

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
FINANCIAL COMMITTEE  
MINUTES FOR  
May 31, 2024**

**DIRECTORS**

**DANIEL JONES**

**DAVID VIGUIE**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**1. Call the Meeting to Order**

Director Viguie called the May 31, 2024, Financial Committee meeting to order at 2:19 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) 2024 - 2025 Budget – Review Staff's draft joint budget for Office Management for FY 2024 - 2025, provide input and consider recommending that the Dixon RCD Board approves this budget at its June 12, 2024, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. She explained that the proposed operating budget is similar to the current year, but there are \$24,000 in anticipated fixed asset expenses. This was anticipated in the current year budget, where we collected an additional \$10,000 for the planned upgrades. The proposed budget would collect an additional \$10,000 and would also utilize the anticipated positive net position of \$4,000 at the end of 23-24. The \$24,000 will include the upgrades to cabling in the ceiling as well as modifications to Suite 109 to have three work spaces (for Dixon RCD staff). Dixon RCD's pro-rated share of the budget would change from 18% to 17.5% due to new staff hires by Solano RCD and Dixon RCD moving to Suite 109.

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) 2024 - 2025 Budget Fund 024 – Review Staff's draft budget for Dixon RCD for FY 2024 - 2025, provide input and consider recommending that the Dixon RCD Board approves this budget and the 2024-2025 Dixon RCD Rate Schedule (including staff billable rates) at its June 12, 2024, meeting – **(ACTION)**

Ms. Huff presented the DRAFT 2024-2025 Budget, starting with a review of the Projected Year End (PYE) for the current 2023-2024 Fiscal Year with an anticipated ending net position of -\$20,511.24 before capital expenses, with capital expenditures (new culvert on Tremont 1, North of Becker Road) the overall June 30, 2024 net position is projected to be -\$26,977.81. The 2024-2025 Budget anticipates an ending net position of -\$41,115.08 before capital expenditures and overall ending net position of \$71,115.08 on June 30, 2025. This includes \$30,000 out of capital reserves for anticipated cost-share to RD2068 for Delhi Road crossing repair. Ms. Huff also mentioned that she had hoped to include another \$70,000 in capital expenditures to pay for installation of at two flow monitoring stations in Tremont 3 before the 2025 storm season, but was concerned with budgeting for an overall negative projected net position of -\$141,115.08.

## **MEETING MINUTES**

The directors and Ms. Huff discussed the status of DRCD's overall reserves and the priority of obtaining actual flow monitoring data for Tremont 3. Director Viguie requested that Ms. Huff provide additional information for the June Board meeting that would allow the board members to review the potential of using the reserves for the monitoring stations in 2024-2025.

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

7. **Announcements –**

a. **Future committee meetings will be scheduled as necessary.**

8. **Adjourn Meeting**

**The Dixon RCD Board meeting adjourned at the hour of 3:48 p.m.**

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

