

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 19, 2021, 3:00 P.M.

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: Zoom teleconference/videoconference
(In-Person): Stephen Brown, Tim Eldridge, Gordon Johnson & Gerrie Kilburn & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon; Administrative Assistant, Sophia Hansen; Field Staff, Chris Burt & Michele Ferrell.

PUBLIC PRESENT: (In-Person): Donna Matthews

1. CALL TO ORDER:

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

September 28, 2021 – Gerrie Kilburn motioned to accept the minutes as presented for filing and seconded by Stephen Brown. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

October 5, 2021 – Stephen Brown motioned to accept the minutes as presented for filling and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

4. REVIEW OF FINANCIAL REPORTS:

Director Dave Moritz reviewed the Financial Reports. Tim Eldridge motioned to approve the financial reports for filling and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*.

5. GENERAL MANAGER'S REPORT:

The General Manager presented his report.

Director Moritz requested information regarding a proposed project in the Villa Knolls / Edge Cliff service area. Melvin Matthews offered to provide the latest developments regarding the Villa Knolls / Edge Cliff project at the next Board Meeting.

6. PROPOSED BUDGET FOR 2022:

General Manager Mel Matthews presented the Proposed Budget for 2022. Tim Eldridge motioned to accept the Budget as presented and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

7. GENERAL MANAGER'S GOALS AND OBJECTIVES FOR 2021-22:

General Manager Melvin Matthews presented the Kinneloa Irrigation District *Field Checklist & Procedures* and *Emergency Response Plan*.

The Board members discussed the development of the Emergency Response Plan.

Time Eldridge motioned to change the name of the Emergency Preparedness Committee to Emergency Response Plan AD Hoc to better reflect its purpose and seconded by Gerrie Kilburn. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

8. SYSTEM MAP UPDATE:

The General Manager presented an estimated cost to procure the services of SA Associates for the purpose of updating the District's system maps.

9. RESOLUTION 2021-10-19:

The resolution to formalize the customer outreach initiatives will be re-introduced at the next board meeting after minor revisions.

10. DIRECTOR REPORTS AND/OR COMMENTS:

The Board did not present any report or comments

11. ADJOURNMENT

**Director Johnson adjourned the meeting at 4:55 pm.
Prepared and submitted by,**

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloirrigationdistrict.info>.
