

**Konocti County Water District  
Board Meeting Minutes  
November 20, 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 1:03pm**

**Board Member Present – All members present**

**Staff Present:**  
**GM Costner**  
**Auditor, Joann Ward**  
**Account Clerk, Sierra Cook**

**Guests: City Council Member Russel Cremer**

**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.

GM Costner pulled 6.0

**Consent Items:**

**4.0 Review/Approval of Minutes From**

#### **4.1 \*\* October 23, 2024 Board Meeting**

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

#### **5.1 \*\* July Financial and Expenditure Reports**

#### **5.2 \*\* August Financial Reports**

#### **5.3 \*\* September Financial and Expenditure Reports**

#### **5.4 \*\* October Financial and Expenditure Reports**

A motion was made by Director Flora to accept agenda items 4.0 and 5.0, the motion was seconded by Director Cook, all were in favor and the motion was passed.

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

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

GM Costner provided an update to the board about the operations of the district office and the treatment plant. He informs the board that for the first time in 36 years KCWD has failed a water quality test in one location. He explained what the test was for, the reasons why they may have failed that test and how they can prevent it from happening again. He gave an update about the plant and said that the plant has been producing great water.

**6.2 \*\* Leak Report** - GM Costner reports that there were no leaks and no new services sold.

**6.3 \*\* Water Purchased/Sold** - GM Costner informed the Board that we had a 19% water loss but part of that was used during the Boyles fire.

A motion was made by Director Flora to accept 6.0, it was seconded by V.P. Stanley, all were in favor and the motion was carried.

Public Comment: Council Member Mr. Cremer told the General Manager that he gave a great report.

Q: City Council Member Mr. Cremer asked how are the clear wells are cycled?

A: General Manager Costner explained that they would either use or drain about 50% of the water and then refill the tanks.

### **BUSINESS:**

### **7.0 Business Items**

**7.1 \*\* Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project** - GM Costner says this project has a deadline for the completion of the construction portion in December. We are still waiting for the SCADA programmers to schedule time for the treatment plant programming.

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

Dam Rd. is paved. GM Costner says he has been working with the city on the paving for the road west of the new pumphouse, which should take place sometime in December. He says the construction portion is done. Contractors are still working on the new pipeline for Highland's water but they are almost done.

Q: City Council Member Russel Cremer asked is there any meaning to red caps on the hydrants?

A: GM Costner explained that it is just the color of the hydrant lock.

**7.3 \*\* Rate Study- fiscal years 2023-2024** - There was discussion about the specifics of the date, time, and location of the public hearing.

A motion was made by Director Cook to approve the date, time, and location of the hearing, it was seconded by Director McKay, all members were in favor and the motion was passed.

**7.4 \*\* Bylaws/Handbook- revisions and Updates** - President Priebe went over some changes to the employee handbook and bylaws. A motion to accept the changes was made by V.P. Stanley, seconded by Director Flora, all members were in favor and the motion was passed.

**7.5 \*\*AT&T Lease proposal for Eureka tank cell site** - GM Costner provided an update to the Board regarding this. He hopes to have more information by the next meeting.

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

**7.7 \*\*Meter Replacement Project** – GM Costner tells the Board that they have about 170 new meters and 50-meter heads in stock, they plan to start replacing more meters this winter.

**7.8 \*\*City of Clearlake: JPA committee report** – President Priebe gave an update about the most recent committee meeting. There was discussion amongst the Board regarding the City of Clearlake’s proposition to create an ordinance to do mandated fire flow testing.

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

**7.10 \*\* Communications Committee Report: Proposed Facebook post.** – The Board discussed having the committee redo the fact sheet to reflect recent events. They also reviewed the post to be made on KCWD’s Facebook page. Direction was given to go ahead and post on Facebook.

**7.11 \*\*GM letter to customers** – GM Costner says he still has not had time to do this. He has been working on the rate increase.

**7.12 \*\*2023-2024 Audit** – GM Costner and Auditor Joann Ward provided an update to the Board of Directors regarding the audit. He says the audit should take place sometime in February.

**7.13 \*\*Boyles fire update / Water Bill Forgiveness for Burnt Homes** – There was discussion amongst the Board.

Director Flora made a motion to forgive water bills for customers that lost their homes during the Boyles fire. The motion was seconded by V.P. Stanley, all were in favor and the motion was passed.

## **8.0 New Business**

**8.1 \*\* Letter from Smiley Harris** – The Board of Directors reviewed the letter that was sent to President Priebe. GM Costner explained timeline of events to the Board regarding actions of this customer.

**8.2 \*\* LAIF to CoBank Money Transfer.** – Director McKay made a motion to approve the transfer, the motion was seconded by Director Flora, all members were in favor and the motion was passed.

**8.3 \*\* Office Camera System** – GM Costner asked the board if he could disconnect the audio system in his office due to attorney client privileges.

A motion was made by V.P Stanley to unplug the camera in GM Costner's office, seconded by director McKay, Director Flora was also in favor and a nay by Director Cook.

**8.4 \*\* Water Bills for Tax Default Property Sale.** – GM Costner explained to the board what has been going on regarding the sale of tax defaulted properties that are in KCWD's district.

**8.5 President's Report/Board Member Reports -President Priebe** – President Priebe gave an update to the Board about recent meetings she has attended as well as upcoming meetings.

**9.0 Closed Session** – Open session ended at 3:33pm. Closed session began at 3:35pm

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

**Closed session ended at 3:57pm**

No action taken during closed session.

**10.0 Adjournment** - Meeting adjourned at 3:58pm

**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