



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR NOVEMBER 13, 2024**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

DANIEL JONES

ERIC SCHENE

ASSOCIATE DIRECTORS

JIM CAMPBELL

LEO SOUKERIS

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

TERI KNIGHT, NRCS

RICK MARTINEZ, LANDOWNER

GRANT GUERRIERI, REALIZED DREAMS LANDOWNER

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the November 13, 2024, 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, Jones, Bei, Schene

Absent: Harvey

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

Note: Director Viguie requested changes to the agenda by moving item 8a first then going back to the normal agenda order.

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

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

4. Presentations – None

5. Comments from the Public - None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **October 09, 2024**
- b. DRCD- Approval of Expenses from **October 10, 2024, to November 13, 2024**, and review of the 2024-2025 budget
- c. Office Management - Approval of Expenses from **October 1 to October 31, 2024**, and review of the 2024 / 2025 Budget
- d. Dixon/Solano RCD Water Quality Coalition – **None**

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

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

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight gave an update stating there are applications available in all the programs currently. A lot of the applications have been tractor replacements. Paper copies of applications were made available at the meeting. 1st deadline for EQIP is Friday 11/15 with the next maybe opening sometime in March.

She also wanted to report to the district that she will be retiring in December. There will be some overlap/training for the person taking her position.

8. Old Business –

- a. Encroachment Permit #2024_0002-Realized Dreams (Clark Pacific) Subdivision Project – Consider Proposed Revisions to Approved Encroachment Permit (**ACTION**)

Ms. Huff mentioned she has been working with the applicant to make revisions to the original approved encroachment permit with conditions for Dixon RCD Board consideration. Patrick Ho from MBK engineers also reviewed the project engineering that concludes the project would not impact the system above or below.

Summary of design changes are as follows:

- No longer plan to modify the diagonal section of Lateral E
- The realigned section of Lateral E (along the eastern edge of pond) would move current flooding from where the houses are proposed to a new area, within the Realized Dreams Project area
- The realigned section would no longer have a culvert at the north end and would have one new one 36” culvert crossing installed just after the 90 degree turn to the east. Downstream roughly 500 feet to the east an existing 36” culvert would be replaced with a new 36” culvert crossing. All downstream existing culverts would be unchanged.

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- The family would like to maintain the option to install the water control structure in Tremont 2, which was used by the prior landowner, as part of their agricultural irrigation system.

As for the water control structure the family plans to use it only during the irrigation season to capture their own tail water. Rick Martinez, landowner suggested that the family may want to look into the previous landowners to look at the water rights to figure out how the water control structure could be operated.

Based on the changes and additions to the project designs and possible impacts to the Dixon RCD facilities the encroachment permit conditions have had to be reviewed and updated which has added up in costs. A table of showing costs are as follows:

2023-2024 DRCD District Manager costs (19.5 hours) = \$1,618.50
2024-2025 DRCD District Manager costs (20 hours) = \$1,720.00
2024-2025 MBK Engineers review costs (5.25 hours) = \$1,433.75

Staff recommendations would be to invoice the applicant a permit fee of \$3,153.75. Director Viguie proposed invoicing the applicant a flat fee of \$3,200 instead. The board agreed to this as well.

A motion was made by Director Viguie, seconded by Director Bei, to approve permit fee to round up to \$3,200 instead of the staff recommendations. The motion passed as follows:

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

Provided there are no more changes and that the applicant will be responsible for maintenance if water control structure is used, the board approved the revised encroachment permit.

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

Yeas: Viguie, Jones, Bei, Schene

Nays: None

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Abstain: None

Absent: Harvey

9. New Business-

- a. **Final 2023 / 2024 Dixon RCD Budget Report** – Receive Final Report on 2023-2024 Budget and Reserve Allocations (**NO ACTION**)

Mrs. Huff mentioned that the overall actual net position was (-\$13,955.71) versus the (-\$69,141.81) budgeted; it was significantly higher due to less maintenance costs, less expenses, and less Solano RCD hours.

Some overall reconciliation notes are as follows:

- Revenue was corrected to account for \$1,433.25 less in Coalition Contract Services Income (adjustments for NACD grant funds that should have been reimbursed to the Coalition instead Dixon RCD and 1.0 hour timesheet correction).
- Reimbursements from JPA member agencies for maintenance work on Lateral 1.0 were recorded under ditch maintenance expenses as offsets to expenses and not under income. The intent of recording JPA expenses this way, was to clearly separate Dixon RCD vs. JPA ditch maintenance expenses, however it results in large remaining budget figures for both income and expenses from Lateral 1 Maintenance.
- Reimbursements for direct expenses were separated from reimbursements for staff hours.

Director Viguie mentioned having a Financial Committee meeting to go over the reserve allocations closely would be helpful, which Mrs. Huff will schedule.

- b. **Regional Drainage** – Receive staff update and provide direction (**ACTION**)

Note: No action was taken on this item, only updates.

Mrs. Huff explained that some revisions were made to Patrick Ho's Technical Memorandum review from MBK Engineers. After review with Doug Moore revisions were made to incorporate the ridge to the east of the Milkfarm Property which will change the storage estimates, but

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did not change Patrick's conclusions. Ms. Huff will review the memo when it is completed.

