

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR MAY 11, 2022**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

ERIC SCHENE

ASSOCIATE DIRECTORS

LEO SOUKERIS

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

TERI KNIGHT, NRCS (Virtual)

1. **Call the Meeting to Order**

MEETING MINUTES

Director Viguie called the May 11, 2022 Board meeting to order at 12:07 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Beukelman, Schene, Bei

Absent: Jones

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, Schene, Bei

Nays: None

Abstain: None

Absent: Jones

Presentations – *Note: Chris Rose’s presentation was postponed to the June 08th Board Meeting.*

4.

a. Chris Rose, RCD Programs and Overview

5. Comments from the Public- None

6. DRCD Consent Calendar

a. Approval of Minutes from the Board Meeting dated **April 20, 2022**

b. Approval of Minutes from the Financial Committee Meeting dated **May 4, 2022**

c. DRCD- Approval of Expenses from **April 21, 2022 to May 11, 2022**, and review of the 2021 / 2022 Budget.

d. Office Management - Expenses from **April 1 to April 30, 2022**

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- e. Dixon/Solano RCD Water Quality Coalition – **None**
- f. Adopt Resolution to Allow Board Participation by Remote Meeting through **June 2022**

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

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

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight gave a brief update on NRCS, they are finishing up with batch period three. All together they have 6 applications approved. The state is down 16 conservationists thus Ms. Teri has been helping Petaluma as much as possible right now. Batch period four is set to close May 27th and be done with processing after the 1st week of June.

8. Old Business –

- a. Receive Solano Subbasin Groundwater Sustainability Plan (GSP) Update and Provide Direction to Staff on Dixon RCD's Involvement in Outreach **(ACTION)**

The Solano Subbasin GSA met on April 28th in response to the Executive order N-7-22 that Governor Newsom issued. This order prohibits any county or public agency from approving permits for new or alterations to existing wells, without determining that they are consistent with the Groundwater Sustainability Plan. The Solano GSA adopted an emergency provision for replacement of existing wells. The provisions states that due to the stable conditions currently in the Solano Subbasin existing well permits should not be held up in the short-term.

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The GSA Board also met on April 28th, but in closed session to discuss fees. There was nothing to report after. There will be another meeting May 12th on Thursday to further discuss fees and hopefully come to a conclusive vote. Director Bei discussed that the GSA Board is doing everything to try to make the fees as fair as possible, but it seems as if the fee will be flat rate to start out, in hopes to further look into ways to make more fairly allocate costs in the future. The meeting will begin at 3 p.m. in closed session and open up at 5 p.m. for the public.

If a fee is agreed upon and voted on a letter to all parcel members will be sent out May 16th and a public hearing July 14th. Ms. Huff asked if DRCD should hold an information session prior to the public hearing to allow everyone to voice their concerns and ask questions. Director Viguie recommended we reach out to Chris Lee and the other landowner representative agencies to let them know we are willing to help with any outreach needed. After reaching out to Chris, if it seems that there is enough feedback from people having a lot of questions then we can talk about setting up and outreach.

A motion was made by Director Bei, seconded by Director Schene, to approve the recommendations on DRCD's involvement with outreach. The motion passed as follows:

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

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9. New Business-

- a. Encroachment Permit 2022_0004 - Consider Encroachment Permit Application for Already Installed Pipeline across Tremont 1 System at APN 0110-110-080 **(ACTION)**

Note: The board opted to take no action or revisit this agenda item at a later time.

Director Viguie's main concern is to make sure to get the structure and it's location documented in our records. The board recommended looking into the ownership to further take action on this matter. If it is Dixon RCD's culvert, they need to go through the process of the permit application, if it isn't we need to notify the landowner that the culvert and any maintenance and/or replacement is the landowner's full responsibility.

