

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
FINANCIAL COMMITTEE  
MINUTES FOR  
May 04, 2022**

**DIRECTORS**

**DANIEL JONES**

**DAVID VIGUIE**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**1. Call the Meeting to Order**

Director Viguie called the May 04, 2022, Financial Committee meeting to order at 10:00 a.m. at 1170 North Lincoln Street, Suite 110, 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) 2022 - 2023 Budget – Review Staff's draft joint budget for Office Management for FY 2022 - 2023, provide input and consider recommending that the Dixon RCD Board approves this budget at its May 11, 2022, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. There was little discussion on the proposed budget.

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) 2022 - 2023 Budget Fund 024 – Review Staff's draft budget for Dixon RCD for FY 2022 - 2023, provide input and consider recommending that the Dixon RCD Board approves this budget and the staff billable rates at its May 11, 2022, meeting – **(ACTION)**

Ms. Huff presented the DRAFT Budget. Directors Viguie and Jones posed the following questions and observations.

- Director Viguie asked about increases in project revenue. Ms. Huff explained that the proposed budget assumes the JPA will be actively meeting again and that Joanna will be working more hours for Solano RCD. In addition, Dixon RCD billable rates have been adjusted to include overhead hours for the District Manager and Office Manager.
- Director Viguie asked about the proposed increases in Engineering, Legal and Contracted Services. Ms. Huff explained that she anticipates the need for additional services from West Yost Associates this year for advice on regional drainage and project reviews; additional services from Best Best and Krieger to review newly developed Operations Policies and continued need for assistance from Solano RCD staff with the ditch and IT.
- Director Viguie recommended some clarifications to the 2023 Staff Allocation Worksheet to explain the abbreviations.
- Director Jones and Director Viguie suggested we bring a separate item to the Board to review the Ditch Cost Center and determine if we need to be starting the process for a new rate study. They requested a 15 year analysis of the net position, as well as information on staffing levels for the ditch.

## **MEETING MINUTES**

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 11:00 p.m.**

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

