



DIXON RESOURCE CONSERVATION DISTRICT (DRCD)

MINUTES FOR OCTOBER 11, 2023

DIRECTORS

DAVID VIGUIE

SPENCER BEI

DANIEL JONES

SAM BEUKELMAN

ASSOCIATE DIRECTOR

LEO SOUKERIS (VIRTUAL)

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

ANNE SIPRELLE, BBK ATTORNEY

DELYNDA ELDRIDGE, LANDOWNER

DAVID ELDRIDGE, LANDOWNER

KEITH ZUCCA, LANDOWNER

MEETING MINUTES

ROBBY ROBBEN, LANDOWNER

1. Call the Meeting to Order

Director Viguie called the October 11, 2023 Board meeting to order at 12:01 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Jones, Beukelman

Absent: Schene

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 Bei, seconded by Director Jones, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Beukelman

Nays: None

Abstain: None

Absent: Schene

4. Closed Session

Conference with Legal Counsel-Anticipated Legislation
(Paragraph (4) of subdivision (d) of Gov. Code § 54956.9)

Initiation of Litigation: 1 case

The Board moved into Closed Session at 12:05 p.m. and returned to Open Session at 12:50 p.m. Director Viguie reported that while in Closed Session the Board received information from counsel and No Action was taken.

5. Presentations – None

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6. Comments from the Public- Robby Robben, Landowner

Mr. Robben wanted to voice his concerns that he has regarding his property North of Miller Road on Sikes. During the October 2021 he had a lot of water backed up in his orchard and he lost 132 trees. Last year the ditch was cleaned and sprayed and no flood damage was caused. Currently there is 3-foot-tall grass in the ditch that he is concerned about. He feels it might cause a flooding issue again, he is asking for the grass to be cut down or burned. Director Viguie informed him that the District does have a burn permit, but we could potentially see about altering our current spray contractor's route. Ms. Huff also mentioned that she has kept an eye on this property due to knowing it floods and has done everything she can. At the Ditch committee later this month this issue will be brought up and see how it will be tended to.

Note: Director Bei left at 1:17pm

7. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **August 16, 2023**
- b. Approval of Minutes from the Financial Committee dated **September 13, 2023**
- c. DRCD- Approval of Expenses from **September 14, 2023 to October 11, 2023**, and review of the 2023-2024 budget
- d. Office Management - Approval of Expenses from **September 1 to September 30, 2023**, and review of the 2023 / 2024 Budget
- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **July 1, 2023 to October 11, 2023** and review of the 2023 / 2024 Budget

A motion was made by Director Beukelman, seconded by Director Jones, to approve the Consent Calendar items 7a-7e. The motion passed as follows:

Yeas: Viguie, Jones, Beukelman

Nays: None

Abstain: None

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Absent: Schene

8. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight was not able to attend the meeting, but sent in a report via email the report is as follows:

For NRCS 2023 fiscal year (ended 9/30/23)

Solano County: 12 contracts obligated and \$1.376 million on the ground projects.

Major practices funded under EQIP in 23:

Irrigation systems, Combustion system improvements (tractors), Dairy improvement, Post-flood improvements (erosion control), Post-fire improvement (erosion control, fuels reduction), and Soil compost for improved soil health.

Upcoming, first application deadline for EQIP and CSP is 3 November 23. This is a month earlier than last year. Additional deadlines in 24 will be announced, but are not in place yet.

We are currently under a continuing resolution, so spending is for mission critical elements only. November 17 is the next opportunity to pass federal budgets and address the new Farm Bill. We look forward to having those in place as we start the new calendar year.

See you all in November.

9. Old Business – None

10. New Business-

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a. Keith Zucca Request for Guidance on Driveway Culvert (Lateral 3) (ACTION)

Note: Mr. Zucca had to log off of the meeting prior to this agenda item.

Ms. Huff explained that Keith Zucca plans to resurface a portion of his driveway and is wanting to confirm that Dixon RCD is not planning to have him replace or enlarge the current culverts under his driveway. An engineering survey was done by NRCS in 2018 which estimates a reduction in capacity at the driveway culverts, however the capacity is similar to other culverts within the stretch of concern. The estimate of culvert sizes used in the analysis vary from what Ms. Huff and Kevin from SRCD measured in the field. Over the last two years the crossing has been observed and it has seemed adequate with the current culverts. Mr. Zucca is willing to work with the District and neighbors if the crossing needs additional capacity. After discussion Director Viguie went over four things he recommends staff to do: 1. Ask RD 2068 for help 2. Get prices for arched pipes 3. Check in with Ditch Committee 4. Look for elevation. After these recommendations have been looked into further action and discussion can be had.

