



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
JULY 10, 2019**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

ERIC SCHENE

DIXON RCD STAFF

BROOK ROSENBERGER, OFFICE MANAGER

JOHN CURREY, DISTRICT MANAGER

OTHER ATTENDEES

JUSTIN SMITH – NRCS (Natural Resource Conservation Service)

JOHN REITAN – GUEST

KELLY HUFF – WATER QUALITY COALITION/ IRRIGATED LANDS

1. Call the Meeting to Order

Director Viguie called the July 10, 2019, Regular Board meeting to order at 12:10 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

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

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

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

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

5. **DRCD Consent Calendar**

- a. **Approval of Minutes from the Board Meeting dated June 12, 2019**
- b. **Approval of Prior Year Expenses from June 13 to June 30, 2019, and review of the 2018 / 2019 Budget**
- c. **Approval of New Year Expenses from July 1 to July 10, 2019, and review of the 2019 / 2020 Budget**
- d. **Office Management - Approval of Prior Year Expenses from June 1 to June 30, 2019**
- e. **Dixon/Solano RCD Water Quality Coalition – Approval of Prior Year Expenses from June 13 to June 30, 2019, and review of the 2018 / 2019 Budget**

A motion was made by Director Schene, seconded by Director Beukelman, to approve the Consent Calendars items 5.a - 5.e as presented. The motion passed as follows

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

6. **Natural Resources Conservation Service (NRCS) Report**

Due to the fact that Mrs. Rash is on detail elsewhere, Justin Smith is filling in for Wendy.

Justin, gave a brief update on the status/progress of all the applications that were approved. 15 in total (6 crop, 1 state wide habitat, 1 high tunnel, 3 pasture, 2 range and 2 conservation.) Justin commented that there are still no agreements at this time. Justin also reported that NRCS was allocating additional money for California.

Justin said that he will be here filling in for Wendy for a couple more weeks and then she'll be back!

7. **Presentations** – None

8. **Old Business** – None

9. **New Business**

- a. **Encroachment Permit – Consider approval of encroachment permit for Pardeep Aulakh – Tremont 1 Lateral C culvert crossing on APN 0110-120-080.**

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- Mr. Currey gave an overview as to the location of requested encroachment permit.
- Mr. Currey said he asked the owner (Pardeep) if he would be willing to re-align his driveway to accommodate this request and the owner stated that he would agree to that.
- Based on all of the information gathered and provided Mr. Currey recommends that we approve the permit request.
- Mr. Viguie agreed however he stated that he would like the Board to define what the “new” culvert process is going to be going forward.
- Mr. Viguie and Mr. Bei both concurred that it should be the owner’s responsibility to clean the culvert and take care of the spoils.

A motion was made by Director Viguie, seconded by Director Schene, to proceed with approval of the Encroachment Permit. The motion passed as follows

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

b. Dixon / Solano RCDs Office Management Account for Fiscal Year (FY) 2019 - 2020 Budget – Review and consider adopting the Budget Committee’s recommended budget for the Office Management for FY 2019- 2020.

Mr. Currey gave an overview of the Financial Committee’s recommended Office Management Account budget for FY 2019/2020. Mr. Currey pointed out the change in percentage between Dixon and Solano RCD and the changes in expenses from last year.

Total Office Management Expenses for 2019/2020 are \$65,500

There were no additional questions.

A motion was made by Director Bei, seconded by Director Beukelman, to approve the 2019/2020 Office Management Budget. The motion passed as follows

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

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- c. **Dixon RCD Fiscal Year (FY) 2019 - 2020 Budget Fund 024 – Review and consider adopting the Budget Committee’s recommended budget for Dixon RCD for FY 2019 – 2020 and corresponding staff billable rates.**

Mr. Currey gave an overview of the current Budget Committee recommended budget for FY 2019/2020. Mr. Currey pointed out the increases from last year to this year, as well as identified where all expenses are within the budget.

Proposed Dixon RCD FY 2019/2020 Budget	
Total Income	\$544,719
Payroll Expenses	\$255,865
Ditch Maintenance	\$105,000
Services and Supplies	\$175,417
Capital Improvements	\$0
Total Expenses	\$536,282
Net Position	\$8,437

A motion was made by Director Bei, seconded by Director Schene, to approve the 2019/2020 DRCD Budget and billable rates. The motion passed as follows

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

- d. **Dixon / Solano RCD Water Quality Coalition – Review and Consider Approving the Revised Membership Policy (1000), Revised Memorandum of Understanding for the Dixon/Solano RCD Water Quality Coalition, Budget for the Dixon / Solano RCD Water Quality Coalition for 2019/2020, Budget Fund 017, including setting 2019-2020 Per Acre Member Fee.**

Ms. Huff presented the 3 recommendations from the Dixon / Solano RCD 2X2 that were supported by the Advisory Committee.

Ms. Huff talked about presenting the recommended budget and explained that both projected expenses, and projected income. However there will be fluctuation due to the Sacramento Valley Water Coalition budget not being finalized until November 2019.

- The recommended 2018/2019 Dixon / Solano WQC Budget;
 - Total Revenues \$482,085.00
 - Total Expenses \$519,702.00
 - Net Position -\$37,617.00
 - Ending Fund Balance \$83,883.00
- Annual Enrollment Fee remains \$3.75 per acre;

Ms. Huff discussed the committee’s membership policy recommendation to allow staff to issue a 1 time late fees waiver.

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Mr. Viguie is not inclined to waive registration however he proposed that staff can approve a 1 time waive of late fees. Then re-clarified that the waiver would be once a lifetime, not once annually.

Ms. Huff reviewed the Committees recommended remissions to the Dixon and Solano RCD's MOU. In addition to her overview she asked opinion on the need for geographic representation on the advisory committee. There was no strong opinion on the need for geographic representation.

A motion was made by Director Viguie to adopt all three of the committee's recommendations to approve the FY 2019/2020 budget, one time later fees waivers and the revised MOU as presented and seconded by Director Bei. The motion passed as follows

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

e. CARCD Speak Off Contest – Consider sponsoring or co-sponsoring with Solano RCD a county wide Speak Off contest.

Mr. Currey talked about doing the Speak Off Contest again, since our participation with it last year was so successful.

A motion was made by Director Schene, seconded by Director Beukelman to approve DRCD sponsoring the 2019 Speak Off Contest. The motion passed as follows

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

10. DRCD District Manager's Report –

**a. District Manager Report - Mr. Currey gave status of all current reports at this time. Please refer to the staff report for further detail.
No questions from the Board at this time.**

**b. Project Manager Report – Ms. Huff gave status on all current activities, her meeting participation and answered any questions. Please refer to the staff report for further detail.
No questions from the Board at this time.**

11. Director's Report – None

12. Communications – None

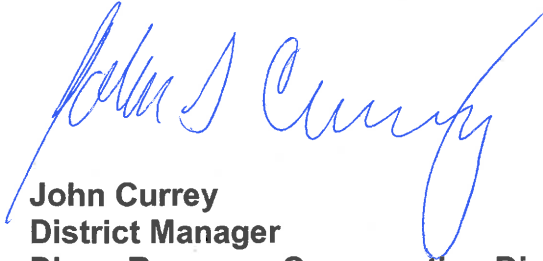
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13. **Upcoming Events – None**

14. **Announcements – None**

15. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 1:05 p.m.



**John Currey
District Manager
Dixon Resource Conservation District**