

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee July 26, 2021, 12:15 p.m. – 1:00 p.m.

NOTE: This meeting is being agendized to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 ([March 17, 2020](#)).

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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** (Sicke)
 - a) [Approve June 7, 2021 meeting minutes](#), pages 3-4
 - b) [Review financials: FY2020-2021 and FY 2021-2022: June-July, 2021](#), pages 5-15
 - c) Payments to approve*
 - d) FY 2020/2021 Audit
 - e) Year End Closing Documents to Yolo County
5. **Update on YSGA GSP Activities** discussion item (Sicke)
 - a) GSP Development Update
 - SMC Criteria Development
 - Projects and Management Actions – Working Group Meeting (July 29, 2021)
 - Upcoming Public Workshop – August 11, 2021
 - Draft Sections of the GSP
 - Interbasin Coordination Efforts

6. Other Updates & Future Executive Committee Agenda Items

7. Next Executive Committee Meeting Date: August ____, 2021; via GoToMeeting, YCFC&WCD Boardroom

8. Adjourn

I declare under penalty of perjury that the foregoing agenda for this meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by July 26, 2021 in the office located at 34274 State Highway 16, Woodland, CA and was available to the public during normal business hours.

Kristin Sicke
Executive Officer

* PAYMENTS:
GEI Invoice #3091539: May 2021 Professional Services (Develop Yolo Subbasin GSP): \$5,214
SEI Invoice #7964: May 2021 Professional Services (Model Analysis/Water Budget for Yolo Subbasin GSP): \$2,960
SEI Invoice #8000: June 2021 Professional Services (Model Analysis/Water Budget for Yolo Subbasin GSP): \$1,041
YCFC&WCD Invoice #2021.0430: January-June 2021 Administrative and Technical Support Services: \$65,758.38
YCFC&WCD Reimbursement for Postage: \$18.36
LedgerPro Bookkeeping Invoice #2208: June 2021 Bookkeeping Services: \$175
WRA Reimbursement for April 2021 Internet/I-Net/Office 365 (\$116.55) and March and April 2021 Credit Card Statement for Adobe (\$12.99/month) = \$142.53

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
June 7, 2021, 12:15-1:00 pm
YCFC&WCD Boardroom/Teleconferenced GoToMeeting

Present: Roger Cornwell, Kurt Balasek, Lynnel Pollock, Kristin Sicke, Elisa Sabatini (remotely), Sarah Leicht

Absent: Jesse Loren

1. **Call to Order:** Meeting was called to order by Roger Cornwell, Chair at 12:16 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Lynnel Pollock motioned to approve the agenda. Kurt Balasek seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items (Sicke):**
 - a) May 11, 2021 meeting minutes were approved.
 - b) Reviewed financials: FY2020-21: April-May 2021: Financials through the end of May were provided with the agenda packet.
 - c) Payments to approve: Payment to GEI for GSP preparation.
 - d) YSGA and YCFC&WCD Technical and Administrative Services Agreement: In January, Budget Amendment #3 was passed (this was technically Amendment #1 for FY 2020-2021, but considered #3 for the 2-year adopted budget when FY 2019-2020 was proposed to the Board), which accounted for additional consultant costs and reduced costs of Donna's services and the real-time groundwater monitoring network. Proposed Budget Amendment #4 would adjust payments to the YCFC&WCD from \$210,000 to \$265,000 to account for additional staff time, consultant time, and materials. For next year, the estimated cost of the YCFC&WCD contract is estimated to be about \$225,000, but the final budget number will be provided to the Board at the next Board of Directors' meeting on June 21, 2021.

Lynnel Pollock motioned to approve administrative items a) and c). Kurt Balasek seconded the motion that was unanimously approved.

5. **Update on YSGA GSP Activities (Sicke):**
 - a) GSP Development Update: Kristin gave a brief update on the accomplishments to-date.
 - SMC Criteria Development: A Draft SMC Summary document was sent out to stakeholders to solicit feedback on minimum thresholds, measurable objectives, and sustainability goals.
 - Projects and Management Actions: A draft list of projects and management actions by Management Area was also sent out to solicit feedback. The YSGA will be having focused meetings with Capay Valley and North Yolo about the projects, and a Subbasin-wide Working Group meeting.
 - Upcoming Public Workshops – tentatively scheduled for June 23, 2021 at the Yolo County Fairgrounds, staff are working with Denise Sagara to complete the outreach postcards.
 - Draft Sections of the GSP: Chapter 3 is in development and should be available in the coming weeks.
 - Interbasin Coordination Efforts: The YSGA has continued to coordinate with neighboring subbasins. There was a recent meeting with Colusa Subbasin about how the thresholds may interact across the border. The YSGA is working towards official coordination agreements with neighboring subbasins.

