

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee February 10, 2021, 12:30 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 December 16, 2020 meeting minutes](#), pages 3-4
 - b) [Review financials: FY2020-2021: December 2020-January 2021](#), pages 5-9
 - c) [Review and Accept YSGA Operations Manual](#), pages 10-73
 - d) Payments to approve*
 - e) Report on the YSGA Ad Hoc Committee Meeting #1
5. **Update on YSGA GSP Activities** discussion item (Sicke/O'Halloran)
 - a) GSP Development Update
 - TAC Meetings #5-6
 - SMC Criteria Development
 - Projects and Management Actions
 - Upcoming Public Workshops

- Draft Sections of the GSP
- Interbasin Coordination Efforts

6. YSGA Board Meeting: March 16, 2021, 3:15 p.m. - Discuss agenda items

- Executive Officer Report
- Consent Items: Board and Committee Minutes & Financial Reports
- DWR Update
- Legislative & Regulatory Update: NCWA
- Presentation: CV-SALTS/IRWM/ILRP Integration???
- GSP Development Update and Upcoming Public Workshops

7. Other Updates & Future Executive Committee Agenda Items

8. Next Executive Committee Meeting Date: March ____, 2021; via GoToMeeting, YCF&WCD BoardRoom

9. 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 February 5, 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:	
	WRA Invoice #2020-16: FY2020-21 Dec. 2020 Administrative Support Services: \$6,726.55

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

Yolo Subbasin Groundwater Agency

Balance Sheet

02/03/21

As of February 2, 2021

Accrual Basis

	<u>Feb 2, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	9,297.41
1010 · 1st Northern-Savings	99,160.17
1020 · Yolo County Treasury	<u>934,547.73</u>
Total Checking/Savings	1,043,005.31
Accounts Receivable	
1100 · Accounts Receivable	<u>2,804.25</u>
Total Accounts Receivable	2,804.25
Other Current Assets	
1150 · Prepaid Insurance	492.25
1200 · Undeposited Funds	<u>5,000.00</u>
Total Other Current Assets	5,492.25
Total Current Assets	<u>1,051,301.81</u>
TOTAL ASSETS	<u>1,051,301.81</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>6,726.55</u>
Total Accounts Payable	6,726.55
Total Current Liabilities	<u>6,726.55</u>
Total Liabilities	6,726.55
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	743,404.42
Net Income	<u>301,170.84</u>
Total Equity	<u>1,044,575.26</u>
TOTAL LIABILITIES & EQUITY	<u>1,051,301.81</u>

Yolo Subbasin Groundwater Agency
Budget vs Actual
July 1, 2020 through February 2, 2021

	<u>Jul 1, '20 - Feb 2, 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	237,841.50	257,842.00	92.24%
4200 · Member Contributions-Affiliates	65,000.00	65,000.00	100.0%
4400 · Interest Income	3,043.06	5,000.00	60.86%
Total Income	<u>465,884.56</u>	<u>487,842.00</u>	<u>95.5%</u>
Expense			
5100 · Bank & Other Fees	277.75	500.00	55.55%
5300 · Insurance-General & Auto	1,837.73	2,000.00	91.89%
5500 · Membership Dues	1,200.00	3,000.00	40.0%
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	43,560.61	100,000.00	43.56%
Total 7000 · Admin. Services/Expenses (WRA)	<u>65,060.61</u>	<u>121,500.00</u>	<u>53.55%</u>
7100 · Project Mgmt-SGMA Implementatio	44,621.13	110,000.00	40.57%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	2,602.50	20,000.00	13.01%
7350 · Audit Services - Financial	7,050.00	7,050.00	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%
Total Expense	<u>164,713.72</u>	<u>406,114.00</u>	<u>40.56%</u>
Net Income	<u><u>301,170.84</u></u>	<u><u>81,728.00</u></u>	

