

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR
JUNE 09, 2021**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

ERIC SCHENE

DANIEL JONES

ASSOCIATE DIRECTOR

LEO SOUKERIS

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

TERI KNIGHT, NRCS

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the June 09, 2021 Regular Board meeting to order at 12:03 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Beukelman, Bei, Schene, Jones

Absent: None

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

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

4. Presentations – None

5. DRCD Consent Calendar

a. Approval of DRCD Minutes from the Regular Board Meeting dated **May 12, 2021**

b. Approval of Minutes from the Financial Committee Meeting dated **May 20, 2021**

i. Director Viguie pointed out an error on the minutes, Director Bei was not in attendance and Viguie called the meeting to order.

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- c. Dixon RCD – Approval of Expenses from **May 13 to June 08, 2021** and review of the 2020 / 2021 Budget
- d. Office Management – Approval of Expenses from **May 01 to May 31, 2021** and review of the 2020 / 2021 Budget
- e. Dixon/Solano RCD Water Quality Coalition – None

A motion was made by Director Beukelman, seconded by Director Jones, to approve the Consent Calendar Items 5a, 5b (with correction), 5c-5e. The motion passed as follows:

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

6. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight gave an update on the selection for “batch” 4 of the approved contracts from EQIP which should be decided within about 2 weeks. Ms. Knight shared the statistics of the EQIP contracts. To date, 921 contracts worth 47 million dollars have been given out and that equates to 11 contracts from the Vacaville Office and \$700,000 dollars.

Ms. Knight shared information about a new program rolling out. It is going to be something between EQIP/CSP called CIC-Conservation Incentive Contracts. California is one of four states piloting the program. At this point, there is very little known about the program. It will be for high priority practices. For example, drought practices. This could be considered a “batch 5”.

7. Comments from the Public – NONE

8. Old Business –

- a. Health and Welfare Benefits Policy 3505 – Review Legal Counsel Recommendations for Changes to Policy (**ACTION**)

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A motion was made by Director Bei, seconded by Director Schene, to approve the revisions to the Health and Welfare Benefits Policy. The motion passed as follows:

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

- b. Dixon /Solano RCDs Office Management Account for Fiscal Year (FY) 2021-2022 Budget – Clarify capital expenditure approved in March 2021 **(ACTION)**

A motion was made by Director Viguie, seconded by Director Bei, to approve motion to clarify that budget adjustments made to the Dixon/Solano RCDs Fiscal Year 2021-2022 Office Sharing and Management Budget in March 2021 re-allocated \$2,500 that had been set aside for purchase of a dishwasher to replace the server backup system. In order to purchase a dishwasher in the future, new funds would need to be allocated. The motion passed as follows:

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

9. New Business

- a. Dixon /Solano RCDs Office Management Account for Fiscal Year (FY) 2021 - 2022 Budget – Review budget for Office Management for FY 2021 - 2022, provide input and consider Budget Committee recommendation for approval **(ACTION)**

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

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

- b. Dixon RCD Fiscal Year (FY) 2021 - 2022 Budget Fund 024 – Review draft budget for Dixon RCD for FY 2021 – 2022, Review, provide input and consider Budget Committee recommendation for approval **(ACTION)**

Director Viguie commented that the -\$4,500 ending balance would be absorbed in the unallocated cash balance of \$37,000. Also monies for culvert replacement would be from the reserves allocated to capital improvement.

In regards to the schedule of rates, Director Viguie asked Ms. Huff about the recent encroachment permit fee for PG&E? Ms. Huff responded that the fee was \$250.00. Director Viguie and Director Bei both stated that that cost seemed low and should be revised for future encroachment permits from non-ditch fee paying landowners. The Directors engaged in a discussion about their experiences with permits and their costs. There should be different schedule rates for large company's vs the ditch fee paying landowner. Director Viguie recommended that the cost for the permit be increased to \$2,500 plus additional fees if needed for staffing cost etc.

