

**Konocti County Water District  
Board Meeting Minutes  
November 19, 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

**Board Members Present:** Pres. Priebe, V.P. Stanley, and Directors Flora, Cook, & McKay

**Staff Present:** GM Frank Costner & Account Clerk, Sierra Cook

**Guests:** Mr. Steve Costner

**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.

**GM Coster pulled agenda item 6.0**

**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 \*\* October 22, 2025, Board Meeting**

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

Director Cook made a motion to approve agenda items 4.0 & 5.0. The motion was seconded by Director McKay. 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 Coster reports that Darlene Serpa has temporarily taken over the auditor position in the office. She is preparing for the 2024-2025 audit and working on various other reports. Darlene is also cross training office staff on payroll and payroll taxes. The office staff has been processing about 30 + meter changeouts per day. There have been over 300 meters changed out since the last board meeting.

GM Costner says that the operators have been doing hydrant maintenance, flushing, and flow testing. They have been fixing a lot of service line leaks throughout October and November. During the month of October there were 2 service line leaks and 1 new service sold. He says the TTHM and HAA5 samples came back below the MCL (maximum contaminant level).

Mr. Costner says he had a meeting with the City Manager and they discussed having KCWD's operators do the flow testing instead of hiring someone and they will be revisiting that provision at a later date.

**A motion was made by Director McKay to accept 6.0. Director Flora seconded, all members 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 says that the extension request has been approved and the project completion date is March of 2026. We have decided to purchase new software for the automated reporting. It will be paid for by grant funds and the SCADA programmers will be starting on that in January. The clear-well repairs are underway. The operators have been doing a great job running the treatment plant manually and they have not needed to use the interties.

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

**Lower Lake & Meter Changeout Project** – Per GM Costner- retention has been paid for the Consolidation and Pipeline Replacement Project and this project is done. The Final Acceptance Testing for the Lower Lake intertie has been done and everything worked flawlessly. The only thing that is left is the air conditioner at the pump house and the 2 Cla-Val valves that feed Highlands Water.

The meter replacement project is almost done. There are about 70 meters left to change. We did find an issue during meter reads. We contacted Badger meter and discovered that one batch of meters was shipped to us with the radios in TEST mode. The vendor will be recruiting people to come out and activate those meters for us. Once those meters are activated, we will load a route for a test run.

**7.3 \*\* 18<sup>th</sup> Ave apartments** – GM Costner says he has been working a lot on this project. The plans have been reviewed and approved by Pace Engineering and himself. They should be starting construction in the Spring of 2026 and the estimated project completion date is sometime in 2027.

## 8.0 New Business

**8.1 Accepting checks and e-checks for payment of 48-hour notices** - A motion was made by Director McKay to make a policy to not accept checks or e-checks as form of payment for 48hr notices. This motion was seconded by Director Cook, all members were in favor and the motion was passed.

**8.2 Discuss using AI at Konocti Water – Jeff Stanley** – Vice President Stanley spoke about benefits and risks involved with AI and brought up the idea of possibly implementing AI into the district office in the future.

**8.3 President's report/board member reports** – President Priebe spoke about a recent LAFCO meeting she attended then there was a brief discussion regarding delivery of our bills from the post office.

## 9.0 Adjournment – President Priebe adjourned the meeting at 2:25pm

**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 II

Kirsten Priebe  
Approved by:  
Kirsten Priebe, President