Yolo Subbasin Groundwater Agency

Profit & Loss by Month

July 1, 2020 through February 2, 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 1 - 2, 21	TOTAL
Income									
4000 · Member Contributions-Municipal	160,000.00	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	237,841.50
4200 · Member Contributions-Affiliates	65,000.00	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	0.00	0.00	3,043.06
Total Income	462,841.50	0.00	1.10	3,040.41	0.00	1.55	0.00	0.00	465,884.56
Expense									
5100 · Bank & Other Fees	0.00	0.00	0.00	252.75	25.00	0.00	0.00	0.00	277.75
5300 · Insurance-General & Auto	360.98	0.00	0.00	1,476.75	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	0.00	1,200.00
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	21,500.00
7000 · Admin. Services/Expenses (WRA) - Ot...	0.00	0.00	23,517.25	0.00	0.00	13,316.81	6,726.55	0.00	43,560.61
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	65,060.61
7100 · Project Mgmt-SGMA Implementatio	0.00	0.00	0.00	44,621.13	0.00	0.00	0.00	0.00	44,621.13
7300 · Legal Services	0.00	0.00	0.00	2,062.50	0.00	540.00	0.00	0.00	2,602.50
7350 · Audit Services - Financial	0.00	0.00	7,050.00	0.00	0.00	0.00	0.00	0.00	7,050.00
7600 · YC Groundwater Monitor Program	0.00	0.00	0.00	42,064.00	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	6,726.55	0.00	164,713.72
Net Income	462,480.52	0.00	-30,566.15	-108,936.72	-25.00	-15,055.26	-6,726.55	0.00	301,170.84

