

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR DECEMBER 14, 2022**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

1. Call the Meeting to Order

Director Viguie called the December 14, 2022 Board meeting to order at 12:12 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Schene, Bei, Jones

Absent: None

2. Establish a Quorum

A quorum was established.

MEETING MINUTES

3. Approve the Agenda

There was no discussion on this item.

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

Yeas: Viguie, Schene, Bei, Jones
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 **November 09, 2022**
- b. Approval of Minutes from the Ditch Committee dated **November 14, 2022**
- c. DRCD- Approval of Expenses from **November 10 to December 14, 2022**, and review of the 2022-2023 budget
- d. Office Management - Approval of Expenses from **November 1 to November 30, 2022**, and review of the 2022 / 2023 Budget
- e. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **October 13 to December 14, 2022**, and review of the 2022-2023 budget
- f. Adopt Resolution to Allow Board Participation by Remote Meeting through **January 2022**

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

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

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Abstain: None

Absent: None

7. **Natural Resources Conservation Service (NRCS) Report – None**

8. **Old Business – None**

9. **New Business-**

- a. Review Proposed Adjustments to Joint Budget for Office Management for FY 2022-2023 **(ACTION)**

Ms. Huff explained that we had internet issues and had to do some updates to our current system. Everything below the ceiling has been updated. In the future, we will need to upgrade the cabling in the ceiling as well. Expenses to date include a new firewall, new cabling, and IT staff time. These upgrades were not included in the current budget. After discussions with SRCD, the staff recommendation is to cover the \$3,500 increase with the existing fund balance without increasing Dixon and Solano’s rent contributions for 2022-2023. This also includes reductions in other budget categories based on anticipated savings such as 2285 equipment lease, 2028 telephone and internet services, and our 4304 equipment. Director Viguie asked what the fund balance would be and all those together will bring our projected end fund balance 06/30/23 to \$10,816.

A motion was made by Director Bei, seconded by Director Schene, to approve the OMA budget adjustments. The motion passed as follows:

Yeas: Viguie, Schene, Bei, Jones

Nays: None

Abstain: None

Absent: None

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- b. DRCD 2022-2023 Ditch Maintenance – Review Ditch Committee Recommendations for updates to Ditch Maintenance Plan 2022-2023
(ACTION)

Ms. Huff mentioned that the Ditch Committee met on Monday November 14th to go over the ditch maintenance for the remainder of 2022-2023. It was recommended that we shift locations for excavation due to a new orchard coming in. In addition to that Director Bei thought Ms. Huff reaching out to Yolo Flood control to help with Lateral 1 cleaning was a great find. Other maintenance that was discussed was Phil spraying herbicide at a higher concentration soon during the winter. Lastly, ditch repair, debris removal, spoil leveling was reviewed on the Updated Ditch Maintenance Map.

A motion was made by Director Bei, seconded by Director Jones, to accept the Ditch Committee Recommendations for updates to the Ditch Maintenance Plan. The motion passed as follows:

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

10. **DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff gave an update on ditch maintenance mentioning that Mike Kett finished cleaning Tremont 3 and Mike Glide cleaned Tremont 2. Director Viguie wanted to recognize that Director Bei did some touch up work on Tremont 1. In addition, weather dependent portions of Lateral 1 and Tremont 2 are on the list for this year. Director Viguie asked what percentage of ground is represented in the NW Focus area survey reference "twelve of 135 landowners responded". He thinks knowing the percentage of the ground that it is based on is more important than the percentage of the people responding. See District Manager's Report for more details.

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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 Wednesday, January 11, 2023 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, Schene, Bei, Jones

Nays: None

Abstain: None

Absent: None

The Dixon RCD Board meeting adjourned at the hour of 12:47 p.m.



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