



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR JANUARY 15, 2026**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**ERIC SCHENE**

**DANIEL JONES**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR**

**JOANNA YAC, OFFICE MANAGER**

**ASSOCIATE DIRECTOR**

**LEO SOUKERIS**

**JIM CAMPBELL**

**OTHER ATTENDEES**

**ANNIE EDWARDS, ACTING DISTRICT CONSERVATIONIST**

**NRCS (VIRTUAL)**

**DAVID ELDRIDGE, LANDOWNER**

## **MEETING MINUTES**

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

Director Viguie called the January 15, 2026, Special Board meeting to order at 12:04 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Schene, Jones

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

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

### **4. Presentations – None**

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

### **6. DRCD Consent Calendar**

a. Approval of Minutes from the Board Meeting dated **December 10, 2025**

b. Approval of Minutes from the Ditch Committee Meeting dated **December 23, 2025**

c. DRCD- Approval of Expenses from **December 11, 2025, to January 15, 2026**, and review of the 2025 / 2026 budget

d. Office Management - Approval of Expenses from **December 1 to December 31 2025**, and review of the 2025 / 2026 Budget

e. Dixon/Solano RCD Water Quality Coalition – **None**

A motion was made by Director Jones, seconded by Director Bei, to approve the Consent Calendar items 6a-6e. The motion passed as follows:

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

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

Acting DC, NRCS Annie Edwards introduced herself as the new acting DC for the Vacaville office as of Tuesday December 16<sup>th</sup>. Following her introduction, she gave an update where she mentioned that although the hiring freeze has been lifted the position to fill the Vacaville DC is on standby, but will most likely be filled by promotion. Ms. Edwards will be in Vacaville on Tuesdays and gave a quick update on the staff in the Vacaville office. For program updates the deadline is 1/15 she thanked Program Coordinator Martha McKeen for including information on NRCS programs and deadlines in the outreach email. Thus far there are 35 applications and she mentioned changes to the air quality programs where tractor replacement will not be included for Solano County because it is not in one of the 8 priority counties. She also mentioned a new pilot program for regenerative agriculture, which will require a 5-year contract and soil testing and adoption of at least some specific practices from a list of 15 focused on soil health.

### **8. Old Business- None**

### **9. New Business-**

- a. Adopt Ditch Committee Recommended Capital Improvement Plans for 2027-2031 **(ACTION)**

Ms. Huff mentioned the newly adopted 2027-2031 budgets include \$20,000 per year for routine capital projects. This will provide \$100,000 in funding for routine and planned capital improvements over the next five years without dipping into the reserve balances, unless we include an additional annual contribution to reserves for 2027-2031.

As a result, we needed to update the 2027-2031 Planned Capital Improvement Projects list for the rate study.

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### Ditch Committee Recommended Prioritized (top to bottom) Ditch Capital Project List 2027-2031

2026 List	Estimated cost	Notes	Other Potential Sources of Funding
Swan Road (Sac Northern) Culvert Rehab.	\$25,000.00	DRCD & RD2068 staff will evaluate in field when dry.	
Flooding Damage Repair	\$40,000.00		
Robben/Radio Station Road Culverts Replacement	\$5,000.00	Cost has been reduced from \$60,000 based on 2020 culvert survey and potential for minor repairs.	City of Dixon / Developers
<del>Tremont 3 Lateral C @ Harper Lane Tree Removal</del>	<del>\$6,000.00</del>		<del>Grants, SCWA</del>
Tremont 1 Outfall Rehabilitation (1.5 miles)	\$10,500.00	Management of non-native vegetation (palms, beefwood) may be eligible for grant funding & City of Davis has agreed to help.	City of Davis, Solano County Water Agency, grants
<del>Tremont 1 Levee Culvert Replacement</del>	<del>\$75,500.00</del>	This project was to hopefully lower the elevation of pipe through levee. This is not likely to occur in the next 5 years.	<del>SCWA, DWR or BOR</del>
NEW Reinforce inlets T2 "T" Crossing between Roads 105 & 106	\$6,000.00	We have had to repair erosion at this site 2x in last 5 yrs. This would provide longer term fix.	
NEW Potential Diversion of T3 to RD 2068 Facilities (map below)	\$25,000.00	See concept map attached.	Developers, City, County, SCWA, EIP
<b>TOTAL 2026 ESTIMATE OF PROJECT COSTS</b>	<b>\$101,000.00</b>		

The board looked over the projects and the crossed-out items are big ticket items that are not likely to be installed by Dixon RCD such as the Tremont 1 Levee Culvert Replacement. The culvert has been lined, therefore likely that DWR/USBR considers it their pipe, and it will last a long time. Justin Noutary from RD2068 attended the ditch committee meeting to provide input and he brought up an idea to alleviate some problems in the Tremont 3 area. The board was supportive of exploring this idea. No other discussion was had.

