

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
March 8, 2023**

DIRECTORS

**DAVID VIGUIE
SPENCER BEI**

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the March 8, 2023, Personnel Committee meeting to order at 1:55 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, including consideration of anonymous reviews from Dixon and Solano RCD staff (5 in total). 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 2023/24 – Receive staff report and provide direction to staff on implementation cost of living adjustments and wage adjustments for Fiscal Year 2023/24

Director Viguie asked when the 3-year period for the current wage adjustment methodology would need to be revisited. Ms. Huff reported that the current methodology continues through June 30, 2023 and if the Committee Members would like to consider alternatives for the next 3-year period, now would be the time. Considering the CPI average was 6.8% for 2022, the Committee Members would like to revisit the 3.0% cap on CPI wage adjustment. At the same time, the Committee Members would like to review and consider adjustments to total current employee benefits including health insurance, retirement, vacation/sick leave and holidays.

The Committee Members motioned to hold another Personnel Meeting soon to review this information and consider changes for 2023-2024 and future years.

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 3:00 p.m.

Kelly Huff
District Manager
Dixon Resource Conservation District