- i. A motion was made by Director Schene, seconded by Director Beukelman, to approve the draft budget for Dixon RCD for FY 2021 – 2022. The motion passed as follows:

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

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- ii. A motion was made by Director Bei, seconded by Director Schene, to approve the staff billable rates. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

- iii. A motion was made by Director Beukelman, seconded by Director Bei, to approve the schedule of rates (with change to not a ditch fee paying landowner from \$250 to \$2,500). The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

- c. Review and Consider Approving the 2x2 Committee Recommended Dixon/Solano RCD Water Quality Coalition, Budget for 2021/2022, Budget Fund 017, including setting 2021-2022 Per Acre Member Fee, Minimum Cash Reserve Amount & Reporting Policy **(ACTION)**

- i. A motion was made by Director Beukelman, seconded by Director Schene, to approve the draft budget for DS RCD WQC for FY 2021 – 2022. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

- ii. A motion was made by Director Bei, seconded by Director Beukelman, to maintain the current membership fee at \$3.75. The motion passed as follows:

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

- iii. A motion was made by Director Beukelman, seconded by Director Jones, to keep the minimum cash reserves at \$50,000. The motion passed as follows:

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

- iv. A motion was made by Director Schene, seconded by Director Beukelman, to change the policy to keep the member enrolled when they fail to complete farm reports to coincide with the State's policy. The motion passed as follows:

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

- d. Audits for Fiscal Years 2020 and 2021 – Approve Agreement with Perry, Bunch & Johnston, Inc. to provide Audit Services to the Dixon Resource Conservation District and the Dixon/Solano RCD Water Quality Coalition **(ACTION)**

Director Viguie brought up some concern that the audit had to be done so often. Director Bei agreed that it would better audits could be completed every three years. Ms. Huff stated that it was a requirement of a Special District to have an audit every other year. Director Viguie recommended that

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we stay with the current auditor and look at cost comparison from other auditors over the next two years.

A motion was made by Director Bei, seconded by Director Viguie, to approve the agreement with the current audit service. The motion passed as follows:

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

- e. Encroachment Permit – Consider encroachment permit application from Dustin Timothy, for SHRINERS HOSPITAL/HARRISON TRUST Property for installation of Irrigation Pipeline across Tremont 1 system at APN 0110-100-020 **(ACTION)**

A motion was made by Director Bei, seconded by Director Viguie, to approve the encroachment permit. The motion passed as follows:

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

- f. Encroachment Permit – Consider Gill & Sahota Group application, submitted by Suki Rahul to re-align portion of North Cross Drain System at APN 0112-090-010 **(ACTION)**

The Directors engaged in conversation regarding the details of the re-alignment of a portion of the North Cross Drain system and recommended revisions to the terms of the permit. Director Viguie recommend that Ms. Huff visit the site to measure to see if 30 feet from centerline on either side of the ditch is going to be enough space and consider increasing the easement, if necessary. All Directors agreed that if the permit is going to be approved, there must be the following changes:

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1. Remove reference to estimated cost for hydraulic analysis.
2. Add “any other required permits” to condition “B” and “N”
3. Adjust easement length from centerline based on field measurements.
4. Add requirement for removal of any pipelines through ditch that will no longer be in use.
5. Add \$1,000 permit fee + reimbursement of additional staff time at billable rates if it exceeds the \$1,000.

A motion was made by Director Viguie, seconded by Director Bei, to approve the encroachment permit with changes stated above. The motion passed as follows:

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

- g. POSTPONED TO NEXT MEETING** Encroachment Permit – Consider approval of encroachment permits for PG&E testing of gas line in 2022 (**ACTION**)

Per Ms. Huff, the paperwork from PG & E has not been received.
Move to Table by Director Viguie and Director Bei.

10. DRCD District Manager’s Report –

- a. **District Manager Report –** Mrs. Huff gave a brief status report of all current projects at this time. See DRCD Manager’s Report for details.
- b. **Water Quality Coalition Update – None**

11. Director’s Report – None

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12. **Communications – None**

13. **Upcoming Events –None**

14. **Announcements – A Reminder that the next board meeting will be Wednesday, July 14, 2021 at 12:00pm.**

15. **Adjourn Meeting**

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

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

The Dixon RCD Board meeting adjourned at the hour of 1:43 p.m.



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