



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR MAY 12, 2026**

**DIRECTORS**

**DAVID VIGUIE**

**ERIC SCHENE**

**DANIEL JONES**

**ALEXIS HARVEY**

**ASSOCIATE DIRECTOR**

**LEO SOUKERIS**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR**

**JOANNA YAC, OFFICE MANAGER**

**OTHER ATTENDEES**

**LUIS CRUZ, PREVIOUS ACTING DC NRCS**

**ROSEMARY COLLINS, NEW ACTING DC NRCS (VIRTUAL)**

## MEETING MINUTES

**ALLEN CURRY, ASSISTANT STATE CONSERVATIONIST  
NRCS (VIRTUAL)**

**DAVID ELDRIDGE, LANDOWNER**

**MICHAEL G, MEMBER OF THE PUBLIC (VIRTUAL)**

**RICK ROSENBAUM, MEMBER OF THE PUBLIC (VIRTUAL)**

1. **Call the Meeting to Order**

Director Viguie called the May 12, 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, Schene, Harvey

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

Yeas: Viguie, Schene, Harvey

Nays: None

Abstain: None

Absent: Jone, Bei

4. **Presentations – None**

5. **Comments from the Public - None**

6. **DRCD Consent Calendar**

a. Approval of Minutes from the Board Meeting dated **April 14, 2026**

b. Approval of Minutes from the Special Board Meeting dated **April 15, 2026**

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- c. Approval of Minutes from the Personnel Committee Meeting dated **April 27, 2026**
- d. Approval of Minutes from the Financial Committee Meeting dated **May 5, 2026**
- e. DRCD- Approval of Expenses from **April 15, 2026, to May 12, 2026**, and review of the 2025 / 2026 budget
- f. Office Management - Approval of Expenses from **April 1 to April 30, 2026**, and review of the 2025 / 2026 Budget
- g. Dixon/Solano RCD Water Quality Coalition – **None**
- h. **Biennial Notice for 2026 Conflict of Interest Code** – Review and file Notice for 2026

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

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

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

Note: Director Jones joined the meeting at 12:09 p.m.

Acting DC, Luis Cruz gave an update. They are in the process of reviewing the contracts. So far 6 applications have been pre-approved with \$770,000 in contracts in this county. Selection is ongoing through the end of the Fiscal Year on September 30<sup>th</sup>. He also mentioned he will no longer be serving as the Vacaville DC. Rosemary Collins, Soil Conservationist at the Livermore office will be the new acting DC for a 120-day detail in the Vacaville office.

Allen Curry from NRCS, who attended the meeting virtually, mentioned that Rosemary is a great planner and has been a great support to other offices, such as Modesto and he is glad to have her as Acting DC for Vacaville.

Regarding the pre-approved applications, 2 are RCPP, 3 are CSP, and 1 is EQIP. A reassessment will determine when funds can be dispersed

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to farmers. Director Viguie asked about the type of the six applications. Luis replied that the application funds are primarily for soil health & orchard practices.

### 8. Old Business- None

### 9. New Business-

#### a. 2026-2027 DRCD Annual Work Plan Review & Adoption **(ACTION)**

Ms. Huff explained that the Board approves the District's annual work plan every year. For Fiscal Year 2026-2027 she updated the format to a list and will give the Board the opportunity to rate the priority of key tasks. Director Viguie suggested perhaps removing the priority and/or adding the amount of time required to complete those tasks before prioritizing. A ballpark number will suffice. She will work on this and revisit it at the July meeting.

A motion was made by Director Jones, seconded by Director Harvey, to approve the current list of tasks as the 2026-2027 DRCD Annual Work Plan and to revisit the format and priority in July. The motion passed as follows:

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

#### b. Wage & Benefit Adjustments for Fiscal Year 2026/27 and Wage Adjustment Methodology through 2028/29 – **(ACTION)**

Ms. Huff explained that the Personnel Committee met to review performance evaluations, to conduct the District Manager's performance evaluation and to determine the Wage Adjustments for 2026/2027 with recommendations as follows:

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### 2026/27 Wage Adjustments

- Hold District Manager salary at current level
- For other staff, CPI adjustment of 2.5%
- Variable merit & increased responsibility adjustments up to 2.0%.

A motion was made by Director Jones, seconded by Director Schene, to approve the Wage & Benefit Adjustments for Fiscal Year 2026/27.

The motion passed as follows:

Yeas: Viguie, Schene, Bei, Harvey

Nays: None

Abstain: None

Absent: Bei

Ms. Huff explained that, in addition to the 2026/2027 Wage Adjustments, the Personnel Committee reviewed the Wage Adjustment Methodology for the next 3 years. The board members agreed to adopt the committee's recommendations, as follows:

### 3-year Methodology

#### FY 2026/2027, 2027/28, 2028/29 Recommended Wage Adjustment Methodology

- Maximum CPI 3.0%
- Plus, merit up to 1% + up to 1% for increases in job responsibilities

A motion was made by Director Jones, seconded by Director Schene, to approve the Wage Methodology through 2028/29. The motion passed as follows:

Yeas: Viguie, Schene, Bei, Harvey

Nays: None

Abstain: None

Absent: Bei

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- c. Review *Initial* Draft Budget & Schedule of Rates for Dixon RCD for FY 2026 – 2027, Review provide input and consider Financial Committee recommendation for approval **(ACTION)**