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
June 7, 2021, 12:15-1:00 pm
YCFC&WCD Boardroom/Teleconferenced GoToMeeting

6. YSGA Board Meeting: June 21, 2021, 3:15 p.m.

The EC discussed the June agenda.

- Executive Officer Report
- Consent Items: Board and Committee Minutes & Financial Reports
- DWR Update
- Legislative and Regulatory Update: NCWA
- GSP Development Update and Upcoming Public Workshops
- Areas of Special Concern
- Budget Amendment #4 – Admin. And Project Management Services Change

7. Other Updates & Future Executive Committee Agenda Items: No additional items.

8. Next Executive Committee Meeting Date: The next Executive Committee meeting will occur on July 26, 2021, in the YCFC&WCD Boardroom and via GoToMeeting.

9. Adjourned at 12:48 pm.

Respectfully submitted,

Kristin Sicke
Executive Officer

Yolo Subbasin Groundwater Agency

Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	10,296.33
1010 · 1st Northern-Savings	5,662.79
1020 · Yolo County Treasury	<u>864,741.55</u>
Total Checking/Savings	880,700.67
Other Current Assets	
1150 · Prepaid Insurance	<u>492.25</u>
Total Other Current Assets	<u>492.25</u>
Total Current Assets	<u>881,192.92</u>
TOTAL ASSETS	<u><u>881,192.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>75,309.27</u>
Total Accounts Payable	<u>75,309.27</u>
Total Current Liabilities	<u>75,309.27</u>
Total Liabilities	75,309.27
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	743,404.42
Net Income	<u>62,479.23</u>
Total Equity	<u>805,883.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>881,192.92</u></u>

Yolo Subbasin Groundwater Agency

Budget vs Actual

July 2020 through June 2021

07/24/21

Accrual Basis

	Jul '20 - Jun 21	Budget	% of Budget
Income			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	237,841.50	257,842.00	92.2%
4200 · Member Contributions-Affiliates	65,000.00	65,000.00	100.0%
4400 · Interest Income	10,441.76	5,000.00	208.8%
Total Income	473,283.26	487,842.00	97.0%
Expense			
5100 · Bank & Other Fees	1,284.26	500.00	256.9%
5300 · Insurance-General & Auto	1,837.73	2,000.00	91.9%
5500 · Membership Dues	2,830.00	3,000.00	94.3%
5800 · Postage	18.36		
7000 · Admin. Services/Expenses (WRA)			
7010 · Westside IRWMP Cost Share (WRA)	21,500.00	21,500.00	100.0%
7000 · Admin. Services/Expenses (WRA) - Other	60,847.70	63,500.00	95.8%
Total 7000 · Admin. Services/Expenses (WRA)	82,347.70	85,000.00	96.9%
7100 · Project Mgmt-SGMA Implementatio	214,318.48	245,000.00	87.5%
7200 · Consultant Services	3,290.00	20,000.00	16.5%
7300 · Legal Services	6,639.00	20,000.00	33.2%
7350 · Audit Services - Financial	7,050.00	7,050.00	100.0%
7400 · GSP - Related Consultant Costs	49,124.50	90,000.00	54.6%
7600 · YC Groundwater Monitor Program	42,064.00	42,064.00	100.0%
Total Expense	410,804.03	514,614.00	79.8%
Net Income	62,479.23	-26,772.00	-233.4%

Yolo Subbasin Groundwater Agency
Statement of Cash Flows
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
OPERATING ACTIVITIES	
Net Income	63,662.76
Adjustments to reconcile Net Income to net cash provided by operations:	
1150 · Prepaid Insurance	-131.27
2000 · Accounts Payable	49,843.84
	<hr/>
Net cash provided by Operating Activities	113,375.33
	<hr/>
Net cash increase for period	113,375.33
	<hr/>
Cash at beginning of period	767,325.34
	<hr/>
Cash at end of period	880,700.67
	<hr/> <hr/>

