

KINNELOA IRRIGATION DISTRICT
Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, April 3, 2018
2:30 P.M.
Minutes

DIRECTORS PRESENT: Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel

DIRECTORS ABSENT: None

STAFF PRESENT: Melvin Matthews, General Manager; Bernadette Allen, Office Manager/Board Secretary

1. CALL TO ORDER: The Chair, Frank Griffith, called the meeting to order at 2:38 P.M. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

2. PUBLIC COMMENT: No members of the public were present.

3. RESOLUTION 2018-04-03 CSDA COMMERCIAL CARD PROGRAM WITH UMPQUA BANK

It was motioned/seconded (Eldridge/Kilburn). Discussion ensued on the description of the card, the reason for changing cards, the rewards program and the selection of the bank. The General Manager confirmed that the rewards program is better than the previous program, with no change in cost and no annual fee. The motion carried unanimously-(5/0/0).

“That the Board approve Resolution 2018-04-03 authorizing the General Manager to complete the application to participate with Umpqua Bank in the CSDA Commercial Card Program.”

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

§54957(b)(1): Titles: General Manager, Senior Facilities Operator, Facilities Operator, Facilities Maintenance Worker, Office Manager, Administrative Assistant, Secretary to the Board.

At 7:03 P.M., the Board adjourned to closed session.

5. OPEN SESSION: The Board reconvened to open session at 4:36: P.M.

6. REPORT ON CLOSED SESSION: The Chair stated that no decisions were made.

7. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn requested that the Personnel Committee’s draft General Manager Job Description be on the next regular meeting agenda. Director Johnson requested that example performance evaluations, which he would provide, be included with the next agenda packet to discuss and decide what model, style or components the Board would like to use. Director Kilburn and Director Opel asked if the regular meeting time could be changed to an afternoon meeting. The General Manager replied that the Board can choose the time for the regular meeting.

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8. CALENDAR: The next regular meeting will be at a new time of 3:00 P.M on Tuesday, April 17, 2018, with a closed session on Tuesday, April 17, 2018, at 2:30 P.M.

Possible Items for the Next Regular Meeting Agenda:

1. General Manager Job Description – discuss and approve
2. Employee Performance Evaluation Form – discuss and decide
3. Public Employee Performance Evaluation – closed session

9. ADJOURNMENT: The meeting was adjourned at 4:52 P.M.

Respectfully submitted,



Bernadette C. Allen
Secretary to the Board