

DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR JUNE 11, 2025

DIRECTORS

DAVID VIGUIE

ERIC SCHENE

ALEXIS HARVEY

ASSOCIATE DIRECTOR

LEO SOUKERIS

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

GRANT GUERRIERI, REALIZED DREAMS (VIRTUAL)

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the June 11, 2025, 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, Harvey, Schene

Absent: Bei, Jones

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

A motion was made by Director Schene, seconded by Director Harvey, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

4. Presentations – None

5. Comments from the Public - None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **April 09, 2025**
- b. Approval of Minutes from the Rate Payer Open Forum Meeting dated **April 14, 2025**
- c. Approval of Minutes from the Financial Committee Meeting dated **May 14, 2025**
- d. DRCD- Approval of Expenses from **May 15, 2025, to June 11, 2025**, and review of the 2024 / 2025 budget
- e. Office Management - Approval of Expenses from **May 1 to May 31, 2025**, and review of the 2024 / 2025 Budget
- f. Dixon/Solano RCD Water Quality Coalition – **None**

MEETING MINUTES

- g. Approval of FY 23-24 Correction ATR for \$16,015 from unallocated balance to Capital Improvement Reserve Account

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

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

7. Natural Resources Conservation Service (NRCS) Report –

Drew Mather's, NRCS Acting District Conservationist at the Vacaville field office gave an update via zoom where he mentioned he will be the acting DC for the next 4 months. His 120-day detail will run through September. He mentioned staffing reductions are still happening and it is unclear how much more will continue. He will keep us informed.

Mr. Mather's went through the current staff/staffing updates in alphabetical order by last name. A few things he updates on was there are currently 30 engineers staffed where as a few months ago there were 70, teleworking is still rescinded, financials are still frozen. For EQIP and RCPP 2 pre approved applications have been obligated for each. And lastly the Vacaville office had an inspection June 3rd which Dag Osorio took part in and inspectors will be drafting up a report.

8. Old Business –

- a. Encroachment Permit #2024_0002 –Realized Dreams Subdivision Project – Preliminary Review of Revised Concept for Modifications to Dixon RCD Tremont 2 (**ACTION**)

A motion was made by Director Viguie, seconded by Director Harvey, to direct staff to have MBK conduct the engineering review of the new design and drainage report and to charge new permit fees that will recoup costs for review and processing of the new permit to be considered at a future Board Meeting. The motion passed as follows:

MEETING MINUTES

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

9. New Business-

- a. Review Draft Joint Budget for Office Management for FY 2025-2026, consider Financial Committee recommendation for approval (**ACTION**)

Ms. Huff mentioned that for the last 2 budget years Dixon/Solano RCD have collected money (\$10,000) for office improvement projects, which were completed in 24-25. For 25-26 we do not have capital improvement projects planned. Based on the projected year end we would have a fund balance of approximately 28% of the annual budget. The board had no questions regarding the OMA budget and moved to approve the FY 2025-2026 budget.

A motion was made by Director Schene, seconded by Director Harvey, to approve the Joint Budget for Office Management for FY 2025-2026. The motion passed as follows:

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

- b. Review Draft Budget & Schedule of Rates for Dixon RCD for FY 2025 – 2026, Review, provide input and consider Financial Committee recommendation for approval (**ACTION**)

Ms. Huff mentioned that Director Viguie and Jones met for financial committee in May and a few things were brought up. One being the increase in software licenses agreements budget expense having a big increase. This is due the migration/building and maintenance of a new website, but these costs will be cost-shared with Water Quality and JPA. Some of the benefits of the new websites apart from looks is the built in ADA, state and federal law compliance for special districts.

MEETING MINUTES

The other thing that was brought up was whether or not we wanted funds to be allocated again for monitoring sites. Director Viguie mentioned not wanting to miss out on another year of data and so we can have hard facts to fall back on.

OPTION 1: 06/30/26

06/30/25 Reserves	\$544,000
Operational Reserves	- \$135,000
Rate study/culvert	-\$ 30,000
25-26 operational net	-\$ 29,661
Capital Improvement Reserves	
Balance 06/30/26 = \$ 349,339	

OPTION 2: 06/30/26

06/30/25 Reserves	\$544,000
Operational Reserves	- \$135,000
Rate study/culvert	-\$ 30,000
25-26 operational net	-\$ 29,661
T3 Flow Monitoring	-\$ 40,000
Capital Improvement Reserves	
Balance 06/30/26= \$ 309,339	

Ms. Huff has 2 options one which where funds for flow monitoring sites are included and one where there isn't. The board agreed to go ahead with option 2 which would leave our projected Reserves Balance at \$309,339 at the end of fiscal year 2025-2026.

