



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
APRIL 21, 2021**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

ERIC SCHENE

DANIEL JONES

JOHN REITAN

LEO SOUKERIS

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

BROOK ROSENBERGER, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

TERI KNIGHT, NRCS

1. Call the Meeting to Order

Director Viguie called the April 21, 2021 Regular Board meeting to order at 12:03 p.m. at 1170 North Lincoln Street, Dixon, CA. This was an in person meeting with guests joining via Teleconference/Online.

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Roll call was taken:

Present: Viguié, Bei, Beukelman, Jones
Absent: Schene

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: Viguié, Beukelman, Schene, Jones
Nays: None
Abstain: None
Absent: Bei

4. Presentations – None

5. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated March 10, 2021 (*Director's Prep*)
- b. Approval of Minutes from the Personnel Committee Meeting from March 25, 2021.
- c. Approval of Minutes from the Ditch Committee Meeting dated March 30, 2021.
- d. Approval of Dixon RCD Expenses from **March 11 to April 21, 2021** and review of the 2020 / 2021 Budget (*to be distributed*)
- e. Office Management – Approval of Expenses from **March 1 to March 31, 2021** (*to be distributed*)

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- f. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from March 11 to April 21, 2021, and review of the 2020 / 2021 Budget

A motion was made by Director Schene, seconded by Director Beukelman, to approve the Consent Calendar Items 5a-5f. The motion passed as follows:

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

6. Natural Resources Conservation Service (NRCS) Report –

Ms. Knight reported status on all current reports and projects at this time. Please refer to the provided status report for further details. Ms. Knight also reported that their office is still closed to the general public, however they are doing site visits with producers. It was also confirmed that Ms. Knight will be on the agenda for the May DRCD board meeting to talk about a bottom up approach to support ranchers/growers for local work group resources.

7. Comments from the Public – NONE

8. Old Business – NONE

9. New Business

a. Letter to Ditch Adjacent Landowners Regarding Spoils Management – (ACTION)

Per the Board's request Mrs. Huff convened a Ditch Committee meeting to discuss and create a letter to be sent out to all land owners. This letter is intended to give an overview of the process Dixon RCD recently took to evaluate spoils management procedures, including what we learned

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from a recent survey sent out and plans to provide the best resolution we can come up with at this point considering time, resources and our current budget.

Director Viguie commented that he realizes that there are areas that landowners/tenants will need to maintain, however feels that we all need to agree that there are some neglected spots that we are going to have to address in the near future.

Director Beukelman agreed but made note of the challenge we are up against due to a limited budget vs the expense of addressing all neglected spots. He felt that the board needs to focus on a plan that is fair to all parties involved and that plan may take some time.

Director Jones asked if we have reached out to other districts to see what their practices are. We have and the responses varied depending on the location of the district and type of farming operations.

The Board agreed to send out the letter with some minor changes, to be sent out 04/22/2021.

A motion was made by Director Schene, seconded by Director Beukelman, to send letter to all ditch land owners. The motion passed as follows:

Yeas: Viguie, Beukelman, Schene, Jones

Nays: None

Abstain: None

Absent: Bei

b. Ditch Maintenance – Review 2021-2022 Activities, Consider Awarding Excavation Service Contract – (ACTION)

Mrs. Huff reported that we contacted 5 different companies for a Request for Proposal (RFP). Of the 5 only 3 submitted proposals.

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The board discussed proposals, weighing out the pros and cons of each one. Some of the main issues that came up were;

- Cost
- On call availability, response times, proximity of equipment
- Familiarity with Dixon RCD facilities and landowners
- Quality of work
- Signing a 1 year contract and having to do this again in 1 year
- Debris removal and continued maintenance of ditch system beyond the 6 mile quote
- Reputation of companies that submitted proposals – testimony and references

During this discussion, some of the directors wondered if we should reject all proposals and start over however it was determined that we are limited to available resources in our region and the proposals that we received are more than likely the only ones that would respond if done again. Therefore the board unanimously agreed that they needed to reach a decision.

Upon review of all the discussion that occurred, a motion was made by Director Beukelman, seconded by Director Jones, to award the contract to Dixon Tractor and Gravel. The motion passed as follows:

Yeas: Viguie, Beukelman, Schene, Jones

Nays: None

Abstain: None

Absent: Bei

c. Wage Adjustments – Receive personnel committee report and provide direction to staff. – (ACTION)

Mrs. Huff gave an overview of past practices previously adopted by the board.

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Director Viguie stated that the Personnel Committee is recommending a 3.7% wage adjustment. This percentage is comprised of merit increase of 2% and cost of living increase of 1.7%.

A motion was made by Director Beukelman, seconded by Director Schene, to accept and approve the Personnel Committee's recommendation for 2021-2022 wage adjustments. The motion passed as follows:

Yeas: Viguie, Beukelman, Schene, Jones

Nays: None

Abstain: None

Absent: Bei

d. Staffing – Consider plan and schedule for filling the Office Manager Position, with goal of June 15th – July 1st start date – (ACTION)

Mrs. Huff announced that the current Office Manager is leaving. Mrs. Huff asked the board to consider an overlap between the current OM and the new OM with up to 10 to 20 hours a month for 2-3 months current OM either in person, over the phone or via zoom.

Along with a draft of the position description, Mrs. Huff included the plan for recruitment of the new Office Manager. The full time equivalent salary range would be \$52,000 - \$56,000 per year. She would like to advertise this position as part time, between 24 and 32 hours per week. The position is currently 24 hours per week, however the plan would be to utilize the additional 8 hours per week assisting with the Irrigated Lands Regulatory Program and the Solano RCD Office Management.

A motion was made by Director Schene, seconded by Director Beukelman, to accept the outlined plan for the recruitment and proposed hours of the new Office Manager. The motion passed as follows:

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Yeas: Viguie, Beukelman, Schene, Jones

Nays: None

Abstain: None

Absent: Bei

10. DRCD District Manager's Report –

a. **District Manager Report** – Mrs. Huff gave a brief status report of all current projects at this time. See DRCD Manager's Report for details. Mrs. Huff also requested that we have a Policy Committee and a Financial Committee meeting in the near future.

b. **Water Quality Coalition Update** – Mrs. McKeen gave a status update on the ILRP fees and reporting. Please see WQC report for details.

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 12, 2021 at 12:00pm.

- **THIS MEETING WILL MOST LIKELY BE VIA ZOOM OR PHONE ONLY FOR MAY.**

15. Adjourn Meeting

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

Yeas: Viguie, Beukelman, Schene, Jones

Nays: None

Abstain: None

Absent: Bei

The Dixon RCD Board meeting adjourned at the hour of 1:30 p.m.

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Kelly Huff, District Manager, Dixon Resource Conservation District

A handwritten signature in blue ink, appearing to read "Kelly Huff", is positioned below the printed name.