

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR NOVEMBER 9, 2023**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**DANIEL JONES**

**ERIC SCHENE**

**SAM BEUKELMAN**

**ASSOCIATE DIRECTOR**

**LEO SOUKERIS (VIRTUAL)**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**JOANNA YAC, OFFICE MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR**

**OTHER ATTENDEES**

**DAVID ELDRIDGE, LANDOWNER**

**RICK MARTINEZ, LANDOWNER**

## **MEETING MINUTES**

### **1. Call the Meeting to Order**

Director Viguie called the November 9, 2023 Board meeting to order at 12:09 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Jones, Beukelman, Schene

Absent: None

### **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, Bei, Jones, Beukelman, Schene

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 **October 11, 2023**
- b. Approval of Minutes from the Ditch Committee dated **October 24, 2023**
- c. DRCD- Approval of Expenses from **October 12, 2023 to November 9, 2023**, and review of the 2023-2024 budget
- d. Office Management - Approval of Expenses from **October 1 to October 31, 2023**, and review of the 2023 / 2024 Budget

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- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **October 12, 2023 to November 9, 2023** and review of the 2023 / 2024 Budget

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

Yeas:       Viguie, Bei, Jones, Beukelman, Schene

Nays:       None

Abstain:   None

Absent:     None

### **7. Natural Resources Conservation Service (NRCS) Report – None**

### **8. Old Business – None**

### **9. New Business-**

- a. **Final 2022 / 2023 Dixon RCD Budget Report** – Receive Final Report on 2022-2023 Budget and Consider Reserve Allocations (**ACTION**)

Director Viguie asked if there were any significant changes. Ms. Huff explained that we were projected to have a net position of negative \$25,231.83, but instead ended with a positive \$19,054.14. This was due to less ditch maintenance costs and less than anticipated services and supplies. Ms. Huff also asked what the board would like to do with the positive net annual operating position of \$19,5054.14. The \$19K can be put in the reserves to replenish it or kept in the unallocated fund balance. The board agreed to keep the \$19K in unallocated fund balance, since there will be increased maintenance costs this fiscal year.

A motion was made by Director Viguie, seconded by Director Schene, to approve keeping the \$19,504.14 in unallocated fund balance. The motion passed as follows:

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

- b. Audits – Review and Consider Accepting Biennial Audit for Dixon Resource Conservation District and Dixon-Solano RCD Water Quality Coalition for Fiscal Years ending in June 30, 2023 and June 30, 2022 **(ACTION)**

Ms. Huff explained Perry, Bunch & Johnston prepared the audits for fiscal years ending June 30, 2023 and June 30, 2022. For both Dixon RCD and D/S RCD Water Quality Coalition the audits went great, there were no significant issues to be reported. The board agreed to approve both audits.

A motion was made by Director Jones, seconded by Director Schene, to approve the audit reports. The motion passed as follows:

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

- c. Encroachment Permit – Consider encroachment permit application for 6734 Midway Rd Auto Storage Facility Project **(ACTION)**

**Note:** No action was made. The item will be re-considered at the December meeting.

Ms. Huff explained our new engineer Patrick Ho at MBK reviewed this project and concluded that the proposed retention basin has been sized properly. Director Bei asked about whether there was any information provided on contamination issues on that property and the surrounding area. There have been notifications to neighbors regarding contamination issues. Has the project been reviewed for

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risks of contamination to RCD facilities and/or downstream landowners? Ms. Huff reported that this was new information to her. David Viguie recommended that staff reach out to Solano County to get more information on this project, related to risks of contamination, before going forward. Director Viguie suggested tabling this item to be considered at a later board meeting, when we have more information.

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

**Note:** No action was taken.

Director Viguie mentioned he wanted to include a blurb on the Newsletter this year to inform the ditch members that it isn't business as usual and bring attention to what is going in our District right now regarding drainage services. Both Director Bei and Director Jones liked what was said and thought it was clear and concise. Former Board Member Rick Martinez agreed that Dixon RCD should continue to keep landowners informed. Getting the information out there for landowners can provide the District with valuable feedback. No action was taken instead feedback was received and the newsletter will be updated to be emailed out when 2024 Ditch Fee Invoices are sent.

- e. DRCD 2023-2024 Ditch Maintenance – Review Ditch Committee Recommendations for updates to Ditch Maintenance Plan 2023-2024  
**(ACTION)**

Ms. Huff presented topics that were reviewed during the Ditch Committee. One of them being the possible enlargement of 2 culverts, on Lateral 2 and Tremont 3. Reclamation District 2068 has confirmed that they do not have issues with this, but Director Bei expressed concern about Dixon RCD cost-sharing, since it will be a significant cost, these are private culverts and it could set a precedent. Ms. Huff is looking into seeing if these projects could be eligible for 80% cost-share under Solano County Water Agency's Small Flood Program. Another covered topic was the 2023-2024 excavation plans, Mike Kett has cleaned 3.0 miles not including the 1.7 miles that were cleaned by Schene Enterprises/Bulkley. An additional topic discussed was the opportunity to work with a new spray contractor, Isaac Castenada,

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from Weed Management Company. The Board approved the Ditch Committee recommendations:

- The Ditch Committee members recommend that Dixon RCD does not cost-share either of these projects.
- The Ditch Committee members recommended that we have Mike Kett complete the remaining .66 miles of Tremont 2 (Bulkley – Tremont/104) and the 1.06 miles of Tremont 2 (Bulkley, Atkinson from Road 106 north 1.06 miles) *estimated cost of \$15,500.*
- The Ditch Committee Members recommended that we start with a new contractor for the winter spray.
- The Ditch Committee Members recommended moving forward with the CCC crews as soon as we can.

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

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

- f. Tremont 3 Regional Drainage – Receive staff update, provide direction  
**(ACTION)**

**Note:** No action was made.

Ms. Huff gave an update on what has occurred since our October DRCD meeting, a request to LAFCO for a follow-up meeting sometime after Christmas. On October 25<sup>th</sup>, 2023 SCWA and Solano County staff met and a Dixon Regional Watershed JPA meeting was held. Director Viguie asked what the timeline of the City project(s) is projected to be. Ms. Huff mentioned that they are sticking to their proposed timeline. Ms. Huff also explained that the most likely entity to take over DRCD's drainage facilities if DRCD would not be here would be SCWA. Apart from little discussion no action was made.

**Note:** Director Jones left the meeting at 1:39pm.

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

a. **District Manager's Report-** Ms. Huff mentioned she attended the Flood MAR conference and it was great. No other discussion was made. See District Manager's Report for more details.

b. **Water Quality Coalition Update-** Ms. McKeen mentioned GAR-Groundwater Assessment Report was updated in September 2022 to look at HSA (Hydrologically Sensitive Areas) parcels that overlie with HVA (High Vulnerability Areas) parcels. This led to some changes to the 2023 farm reporting, if there is a change to your parcel there will be a pop-up in the DMT. 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 TUESDAY, December 12, 2023 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:

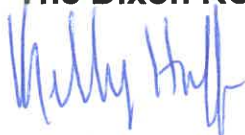
Yeas: Viguie, Bei, Beukelman, Schene

Nays: None

Abstain: None

Absent: Jones

**The Dixon RCD Board meeting adjourned at the hour of 1:56 p.m.**



**Kelly Huff, District Manager**

**Dixon Resource Conservation District**