

# Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

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## YSGA Executive Committee

**August 26, 2019, 12:30 p.m. to 1:00 p.m.**

Yolo County Flood Control & Water Conservation District

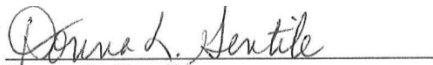
34274 State Highway 16, Woodland

### 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) Review draft FY2018-2019 Audit Report, Brian Nash, Richardson & Company, attached separately
  - b) Executive Officer status update
  - c) Approve July 22, 2019 meeting minutes, pages 2-4
  - d) Review financials: FY End 2018-2019 Balance Sheet & Budget vs Actual (updated), pages 5-6
  - e) Review financials: FY2019-2020: July 2019, pages 7-10
  - f) Payments to approve\*
5. **Update on YSGA Activities** - discussion item (Kristin Sicke)
  - a) GSP Development Update
    - Hydrogeological Conceptual Model
    - Sustainable Management Criteria Workshops
    - September 4, 2019 Working Group meeting/October Groundwater Data Managers' Workshop
  - b) Discuss agenda items for September 16, 2019 Board meeting:
    - Consent Items: including FY End 2018-19 Financials and Final FY2018-19 Audit Report
    - Presentation: \_\_\_?
6. **Other Updates & Future Executive Committee Agenda Items**
  - ADA door opener
7. **Next Executive Committee Meeting Date:** October \_\_\_\_, 2019; YCFC&WCD Board Room

### 8. Adjourn

I declare under penalty of perjury that the foregoing agenda for the August 26, 2019 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by August 23, 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

* <b>PAYMENTS:</b>	WRA 1 <sup>st</sup> Quarter Invoice #2019-7: FY19-20: \$20,000.00
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Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency  
**MINUTES of Executive Committee (EC)**  
**July 22, 2019, 12:00 pm – 1:00 pm**  
**DRAFT**

**Present:** Roger Cornwell, Jesse Loren, Kurt Balasek, Elisa Sabatini, Lynnel Pollock, Kristin Sicke, Donna Gentile

**Absent:** Tim O'Halloran

1. **Call to Order:** Meeting was called to order by Chair Cornwell at 12:10 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Motion to approve the agenda by Balasek, seconded by Loren and passed unanimously.
3. **Public Comment:** No comments.
4. **WRA Administrative Items:** Motion to approve all administrative items by Loren, seconded by Balasek and carried unanimously.
  - a) June 3, 2019 minutes approved.
  - b) Reviewed FY2018-19 financials: July 2018 – June 2019: Donna reviewed the financials to-date. All FY2018-2019 expenses have been posted and the financials attached should be a final actual for the year. The WRA started the year with \$6,015 from YSGA funds carried forward from the previous fiscal year (funds unexpended as of 6/30/18). To-date the WRA has received \$110,000 in income from the YSGA. As with last year, any funds unexpended by 6/30/19 will be carried forward into FY2019-20, which should be approximately \$11,200 based on the Profit & Loss statement attached.
  - c) Approved payments for WRA expenses: All expense listed were approved and paid.
  - d) Two-year audit for fiscal years ending June 2018 and June 2019 is scheduled for September/October with Perry, Bunch & Johnston. The audit report should be available by November.
5. **YSGA Administrative Items:**

Kristin gave an update on Tim O'Halloran's work status. An official announcement will be public by the District's August Board meeting. (Post meeting note: As of 7/31/19, Tim is taking indefinite medical leave from his District position.) Donna reminded that Tim is not only Executive Officer for the YSGA, but also Treasurer for the WRA. Donna is in the process of verifying who is authorized to handle Yolo County Treasury transactions for the YSGA in Tim's absence. The Chair and Vice-chair should also be authorized representatives. If bank account signatories need to be updated, she will attempt to have that handled during an Executive Committee meeting for everyone's convenience. Motion to approve all administrative items by Pollock, seconded by Balasek and carried unanimously.

  - a) June 3, 2019 minutes approved.
  - b) Reviewed FY2018-19 financials: July 2018 - June 2019: Donna reviewed the financials to-date. All the FY2018-2019 expenses have been posted and the financials attached should be a final actual for the year. The \$20,000 (#2100-Due to Other Govts) was a liability posted as recommended by the auditors, because the WRA's administrative contract for FY18-19 was \$120,000 and only invoiced for \$100,000. A liability was created for the YSGA because the contract agreement language omitted "not to exceed". This language was added to the renewed contract for FY19-20 to correct this oversight.

Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency  
**MINUTES of Executive Committee (EC)**  
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- Donna also explained that the reason why Rural Member Contributions (#4100) income was higher than the budget. The new members who just joined, Reclamation Districts 150 and 999, agreed to pay retroactive dues starting from July 1, 2017 to June 30, 2019. Reclamation District 307's membership payment is still pending final processing, as well as their signed JPA agreement signature page.
- c) Approved payment YSGA expenses and signed administrative contracts: All expense listed were approved and paid. Renewal contracts with the WRA and the YCFC&WCD were both signed and executed.
  - d) FY2019-2020 Membership Invoices – Donna will send out invoices by the end of July with the option of paying either for a full year or a half-year in two payments.
  - e) One-year audit for fiscal year ending June 2019 is scheduled for July/August with Richardson & Company. Donna has already begun preparing and up-loading documents for the auditor as requested. They might be ready to present the final audit by the September board meeting. When the 3-year contract with Richardson & Company ends, the YSGA will consider whether to change to a 2-year audit cycle like the WRA.
- 6. Update on water legislation & regulatory issues:** Roger gave updates on the following items: SB 1 [California Environmental, Public Health & Workers Defense Act 2019](#), [Human Right to Water](#), [SB 200 Drinking Water](#). Elisa reported that the [Yolo Bypass Fish Passage Project](#) has been approved by the California Department of Water Resources which will expand the migration corridor for endangered fish to the Yolo Bypass and the Sacramento Valley's main floodplain. This state and federal project is the largest floodplain restoration action on the West Coast.
- 7. WRA Technical Committee (TC) & Westside IRWMP Update:** Elisa Sabatini, TC Chair reported that the Westside IRWMP Update 2019 was formally approved by DWR in early July. Donna informed that at the September 5th TC meeting Tim Busch will give an update on the City of Woodland's ASR Project and in November a tour of RD787's fish food floodplain project is planned. She also reported that FloodSafe Yolo 2.0 has been initiated by the County and the YCFC&WCD. Elisa asked that we add an update on this item to the September TC meeting agenda. Elisa also shared the sad news that Fran Borcalli recently passed.
- 8. Update on YSGA Activities:**
- a) GSP Development: Kristin reported that we received three RFQs for the Hydrogeologic Conceptual Model. She hopes to move forward with selecting one of them soon. Additional sustainable management criteria workshops will be conducted in the other Management Areas similar to the Capay Valley workshop in May. David Gutierrez has been retained to assist with these workshops. Kristin answered questions. Roger informed that SEI has not provided an update to RD787 and Conaway Ranch about the additional information provided after the April Working Group meeting. Kristin will contact them. Kurt asked who provided RFQs. Larry Walker Associates, West Yost Associates and Montgomery & Associates responded to the RFQ.

Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency  
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**9. September 16, 2019 Board Meeting:** Kristin reported that she spoke with legal counsel, Kevin O'Brien, and he has recommended that the WRA and the YSGA hold separate board meetings for clarity of voting protocols. Kevin clarified that it is not a rule that a Board member must abstain from voting on meeting minutes if they did not attend the meeting. Kristin and Donna will draft an agenda for both agencies for EC review at the next meeting.

a) WRA Agenda:

Following items were suggested for the September 16<sup>th</sup> agenda:

- *Update on the City of Woodland's ASR Project from Tim Busch.* Donna will contact him to verify his availability. Elisa will let County Supervisors know about the ASR item because they were interested in an update.

b) YSGA Agenda: Kristin, Roger and Donna will coordinate to develop agenda items for the September 16<sup>th</sup> meeting.

**10. Other Updates & Future Executive Committee Agenda Items:** Donna presented an item for discussion at the next EC meeting. In September 2017, the WRA Board approved a salary increase for Donna and also requested that an annual employee performance evaluation be conducted. This item was overlooked with the change of Board chair assignment when Chair Babs Sandeen left the WRA Board in January. The EC will discuss how to conduct the evaluation on August 26<sup>th</sup>. Donna will review what self-evaluation forms the WRA has available.

Jesse gave a brief update on City of Winters' activities.

**11. Next WRA & YSGA Executive Committee Meeting Date:** August 26, 2019, WRA from 12:00 to 12:30 pm; YSGA from 12:30 – 1:00 pm in the YCF&WCD Board Room.

