

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
April 1, 2020**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the April 1, 2020, Personnel Committee meeting to order at 12:10. Through Zoom Meeting and teleconference.

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

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5. New Business

- a. **Staffing - Consider District Manager's recommendations for Fiscal Year 2020 - 2021 staffing levels and adjustments to schedules and position responsibilities.**

Ms. Huff presented the District Manager's recommendations for staffing levels and adjustments to schedules and positions. Mr. Viguie and Mr. Bei asked about which specific tasks Dixon RCD would be shifting to Solano RCD staff. Ms. Huff explained that, based on advice from the former District Manager, the primary project for Solano RCD staff would be an inventory of the Dixon RCD infrastructure and facilities to prioritize and budget for future improvements, with additional technical support for the water quality coalition program. Mr. Viguie and Mr. Bei want to ensure that primary responsibilities related to ditch management would not be delegated outside of Dixon RCD. They recommended that the Dixon RCD budget include an estimate (based on a number of hours for Solano RCD staff and other contractors) that be utilized, as needed, for general support of Dixon RCD programs. Mr. Viguie and Mr. Bei are in support of the recommendation to adjust current Dixon RCD staff schedules and responsibilities and to re-evaluate staffing needs at three and six months into the budget year.

A motion was made by Director Bei, seconded by Director Viguie to bring the District Manager's recommendations to the Dixon RCD Board with changes mentioned above.

The motion passed as follows:

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

- b. **Wage Adjustments, cell phone stipend and RCD clothing allowance – Review and discuss recommendations for Fiscal Year 2020 – 2021**

Ms. Huff presented the District Manager's recommendations for 2020-2021 Dixon RCD staff wage adjustments. Mr. Viguie and Mr. Bei are in support of the recommendations, except that the clothing stipend should be for one year and re-evaluated as needed in the future.

A motion was made by Director Viguie, seconded by Director Bei to bring the District Manager's recommendations to the Dixon RCD Board with the change mentioned above.

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The motion passed as follows:

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

c. Review and consider new personnel related policies and procedures related to COVID-19

Ms. Huff presented telecommuting and COVID Emergency Plan policies to formalize Dixon RCD staff's recent change to telecommuting work schedules. All Dixon RCD staff have been able to maintain existing work schedules and responsibilities under the new requirements. Ms. Huff also explained that Dixon RCD's 2019-2020 budget includes sufficient funds to cover the additional leave, if needed, without the need to utilize reserves. Mr. Viguie and Mr. Bei are in support of adopting the new policies.

A motion was made by Director Viguie, seconded by Director Bei to bring the new policies to the new policies to the Dixon RCD Board of Directors for approval.

6. Adjourn Meeting

The Dixon RCD Board meeting adjourned at the hour of 1:18 p.m.

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

