

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

February 27, 2019, 12:30 to 1:00 pm

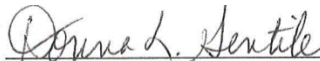
Yolo County Flood Control & Water Conservation District

34274 State Highway 16, Woodland

AGENDA

1. **Call to Order**
2. **Approve Agenda and Adding Items to the Posted Agenda-** In order to add an item to the agenda, it must fit into one of the following categories: a) A majority determination that an emergency (as defined by the Brown Act) exists; or b) A 4/5ths determination that the need to take action that arose subsequent to the agenda being posted.
3. **Public Comment** - The public may address the Committee relating to matters within the YSGA's jurisdiction.
4. **Administrative Items** (Donna Gentile)
 - a) Approve December 11, 2018 meeting minutes, pages 2-3
 - b) Review financials FY2018-2019: December 2018 – January 2019, pages 4-7
 - c) Review FY2017-18 Financial Stmt Audit (draft), (report file attached separately)
 - d) Payments to approve*
5. **Update on YSGA Activities** - discussion item (Tim O'Halloran)
 - a) GSP Development Update
 - b) Discuss draft agenda for March 18, 2019 Board meeting:
 - Presentation: FY2017-18 Audit by Richardson & Company (~15 minutes)
 - Establish Subcommittee for Reconsideration of Voting Structure and Expense Allocation (reference JPA Section 5.11)
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** April ____, 2019; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the February 27, 2019 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by February 22, 2019 in the office located at 34274 State Highway 16, Woodland, CA and was available to the public during normal business hours.



Donna L. Gentile
Board Secretary & Administrative Coordinator

* PAYMENTS TO APPROVE:	
YCFCWCD Admin/Tech Services – July 2018 to Feb 19, 2019	Downey Brand Invoice # 533372
\$ _____ (pending)	

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
December 11, 2018, 12:30 – 1:00 pm (DRAFT)**

Present: Beverly “Babs” Sandeen, Roger Cornwell, Tim O’Halloran, Kurt Balasek, Lynnel Pollock, Kristin Sicke, Donna Gentile

Absent: Elisa Sabatini

1. **CALL TO ORDER** at 12:30 pm by Beverly Sandeen.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Agenda approved unanimously as presented.
3. **PUBLIC FORUM** – No public attendees.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) Approve October 23, 2018 meeting minutes: The minutes were approved by consensus.
 - b) Review financials Fiscal Year - October - November, 2018: Donna reviewed the three agencies dues that have not yet been received and distributed a spreadsheet of how she tracks payments received and deposited. She has been in contact with each of them and the payments are being processed. She will make a final deposit once the remaining dues have been received.
 - c) Status of FY2018-2019 Audit: Donna gave a report on the audit process. She is currently scanning and uploading documents requested by the auditor from their 26 item audit preparation list and answering three separate questionnaires. The auditors have been very helpful so far. After all the prep documents have been completed by Donna, the auditors will schedule a field visit in January to start the actual audit process. A final audit report presentation is planned for the March Board meeting. Babs summarized for the EC the selection process that she and Tim used to select Richardson & Company. They were also the lowest proposal. Donna commented that the second audit for fiscal year ending June 30, 2019 will be coming up soon. She reviewed the report for the Board on the audit selection process that will be included with the January agenda. The EC approved the report. Donna can answer any questions or provide additional information if requested at the Board meeting.
 - d) Payment to approve: All payments were approved.
5. **UPDATE ON YSGA ACTIVITIES** (Tim O’Halloran)
 - a) Groundwater Sustainability Plan (GSP) Development Update: Tim, Kristin and Max have been working closely with Stockholm Environment Institute (SEI) on the modeling and water budget development. So far SEI has concluded that we are in good shape and sustainable in every region. If we have a wet winter that will further help our cause next year during public outreach for the GSP.

