

DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR JULY 09, 2025

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

OTHER ATTENDEES

DREW MATHER, ACTING DISTRICT CONSERVATIONIST
NRCS (VIRTUAL)

DAVID ELDRIDGE, LANDOWNER

1. Call the Meeting to Order

Director Viguie called the July 09, 2025, Board meeting to order at 12:04 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

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Roll call was taken:

Present: Viguie, Bei, Schene, Jones

Absent: Harvey

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

Note: A few Agenda items were moved around: Item 7 NRCS Update was moved before 4 Presentations and items 6b and 6c were pulled from Consent Calendar for further discussion before approval.

A motion was made by Director Bei, seconded by Director Viguie, to approve the agenda with changes. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

4. Presentations - None

5. Comments from the Public - None

6. DRCD Consent Calendar

Note: Consent items 6b and 6c considered separately.

- a. Approval of Minutes from the Board Meeting dated **June 11, 2025**
- b. DRCD- Approval of **Prior Year** Expenses from **June 12, 2025, to June 30, 2025**, and review of the 2024-2025 budget
- c. DRCD- Approval of **New Year** Expenses from **July 1, 2025, to July 09, 2025**, and review of the 2025-2026 budget
- d. Office Management - Approval of **Prior Year** Expenses from **June 1 to June 30, 2025**, and review of the 2024 / 2025 Budget
- e. Dixon/Solano RCD Water Quality Coalition – Approval of **Prior Year** Expenses from **April 10, 2025, to June 30, 2025**, and review of the 2024 / 2025 Budget

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

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

For item 6b Ms. Huff reviewed a 2024-2025 Fiscal Year Detail of Capital Expenditures sheet which shows the detailed activity and expenditures for funds from DRCD Reserve Accounts. \$90,264.86 was the total Capital Expenditures charges, but \$27,005.47 was reimbursed by grant funding leaving the total actually spent on capital expenditures at \$63,259.39. At the start of FY 2024-2025 \$110,000 was approved by the board to spend from Capital Improvement which the county moved from reserves into the fund balance at the beginning of the fiscal year. Since only \$63,259.39 of the \$110,000 budgeted was actually spent, to close out the 24-25 FY, we will put the difference back to reserves. That amount returned to reserves will be \$46,740.61 for the 24-25 Year End process.

A few questions were brought up by Director Bei and Jones for Ms. Huff to ask our County Accounting regarding transactions fees and whether there are differences in interest earned levels between reserve and fund balance. Ms. Huff will inquire and bring the information back to the board.

A motion was made by Director Viguie, seconded by Director Jones, to approve the Consent Calendar item 6b. The motion passed as follows:

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

For item 6c Ms. Huff created a 2025-2026 Reserves Detail sheet since the Reserves Account information she gave last month had some corrections. There were updates to the DRCD Reserve accounts 06/30/25 shown on the first table below. The second table below shows changes for the new *projected* reserves + reserve balance for **06/30/26** which includes the Option 2 that was selected by

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the board at the June Board meeting allocating up to \$70,00 from Capital Improvements Reserve Accounts.

Account #	Type	Location	Projected 063025 Balances
240731	Reserve - Imprest Cash	1st Northern Bank	\$ 25,500.00
240733	Reserve - General	Solano County Treasury	\$ 50,000.00
240734	Reserve - Future Equipment Acquisition	Solano County Treasury	\$ 50,000.00
240736	Reserve - Future Capital Improvement Acquisition District	Solano County Treasury	\$ 221,739.52
240736	Reserve - Future Capital Improvement Acquisition Regional	Solano County Treasury	\$ 131,740.61
Estimated 06/30/25	Unallocated Balance	Solano County Treasury	\$ 40,643.11*
	Total 06/30/25		\$ 519,623.24

06/30/25 Reserves	\$ 519,623
Operational Reserves	- \$ 135,000
Rate study/culvert	-\$ 30,000
25-26 operational net	-\$ 29,661
NEW Flow Monitoring	-\$ 40,000
Unallocated balance	-\$ 1,482
Capital Improvement Projected Reserves Balance on 06/30/26= \$ 283,480	
versus \$309,339 (difference of \$25,859 from June 2025 reported numbers)	

In addition to this Ms. Huff reported that to correctly account for these reserve account balance changes 3 actions need to be made which include:

1. \$9,500 moved from unallocated balance to Reserve Account 240731 Imprest Cash (Payroll). This will reduce the unallocated balance to \$32,261.11
2. \$30,000 moved from Reserve – Future Capital Improvement Acquisition (District) to be allocated to fund balance available for rate study/culvert expenses.
3. \$40,000 moved from Reserve – Future Capital Improvement Acquisition (Regional) to be allocated to fund balance available for Flow Measurement Stations.