Yolo Subbasin Groundwater Agency Profit & Loss

July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL
Income													
4000 · Member Contributions-Municipal	160,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
4100 · Member Contributions-Rural	237,841.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237,841.50
4200 · Member Contributions-Affiliates	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00
4400 · Interest Income	0.00	0.00	1.10	3,040.41	0.00	1.55	3,307.96	0.00	2.42	2,645.84	0.00	1,442.48	10,441.76
Total Income	462,841.50	0.00	1.10	3,040.41	0.00	1.55	3,307.96	0.00	2.42	2,645.84	0.00	1,442.48	473,283.26
Expense													
5100 · Bank & Other Fees	0.00	0.00	0.00	252.75	25.00	0.00	334.39	0.00	0.00	294.33	0.00	377.79	1,284.26
5300 · Insurance-General & Auto	360.98	0.00	0.00	1,476.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,837.73
5500 · Membership Dues	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	1,630.00	0.00	0.00	0.00	0.00	2,830.00
5800 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.36	18.36
7000 · Admin. Services/Expenses (WRA)													
7010 · Westside IRWMP Cost Share (WRA)	0.00	0.00	0.00	21,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,500.00
7000 · Admin. Services/Expenses (WRA) - Other	0.00	0.00	23,517.25	0.00	0.00	13,316.81	6,726.55	0.00	17,144.56	0.00	0.00	142.53	60,847.70
Total 7000 · Admin. Services/Expenses (WRA)	0.00	0.00	23,517.25	21,500.00	0.00	13,316.81	6,726.55	0.00	17,144.56	0.00	0.00	142.53	82,347.70
7100 · Project Mgmt-SGMA Implementatio	0.00	0.00	0.00	44,621.13	0.00	0.00	0.00	103,938.97	0.00	0.00	0.00	65,758.38	214,318.48
7200 · Consultant Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,870.00	0.00	420.00	3,290.00
7300 · Legal Services	0.00	0.00	0.00	2,062.50	0.00	540.00	0.00	0.00	1,488.00	460.00	920.00	1,168.50	6,639.00
7350 · Audit Services - Financial	0.00	0.00	7,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,050.00
7400 · GSP - Related Consultant Costs	0.00	0.00	0.00	0.00	0.00	0.00	6,799.75	3,114.00	4,441.00	12,373.00	13,181.75	9,215.00	49,124.50
7600 · YC Groundwater Monitor Program	0.00	0.00	0.00	42,064.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,064.00
Total Expense	360.98	0.00	30,567.25	111,977.13	25.00	15,056.81	13,860.69	108,682.97	23,073.56	15,997.33	14,101.75	77,100.56	410,804.03
Net Income	462,480.52	0.00	-30,566.15	-108,936.72	-25.00	-15,055.26	-10,552.73	-108,682.97	-23,071.14	-13,351.49	-14,101.75	-75,658.08	62,479.23

8:47 AM

07/24/21

Yolo Subbasin Groundwater Agency
A/P Aging Summary
As of June 30, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
GEI Consultants, Inc.	5,214.00	0.00	0.00	0.00	0.00	5,214.00
LedgerPro Bookkeeping	175.00	0.00	0.00	0.00	0.00	175.00
Stockholm Environment Institute	1,041.00	2,960.00	0.00	0.00	0.00	4,001.00
Water Resources Association of Yolo Cty	142.53	0.00	0.00	0.00	0.00	142.53
Yolo County Flood Control & WCD	65,776.74	0.00	0.00	0.00	0.00	65,776.74
TOTAL	<u>72,349.27</u>	<u>2,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75,309.27</u>

Yolo Subbasin Groundwater Agency

07/24/21

Balance Sheet

Accrual Basis

As of July 24, 2021

	<u>Jul 24, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	10,296.33
1010 · 1st Northern-Savings	5,662.79
1020 · Yolo County Treasury	<u>864,741.55</u>
Total Checking/Savings	<u>880,700.67</u>
Total Current Assets	<u>880,700.67</u>
TOTAL ASSETS	<u>880,700.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>75,309.27</u>
Total Accounts Payable	<u>75,309.27</u>
Total Current Liabilities	<u>75,309.27</u>
Total Liabilities	<u>75,309.27</u>
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	805,883.65
Net Income	<u>-492.25</u>
Total Equity	<u>805,391.40</u>
TOTAL LIABILITIES & EQUITY	<u>880,700.67</u>

Yolo Subbasin Groundwater Agency

07/24/21

Budget vs Actual

Accrual Basis

July 2021

	Jul 21	Budget	% of Budget
Income			
4000 · Member Contributions-Municipal	0.00	160,000.00	0.0%
4100 · Member Contributions-Rural	0.00	257,842.00	0.0%
4200 · Member Contributions-Affiliates	0.00	65,000.00	0.0%
4400 · Interest Income	0.00	5,000.00	0.0%
Total Income	0.00	487,842.00	0.0%
Expense			
5100 · Bank & Other Fees	0.00	500.00	0.0%
5300 · Insurance-General & Auto	492.25	2,000.00	24.6%
5500 · Membership Dues	0.00	3,000.00	0.0%
7100 · Project Mgmt-SGMA Implementatio	0.00	250,000.00	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	8,500.00	0.0%
7400 · GSP - Related Consultant Costs	0.00	60,000.00	0.0%
7500 · GW Monitoring-Real-time Sensors	0.00	40,000.00	0.0%
7600 · YC Groundwater Monitor Program	0.00	42,064.00	0.0%
Total Expense	492.25	446,064.00	0.1%
Net Income	-492.25	41,778.00	-1.2%

