



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
FINANCIAL COMMITTEE  
MINUTES FOR  
May 20, 2021**

**DIRECTORS**

**DANIEL JONES**

**DAVID VIGUIE**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**1. Call the Meeting to Order**

Director Viguie called the May 20, 2021, Financial Committee meeting to order at 10:00 a.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Jones, Viguie  
Nays: None  
Abstain: None  
Absent: None

**2. Approve the Agenda**

There was no discussion on this item.

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

Ayes: Jones, Viguie,  
Nays: None  
Abstain: None  
Absent: None

**3. Approve Minutes**

No minutes to approve

## MEETING MINUTES

4. Comments from the Public – None

5. Old Business – None

6. New Business

- a. Dixon /Solano RCDs Office Management Account for Fiscal Year (FY) 2021 - 2022 Budget – Review Staff’s draft joint budget for Office Management for FY 2021 - 2022, provide input and consider recommending that the Dixon RCD Board approves this budget at its June 9, 2021, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. Director Viguie asked whether the decision to purchase a server backup instead of a dishwasher under capital expenses in 2020-21 needs a formal action to acknowledge that the Dixon/Solano RCDs no longer have funds set aside for the dishwasher. Ms. Huff will look into this.

A motion was made by Director Viguie, seconded by Director Jones to recommend approval of the DRAFT Budget by the Dixon RCD Board.

Ayes:	Jones, Viguie,
Nays:	None
Abstain:	None
Absent:	None

- b. Dixon RCD Fiscal Year (FY) 2021 - 2022 Budget Fund 024 – Review Staff’s draft budget for Dixon RCD for FY 2021 – 2022, provide input and consider recommending that the Dixon RCD Board approves this budget and the staff billable rates at its June 9, 2021, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. Directors Viguie and Jones posed the following questions.

- How does the \$533,345 *projected* ending fund balance for 20-21 compare to the targets established in the 2016 rate study? The projected ending fund for 06/30/21 was \$519,059. The 06/30/21 projected actual would be \$14,286.41 above what was projected in the rate study.
- Director Viguie asked about the variation in net positions for cost centers where Dixon RCD is providing contracted services (office management, office manager support to Solano RCD, Water Quality Coalition, The Freshwater Trust grant, staff to the Dixon Regional Watershed JPA). Why does it appear that we are making money in some and losing in others? We should be as close to zero as possible within each cost-center. Ms. Huff will look further into the billable rate calculations to review why and provide an update to the financial committee prior to the June 9<sup>th</sup> board meeting.
- Director Jones suggested including one more year of actuals to the comparison worksheet.

## **MEETING MINUTES**

A motion was made by Director Viguie, seconded by Director Jones to recommend Dixon RCD Board approval of the DRAFT Budget, **subject to a review of the Dixon RCD billable rates, so that cost center net positions are as close to zero as possible.**

Ayes: Jones, Viguie,  
Nays: None  
Abstain: None  
Absent: None

7. **Announcements –**

a. **Future committee meetings will be scheduled as necessary.**

8. **Adjourn Meeting**

**The Dixon RCD Board meeting adjourned at the hour of 11:00 p.m.**

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

