

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)**  
**MINUTES FOR JULY 14, 2026**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**ERIC SCHENE**

**DANIEL JONES**

**ASSOCIATE DIRECTOR**

**LEO SOUKERIS**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**JOANNA YAC, OFFICE MANAGER**

**OTHER ATTENDEES**

**ROSEMARY COLLINS, ACTING DC NRCS**

**DAVID ELDRIDGE, LANDOWNER**

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

## **MEETING MINUTES**

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

Director Viguie called the July 14, 2026, Board meeting to order at 12:00 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 Jones, seconded by Director Schene, 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. DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **June 09, 2026**
- b. DRCD- Approval of **Prior Year** Expenses from **June 10, 2026, to June 30, 2026**, and review of the 2025 / 2026 budget
- c. DRCD- Approval of **New Year** Expenses from **July 01, 2026, to July 14, 2026**, and review of the 2026 / 2027 budget
- d. Office Management - Approval of **Prior Year** Expenses from **June 1 to June 30, 2026**, and review of the 2025 / 2026 Budget
- e. Dixon/Solano RCD Water Quality Coalition – Approval of **Prior Year** Expenses from **June 10, 2026, to June 30, 2026**, and review of the 2025 / 2026 budget

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

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

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

Acting DC, Rose Collins gave an in-person update where she mentioned the local office has finished all obligated contracts. There is 1 new EQIP contract for 450K and they are helping other offices meeting their obligations. Ms. Collins also mentioned she will be working with both RCDs to send out local work group surveys to give feedback to the State Office by September 1st. Ms. Huff mentioned checking in with McKeen when she got back would be great. Lastly, she mentioned a financial update regarding adjusted gross income (AGI) limits for eligibility: Under the new limits, if the AGI exceeds \$900K and is over 75% from Agriculture and Forestry, then you are eligible.

### **Old Business- None**

### **8. New Business-**

- a. Regional Drainage – Receive staff update, provide direction & consider Updated Letter to City of Dixon (**ACTION**)

**Note:** Director Bei entered at 12:05 p.m.

Ms. Huff explained that at the JPA meeting it was brought up that Dixon RCD wanted the JPA to send a letter to formally request that the County join the JPA. However, Melissa Eads, Assistant City Manager thought a letter was not the right step and suggested a meeting with the County CAO instead. She offered to include Ms. Huff in the City's next meeting with the CAO, which was scheduled for the end of July. That meeting agenda was too full to include a drainage discussion, so Melissa trying to get a new meeting scheduled specifically to discuss

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drainage with the CAO. The Comment letter to the City of Dixon was reviewed by legal and the City's NOP was released. The comments and review are included on the letter. Director Bei suggested adding a cc for Wood Rodgers since they were mentioned in the City's NOP. Director Viguie agreed to add the cc. Lastly, Ms. Huff mentioned the housing questionnaire from Solano County where she included examples of problem areas (AISA) vs. development projects with the City that have worked well together for drainage.

A motion was made by Director Viguie, seconded by Director Schene, to approve the comment Letter to The City with the addition to cc Wood Rodgers. The motion passed as follows:

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

- b. Consider County Review & Respond Request for Anvil Builders/Lupine LLC Use Permit Application U-26-03, submitted by Anvil Builders, for Public Facility Use, located at 8486 Pedrick Road APN 0111050200  
**(ACTION)**

Ms. Huff mentioned that a project review came in for Anvil Builders/Lupine LLC, which is said to reduce 10% of the current runoff. MBK has reviewed the project and believes the proposed design is a reasonable response to the County's requirements, although the County requirements do not meet with DRCD's needs. Ms. Huff drafted a response that, until a regional solution is in place that can accept runoff from the County's AISA area, new development must manage all their runoff. Ms. Huff provided her response in collaboration with MBK's review, detailing how it affects the Dixon RCD area. Director Viguie requested that MBK add points to their review about how the project relates to DRCD system requirements and existing agreements.

