

*The minutes presented herewith are not a verbatim transcription of the special Board meeting held September 29, 2009. The intent is to provide a synopsis of key points of discussion and to chronicle decisions and actions taken by a quorum of the Board of Directors (ref: Roberts Rules of Order, Section 48). For more information or background, please refer to the applicable board packet.*

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE RINCON  
DEL DIABLO MUNICIPAL WATER DISTRICT  
September 29, 2009

A special meeting of the Board of Directors of the Rincon del Diablo Municipal Water District was held on Tuesday, September 29, 2009 at 6:00 p.m. at the offices of the District located at 1920 North Iris Lane, Escondido, California 92026.

DIRECTORS PRESENT: Towne, Quist, Bosch, Ix

DIRECTORS ABSENT: Drake

OTHERS PRESENT: Mitchell Dion, General Manager; Vicki Wing, Human Resources Manager

President Towne Determined there was a quorum and called the meeting to order at 6:00 p.m.

**I. ADDITIONS TO AGENDA**

There were none.

**II. ORAL COMMUNICATIONS TO THE BOARD**

There were none.

**III. ITEMS FOR DISCUSSION**

A. Closed Session

**One matter pursuant to Government Code Section 549574.6 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: General Manager**

The Board of Directors recessed to Closed Session at approximately 6:10 p.m. to discuss the Performance Evaluation of the General Manager.

President Towne reconvened to Open Session at approximately 6:50 p.m., and stated that the Board of Directors had completed the evaluation, and would like to compliment the General Manager, Mitch Dion, on a job well done.

### General Manager's Compensation

The Board of Directors after evaluating the General Manager's performance, utilized the formulary and compensation structure developed and approved on August 12, 2008 to calculate the appropriate salary adjustment that was commensurate with the General Manager's performance over the past year. Director Quist demonstrated for the Board of Directors information each step in the process, which resulted in a recommended 6.4% salary adjustment.

**In a motion by Director Quist seconded by Director Ix, and unanimously carried the Board of Directors, with Director Drake absent, approved a 6.4% salary adjustment to the General Manager's compensation retroactive to July 1, 2009.**

### B. Presentation and Discussion of the Rincon 2009/2010 Work Plan – 1<sup>st</sup> Quarter

General Manager, Mitch Dion presented to the Board of Directors' the District's work plan for the upcoming fiscal year, which included projects such as:

- Drought Response Plan Implementation.
- Web Site Reconstruction and Deployment
- Monthly Billing Initiative
- Review of Current Practices in Employment Relations and Operational Considerations
- Urban Water Management Plan
- Outdoor Landscape and Water-Use Ordinance
- Master Facilities Plan
- R-7 Reservoir Site Study
- Capital Improvement
- Advance Meter Infrastructure (AMI)
- Maintenance Management Software Evaluation
- Administrative Facility Repairs and Improvement
- Harmony Grove Water Reclamation and Basin Restoration (Rincon Water Factory)

Mr. Dion explained that the focus of the plan is to present these and emerging projects to the Board of Directors within the perspective of the District's strategic vision.

After considerable discussion about the projects and their multiple associations within each of the District's strategic areas, such as water supply, financial management, emergency management, asset management, communications, and personnel management; the Board of Directors affirmed the direction of the District, as represented by the Plan, and confirmed that it was indeed consistent with their vision. The Board of Directors also indicated their awareness of emerging issues and stated that it is their understanding and expectation that change will continue.

President Towne suggested that this plan could also serve as a benchmark for the performance expectations of the General Manager in the coming year. Director Quist recommended the inclusion of these projects into the evaluation process and forms in order to be used as a way to clearly communicate and document those expectations for evaluation purposes.

**This was an informational item only**

**IV. DIRECTOR'S REPORT**

Nothing new to report at this time.

**V. GENERAL MANAGER'S REPORT**

Nothing new to report at this time.

**VI. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned by President Towne at approximately 8:45 p.m.

**APPROVED:**

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Diana L. Towne, President

**ATTEST:**

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Mitchell S. Dion, Secretary