

**MINUTES of Executive Committee (EC) Meeting**  
**Yolo Subbasin Groundwater Agency (YSGA)**  
**December 16, 2020, 12:30 -1:00 pm**  
**Teleconferenced GoToMeeting**

**Present:** Roger Cornwell, Jesse Loren, Kurt Balasek, Kristin Sicke, Donna Gentile, Elisa Sabatini, Sarah Leicht, and Cameron Dewberry

**Absent:** Tim O'Halloran, Lynnel Pollock

1. **Call to Order:** Meeting was called to order by Roger Cornwell, Chair at 12:35 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Kurt motioned to approve the agenda. Roger seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items (Gentile):** Jesse motioned to approve Consent Items 4a and d. Roger seconded the motion that was unanimously approved.
  - a) October 29, 2020 meeting minutes were approved.
  - b) Reviewed financials: FY2020-21: October- November 2020: The EC reviewed the financials. Dues payments of \$120,700 will be deposited within the next week. Donna will mail invoices on Friday to the three agencies that only paid a half-year installment.
  - c) Operations & Procedures Manual Status: This manual is in the process of being prepared. When Donna has a final version, she will share a digital version of this document with the EC. She plans to focus on this in the next two weeks.
  - d) Payments to approve: The WRA needed a cash infusion before the end of the year, so an invoice for October-November expenses is presented for payment today. All payments were approved.
5. **Update on YSGA GSP Activities (Sicke):**
  - a) Discuss recommendations of Yolo LAFCo Service Review of YSGA: Kristin discussed LAFCo's recommendations on page 13 of the agenda packet. Recommendation #1 is that the financial transactions related to YSGA activities should be recorded on its own accounts and not those of member agencies. Kristin explained that when the YSGA was initially formed it was not organizationally ready to serve as fiscal agent for DWR's GSP grant application. The YCFC&WCD accepted the role of fiscal agent as approved by the Board. LAFCo's review identified that the YSGA's grant expenses are actually being accounted on the YCFC&WCD's bookkeeping and are not fully represented on the YSGA's bookkeeping. The YCFC&WCD is managing the DWR grant agreement and invoicing on behalf of the YSGA, so this has not been an issue so far. However, as we transition away from using DWR grant funds, the arrangement should be transparent how funding is moving between the YCFC&WCD and the YSGA for the GSP development. Moving forward, consultant agreements should be directly with the YSGA. Initially it was thought writing the GSP would be a more "in-house" work effort by member agency staff, but as things progressed consultants have been hired to draft the plan expeditiously to meet deadlines. We now have a better understanding of what needs to be funded outside of the grant now that those funds are about 78% expended and what will need to be funded directly from the YSGA's budget. Of the \$1 million grant, almost 50% was utilized by the groundwater monitoring network to update the WRID information database, updating the YSGA website, and staffing costs for the data collection fieldwork. Only \$50,000 was originally budgeted to write the plan and we will need more funding because we are now using consultants. Therefore, we are proposing to bring a budget amendment to the Board in January to add \$250,000 (in addition to of the grant funds) for consultant costs to complete the GSP. Kristin showed a spreadsheet

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comparing the budget adopted in June 2019 to the proposed amendment. She explained how budget items were shifted to accommodate this addition. For example the real-time groundwater monitoring sensors are being paid for under the grant, so that item is reduced from \$80,000 to zero. The \$20,000 for Consultant Services that has not been utilized will now cover the costs for bookkeeping services previously provided by the WRA through the end of this fiscal year. Plus the WRA's administrative costs are estimated to be reduced to \$85,000 from \$121,500 for the balance of this fiscal year. We have enough available funds in the bank to cover this amendment as shown in the added budget line item of *Retained Earnings (QuickBooks)*. The EC asked Kristin to review the current consultant agreements and what has been invoiced to-date. Kristin recommended that there should be an agreement between the YCFC&WCD and the YSGA to acknowledge that the YCFC&WCD will pay for consultant services through the end of this fiscal year for reimbursement by the YSGA. Kristin will breakdown the GSP consultant expenses for more clarity to the Board. The Ad-Hoc Committee will be discussing future budget needs for the YSGA after the GSP is complete and what annual updates will cost and what the budget will look like over the next five years.

- b) *GSP Development Update*: Kristin gave a brief update on the accomplishments to-date.
- Management Area Workshop Results – discussions were productive, received good feedback that will be used to further develop sustainability indicators and management criteria
  - TAC Meeting #4 held on 12/8 - thorough review of the water budget, started discussions on land subsidence
  - Upcoming Meeting with the Yolo Subbasin Farmers on 12/18/20 – general update on GSP process
  - Draft Sections of the GSP – still working on internal administrative drafts, the Introductions Chapter should posted end of December/beginning of January
  - Interbasin Coordination Efforts – have had good discussions with Colusa and Solano counties, will be meeting today to discuss modeling results

**6. YSGA Board Meeting: January 11, 2021, 3:15 to 5:00 pm**

The EC discussed the January agenda.

- Executive Officer Report
- Consent Items: Board and Committee minutes & Financial Reports
- Proposed Budget Amendment (not Consent Item if want to discuss)
- Legislative and Regulatory Update: NCWA
- Presentation: The Nature Conservancy's Multi-Benefit Managed Aquifer Recharge Pilot Project in Colusa Subbasin, Julia Barfield
- GSP Development Update and Upcoming Public Workshops

**7. Other Updates & Future Executive Committee Agenda Items:** Nothing additional discussed.

**8. Next Executive Committee Meeting Date:** A February meeting date will be selected via email communications.

**9. Adjourned** at 1:05 pm.

Respectfully submitted,

Donna Gentile  
Board Secretary & Administrative Coordinator