



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR  
SEPTEMBER 13, 2017**

**DIRECTORS**

**SAM BEUKELMAN  
ROBERT CHOPE GILL  
DAVID VIGUIE**

**DIXON RCD STAFF**

**JOHN S. CURREY, DISTRICT MANAGER  
KELLY HUFF, PROJECT MANAGER  
JANICE BEAMAN, OFFICE MANAGER  
BROOK ROSENBERGER, TRAINING OFFICE MANAGER**

**OTHER ATTENDEES**

**JIM CAMPBELL – ASSOCIATE DIRECTOR**

**1. Call the Meeting to Order**

Director Viguie called the September 13, 2017, Regular Board meeting to order at 6:02 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Beukelman, Gill, Viguie  
Absent: Bei

**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 Gill, seconded by Director Beukelman, to approve the agenda. The motion passed as follows:

Ayes: Beukelman, Gill, Viguie  
Noes: None  
Abstain: None  
Absent: Bei

## MEETING MINUTES

4. Comments from the Public – None

5. DRCD Consent Calendar

- a. **Approval of Minutes for the Board Meeting dated August 9, 2017.**
- b. **Approval of Expenses from August 10, 2017 to September 13, 2017, and review of the 2017 / 2018 Budget Update.**

Mr. Currey noted an amended financial report was distributed adding a mileage reimbursement.

A motion was made by Director Gill, seconded by Director Beukelman, to approve the Consent Calendar. The motion passed as follows

Ayes: Beukelman, Gill, Viguie  
Noes: None  
Abstain: None  
Absent: Bei

6. Natural Resources Conservation Service (NRCS) Report - None

7. Presentations – None

8. DRCD/Solano RCD Water Quality Coalition (Irrigated Lands Regulatory Program)

- a. **Approval of Expenses – None**
- b. **Activities Reports - None**

9. Old Business – None

10. New Business

- b. **THIS ITEM WAS TAKEN OUT OF ORDER.**

**Fiscal Audits – Review and Consider accepting agreements with Perry, Bunch & Johnston, Inc., to perform the Audits for Fiscal Years ending June 30, 2016, and June 30, 2017.**

Mr. Currey reviewed the auditor's agreements and noted State Law requires auditors change every 6 years, that the auditors can be within the same firm, just different personnel. He also noted the cost is less this year because there is no audit for the Yolo Bypass Wildlife Area Account.

A motion was made by Director Beukelman, seconded by Director Gill, to approve the agreement with Perry Bunch & Johnston for audit services. The motion passed as follows

Ayes: Beukelman, Gill, Viguie

## MEETING MINUTES

Noes: None

Abstain: None

Absent: Bei

**a. Dixon / Solano RCD Water Quality Coalition – Review and Consider Approving the Budget for the Dixon / Solano RCD Water Coalition for 2017/2018, Budget Fund 017, including setting 2017-2018 Per Acre Member Fee & Revising Associated Membership Policy.**

Ms. Huff recapped the Dixon / Solano RCD 2X2 meeting held today. She reported that the 2X2 final recommendation was supported by the Advisory Committee as follows:

- Approve the 2017/2018 Dixon / Solano WQC Budget;
  - Total Revenues \$413,400
  - Total Expenses \$472,183
  - Net Position -\$58,783
  - Ending Fund Balance \$129,948
- Maintain a \$3.00 Annual Enrollment Fee;
- Maintain a \$50,000 reserve;
- Dedicate an additional \$50,000 in reserves for future database transition;
- Keep the farm reporting deadline at February 15;
- Charge a late fee for any reports submitted after the February 15 date if late, equal to 20% of member fee or \$100.00, whichever is more.
- If all farming reports have not been submitted by July 1<sup>st</sup> of each year the membership will be revoked.

Mr. Currey reviewed the number of late filers for the last two years and staff has done their due diligence.

