



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
MAY 13, 2020**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

CHOPE GILL

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

BROOK ROSENBERGER, OFFICE MANAGER

OTHER ATTENDEES

JOHN REITAN – ASSOCIATE DIRECTOR

LEO SOUKERIS – ASSOCIATE DIRECTOR

WENDY RASH - NRCS

1. Call the Meeting to Order

Director Viguie called the May 13, 2020 Regular Board meeting to order at 12:02 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, Gill
Nays:	None
Abstain:	None
Absent:	Schene

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

Present: Viguie, Beukelman, Bei, Gill
Nays: None
Abstain: None
Absent: Schene

4. **Comments from the Public – None**

5. **DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **April 15, 2020**
- b. Approval of Expenses from **April 15, 2020 to May 13, 2020**, and review of the 2019 / 2020 Budget
- c. Office Management – Approval of Expenses from **April 1 to April 30, 2020**
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **April 16, 2020 to May 13, 2020**, and review of the 2019 / 2020 Budget

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

Present: Viguie, Beukelman, Bei, Gill
Nays: None
Abstain: None
Absent: Schene

6. **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 appointments at this time due to the Covid-19 requirements in place.

Ms. Rash added that the Local Workgroups that she has mentioned in previous meetings are becoming a focal topic. Mr. Viguie asked what these workgroups look like. Ms. Rash said that she sees this with RCD's leading within their county for feedback, take a group of stakeholders and discuss what they see as local resource priorities and generate an action plan that fits with the future of the county. Obviously this cannot be accomplished in one meeting, so this will take a commitment and a series of meetings or other means of collecting feedback, with those involved. Mr. Viguie asked about the ideal timeline for these local workgroups. Ms. Rash stated that there is no set time yet, she estimated that a 6 – 8 month timeline seems realistic at this time. Mrs. Huff then asked if there are specific requirements on how we are to collect information. Ms. Rash stated that we can be creative.

Ms. Rash asked if she could have a meeting with Mrs. Huff this week to discuss the upcoming Freshwater Trust project. They are set to talk Thursday or Friday.

7. **Presentations – None**

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8. Old Business – None

9. New Business

a. 2019-20 Budget Year-End Projections – Receive staff report for the Year-End Projection and consider approving budget adjustments for Fiscal Year 2019-20

Mrs. Huff gave an overview of the requested budget adjustments;

Increase of \$2,500 for account 2238 Engineering Services for additional project review assistance from West Yost Associates.

Increase of \$8,000 for account 2245 for services from the Currey Ranch Consulting contract and Solano RCD assistance with completion of 2019-20 survey work and computer set-up and LanTech IT services.

Decrease of \$10,500 for account 2001 Ditch Excavation due to project proposed in November for Bulkley livestock alley, not occurring.

The adjustments do not change the total expenses for the 2019/2020 budget.

There were no questions.

A motion was made by Director Bei, seconded by Director Gill to approve the requested budget adjustment to the current fiscal year budget. The motioned passed as follows:

Present:	Viguie, Beukelman, Bei, Gill
Nays:	None
Abstain:	None
Absent:	Schene

b. DRCD Grading Permit Reviews – Receive staff report and provide direction regarding County’s Public Works staff requests for DRCD review of grading permit applications.– (ACTION)

Mrs. Huff gave an overview of what the intentions are for both 9b & 9c staff reports for this Board Meeting. Mrs. Huff explained past practices related to Dixon RCD review of grading permits and why this is being presented at this time. There are several current pending permits with the anticipation of more to come due increased development activities and new staff at the County.

After hearing the complexity of the issue at hand Mr. Viguie suggested that we break this out into committee meetings and bring back to the board at a later date. He suggested that the Policy committee meet first, then pull in the Ditch Maintenance committee for oversight.

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Mr. Bei commented that he felt it was imperative that we evaluate the County's "minor vs. major" grading project categories. He stated that there are some loopholes that could impact Dixon RCD drainage, so we have a duty to review and define our requirements.

Mrs. Huff asked what DRCD staff can provide to the committees to better review current practices. Mr. Viguie stated he would reach out to Mr. Beukelman to determine a meeting time for the Policy committee to get started on the review.

No Action was taken at this time.

c. DRCD Encroachment Permits – Receive staff report and provide direction regarding requiring and administering encroachment permits. (Action)

Mrs. Huff gave a similar overview of 9c as it also relates to the same situation as previously discussed 9b. She stated that although we have a discussed and drafted policies and practices related to encroachment permits, we do not have an adopted policy or procedure and she is bringing this to the Board for clarification and direction. Some points brought up by the attendees of the meeting;

- Potential impacts to a system that is already marginal need to be addressed.
- Permit requests may require additional surveys to determine long term effect.
- Permit requester should cover costs for all surveying.
- It was felt that DRCD should wait to see what the county says – however the County does not wait for a response from DRCD in moving forward with their reviews and approvals.
- It is important that we create in detail what projects DRCD would consider to be minor vs. major.

Overall the Board agreed that 9c like 9b needed further review. So it was suggested that we do the same thing and turn it over to the committees to come up with something to present to the Board at a later date.

No Action was taken at this time.

10. DRCD District Manager's Report –

- a. District Manager Report - Mrs. Huff gave the status of all current reports at this time. Please refer to the staff report for further detail.

Highlighting the Ditch Fees – Received 99.19% Dues as of 5/13/20. Mrs. Rosenberger gave a quick update on all outstanding invoices and asked the Board members to reach out to any they may know before we send out certified letters of delinquency. There are currently 5 land owners that have not paid their ditch fees for the 2020 year.

Mr. Gill mentioned that there has been garbage in some of the ditches after they have been cleaned and his staff has to pick it up. Mrs. Huff will look into this.

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Mrs. Huff stated that Jack Batchelor reached out on behalf of Congressman Garamendi to request a teleconference with our Board members. Mr. Viguie suggested that Mr. Batchelor call into our next Board meeting June 10th and utilize all of our time then.

No questions from the Board at this time.

11. **Director's Report – None**

12. **Communications – None**

13. **Upcoming Events – Tentatively our October Board meeting will be have a field visit incorporated into the meeting. More details to come.**

14. **Announcements –**

- a. **A Reminder that the next board meeting will Wednesday June 10th, 2020 @ noon. It is our hope that this meeting will be in person rather than teleconference. Details to follow.**

15. **Adjourn Meeting**

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

Present:	Viguie, Beukelman, Bei, Gill
Nays:	None
Abstain:	None
Absent:	Schene

The Dixon RCD Board meeting adjourned at the hour of 1:08 p.m.

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

