



DIXON RESOURCE CONSERVATION DISTRICT (DRCD)

MINUTES FOR FEBRUARY 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

ASSOCIATE DIRECTOR

LEO SOUKERIS (VIRTUAL – ARRIVED LATE)

OTHER ATTENDEES

DAVID ELDRIDGE, LANDOWNER

MEETING MINUTES

1. Call the Meeting to Order

Director Viguie called the February 10, 2026, Special Board meeting to order at 12:10 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 Schene, seconded by Director Bei, 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 **January 15, 2026**
- b. DRCD- Approval of Expenses from **January 16, 2026, to February 10, 2026**, and review of the 2025 / 2026 budget
- c. Office Management - Approval of Expenses from **January 1 to January 31 2026**, and review of the 2025 / 2026 Budget
- d. Dixon/Solano RCD Water Quality Coalition – Approval of Expenses from **December 11, 2025, to February 10, 2026**, and review of the 2025 / 2026 budget

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

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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 read the report aloud at the meeting which included program updates relating to the application deadline which was January 15th. They are now working toward their March 27th ranking deadline, and funding selection will begin April 6th. For outreach, staff attended events such as the Irrigation and Weed Management Workshop on January 27th. And lastly, for some staff updates Dag Osorio became a certified conservation planner. See the NRCS report for more details.

8. Old Business-

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

Note: No Action was taken on this Agenda item only discussion occurred.

Director Viguié thought receiving a GSA update would be helpful. Ms. Huff explained roughly \$35,000 has been coming in annually from the grant that primarily reimburses for staff time (FY 2025 through FY 2026). In addition, two of the Sontek Flow measurement devices were paid for by the grants and 2 small pilot projects have been installed at the Cooley and Collins properties (Upper Tremont 1 Watershed) to modify ponds for increased groundwater recharge. Both projects have been instrumented to calculate groundwater recharge / reduced drainage offsite by SCWA.

The GSA is having quorum/attendance issues therefore guidance is being given through bylaw updates.

Lastly, a review of GSA fees, currently at \$2.75, will need to be done again by the end of the grant.

9. New Business-

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- a. Adopt Resolution to Change DRCD Regular Meeting Day from Second Wednesday to Second Tuesday of the month. **(ACTION)**

Ms. Huff explained that although the Board agreed to change the Monthly Board Meetings to the 2nd Tuesday instead of Wednesday a Resolution needs to be adopted to do so. The board had no issue and move forward with approval.

A motion was made by Director Viguie, seconded by Director Harvey, to Adopt Resolution (2026-001) to Change the DRCD Regular Meeting Day from the Second Wednesday to the Second Tuesday of the month. The motion passed as follows:

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

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

Ms. Huff explained to the board that she drafted six rate increase options although the board needed to choose 2-3 options to be analyzed in the rate study. A lot of discussion was had on what options should be chosen and the board landed on their 2 options based on staff recommendations and review of the net balances for the ditch and the District over the 5-year period. For the primary option Alternate 3 (ditch net balance closest to “0”) was chosen and for the second option Alternate 5 (counsel recommendation) with Annual Fee amount changes was chosen. See below for the full Alternate Options calculations:

Alternate 3 (Option 1)

| Revenues With Rate Increase | Projections | | | | |
|-----------------------------|-------------|--------|--------|--------|--------|
| Description | 2027 | 2028 | 2029 | 2030 | 2031 |
| Annual Fee (\$/Acre) | \$6.00 | \$7.00 | \$8.00 | \$8.00 | \$8.00 |
| % Change | 50.0% | 16.7% | 14.3% | 0.0% | 0.0% |

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| | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|
| Annual Ditch Operations Revenues | \$234,318 | \$272,962 | \$311,607 | \$311,607 | \$311,607 |
| Budget Expenditures | | | | | |
| Ditch Operations (Ditch) | \$249,702 | \$258,442 | \$267,487 | \$276,849 | \$286,539 |
| Capital Improvements | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| Ditch Net Balance | -\$35,384 | -\$5,480 | \$24,120 | \$14,758 | \$5,068 |
| District Net Balance | -\$5,305 | \$15,881 | \$51,746 | \$49,171 | \$46,829 |

Alternate 5 (Option 2 with changes to 2028-2030 Annual Fees)

| <u>Revenues With Rate Increase</u> | <u>Projections</u> | | | | |
|---|--------------------|------------------|------------------|------------------|------------------|
| <u>Description</u> | <u>2027</u> | <u>2028</u> | <u>2029</u> | <u>2030</u> | <u>2031</u> |
| Annual Fee (\$/Acre) | \$6.85 | \$7.10 | \$7.40 | \$7.70 | \$8.00 |
| % Change | 71.03% | 3.9% | 4.1% | 4.0% | 3.8% |
| Annual Ditch Operations Revenues | \$267,166 | \$277,600 | \$288,806 | \$300,399 | \$311,607 |
| Budget Expenditures | | | | | |
| Ditch Operations (Ditch) | \$249,702 | \$258,442 | \$267,487 | \$276,849 | \$286,539 |
| Capital Improvements | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| Ditch Net Balance | -\$2,536 | -\$842 | \$1,319 | \$3,550 | \$5,068 |
| District Net Balance | \$27,543 | \$20,519 | \$28,945 | \$37,963 | \$46,829 |

Note: Changes to the remaining table numbers have not been made

Other items were given for review, but the only item that was decided upon was adjusting the target reserve level for 2031 based on which alternate option was decided on.

