

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
March 21, 2023**

DIRECTORS

**DAVID VIGUIE
SPENCER BEI**

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the March 21, 2023, Personnel Committee meeting to order at 3:25 pm 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)

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

- **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 Change to Vacation Policy**

<u>Current Policy</u>	<u>Proposed New Policy</u>
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)	

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

The motion passes as follows:

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

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

MEETING MINUTES

The Committee Members motioned to recommend approval of the following wage adjustment and wage adjustment methodology, with an explanation to the full board of the fiscal impact analysis.

2023/24 Wage Adjustments

- CPI up to 4%
- Merit up to 1% + adjustments due to increases in job responsibilities. This would result in the following increases.

2024/25 & 2025/26 Wage Adjustment Methodology

- Maximum CPI 3.0%
- Merit up to 1% + up to 1% adjustments for increases in job responsibilities

Fiscal Impact Analysis: The recommended adjustments to benefits and wages would result in an increase of \$18,747.24 (7.5%) in total cost to the District in 2023-2024 compared to 2022-2023.

The motion passed as follows:

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

7. **Announcements – None**

8. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 4:21 p.m.

Kelly Huff
District Manager
Dixon Resource Conservation District

