

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR DECEMBER 12, 2023**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

ASSOCIATE DIRECTOR

LEO SOUKERIS (VIRTUAL)

JIM CAMPBELL

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

DAVID ELDRIDGE, LANDOWNER

DELYNDA ELDRIDGE, LANDOWNER

ALEXIS HARVEY, LANDOWNER

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the December 12, 2023 Board meeting to order at 12:03 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Schene

Absent: Jones

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 Bei, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Bei, Schene

Nays: None

Abstain: None

Absent: Jones

4. Presentations – None

5. Comments from the Public- None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **November 9, 2023**
- b. DRCD- Approval of Expenses from **November 10, 2023 to December 12, 2023**, and review of the 2023-2024 budget
- c. Office Management - Approval of Expenses from **November 1 to November 30, 2023**, and review of the 2023 / 2024 Budget
- d. Dixon/Solano RCD Water Quality Coalition – **None**

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

MEETING MINUTES

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

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight provided a written report this month. NRCS currently has 22 applications based on the November 3rd cut off. More applications were received after that and staff are working on planning for the possible selection for funding. See NRCS's Report for more details.

8. Old Business –

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

Consideration of this encroachment permit was brought back to December's board meeting to gather more information on historical issues with contaminants in the project area and potential risks to Dixon RCD's facilities and downstream landowners. She reached out to Solano County Resource Management staff who referred her to the State Geotracker website includes information on the cleanup and closing of the sites as well as two comfort letters from the Regional Water Quality Control Board regarding the review of the current project design. With this information Ms. Huff felt comfortable with the contaminant issues being addressed properly. The landowners in attendance of this meeting explained their concerns on what is the guarantee that the problem won't show up years from now and they and neighboring landowners won't be to blame. The board heard their concerns and in consensus came up with conditions to add to the encroachment to require a flow measuring weir, to notify Dixon RCD and to test water quality in the event of a discharge. If these conditions are accepted the board is in agreement to approve the encroachment permit.

A motion was made by Director Schene, seconded by Director Bei, to approve the encroachment permit with the additional conditions. The motion passed as follows:

MEETING MINUTES

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

9. New Business-

- a. Review Proposed Adjustments to Joint Budget for Office Management for FY 2023-2024 (**ACTION**)

Ms. Huff explained that the office is in need of a new “parking attendant” for our computer server. Our tech team will be able to refurbish a used server, which will be far less than purchasing a new one. Solano staff alongside our IT contractor will complete this work and it will require a budget adjustment and increases for both districts’ rent for the next two quarters.

A motion was made by Director Bei, seconded by Director Schene, to approve the acceptance of the proposed adjustments to Dixon/Solano RCD’s OMA budget for FY 2023-20234. The motion passed as follows:

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

- b. Regional Drainage Update – Receive staff update, provide direction (**ACTION**)

Note: No Action was taken on this agenda item.

Ms. Huff gave an update on regional drainage activities since our November meeting. SCWA and Solano County are looking for ways to address the concerns from JPA’s October meeting, another draft Tech

MEETING MINUTES

Memo from West Yost, for the City specific drainage projects, is being reviewed which should be available to each entity to review before the next JPA meeting. Ms. Huff, with MBK Engineers, is in the process of reviewing the Dixon Innovation Center Proposed Project to change zoning and change the City's Northeast Quadrant Specific Plan with comments due by December 22nd. Lastly, a minor amendment is being requested to the JPA agreement. Both Maine Prairie and Reclamation District 2068 asked if they could make staff eligible to serve on the board. Legal counsel was informed and said yes, but an amendment will have to come to each entity's board and need to be approved before going to the JPA. A more formal request should come sometime in January.

10. DRCD Staff Reports:

a. **District Manager's Report-** Ms. Huff mentioned that Campbell Soup's Sustainability Program Director reached out asking if they could host a meeting in D/S RCD's large conference room. She explained that it would hold up to a maximum of 30 people, thus was looking for suggestions for any other locations. Many other things were mentioned such as one board application submission, set up for a LAFCO meeting after the Holidays, vacation overlaps, scheduling of a personnel committee meeting, and remote working during update of server by SRCD staff and IT contractor. See District Manager's Report for more details.

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

11. Director's Report –None

12. Communications – None

13. Upcoming Events –None

14. Announcements –

A Reminder that the next board meeting will be Wednesday, January 10, 2024 at 12:00pm.

15. Adjourn Meeting

MEETING MINUTES

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

Yeas: Viguie, Bei, Schene

Nays: None

Abstain: None

Absent: Jones

The Dixon RCD Board meeting adjourned at the hour of 12:57 p.m.



Kelly Huff, District Manager

Dixon Resource Conservation District