

**Konociti County Water District  
Board Meeting Minutes  
August 28, 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 1:02 PM

**Board Members Present:** All Board members were present

**Staff present:** General Manager Costner and temp Auditor/Secretary Meri Schlink

**Members of the Public:** Alan Flora and Russ Cremer

**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.

**No changes were made to the 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:** Alan Flora said the Board agendas were not posted on the website and could be a violation of the brown act. Alan said there was a meeting he was not informed about. GM Costner informed Alan the Auditor /Secretary was on leave and has the log in information for the website and that in the future the GM will make sure Alan receives a copy of the agenda.

**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 May 22, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.2 June 26, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.3 July 9, Special Board Meeting:** *Tabled, pending records access.*
- 4.4 July 24, 2024 Board Meeting:** *Tabled, pending records access.*
- 4.5 \*\* August 7, 2024 Special Board Meeting**

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

**5.1 \*\* July 2024 Financial Reports**

**5.2 \*\* July 2024 Expenditure Report**

**5.3 2024-2025 Approved Budget**

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

### **6.1 \*\* Plant Status**

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

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

Vice President Stanley made a motion to accept Agenda items 4,5,6. Director McKay seconded the motion. 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 discussed the progress being made on the project. The SCADA programmers are working on the new programming. There was a meeting with Pace Engineering and the contractor about all the issues that needed to be finished before the project was complete. The project is nearing completion. GM stated he had been working on the project since 2006 and with Pace since 2014.

### **7.2 \*\* KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/ Lower Lake & Emergency Raw Water Booster Pump and Filter Media Project.** – There was a discussion about the new paving on Dam Road. Director Cook asked where the paving would start. GM Costner said at the new pumphouse by Lake Street bridge. GM Costner said the Hudson inter-tie is being worked on and the Dam Road inter-tie water line was installed under the bridge.

### **7.3 \*\* Rate Study- fiscal years 2023-2024** – There was a discussion about the new grant funded equipment and how much would be depreciated. Director Priebe said we will need to schedule the prop 218 hearing.

### **7.4 \*\* Security- revisit office building security (doors)-** GM Costner said he is going to remove this from the agenda until we start working on it.

### **7.5 \*\* Bylaws/Handbook- revisions and Updates-** Nothing new to report.

### **7.6 \*\*AT&T Lease proposal for Eureka tank cell site-** Working on the legal review of the lease. There was a question on a check from AT&T. GM Costner informed that it was for the site rent we get from AT&T.

### **7.7 18<sup>th</sup> Ave Low Income Apartments-** GM Costner said there was nothing new to report.

### **7.8 \*\*Meter Replacement Project-** GM Costner said they replaced about 60 meters in the last few weeks but they need to focus on the lead line inventory project. We have about 170 meters in stock.

### **7.9 \*\*City of Clearlake-** There was much discussion about the survey the city sent out to some customers. Director Priebe asked Alan Flora if he would send her the survey. Alan Flora said he would. Director Cook requested the JPA and KCWD formation of a committee be placed on next month's agenda. There was discussions on forming a JPA with the city or if we could work with the city without a JPA.

### **7.10 \*\*Discuss updating ordinance 94-01-** This item is on hold until office employees are trained.

### **7.11 \*\*Facebook page for the district** – There is now a Facebook for KCWD.

**7.12 \*\*Update bylaws, staff descriptions, handbook, personnel policies, and organizational chart reflecting GM supervision of all District employees for approval- President Priebe-** GM said he was working on this and hoped to have some items at the next meeting.

**7.13\*\* Communications Committee Report-** Communication Committee informed the board that they were working on the fact sheet.

**7.14\*\*Bio of Board Members for KCWD Webpage-**

GM Costner informed the Board that if they wanted a Bio for the webpage to please submit it so it can be posted.

**7.15 \*\*GM letter to customers-** GM Costner informed the board he has not started the letter.

## **8.0 New Business**

**8.1\*\*Water forgiveness, public records act, and video recording policies**

GM Costner asked for approval of the policies. Director Cook made the motion to accept the policies. Vice President Stanley seconded. All were in favor and the motion carried.

**8.2\*\*Temporary Office Employees - Account Clerk & Auditor/Secretary**

GM Costner informed the Board he hired a temporary Auditor/Secretary and account clerk.

**8.3\*\*Ratification of changes to 2024/25 Secured Direct Charges Tax Amounts required by Lake County Auditors/Controllers Office**

There were some minor changes to the amounts that were approved at the last meeting. For Direct charge 95500 there were 941 charges for \$30,112. For Direct charge 92400 there were 1121 charges for \$77,393.84. GM Costner requested approval of the Secured Direct Charges tax amounts. Director Flora made a motion to approve the Secured Direct Charges tax amounts. Vice President Stanley seconded the motion. All were in favor and the motion carried.

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

President Priebe informed the Board that no one applied to run for the 4 KCWD board positions. She let the Board know there is a science symposium at Robinson Rancheria this upcoming Friday from 1-4:30PM and there would be a zoom broadcast. President talked about SB 389 that required a 10% reduction of water usage through 2025.

## **10.0 Adjournment 2:42pm**

**Please Note:** Agenda items listed with asterisks (\*\*) have additional information available for public review at the business office.

**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.

**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:  
Frank Costner, General Manager

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Approved by:  
Kirsten Priebe, Presiden