Yolo Subbasin Groundwater Agency Transaction List by Date July 1, 2020 through February 2, 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Jul 1, '20 - Feb 2, 21								
General J...	07/01/2020	9		Re-assign insurance paid in ...	1150 · Prepaid Insurance		5300 · Insurance-General & Auto	-360.98
Invoice	07/23/2020	2020-01	City of Davis		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	07/23/2020	2020-02	City of West Sacramento		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	07/23/2020	2020-03	City of Winters		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	20,000.00
Invoice	07/23/2020	2020-04	City of Woodland		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	07/23/2020	2020-05	Esparto Community Service District		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	5,000.00
Invoice	07/23/2020	2020-06	Madison Community Service District		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	5,000.00
Invoice	07/23/2020	2020-07	Yocha Dehe Wintun Nation		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	10,000.00
Invoice	07/23/2020	2020-08	California American Water Company		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	5,000.00
Invoice	07/23/2020	2020-09	Colusa Drain Mutual Water Comany		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	10,000.00
Invoice	07/23/2020	2020-10	University of California Davis		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	40,000.00
Invoice	07/23/2020	2020-11	Yolo County Farm Bureau		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	10,000.00
Invoice	07/23/2020	2020-12	Dunnigan Water District		1100 · Accounts Receivable		4100 · Member Contributions-Rural	5,350.00
Invoice	07/23/2020	2020-13	Reclamation District 108		1100 · Accounts Receivable		4100 · Member Contributions-Rural	21,600.00
Invoice	07/23/2020	2020-14	Reclamation District 150		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,146.50
Invoice	07/23/2020	2020-15	Reclamation District 307		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,970.50
Invoice	07/23/2020	2020-16	Reclamation District 537		1100 · Accounts Receivable		4100 · Member Contributions-Rural	3,038.50
Invoice	07/23/2020	2020-17	Reclamation District 730		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,249.00
Invoice	07/23/2020	2020-18	Reclamation District 765		1100 · Accounts Receivable		4100 · Member Contributions-Rural	700.00
Invoice	07/23/2020	2020-19	Reclamation District 787		1100 · Accounts Receivable		4100 · Member Contributions-Rural	14,700.00
Invoice	07/23/2020	2020-20	Reclamation District 999		1100 · Accounts Receivable		4100 · Member Contributions-Rural	12,625.00
Invoice	07/23/2020	2020-21	Reclamation District 1600		1100 · Accounts Receivable		4100 · Member Contributions-Rural	3,462.00
Invoice	07/23/2020	2020-22	Reclamation District 2035		1100 · Accounts Receivable		4100 · Member Contributions-Rural	19,000.00
Invoice	07/23/2020	2020-23	County of Yolo		1100 · Accounts Receivable		4100 · Member Contributions-Rural	40,000.00
Invoice	07/23/2020	2020-24	YCFC&WCD		1100 · Accounts Receivable		4100 · Member Contributions-Rural	110,000.00
Payment	08/06/2020	99313	Dunnigan Water District		1200 · Undeposited Funds	X	1100 · Accounts Receivable	5,350.00
Payment	08/06/2020	19424	Esparto Community Service District		1200 · Undeposited Funds	X	1100 · Accounts Receivable	5,000.00
Payment	08/06/2020	49347	Reclamation District 787		1200 · Undeposited Funds	X	1100 · Accounts Receivable	14,700.00
Transfer	08/07/2020			Funds Transfer	1010 · 1st Northern-Savings	X	1000 · 1st Northern-Checking	-24,000.00
Payment	08/07/2020	7329	Yolo County Farm Bureau		1200 · Undeposited Funds	X	1100 · Accounts Receivable	10,000.00
Bill Pmt -C...	08/10/2020	148	Downey Brand LLP		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-630.00
Bill Pmt -C...	08/10/2020	149	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-12,951.10
Bill Pmt -C...	08/10/2020	150	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-10,700.80
Payment	08/10/2020	58738	YCFC&WCD		1200 · Undeposited Funds	X	1100 · Accounts Receivable	110,000.00
Payment	08/10/2020	136629	Yocha Dehe Wintun Nation		1200 · Undeposited Funds	X	1100 · Accounts Receivable	10,000.00
Payment	08/14/2020	20063	Reclamation District 999		1200 · Undeposited Funds	X	1100 · Accounts Receivable	12,625.00
Payment	08/17/2020	442216	City of Davis		1200 · Undeposited Funds	X	1100 · Accounts Receivable	40,000.00
Payment	08/19/2020	ACH#8300 - YCT	Madison Community Service District		1200 · Undeposited Funds	X	1100 · Accounts Receivable	5,000.00
Payment	08/19/2020	ACH#8301 - YCT	County of Yolo		1200 · Undeposited Funds	X	1100 · Accounts Receivable	40,000.00
Deposit	08/20/2020			ACH Deposit	1000 · 1st Northern-Checking	X	-SPLIT-	45,000.00
Payment	08/20/2020	3953	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds	X	1100 · Accounts Receivable	5,000.00
Payment	08/21/2020	JE#179 - YCT	Reclamation District 730		1200 · Undeposited Funds	X	1100 · Accounts Receivable	2,249.00
Payment	08/21/2020	JE#180 - YCT	Reclamation District 150		1200 · Undeposited Funds	X	1100 · Accounts Receivable	1,073.25
Payment	08/21/2020	JE#181 - YCT	Reclamation District 1600		1200 · Undeposited Funds	X	1100 · Accounts Receivable	1,731.00
Deposit	08/21/2020			Deposit	1020 · Yolo County Treasury	X	1200 · Undeposited Funds	2,249.00
Deposit	08/21/2020			Deposit	1020 · Yolo County Treasury	X	1200 · Undeposited Funds	1,073.25
Deposit	08/21/2020			Deposit	1020 · Yolo County Treasury	X	1200 · Undeposited Funds	1,731.00
Payment	08/24/2020	3269	Reclamation District 537		1200 · Undeposited Funds	X	1100 · Accounts Receivable	3,038.50
Deposit	08/26/2020			Deposit	1020 · Yolo County Treasury	X	-SPLIT-	167,675.00
Transfer	08/27/2020			Funds Transfer	1000 · 1st Northern-Checking	X	1010 · 1st Northern-Savings	-40,000.00
Payment	08/28/2020	JE# 230	Reclamation District 307		1200 · Undeposited Funds	X	1100 · Accounts Receivable	2,970.50
Deposit	08/28/2020			Deposit	1020 · Yolo County Treasury	X	1200 · Undeposited Funds	2,970.50
Payment	08/28/2020	29884	Reclamation District 108		1200 · Undeposited Funds	X	1100 · Accounts Receivable	21,600.00
Payment	08/31/2020	55075	City of Winters		1200 · Undeposited Funds	X	1100 · Accounts Receivable	20,000.00
Deposit	09/06/2020			Deposit	1020 · Yolo County Treasury	X	1200 · Undeposited Funds	19,000.00
Payment	09/09/2020	JE #261	Reclamation District 2035		1200 · Undeposited Funds	X	1100 · Accounts Receivable	19,000.00
Payment	09/14/2020	1500052344	California American Water Company		1200 · Undeposited Funds	X	1100 · Accounts Receivable	5,000.00
Bill	09/18/2020	111144	Richardson & Company LLP		2000 · Accounts Payable		7350 · Audit Services - Financial	-7,050.00
Deposit	09/25/2020			Deposit	1020 · Yolo County Treasury	X	-SPLIT-	94,638.50
Bill	09/30/2020	2020-12	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-23,517.25
Transfer	09/30/2020			Funds Transfer	1010 · 1st Northern-Savings	X	1000 · 1st Northern-Checking	-40,000.00
Deposit	09/30/2020			Interest	1010 · 1st Northern-Savings	X	4400 · Interest Income	1.10
Bill Pmt -C...	10/01/2020	151	Richardson & Company LLP		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-7,050.00
Bill Pmt -C...	10/01/2020	152	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-23,517.25

