

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)**  
**MINUTES FOR JUNE 09, 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**

**ROSEMARY COLLINS, ACTING DC NRCS**

**CHOPE GILL, LANDOWNER**

**DAVID ELDRIDGE, LANDOWNER**

**MICHELE, MEMBER OF THE PUBLIC (VIRTUAL)**

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

## **MEETING MINUTES**

### **1. Call the Meeting to Order**

Director Viguie called the June 09, 2026, Board meeting to order at 12:05 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Schene, Jones

Absent: Bei, Harvey

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

Yeas: Viguie, Schene, Jones

Nays: None

Abstain: None

Absent: Bei, Harvey

### **4. Presentations – None**

### **5. Comments from the Public – None**

### **6. Public Hearing on Proposed Ditch Maintenance Fee Increase**

- a. Receive staff report and conduct public hearing on proposed ditch increase in accordance to Resolution No. 2026-003 and 2026-004.
- b. Close public hearing and pause agenda item 6, to continue with other meeting agenda items, while Office Manager tabulates protests.
- c. Reopen agenda item 6 and receive report from Office Manager regarding protests received.

Ms. Huff stated this is the first phase of the fee increase process. She advised the Board to open the public hearing, take any comments and protests, and close the public hearing.

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She also mentioned that the Notice of Public Hearing Letters were mailed on April 16<sup>th</sup>. Protest votes can be voiced orally via Zoom, but a paper form must be turned in by the end of the public hearing.

Director Viguie opened the public hearing at 12:07 p.m.

Seeing no one was present to speak and there were no comments from Zoom, Director Viguie closed the public hearing.

Ms. Yac reported that 0 protests were received out of 402 parcels.

A minimum of 202 parcels were required in order to stop the rate increase process.

No recess was necessary to count protests.

This item was filed at 12:09 p.m.

### **7. DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **May 12, 2026**
- b. DRCD- Approval of Expenses from **May 13, 2026, to June 09, 2026**, and review of the 2025 / 2026 budget
- c. Office Management - Approval of Expenses from **May 1 to May 31, 2026**, and review of the 2025 / 2026 Budget
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **April 15, 2026, to June 09, 2026**, and review of the 2025 / 2026 budget

A motion was made by Director Jones, seconded by Director Schene, to approve the Consent Calendar items 7a-7d. The motion passed as follows:

Yeas: Viguie, Schene, Jones

Nays: None

Abstain: None

Absent: Bei, Harvey

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

Acting DC, Rose Collins gave an update in person where she mentioned there are 2 fully obligated CSP applications and 2 RCPP applications being worked on. NRCS still has until September to work on contracts.

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For Outreach the Solano County Fair did not work this year, but hopefully it will work out the following year. Ms. Collins will reach out to both the Dixon and Solano RCDs regarding the local work group which Ms. Mckeen will lead for Dixon RCD. Lastly, California's new strategic plan has 6 main goals which are posted on the NRCS website with more information.

### **9. Old Business- None**

### **10. New Business-**

- a. Consider Resolution 2026\_xxx Authorizing the Use of a Mail Ballot Proceeding, calling a Special Mail Ballot Proceeding for August 10, 2026, for Submittal of Proposed Ditch Maintenance Fees to Owners of Real Property subject to the Fees, and Adopting Procedures for the Conduct of the Mail Ballot Proceeding. **(ACTION)**

**Note:** Director Harvey entered at 12:19 p.m.

Ms. Huff explained that since there was not a majority protest (majority protest would have been protests from 202 parcels), the District can move forward to the next step of sending the ballots. Ballots will be mailed by June 19th and the tabulation will be on August 10<sup>th</sup> at 3 p.m. (the day before DRCD's August Board Meeting). The tabulation proceeding will be held at the District office which is open to the public and will also be available via Zoom. Election results will be announced at the August 11<sup>th</sup> DRCD Board Meeting at 12:00 noon.