Ms. Huff went over the Dixon RCD's FY 2026-2027 *Initial* Budget. It is considered *Initial* because the District needs to start with a budget that assumes the Rate Study does not pass; therefore, the Budget does not include those funds. Attachment 1 (2026-2027 Draft DRCD Budget) was reviewed to show which budget categories are recommended to be updated if the rate study is approved. Also, Attachment 4 (2026-2027 Projected Net Position by Cost Center) Ms. Huff noted the Response to Development Net position is \$-44,487.81 and Ditch is \$-58,052.81, even with reduced ditch maintenance activities. These figures do not yet account for the Rate Study funds. If the rate increase is approved, budget adjustments can be considered. Ms. Huff also reviewed the billable rates formulas and the inclusion of 200 hours of Office Manager time and 100 hours of District Manager time as overhead to account for the hours spent on general activities that support all cost centers.

A motion was made by Director Schene, seconded by Director Harvey, to approve the *Initial* Draft Budget & Schedule of Rates for Dixon RCD for FY 2026-2027. The motion passed as follows:

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

- d. Review Draft Joint Budget for Office Management for FY 2026-2027, consider Financial Committee recommendation for approval **(ACTION)**

Ms. Huff mentioned she reviewed the staff report and the Draft budget Ms. Yac had created. In addition, the Financial Committee did not see any issues with the 2026-2027 OMA Draft Budget. The only call-out Director Viguie had was on the report for Agenda 9d in the Background section, in the second-to-last sentence there was mention that the remaining amount of about \$10,000 is proposed to be reimbursed to

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the RCDs. That is incorrect. The amount is not proposed to be reimbursed to the RCDs. The amount is to stay in the budget and be used if necessary for future office improvements.

A motion was made by Director Harvey, seconded by Director Schene, to approve the Draft OMA 2026-2027 Budget. The motion passed as follows:

Yeas: Viguie, Schene, Jones Harvey

Nays: None

Abstain: None

Absent: Bei

- e. Regional Drainage - Receive staff update and provide direction **(ACTION)**

Note: No Action was taken on Agenda item 9e, only an update was received by staff.

Ms. Huff went over updates since the previous meeting. The City has been presenting an updated City Boundary Map at their Dixon Grown events, which will go through review and be brought to LAFCO. The City would like the Map to come out with Planning Commission in May. DRCD Project Review was requested by Solano County for a parcel split project. A parcel will split into four. Ms. Huff reviewed it and sent a comment letter; the comment period ended on May 7<sup>th</sup>, but she alerted county planning staff that the board may provide additional feedback at their May meeting. Board members received the staff update and did not have any additional feedback.

- f. Board Packet Format – Provide direction to staff on preferred board packet format(s). **(ACTION)**

Ms. Huff mentioned that during a committee meeting, it was brought up that board members frequently do not receive their board packets on time, especially now that we changed the Board Meetings to Tuesdays. Most board members view their packets electronically and use the paper copy at the meeting. Thus the board can consider,

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changing the procedure for printed Board Packets. The board opted to receive the packet electronically via email on Thursday or Friday before the meeting, and either receive the printed copy at the board meeting or pick it up at the office when staff report that it is ready.

A motion was made by Director Viguie, seconded by Director Jones, to stop mailing the board packets and send electronically the Thursday or Friday before the meeting with options for board members to either pick up or receive the printed packet at the meeting. The motion passed as follows:

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

### 10. **DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff wanted to ensure all Board Members have the June and August Board Meetings on their calendars, as those meetings are important for the Rate Study. Ms. Huff mentioned Isaac will be spraying areas as soon as weather allows (wind has been very challenging this year). David Eldridge, Landowner asked if our spray contractor is able to get to the spots he missed last time, due to access. Ms. Huff confirmed he will since RD2068 has been helping with making all areas accessible. Lastly, Director Viguie had questions about the potential intertie projects map from Solano County Water Agency attached to the DM report. He asked what the orange and purple sections represented. Ms. Huff reported that SCWA is sponsoring two intertie feasibility studies (one to intertie RD 2068 and Maine Prairie Water District and one to intertie the North Bay Aqueduct and Solano Irrigation District. The purple and orange lines represent various alignment options for the interties. See the District Manager's Report for more details.

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- b. **Water Quality Coalition Update-** Ms. McKeen gave an update and discussed the late reporter and balance due list. Director Viguie had a question about the acreage on the accounts. Ms. McKeen mentioned that next time she would include acreage as part of their account information. On July 1st, the participant list will be sent and accounts will be cancelled. Director Viguie also mentioned that Martha should bring up a late fee and staff time spent for reminders to the advisory committee. See the Program Coordinator's Report for more details.

**11. Director's Report –None**

**12. Communications – None**

**13. Upcoming Events –None**

**14. Announcements –**

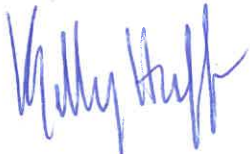
**A Reminder that the next board meeting will be Tuesday, June 09, 2026 at 12:00pm.**

**15. Adjourn Meeting**

A motion was made by Director Schene, seconded by Director Harvey, 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 1:08 p.m.**



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