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**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR  
JUNE 10, 2015**

**DIRECTORS**

**MARK HOLDENER, PRESIDENT**

**SAM BEUKELMAN**

**RICK MARTINEZ**

**DAVID VIGUIE**

**DIXON RCD STAFF**

**JOHN S. CURREY, DISTRICT MANAGER**

**KELLY HUFF, PROJECT MANAGER**

**OTHER ATTENDEES**

**WENDY RASH, DISTRICT CONSERVATIONIST**

**LEO SOUKERIS, ASSOCIATE DIRECTOR**

**1. Call the Meeting to Order**

President Holdener called the June 10, 2015, Regular Board meeting to order at 6:19 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Martinez, Viguie, Holdener, Beukelman

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 Martinez, seconded by Director Viguie, to approve the agenda. The motion passed as follows:

Ayes: Martinez, Viguie, Holdener, Beukelman

Noes: None

Abstain: None

Absent: None

## **MEETING MINUTES**

4. **Comments from the Public** - None
5. **Presentations** – None
6. **DRCD/Solano RCD Water Quality Coalition (Irrigated Lands Regulatory Program) – Monthly Reports**
  - a. **Approval of Expenses from May 14, 2015, to June 10, 2015, and review of the 2014 / 2015 Budget Update.**

Mr. Currey discussed the funding agreement with NRCS that paid for preparation of the Nitrogen Workshops. He noted that about \$3,200 a quarter (approximately \$10,000 annually) will be available to spend.

A motion was made by Director Viguie, seconded by Director Martinez, to approve the Irrigated Lands expenses. The motion passed as follows:

Ayes: Martinez, Viguie, Holdener, Beukelman  
Noes: None  
Abstain: None  
Absent: None

- b. **Activities Reports – Quarterly Summary of Staff's Activities - None**

### **7. Natural Resources Conservation Service (NRCS) Report**

Ms. Rash reported that she and her staff are continuing to work on processing Environmental Quality Incentives Program (EQIP) applications and contracts. They are working through a new requirement where the name on contracts must match exactly to names as they appear with the IRS, which has been challenging. NRCS will likely be offering funding for drought assistance at the end of the fiscal year again, which would mean some of the projects that did not get funded through EQIP may get picked up.

Ms. Rash reported that their likely date for moving to the new office space is looking like it could be end of July / early August 2015.

This item was filed.

### **8. DRCD Consent Calendar**

- a. **Approval of Minutes for the Board Meeting dated May 13, 2015.**
- b. **Approval of Amended Expenses from May 14, 2015, to June 10, 2015, and review of the 2014 / 2015 Budget Update.**

There was no discussion on these items.

## MEETING MINUTES

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

Ayes: Martinez, Viguie, Holdener, Beukelman  
Noes: None  
Abstain: None  
Absent: None

### 9. Old Business - NONE

### 10. New Business

#### a. **Encroachment Permit – Review and Consider Approving Staff Authorized Encroachment Permit # 2015-002 for the Karm Bains Property on the Silvey-Joy Lateral.**

Mr. Currey reported that he reviewed the application for an encroachment permit for Mr. Bains and he does not have any issues with it. He recommended approving it with references to the Dixon RCD standards.

Director Holdener suggested that language should be added to all Dixon RCD approvals for diversions that clarifies that Dixon RCD's process of approval is to review the impacts of the structure on the Dixon RCD ditch facilities, NOT provide access and or rights to drain water.

A motion was made by Director Viguie, seconded by Director Martinez, to approve Encroachment Permit #2015-002 for the Karm Bains property on Silvey-Joy Lateral. The motion passed as follows:

Ayes: Martinez, Viguie, Holdener, Beukelman  
Noes: None  
Abstain: None  
Absent: None

#### b. **Office Management MOU – Review and Consider Draft MOU and Budget for Office Management at 1170 N. Lincoln Street Office.**

Mr. Currey presented the Draft MOU and Budget developed by he and Chris Rose, Solano RCD Executive Director. He discussed the costs are allocated by the number of employees assigned to the office, the MOU creates a Management Committee comprised of the staff managers and one Board member from each District and a Office Management Account that Dixon RCD would be the fiduciary district on. A separate Office Management checking account would be opened at First Northern Bank of Dixon. The term of the MOU would be concurrent with the lease term. Mr. Currey responded to questions from the Board regarding the lease language and insurance requirements and reported that he will be meeting with the building manager to discuss the capital improvements that we requested in our lease discussion. The Final MOU will be up for Solano and Dixon RCD Board approval in July.

## **MEETING MINUTES**

This item was filed.

**c. Dixon RCD Fiscal Year (FY) 2015-2016 Budget Workshop, Fund 024 – Receive Staff Report and Provide Direction for Dixon RCD FY 2015-2016 Budget for Fund 024.**

Mr. Currey presented five budget worksheets for the Board members to review and to provide direction to staff.

Mr. Currey explained the variations between the FY 2014-2015 and FY 2015-2016 budgets and highlighted the categories of NPDES permit, biennial audits, rent and JPA ditch as those that will fluctuate based on the year.

The Directors suggested that staff leave liabilities should be apportioned to the appropriate projects to clarify the actual net positions by project on the *2015-2016 Projected Net Position by Cost Center Worksheet*.

Mr. Currey answered several questions from Directors regarding the Joint Powers Authority budget, likely scenarios and timelines regarding construction of the Dixon Main Drain and the impact on the Dixon RCD budget. The Directors discussed whether Dixon RCD should pledge a portion of the reserves to support the regional drainage project, which would provide some of the required 25% local match for the grant application being submitted by SCWA, which would include the Dixon Main Drain project. Mr. Currey explained that the costs projected in the grant application could change significantly if more than one of the easement landowners does not settle out of court, which could put the project on hold. The Directors were in agreement that Dixon RCD should not allocate any reserves without commitments from the other JPA member agencies.

Mr. Currey also provided ditch fee calculators as information regarding a potential ditch fee rate study.

This item was filed.

**d. 2014 Municipal Service Review (MSR) for Resource Conservation Districts – Receive Staff Report on the MSR for Dixon RCD.**

Mr. Currey provided information to the Directors on the LAFCO MSR for Resource Conservation Districts.

This item was filed

**11. DRCD Staff Reports**

**a. District Manager's Report**

Mr. Currey discussed:

- Ditch Maintenance
- Spraying

## **MEETING MINUTES**

- Raycraft herbicide drift complaint
- Ditch Cleaning
- Spoil Leveling and Debris Removal
- Other Maintenance Issues
- Ditch Fees
- EIR and Project Reviews
- Yolo Bypass Master Lease Management
- Habitat Conservation Plan (HCP) and the Regional General Permit (RGP)
- Groundwater Sustainability Agency (GSA)
- Public Records Act Request
- Office and John's Schedule

b. District Engineer's Report - None

13. **Directors Report**  
None

14. **Communications**  
None

15. **Upcoming Events**

16. **Announcements**  
The next Dixon RCD Business Meeting will be on Wednesday, July 8, 2015.

17. **Adjourn Meeting**  
The Dixon RCD Board meeting adjourned at the hour of 9:00 p.m.



Kelly Huff  
Project Manager  
Dixon Resource Conservation District