For this Agenda item there were 3 actions that needed to be taken. The first is the language that will be on the ballot forms which reads as follows:

**"Proposed Rates for Ditch Maintenance (\$ Per Acre):**

|              | Current<br>Rate | Proposed Rates (\$/Acre) |                 |                 |                 |                 |
|--------------|-----------------|--------------------------|-----------------|-----------------|-----------------|-----------------|
|              |                 | Dec. 1,<br>2026          | Dec. 1,<br>2027 | Dec. 1,<br>2028 | Dec. 1,<br>2029 | Dec. 1,<br>2030 |
| Rate (\$/Ac) | \$4.00          | \$6.00                   | \$7.00          | \$8.00          | \$8.00          | \$8.00          |

**Shall the Dixon Resource Conservation District be authorized to establish a new rate for ditch maintenance fees as set forth above for the parcel(s) identified on this ballot, to be effective on December 1 of each of the calendar years identified above?"**

The board had no discussion on this action and moved forward with approval.

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The second action requiring approval was the adoption of Resolution 2026-005 which establishes the tabulation process. The board opted to go with the resolution that establishes simple majority vote with tabulation of the ballots on a (1) vote per Owner of Record basis versus the weighted option. The board decided on the weighted vote since the last rate study was done that way and thought they should keep things the same. Note: minor wording correction were made to the language on the letter and the ballot that were included in the board packet.

The third and last item for approval was the consideration of postage on the return envelopes for the ballots and whether or not to send out email reminders. Ms. Huff estimated the return envelope postage would be around \$200. The board had no issue with this. For the email reminders Ms. Huff drafted language for two reminders that legal had reviewed. The board approved sending the reminders on June 29th and July 27th, along with an additional reminder 1-2 days before the ballot due date.

A motion was made by Director Viguie, seconded by Director Harvey, to approve the three actions on this agenda item regarding the Rate Study process. The motion passed as follows:

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

- b. Consider making recommendation to the Dixon Regional Watershed JPA regarding project review and encroachment permit(s) for Caltrans SR-113 SHOPP 4W260. **(ACTION)**

**Note:** Director Bei entered at 12: 23 p.m.

Ms. Huff mentioned that coordinating the review and communication regarding the Caltrans SR-113 upgrade plans is requiring increasing staff time. Although the JPA will reimburse the staff time to date and it has not exceeded the JPA budgets, she anticipates more time will be required as the project progresses. Ms. Huff recommends that the JPA

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adopt a project review work order and encroachment permit procedure, similar to the District's, so that agreements are directly with the JPA vs. the District. The board saw no issues with this and moved to have the JPA lead this process.

A motion was made by Director Viguie, seconded by Director Bei, to recommend that the JPA adopt a project review work order and encroachment permit form for reimbursements on project reviews. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

- c. Review and consider approving the recommendations of the 2x2 Committee for the Dixon/Solano RCD Water Quality Coalition (DSRCDWQC) projected year-end budget for 2025/2026, preliminary budget for 2026/2027, annual per/irrigated acre fee, an Admin fee, membership policy change, correspondence policy revision and tech policy. **(ACTION)**

Discussion was limited to Director Viguie explaining that items 10c 2.1-4.1 were reviewed by the Advisory Committee and the Dixon/Solano RCD 2x2 Committee at meetings on June 27, 2026 and that changes are being proposed to the amount of follow-up staff will provide to members for late payment and/or late reporting, seeing as members have had over 10 years of the same reporting. The 2x2 recommendations for item 10c 2.1-4.1 are below and were approved by the board.

Approve the 2x2 recommendations for the following budgets or propose changes:

- i. DSRCDWQC projected year-end budget for 2025/2026.
- ii. DSRCDWQC preliminary budget for 2026/2027.

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1. A motion was made by Director Viguie, seconded by Director Schene, to approve the projected 2025/2026 year end budget and preliminary budget for 2026/2027. The motion passed as follows:

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

Approve the 2x2 recommendations for the following items or propose different options:

- i. The \$3.75 per/irrigated acre fee should remain the same for FY 26/27.
- ii. Do not adopt an Admin fee at this time.