Kristin gave an update on the Yolo Basin Boundary Modification (BBM) submitted. DWR selected our Plan B option. They denied the North Delta GSA for the North Delta subbasin for failure to provide sufficient information and for not including enough agencies in their subbasin. Reclamation Districts (RD) 150, 307 and 999 will now join the Yolo subbasin. RD 150 and 999 previously agreed to be part of Yolo. We will need to meet with RD 150 to discuss the details of joining the Yolo subbasin. We might need to establish a coordination agreement with RD 150 if they want to remain with the proposed North Delta GSA. Tim will review the JPA agreement protocol for adopting new members into the Yolo SGA with particular attention to the fee structure, since the YSGA is in the last 6 months of its first 2-years of operations. Kristin added from a planning perspective RD 150 balances out the water budget. Tim’s goal for next year is to complete the bulk of the GSP and its related components. Tim also mentioned the Proposition 1 DWR grant has been executed with the YCF&WCD.

The next task to be tackled is to revisit the YSGA's fee and voting structure as intended after the first two years of operations. He proposes to continue this process with the Working Group in January. The decision that needs to be made is whether and/or how to integrate the WRA and the YSGA into one organization. The WRA's main task has been to manage the Yolo County IRWM (which is broader than the groundwater focus of the YSGA). Once it is decided how the two organizations will move forward, then a dues structure can be discussed, since the same primary agencies participate in both organizations. The basic model for the organizations is essentially the same – administrative and project components.

The other alternative is to hold a 218 election, such as both Colusa and Glenn counties are doing. This might be a better long-term solution, although that will have its own set of issues. These are all issues that the working committee will work through.

The EC discussed how the working committees are convened. Any working group of the JPA needs to be publicly noticed to comply with the Brown Act. We need to conduct these meetings more formally with a public comment period and a committee chairman. As long as the meetings held are transparent and public, it can include the majority of the board. Tim, Babs and Roger will have a side discussion on this item outside of today's meeting.

Tim will include the establishment of a committee in his Executive Office report to the Board. Lynnel mentioned that the Board needs to formally adopt the establishment of this committee and identify the members of the committee. The definition of what signifies a quorum for this group also needs to be decided. Babs reiterated that how the working group functioned prior to the actual formation of the JPA would be need to be different now.

Donna believes that the JPA's agreement does not define the length of time that Board members serve on the YSGA and there isn't any definition of a Board officer election process (i.e. every year or two years). She will review the agreement and report back to the EC.

- a) Discuss agenda items for January 14, 2019 Board meeting: Agenda items were discussed for January.
- Consent Agenda: 2019 Board meeting dates
 - Consent Agenda: Auditor Selection Report
 - Executive Officer Report: Establish Subcommittee for Reconsideration of Voting Structure and Dues Allocation and Integration of WRA and YSGA
 - GSP Development Progress Report

Donna was concerned that since we did not meet in November, the Board did not adopt the 2019 meeting dates. She will email the Board/Alternates the proposed 2019 meeting dates via an Outlook calendar meeting invite. The dates will be adopted at the January meeting.

6. OTHER UPDATES & FUTURE EC AGENDA ITEMS: Nothing additional discussed.

Future agenda item suggestions:

- Executive Committee Agenda: Prop 218 and long-range funding for the YSGA (Pollock)

7. NEXT EC MEETING DATE: February 27, 2019, 12:30 pm to 1:00 pm

8. ADJOURN: Meeting adjourned at 1:00 pm

Respectfully submitted,
Donna Gentile
Board Secretary & Administrative Coordinator

Yolo Subbasin Groundwater Agency
Balance Sheet
As of January 31, 2019

	<u>Jan 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - 1st Northern-Checking	13,211.06
1010 - 1st Northern-Savings	105,515.53
1020 - Yolo County Treasury	450,563.60
Total Checking/Savings	<u>569,290.19</u>
Total Current Assets	<u>569,290.19</u>
TOTAL ASSETS	<u><u>569,290.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - Due to Other Govts	20,000.00
2200 - Prepaid Insurance	-492.00
Total Other Current Liabilities	<u>19,508.00</u>
Total Current Liabilities	<u>19,508.00</u>
Total Liabilities	19,508.00
Equity	
3200 - Retained Earnings	185,329.89
Net Income	364,452.30
Total Equity	<u>549,782.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>569,290.19</u></u>