There is also a new map for the Dixon 257 project, but no new information on drainage plans.

- c. Consider Landowner Request for waiver of 2005-2024 interest charges on outstanding balance **(ACTION)**

Ms. Yac mentioned that the Castros took ownership of the property in 2005 and had not paid their ditch maintenance fees invoices until this past May of 2024 when we received a payment of \$300. Since 2005, the account has accumulated late fees and the Castros asked for the late fees to be waived. Currently the account balance is at \$564.56 and the late fees in question to be waived total \$348.96. This would leave their new account balance at \$215.60.

The board agreed to waive the interest fees of \$348.96 with the condition of receiving the outstanding payment of \$215.60 by November 25th before the 2025 Annual Ditch Fee invoices go out and to inform the Castros that adjustment for non-payment will not be made in the future.

A motion was made by Director Viguie, seconded by Director Schene, to approve waiving of Castro's request of late fees. The motion passed as follows:

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

- d. 2025 Ditch Maintenance Fee – Review and Consider Current Ditch Maintenance Fee Rate and Accept the 2025 Ditch Assessment Roll **(ACTION)**

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The current ditch maintenance fee is \$4.00/acre and the board agreed to keep it the same. As for the assessment roll the chart below shows the reconciliation for the 2024 Ditch Fee Acreage:

2024 Ditch Fees Acreage Reconciliation	
\$157,004.40	Total Billed December 1, 2023
\$(24,560.00)	City of Dixon Payment per Agreement
\$(2,450.00)	SID Payment per Agreement
\$129,994.40	
\$4.00	per acre fee
32498.6	acres
401	Total Parcels Billed December 1, 2023

For the 2025 Ditch fees some parcels were added making changes to the Ditch Fee Acreage as follows:

\$157,028.40	Total to be billed December 1, 2024
32,504.60	Total acres to be billed December 1, 2024
403	Total parcels to be billed December 1, 2024

Note: The 2025 Ditch Fee Acreage was updated after the meeting to incorporate landowners Rick Martinez's parcel split.

A motion was made by Director Viguie, seconded by Director Bei, to approve the current Ditch Maintenance Fee Rate and accept the 2025 Ditch Assessment Roll. The motion passed as follows:

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

- e. Review Draft Dixon RCD Annual Newsletter to Ditch Members (Annual Report) (**ACTION**)

Ms. Huff asked the board if they had any input on the Draft Newsletter that was distributed. Director Viguie mentioned that as a District we need to be careful with our discussion of regional drainage. Ms. Huff

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took the input and will review that section in the Newsletter. She also mentioned wanting to get a quote to add from associate member Leo Soukeris since he has been serving for many years and has been attending our meetings regularly.

A motion was made by Director Viguie, seconded by Director Jones, to approve the Draft Newsletter with the boards changes/input. The motion passed as follows:

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

f. Consider December and January Board Meeting Schedule (**ACTION**)

Ms. Huff explained that she will be attending the CARCD Annual Conference Tuesday December 10th through Thursday December 12th which will be during our normally scheduled December meeting on the 11th. She asked if the board would consider changing the meeting to the following week and they agreed on Tuesday December 17th. With that change that would make the January meeting very close and asked if the board would consider changing the meeting to the following week as well and they agreed on Tuesday January 14th.

A motion was made by Director Viguie, seconded by Director Schene, to approve the changes to the December and January board meeting dates. The motion passed as follows:

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

g. Fiscal Year 2024/25 Budget – Review and consider budget adjustments for Dixon RCD Fund 024 (**ACTION**)

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Mrs. Huff mentioned needing to do a budget adjustment to increase Ditch Maintenance and Engineering Services due to multiple project reviews that MBK has been assisting with and planned maintenance by RD2068. Her recommendation was to reduce Capital Improvement expense by \$20,800 and put \$7,500 towards Engineering Services and \$16,700 towards Ditch Maintenance. With other small shifts between budget categories the proposed adjustments do not change the 24/25 overall budgeted negative net position of -\$142,395.08. The board approved to go forward with the adjustment.

A motion was made by Director Bei, seconded by Director Schene, to approve the FY 24/25 Budget Adjustments for Fund 024. The motion passed as follows:

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

10. **DRCD Staff Reports:**

- a. **District Manager's Report-** No discussion was had. See District Manager's Report for more details.

- b. **Water Quality Coalition Update-** Ms. McKeen just wanted to quickly mention that a tour of the watershed needed to be scheduled and if any of the directors had suggestions of locations to take the Regional Board. Rick Martinez, landowner, offered his barn facilities that day for a meeting location and lunch. Martha will schedule a date and send it to the board. See Update Report for more details.

11. **Director's Report –None**

12. **Communications – None**

13. **Upcoming Events –None**

14. **Announcements –**

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**The next Dixon RCD Re-Scheduled Board Meeting is Tuesday
December 17, 2024 at 12:00 p.m.**

15. Adjourn Meeting

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

Yeas: Viguie, Jones, Bei, Schene

Nays: None

Abstain: None

Absent: Harvey

The Dixon RCD Board meeting adjourned at the hour of 1:43 p.m.



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