

**Konocti County Water District
Board Meeting Minutes
October 23rd, 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 1:04pm

Board Members Present: All Board Members present

Staff Present:

General Manager, Frank Costner

Account Clerk, Sierra Cook

Guests: City Manager Alan Flora & Samantha Ryan of RCAC

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: GM Costner mentioned that May 22nd and June 26th Minutes on the agenda were previously approved with corrections and a transcript was emailed to each Board Member.

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 **May 22, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.2 **June 26, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.3 **** July 9, 2024 Special Board Meeting**
- 4.4 **** July 24, 2024 Board Meeting**
- 4.5 **** August 23, 2024 Special Board Meeting**
- 4.6 **** August 28, 2024 Board Meeting**
- 4.7 **** September 25, Board Meeting**

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

- 5.1 **July Financial and Expenditure Reports** *Tabled, working on them.*
- 5.2 **August Financial Reports** *Tabled, working on them.*
- 5.3 **September Financial and Expenditure Report** *Tabled, working on them*

GM Costner asked if 4.1 and 4.2 minutes were corrected as requested. Everyone said they looked fine. A motion was made by Vice President Stanley to accept agenda items 4 & 5, the motion was seconded by Director Cook, all were in favor and the motion was carried.

6.0 General Manager's Reports

6.1 ** Plant Status

General Manager Costner gave an update to the Board about the operations of the district office and the treatment plant. He mentioned that plant is producing great water and they are starting to transition into fall operations, the clarifier mixer part was picked up and will be installed soon. He informed the board that they have inventoried over 370 service lines and they did not find any lead lines but over time all service lines in the district will be inventoried.

6.2 ** Leak Report

6.3 ** Water Purchased/Sold

A motion to accept agenda item 6 was made by Director Cook, it was seconded by McKay, all were in favor.

BUSINESS:

7.0 Business Items

7.1 Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project** – GM Costner says that the new flow meter has been installed and they have a deadline of December 31st, 2024 for the construction portion of this project.

7.2 ** KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/ Lower Lake & Emergency Raw Water Booster Pump and Filter Media Project. – GM Costner said that paving has begun, they worked closely with the city's road project manager and city manager, Alan Flora on this project for the community. KCWD added 9 new hydrants, and progress is being made with construction of the pumphouse.

7.3 ** Rate Study- fiscal years 2023-2024 – Samantha Ryan with RCAC gave a presentation to the Board about different rate options. After much discussion about the two rate options a motion was made by Director McKay to accept rate option 2, it was seconded by Director Flora, all were in favor besides VP Stanley who voted against it, the motion was passed. There will be further discussion regarding a rate hearing at a later date.

7.4 ** Bylaws/Handbook- revisions and Updates – The Board went over some updates that need to be made to the employee handbook. A motion was made by VP Stanley to accept the changes, it was seconded by Director Flora, all were in favor and the motion was passed.

7.5 **AT&T Lease proposal for Eureka tank cell site – The Board discussed modifications that should be made to the lease agreement. After some discussion a motion was made by Director McKay to have BBK make modifications before it is presented to ATT, the motion was seconded by Director Flora, all were in favor and the motion was carried.

7.6 18th Ave Low Income Apartments – Nothing new to report

7.7 **Meter Replacement Project – General Manger Costner says that we have about 170 new meters in stock but we cannot buy anymore new meters until after the rate increase.

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 – GM Costner said that the committee meeting was very productive and there was discussion about KCWD and the city working together on getting a grant to replace water lines and install new hydrants. There was also discussion on having KCWD supply water to another area in the future.

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

7.10 ** Communications Committee Report – There was a motion made by VP Stanley to approve the fact sheet, it was seconded by director Flora, all were in favor and the motion was passed.

7.11 **GM letter to customers – General Manger Costner said he has not had time for this, he has been focusing on the rate increase.

7.12 **2023-2024 Audit – GM Costner gave an update about this and said our auditor has agreed to do an audit when we are ready.

7.13 **Boyles fire update – GM Costner informs the board that he has been working with Cal-OES on getting registered to receive funding.

Public comment: City Manager Alan Flora tells GM Costner that he should be getting an invite from Cal-OES for a briefing on November 6th.

8.0 New Business

8.1 President’s Report/Board Member Reports -President Priebe - President Priebe gave an update about recent meetings with the lawyer, city council meetings she has attended, and upcoming events.

9.0 Closed Session – Open session ended at 2:51pm. Closed session began at 2:53pm

9.1 Potential litigation (Gov.Code section 54956.9 (d)(1))

Closed session ended at 3:33pm

Reportable action taken: A motion was made by Director McKay to create an AP/Office manager position. The motion was seconded by VP Stanley, all were in favor and the motion was carried.

10.0 Adjournment –meeting was adjourned at 3:35pm

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.

Submitted by:
Sierra Cook, Account Clerk

Approved by:
Kirsten Priebe, President