

**KINNELOA IRRIGATION DISTRICT**  
**Special Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, March 31, 2020, 3:00 pm**  
**Minutes**

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

**DIRECTORS PRESENT:** Teleconference/Zoom videoconference: Gordon Johnson, Gerrie Kilburn, and Dave Moritz (present at call to order)  
Teleconference/Zoom videoconference: Tim Eldridge and Frank Griffith (joined meeting during Item 3: COVID-19 Presentation)

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Teleconference/Zoom videoconference: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen (present at call to order)

**1. CALL TO ORDER:** Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

**2. PUBLIC COMMENT:** No members of the public were present, and no public comments were submitted prior to the meeting.

**3. COVID-19 DISCUSSION:** The General Manager summarized the current statistics of confirmed cases and fatalities in the surrounding communities. Regarding District operations, he stated that he is working remotely from home, the office staff is taking shifts working at the office and remotely from home, and the field staff is working independently and keeping distance. There are no reports of illness and the District is fully staffed. He reported that PWAG [Public Water Agencies Group] has a conference call every Monday and there are no reported cases in any of the twenty agencies. Operationally, all are working from home whenever possible, splitting shifts, keeping distance and wiping down common surfaces. We, and other agencies, have shown it is possible to keep the essential service going. He added that District has a good inventory of repair parts, and our major suppliers, contractors and labs are fully operational. He assured the Board that the staff is doing everything they can to stay well and keep operations going.

The General Manager stated that many utilities are suspending shutoffs due to late payment. The staff requests direction from the Board on what they think the appropriate action is during the crisis. Typically, there are 20 to 30 customers that receive late fees and notices. The staff is currently following normal procedures. The staff recommends delaying any shutoffs on a case by case basis. Director Kilburn stated that in our District she did not think shutoffs will be an issue. The General Manager agreed that it is not likely.

Director Moritz agreed that the District needs to work with anyone who is experiencing financial problems at this point.

Director Johnson also agreed. He added that he did not think the District should change notification procedures and should follow the normal protocol. He stated that the staff may want to consider changing the notification letter to acknowledge that the District is responding to requests to postpone shutoffs during the current crisis.

Director Kilburn agreed.

The General Manager stated that the Board's position confirms the staff's viewpoint.

The Chair stated that Director Eldridge joined the meeting at 3:02 pm and Director Griffith attempted to call in earlier and has now joined the meeting.

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The Chair asked if there were any additional comments or questions about the COVID-19 discussion. Director Eldridge commented that the Los Angeles County Board of Supervisors recently voted to make Los Angeles County's Chief Executive Officer Sachi Hamai in charge of the Emergency Operations Center and remove Sheriff Villanueva from having control over emergency operations. He thought it was a good idea to have an executive in charge.

**4. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code**

**§54954.5(e)**: Title: General Manager. At 3:10 pm, the Chair adjourned the meeting to closed session for the General Manager's performance evaluation.

**5. OPEN SESSION – REPORT ON CLOSED SESSION**: The Chair reconvened to open session at 3:55 pm. The Chair stated that no action was taken in closed session.

It was motioned/seconded/carried unanimously by roll call vote. (Eldridge/Kilburn – 5/0/0/0)

**“On the basis of the Board's discussion in closed session, raise the General Manager's salary 5%.”**

There was no additional discussion.

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

The Chair stated that as a follow-up, the personnel committee will schedule a meeting with the General Manager within the next few weeks to deliver his evaluation and discuss the goals and objectives for 2020. The Board would like an agenda item added to the next Regular Board meeting to discuss the goals and objectives. The Board will also request agenda items periodically throughout the year on each of the goals and objectives. These status reports will be separate agenda items and not included in the General Manager's report. The Board would like to schedule a closed session in about six months for a mid-year performance review for the General Manager.

**6. DIRECTOR REPORTS AND/OR COMMENTS**: Director Kilburn stated that she has a video on how to manage groceries given the virus issues and asked if the Directors would be interested in receiving it. The Directors said that they would be interested. The Chair stated that he received an email message that the water is safe to drink and asked how the message was delivered. The General Manager stated that the email was transmitted to the four hundred plus customers who are on the email list. The Chair said that he thought it was a good message and reminder that they do not need to make panicked purchases of bottled water. The Chair stated that Director Griffith had suggested that the District creates a couple of posters to put along the streets: Sierra Madre Villa and Kinneloa Canyon. Director Eldridge stated that he would like one for the Glen's community message board. Director Kilburn said that her neighborhood has a message board as well. The General Manager said that he would prepare a poster and circulate it to the Board for any comments before it is posted.

**7. CALENDAR**: The next meeting will be the Regular Meeting on April 21, 2020.

**8. ADJOURNMENT**: It was motioned/seconded/carried-(Kilburn/Eldridge-5/0/0/0):

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

The meeting was adjourned at 4:03 pm.

Reviewed and submitted by,



Bernadette C. Allen

Board Secretary