

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR MARCH 10, 2026**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

DANIEL JONES

ALEXIS HARVEY

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

MARTHA MCKEEN, PROGRAM COORDINATOR

JOANNA YAC, OFFICE MANAGER

OTHER ATTENDEES

DAVID ELDRIDGE, LANDOWNER

RICK MARTINEZ, LANDOWNER

MICHEAL G, MEMBER OF THE PUBLIC (VIRTUAL)

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the March 10, 2026, Board meeting to order at 12:08 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 Viguie, 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 **February 10, 2026**
- b. DRCD- Approval of Expenses from **February 11, 2026, to March 10, 2026**, and review of the 2025 / 2026 budget
- c. Office Management - Approval of Expenses from **February 1 to February 28, 2026**, and review of the 2025 / 2026 Budget
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **February 11, 2026, to March 10, 2026**, and review of the 2025 / 2026 budget

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

MEETING MINUTES

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

7. Natural Resources Conservation Service (NRCS) Report –

Acting DC, NRCS Annie Edwards could not attend the Board Meeting but sent a written report that was added to the board packet. Ms. Huff stated that the report was included in board materials confirmed that there were not any questions. The report included program updates relating to the application deadline of January 15th. They will now work toward their ranking deadline of March 27th. The Vacaville office received 42 EQIP applications and 4 CSP applications. NRCS continues to embrace its ONE California concept, where offices help other offices in the state. They also continue to learn how to advertise their new Regenerative Pilot Program. For outreach NRCS staff plans to have a booth at the Vallejo Gardening Fair on March 12th. Lastly, the Acting DC attended the NRCS State Executive Team Meeting where District Conservationists from across the state discussed how NRCS CA would best move forward as they adjust to changes. See the NRCS report for more details.

8. Old Business- None

9. New Business-

- a. Drainage Fee Rate Study – Review and consider accepting the Draft Rate Study and direct staff to convene a workshop (**ACTION**)

Ms. Huff explained that the Draft Dixon RCD Drainage Fee Rate Study was included in electronic board packets. The Draft includes the board's input from the January and February board meetings. In addition, legal, engineering, partner agency staff, and a former board member reviewed the Draft Rate Study. Ms. Huff also presented the rate study's key elements.

MEETING MINUTES

Ms. Huff's presentation included the three proposed fee options:
 Option 1 – “Proposed” (Ditch Net balance closest to \$0, Ending Fund Balance = \$514,487) *see table below for more details.

Option 2 – “Alternative 1” (Ending Fund Balance \$516,419)

Option 3 – “Alternative 2” (Ending Fund Balance \$485,504)

Revenues With Rate Increase	Projections					
Description	2027	2028	2029	2030	2031	
Annual Fee (\$/Acre)	\$6.00	\$7.00	\$8.00	\$8.00	\$8.00	Ave Change
% Change	50.0%	16.7%	14.3%	0.0%	0.0%	16.2%
Annual Ditch Operations Revenues	\$234,318	\$272,962	\$311,607	\$311,607	\$311,607	
Budget Expenditures						
Ditch Operations Expenses	\$249,783	\$258,525	\$267,573	\$276,938	\$286,631	
Capital Improvements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	Total
Ditch Net Balance	-\$35,465	-\$5,563	\$24,034	\$14,669	\$4,976	\$2,650
District Net Balance	-\$5,387	\$798	\$36,135	\$33,014	\$30,106	\$94,666
						06/30/31 District Ending Balance
						\$ 514,487

Director Director Viguie recommended rounding the Ending Fund Balance numbers to help connect target fund balance and projected ending fund balances. Rick Martinez, Landowner mentioned that a slower increase seemed like a better idea than a fast increase. Other items discussed included inflation factors: Property tax revenue is projected to increase by 6% annually based on the historical average. Proposed rates that align with ditch maintenance costs and revenues allow for up to a 3.5% annual inflation.

