

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
JANUARY 8, 2020**

DIRECTORS

**DAVID VIGUIE
SPENCER BEI
CHOPE GILL**

DIXON RCD STAFF

**BROOK ROSENBERGER, OFFICE MANAGER
JOHN CURREY, DISTRICT MANAGER**

OTHER ATTENDEES

**JOHN REITAN
JIM CAMPBELL**

1. Call the Meeting to Order

Director Viguie called the January 8, 2020 Regular Board meeting to order at 12:19 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Bei, Gill, Viguie
Nays: None
Abstain: None
Absent: Beukelman, 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 Bei, seconded by Director Gill, to approve the agenda. The motion passed as follows:

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

4. Comments from the Public – None

5. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **December 11, 2019**
- b. Approval of Expenses from **December 12, 2019 to January 8, 2020**, and review of the 2019 / 2020 Budget
- c. Office Management – Approval of Expenses from **December 1 to December 31, 2019**
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **December 12, 2019 to January 8, 2020**

A motion was made by Director Bei, seconded by Director Gill, to approve the Consent Calendars items 5a - 5d as presented. The motion passed as follows

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

6. Natural Resources Conservation Service (NRCS) Report – Ms. Rash was not able to attend today, therefore there was no NRCS update provided.

7. Presentations – None

8. Old Business – None

9. New Business

a. **Elections of Board Officers – President, Vice-President, Secretary and Treasurer**

Mr. Currey gave a quick overview of the policy and asked the Board if they wanted to re-elect all held positions.

President: David Viguie
Vice-President: Spencer Bei
Secretary: John Currey

A motion was made by Director Viguie, seconded by Director Gill, to nominate and re-elect all current positions as they were

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

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b. Committee Appointments

Mr. Currey reminded the Board that every January the President shall appoint members to the standing committees.

Mr. Viguie asked that we table this issue until the February meeting. He also asked that the Office Manager send him a reminder about this issue so that he can have informed suggestions to present at the next Board meeting.

No Action taken, item is tabled until the February board meeting.

c. District Manager – Review and consider approval of the revised District Manager’s job description, including the proposed salary range

Mr. Currey gave an overview of the job description for the District Manager. The boards’ consensus is that they like and agree with what Mr. Currey proposed. Some of the Board members made comments about the transition and what are the next steps. Per Mr. Currey – a succession plan is being implemented.

A motion was made by Director Gill, seconded by Director Bei to approve the District Manager’s job description and designated salary range. The motion passed as follows

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

d. District Manager Recruitment – review recruitment policy and consider possible timelines for a future District Manager recruitment.

Mr. Currey gave a brief overview of the current recruitment process along with how and where we would post the advertisement for the District Manager position.

The Board had a brief discussion about how they would like to see the process happen, along with thoughts about what they are looking for in potential candidates.

Mr. Currey talked about what if timelines and what it looks like for the District. Mr. Viguie and Mr. Currey agreed to continue to refine the recruitment and hiring plan as the process continues. This plan will be revisited at the next board meeting. In addition to advertisement, Mr. Viguie wants a better crib sheet for the interview process and this list of questions shall include questions that the whole board wants to know.

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A motion was made by Director Gill, seconded by Director Bei to approve advertising for a new District Manager on January 15, 2020 for not less than 3 weeks in a local paper, and trade association web services (CARCD, CSDA and BC Water Jobs). The motion passed as follows

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

- e. First Northern Bank Accounts – Direct Staff to update Signature Authorization for current Board Members and Officers and consider authorizing Solano County to make Direct Deposits in to these accounts**

Mr. Currey informed the Board that the bank records need to be updated to be made current. Director Schene needs to be added.

A motion was made by Director Viguie, seconded by Director Gill to Authorize the following individual to be signers on the First Northern Bank Accounts (petty cash and payroll “withholdings”, 1) David Viguie, Spencer Bei, Robert “Chope” Gill, Sam Beukelman, Eric Schene and John Currey and authorize the Solano County's direct deposit in to all FNB accounts. The motion passed as follows

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

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. None at this time

No questions from the Board at this time.

11. Director's Report – None

12. Communications – None

13. Upcoming Events – None

14. Announcements –

- a. **A Reminder that the next board meeting will Wednesday February 12th, 2020 @ noon.**

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15. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 1:13 p.m.



John Currey
District Manager
Dixon Resource Conservation District

