

DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR AUGUST 13, 2025

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

ALEXIS HARVEY

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

ASSOCIATE DIRECTOR

LEO SOUKERIS (VIRTUAL)

OTHER ATTENDEES

DREW MATHER, ACTING DISTRICT CONSERVATIONIST

NRCS (VIRTUAL)

DAVID ELDRIDGE, LANDOWNER

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RICK MARTINEZ, LANDOWNER

CLARK GUERRIERI

SHARON SCHIEBER

1. Call the Meeting to Order

Director Viguie called the August 13, 2025, Board meeting to order at 12:01 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Schene, Jones, Harvey

Absent: None

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 Jones, seconded by Director Harvey, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

4. Presentations - None

5. Comments from the Public - None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **July 08, 2025**
- b. DRCD- Approval of Expenses from **July 10, 2025, to August 13, 2025**, and review of the 2025 / 2026 budget
- c. Office Management - Approval of Expenses from **July 1 to July 31, 2025**, and review of the 2025 / 2026 Budget
- d. Dixon/Solano RCD Water Quality Coalition – **None**

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

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

7. Natural Resources Conservation Service (NRCS) Report –

Acting DC, NRCS Drew Mather gave an update and mentioned the hiring freeze in effect. Three employees are at the Vacaville office daily. Technical Assistance has been done over the month. Three applications have been pre-approved in Vacaville 2 went through and 1 is awaiting approval for whole orchard recycling. Martha McKeen mentioned the Farm Programs 101 event will happen sometime in Nov/Dec 2025. The Vacaville door locking situation is still in progress.

8. Old Business- None

9. New Business-

- a. Encroachment Permit #2025_001 –Realized Dreams (Clark Pacific) Subdivision Project – Consider NEW Encroachment Permit Application **(ACTION)**

Ms. Huff explained that a new encroachment permit needed to be considered based on the applicants making significant changes to their plans. The new design is to remove the 20-acre pond and re-align Lateral E to continue south along the western edge of where the pond is currently and turn east at the south end of the current pond. In addition, they have returned to the plan to re-align the diagonal portion of Lateral E. Patrick Ho, from MBK reviewed the plan and provided recommendations for additional analysis to evaluate potential impacts to upstream and downstream properties. Director Viguie and Director Schene discussed the existing flooding patterns of this property and came to the conclusion that they should make some modifications to the proposed pipe size in shed 9 to be 36" diameter versus 24" at point

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C on the proposed drainage sheds map provided by Realized Dreams. In addition, they should raise the elevation of the North-South access road north of the culvert to ensure that new flooding does not occur on the neighbor's property.

A motion was made by Director Viguie, seconded by Director Bei, to approve the encroachment permit, contingent on:

1. Calling out the locations of needed field drain locations on the north side of the 2nd re-aligned section. This will be added to the conditions on the encroachment permit.
2. Addressing a concern about water overtopping the road at the proposed 24" culvert at culvert "C" on the proposed drain shed map. The proposed solution was to change the 24" to a 36" culvert at this location and to build up the existing road between properties (by 5 to 8 inches) north from culvert "C" along the property line through shed 5 to keep the overflow on Realized Dreams property.

The motion passed as follows:

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

A motion was made by Director Viguie, seconded by Director Schene, to approve the encroachment permit fee be charged with first invoice of \$2,332 for FY 24-25 costs of review and second invoice for costs from July 1, 2025 through completion of project, *estimated at \$4,680*. (TOTAL estimates fees for New Permit = \$7,012). The motion passed as follows:

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

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Absent: None

- b. Consider options for flow measurement devices and locations.
(ACTION)

Ms. Huff mentioned that Dixon RCD has the opportunity to purchase 4 refurbished Sontek devices at \$4,000 each from RD 2068. Her recommendation would be to install 3 of the 4 devices and to keep one as a backup making it a total of 5 monitoring stations in ground for the District. Below is a cost comparison of purchasing 2 new devices versus 4 refurbished. The board agreed with the staff recommendation to purchase the refurbished devices from RD 2068 and confirmed that the proposed locations were correct.

Cost Comparison	2 new devices	4 refurbished devices
Sontek IQ Device	\$27,000	\$16,000
Set up Supplies	\$13,000	\$19,500 (3*)
SRCD staff time**	\$ 4,000	\$8,000
TOTALS	\$44,000	\$43,500

A motion was made by Director Viguie, seconded by Director Schene, to approve the staff recommendation for purchase of refurbished flow measurement devices and locations. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

Note: Director Bei left the meeting after this item, at 12:36pm.

- c. Regional Drainage - Receive staff update, provide direction and review comment letter **(ACTION)**

Ms. Huff gave an update to the board which included a JPA Meeting on 07/30/25 where the JPA board agreed to cost-share for the Highway 113 culvert replacement. City Project Updates: The Harvest Master Plan & City Proposed General Plan Amendments which had a

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comment period ending Tuesday, August 19, 2025. The Draft comment letter included in the packets was developed with RD 2068 and Maine Prairie and with review from our new counsel, Austin Cho at Downey Brand. The board did not have changes to the letter and agreed to send the signed letter by all the agencies.

A motion was made by Director Viguie, seconded by Director Harvey, to approve the comment letter with all signatures and if changes to the letter are needed to meet for an emergency meeting. The motion passed as follows:

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

- d. Regional Ditch Maintenance Fees – receive report and provide direction to staff regarding future fee adjustments **(ACTION)**

Ms. Huff mentioned that Downey Brand has looked into the rate study process and it seems not many major updates have been made to that process. Ms. Huff drafted up the proposed process and timeline for the new rate study which would allow for the new Ditch Fees to be charged in December 2026. In the meantime, a lot of planning, financial review, and committee meetings will need to happen. The board did not have any problems with the proposed timeline.

A motion was made by Director Schene, seconded by Director Harvey, to approve the proposed timeline for the Drainage Fee Rate Study. The motion passed as follows:

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

10. **DRCD Staff Reports:**

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a. **District Manager's Report-** Ms. Huff explained there wasn't anything new to add to her report. 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 canceled and a Financial Committee Meeting will be held in place of our September board meeting.

The next board meeting will be Wednesday, October 08, 2025 at 12:00pm.

15. **Adjourn Meeting**

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

Yeas: Viguie, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: Bei

The Dixon RCD Board meeting adjourned at the hour of 1:17 p.m.



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