**Yolo Subbasin Groundwater Agency
 FY2018-2019 Budget vs. Actual
 July 2018 through January 2019**

	<u>Jul '18 - Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	221,874.00	221,874.00	100.0%
4200 · Member Contributions-Affiliates	65,000.00	65,000.00	100.0%
4300 · Direct Contribution-White Areas	0.00	20,000.00	0.0%
4400 · Interest Income	914.31	2,000.00	45.72%
Total Income	<u>447,788.31</u>	<u>468,874.00</u>	<u>95.5%</u>
Expense			
5100 · Bank & Other Fees	72.76	500.00	14.55%
5300 · Insurance-General & Auto	1,477.00	2,000.00	73.85%
5500 · Membership Dues	281.25	1,000.00	28.13%
7000 · Admin. Services/Expenses (WRA)	80,000.00	120,000.00	66.67%
7100 · Project Mgmt-SGMA Implementatio	0.00	110,000.00	0.0%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	1,505.00	20,000.00	7.53%
7500 · GW Monitoring-Real-time Sensors	0.00	80,000.00	0.0%
7600 · YC Groundwater Monitor Program	0.00	42,064.00	0.0%
Total Expense	<u>83,336.01</u>	<u>395,564.00</u>	<u>21.07%</u>
Net Income	<u><u>364,452.30</u></u>	<u><u>73,310.00</u></u>	

Yolo Subbasin Groundwater Agency
Profit & Loss by Month
 July 2018 through November 2018

	<u>Jul - Sep 18</u>	<u>Oct - Dec 18</u>	<u>Jan 19</u>	<u>TOTAL</u>
Income				
4000 · Member Contributions-Municipal	160,000.00	0.00	0.00	160,000.00
4100 · Member Contributions-Rural	221,874.00	0.00	0.00	221,874.00
4200 · Member Contributions-Affiliates	65,000.00	0.00	0.00	65,000.00
4400 · Interest Income	6.03	908.28	0.00	914.31
Total Income	<u>446,880.03</u>	<u>908.28</u>	<u>0.00</u>	<u>447,788.31</u>
Expense				
5100 · Bank & Other Fees	0.00	72.76	0.00	72.76
5300 · Insurance-General & Auto	0.00	1,477.00	0.00	1,477.00
5500 · Membership Dues	0.00	0.00	281.25	281.25
7000 · Admin. Services/Expenses (WRA)	50,000.00	0.00	30,000.00	80,000.00
7100 · Project Mgmt-SGMA Implementatio	0.00	0.00	0.00	0.00
7300 · Legal Services	0.00	1,505.00	0.00	1,505.00
Total Expense	<u>50,000.00</u>	<u>3,054.76</u>	<u>30,281.25</u>	<u>83,336.01</u>
Net Income	<u><u>396,880.03</u></u>	<u><u>-2,146.48</u></u>	<u><u>-30,281.25</u></u>	<u><u>364,452.30</u></u>

Yolo Subbasin Groundwater Agency
Transaction List by Date
December 2018 through January 2019

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Payment	12/03/2018	434622	City of Davis		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Payment	12/10/2018	1335	Reclamation District 785		1200 · Undeposited Funds	√	1100 · Accounts Receivable	1,600.00
Payment	12/18/2018	9531809	County of Yolo		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Payment	12/20/2018	ACH 2791	Reclamation District 2035		1200 · Undeposited Funds	√	1100 · Accounts Receivable	19,000.00
Deposit	12/20/2018			Deposit	1000 · 1st Northern-Checking	√	1200 · Undeposited Funds	19,000.00
Deposit	12/21/2018			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	81,600.00
Deposit	12/31/2018			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	4.10
Payment	01/04/2019	3783	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Payment	01/08/2019	933	Reclamation District 765		1200 · Undeposited Funds	√	1100 · Accounts Receivable	700.00
Bill	01/18/2019	2019-0114	ACWA		2000 · Accounts Payable		5500 · Membership Dues	-281.25
Bill	01/22/2019	2019-02	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-30,000.00
Transfer	01/22/2019			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-10,000.00
Bill Pmt -Check	01/22/2019	116	ACWA		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-281.25
Bill Pmt -Check	01/22/2019	117	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-30,000.00
Payment	01/22/2019	929002	Reclamation District 108		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,800.00
Deposit	01/24/2019			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	16,500.00
Transfer	01/24/2019			Funds Transfer	1020 · Yolo County Treasury	√	1000 · 1st Northern-Checking	-90,000.00
Transfer	01/30/2019			Funds Transfer	1000 · 1st Northern-Checking	√	1010 · 1st Northern-Savings	-80,000.00