leak Report**

### **6.3 \*\* Water Purchased/Sold**

A motion was made by Director Flora to accept 4, 5 and 6. The motion was seconded by V.P Stanley, all members were in favor.

## **BUSINESS:**

## **7.0 Business Items**

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

Lead Operator Tom Parks gave an update regarding this project; he says they are near the end of the project. They are still waiting on SCADA programmers

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

Tom Parks informs the Board that the paving on Dam Rd. is completed. There are some finishing touches that are being done on the pump houses.

### **7.3 \*\* Rate study/Rate Hearing**

President Priebe reminds the Board of the date, time, and address of the Rate Hearing.

### **7.4 \*\* Bylaws/Handbook- revisions and Updates**

President Priebe informs the Board that she is making progress on getting this completed.

### **7.5 \*\*AT&T Lease proposal for Eureka tank cell site**

Nothing new to report.

### **7.6 18<sup>th</sup> Ave Low Income Apartments**

Nothing new to report

### **7.7 \*\*Meter Replacement Project**

Lead Operator Tom Parks gave an update regarding this project, the operators have been working on getting nonfunctioning meters changed out.

### **7.8 \*\*City of Clearlake: JPA committee report. Hydrant and utility relocation ordinances.**

President Priebe informs the Board that the committee meeting was rescheduled for Dec. 17<sup>th</sup>. The Board had a brief discussion regarding the City's ordinance to mandate hydrant testing and utility relocation in KCWD's district. Tom Parks informs the Board that KCWD works off a gravity system so our pressure does not change.

## **7.9 \*\*Discuss updating ordinance 94-01**

Nothing new to report

## **7.10 \*\* Communications Committee Report:**

The Board discussed topics that they would like for the committee to include in a letter to KCWD customers.

## **7.11 \*\*GM letter to customers, Presidents Letter.**

Nothing new to report. Now that the rate hearing is set, GM Costner will have time to work on this.

## **7.12 \*\*2023-2024 Audit**

Nothing new to report, were still looking at February for the audit.

## **7.13 \*\*Boyles fire update**

Lead Operator Tom Parks informs the board that he has submitted the OES application as well as other forms and information that they needed. Meters in the area have been locked off and customer lines have been disconnected in preparation for debris cleanup.

## **7.14 \*\*Letter from Smiley Harris**

President Priebe provided an update to the Board regarding a letter she received. Account Clerk, Sierra Cook provided a timeline of events and explained action taken following a customer dispute.

## **8.0 New Business**

### **8.1 \*\* Notice of canceled shares from Highlands Mutual Water Company**

President Priebe explained to the board that this notice means KCWD will no longer be able to vote in any future proxy votes for Highlands.

### **8.2 \*\* Resolution 24-03 Authorizing Investment of Monies in the Local Agency Investment Fund.**

A motion was made by Director Flora to accept the resolution to update signers on the account in order to complete a transfer, the motion was seconded by Director McKay, all were in favor and the motion was passed.

### **8.3 KCWD Board elections for the 2025 term.**

A motion was made by Director Flora to keep President Priebe in her current position, the motion was seconded by Director McKay and the motion was carried.

A motion was made by Director Flora to keep V.P. Stanley as Vice President, the motion was seconded by Director Cook, all members were in favor.

#### **8.4 President's Report/Board Member Reports -President Priebe**

Director Flora gave a report regarding a special meeting she attended for RDA. President Priebe said she attended two City Council meetings and a Fire Safe Council meeting on December 9<sup>th</sup>. She explained that this meeting was to develop ideas on how to make the community more fire wise and she encouraged everyone to attend the next meeting.

#### **10.0 Adjournment - President Priebe called adjournment at 2:21 pm**

**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