A motion was made by Director Beukelman, seconded by Director Jones, to approve the direction to staff regarding improvements to Mr. Zucca's driveway. The motion passed as follows:

Yeas: Viguie, Jones, Beukelman

Nays: None

Abstain: None

Absent: Schene, Bei

b. 2023 Outstanding Ditch Maintenance Fees – Review and consider outstanding Ditch Maintenance Fee accounts for possible adjustments (ACTION)

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Ms. Yac explained that for the 2023 Ditch Maintenance Fees, 28 accounts have either balances due or credits for a total of \$1,927.63 owed to the district. The following report shows the breakdown of the accounts:

21 Paid in full, except interest	\$120.03
1 Chronic outstanding	\$798.38
4 New outstanding	\$1,011.00
2 Credits	\$-1.78

Typically, the board has chosen to waive the accrued interest on the account that paid in full except for the late interest fees. The board agreed to approve the waiving of the 21 accounts that have late interest fees resulting in total credits of \$120.03.

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

Yeas: Viguie, Jones, Beukelman

Nays: None

Abstain: None

Absent: Schene, Bei

c. Fiscal Year 2023/24 Budget – Review and consider budget adjustments for Dixon RCD Fund 024 **(ACTION)**

Ms. Huff explained that she is recommending a budget adjustment to allocate \$7, 864 in additional anticipated county tax revenue, \$5,864 towards Ditch Maintenance and \$2,000 to Engineering Services. This will not result in a change of the net position for fiscal year 2023/24. The board did not see any problem with this and recommended approval of the budget adjustments.

A motion was made by Director Viguie, seconded by Director Jones, to approve the staff's recommended budget adjustments. The motion passed as follows:

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

- d. Consider directing staff to sign new on-call engineering services agreement with MBK Engineering **(ACTION)**

Ms. Huff mentioned that she has been working on researching for a new engineer since March of this year. After a lengthy process to find qualified and interested engineers she recommends that Dixon RCD enter into a new on-call engineering services contract with MBK. They provide similar services as our former engineers at West Yost at slightly lower cost. Ms. Huff had both phone calls and in person meetings with MBK and thought they would be a good fit for Dixon RCD. A drafted scope of work was done with up to a maximum of \$10,000 through the end of the 2023/24 Fiscal Year. The board thought this was a good find and directed Ms. Huff to sign the agreement with MBK Engineering.

A motion was made by Director Viguie, seconded by Director Jones, to approve the signing of the new on-call engineering services contract with MBK. The motion passed as follows:

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

- e. Review Proposed Topics for 2024 Dixon RCD Annual Newsletter to Ditch Members **(ACTION)**

Ms. Huff presented proposed topics for the newsletter and explained that we will be sending our Annual Newsletter electronically this year. We will be transitioning to an online platform to create the Newsletter which will allow us to email it to our Ditch Members. We have compiled

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a list of members who want a paper copy and those who don't have an email address on their account will receive a print out of the Newsletter. This paper copy will be added to their invoice in December. Director Viguie mentioned that Ms. Huff should expand on the County One Water concept and add a map of our district and our drainage system. Ms. Huff will incorporate these recommendations and provide a DRAFT for Board review in November.

A motion was made by Director Jones, seconded by Director Beukelman, to approve the recommendations the board gave to staff on the annual newsletter. The motion passed as follows:

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

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

Ms. Huff stated that West Yost is working on a total of 8 tasks, 1 and 2 were completed and a comment letter was sent asking how will the water be managed and how the modeled discharge numbers could differ so significantly from previous studies. Director Viguie felt that the questions about the changes of baseline and review of task 1 and 2 needs to be reviewed by MBK engineering. Director Viguie's recommendation was agreed upon by the board as well.

A motion was made by Director Viguie, seconded by Director Beukelman, to approve the recommendations for staff to have MBK review task 1 and 2. The motion passed as follows:

Yeas: Viguie, Jones, Beukelman
Nays: None
Abstain: None

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Absent: Schene, Bei

g. Consider November Board Meeting Date Change (ACTION)

Ms. Huff explained that every other year Flood-MAR Network holds a forum in Sacramento and would like to go. This does interfere with our November 8th Board Meeting which is why she is recommending to either hold the Meeting Thursday, November 9th or Wednesday, November 15th. The board agreed to move the meeting to Thursday, November 9th to allow Ms. Huff to go to the forum.

A motion was made by Director Viguie, seconded by Director Jones, to approve the change of our November meeting to Thursday, November 4th. The motion passed as follows:

Yeas: Viguie, Jones, Beukelman

Nays: None

Abstain: None

Absent: Schene, Bei

11. DRCD Staff Reports:

a. **District Manager's Report-** Ms. Huff mentioned the only thing new to report was that Solano County Farm Bureau received 2 huge grants. They are also interested in renting an office in our current building, and our landlord's information was given to them. There was no other discussion of this item. See District Manager's Report for more details.

b. **Water Quality Coalition Update-** None

12. Director's Report –None

13. Communications – None

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14. Upcoming Events –None

15. Announcements –

A Reminder that the next board meeting will be THURSDAY, November 09, 2023 at 12:00pm.

16. Adjourn Meeting

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

Yeas: Viguie, Jones, Beukelman

Nays: None

Abstain: None

Absent: Schene, Bei

The Dixon RCD Board meeting adjourned at the hour of 2:22 p.m.



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