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A motion was made by Director Viguie, seconded by Director Bei, to move forward with DRCD response to Solano County and have MBK do additional review on the project. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

c. Fiscal Year 2025/26 Budget – Review and consider PY Budget Adjustments and Reserve Allocations for Dixon RCD Fund 024  
**(ACTION)**

Ms. Huff reviewed the project year end net position for Fiscal Year 2025-2026 as of June 30, 2026 which was -\$39,784.69 versus the budgeted -\$99,661.19. The \$59,876.50 increase was largely due to offsets to expenses from partner agencies and grant reimbursements.

Some recommendations that staff listed are below:

- Move \$20,000 from Fixed Asset Infrastructure – to legal services, to account for \$30,000 in legal expenses for rate study assistance allocated from Future Capital Improvement Acquisition Reserve District Account
- Allocate \$32,899.66 from Fixed Asset Infrastructure – back to Future Capital Improvement Acquisition Reserve Accounts Regional (\$40,000 allocated for flow measurement stations less \$7,281.39 actual DRCD funds spent on flow measurement stations)
- Reduce Miscellaneous Expense by \$500 and increase Postage by \$500.

The 1st and 3rd bullet points concern the budget adjustment for Fund 024 FY 25/26 which the board approved moving forward with. The 2nd bullet point results in a Journal Voucher returning unspent funds back to the District's reserve account.

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Ms. Huff also went over the Dixon RCD reserve account balances as of 06/30/26 with the proposed adjustments which is show below:

| <b>Account #</b>   | <b>Type</b>                                               | <b>Location</b>        | <b>June 30, 2026 Balance</b>                 |
|--------------------|-----------------------------------------------------------|------------------------|----------------------------------------------|
| 240731             | Reserve - Imprest Cash                                    | 1st Northern Bank      | \$ 35,000.00                                 |
| 240733             | Reserve - General                                         | Solano County Treasury | \$ 50,000.00                                 |
| 240734             | Reserve - Future Equipment Acquisition                    | Solano County Treasury | \$ 50,000.00                                 |
| 240736             | Reserve - Future Capital Improvement Acquisition District | Solano County Treasury | \$ 191,739.52                                |
| 240736             | Reserve - Future Capital Improvement Acquisition Regional | Solano County Treasury | \$ 91,740.61 + \$32,899.66<br>= \$124,640.27 |
| Estimated 06/30/26 | Unallocated Balance                                       | Solano County Treasury | \$ 28,318.26                                 |
|                    | <b>Total Projected 06/30/26</b>                           |                        | <b>\$ 479,698.05</b>                         |

Due to all the offsets and reimbursements, the District will also maintain a small buffer of \$28,318 in its unallocated fund balance. Lastly, for Fiscal Year 2026/2027 the approved budget does not propose using reserve funds.

A motion was made by Director Viguie, seconded by Director Bei, to accept the PY 25/26 budget adjustments and reserve allocations for Dixon RCD Fund 024. The motion passed as follows:

Yeas: Viguie, Bei, Schene, Jones

Nays: None

Abstain: None

Absent: Harvey

### **9. DRCD Staff Reports:**

- a. **District Manager's Report-** Ms. Huff mentioned she is working on cleaning of the top portion of North Cross Drain with RD 2068 and Tim Robben. For an IT update Ms. Huff explained that our IT contractor set up Barracuda (email cybersecurity) for all Dixon RCD employees. Campbell Soup is reapplying for RCPP and

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would like the District's support via a letter. The RCPP will focus on soil health and nutrient / irrigation management. In collaboration with Solano RCD, Dixon RCD received Caltrans' designation as a "Clean CA Community". Lastly, Director Viguie mentioned seeing some old fences in Tremont 2 on Realized Dreams property and wanted assurance they would remove them. Ms. Huff assured him they would. See the District Manager's Report for more details.

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

#### **10. Director's Report –None**

#### **11. Communications – None**

#### **12. Upcoming Events –None**

#### **13. Announcements –**

**A Reminder that the next board meeting will be Tuesday, August 11, 2026 at 12:00pm.**

#### **14. Adjourn Meeting**

A motion was made by Director Bei, seconded by Director Schene, 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 12:48 p.m.**



**Kelly Huff, District Manager**

**Dixon Resource Conservation District**