Konocti County Water District
Board Meeting Minutes
August 27, 2025

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 1:00 pm

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

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

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.

GM Costner pulled 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 ** July 23, 2025, Board Meeting

5.0 **Financial/Business Office Reports to be Discussed/Corrected/Approved**
5.1 ** July Financial/Expenditure reports

A motion was made by Director McKay to approve agenda items 4.0 and 5.0. The motion was seconded by V.P Stanley, all members were in favor.

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 says we have received the results for lead and copper testing from our customers' homes; we did not have any lead and all samples with copper in them were well below the MCL (maximum contaminant level).
GM Costner says we have received the results for the TTHM tests and HAA5's and we are well below the MCL. He says that everyone has learned a lot about how to combat TTHM by managing their treatment processes.

Director Cook made a motion to accept 6.0, director Flora seconded, all members were in favor and the motion was passed.

BUSINESS:

7.0 Business Items

7.1 Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project** – GM Costner says he has received the amended financial agreement from the state and the extension so this allows pace engineering to do the warranty work on the clear-well. He says that the SCADA contractor tried to fix some of the reporting issues they are having but they had to put in a trouble ticket to the SCADA manufacturer.

7.2 ** KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/ Lower Lake & Meter Changeout Project – The pipeline project is complete except for paying the retention and although this project has been extended to do the meter replacement program, we need to pay the contractors and then we will get reimbursed by grant funds once the meter replacement project is completed. GM Costner asked for permission to pull money from LAIF to pay Terracon their retention.

A motion was made by Director McKay to use money from LAIF to pay Terracon their retention, the motion was seconded by V.P Stanley, all members were in favor and the motion was passed.

GM Costner says that they attempted to do the Final Acceptance Testing (FAT) on the interties after repairs were made. During the test they discovered that the Dam Road intertie still has pea gravel in the line from Lower Lake. He told the contractors and engineer that they need to install a stainer before they test the pumps again. We were able to use the Cla-Val valve to supply water to Lower Lake and we will be testing the Cla-Val that we use to supply water to Highlands soon. The Spruce Avenue intertie with Highlands works great, the design flow is 400 GPM and during the test we were able to pump 543 GPM.

7.3 ** Secured Direct Charges- Joann has completed the secured direct charges project and there was a copy of the certificate for the Board to review.

8.0 New Business

8.1 2023-2024 and 2024-2025 Audit –** Joann presented the completed 2023-2024 financial audit. We need to sign the engagement letter to start the 2024-2025 audit.

A motion was made by Director Flora to accept the 2023-2024 audit as presented, the motion was seconded by V.P Stanley, all members were in favor.

Director Flora made a motion approving GM Costner to sign the engagement letter for the 2024-2025 audit. Director McKay seconded the motion, all members were in favor and the motion was passed.

8.2 KCWD financial Account ID 12300 - Other Receivable and account ID 28500 - Capital Improvements –** GM Costner explained to the board what these two accounts are, why they were created, and informed them of the auditor's recommendation to clear the debts on account 12300 and then zero and close account 28500.

A motion was made by Director Cook to zero out account 28500, Director McKay seconded, all members were in favor besides V.P Stanley.

After some discussion a motion was made by Director McKay to clear the bad debt from account 12300, the motion was seconded by Director Flora, all members were in favor and the motion was carried.

8.3 Ordinance 25-02 An Ordinance of the Konocti County Water District instituting a Cross-Connection Control Program to Protect the Public Water System. Adoption of the CCCP –** GM Costner explains that the State of California changed their Cross Connection Control Program so we need to update our Districts ordinance which gives KCWD the authority to regulate cross connections and further protect the public water supply.

A motion was made by Director McKay to approve Ordinance 25-02. The motion was seconded by Director Flora, all members were in favor and the motion was carried.

A motion was made by Director Flora to approve the Cross Connection Control Program, seconded by Director Cook, all members were in favor and the motion was passed.

8.4 Request from Director McKay to change the Board meeting day to the fourth Wednesday of the month –** Director McKay explained that she may have some work-related obligations that would conflict with the dates of our board meetings. She explained that nothing needs to be changed as of now but she wanted to bring it to the Boards attention just in case her work interferes with the board meetings in the future. She will provide an update at the next meeting regarding this matter.

8. 5 President's report/board member reports - Director Flora gives the board information about the SAFER advisory committee and asks if they would support her in joining the advisory group.

9.0 Adjournment – President Priebe adjourned the meeting at 2:35pm

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.

Sierra Cook

Submitted by:
Sierra Cook, Account Clerk

Kirsten Priebe

Approved by:
Kirsten Priebe, President