- b. Dixon / Solano RCDs Office Management Account for Fiscal Year (FY) 2022-2023 Budget – Review budget for Office Management for FY 2022-2023, provide input and consider Budget Committee recommendation for approval **(ACTION)**

Ms. Huff reported that the Office Management budget might increase for DRCD by \$200 per each quarter if the amount of desks for SRCD go down. Director Viguie said that would be no problem. The Board agreed upon the Financial Committee to approve the Budget as proposed.

A motion was made by Director Schene, seconded by Director Beukelman, to approve the Office Management 2022-2023 budget. The motion passed as follows:

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

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- c. 2021/22 Year-end Budget Projections – Receive staff report for the Year-End Projection **(NO ACTION)**

There wasn't much discussion on this matter. The overall net position is projected to be negative \$15,151.08. This is largely due to the damaged guard rail replacement which is estimated to cost \$17,000.00. Director Bei asked why we are paying for it and he thinks someone else should pay for it. The woman who crashed into the guardrail was not covered by insurance. Dixon RCD does not have insurance on our infrastructure, which includes very few structures (culverts and ditches are not covered). According to the prior District Manager, it was determined to not be worth it in the long run.

- d. Dixon RCD Fiscal Year (FY) 2022-2023 Budget Fund 024 – Review draft budget for Dixon RCD for FY 2022-2023, Review, provide input and consider Budget Committee recommendation for approval **(ACTION)**

Ms. Huff explained background information on the numbers for the budget. Director Viguie recommended approval of the budget from the Financial Committee. Ms. Huff explained that our reserve allocations can be moved around in October if need be. The future equipment acquisition may need to be increased when considering buying a new truck due to the condition of the current company truck. Ms. Huff and Director brought attention to some of the budget categories that are increasing. Wages are increasing due to the Office Manager going full time to help SRCD, JPA due to projecting more meetings than this year, and lastly legal and contracted services.

A motion was made by Director Schene, seconded by Director Bei, to approve Dixon RCDs budget for 2022-2023. The motion passed as follows:

Yeas: Viguie, Beukelman, Bei, Schene
Nays: None

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Abstain: None

Absent: Jones

- e. Dixon RCD Ditch Maintenance Fees – Discuss rates for ditch maintenance fees and timeline for a future rate study **(ACTION)**

Note: The Board agreed to take no action on this item at this time and reconsider at a further meeting perhaps in October when all the financials have been reconciled.

Ms. Huff brought ditch maintenance fees numbers from 2005 to current to see how they fluctuated throughout the years since they saw that Ditch Maintenance category in the budget was at a negative \$26,108.89. Director Viguie's concern was that the Ditch was not paying its way. One way of looking at the cost basis accounting is that the ditch fees are covering the contracted ditch maintenance costs, but not the Dixon RCD staff costs (Kelly and Joanna's time on ditch maintenance, billing etc.) The larger, Government Services budget category covers the shortfall in the ditch services specific cost center. Director Viguie wants to make sure we continue to evaluate this issue since a rate study takes a significant amount of time, money and planning. The board will re-evaluate in October when the FY has been reconciled.

DRCD Staff Reports:

- a. **District Manager's Report-** Ms. Huff gave an update on ditch maintenance, waiting on a response from Phil to set up a plan for May/June application. Mike Kett did some cleaning on Tremont 2 Lateral F and agreed to his one year extension. Nothing new to report on the Ditch Fees, still no further payments received. The County and City are interested in feedback from the farming community regarding local roads that are and aren't good for Ag services such as farm equipment transportation. They are also willing to come to one of our board meetings to come and listen. See DRCD District Manager's Report for details.

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- b. **Water Quality Coalition Update**- Ms. McKeen gave an update on the list of people who have and haven't done their farm reporting or paid their annual water quality fees. Ms. Mckeen is busy right now compiling data for the Surface Water Management Practices Implementation Report. See Program Coordinator's Report for 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, June 08, 2022 at 12:00pm.**

14. **Adjourn Meeting**

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

Yeas: Viguie, Beukelman, Bei, Schene

Nays: None

Abstain: None

Absent: Jones

The Dixon RCD Board meeting adjourned at the hour of 1:50 p.m.



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