



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
August 12, 2020**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

ERIC SCHENE

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

BROOK ROSENBERGER, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

WENDY RASH, NRCS

1. Call the Meeting to Order

Director Viguie called the August 12, 2020 Regular Board meeting to order at 12:04 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA for DRCD staff and via Teleconference for all other attendees.

Roll call was taken:

Present: Viguie, Beukelman, Bei, Schene
Absent: None

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

There was no discussion on this item.

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

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

4. Presentations – None

5. Comments from the Public – None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **July 8, 2020**
- b. Approval of New Year Expenses from **July 9 to August 12, 2020**, and review of the 2020 / 2021 Budget
- c. Office Management - Approval of Expenses from **July 1 to June 31, 2020**

A motion was made by Director Beukelman, seconded by Director Schene, to approve the Consent Calendar Items 6a-6c. The motion passed as follows:

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

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Rash reported status on all current reports and projects at this time. Please refer to the provided status report for further detail. Ms. Rash also reported that their office is still closed to general public, however they are offering mission critical site visits, with physical distancing, at this time due to the Covid-19 requirements in place. In addition Ms. Rash announced that 15 projects were funded.

8. Old Business – NONE

9. New Business

a. City of Dixon General Plan DRAFT General Plan & DRAFT Environmental Impact Report (EIR) – (ACTION)

Mrs. Huff gave an overview of the General Plan and the EIR that were released July 8, 2020, explaining that the City of Dixon has been working on this for years. Mrs. Huff stated that comments in regards to either document are due by August 24, 2020.

The Board discussed Mrs. Huffs concerns noted in staff report 9a. The Board agreed with consensus that DRCD should submit a comment letter to the City by the 8/24/20 deadline. Mr. Viguie stated that issues surrounding conveyance should be included in the letter.

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A motion was made by Director Schene, seconded by Director Beukelman, to approve the District Manager recommendations and submit a comment letter to the City of Dixon. The motion passed as follows:

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

b. City of Dixon NEQ Drainage Evaluation – Receive JPA committee member and staff report on 07-22-20 JPA Meeting and provide direction regarding any further Dixon RCD input (ACTION)

Mrs. Huff gave a brief overview the outcome from the 07/22/20 JPA meeting. West Yost intends to have a DRAFT technical report ready to present to the JPA in mid-December, along with a presentation to the Dixon City Council in early January. In the meantime the project team will be moving forward with the developer/landowner meetings and data collection with the next update to the JPA scheduled for October 21, 2020.

Mr. Viguie recommends that DRCD definitely send out communication to all landowners in the Tremont 3 drainage area. Mr. Bei said he would also like to see something in the annual Newsletter to inform our landowners about the project, the cooperative way we have been working with the City to benefit our ditch members and inform them of the design and potential impacts within our District.

Mr. Viguie brought attention to potential concerns with ownership of non DRCD sections of ditch and responsibility for maintenance. We need clarification on the current ownership of the ditch between Campbell Soup and the railroad tracks and plans once the project is built. These are things that need to be discussed and documented. The Board is requesting that the District Manager seek legal counsel for direction and understanding for the District.

Mrs. Huff pointed out that there have been slight changes to the project design for the City Sphere Of Influence (SOI) areas north of Highway 80. There needs to be confirmation that the runoff that comes through the SOI will not be concentrated or increased.

She then turned it over to Director Bei since he attended. Director Bei stated that he continues to feel that all parties involved are trying to work together towards a successful outcome of the entire project and the City is taking all issues that have been brought up into consideration.

A motion was made by Director Viguie, seconded by Director Bei, to the approve bullet items #1-4, with tabling #5 until we have direction from legal counsel. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene
Nays: None

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Abstain: None
Absent: None

c. 2021 Ditch Maintenance Fee – Review and consider schedule for the Voter Approved Ditch Maintenance Fee increase.

Mrs. Huff gave an overview of past practices in regards to 2016 Ditch Maintenance Fee Rate Study.

2016/17:	\$3.00/ac
2017/18:	\$3.25/ac Not Implemented
2018/19:	\$3.50/ac
2019/20:	\$3.75/ac
2020/21:	\$4.00/ac

In order to determine if the fee is necessary Mrs. Huff provided the **2020 – 2021 Projected Net Position by Cost report** (Attachment 9c1). If this year's expenses are held to this budget the ditch cost center will have a negative net position of \$28,696.41 before any capital expenditure.

The other District cost centers will generate sufficient revenue so that the projected ending fund balance of \$528,743 (includes FNB \$25,500 accounts). This ending fund balance is \$9,684 more than the 2016 Rate study projected for the June 30, 2021 fund balance.

A motion was made by Director Beukelman, seconded by Director Bei, to the implement the last phase of the Rate Study and increase the ditch fees to \$4.00 per acre for the 2020/2021 fiscal year. The motion passed as follows:

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

10. DRCD District Manager's Report –

- a. **District Manager Report -** Mrs. Huff gave the status of all current reports at this time. Mrs. Huff requested comment from the Board on how to proceed with ongoing Ditch Maintenance issues noted. She also informed the Board The Fresh Water Trust (TFT) grant finishes up in October and that the TFT would be willing to do a presentation of the results if interested.

Mrs. Huff also brought up a letter distributed by CARCD discussing how we as RCD's could look at current practices in regards to inclusion of diversity within our organizations. Mr. Viguie encouraged each Board member to reach out to Mrs. Huff to discuss the letter and present her with ideas of how we as a District could implement practices/changes to our current outreach practices.

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- b. **Water Quality Coalition Update** – Mrs. McKeen gave an update on enrollment and outreach. She announced some upcoming dates for outreach events as our reporting season approaches.
11. **Director’s Report – None**
12. **Communications – None**
13. **Upcoming Events – Our next Board meeting is still on October 14, 2020, however at this time it is still undetermined if we will be having a field visit incorporated into the meeting. More details to come.**
14. **Announcements – A Reminder that the next board meeting will be Wednesday October 14, 2020 time will be determined at a later date depending on if the above scheduled event occurs. TBD Details to follow.**
15. **Adjourn Meeting**
A motion was made by Director Bei, seconded by Director Beukelman, to close the meeting. The motion passed as follows:

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

The Dixon RCD Board meeting adjourned at the hour of 1:44 p.m.



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