

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
October 15, 2019, 12:30 – 1:00 pm**

Present: Roger Cornwell, Kurt Balasek, Tim O'Halloran, Lynnel Pollock, Donna Gentile, Elisa Sabatini

Absent: Jesse Loren, Kristin Sicke

1. **CALL TO ORDER** at 12:25 pm by Chair Roger Cornwell.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Kurt motioned to approve the agenda. Lynnel seconded the motion that passed unanimously.
3. **PUBLIC FORUM** – No comments.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) Approved September 5, 2019 meeting minutes. Motioned by Lynnel and seconded by Kurt. The motion passed unanimously.
 - b) Reviewed financials FY2019-2020: September 2019: The EC reviewed the September financials. Most dues payments have been received since September. The County treasury is slow to close each monthly period. They just closed July on October 3rd and bank statements cannot be accurately reconciled until the period is officially closed.
 - c) Reviewed Yolo County Corrective Action Report: Yolo County Financial Department has requested a corrective action plan from recommendations received by the Special Districts from their audited financials. Since the YSGA did our first audit so late, we actually have two plans to submit for FY ending 6/30/18 and 6/30/19. Donna asked who should be responsible for the development of written policies. Since the County is officially the “treasurer” of the YSGA, the EC directed her to list them as being responsible for draft policies (investment, capital assets, board and employee expense and fraud reporting). The EC would review draft policies and the Board would need to adopt the policies. The corrective action plan needs to be signed by a YSGA Director or the Executive Officer before submitting. Donna will complete the form.
 - d) Streamline online demo of YSGA website: Donna took a webinar with Streamline offered by Yolo County LAFCO in February 2019 explaining their standardization of website design for government agencies. She contacted Streamline to request a free demo for the YSGA website. She gave a short tour of the basic website layout. Streamline’s non-member monthly fee of \$100 (based on the size of our budget) includes:
 - Unlimited support related to using Streamline and training
 - Provides easy tools for local government agencies stay compliant online with State legislation
 - Unlimited upload and storage space
 - Unlimited ability to add, edit and remove content on your site
 - Continuous updates as they are released, including new features and designs
 - Meeting dashboard to help you manage your agendas and minutes and stay in compliance
 - Section 508 compliant and mobile-friendly platform
 - Transparency Dashboard with real-time status on your compliance progress
 - Ability to cancel at any time (even after receiving an invoice, if we decide it isn’t a fit)

The current YSGA website template is not easy to change or manipulate, has duplication of menu bars on top and side, has several functions that are not working, lacks transparency that complies with current regulations. Yolo LAFCO conducted a survey of special district websites

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and we received a score of 32% of required items that should be on the website. Gary Sandy had inquired about our progress on current and future State compliance requirements. Donna explained the requirements and benefits of member and non-member pricing. Donna has a phone consult with one additional web designer provided by Roger. She will report back to the EC which would be the best option for the YSGA and request final approval before moving forward. Lynnel mentioned there is a grant available from Streamline offering no fees for one-year and it's a simple process to apply. Donna will inquire about this with the Streamline representative.

- e) Sign FY19-20 Yolo County Treasury Authorization Form: Donna informed that whoever would be authorized to do transfers out of the YSGA Yolo County Treasury account needs to be on this form. The Chair, Vice-chair and Executive Officer are the authorized representatives. Staff authorized to make deposits and other regular accounting transactions are Donna and Kristin.
- f) Payments to approve: All payments were approved. Motioned by Kurt and seconded by Lynnel. The motion passed unanimously.

Tim motioned to approve Administrative Items a – f. Lynnel seconded the motion that passed unanimously

5. UPDATE ON YSGA ACTIVITIES (Tim O'Halloran)

- a) Groundwater Sustainability Plan (GSP) Development Update: Tim gave an update the following:
- Hydrogeologic Conceptual Model – Model should be available sometime next month
 - Sustainable Management Criteria Workshops – Max Stevenson is working with SEI on the monitoring program component. GEI will lead the workshops on the Criteria.
 - November 6, 2019 Working Group meeting will likely be cancelled. Groundwater Data Managers' Workshop is not ready for scheduling according to Max. Donna is coordinating with Max to assist with invitations and the workshop flier when needed.
- b) Discuss agenda items for November 18, 2019 Board meeting: The meeting will start at 3:15 p.m.
- Consent Items to Receive/Approve
 - ♦ Regular consent items (draft minutes, current financials, committee minutes)
 - Legislative, Regulatory and Delta Issues Update, Adam Robin, NCWA
 - Presentation: Tim/Elisa suggested a potential informational presentation on subsidence along Cache Creek and in the Cache Creek Settling Basin. She will reach out to DWR.
 - GSP Development Update (Tim)

6. OTHER UPDATES & FUTURE EC AGENDA ITEMS: Nothing additional was discussed.
Future Agenda Items:

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

7. NEXT EC MEETING DATE: November 7, 2019, 12:30 to 1:00 p.m. River Garden Farms, Knights Landing

8. ADJOURN: Meeting adjourned at 1:00 p.m.

Respectfully submitted,



Donna L. Gentile
Board Secretary & Administrative Coordinator