Apart from this Director Viguie requested additional information at a future meeting for Attachment 2 Comparison 25-26 Budget to Prior Years. He had a question on line item 27 (contracted services) and why it increased so much. Ms. Huff explained our pass through grant services are included in contracted services as expenses and in grant revenue as income. Director Harvey suggested maybe separating it out so grant services have its own line item. Director Viguie is mostly wanting to see Dixon RCD's actual trend. Ms. Huff mentioned she would go back and separate line item 27 in detail and bring it at a later meeting.

A motion was made by Director Harvey, seconded by Director Schene, to approve the Budget & Schedule of Rates for Dixon RCD for FY 2025 – 2026 under Option 2 with \$40,000 for flow monitoring. The motion passed as follows:

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

MEETING MINUTES

- c. Review and consider approving the recommendations of the 2x2 Committee for the Dixon/Solano RCD Water Quality Coalition projected year end budget for 2024/2025, preliminary budget for 2025/2026, annual per/irrigated acre fee (**ACTION**)

Not much discussion was had other than Ms. McKeen explaining items 9c 1-3 were reviewed at the Advisory Committee and the Dixon/Solano RCD 2x2 Committee meeting on June 3, 2025. The 2x2 recommendations for item 9e 1-3 are below and were approved by the board.

Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition projected budget for 2024/2025 or propose changes to the budget.

1. A motion was made by Director Viguie, seconded by Director Schene, to approve the projected 2024/2025 projected year end budget. The motion passed as follows:

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

Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition preliminary budget for 2025/2026 or propose changes to the budget.

2. A motion was made by Director Viguie, seconded by Director Schene, to approve the 2025/2026 preliminary budget. The motion passed as follows:

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

MEETING MINUTES

Approve the 2x2 recommendations for the following items or propose different options:

i. The \$3.75 per/irrigated acre fee should remain the same for FY 25/26.

ii. Do not adopt an Admin fee at this time.

3. A motion was made by Director Viguie, seconded by Director Schene, to approve items i-ii. The motion passed as follows:

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

d. 2025-2026 DRCD Annual Work Plan Review & Adoption (ACTION)

Ms. Huff explained that Dixon RCD is required to have an Annual Work Plan every year based on priorities that we want to highlight over the next year. These bullets points are also based off our long range plan and Ms. Huff asked if the board had any input or changes to make. The board did not have any changes and agreed to move forward and approve the 2025-2026 Annual Work Plan for DRCD. The only change program coordinator Martha McKeen had was changing requirements to recommendations on the first Water Quality bullet point from "requirements" to "recommendations".

A motion was made by Director Schene, seconded by Director Viguie, to approve the 2025-2026 DRCD Annual Work Plan. The motion passed as follows:

Yeas: Viguie, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

MEETING MINUTES

- e. Regional Drainage - Receive staff update and provide direction
(ACTION)

Ms. Huff explained that, after reviewing designs and agreements for L2/L3 there does not appear to be any documentation that the agricultural lands that were part of the 1965 agreement were assigned different discharge rates than agricultural lands that are outside of the agreement. Ms. Huff recommended that she convey this information to the City of Dixon engineers. The board agreed and recommended Ms. Huff to have communication with the city.

The Board decided to postpone the decision of choosing 2-3 locations for additional flow measurements stations in Lateral 2/3 for another meeting.

A motion was made by Director Viguie, seconded by Director Schene, to communicate with the City of Dixon about the review of discharge rates. The motion passed as follows:

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

10. DRCD Staff Reports:

- a. **District Manager's Report-** Ms. Huff mentioned the NRCS tomato grant for Campbell's Soup is on hold currently. She also mentioned the culvert at Highway 113 failed and Don Holdener from Maine Prairie is currently dealing with the situation, more information to come. See District Manager's Report for more details.

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

11. Director's Report –None

12. Communications – None

MEETING MINUTES

13. Upcoming Events –None

14. Announcements –

A Reminder that the next board meeting will be Wednesday, July 09, 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, Harvey, Schene

Nays: None

Abstain: None

Absent: Bei, Jones

The Dixon RCD Board meeting adjourned at the hour of 1:23 p.m.



Kelly Huff, District Manager

Dixon Resource Conservation District