**12. Adjourned** at 1:15 pm.

Respectfully submitted,

Donna L. Gentile  
WRA/YSGA Board Secretary & Administrative Coordinator

## Yolo Subbasin Groundwater Agency

## Balance Sheet

As of June 30, 2019

	<u>Jun 30, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	21,998.55
1010 · 1st Northern-Savings	80,530.70
1020 · Yolo County Treasury	393,000.59
Total Checking/Savings	<u>495,529.84</u>
Total Current Assets	<u>495,529.84</u>
<b>TOTAL ASSETS</b>	<b><u>495,529.84</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	32,190.35
Total Accounts Payable	<u>32,190.35</u>
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>51,698.35</u>
Total Liabilities	51,698.35
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	185,329.89
Net Income	258,501.60
Total Equity	<u>443,831.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>495,529.84</u></b>

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

	<u>Jul '18 - Jun 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	251,416.55	236,646.00	106.24%
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	8,688.24	2,000.00	434.41%
<b>Total Income</b>	<u>485,104.79</u>	<u>483,646.00</u>	<u>100.3%</u>
<b>Expense</b>			
5100 · Bank & Other Fees	644.08	500.00	128.82%
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)	110,000.00	120,000.00	91.67%
7100 · Project Mgmt-SGMA Implementatio	53,946.78	110,000.00	49.04%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	9,290.08	20,000.00	46.45%
7350 · Audit Services - Financial	8,900.00	8,900.00	100.0%
7500 · GW Monitoring-Real-time Sensors	0.00	80,000.00	0.0%
7600 · YC Groundwater Monitor Program	42,064.00	42,064.00	100.0%
<b>Total Expense</b>	<u>226,603.19</u>	<u>404,464.00</u>	<u>56.03%</u>
<b>Net Income</b>	<u><u>258,501.60</u></u>	<u><u>79,182.00</u></u>	

**Yolo Subbasin Groundwater Agency**  
**Balance Sheet**  
As of July 31, 2019

	<u>Jul 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · 1st Northern-Checking	4,808.20
1010 · 1st Northern-Savings	65,530.70
1020 · Yolo County Treasury	<u>393,000.59</u>
<b>Total Checking/Savings</b>	463,339.49
<b>Accounts Receivable</b>	
1100 · Accounts Receivable	<u>5,941.00</u>
<b>Total Accounts Receivable</b>	<u>5,941.00</u>
<b>Total Current Assets</b>	<u>469,280.49</u>
<b>TOTAL ASSETS</b>	<u><b>469,280.49</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Due to Other Govts	<u>20,000.00</u>
<b>Total Other Current Liabilities</b>	<u>20,000.00</u>
<b>Total Current Liabilities</b>	<u>20,000.00</u>
<b>Total Liabilities</b>	20,000.00
<b>Equity</b>	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	443,831.49
Net Income	<u>5,449.00</u>
<b>Total Equity</b>	<u>449,280.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>469,280.49</b></u>

## Yolo Subbasin Groundwater Agency Budget vs Actual July 2019

	<u>Jul 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
4000 · Member Contributions-Municipal	0.00	160,000.00	0.0%
4100 · Member Contributions-Rural	5,941.00	236,646.00	2.51%
4200 · Member Contributions-Affiliates	0.00	65,000.00	0.0%
4300 · Direct Contribution-White Areas	0.00	20,000.00	0.0%
4400 · Interest Income	0.00	5,000.00	0.0%
<b>Total Income</b>	<u>5,941.00</u>	<u>486,646.00</u>	<u>1.22%</u>
<b>Expense</b>			
5100 · Bank & Other Fees	0.00	500.00	0.0%
5300 · Insurance-General & Auto	492.00	2,000.00	24.6%
5500 · Membership Dues	0.00	1,000.00	0.0%
7000 · Admin. Services/Expenses (WRA)	0.00	127,500.00	0.0%
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	0.00	20,000.00	0.0%
7350 · Audit Services - Financial	0.00	7,000.00	0.0%
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%
<b>Total Expense</b>	<u>492.00</u>	<u>410,064.00</u>	<u>0.12%</u>
<b>Net Income</b>	<u><u>5,449.00</u></u>	<u><u>76,582.00</u></u>	<u><u>7.12%</u></u>



**Yolo Subbasin Groundwater Agency**  
**Profit & Loss**  
July 2019

	<u>TOTAL</u>
<b>Income</b>	
4100 · Member Contributions-Rural	<u>5,941.00</u>
<b>Total Income</b>	5,941.00
<b>Expense</b>	
5300 · Insurance-General & Auto	<u>492.00</u>
<b>Total Expense</b>	<u>492.00</u>
<b>Net Income</b>	<u><u>5,449.00</u></u>

**Yolo Subbasin Groundwater Agency  
Transaction List by Date  
July 2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>
General Journal	07/01/2019	5		Re-assign insurance paid in FY18-19 for FY19-20	2200 · Prepaid Insurance		5300 · Insurance-General & Auto	-492.00
Transfer	07/18/2019			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-15,000.00
Bill Pmt -Check	07/22/2019	126	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,587.00
Bill Pmt -Check	07/22/2019	127	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-30,603.35
Invoice	07/25/2019	2019-1	Reclamation District 307		1100 · Accounts Receivable		-SPLIT-	5,941.00