8:46 AM

Yolo Subbasin Groundwater Agency

07/24/21

Profit & Loss

Accrual Basis

July 1 - 24, 2021

	<u>TOTAL</u>
Income	0.00
Expense	
5300 - Insurance-General & Auto	<u>492.25</u>
Total Expense	<u>492.25</u>
Net Income	<u><u>-492.25</u></u>

Yolo Subbasin Groundwater Agency
Statement of Cash Flows
July 1 - 24, 2021

	<u>Jul 1 - 24, 21</u>
OPERATING ACTIVITIES	
Net Income	-492.25
Adjustments to reconcile Net Income to net cash provided by operations:	
1150 · Prepaid Insurance	492.25
Net cash provided by Operating Activities	<u>0.00</u>
Net cash increase for period	0.00
Cash at beginning of period	<u>880,700.67</u>
Cash at end of period	<u><u>880,700.67</u></u>

Yolo Subbasin Groundwater Agency Transaction List by Date June 5 through July 24, 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Jun 5 - Jul 24, 21								
Bill	06/09/2021	7964	Stockholm Environment Institute	May 3 - May 30, 2021 SEI-US Project 21 117	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-2,960.00
Bill Pmt -C...	06/11/2021	174	GEI Consultants, Inc.	3/27-4-30 Project 2002359 YSGA-Develop Yolo Subbasin GSP	1000 · 1st Northern-Checking	*	2000 · Accounts Payable	-11,305.25
Bill Pmt -C...	06/11/2021	175	Stockholm Environment Institute	SEI-US Project 21 117 Costs for Apr 5 to May 2, 2021	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-1,876.50
Bill	06/11/2021	2174	LedgerPro Bookkeeping	May activity	2000 · Accounts Payable		7200 · Consultant Services	-245.00
Bill	06/14/2021	3091539	GEI Consultants, Inc.	5/1/21-5/28/21 Services for Project 2002359	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-5,214.00
Bill	06/23/2021	2021.0430	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-65,758.38
Bill Pmt -C...	06/25/2021	176	Downey Brand LLP	Svcs through April 30, 2021	1000 · 1st Northern-Checking		2000 · Accounts Payable	-920.00
Bill Pmt -C...	06/25/2021	177	LedgerPro Bookkeeping	May activity	1000 · 1st Northern-Checking		2000 · Accounts Payable	-245.00
Bill	06/25/2021	561313	Downey Brand LLP	Services through May 31, 2021	2000 · Accounts Payable		7300 · Legal Services	-1,168.50
Bill Pmt -C...	06/25/2021	178	Downey Brand LLP	Services through May 31, 2021	1000 · 1st Northern-Checking		2000 · Accounts Payable	-1,168.50
Bill	06/27/2021	8000	Stockholm Environment Institute	Costs for Period May 31 to June 27, 2021	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-1,041.00
Deposit	06/30/2021			Interest	1010 · 1st Northern-Savings	X	4400 · Interest Income	0.20
Check	06/30/2021			Service Charge	1020 · Yolo County Treasury	X	5100 · Bank & Other Fees	-377.79
Deposit	06/30/2021			Interest	1020 · Yolo County Treasury	X	4400 · Interest Income	1,442.28
Bill	06/30/2021	YSGA Expenses	Yolo County Flood Control & WCD		2000 · Accounts Payable		5800 · Postage	-18.36
Bill	06/30/2021	2208	LedgerPro Bookkeeping		2000 · Accounts Payable		7200 · Consultant Services	-175.00
Bill	06/30/2021	2020-19	Water Resources Association of Yolo Cty	Administrative Support for Apr - Jun 2021	2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-142.53
General Jo...	07/01/2021	CJD aje-275	ACWA/JPIA	To reclassify prepaid insurance to policy year	5300 · Insurance-General & Auto		1150 · Prepaid Insurance	492.25
Jun 5 - Jul 24, 21								

8:46 AM

07/24/21

Yolo Subbasin Groundwater Agency
A/P Aging Summary
As of July 24, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
GEI Consultants, Inc.	0.00	5,214.00	0.00	0.00	0.00	5,214.00
LedgerPro Bookkeeping	175.00	0.00	0.00	0.00	0.00	175.00
Stockholm Environment Institute	0.00	1,041.00	2,960.00	0.00	0.00	4,001.00
Water Resources Association of Yolo Cty	142.53	0.00	0.00	0.00	0.00	142.53
Yolo County Flood Control & WCD	18.36	65,758.38	0.00	0.00	0.00	65,776.74
TOTAL	<u>335.89</u>	<u>72,013.38</u>	<u>2,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75,309.27</u>