

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
PERSONNEL COMMITTEE
MINUTES FOR
April 4, 2025**

DIRECTORS

DAVID VIGUIE

ALEXIS HARVEY

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the April 4, 2025, Personnel Committee meeting to order at 2:00 pm 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 Harvey, seconded by Director Viguie to approve the agenda. The motion passed as follows:

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

3. Comments from the Public

No public in attendance.

MEETING MINUTES

4. Old Business – None

5. 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 Annual Review and received the District Manager's report on staff performance evaluations.

- b. Wage Adjustments for Fiscal Year 2025/26 – Receive staff report on implementation of the Board approved cost of living adjustments and wage adjustments – (Action).

The Committee Members recommended increases for the three staff, which include up to 2.0% in merit and increased job responsibility increases plus a 2.8% cost of living increase (based on average of Western States and San Francisco Consumer Price Indexes and 5.0% annual cap on increases).

Fiscal Impact Analysis: The recommended adjustments to benefits and wages would result in an increase of \$12,268.82 (4.4%) in total cost to the District in 2025-2026 compared to 2024-2025.

The motion passed as follows:

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

6. Announcements – None

7. Adjourn Meeting

The Dixon RCD Board meeting adjourned at the hour of 2:30 p.m.

Kelly Huff
District Manager
Dixon Resource Conservation District

