

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
May 18 2020, 12:30 – 1:00 pm
Teleconferenced GoToMeeting

Present (attended via GoToMeeting): Roger Cornwell, Jesse Loren, Kristin Sicke, Tim O'Halloran, Kurt Balasek, Lynnel Pollock, Donna Gentile, Elisa Sabatini

1. **CALL TO ORDER** at 12:15 pm by Chair Roger Cornwell.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Jesse motioned to approve the agenda. Lynnel seconded the motion that passed unanimously.
3. **PUBLIC FORUM** – No comments.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) *April 13, 2020 meeting minutes approved.*
 - b) *Reviewed financials FY2019-2020: April 2020:* The EC reviewed the financials. Donna reported on the current bank balance as of 5/18/20 after today's check run.
 - c) *Discuss Membership Dues "for" invoicing in July and changes for consolidated Reclamation Districts:* Donna discussed the need to adjust the membership dues to reflect the 3 Reclamation District's (RD) that are consolidating effective July 1st. Jesse shared that the City of Winters is having serious budget discussions. They would like a 3-year (at a minimum) and ideally a 7 year projection for their budget planning. Kristin reminded that the Board agreed to postpone revisiting the dues structure until after the GSP was submitted. Currently it is anticipated that the GSP will be completed by spring or summer of 2021. A subcommittee will need to be established to discuss long-term (10-year) forecasting of the revenue needs to support the YSGA's anticipated expenses/operations. By the fall, we may need to begin looking at these issues and potential funding options for the YSGA, which is earlier than expected. Tim commented that the consolidation of the three RD's this July will require some interim discussion to adjust their dues to accommodate these changes. Budget discussions are challenging because we still do not know the future ongoing structure of the YSGA and WRA. Will they continue to be separate agencies or be consolidated? Kristin suggested that a subcommittee will need 6 months to investigate all the financing and organizational re-structuring options. More importantly the question is to define what the YSGA's operating expenses will be after the GSP is complete. As part of DWR's GSP submission process, an annual and 5-year report update is required.
 - d) *Upcoming Fiscal end of year procedures: Audit ending 6/30/20 and Yolo County end of fiscal year document deadline July 30:* For informational purposes, Donna reported on the two tasks that are pending after July. The audit for fiscal year ending 6/30/20 audit with Richardson & Company will likely begin in July/August. Yolo County Financial Services also has a checklist of documents required to be submitted for this fiscal year end and the next budget year.
 - e) *Addition of Kristin to YSGA First Northern Bank and Yolo County Treasury accounts as authorized agency representative (sign authorizing letter to bank):* An authorizing letter to First Northern Bank is ready to sign today adding Kristin to the accounts as an authorized YSGA account representative and removing Tim (reminder this is only for the YSGA accounts). Yolo County has their own form to change authorizing representatives for the YSGA account that will be submitted with year-end documents.
 - f) *Assess whether Conflict of Interest Code needs to be amended. FPPC requires biennial review by 10/1/20, FPPC email received:* A notice was received from the FPPC to conduct a biennial review of our Conflict of Interest Code (COIC). The deadline for this review is 10/1/20. This may require a consult with legal counsel. Donna will review the requirements and how to document the review process by the

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YSGA Board. There is a form to indicate to the FPPC whether changes are needed. If changes are needed, our COIC would need to be approved by the FPPC as was initially done in 2018.

g) Payments to approve*: All payments approved

Jesse motioned to approve Administrative Items a – g. Lynnel seconded the motion that passed unanimously.

5. **REVIEW DRAFT NEW BOARD POLICIES**: Donna presented to the EC for consideration draft documents for each of the policies below as recommended by our auditor, Richardson & Company and Yolo County LAFCO. She received sample polices from the YCFC&WCD and Mark Krummenacker, Yolo County LAFCO. Since the YSGA does not have “employees” or “management” staff, Donna adapted the text to reflect the YSGA’s situation as best as possible. These policies need to be reviewed and consistent references should be established throughout. Legal counsel may want to review these draft policies as well. The Board can decide to amend these policies in the future should YSGA operations change. The EC’s consensus was to keep the policies generic for now and amend as the agency develops.

The EC established a subcommittee with Lynnel Pollock, Kurt Balasek and Donna to further refine the policies. A final draft will be presented to the Board for comments and adoption at the September 21st Board meeting.

- a) Adoption/Amendment of Policies: This policy is suggested by Donna to establish a guideline for policy adoption and amendments.
- b) Asset Protection and Fraud in the Workplace: This is a lengthy version of this policy based on the auditor’s fraud policy recommendations to include a section that says how to report fraud, including if it is suspected at the executive officer or board level.
- c) Expense Authorization and Reimbursement Guidelines: This sample policy will need to identify dollar amounts if this policy is used as presented.
- d) Investment Policy Guidelines: The auditor gave some suggestions that Donna incorporated into this draft.
- e) Capital Assets Policy: Donna was not clear the kind of assets the YSGA might have and gave two short samples from the auditor and the WRA’s adopted policy.

6. **UPDATE ON YSGA ACTIVITIES** (Sicke/O’Halloran) – Updates were given on the following:

- a) Groundwater Sustainability Plan (GSP) Development Update:
 - *Update on May 6, 2020 Working Group virtual meeting* – Kristin reported what was covered in this meeting that included an overview of activities since the last meeting in April 2019 and the process for moving forward. The virtual meeting presentation is available on the website: <https://www.yologroundwater.org/working-group>. Participation was solicited for a Technical Advisory Committee(s) (TAC) to provide technical guidance for the GSP. A meeting with GEI is scheduled to be sure the process is well-laid out for the TAC.

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- *Sustainable Management Criteria (SMC) Workshops – mid summer.* Hopefully these workshops will proceed amid all the current meeting restrictions for COVID-19. DWR recently offered guidance on how to convene larger meetings online. Kristin is hoping we can hold a few small group in-person meetings in the near future.
- b) YSGA Board meeting June 15, 2020: Kristin reviewed the potential items for the agenda and asked the EC for any additional items they want to include.
 - *Consent Items:* board minutes, financial statements, subcommittee minutes
 - *FY2020-2021 Budget – Amendments (if needed):* An update of the dues for RD 537 will be needed as RD 785 and RD 827 will be merging into RD 537's jurisdiction effective July 1, 2020. The Rural Agency membership dues will need to reflect these changes, as well as updating the JPA agreement.
 - *Adopt 2021 Board meeting dates:* Could be adopted at the June or September meeting
 - *Biennial Review of FPPC Conflict of Interest Code:* Could be adopted at the September agenda
 - *Legislation and Regulatory Update, Adam Robin, NCWA*
 - *GSP Development Update:* Kristin offered to have Scott Matyac from the Yuba Water Agency give an overview on lessons learned from their GSP process as they have already submitted theirs to DWR. The EC agreed this would be useful information for a Board presentation.

7. OTHER UPDATES & FUTURE EC AGENDA ITEMS:

- *Website Updates:* After reviewing the layout and organization of resources and information on the website, Donna is refining and consolidating several areas to be more efficient and user-friendly. There is another home page layout that would allow more information to be displayed without scrolling down than current format being used. She will be presenting a cloned website to Kristin and Max for their review.

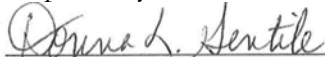
Future Agenda Items:

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

8. NEXT EC MEETING DATE: July 8, 2020, 12:30 p.m., Yolo County Flood Control & WCD Board Room and/or via teleconferencing options.

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

Respectfully submitted,



Donna L. Gentile

Board Secretary & Administrative Coordinator