

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
FINANCIAL COMMITTEE
MINUTES FOR
May 14, 2025**

DIRECTORS

DANIEL JONES

DAVID VIGUIE

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

OTHER ATTENDEES

JOHN TAMAYO, RAIN FOR RENT

1. Call the Meeting to Order

Director Viguie called the May 14, 2025, Financial Committee meeting to order at 3:00 p.m. at 1170 North Lincoln Street, Suite 109, 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) 2025 - 2026 Budget – Review Staff's draft joint budget for Office Management for FY 2025 - 2026, provide input and consider recommending that the Dixon RCD Board approves this budget at its June 11, 2025, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. She explained that the proposed **operating** budget is similar to the current year adjusted for increases in costs of services, but since there are no major office improvements anticipated in the coming year, the **overall** budget is \$17,672 less than 2024-2025. Dixon RCD's pro-rated share of the budget would change from 17.5% to 17.0% due to new staff hires by Solano RCD.

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) 2025 - 2026 Budget Fund 024 – Review Staff's draft budget for Dixon RCD for FY 2025 - 2026, provide input and consider recommending that the Dixon RCD Board approves this budget and the 2025-2026 Dixon RCD Rate Schedule (including staff billable rates) at its June 11, 2025, meeting – **(ACTION)**

Ms. Huff presented the DRAFT 2025-2026 Budget, starting with a review of the Projected Year End (PYE) for the current 2024-2025 Fiscal Year with an anticipated ending net position of -\$11,519 before capital expenses, with capital expenditures (Delhi Road crossing replacement & installation of new culvert for 2nd T3 flow measurement station at railroad tracks) the overall June 30, 2025 net position is projected to be -\$59,122.32. The 2025-2026 Budget anticipates an ending net position of -\$30,696.19 before capital expenditures and overall ending net position of -\$60,696 on June 30, 2026. This includes \$30,000 out of capital reserves for anticipated start of rate study and culvert replacement(s).

Director Jones asked about the significant increase of expenses under software licenses & maintenance agreements. Ms. Huff explained that this is for a new website that would help the District with ADA compliance and costs would be shared with the Water Quality Coalition and JPA. There would also be an offsetting reduction in staff hours that are currently invoiced to Dixon RCD for website maintenance.

MEETING MINUTES

Director Viguie noted that the proposed budget has income increasing by 1%, but operating expenses by 4%. This highlights the need for the rate study. He inquired about a discrepancy in billing rate increases between staff and asked and suggested that the decision on allocating reserves toward additional flow measurement stations again be put before the board during budget adoption.

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

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 Financial Committee meeting adjourned at the hour of 3:46 p.m.

Kelly Huff, District Manager, Dixon Resource Conservation District

