

**Konocti County Water District  
Board Meeting Minutes  
December 17, 2025**

**Time:** 1:00 P.M.  
**Location:** 15844 35<sup>th</sup> Ave  
Clearlake Ca, 95422

**1.0 Call to Order / Roll Call:** President Priebe called the meeting to order at 1:00pm  
**Members Present:** President Priebe, V.P. Stanley, Director Cook, McKay, and Flora  
**Staff Present:** GM Costner, Darlene Serpa, and Sierra 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.

GM Costner requested to add an agenda item regarding a Grant Funded Assistance Program.  
**A motion was made by Director Flora to add this item to the agenda, Director Cook seconded, all were in favor and the motion was passed.**

**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 \*\* November 19, 2025, Board Meeting**

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

A motion was made by Director Flora to approve items 4.0 & 5.0. This motion was seconded by Director Cook, 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 says that we are making progress on hydrant flushing. We have 43 hydrants tested, maintenance has been completed on 67 hydrants and the old lake pump building has been demolished.

**Director Flora made a motion to approve item 6.0. The motion was seconded by Director Cook. 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**

**Project** – GM Costner reports that the SCADA work is scheduled for January. At the plant we are still using the old Clear-well. He is still working with the contractor and engineer to figure out why the paint failed and working out a solution. He will let the board know when he has more information.

### **7.2 \*\* KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/**

**Lower Lake & Meter Changeout Project** – The project completion date has been extended to February 28<sup>th</sup>, 2026. We have received the retention money and we have been reimbursed for the meter replacement project. We have put that money back into LAIF.

The Cla-Val valves have not been tested yet. This will be the last thing that needs to be done before the project is complete.

All meters have been changed out. It was discovered during meter reads that over 300 meters were shipped to us in test mode - Badger meter and Pace worked together with the distribution staff and office staff to get those new meters reprogrammed. They have about 20 meters left to re-program.

### **7.3 Discuss using AI at Konocti Water – Vice President Jeff Stanley** – V.P Stanley spoke about AI in the workplace. President Priebe provided a link to an informative video that is directly related to using AI technology in the water industry.

## **8.0 New Business**

### **8.1 Board elections for the 2026 term** – Director Flora made a motion to keep current Board positions the same, this motion was seconded by Director McKay. All members were in favor and the motion was carried.

### **8.2 \*\*Changing the job title Auditor/Secretary to Office Manager/Accountant** – Director Flora made a motion to approve the job title change. Director McKay seconded. All members were in favor.

### **8.3 \*\*Appointing Sierra Cook the Secretary of the Board** – Director Cook made a motion to appoint Sierra Cook as Board Secretary. The motion was seconded by V.P Stanley. All members were in favor and the motion was passed.

**8.4 \*\*Resolution 25-03: A resolution adopting the Lake County operational area agreement –** Director Cook made a motion to approve Resolution 25-03. Director Flora seconded the motion. All members were in favor and the motion was carried.

**8.5 \*\*Changing the accounting program from Sage to QuickBooks and purchasing a new laser printer and checks.** – Director Cook made a motion to change the office accounting software from Sage to QuickBooks and to purchase a new laser printer and checks. This motion was seconded by Director Flora. All members were in favor.

**8.6 Emergency preparedness – Vice President Jeff Stanley** – V.P. Stanley spoke about emergency preparedness for natural disasters. GM Coster informed the Board about emergency response systems that KCWD currently has in place.

**8.7 President's report/board member reports** – President Priebe gave a summary about the City Council meeting.

**8.8 City of Clearlake Utility Subsistence Payment Program** – GM Coster informed the Board about a grant funded subsistence program that the City of Clearlake is offering. This program would help KCWD customers with their water bills.

Director McKay made a motion to send a letter to KCWD customers with information about the program, second by Director Flora. All members were in favor and the motion was passed.

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

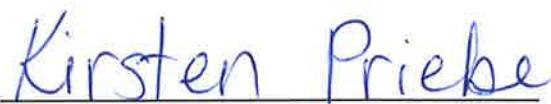
**Please Note:** Agenda items listed with asterisks (\*\*) have additional information available for public review at the business office.

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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