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A motion was made by Director Schene, seconded by Director Bei, to approve the Consent Calendar item 6c. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

7. Natural Resources Conservation Service (NRCS) Report –

Note: NRCS Update was given before Agenda item 4 Presentations

Drew Mather, Acting DC – NRCS mentioned that not many staff changes have been made, but engineering changes have happened statewide. He also mentioned that the Supreme Court can continue with reductions in force. In the Vacaville office there are 3 employees that have returned to the office.

For technical assistance, Petros has worked with landowners who want to transition from conventional agriculture to organic agriculture.

In addition to acting DC for the Vacaville office, Drew Mather is also assisting the Half Moon Bay office. The Dixon RCD directors and staff appreciate his hard work and dedication.

Regarding applications funded: EQIP has 3 applications being considered within a statewide total of \$12 million and for CSP 1 application is being considered within a statewide total of \$7 million.

Lastly, Drew asked if there were any irrigation events he should be aware of. Ms. McKeen mentioned there are some events being planned with no set dates yet, but once they have been scheduled, she will email Drew and the rest of the Vacaville crew.

8. Old Business

- a. Review Detail for Dixon RCD (Fund 024) Adopted Budget FY 2025 – 2026 **(NO ACTION)**

Ms. Huff mentioned that in June Director Viguie requested more detail on line item 27 on the 2025-2026 Budget Summary compared to previous years sheet. With this guidance Ms. Huff created the

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Contracted Services Expense Detail since there was a concern about soft money and the difference between Dixon RCD contracted services expenses that are reimbursed with grants. On the chart that Ms. Huff created it shows the total of contracted services (line 27) and the total non-grant contracted services.

Director Viguie wanted to know the details of contracted services to review the amount of services currently covered by grants that may need to be covered by the District at the end of the grants. Director Viguie would like to review this topic in more detail. This will be looked into further with Kelly and the Financial Committee.

9. New Business-

- a. Consider Dixon RCD's Cost-share for Highway 113 Culvert Replacement (**ACTION**)

Ms. Huff explained that at the June 25th JPA, the JPA Board postponed voting on cost share for the Highway 113 culvert project (failed culvert under Hwy 113). For the potential cost share for Dixon RCD based on the current estimate it would be (\$16,875) which is 7.5%. The total project is estimated to be \$225,000 which the JPA Board also agreed to reach out to the GSA and Solano County to request financial assistance. In addition, there will be a JPA member agency staff meeting to further discuss shared maintenance and the cost share amounts. Director Bei mentioned that he made some calls to Supervisor Mitch Mashburn since a total of 28 users were out of water for a while and there were moves made to get the culvert fixed. Director Viguie said sending Thank You as Dixon RCD to Mitch Mashburn would be a good idea. We appreciate his assistance on getting things rolling. The board approved to move forward with Dixon RCD's portion of the JPA cost share percentage of 7.5% (\$16,875).

A motion was made by Director Viguie, seconded by Director Bei, to approve the JPA proposed cost-share percentage for Dixon RCD of 7.5% (estimated at \$16,875). The motion passed as follows:

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

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- b. Regional Drainage Update – Receive staff update and provide direction regarding further Dixon RCD input (**ACTION**)

Ms. Huff explained a lot is going on with the city, but there is no new information on plans for drainage to report. The Admin Draft of the Solano County's One Water report is being reviewed and commented on by Ms. Huff. She also mentioned that the US Army Corps is studying modifications to the Yolo Bypass and asked if this potential project could impact Tremont 1 and 2. Direct Bei responded by saying T1 & T2 will not drain as well when Yolo Bypass is flooded, which would be more often with the changes. Ms. Huff mentioned she can look into when it will be a good time to submit comments on behalf of the District. Ms. Huff brought up that there are potential Lateral 2/3 locations for flow measurements to be considered on the map provided (3 options). Director Bei mentioned FM Option 1 and 2 are the best options since you capture good and all data. The board agreed with those options as well.

A motion was made by Director Jones, seconded by Director Schene, to approve sending a comment letter to the state regarding the Yolo Bypass Study Area and Lateral 2/3 Potential Locations Option 1 and 2. The motion passed as follows:

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

10. DRCD Staff Reports:

- a. **District Manager's Report-** Ms. Huff explained there wasn't anything new to add to her report. Ms. Yac, Office Manager mentioned the Final 2025 Ditch Invoices were sent and only 4 accounts are outstanding. See District Manager's Report for more details.
- b. **Water Quality Coalition Update-** Ms. McKeen mentioned that due to the most current exceedance for pyrethroids there will be a

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mandatory meeting August 13th. This exceedance adds a 3-year extension to the current management plan. She also mentioned that she has been in communication with the Vacaville Easterly Wastewater Treatment Plant staff and they will need to start testing for pyrethroids under their water quality permit, which could help in the future to determine where the exceedances are coming from. Lastly, some member names were sent to the state water board to have their memberships cancelled. See Project 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, August 13, 2025 at 12:00pm.

15. Adjourn Meeting

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


Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

The Dixon RCD Board meeting adjourned at the hour of 1:24 p.m.



Kelly Huff, District Manager

Dixon Resource Conservation District