

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
April 1, 2022**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the April 1, 2022, Personnel Committee meeting to order at 12:50 p.m. at 1170 North Lincoln Street, Suite 109, 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 agreed to accept anonymous District Manager reviews from Dixon and Solano RCD staff by email next year as well as to be available for Dixon RCD staff to call directly with concerns throughout the year. 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 2022/23 – Receive staff report and provide direction to staff on implementation cost of living adjustments and wage adjustments for Fiscal Year 2022/23

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 3.85%, based on the average of the Western States and San Francisco CPI for 2021.

The Committee Members motioned to recommend approval of the combined wage increase of 5.0% 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 1:15 p.m.

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

