

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR JANUARY 10, 2024**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

ASSOCIATE DIRECTOR

LEO SOUKERIS (VIRTUAL)

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR (VIRTUAL)

OTHER ATTENDEES

TERI KNIGHT, NRCS

DAVID ELDRIDGE, LANDOWNER

RICK MARTINEZ, LANOWNER

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the January 10, 2024 Board meeting to order at 12:06 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Schene, Jones

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

Yeas: Viguie, Bei, Schene, 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 **December 12, 2023**
- b. Approval of Minutes from the Personnel Committee Meeting dated **December 28, 2023**
- c. DRCD- Approval of Expenses from **December 13, 2023 to January 10, 2024**, and review of the 2023-2024 budget
- d. Office Management - Approval of Expenses from **December 1 to December 31, 2023**, and review of the 2023 / 2024 Budget
- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **November 10, 2023 to January 10, 2024**, and review of the 2023 / 2024 Budget

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

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight states that she is happy to be able to attend in person after being in Fresno for four months. She went on to explain that last year Farm Bill provided 92 million dollars and this year it is 190 million dollars which will be a big increase. With this big jump a new tool is going to be used to help sort and prioritize applications. Right now, Vacaville has 35 applications that are being processed having to do with tractor replacement and orchard removal. The next deadline for applications is February 16th and potentially another one in March or April based on funding availability. Lastly, Ms. Knight mentioned that a list was created to help applicants out with their paperwork and that a list of vendors is being compiled and would like the board's input. These items will be sent to Ms. Huff for her to pass along to the board.

8. Old Business – None

9. New Business-

- a. Fiscal Year 2023/2024 Budget – Review and consider budget adjustments for Dixon RCD Fund 024 (**ACTION**)

Ms. Huff explained that budget adjustments are necessary due to additional ditch maintenance projects for JPA and for Dixon RCD systems as well as server refurbishment expenses. Those expenses add up to an increase of \$127,794. In addition, there would be a partially offsetting increase in revenue of \$65,583 from grant revenues, county property tax, and JPA reimbursements. Ms. Huff also explained one ditch herbicide spray event from last year was pushed into the 2023-2024 budget. These budget adjustments would lead to a change in net position from -\$6,930.81 to -\$69,141.81. Staff recommended using the unallocated fund balance of \$46,196 plus \$16,015 from Capital Improvement Acquisition Reserve Account to fund the expense

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increases. The board did not have any questions or concerns on the budget adjustments after the explanations were made and agreed to move forward with the budget adjustments.

A motion was made by Director Viguie, seconded by Director Schene, to approve the proposed adjustments to Dixon RCD's FY 2023-20234 budget. The motion passed as follows:

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

b. Consider Personnel Committee Recommended Updates to Employer Contributions for Employee Retirement (**ACTION**)

Ms. Huff explained that a Personnel Committee was held to go over some corrections that need to be made to the retirement employer contributions. Our current Simple IRA only allows employer contribution up to 3% even though 5% has been contributed since it was approved on July 1, 2023. That being said, starting January 1, 2024 Simple IRA rules will be updated to allow up to 10% employer non-elective contribution in addition to the 3% employer contribution. The excess employer contribution that was given in 2023 needs to be re-characterized and corrected in 2024. Down below are the Personnel Committees recommendations and what the board approved as well.

PERSONNEL COMMITTEE RECOMMENDATIONS:

Correct Dixon RCD employer contributions for retirement from up to 5.0% dollar for dollar match to:

1. Up to 3.0% dollar for dollar match.
2. Beginning January 1, 2024 adopt an employer non-elective contribution of 2.0% for all eligible employees, in addition to up to 3.0% dollar for dollar match contributions.
3. Make one time correction contribution in 2024 to each employee's SIMPLE IRA Accounts to adjust for 2.0 % employee

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contributions that could not be matched by employer July 1 2023 – December 31, 2023.

**The 2023-2024 Dixon RCD Schedule of Rates will be updated as a result of these changes.*

A motion was made by Director Bei, seconded by Director Schene, to approve the PC Recommendations and to correct retirement employer contributions. The motion passed as follows:

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

c. Elections of Board Officers – President, Vice-President, Secretary and Treasurer (**ACTION**)

The board voted to re-elect the current Board Officers. Currently standing is David Viguie as President, Spencer Bei as Vice-President, and Kelly Huff as Secretary. The present Board officers were willing and wanting to stay in their current positions.

A motion was made by Director Schene, seconded by Director Viguie, to approve the re-election of Board Officers. The motion passed as follows:

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

d. Committee Appointments (**ACTION**)

Director Viguie explained that he asked other Board Directors to take over the current committee vacant positions. The changes are as follows: Director Jones will serve on the Ditch Committee, Policy

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Review, and be an alternate member for the JPA. Director Schene will serve on Insurance & Safety in addition to being a board representative on JPA instead of being an alternate.

Ms. Huff went over the rest of the current Committee Appointments and asked if anyone wanted to make any changes. The board was okay with their existing positions. Ms. Huff mentioned that the only assignment that is currently vacant is the CARD Bay Delta Region Representative. Director Viguie agreed to serve as representative for CARD.

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

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

- e. Regional Drainage Update – Receive Staff Update, Provide Direction **(ACTION)**

Note: No Action was taken on this agenda item.

Ms. Huff explained that not much has changed from the month prior due to the Holidays. A new Draft Tech Memo from West Yost was provided which was supposed to estimate impacts from proposed City of Dixon interim drainage projects. Unfortunately, the tech memo did not address any of Dixon RCD's concerns. Ms. Huff provided comments reiterating our concerns on the Dixon Innovation Center Project, see comment letter for more details.

Director Bei attended a Solano County Ag Meeting with Congressman Thompson. He stated that he and four to five landowners/farmers attended this meeting to talk about the state of the agriculture right now which they explained they are worried about where the City is going with things. Besides these updates since the December meeting no action was necessary for this agenda item right now.

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- f. Consider Proposed Third Amendment to Dixon Regional Watershed Joint Powers Authority Agreement (**ACTION**)

Ms. Huff explained that two of the JPA member agencies asked if staff can be a representative since they are having a hard time finding people to serve. JPA's attorney from BBK, Anne Siprelle said yes and developed a third amendment allowing this. In addition, every agency (Dixon RCD, RD2068, City of Dixon, and Maine Prairie has to vote on it before it gets taken to the JPA. The Dixon RCD board did not have any problems with this and voted to execute the third amendment to the JPA.

A motion was made by Director Bei, seconded by Director Schene, to approve the execution of the third amendment to the JPA agreement. The motion passed as follows:

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

10. **DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff stated there was nothing else new to add to her manager report. See District Manager's Report for more details.
- b. **Water Quality Coalition Update-** Ms. McKeen mentioned since her report was sent memberships are at 91% paid making that approximately \$37,000 balance due for invoices. Explanation of the Groundwater Vulnerability areas to nitrogen or HVA updates in 2023 were made. In addition, maps of the watershed groundwater vulnerability areas from 2017 to 2023 were shown. Drinking water well data was not included so the next update should show a more accurate change. She also stated the Groundwater meeting will be held Tuesday January 23rd so make

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sure to register. Lastly, she mentioned Farm Reporting is due February 15th. 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, February 14, 2024 at 12:00pm.

15. Adjourn Meeting

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

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: None

The Dixon RCD Board meeting adjourned at the hour of 1:27 p.m.


Kelly Huff, District Manager
Dixon Resource Conservation District