



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR APRIL 12, 2023**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

SAM BEUKELMAN

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

DAGOBERTO OSORIO, NRCD (Virtual)

1. Call the Meeting to Order

Director Viguie called the April 12, 2023 Board meeting to order at 12:08 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

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Present: Viguie, Schene, Bei, Jones, Beukelman

Absent: None

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

There was no discussion on this item.

A motion was made by Director Schene, seconded by Director Beukelman, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Schene, Bei, Jones, Beukelman

Nays: None

Abstain: None

Absent: None

4. Presentations – None

5. Comments from the Public- None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **March 08, 2023**
- b. Approval of Minutes from the Personnel Committee dated **March 08, 2023**
- c. Approval of Minutes from the Personnel Committee dated **March 14, 2023**
- d. Approval of Minutes from the Personnel Committee dated **March 21, 2023**
- e. DRCD- Approval of Expenses from **March 09 to April 12, 2023**, and review of the 2022-2023 budget
- f. Office Management - Approval of Expenses from **March 1 to March 31, 2023**, and review of the 2022 / 2023 Budget
- g. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **February 09 to April 12, 2023**, and review of the 2022-2023 budget

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A motion was made by Director Beukelman, seconded by Director Bei, to approve the Consent Calendar items 6a-6g. The motion passed as follows:

Yeas: Viguie, Schene, Bei, Jones, Beukelman
Nays: None
Abstain: None
Absent: None

7. Natural Resources Conservation Service (NRCS) Report –

Mr. Dagoberto Osorio from the NRCS office attended the meeting virtually, since Ms. Teri Knight is still on detail. He mentioned there isn't a lot going on currently due to lack of money, but staff are continuing to focus on their obligations with approved contracts (9-10). Most of the contracts were tractor replacements, compost application, and forestry related. EQIP/RCCP forest and soil health is what needs to get funded for the remaining FY 22/23. Staffing updates include previous intern Joseph Sexson from 2021 being hired on as an engineer. In addition, Ms. Teri Knight will continue on her detail until June.

8. Old Business – None

9. New Business-

- a. Wage & Benefit Adjustments for Fiscal Year 2023/24 and Wage Adjustment Methodology through 2025/26 **(ACTION)**

Based on the 2022 CPI Average which was 6.8% and had a significant increase than the years prior, an overall look into the employee benefits was requested by the Personnel Committee. After a total of 3 Personnel Committee Meetings the following changes were recommended:

To Employee Benefits:

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- 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 3.0% to 5.0%.
- 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.

o 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.

o Additional Change to Vacation Policy:

Current Policy	Proposed New Policy
Years 0-2 (10 days per year)	Years 0-2 (10 days per year)
Years 3-8 (15 days per year)	Years 3-8 (15 days per year)
Years 9-15 (20 days per year)	Years 9+ (20 days per year)
Years 16 + (26 days per year)	

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

- Holidays: Increase annual holidays to match additional holidays approved by Solano RCD Board, with a ceiling of 12. Additional holidays will be “floater” holidays, to be used on the days of the employee’s choice.

To Employee Wages

Recommend Wage Adjustments for Fiscal Year 2023/24 and Wage Adjustment Methodology through 2025/26.

- 2023/24 Wage Adjustments
 - o CPI up to 4%
 - o Merit up to 1% + adjustments due to increases in job responsibilities.
- 2024/25 & 2025/26 Wage Adjustment Methodology
 - o Maximum CPI 3.0%

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o Merit up to 1% + up to 1% adjustments for increases in job responsibilities

Director Bei explained that in addition to adjustments to the CPI cap, the Personnel Committee members wanted to take a detailed look at employee benefits overall to make sure they are fair. Director Viguie also mentioned this is a 3-year methodology and he feels comfortable with the collective 7.5% (\$18,747.24) increase to the District for the 2023-2024 fiscal year, based on the budget net positions of the past couple of years.

A motion was made by Director Jones, seconded by Director Schene, to approve the Personnel Committee Recommendations. The motion passed as follows:

Yeas: Viguie, Schene, Bei, Jones, Beukelman
Nays: None
Abstain: None
Absent: None

- b. Regional Drainage Update – Receive staff update and provide direction regarding further Dixon RCD input (**ACTION**)

Note: No Action was taken on this item.

Ms. Huff mentioned since the last board meeting in March, staff and board members have attended meetings related to regional drainage. At the March 22nd meeting Alex Rabidoux from SCWA presented on a regional drainage effort in Tremont 3 was encouraged based on the positive direction this is going towards.

Director Beukelman mentioned that at the JPA meeting the City proposed an interim conceptual plan for the North East Quadrant that could fit into a larger regional project in the future. During the March JPA meeting Director Bei mentioned a plan having to do with the existing infrastructure in the area that could be multi-benefit. This led to a further explanation locations of existing infrastructure at a meeting

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which was attended by Kelly, Spencer, Doug from West Yost, and Deborah from the City.

Mrs. Huff asked if Dixon RCD would like to formally support the conceptual plan that has been presented by the City, with or without qualifications. Director Viguie said more information needed to be provided in order for the district to accept it. Ms. Huff agreed that we need more information regarding the City's Drainage Plan with specific numbers.

No motion was made, Director Viguie opted to take no action until more detailed information is provided and the Board can come to a formal decision at the next board meeting.

10. DRCD Staff Reports:

a. **District Manager's Report**- There was no discussion on this item. Ms. Huff added that SID has a municipal review by LAFCO coming up. See District Manager's Report for more details.

b. **Water Quality Coalition Update**- None

11. Director's Report –None

12. Communications – None

13. Upcoming Events –None

14. Announcements – A Reminder that the next board meeting will be Wednesday, May 10, 2023 at 12:00pm.

15. Adjourn Meeting

A motion was made by Director Bei, seconded by Director Jones, to close the meeting. The motion passed as follows:

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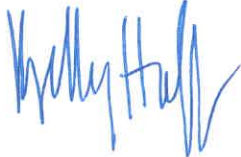
Yeas: Viguie, Schene, Bei, Jones, Beukelman

Nays: None

Abstain: None

Absent: None

The Dixon RCD Board meeting adjourned at the hour of 1:27 p.m.



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