A motion was made by Director Viguie, seconded by Director Schene, to select the two rate increase options for analysis in the DRAFT rate study and to adjust the target reserve level for 2031 accordingly. The motion passed as follows:

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

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

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Ms. Huff provided an update on the meetings she attended since the January Board Meeting. Which included 2 meetings with City Representatives, a JPA Meeting and the Solano Regional Drainage-Flood Working Group. Ms. Huff mentioned the new assistant City Manager is very supportive and they have met to go over background and history. In one of the meetings, city staff stated that the West Yost work for the NEQ projects has demonstrated that the City's plans would not make things worse and enough has been done based on the JPA agreement therefore the JPA agreement can be dissolved. Although the questions of the pass-through water are still in question and can't be answered by engineers. Some more information was given at the JPA by City engineer where it was mentioned the pond in front of Campbell's would start off as a retention pond then become a detention pond to pump water east or south. Director Viguie recommend Ms. Huff drafts up a resolution, with input from legal, stating that Dixon RCD wants the JPA to continue to share with the City and Solano County and others.

A motion was made by Director Viguie, seconded by Director Bei, to approve the DRCD input to draft up a resolution commenting on the continuation of the JPA. The motion passed as follows:

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

d. Consider Updates to Procedures and Fees for Project Review Services
(ACTION)

Ms. Huff explained that, based on guidance from the board given at the January Board Meeting she drafted updates to the Project Review Procedures, the Schedule of Rates and new proposed work order forms.

The board was good with the revised project procedure and schedule, new work order forms and with approving the updates to the 2025-2026 rate schedule for project review services, but wanted a revision on the encroachment permit to be restructured like the project review

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work order rate "\$2,500 deposit with agreement to reimburse District and/or outside service costs."

A motion was made by Director Viguie, seconded by Director Schene, to approve the adoption of new work order forms, revised encroachment permit, and revised project procedure and schedule of rates. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones, Harvey

Nays: None

Abstain: None

Absent: None

- e. Approval of Dixon RCD ballot responses in the election of CARCD Board members, Bylaws and Resolutions. **(ACTION)**

Ms. Huff asked the board for their votes to complete the CARC's ballot for CARD Officers, bylaws, and resolutions. The board approved votes were:

Vote for Officers –

DRCD staff recommendations are indicated with an "X"(incumbents), however they may be changed by the Dixon RCD Board.

President

X Rick Gomez (Inland Empire RCD)

Molly Watkins (San Joaquin RCD)

Vice President

X Peter Braudrick (Mendocino RCD)

John James (El Dorado RCD)

Secretary-Treasurer

X Matthew Hurley (Sierra & Tranquility RCDs)

Vote for Bylaws -

DRCD Staff recommendation is to APPROVE the CARCD bylaws in line with the CARCD Policy Committee Recommendations.

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Vote for CARCD Resolutions -

Staff recommendation is to vote for each resolution based on CARCD Policy Committee Recommendations.

| | Approve | Do Not Approve | Abstain |
|--|---------|----------------|---------|
| 1. Antelope RCD moving between regions | X | | |
| 2. Sustainable Funding | X | | |
| 3. Comply with Bylaws | | X* | |
| 4. Establish minimum standards for conducting CARCD business | | X* | |
| 5. Reconvene the Policy Committee | | X | |
| 6. Establish a standing Finance Committee | | X | |
| 7. Change the dues structure | | X | |
| 8. Establish new election procedures | | X* | |
| 9. Adopt IRS recommended policies for charitable organizations | X | | |
| 10. Ensure diverse CARCD representation | | X | |

A motion was made by Director Viguie, seconded by Director Harvey, to approve staff voting recommendations for the CARCD ballot. The motion passed as follows:

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

- f. Fiscal Year 2025/26 Budget – Review and consider budget adjustments for Dixon RCD Fund 024(**ACTION**)

Ms. Huff explained a budget adjustment is needed to increase certain expense codes within the budget such as ditch maintenance, legal services, maintenance equipment (due to district truck repairs), and education/training. In order to increase these codes, decreases in other codes are necessary and an increase in county tax revenue and decrease in ditch improvements were in order to result in no change to the overall project net position. The board had no issue with the budget adjustment and moved forward with approval.

A motion was made by Director Bei, seconded by Director Harvey, to approve the FY 25-26 Fund 024 Budget Adjustments resulting in no change to the overall projected net position. The motion passed as follows:

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

10. **DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff wanted the Board to view the updated Board Meeting Schedule and Rate Study dates to add to their calendar. Also Ms. Yac reminded the board members that Form 700's and Ethics training are due. And lastly, Ms. McKeen mentioned that Farm Reporting is at 54% although it isn't due until February 16th. See the District Manager's Report for more details.

- b. **Water Quality Coalition Update-** None

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11. **Director's Report –None**

12. **Communications – None**

13. **Upcoming Events –None**

14. **Announcements –**

A Reminder that the next board meeting will be Tuesday, March 10, 2026 at 12:00pm.

15. **Adjourn Meeting**

A motion was made by Director Viguie, seconded by Director Schene, 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 1:40 p.m.



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