



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
April 27, 2026**

DIRECTORS

DAVID VIGUIE

ALEXIS HARVEY

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the April 27, 2026, Personnel Committee meeting to order at 9:15 am at 1170 North Lincoln Street, Suite 109, Dixon, CA.

Present: Harvey, Viguie
Nays: None
Abstain: None
Absent: None

2. Approve the Agenda

There was no discussion on this item.

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

Ayes: Harvey, 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’s annual review and receive staff report on other performance evaluations (ACTION)

The Committee Members conducted the District Manager’s Annual Review and the received District Manager’s report on staff performance evaluations. The Committee Members motioned to move forward with the District Manager’s review and report on staff performance evaluations.

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

- b. Recommend Wage Adjustments for Fiscal Year 2026/27 and Wage Adjustment Methodology through Fiscal Year 2028/29 – (ACTION).

The Committee Members reviewed the District Manager’s recommendations for wage adjustments and motioned to recommend approval of the following wage adjustment and wage adjustment methodology, with an explanation to the full board of the fiscal impacts.

For FY 2026-2027 hold the District Manager salary at its current level and adjust the Office Manager and Program Coordinator salaries based on 2.5% CPI increase and recommended merit and increased responsibilities adjustments in the attached 2026-2027 Proposed Employee Wages and Costs Spreadsheets.

3-Year Methodology

FY 2026/2027, 2027/28 & 2028/29 Recommended Wage Adjustment Methodology

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

2026/27 Wage Adjustments

- Hold District Manager salary at current level
- For other staff, CPI adjustment of 2.5%
- Variable merit & increased responsibility adjustments up to 2.0%.

MEETING MINUTES

2027/28 & 2028/29 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 **\$6,354.65 (2.2%)** in total cost to the District in 2026-2027 compared to 2025-2026.

The motion passed as follows:

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

7. **Announcements – None**

8. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 10:06 a.m.



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