

# KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 5, 2021, 3:00 P.M.

## MINUTES

**Meeting was conducted by teleconference under the provisions of Executive Order N-29-20.** The Board held the meeting 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 Kinneloa Irrigation 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 Mel Matthews, Office Manager, Martin Aragon, Senior Facilities Operator, Chris Burt & Attorney, William Kruse

**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:**

There was no public comment.

**3. SYSTEM MAPS UPDATE PROJECT - Report from emergency Preparation Committee**

Chris Burt, Senior Facilities Operator gave an oral report on the status of system maps update project.

Chris reported that he had called SA Associates regarding updating the system maps. However, he did not receive a written proposal due to staffing problems at SA Associates. Chris estimated that the cost would be \$125/hour based upon time and material. His best guess was that it would take at least 40 hours to update twenty sheets for the four completed pipeline projects and other needed corrections since the last update in May of 2015. The System Map Project will provide a training opportunity to enhance Michele’s knowledge of the system and the process used for updating the maps.

Director Eldridge asked Chris to include a large new map for the Boardroom.

Director Eldridge requested that a written estimate of the System Map Project be presented at the October meeting.

**4. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e): Title: General Manager**

Participants: Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn & David Moritz. Attorney Willaim Kruse.

**5. REPORT ON CLOSED SESSION:**

There was no action taken by the Directors.

**6. DIRECTOR REPORTS AND/OR COMMENTS:**

The Directors had no comments to offer.

**7. ADJOURNMENT**

**Director Johnson adjourned the meeting at 4:42 pm.**

**Prepared and submitted by,**



**Martin Aragon**

**Office Manager/Board Clerk**

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