

**Konocti County Water District
Board Meeting Minutes
February 25, 2026**

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

- 1.0 Call to Order / Roll Call:** President Priebe called the meeting to order at 1:02pm
Members Present: President Priebe, V.P Stanley, Director McKay and Director Flora.
Staff Present: GM Costner, Board Secretary Sierra Cook, and Accountant Darlene Serpa
Members Absent: Director 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.

President Priebe pulled 4.0 & 5.0. GM Costner pulled agenda item 6.0

- 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 **** January 28, 2025, Board Meeting:** President Priebe said she would like some corrections made to the January minutes.

V.P. Stanley made a motion to approve the January minutes with revisions, Director McKay seconded, all members were in favor and the motion was passed.

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

5.1 ** January Financial/Expenditure reports: President Priebe had questions about hydrant water sales and some items on the income statement. Accountant Darlene Serpa and GM Costner explained what those items are. GM Costner and Darlene did a mid-year budget review.

Director McKay made a motion to approve agenda item 5.0. The motion was seconded by V.P. Stanley, all members were in favor and the motion was passed.

6.0 General Manager's Reports

6.1 ** Billing Office, Plant Status and Distribution System

6.2 ** Leak Report

6.3 ** Water Purchased/Sold

GM Costner informed the Board that plant staff have been working on filter maintenance and conducting hydrant testing. Hydrant testing is nearing completion, and he is in the process of reviewing the collected data. Following this review, plant staff will proceed with painting and color-coding all hydrants.

A motion was made by V.P. Stanley to approve 6.0, McKay seconded, 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** – GM Costner says funds are depleted for the project. Unfortunately, we are over budget and we need an estimated \$50,000 to finish the project.

Director McKay made a motion approving GM Costner to use \$50,000 from the general fund to finish the project. Director Flora seconded, all members were in favor and the motion was passed.

7.2 ** KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/Lower Lake & Meter Changeout Project – GM Costner reported that the intertie with Highlands has been successfully tested, demonstrating a delivery capacity of 560 gallons per minute (GPM). All interties have now been tested and have exceeded their designed flow capacities. Each intertie is fully operational and online.

A walkthrough of the interties was done with the contractor and engineer, during which a punch list of outstanding items was developed. The punch list items will need to be addressed prior to final project closeout but all intertie construction has been completed.

Additionally, the meter replacement project has been fully completed.

8.0 New Business

8.1Letter to customer** – The Board reviewed the draft customer letter.

Director Flora made a motion to approve the letter, which was seconded by Vice President Stanley. All members were in favor and the motion was carried.

8.2Updated Bylaws-** The Bylaws were updated by adding a new section (Article 7) to reflect the required trainings for all board members.

Director Flora made a motion to approve the updated Bylaws; the motion was seconded by Director McKay. All were in favor and the motion was passed.

8.3 President's report/board member reports – President Priebe reported that she delivered the opt-out status forms to the Registrar of Voters' Office and submitted the Form 700s to the Deputy Clerk's Office. She also reminded the Board of the upcoming Fiscal and Financial Training.

9.0 Adjournment – President Priebe adjourned the meeting at 2:30pm

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.



Submitted by:
Sierra Cook, Board Secretary



Approved by:
Kirsten Priebe, President