

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
March 14, 2023**

DIRECTORS

**DAVID VIGUIE
SPENCER BEI**

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the March 14, 2023, Personnel Committee meeting to order at 2:57pm 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. Review Overall Employee Benefits (Action)

The Committee Members reviewed the District Manager’s summary of benefit package comparison and staff recommendations for changes to Dixon RCD’s benefits.

The Committee Members requested that the District Manager provide an updated 2023-2024 fiscal impact summary with the following potential changes to employee benefits and wages and that the Personnel Committee meet again to make final recommendations to the Dixon RCD Board for 2023/24 through 2025/26 fiscal years.

Potential Changes

- Health Insurance: Increase the maximum monthly health benefits allowance from \$700 to \$800 in 2023-2024 Dixon RCD Rate Schedule.
- Retirement: Increase the maximum employer match into SIMPLE IRA from 3% to 5%.
- Vacation: Freeze current employee vacation accrual years at July 2023 accrued years (Kelly – 17 years, Martha – 8 years, Joanna – 2 years). Beginning in July 2023, make following changes to Dixon RCD Vacation Policy.
 - Change vacation accrual formula from dates (July 1 – June 30th = one year) to hours (2080 hours = one year). This change will be consistent with Solano RCD and Solano County policies.
 - Additional Proposed Change to Vacation Policy

Current Policy

Years 0-2 (10 days per year)

Years 3-8 (15 days per year)

Years 9-15 (20 days per year)

~~Years 16+ (26 days per year)~~ 38 days*

*District Manager will donate 3 days (24 hours) of her current vacation balance to each employee for 2022-2023 fiscal year.

Proposed New Policy

Years 0-2 (10 days per year)

Years 3-8 (15 days per year)

Years 10+ (20 days per year)

- Holidays: Increase annual holidays up to two additional “floater” holidays (from 10 to 12 annual holidays) to match additional holidays approved by Solano RCD Board.

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

MEETING MINUTES

- b. Wage Adjustments for Fiscal Year 2023/24 – Receive staff report and provide direction to staff on implementation cost of living adjustments and wage adjustments for Fiscal Year 2023/24

The Committee Members reviewed the District Manager’s comparison of historical COLA vs. CPI rates, discussed potential options for 2023-2024 wage adjustments and requested that the District Manager provide options to consider for 2023-2024 through 2025-2026 wage adjustments at the next Personnel Committee meeting.

Potential Changes

- Up to 4.0 percent CPI adjustment for 2023-2024.
- Up to 2.0 percent merit, or combined merit / job responsibility adjustment.

The Committee Members motioned to revisit the options for CPI and merit increases for 2023/24 and the methodology for 2024/25, 2025/26 in another Personnel Committee Meeting within the next week. The motion passed as follows:

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

7. Announcements –

- a. **The Personnel Committee will meet again at 3:30 p.m. Tuesday March 21, 2023.**

8. Adjourn Meeting

The Dixon RCD Board meeting adjourned at the hour of 4:34 p.m.

Kelly Huff
District Manager
Dixon Resource Conservation District

