



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR MAY 15, 2024**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**DANIEL JONES**

**ALEXIS HARVEY**

**ASSOCIATE DIRECTOR**

**JIM CAMPBELL**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**JOANNA YAC, OFFICE MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR**

**OTHER ATTENDEES**

**TERI KNIGHT, NRCS**

**RICK MARTINEZ, LANDOWNER**

**DAVID ELDRIDGE, LANDOWNER**

**MARTIN SCHIEBER, LANDOWNER "REALIZED DREAMS"**

## MEETING MINUTES

### **NEIL BUSCH, LAUGENOUR AND MEIKLE ENGINEER FOR “REALIZED DREAMS”**

#### **1. Call the Meeting to Order**

Director Viguie called the May 15, 2024, Special Board meeting to order at 12:04 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Jones, Harvey

Absent: 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 Jones, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey

Nays: None

Abstain: None

Absent: Schene

#### **4. Presentations - None**

#### **5. Comments from the Public - None**

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

- a. Approval of Minutes from the Board Meeting dated **March 21, 2024**
- b. Approval of Minutes from the Personnel Committee Meeting dated **April 17, 2024**
- c. DRCD- Approval of Expenses from **April 18, 2024, to May 8, 2024**, and review of the 2023-2024 budget
- d. Office Management - Approval of Expenses from **April 1 to April 30, 2024**, and review of the 2023 / 2024 Budget

## **MEETING MINUTES**

- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **March 22, 2024, to May 8, 2024**, and review of the 2023 / 2024 Budget for 2024
- f. **Biennial Notice for 2024 Conflict of Interest Code** – Review and file Notice

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

Yeas:           Viguie, Bei, Jones, Harvey

Nays:           None

Abstain:       None

Absent:         Schene

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

Ms. Teri Knight gave an update that \$248K is obligated which is 4 applications. The applications are all tractor replacements and more applications might be obligated later. Last year 96 million was spent and 190 million is projected to be spent this fiscal year. Ms. Knight mentioned that she brought a Vendor list that was created by NRCS for review. This list consists of resources, contractors/suppliers in the nearby area for informational purposes only. The Board agreed to look over the list and give feedback.

### **8. Old Business** – None

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

- a. Encroachment Permit – Consider encroachment permit application for Clark Pacific Subdivision Project (**ACTION**)

“Realized Dreams LLC” represents a family that bought some of the Bulkley properties that they plan to subdivide into 10 parcels. They would also like to relocate portions of the Dixon RCD facility (Tremont 2 Lateral E). This is a new process for DRCD and the encroachment permit with added conditions will be used to approve the ditch system changes. Director Viguie mentioned Dixon RCD’s primary objectives are that there are no impacts to people upstream or downstream or to Dixon RCD’s ability to conduct maintenance in the long-term. Director Bei also explained that the intent of a 60 foot easement is to allow

## **MEETING MINUTES**

access and maintenance from both sides of the ditch. After discussion the board agreed to update the permit conditions to state that the ditch design and grade should match the existing ditch on Lateral E and include (60 ft) maintenance easement. The board did not have an issue to approve this encroachment with the adjustments made to the conditions.

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

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

**b. Regional Drainage Update – Receive Staff Update, Provide Direction (ACTION)**

**Note:** No Action was taken on this agenda item.

Ms. Huff mentioned that West Yost released a new Technical Memo on April 30<sup>th</sup> that she is currently reviewing. She felt as if some questions needed to be answered before having the board discuss any actions. She will be meeting with Solano County Water Agency, City of Dixon and West Yost to get those questions answered and will bring additional information in June. As of now there is no action to be taken.

**c. 2024-2025 Ditch Maintenance (ACTION)**

Ms. Huff explained that Dixon RCD's current ditch maintenance contractor's contract is coming to an end June 30<sup>th</sup>. That being said, her recommendations for the 2024-2025 maintenance year is to put out a Request for Proposals for on-call maintenance activities that excludes excavation work with Proposals accepted from May 15<sup>th</sup> through June 15<sup>th</sup> to be awarded at the following Board Meeting July 10<sup>th</sup>. In addition to this, Justin Noutary from RD 2068 has said they will continue to conduct excavation work as they have ability to. The board agreed to the RFP in preparation for the 24-25 maintenance year.

## **MEETING MINUTES**

A motion was made by Director Jones, seconded by Director Harvey, to approve the development of an RFP for the 24-25 on call maintenance activities. The motion passed as follows:

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

### **10. DRCD Staff Reports:**

a. **District Manager's Report-** Ms. Huff quickly mentioned that Isaac, DRCD's spray contractor will be out sometime next week to spray cattails and areas not accessible during the fall spray. And she also wanted to bring up as a reminder that her vacation is July 13<sup>th</sup> through August 2<sup>nd</sup>. See District Manager's Report for more details.

b. **Water Quality Coalition Update-** None

### **11. Director's Report –None**

### **12. Communications – None**

### **13. Upcoming Events –None**

### **14. Announcements –**

**A Reminder that the next board meeting will be Wednesday, June 12, 2024 at 12:00pm.**

### **15. Adjourn Meeting**

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


Yeas:       Viguie, Bei, Jones, Harvey  
Nays:       None

## **MEETING MINUTES**

Abstain: None

Absent: Schene

**The Dixon RCD Board meeting adjourned at the hour of 1:47 p.m.**



**Kelly Huff, District Manager**

**Dixon Resource Conservation District**