

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, September 15, 2020, 3:00 pm**  
**Minutes**

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

The meeting was being 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 the 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 3:01 pm and called the roll. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

**2. PUBLIC COMMENT:** Member of the public Stephen Brown inquired about the calculation of the budget and reserve levels. Mr. Matthews answered his questions.

**3. REVIEW OF MINUTES:** The meeting minutes from 8/18/2020 were reviewed and the following revisions were requested: On page 1, item 3, “was” changed to “were” and on page 3, item 5, “Metropolitan” changed to “Municipal”.

It was motioned by Frank Griffith and seconded by Gerrie Kilburn to approve the minutes with indicated revisions. A roll call vote was taken and 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 Gerri kilburn/seconded by Tim Eldridge to approve the Financial Report as presented for filing. A roll call vote was taken and directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerri Kilburn and Dave Moritz all voted *AYE*.

**5. GENERAL MANAGER’S REPORT:** General Manager’s report was presented, and no actions were taken.

**6. DISTRICT BUDGET FOR 2021:** Mr. Matthews presented the District budget for 2021. It was motioned by Tim Eldridge/seconded by Gerri Kilburn to adopt the 2021 Budget subject to holding the public hearing and approval of the proposed water rates. A roll call vote was taken and directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerri Kilburn and Dave Moritz all voted *AYE*.

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**7. DISCUSSION OF FORMAT, POLICY AND GUIDELINES FOR BOARD MEETING MINUTES:** There is a consensus among the Directors to shift the approach of the minutes from detailed to a more streamlined version that emphasizes the more pertinent issues and decisions.

**8. DIRECTOR REPORTS AND/OR COMMENTS:** Discussed various topics and no actions were taken.

**9. CALENDAR:** The next meeting will be a Regular Meeting on October 20, 2020, at 3:00 pm.

**10. ADJOURNMENT:**

It was motioned/seconded/carried unanimously-(Kilburn/Griffith-5/0/0/0):

**“That the Board adjourns the meeting.”**

The meeting was adjourned at 4:33 pm.

Prepared by,  
Martin Aragon, Office Manager

Reviewed and submitted by,

*Melvin L. Matthews*

Melvin L. Matthews  
General Manager/Acting Board Clerk