

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 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 stated in the agenda, there was no public location for attending the meeting in person, however the public was provided with alternative methods of listening or participating via telephonically or by videoconference

DIRECTORS PRESENT: Zoom teleconference/videoconference (Zoom): Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom: General Manager Melvin Matthews, Office Manager Martin Aragon & Senior Facilities Operator Chris Burt

- 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.
The agenda was reviewed. No changes were requested.
- 2. PUBLIC COMMENT:** There were no public comments regarding the items on the Agenda.
- 3. REVIEW OF MINUTES:** December 15, 2020
It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to approve the Minutes as presented for filing. A roll call vote was taken. Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
- 4. REVIEW OF FINANCIAL REPORTS:** Director Dave Moritz reviewed the Financial Reports. It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to approve Financial Reports for filing. A roll call vote was taken. Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
- 5. GENERAL MANAGER’S REPORT:** General Manager’s report was presented, and no actions were taken.
- 6. ADVANCED METER INFRASTRUCTURE:** General Manager and the Board of Directors discussed the Subeca Advanced Metering Infrastructure (AMI). It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to authorize the General Manager to issue a purchase order with a “not to exceed limit” of \$40,670.25 for the implementation of the Subeca AMI. A roll call vote was taken. Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

7. EMPLOYEE POLICIES AND PROCEDURES: THE General Manager and the Board of Directors discussed the Fifth revision of the District's Policies and Procedures that was updated with the assistance of Bernadette Allen. It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to approve the Policies and Procedures as written. A roll call vote was taken. Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

8. INFORMATION ITEMS

General Manager announced the opportunity to participate in the Hazard Mitigation Grant Program (HMGP). Through the District's membership with the Public Water Agencies Group, an application will be submitted for the initial grant of \$250,000.00 on 1/27/21.

The General Manager introduced a COVID-19 Prevention Program and the State Department of Industrial Relation's updated COVID-19 emergency temporary standards.

9. DIRECTOR REPORTS AND/OR COMMENTS:

Gordon Johnson:

There is a program called Earthquake Brace + Bolt, which awards grants to eligible homeowners to lessen the potential for damage during an earthquake.

10. ADJOURNMENT

The meeting was adjourned at 5:00 pm.

Prepared and submitted by,



Martin Aragon

Office Manager/Acting 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://kinneloairrigationdistrict.info>.
