

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, April 16, 2019
3:00 p.m.
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Bill Opel and Gerrie Kilburn

DIRECTORS ABSENT: Tim Eldridge

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary; Chris Burt, Sr. Facilities Operator

PUBLIC PRESENT: None

1. **CALL TO ORDER:** Chair Gordon Johnson called the meeting to order at 3:04 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.
2. **PUBLIC COMMENT:** None
3. **REVIEW OF MINUTES:** The minutes of March 19, 2019 were reviewed. Director Opel requested the first sentence in item 8 be changed to read: "The General Manager reviewed the two pipeline projects that he recommended to proceed". He also requested adding a description of the projects. Motioned/seconded/carried-(Opel/Griffith) and approved by a vote of 4/0 to file and publish as revised.
4. **REVIEW OF FINANCIAL REPORTS:** Director/Treasurer Opel reviewed the financial reports for March 31, 2019, highlighting that the District had significantly lower water sales as compared to the budget, but that operations and maintenance expenses were lower than the budgeted amount. Therefore, the net income was only slightly lower than the budgeted amount. The General Manager said the water sales were expected to increase in the months ahead. Motioned/seconded/carried-(Griffith/Kilburn) and approved by a vote of 4/0 to receive and file the financial report.
5. **GENERAL MANAGER'S REPORT:** The General Manager reviewed the report and answered questions from the Directors regarding his activities and projects.
6. **INFORMATION ITEMS:** The items were presented and discussed. No action was taken.
7. **COST OF LIVING ADJUSTMENT:** Chairman Johnson asked the General Manager to give an overview of past practices regarding salary adjustments. He indicated that Board-approved adjustments for all employees have only been done periodically in the past few years but that there was no specific policy in place. He also indicated that the Board periodically reviewed salary ranges but the General Manager had the authority to make all adjustments to staff salaries after considering cost of living, employee performance and the review of compensation for each position at other districts as long as the total payroll was within the Board-approved budget. However, if total compensation exceeded the budgeted amount or if individual compensation was above the established salary range, the matter would be placed on an agenda for discussion.

Regarding the General Manager's salary, he indicated that any increases are at the discretion of Board and should consider cost of living, performance and the review of compensation at other districts. He confirmed that on two occasions several years ago the Board approved a bonus in lieu of a salary increases but there have been no merit increases in recent years.

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After Board discussion, no action was taken on a cost of living adjustment. The General Manager was instructed to provide current salary information to the Personnel Committee as he has done in the past for further review and that the committee would make a recommendation to the Board at a future meeting.

- 8. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager:** The Board adjourned the regular meeting at 4:23 pm and entered the closed session.
- 9. OPEN SESSION – REPORT ON CLOSED SESSION:** The Chairman reconvened the open session at 4:50 and reported that the Board reviewed the General Manager’s Performance evaluation and that no action was taken.
- 10. DIRECTOR REPORTS AND/OR COMMENTS:** None
- 11. CALENDAR:** The next regular meeting will be at 3:00 p.m. on Tuesday, May 21, 2019.
- 12. ADJOURNMENT:** The meeting was adjourned at 4:55 p.m. by motion/second (Griffith/Opel) and carried by a vote of 4/0.

Prepared by:

Melvin L. Matthews

Melvin L Matthews
Acting Secretary to the Board