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A motion was made by Director Viguie, seconded by Director Bei, to approve the adoption of the ditch committee recommended Updated Capital Improvement Project list 2027-2031. The motion passed as follows:

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

**b. Drainage Fee Rate Study – Review Draft Rate Study Materials and Provide Direction to Staff (ACTION)**

Ms. Huff reviewed the progress so far

On 11/18/25 the Board:

1. Approved the addition of a new cost center for “Response to Development” to be applied retroactively to fiscal years 2021-2025 and to the five-year financial plan (2027-2031).
2. Approved the methodology on how to allocate expenses with the addition of a new cost center
3. Adopted the 2027 Base Year Ditch Budget.

For this agenda item Ms. Huff wanted guidance on the 5 following topics:

- 1) Options for rate increases by year – Below is a proposed and an alternative tiered rate increase method that aligns with the method used in the last rate study.

	Current Fee	2027	2028	2029	2030	2031	Average	Fund Balance 06/30/31
Drainage Fee (\$/Ac)	\$4.00	\$6.00	\$6.50	\$7.00	\$7.67	\$8.00		
% Change		50.0%	8.3%	7.7%	7.1%	6.7%	16.0%	\$490,056
Alt Drainage Fee (\$/Ac)	\$4.00	\$6.00	\$7.00	\$7.67	\$7.67	\$7.67		
% Change		50.0%	16.7%	9.6%	0.0%	0.0%	15.2%	\$529,085

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2) Runoff load coefficient model – Is the decision from 2016 to use a uniform drainage allocation method for the rate structure still reasonable?

3) Cost and revenue escalators –

Wage Expense Escalation (current policy = CPI + merit up to 5.0%)	4.0%
Property Tax Escalation	6.0%
Capital Improvement Projects Expense Escalation	0.0%
Reserve Fund Balance Growth	0.0%

4) Study Purpose and Objectives –

- **Revenue Sufficiency:** Fees needed to generate sufficient revenue to fund ditch maintenance operations and maintain adequate reserves.
- **Fairness:** Fees are designed so each customer class pays its proportionate share of the required revenue in compliance with legal rate-making requirements.
- **Affordability:** Minimize fee shock; fees need to be as affordable as possible while maintaining the District's sound financial position.
- **Open Process:** The process is designed to allow for customer input. Fees are designed to be as simple as possible to facilitate customer understanding and acceptance.
- **Administrative Ease:** Fees are designed to enable easy implementation and ongoing administration, including monitoring and updating.

5) Key Points to communicate in rate study –

- The District's reserve levels dropped below target reserves starting in 2025 and without a rate increase will continue to decrease. Capital Improvement Reserves were initially built up with funds from outside program revenues (Yolo Bypass Wildlife Area leases). Since 2016 this type of revenue is no longer an option.
- Key factors in the need for a rate increase are increases to costs of services for ditch maintenance and repairs, increased maintenance needs on right of ways, culvert/crossing replacement needs with the age of the District's infrastructure, heightened intensity of rain events.
- Over the last five years the District has been able to soften these impacts through partnerships with landowners/operators and other agencies. District staff and board are committed to continuing to look for synergies and options to recoup costs of responding to development.

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Board Guidance for each topic follows:

1. The board directed Ms Huff to look into additional alternatives that would ensure the ditch cost center can break even by 2031.
2. Runoff coefficient model - include and update, using the same logic as 2016 rate study because there have not been major land use changes within the service area acres over the last ten years.
3. Cost and revenue escalators last rate study escalators were used only for wages and property tax. Look into additional escalators for materials and services, both general and for ditch maintenance services.
4. Study purpose and objectives look good, no recommended changes.
5. Key points to communicate in rate study look good as well.

Lastly the timeline was looked over and confirmed. No discussion was had.