2. A motion was made by Director Viguie, seconded by Director Harvey, to approve items 2.1 i-ii. The motion passed as follows:

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

Approve the 2x2 recommendation to adopt the change to drop members for non-reporting to the membership policy or propose a different option.

3. A motion was made by Director Viguie, seconded by Director Harvey, to approve the change to the membership policy to drop members for non-reporting. The motion passed as follows:

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

Approve the 2x2 recommendations to adopt the more streamlined correspondence policy for both payments and reporting or propose a different option.

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4. A motion was made by Director Viguie, seconded by Director Jones, to approve the adoption of the more streamlined correspondence policy. The motion passed as follows:

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

- d. Regional Drainage – Receive staff update, provide direction & consider requests for Dixon RCD support of City expansion plans. **(ACTION)**

Ms. Huff mentioned at the June 2<sup>nd</sup> Dixon City Council Meeting that a revised map, Alternate Map 3, was addressed. This map adds 557 acres of Gill Properties to a “North SOI”, north of Hwy 80. The Landowner and City are asking for a letter of support. Ms. Huff explained that there aren’t any official designs or numbers yet and without that information it is difficult to give formal support. She drafted a letter, that generally supports the concept of drainage projects in the Upper Tremont 3 Watershed, but also reinforces the drainage points that must be considered for all of the proposed growth. Landowner, Chope Gill suggested the letter could include some form of support for the concept since runoff from 45,000 acres of Upper Tremont 3 would be diverted. To advance this project and secure development funds, he requested support, even if the letter outlines what the project would allow to be accomplished or if it listed specific points that would allow the District to support it. Ms. Huff stated there is no comment period for the letter of support, suggesting it might be best to bring it back at the July meeting after legal has had time to review it. Director Viguie agreed that it should be reviewed by legal and brought back at a later time.

A motion was made by Director Viguie, seconded by Director Bei, to bring back the letter in July with updates and legal review. The motion passed as follows:

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



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Absent: None

- e. Designate Board Member(s) and/or District Manager as Regional Delegate & Optional Alternate Delegate for CA Association of Resource Conservation Districts (CARCD) Bay Delta Regional Meetings **(ACTION)**

Ms. Huff explained that, in response to feedback from local RCDs, CARCD updated its Bylaws in March of 2026 to allow District Managers to serve as voting Delegates for the Regions' meetings. Dixon RCD is part of the Bay Delta Region for CARCD. In January of 2026 Director Bei was designated as Dixon RCD's CARCD Delegate and the remaining four directors were designated as alternates. Since the CARCD Delegate can still only be a director, Ms. Huff recommended we keep our CARCD delegates the same. For the Regional Delegate for the Bay Delta Region the board could designate Ms. Huff and appointed no alternates.

A motion was made by Director Viguie, seconded by Director Schene, to designate Kelly Huff as the Regional Delegate, with no alternates, to represent Dixon RCD at the CARCD Bay Delta Regional Meetings. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones Harvey

Nays: None

Abstain: None

Absent: None

### **11. DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff mentioned the GSA is starting to look at their fees again. Director Bei will participate in that process. The plan that GSA staff is recommending is to keep the fee the same at \$2.79 per acre. Director Bei mentioned he will remind the GSA that they wanted to reduce the fee during the last fee process. Other items on the report mentioned the completion of Isaac's summer post-emergent spray in late May. Lastly, Ms. Yac mentioned that incoming checks for the Ditch Maintenance

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Fees have slowed down. See the District Manager's Report for more details.

b. **Water Quality Coalition Update-** None, See Agenda item 10c.

12. **Director's Report –None**

13. **Communications – None**

14. **Upcoming Events –None**

15. **Announcements –**

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

16. **Adjourn Meeting**

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

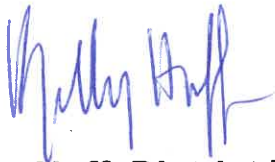
Yeas: Viguié, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

**The Dixon RCD Board meeting adjourned at the hour of 1:13 p.m.**



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