Target Reserve for 2031 is \$515,000. The reserves are allocated are as follows:

\$160,000 - Minimum Fund Balance (30% of Annual Budget)

- \$145,000 General and Imprest Cash Reserves
- \$15,000 Fund Balance Available – non allocated cash

\$355,000 - Target Balance – Fund held for Planned Improvements and emergencies

- \$75,000 Future Equipment Acquisition
- \$190,000 Future Capital Improvements (District)
- \$90,000 Future Capital Improvements (Regional)

Director Viguie and Mr. Martinez suggested simplifying the slides for the reserve allocations to make them easier to understand.

The Future Capital Improvements

Appendix A: Table A-3 Planned Capital Improvements was discussed because the total program dollars did not total \$190,000. Input suggested adding a row/cost to make the total program be \$190,000 or creating a separate slide just for the culvert expenses, whichever is easier to understand.

MEETING MINUTES

It was mentioned that the Board does significant work to keep the costs low for the ditch members and making that point is important. Besides typos found by Ms. Huff which she will fix, Director Viguie offered suggestions on labeling of tables throughout the rate study regarding the three proposed fee increase options.

After reviewing and providing updates for the Rate Study the board needs to accept the Draft Rate Study as well as authorize or postpone the scheduling of a public informational workshop. The board decided to schedule the informational workshop for March 30th at 6:00pm. In addition, Ms. Huff asked if the board would like a virtual option to be provided. Director Viguie confirmed that Zoom should be available for the meeting. Ms. Huff informed the board that the postcard would go to landowners and asked if they also wanted tenants to receive a courtesy email letting them know. They agreed to send the email reminder to both.

A motion was made by Director Viguie, seconded by Director Schene, to accept the draft rate study and authorize staff to schedule a public workshop on March 30th. The motion passed as follows:

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

- b. Regional Drainage - Receive staff update and provide feedback on Dixon RCD Assumptions Document provided to City of Dixon staff **(ACTION)**

Note: No Action was taken on Agenda item 9b. The board only received the report.

Ms. Huff provided a regional drainage update since our last board meeting in February. On February 27th a preliminary Dixon RCD Assumptions Document was provided to Melissa Eads, Assistant City Manager (Dixon) and on March 2nd Ms. Huff met with Chris Fong, City Engineer (Dixon).

MEETING MINUTES

The board could review and provide input on the document sent to the Assistant City Manager. No comments were made. During Ms. Huff's meeting with the City Engineer, he provided some updates on the Lombardo Project. Lombardo has submitted their application to the City, but Ms. Huff has not seen it yet. Lastly, Solano County is expected to release an RFP for consultants to start the General Plan 2028 Project. Staff from the Solano County Resource Management Department submitted a last minute request for a letter of support for their request to seek Congressional Earmark funding of \$1.6 million to create a Countywide Drainage Master Plan. Ms. Huff provided a letter of support on behalf of the Dixon RCD on March 5th.

10. DRCD Staff Reports:

- a. **District Manager's Report-** Ms. Huff's reported that she and Justin Noutary, RD 2026 drove the system on March 4th to evaluate right of way mowing/chopping needs before spring/summer spray. For other maintenance, City of Dixon plans to use their vacuum truck to clear the sediment plug in outlet of Woody driveway culvert on JPA Lateral 1.0. RD2068 has provided the three refurbished Sontek devices for \$3,000 each and one non-functioning device at no cost. Kevin Young-Lai from Solano RCD will look further into the non-functioning device and install the three functioning devices. See the District Manager's Report for more details.

- b. **Water Quality Coalition Update-** Ms. McKeen explained that annual invoices were 98% paid as of March 3rd. She also asked the board for input on how the Pesticide Management Reporting in the DMT went during this year's farm reporting. Lastly, Ms. McKeen mentioned that Luhdorff & Scalmanini are trying to reach a goal of 25 monitoring wells for the GSA in Solano County. They provided a list of wells for which she created maps and asked the board if they know any of the well owners or would be willing to contact them. See the Program Coordinator's Report for more details.

11. Director's Report –None

MEETING MINUTES

12. **Communications – None**

13. **Upcoming Events –None**

14. **Announcements –**

A Reminder that the next board meeting will be Tuesday, April 14, 2026 at 12:00pm.

15. **Adjourn Meeting**

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

Yeas: Viguie, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

The Dixon RCD Board meeting adjourned at the hour of 1:19 p.m.



Kelly Huff, District Manager

Dixon Resource Conservation District