A motion was made by Director Bei, seconded by Director Schene, to approve the board direction to staff on the 5 proposed rate study components and to confirm timeline. The motion passed as follows:

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

- c. Regional Drainage - Receive staff update, ditch committee recommendations and provide direction (**ACTION**)

Ms. Huff gave an update on the meetings she had which went well. One being a tour with the new City of Dixon Assistant City Manager. In addition, she had a follow up with Solano County Representatives about the input that was given at our last board meeting.

Separate from this. Ms. Huff was made aware of work order agreements that SID requires to put in place with developers and

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project proponents prior to any project review and/or discussions. She mentioned this because she wanted the board's input on if this is something the District should look into doing. The board discussed maybe at a later time with different criteria, based on the size of projects and likely cost for review. Ms. Huff will bring back options for board review.

After the Harvest at Dixon Conceptual Land Use Plan that was provided the Ditch committee members provided the following recommendations:

- Support City of Dixon's Concept to consolidate regional drainage with a large basin south of Midway Road and suggest that it discharge to Lateral 1.0/Ulatis Creek.
- Reinforce Dixon RCD's expectation that all City development water will be managed internally through regional facilities and we will not be negotiating separate agreements to individual developments to discharge to west-east laterals. With that said, DRCD is interested in what level of costs we would be able to offset if the Northeast 160 acre portion of the Harvest proposed development were to be allowed to discharge to Lateral 3a.
- DRCD should not adopt a work order policy where DRCD would automatically require payment before meeting with parties that have proposed projects. Continue to handle it on a case by case basis and share the total DRCD costs to date with representatives of the Harvest project and ask that they reimburse the agency.

A motion was made by Director Viguie, seconded by Director Bei, to approve the input given by the board. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

- d. Audits – Review and Consider Accepting Biennial Audit for Dixon Resource Conservation District and Dixon-Solano RCD Water Quality Coalition for Fiscal Years ending June 30, 2025 and June 30, 2024  
**(ACTION)**

Ms. Huff explained that Perry, Bunch, & Johnston (PB&J) completed audits for fiscal years ending June 30, 2025 and June 30, 2024 for

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Water Quality Coalition and Dixon Resource Conservation District. Everything went well, the auditor had one recommendation for the future on where to account for cost-share on other agency's capital improvements. The board had no questions or concerns.

A motion was made by Director Bei, seconded by Director Schene, to approve the audit reports as presented. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

- e. Groundwater Sustainability Agency (GSA) & DWR Grant Activities Update (**ACTION**)

Note: Director Viguie opted to postpone Agenda item 9e for the next Board Meeting.

- f. Consider Dixon RCD Board Meeting Schedule (**ACTION**)

Ms. Huff asked for the board's input on the DRCD regular scheduled meetings and rate study events schedule. This is due to having challenges with quorum not wanting changes to be made to dates after the dates are announced to ditch members. For regularly scheduled meetings after discussion between all the board members it seems moving the meetings to Tuesday instead of Wednesday would work.

A motion was made by Director Schene, seconded by Director Jones, to approve the review of the upcoming DRCD meeting schedule and recommendation to change Dixon RCD board meeting date from the 2<sup>nd</sup> Wednesday of every month to the 2<sup>nd</sup> Tuesday. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

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**g. Election of Board Officers – President, Vice-President, Secretary and Treasurer (ACTION)**

The board voted to re-elect the current Board Officers. The current standing President is David Viguie and Spencer Bei as Vice-President, and Kelly Huff as Secretary. The present Board officers were willing and wanting to stay in their current positions.

In addition, the board members would like to continue with Solano County as Treasurer.

A motion was made by Director Bei, seconded by Director Jones, to approve the re-election of all Board Officers. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

**h. Committee Appointments (ACTION)**

The Board voted to keep the standing committee positions the same. No changes are necessary at the moment. The board members were okay with continuing in their existing positions.

A motion was made by Director Schene, seconded by Director Viguie, to approve the committee assignment positions remaining the same. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

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10. DRCD Staff Reports:

a. District Manager's Report- Ms. Huff had nothing to call out on her report. See District Manager's Report for more details.

b. Water Quality Coalition Update- None

11. Director's Report –None

12. Communications – None

13. Upcoming Events –None

14. Announcements –

A Reminder that the next board meeting 02/11/26 will be canceled and a Special Board Meeting will be held in place Tuesday, February 10, 2026 at 12:00pm.

15. Adjourn Meeting

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

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

The Dixon RCD Board meeting adjourned at the hour of 1:57 p.m.



**Kelly Huff, District Manager**

**Dixon Resource Conservation District**