

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 20, 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 in the District’s 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
(Zoom): Stephen Brown & Dave Moritz
(In-Person): Tim Eldridge, Gordon Johnson & Gerrie Kilburn

DIRECTORS ABSENT: None

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

PUBLIC PRESENT: None

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:

June 15, 2021 – It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to accept the minutes as presented for filing. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, 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 Tim Eldridge and seconded by Gerrie Kilburn to approve Financial Reports for filing. A roll call vote was taken. 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, and the Board recommended no action.

6. SIERRA MADRE VILLA AND VILLA HEIGHTS PIPELINE IMPROVEMENT PROJECT:

Contractors have been working diligently to complete the project. There was an elusive leak that caused a delay and a damaged gate loop that was remedied with a temporary repair by the contractors.

7. CUSTOMER AND PUBLIC RELATIONS INITIATIVES:

Stephen Brown recommended a more formal approach to community outreach regarding projects endeavored by the District to enhance or improve the water system of those communities especially impacted. He also recommended quarterly newsletters and enhanced communication between the District and the community.

Gerrie Kilburn added that initial notifications of projects should be more impactful to encourage more attention.

Gordon Johnson recommended that future projects include an offered review of the Draft Drawings with the Association prior to project launch.

8. CONFLICT OF INTEREST CODE FOR THE KINNELOA IRRIGATION DISTRICT:

It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to adopt the revised Conflict of Interest Code and authorize Mel Matthews to include the revised Code into the District Rules and Regulations. A roll call vote was taken. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

9. INFORMATION ITEMS:

- a. Executive Order N-08-21 will terminate on Sept. 30, 2021.
- b. Mel Matthews announced the updated Risk Control Manual.
- c. State of California is calling on Californians to voluntarily reduce water use by 15% compared to 2020.

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

No action taken. Revisit in August.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Topic to address in August: GM evaluation; September: Virtual meetings & Community Relations.

12. ADJOURNMENT

Director Johnson adjourned the meeting at 4:55 pm.

Prepared and submitted by,



Martin Aragon

Office Manager/Board Clerk

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