



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR January 12, 2022**

**DIRECTORS**

**DAVID VIGUIE (Virtual)**

**SAM BEUKELMAN (Virtual)**

**SPENCER BEI (Virtual)**

**ERIC SCHENE (Virtual)**

**DANIEL JONES (Virtual)**

**ASSOCIATE DIRECTORS**

**LEO SOUKERIS (Virtual)**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER (Virtual)**

**JOANNA YAC, OFFICE MANAGER (Virtual)**

**OTHER ATTENDEES**

**TERI KNIGHT, NRCS (Virtual)**

1. **Call the Meeting to Order**

## **MEETING MINUTES**

Director Viguie called the January 12, 2022 Regular Board meeting to order at 12:00 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 Schene, seconded by Director Beukelman, 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. Comments from the Public – None**

### **6. DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **December 08, 2021**
- b. DRCD- Approval of Expenses from **December 09, 2021 to January 12, 2022**, and review of the 2021 / 2022 Budget.
- c. Office Management - Expenses from **December 1 to December 31, 2021**
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **November 11, 2021 to January 12, 2022**
- e. Adopt Resolution to Allow Board Participation by Remote Meeting through February 2022

## **MEETING MINUTES**

A motion was made by Director Bei, seconded by Director Schene, to approve the Consent Calendar items 6a-6f. The motion passed as follows:

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

### **7. Natural Resources Conservation Service (NRCS) Report –**

Ms. Teri Knight gave an update on NRCS and announced they are getting ready for their first round of application processing. The batching period closes today January 12, 2022. They have been busy with the start of the New Year by doing a great deal of paperwork and training due to staff changes.

### **8. Old Business - None**

### **9. New Business-**

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

The board voted to keep the current elected board officers the same. Therefore leaving David Viguie to be re-elected as President, Spencer Bei as Vice-President, and Kelly Huff as Secretary.

A motion was made by Director Jones, seconded by Director Schene, to approve the re-election of Board Officers. The motion passed as follows:

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

## MEETING MINUTES

### b. Committee Appointments **(ACTION)**

There was discussion regarding the need to fill vacant Dixon RCD representative positions on other boards. Eric Schene volunteered to serve as a member of the SCWA Flood Control Advisory Committee Board. The other assignment that is vacant is the CARCD Bay Delta Region Representative. The board agreed not to appoint a board representative due to it not having any effects to the board currently. If that were to change they would step up and attend.

A motion was made by Director Bei, seconded by Director Jones, to approve the Committee Appointments. The motion passed as follows:

Yeas:       Viguie, Beukelman, Bei, Schene, Jones

Nays:       None

Abstain:   None

Absent:     None

### c. Audits – Review and Consider Accepting Biennial Audit for Dixon Resource Conservation District and Dixon-Solano RCD Water Quality Coalition for Fiscal Years ending June 30, 2021 and June 30, 2019 **(ACTION)**

The board chose to go with the proposed action of accepting the audit reports as presented. The only other discussion to this matter is the additional steps to the invoicing process. This is to ensure a more accurate calculation when doing the invoicing to minimize errors that were previously made and brought up by the auditors.

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

Yeas:       Viguie, Beukelman, Bei, Schene, Jones

## MEETING MINUTES

Nays: None

Abstain: None

Absent: None

- d. CA Special District's Association Solano Chapter – Consider submitting an application to join **(ACTION)**

There was limited discussion for this item. The board agreed on approving Resolution 2022\_002 to submit an application for the District to join the Chapter.

A motion was made by Director Beukelman, seconded by Director Bei, to approve the application and resolution to join the CA Special District's Association Solano Chapter. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

- e. DRCD Property Liens for Nonpayment – Review and approve procedures for public hearing **(ACTION)**

After much deliberation of the ongoing chronic non-payer of the DRCD's Ditch Maintenance, the board decided to move forward with the Property Lien process. The board decided to approve the language for the notice of public hearing held on February 09, 2021. The notice is to be posted in the Dixon Tribune for 2 weeks consecutively prior to the February Board Meeting.

A motion was made by Director Bei, seconded by Director Schene, to approve the continuation of the Property Lien Process. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

## MEETING MINUTES

Absent: None

- f. CARCD WCB Block Grant – Consider DRCD’s Participation in Pre-Application for Funding **(ACTION)**

A lot of discussion was had on this matter deciding whether or not it was worth it to participate in the Grant. The board was not completely sure about taking part in this, but agreed to do the pre-application and learn more about it. The majority of the concern came from the long-term effects of this grant.

A motion was made by Director Bei, seconded by Director Schene, to approve the participation of the CARCD Block Grant pre-application process. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

### DRCD Staff Reports:

- a. **District Manager’s Report-** Ms. Huff gave an update on maintenance and flood damage. Phil was able to complete most of the winter spray for the ditches. After the December 14<sup>th</sup> storm Mike Kett was contracted to conduct debris removal in the accessible portions. In addition to the debris collection, some areas had prolonged flooding after the storm. One location is along Sikes Road where RD 2068 has a structure. The 2022 Ditch Fee invoices were sent out December 2<sup>nd</sup>, payments have been coming in consistently, and we are at 68% of the budget. See DRCD District Manager’s Report for details.
- b. **Water Quality Coalition Update-** So far 89% of the annual invoices have been paid and 2<sup>nd</sup> invoices were sent out January 6th. Farm

## **MEETING MINUTES**

reporting is now available on the DMT, and is only at 13% complete. See WQC Program Coordinator's Report for more details.

10. **Director's Report** – Brief reports given by Directors on meetings attended on behalf of DRCD. There was no discussion on this item.

11. **Communications** – None

12. **Upcoming Events** – None

13. **Announcements** – **A Reminder that the next board meeting will be Wednesday, February 09, 2021 at 12:00pm and we will review the Long-Range Plan.**

14. **Adjourn Meeting**

A motion was made by Director Beukelman, seconded by Director Jones, 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 12:58 p.m.**



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