

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
December 28, 2023**

DIRECTORS

**DAVID VIGUIE
SPENCER BEI**

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the December 28, 2023, Personnel Committee meeting to order at 9:01 am 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. Recommend Changes to Employee Benefits (ACTION) –

Ms. Huff explained that staff had recently discovered an issue with the board approved increases from 3.0% to 5.0% the maximum employer match contributions to employee retirement accounts starting on July 1, 2023. In early December, we discovered that the current IRS rules for SIMPLE IRAs only allow employer match contributions up to 3% for the 2023 tax year. Ms. Huff presented her recommendations on how to correct the issue as well as alternatives.

The Committee Members motioned to recommend the following changes to employee benefits:

Correct Dixon RCD employer contributions for retirement from up to 5.0% dollar for dollar match to:

1. Up to 3.0% dollar for dollar match for 2023 calendar year.
2. Beginning January 1, 2024 adopt an employer non-elective contribution of 2.0% for all eligible employees, in addition to up to 3.0% dollar for dollar match contributions.
3. Make one time correction contribution in 2024 to each employee's SIMPLE IRA Accounts to adjust for 2.0 % employee contributions that could not be matched by employer July 1 2023 – December 31, 2023.

The motion passes as follows:

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

b. Review District Manager Staffing Recommendations – (ACTION)

Ms. Huff reviewed recently awarded grants that allow for changes to Dixon RCD staffing hour allocations for 2023-2024 fiscal year as well as the opportunity for office and countywide for additional agricultural/ water related staffing support. Ms. Huff explained that by utilizing a portion of the grant funds available to Dixon RCD and supporting additional “boots on the ground” staff at Solano RCD, we collectively will be able to respond better to increased requests from landowners and farmers in addition to compensating irrigated lands program and RCD general fund for existing staff's continued groundwater related assistance. Our intent is that it will also allow Dixon RCD to utilize additional hours of SRCD field staff to assist, as needed on ditch related projects.

MEETING MINUTES

The Committee Members asked questions about the individual grants and what strings might be attached to the funding. After discussion, they agreed with the District Manager's plans and they did not think that any action was necessary on this item as updates to the Board will occur with budget adjustments and District Manager reports.

No Action Taken

7. **Announcements – None**

8. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 9:45 a.m.

Kelly Huff
District Manager
Dixon Resource Conservation District