A motion was made by Director Beukelman, seconded by Director Gill, to approve the staff and 2X2 recommendation as outlined above. The motion passed as follows;

Ayes: Beukelman, Gill, Viguie

Noes: None

Abstain: None

Absent: Bei

**c. Final 2016 / 2017 Dixon RCD Budget Report**

Mr. Currey reviewed the following reports in detail what each graph and spreadsheet meant to the Board. Mr. Currey stated that he can provide more or less information should the Board request it.

## **MEETING MINUTES**

- Financial Position;
- Income and Expense;
- Summary of Audited Financial Reports;
- Solano County's IFAS (Integrated Funds Accounting System) Report;
- First Northern Bank Statements;
- Net Position by Cost Center 2016/2017;
- Governmental & Professional Services; First time since 2007 there was a Net plus, solely because of the increased ditch rate.

This item was filed.

### **d. Payroll Services – Receive staff report on changes to payroll service provider.**

Mr. Currey discussed that the current payroll services provider (Jeanie Faller) not being able to provide payroll services for DRCD, due to the new EDD (Employment Development Department) reporting requirements for 3<sup>rd</sup> party payroll service providers.

He noted Ms. Faller has transferred her clients to ADP (Automated Data Processing), recommends DRCD use ADP and will be charged the same. ADP will prepare the employee checks. The agreement is cost neutral and not binding.

A motion was made by Director Gill, seconded by Director Beukelman, to approve/accept ADP as the District's payroll service provider. The motion passed as follows:

Ayes: Beukelman, Gill, Viguie  
Noes: None  
Abstain: None  
Absent: Bei

### **e. 2017 Fall Ditch Maintenance**

Mr. Currey discussed the 3.75 miles of ditch work to be done. Director Gill requested the old Joslin (airstrip) property that is difficult to get to, be addressed. Mr. Currey replied it will be sprayed.

Director Viguie requested Black Walnut on Mace Blvd. be monitored. He expressed concern that Black Walnut will be planted on the edge of property. Director Viguie requested an application for a water control structure in Tremont 1 on the Fahn Ranch to be sent to Dustin Timothy. Mr. Currey will email him one.

Director Viguie noted he appreciated that Mr. Currey provided the dates when the proposed ditch cleaning areas were last excavated.

This item was filed.

## **11. DRCD District Manager's Report**

## **MEETING MINUTES**

Mr. Currey reported about the following:

- Ditch Fee will be discussed at the November meeting. Mr. Currey noted an increase to \$3.25 was adopted with the 2016 Election, however the Board can choose a lower rate.
- Northeast Quadrant – Mr. Currey discussed a conceptual design for an Innovation Village and talked about upcoming proposals for that area. Magna will place the infrastructure and if it is not developed the infrastructure will be in place for future development.
- TEC was approved on 9/12/17 at the City Council Meeting (TEC is a Semi Truck Dealership)
- Cover Crop for groundwater recharge and storm runoff reductions deadline is approaching (9/19/17) Mr. Currey said he has worked with several landowners the past month to encourage them to take advantage of this program. Director Gill expressed interest.
- Freshwater Trust – Meeting on September 18, 2017, to plan joint outreach for the CIG (Conservation Innovation Grant) grants.
- SGWP (Sustainability Groundwater Planning) grant application is due on November 10, 2017. He noted that SCWA (Solano County Water Agency) has on their agenda an application for \$800,000.00 with a 50% match. Next GSA Board meeting is October 12, 2017.
- Regional Drainage Projects – A proposal is being prepared to address the County's concerns. City of Dixon needs a firm commitment from Solano County to address Regional Drainage.

12. **Director's Report** - Brief reports given by Directors on meetings attended on behalf of the Dixon RCD.

13. **Communications - None**

14. **Upcoming Events - None**

15. **Announcements**

The next Dixon RCD Business Meeting will be October 11, 2017, at 6:00 p.m.

16. **Adjourn Meeting**

The Dixon RCD Board meeting adjourned at the hour of 7:30 p.m.

Brook Rosenberger  
Office Manager  
Dixon Resource Conservation District

