

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
FINANCIAL COMMITTEE
MINUTES FOR
May 26, 2023**

DIRECTORS

**DANIEL JONES
DAVID VIGUIE**

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

1. Call the Meeting to Order

Director Viguie called the May 26, 2023, Financial Committee meeting to order at 3:03 p.m. at 1170 North Lincoln Street, Suite 109, Dixon, CA.

Present: Jones, Viguie
Nays: None
Abstain: None
Absent: None

2. Approve the Agenda

There was no discussion on this item.

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

Ayes: Jones, Viguie
Nays: None
Abstain: None
Absent: None

3. Approve Minutes

No minutes to approve

MEETING MINUTES

4. Comments from the Public – None

5. Old Business – None

6. New Business

- a. Dixon /Solano RCDs Office Management Account for Fiscal Year (FY) 2023 - 2024 Budget – Review Staff's draft joint budget for Office Management for FY 2023 - 2024, provide input and consider recommending that the Dixon RCD Board approves this budget at its June 14, 2023, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. She explained that the Office Managers from Dixon and Solano RCDs took the lead in developing the budget this year. The expenses will likely be very similar to the previous year. The cabling in the ceiling will need to be upgraded like we did this year for the cables in the walls. This will be a \$15,000 to \$20,000 cost. The 2023-2024 Budget includes building up the ending fund balance by \$10,000 with the plan to do the same in 2024-2025, when the upgrades would be made. This will allow us to spread the costs over two years.

A motion was made by Director Viguie, seconded by Director Jones to recommend approval of the DRAFT Budget by the Dixon RCD Board.

Ayes:	Jones, Viguie
Nays:	None
Abstain:	None
Absent:	None

- b. Dixon RCD Fiscal Year (FY) 2023 - 2024 Budget Fund 024 – Review Staff's draft budget for Dixon RCD for FY 2023 - 2024, provide input and consider recommending that the Dixon RCD Board approves this budget and the 2023-2024 Dixon RCD Rate Schedule (including staff billable rates) at its June 14, 2023, meeting – **(ACTION)**

Ms. Huff presented the DRAFT 2023-2024 Budget, starting with a review of the Projected Year End (PYE) for the current 2022-2023 Fiscal Year with an anticipated ending net position of \$5,960.98 before capital expenses. Similarly, the 2023-2024 Budget anticipates an ending net position of \$5,069.19 before capital expenditures. Several other items of note are described in the staff report.

A motion was made by Director Viguie, seconded by Director Jones to recommend Dixon RCD Board approval of the DRAFT Budget.

Ayes:	Jones, Viguie
Nays:	None
Abstain:	None
Absent:	None

MEETING MINUTES

7. **Announcements** –
 - a. Future committee meetings will be scheduled as necessary.
8. **Adjourn Meeting**
The Dixon RCD Board meeting adjourned at the hour of 4:17 p.m.

Kelly Huff, District Manager, Dixon Resource Conservation District

