

**Konocti County Water District
Board Meeting Minutes
July 23, 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 1:01 pm**
Members Present: Pres. Priebe, V.P. Stanley, McKay and Cook
Staff Present: GM Frank Costner, Auditor Joann Ward, and Account Clerk II, 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.

- 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 ** June 28, 2025, Board Meeting
- 5.0 Financial/Business Office Reports to be Discussed/Corrected/Approved**
5.1 ** June Financial/Expenditure reports

V.P Stanley made a motion to approve 4.0 & 5.0. Second 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 informs the board that our accounting support person, Darlene Serpa has started working with Joann 1 to 2 days per week and they are getting ready for the next audit. We have received the electronic version of the 2024 audit and it will be presented at the meeting in August. Costner said that he has been working on a new Cross Connection Control Program and the ordinance will be ready for Board review at the August meeting. Frank says that they have tested the TTHM's and he expects the results to be well below the MCL. He says the plant has been running great all summer, the plant has been running great and our water loss was only 7.7% and that is the lowest water loss we have ever had in the last 36 years of his career. The national average for water loss is 15%.

Director Cook made a motion to approve 6.0, the motion was seconded by V.P Stanley, 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 we have asked for an extension on the project until December of 2025 for a few minor punch list items and the warranty work for the Clear-Well. While the Clear-Well is being worked on, we will need to get water from Highlands Water Co. using the inter-tie until we get our Clear-Well warranty work completed, tested, and back online.

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

GM Costner reports the pipeline replacement project is completed except for paying retention. They did a Final Acceptance Test (FAT) of the Lower Lake, Highlands and Konocti Inter-tie and found some problems that are being addressed. There will be another FAT once repairs and upgrades are done. The meter replacement project is moving forward. We have gotten quotes from Piazza and Terracon. The meters should be delivered in the beginning of August and the second batch of meters should be delivered around the beginning of October. The meter changeout procedure is completed and has been submitted to the contractors.

7.3 **18th Ave Low Income Apartments

General Manager Costner explains that they did fire flow testing, during the first flow test they discovered that the pressure sustaining valve on Eureka was not working, it was causing low water pressure in the area. They bypassed the valve, re-tested and pressure was adequate. Flow was at 1,900 gpm, which exceeds the requirements. He has ordered the new pressure sustaining valve and it will be installed as soon as we receive it.

7.4 ** Approved 2025-2026 Budget – Final Draft with approved changes.

GM Costner and Auditor Joann go over the changes that were made to the 2025-2026 budget.

A motion was made by V.P. Stanley to approve the 2025-2026 budget; the motion was seconded by Director Cook and the motion was passed.

8.0 New Business

8.1 Secured Direct Charges**

GM Costner asked the board for approval to sign the direct charges paperwork so that it can be sent off to the county since they are due on August 10th. They will then be presented to the board at the August meeting.

A motion was made by Director McKay approving the General Manager to sign the Secured Direct Charges form to be sent off to the county, second by Stanley, all members were in favor and the motion was carried.

8.2 President's Report/Board Member Reports

President Priebe goes over some things about the new webpage and she also mentioned the possibility of having Darlene Serpa review and update KCWS's fiscal policies in the future.

9.0 Adjournment – President Priebe adjourned the meeting at 1:45 pm

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

