



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR  
APRIL 15, 2020**

**DIRECTORS**

**DAVID VIGUIE**

**SAM BEUKELMAN**

**ERIC SCHENE**

**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 April 15, 2020 Regular Board meeting to order at 12:12 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Roll call was taken:

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

**2. Establish a Quorum**

A quorum was established.

**3. Approve the Agenda**

There was no discussion on this item.

## **MEETING MINUTES**

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

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

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

5. **DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **March 11, 2020**
- b. Approval of Minutes from the Personnel Committee Meeting dated **April 1, 2020**
- c. Approval of Expenses from **March 12, 2020 to April 14, 2020**, and review of the 2019 / 2020 Budget
- d. Office Management – Approval of Expenses from **March 1 to March 31, 2020**
- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **January 9, 2020 to April 15, 2020**, and review of the 2019 / 2020 Budget

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

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

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 gave an update on how things are going in her office due to the Covid-19 requirements in place. Ms. Rash also reported that there should be some movement on the Freshwater Trust next month.

7. **Presentations – None**

8. **Old Business – None**

9. **New Business**

- a. **Staffing 2020-2021 - Receive personnel committee report and provide direction to staff on staffing levels and adjustments to schedules and position responsibilities. (ACTION)**

Mrs. Huff gave an overview of all items discussed at the 4/1/20 Personnel Committee.

## **MEETING MINUTES**

Director Viguie stated that he felt this action item should really be separated into 2 different actions. 1. Proposed staffing recommendations for current DRCD staff 2. Resources utilized from SRCD. All Board Members agreed so Director Viguie made a motion to separate 9a into two different action items (9a1 & 9a2).

### **9a1 Staffing 2020-2021 - Receive personnel committee report and provide direction to staff on staffing proposal for current DRCD staff. (ACTION)**

Mrs. Huff reported the recommendations from the Personnel Committee meeting. In summation the proposal is to not hire any additional staff at this time, the current staff, with assistance from Solano RCD staff members and consultants as needed, will absorb all job functions while adjusting current work schedules, then re-evaluate in September and January.

A motion was made by Director Viguie, seconded by Director Schene to approve the newly proposed staffing plan. The motioned passed as follows:

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

### **9a2 Staffing 2020-2021 - Receive personnel committee report and provide direction to staff on utilizing resources with our partner SRCD, specifically for complete Ditch Inventory (ACTION)**

Mrs. Huff gave a brief overview of the actions that needed to occur to complete the ditch inventory. Solano RCD field staff, along with Mrs. Huff would do a survey of the entire drainage system along with a full physical audit of all the pipes.

A motion was made by Director Viguie, seconded by Director Beukelman, to approve the proposed plan to work with SRCD to complete the ditch inventory. The motioned passed as follows:

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

### **b. Wage Adjustments, cell phone stipends & clothing allowance - Receive personnel committee report and provide direction to staff. (ACTION)**

Mrs. Huff gave an overview of what was discussed at the Personnel Committee meeting regarding the 2020/2021 proposed wage adjustments as well as a newly adopted stipend for cell phone usage and DRCD uniform/clothing allowance.

## **MEETING MINUTES**

The Personnel Committee's recommendations are a cost of living increase, a position change for the current Membership Coordinator with an incremental salary change based on additional responsibilities and meeting performance objectives, a monthly stipend for cell phone usage and a one-time allowance for company labeled clothing. A motion was made by Director Viguie, seconded by Director Beukelman, to accept all proposed recommendations. The motioned passed as follows:

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

### **c. New Personnel policies and procedures related to COVID-19 - Receive personnel committee report and provide direction to staff. (ACTION)**

Due to the current COVID- 19 situation, RCD's have been forced to quickly come up an EMERGENCY COVID-19 TELEWORKING PLAN. This plan has required DRCD to review and adopt a new policy and procedure for all things related to COVID within a very time sensitive window.

A motion was made by Director Viguie, seconded by Director Schene, to accept the proposed policy. The motioned passed as follows:

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

### **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 99.14% Dues as of 4/10/20
  - The Board members requested that they each receive a labeled map of our current ditch system
  - The Board members also requested that we include a map in our Board packets when work is being done and that this map indicates where said work is being performed.

**No questions from the Board at this time.**

### **11. Director's Report – None**

### **12. Communications – None**

### **13. Upcoming Events – None**

### **14. Announcements –**

## **MEETING MINUTES**

- a. **A Reminder that the next board meeting will Wednesday May 13<sup>th</sup>, 2020 @ noon.**

**15. Adjourn Meeting**

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

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

**The Dixon RCD Board meeting adjourned at the hour of 1:12 p.m.**



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