



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR NOVEMBER 09, 2022**

DIRECTORS

DAVID VIGUIE

SAM BEUKELMAN

SPENCER BEI

ERIC SCHENE

DANIEL JONES (Virtual - Sick)

ASSOCIATE DIRECTORS

LEO SOUKERIS (Virtual)

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 November 09, 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, Jones

Absent: None

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

Note: Agenda item 9f had the incorrect report status on the MAR it was put as No action, but should be Action.

There was no discussion on this item.

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

Yeas: Viguie, Beukelman, Schene, Bei, Jones

Nays: None

Abstain: None

Absent: None

4. Presentations – None

5. Comments from the Public- None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **August 10, 2022**
- b. Approval of Minutes from the Financial Committee dated **September 14, 2022**
- c. Approval of Minutes from the Financial Committee dated **October 12, 2022**
- d. DRCD- Approval of Expenses from **October 13 to November 09, 2022**, and review of the 2022-2023 budget

MEETING MINUTES

- e. Office Management - Approval of Expenses from **October 1 to October 31, 2022**, and review of the 2022 / 2023 Budget
- f. Dixon/Solano RCD Water Quality Coalition – **None**
- g. Adopt Resolution to Allow Board Participation by Remote Meeting through **December 2022**

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

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

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight sent in a report for NRCS which covered funding statistics for how year 2022 ended (September 30th). The report also contains how the year 2023 is going thus far. Solano County contracted with nine agricultural producers obligating \$932,400, Area 2 had 309 producer projects funding totaling \$15.9 Million, and statewide \$92.9 Million was spent on 1,413 projects under Environmental Quality Incentive Program (EQIP). Most importantly, the year 2023 is the large amount of incoming funding that will have to be prepared for due to the Inflation Reduction Act. See NRCS report for more details.

8. Old Business – None

9. New Business-

- a. Final 2021 / 2022 Dixon RCD Budget Report – Receive Staff Report (**ACTION**)

Note: Updated attachments for Agenda item 9a were distributed the day of the meeting.

Ms. Huff explained why we ended with a positive net annual operating position of \$20,495.25 versus negative \$34,580.48. This is due in large

MEETING MINUTES

part to having less expenses than anticipated in Ditch Maintenance. A list of the Ending Fund Balance of the District was provided showing the current amount in each account. Staff Recommendations were made to move some of the unallocated fund balance to reserves. The unallocated fund currently has \$81,945.30, net cash position less accrued liabilities that they could move to reserves. It was recommended that the board consider moving \$25,000 to the 0240734 Reserves - Future Equipment Acquisition to bring it up to \$45,000 in order to have sufficient funds to purchase a vehicle. Director Viguie thought it would be better to move \$30,000 into that fund. The other board members agreed. In addition, the board members recommended moving \$45,000 instead of \$40,000 into the 0240736 Reserves – Future Capital Improvement Acquisition District. This leaves the unallocated balance, less accrued liabilities, at \$6,945.30.

A motion was made by Director Schene, seconded by Director Beukelman, to approve the following reserve allocations, which includes moving \$75,000 of the unallocated funds to reserves.

<u>Account</u>	<u>Current</u>	<u>New</u>
<i>0240731 Reserves – Imprest Cash</i>	\$25,500.00	\$25,500.00
<i>0240733 Reserves – General</i>	\$50,000.00	\$50,000.00
<i>0240734 Reserves – Future Equipment Acquisition</i>	\$20,000.00	\$50,000.00
<i>0240736 Reserves – Future Capital Improvement Acquisition District</i>	\$205,000.00	\$250,000.00
<i>0240736 Reserves – Future Capital Improvement Acquisition Regional</i>	\$195,000.00	\$195,000.00
Total Allocated Reserves	\$495,500.00	\$570,500.00

The motion passed as follows:

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

MEETING MINUTES

- b. 2022 Outstanding Ditch Maintenance Fees – Review and consider outstanding Ditch Maintenance Fee accounts for possible adjustments **(ACTION)**

Ms. Yac went over how many accounts have balances due or credits for the 2022 Ditch Fees which are shown below.

29 Paid in full, less interest	\$238.34
1 Chronic outstanding	\$728.26
1 New outstanding	\$57.75
1 Credit	\$-0.12

The 32 accounts come out to be \$1,024.223 owed to the District. Of that amount the Board has typically waived the accrued interest on the accounts that have paid in full. The 29 accounts would have \$238.34 waived. This year on top of our chronic non-payer there is a new account that did not pay which we are still trying to find the corresponding person to pay the invoice.

