

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
PERSONNEL COMMITTEE  
MINUTES FOR  
March 25, 2021**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**1. Call the Meeting to Order**

Director Viguie called the March 25, 2021, Personnel Committee meeting to order at 10:00 a.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Bei, Viguie  
Nays: None  
Abstain: None  
Absent: None

**2. Approve the Agenda**

There was no discussion on this item.

A motion was made by Director Bei, seconded by Director Viguie to approve the agenda. The motion passed as follows:

Ayes: Bei, Viguie,  
Nays: None  
Abstain: None  
Absent: None

**3. Approve Minutes**

No minutes to approve.

## MEETING MINUTES

4. Comments from the Public – None

5. Old Business – None

6. New Business

- a. Staff Reviews – Conduct District Manager Annual Review, receive staff report on other performance evaluations. (Action)

The Committee Members conducted the District Manager’s Annual Review, received the District Manager’s summary of staff reviews and met with Office Manager and Program Coordinator. The Committee Members motioned to move forward with all staff receiving satisfactory reviews.

Ayes: Bei, Viguie,  
Nays: None  
Abstain: None  
Absent: None

- b. Wage Adjustments for Fiscal Year 2021/22 – Receive staff report and provide direction to staff on implementation cost of living adjustments and wage adjustments for Fiscal Year 2021/22

Ms. Huff reviewed the current wage adjustment methodology which is based on up to a 2% wage increase (upon satisfactory job performance) plus the average of the Western States and San Francisco CPI. The District maximum liability is limited to a maximum 5% increase for any one year. This methodology has been approved for the 3 fiscal years (2020/21, 2021/22 and 2022/23). The CPI wage increase was 1.7%, based on the average of the Western States and San Francisco CPI for 2020.

The Committee Members motioned to recommend approval of the combined wage increase of 3.7% for all three employees. The motion passed as follows:

Ayes: Bei, Viguie,  
Nays: None  
Abstain: None  
Absent: None

7. Announcements –

- a. Future committee meetings will be scheduled as necessary.

8. Adjourn Meeting

The Dixon RCD Board meeting adjourned at the hour of 11:50 a.m.

**Kelly Huff**  
**District Manager**  
**Dixon Resource Conservation District**

