



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR JUNE 14, 2023**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**DANIEL JONES**

**SAM BEUKELMAN**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**JOANNA YAC, OFFICE MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR (Virtual)**

**1. Call the Meeting to Order**

Director Viguie called the May 10, 2023 Board meeting to order at 12:16 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Jones, Beukelman

Absent: Schene

**2. Establish a Quorum**

A quorum was established.

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### 3. Approve the Agenda

There was no discussion on this item.

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

Yeas:       Viguie, Bei, Jones, Beukelman  
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 **May 10, 2023**
- b. Approval of Minutes from the Financial Committee dated **May 26, 2023**
- c. DRCD- Approval of Expenses from **May 11 to June 14, 2023**, and review of the 2022-2023 budget & **Transfer of Funds from Reserve Account for 2022-2023 Capital Expenditures**
- d. Office Management - Approval of Expenses from **May 1 to May 31, 2023**, and review of the 2022 / 2023 Budget
- e. Dixon/Solano RCD Water Quality Coalition – **None**

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

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

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

None

### 8. Old Business – None

### 9. New Business-

- a. Review Draft Joint Budget for Office Management for FY 2023-2024, consider Financial Committee recommendation for approval & Review staff recommended updates to MOU with Solano RCD **(ACTION)**

Director Viguie had some reservations with the updates of the MOU and creation of the working agreement. The formality of the documents ultimately was the topic in question. Ms. Huff explained the document further, mentioning that the working agreement is to allow both agencies to have a document for them to rely on when having expenses and responsibility questions, with the intent of saving staff time. Both Director Beukelman and Director Bei agreed that if the documents make things easier for both the agencies then it should be done. After the clarification of the documents the board agreed to approve the Draft Budget and updated MOU.

A motion was made by Director Viguie, seconded by Director Bei, to approve the Draft Joint Budget for Office Management for FY 2023-2024 and updates to MOU. The motion passed as follows:

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

- b. Review Draft Budget & Schedule of Rates for Dixon RCD for FY 2023 – 2024, Review, provide input and consider Financial Committee recommendation for approval **(ACTION)**

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Ms. Huff explained that the proposed budget's net position is similar to the current year and that the Financial Committee did not have any significant questions or discussion and recommended the approval of the budget and schedule of rates.

A motion was made by Director Jones, seconded by Director Beukelman, to approve the financial committee recommended Budget for Dixon RCD Fiscal Year 2023-2024, Fund 024, with the staff billable rates and 2023-2024 Schedule of Rates. The motion passed as follows:

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

- c. Review and consider approving the recommendations of the 2x2 Committee for the Dixon/Solano RCD Water Quality Coalition projected year end budget for 2022/2023, preliminary budget for 2023/2024, annual per/irrigated acre fee, and the revision of the groundwater use column in the DMT. **(ACTION)**

Not much discussion was had other than Ms. McKeen explaining item 9c-4 on the update to the groundwater data response. It will now require a response, with one of the options in the dropdown list to will allow people to choose not to answer the question. This is to make sure there is more accurate data on the groundwater percentage responses.

1. Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition projected budget for 2022/2023 or propose changes to the budget **(ACTION)**

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A motion was made by Director Bei, seconded by Director Beukelman, to approve the projected budget for 2022/2023. The motion passed as follows:

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

2. Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition preliminary budget for 2023/2024 or propose changes to the budget. **(ACTION)**

A motion was made by Director Bei, seconded by Director Jones, to approve the projected 2023/2024 budget. The motion passed as follows:

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

3. Approve the 2x2 recommendation to maintain the current per/irrigated acre annual enrollment fee at \$3.75 for fiscal year 2023/2024 or propose a different per acre annual enrollment fee. **(ACTION)**

A motion was made by Director Bei, seconded by Director Beukelman, to approve to maintain the current enrollment fee. The motion passed as follows:

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

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4. Approve the 2x2 recommendation to make the groundwater percentage data column response required and add a dropdown list in the DMT or propose a different option. **(ACTION)**

A motion was made by Director Bei, seconded by Director Jones, to approve the updated groundwater percentage data column. The motion passed as follows:

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

- d. 2023-2024 Ditch Maintenance Services Contract Award **(ACTION)**

After much discussion and questions regarding the award for the Ditch Maintenance Services Contract, Director Viguie recommended Ms. Huff do further research on price differences with an average year of ditch maintenance services before making a decision. Ms. Huff will provide the additional information to the Ditch Committee to finalize awarding the contract to for 2023-2024 by June 20<sup>th</sup>.

A motion was made by Director Viguie, seconded by Director Bei, to approve the alternate recommendation of doing more research and delegating the final decision to the Ditch Committee to award the Contract for 2023-2024 by June 20<sup>th</sup>. The motion passed as follows:

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

- e. Regional Drainage Update – Receive staff update and provide direction regarding further Dixon RCD input **(ACTION)**

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Ms. Huff explained there has been a lot of back and forth between the City of Dixon and Dixon RCD staff and electeds. There was a meeting set up by Jim Ernest to talk with city staff which Ms. Huff, Director Bei and Justin Noutary, RD2068 General Manager attended. No new information and no hard numbers were given at the meeting, but the City explained that they are not looking for approval of the project at this point, only approval to conduct engineering to answer questions at key locations. After much discussion the letter that had been drafted from DRCD and RD2068 to send to the City was not needed anymore, since the key questions were provided by staff email to the City before the meeting. Director Viguie recommended to make it clear Dixon RCD is asking for mitigation measures in one of three ways: detention, increased capacity, or re-direction of runoff. Dixon RCD's current stance is okay with going forward with the modeling of the project, but no approval of specific projects until numbers are seen. Due to this stance Director Viguie recommended for Ms. Huff to ask our attorney, Anne Siprelle for a reasonable way to relay our stance on this matter whether that be a formal letter or a discussion/talk at a future meeting.

A motion was made by Director Viguie, seconded by Director Bei, to take No Action. The motion passed as follows:

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

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

- a. **District Manager's Report-** Ms. Huff mentioned that Reggie Singh turned in his encroachment permit which will be added to July's Agenda. Explanation of funding was brought up due to EQIP having specialized funding that is prioritizing tomatoes. See District Manager's Report for more details.
- b. **Water Quality Coalition Update-** Ms. McKeen mentioned the list of unpaid membership and late reporters on her attachment. The

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list of names was looked over by the Directors. Director Viguie wanted clarification on what happens if they don't pay. Ms. McKeen explained that if the memberships were not paid the members are dropped, if they don't report they only get a late fee. Director Viguie also asked Ms. McKeen to look up the plots that the parcels were to see the locations of them. See Program Coordinator's Report for more details.

### **11. Director's Report –None**

### **12. Communications – None**

### **13. Upcoming Events –None**

### **14. Announcements – A Reminder that the next board meeting will be Wednesday, July 12, 2023 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, Beukelman

Nays: None

Abstain: None

Absent: Schene

**The Dixon RCD Board meeting adjourned at the hour of 2:10 p.m.**



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