

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
NOVEMBER 20, 2019**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

DIXON RCD STAFF

JOHN CURREY, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the November 20, 2019, Personnel Committee meeting to order at 1:15 p.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. Comments from the Public – None

4. Old Business – None

MEETING MINUTES

5. New Business

a. Staffing Levels

Mr. Currey discussed his intention to seek new employment during the coming months and ask the committee to provide directions regarding a new District Manager and recruitment process. Mr. Currey and the committee discussed his interest and intention, along with possible timing of any change. Mr. Currey stated that he is actively seeking new opportunities for professional growth. Mr. Currey indicated that it seems likely that a transition would occur sometime between March and June.

The Committee asked Mr. Currey to review and update the District Manager's Job Description.

The Committee asked to be provided the revised job description and the recruitment process at their next meeting.

b. Staff Compensation

Mr. Currey informed the committee that the Board's current 3 year wage agreement ends on June 30, 2020 and the last wage adjustment was implemented on July 1, 2019. Under the current agreement there are two elements to annual wage adjustments. The first is completed in March of each year when Staff uses and average of the SF metro area and Western States Consumer Price Index (CPI) for the prior calendar year to establish the cost of living portion on the wage increase. The Second is conducted as part of employee's annual review, wages maybe adjusted by up to 2% based on merit (job performance). The maximum increase is limited to 5% per year.

Mr. Currey requested that the committee consider this method and a multi-year agreement if this is the direction in which they would want to consider upcoming budget preparation.

The Committee did not have a firm opinion yet, but requested staff focus on identifying the possible salary range for the District's current positions. The committee requested that the District Manager wage range be looked at as part of the recruitment process and the other position would be looked at as part the budget preparation.

6. Announcements –

a. Future committee meetings will be scheduled as necessary.

7. Adjourn Meeting

The Dixon RCD Board meeting adjourned at the hour of 2:30 p.m.



**John Currey
District Manager
Dixon Resource Conservation District**