A motion was made by Director Viguie, seconded by Director Bei, to approve the authorization of the interest fee adjustments. The motion passed as follows:

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

- c. 2023 Ditch Maintenance Fee – Review and Consider Current Ditch Maintenance Fee Rate and Accept the 2023 Ditch Assessment Roll **(ACTION)**

No discussion was had after Ms. Huff explained the current \$4.00/acre ditch maintenance fee is remaining the same.

A motion was made by Director Schene, seconded by Director Beukelman, to review the current ditch maintenance fee and accept the 2023 assessment roll. The motion passed as follows:

MEETING MINUTES

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

- d. Encroachment Permit – Consider encroachment permit application for upcoming City of Dixon Sewer Rehabilitation Project **(ACTION)**

Director Viguie thought an encroachment permit was still necessary, although the project does not impact the ditch system directly, since it is still in our easement. Director Bei agreed with him and also for liability purposes.

A motion was made by Director Bei, seconded by Director Schene, to approve the encroachment permit for the City of Dixon project. The motion passed as follows:

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

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

Director Viguie proposed on page 3 for the 2021-2022 Annual Financial Report to have “Other Government Activities” be elaborated on. He proposed putting an asterisk (*) by it with an explanation below on what those activities actually are. In doing so members could know what the money is going towards. Ms. Huff agreed on making those changes to include things such as property taxes, shared services agreements with partner agencies, and grants.

A motion was made by Director Viguie, seconded by Director Beukelman, to approve the newsletter with the recommended changes. The motion passed as follows:

MEETING MINUTES

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

f. Regional Drainage Update – Receive Update from staff **(ACTION)**

Note: On the Meeting Announcement agenda item 9f was listed as “No Action” and should have been “Action”. Due to the potential length of discussion on this item, after beginning the discussion, the Board paused to finish the other items on the agenda to allow other meeting participants to leave the meeting if they needed to. Items 9g through 14 were completed and discussion on 9f re-started.

Ms. Huff gave an update on Regional Drainage since there is a lot happening within the City. Some of the projects are within the City’s Northeast Quadrant (NEQ) and others are the Milk Farm Redevelopment Project and the Lombardo Property. Ms. Huff reviewed the questions on Dixon RCD’s role related to drainage. Various ongoing projects (both in the City and the unincorporated area) continue to place additional burdens on the District and the District lacks the authority or resources to accommodate those changes. This is why the drainage agreements were put in place. In the discussion between the board members, it was recommended to direct staff to set up a closed session with legal counsel in January, to have a discussion with LAFCO staff, and to find out more about what it is to be a Resource Conservation District versus Irrigation District versus Reclamation District versus Countywide Water Agency, especially as it relates to the differences in authorities.

A motion was made by Director Viguie, seconded by Director Bei, to approve the Board recommendations to staff on Regional Drainage. The motion passed as follows:

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

MEETING MINUTES

Abstain: None

Absent: None

- g. Approve Letter of Support for Solano Subbasin GSA Proposition 68 Grant (**ACTION**)

There was no discussion on this item.

A motion was made by Director Viguie, seconded by Director Schene, to approve the letter of support. The motion passed as follows:

Yeas: Viguie, Beukelman, Schene, Bei, Jones

Nays: None

Abstain: None

Absent: None

10. DRCD Staff Reports:

a. District Manager's Report- Ms. Huff gave an update on ditch maintenance. Phil completed sprays on several stretches that had watergrass in August and September. In addition, he conducted a targeted treatment of beefwood. Mike Kett cleaned along Tremont 3 and is roughly 2/3 done. SID did a light cleaning of the top portion of Lateral 1. As far as planning goes, instead of Dixon/Solano RCD Annual Meeting we opted for two informal events to do outreach which are the Plant Sale at Ruhstaller Farm and the Conservation Tractor Parade in Winters. See District Manager's Report for more details.

b. Water Quality Coalition Update- Ms. McKeen gave an update on the Irrigated Lands Program, about 50% of the 2023 annual membership dues are paid. For outreach, the Groundwater Workshop is scheduled for January 24, 2023, tentative time being 9am to 11am. Farm reporting is coming around again therefore Ms. McKeen will send emails and or letters on November 28th. Ms.

MEETING MINUTES

McKeen mentioned that the Sacramento Valley Water Quality Coalition (SVWQC) are working really hard to keep costs down and working on getting landowners not currently enrolled in the ILRP enrolled. 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, December 14, 2022 at 12:00pm.

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, Beukelman, Schene, Bei, Jones

Nays: None

Abstain: None

Absent: None

The Dixon RCD Board meeting adjourned at the hour of 1:54 p.m.

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