Yolo Subbasin Groundwater Agency Transaction List by Date July 1, 2020 through February 2, 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill	10/01/2020	2020-1001	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-44,621.13
Check	10/01/2020			Service Charge	1020 · Yolo County Treasury	X	5100 · Bank & Other Fees	-252.75
Deposit	10/01/2020			Interest	1020 · Yolo County Treasury	X	4400 · Interest Income	3,040.41
Bill	10/02/2020		ACWA/JPIA		2000 · Accounts Payable		-SPLIT-	-1,969.00
Payment	10/05/2020	300804	City of Woodland		1200 · Undeposited Funds	X	1100 · Accounts Receivable	40,000.00
Payment	10/14/2020	1002	Reclamation District 765		1200 · Undeposited Funds	X	1100 · Accounts Receivable	700.00
Bill	10/16/2020	553679	Downey Brand LLP		2000 · Accounts Payable		7300 · Legal Services	-2,062.50
Bill	10/19/2020	2020-13	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7010 · Westside IRWMP Cost Share (WRA)	-21,500.00
Payment	10/19/2020	294094	City of West Sacramento		1200 · Undeposited Funds	X	1100 · Accounts Receivable	40,000.00
Bill	10/21/2020	2020-1021	Yolo County Flood Control & WCD		2000 · Accounts Payable		7600 · YC Groundwater Monitor Program	-42,064.00
Bill Pmt -C...	11/05/2020	153	ACWA/JPIA		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-1,969.00
Bill Pmt -C...	11/05/2020	154	Downey Brand LLP		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-2,062.50
Check	11/06/2020			Service Charge	1000 · 1st Northern-Checking	X	5100 · Bank & Other Fees	-25.00
Transfer	11/13/2020			Funds Transfer	1020 · Yolo County Treasury	X	1000 · 1st Northern-Checking	-200,000.00
Bill Pmt -C...	11/20/2020	155	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-86,685.13
Bill Pmt -C...	11/20/2020	157	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-21,500.00
Transfer	11/20/2020			Funds Transfer	1000 · 1st Northern-Checking	X	1010 · 1st Northern-Savings	-100,000.00
Bill	12/01/2020	108108	Digital Deployment/Streamline		2000 · Accounts Payable		5500 · Membership Dues	-1,200.00
Payment	12/10/2020	12292732	University of California Davis		1200 · Undeposited Funds	X	1100 · Accounts Receivable	40,000.00
Bill	12/11/2020	2020-14	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-13,316.81
Bill	12/11/2020	555161	Downey Brand LLP		2000 · Accounts Payable		7300 · Legal Services	-540.00
Transfer	12/17/2020			Funds Transfer	1010 · 1st Northern-Savings	X	1000 · 1st Northern-Checking	-20,000.00
Bill Pmt -C...	12/18/2020	158	Digital Deployment/Streamline		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-1,200.00
Bill Pmt -C...	12/18/2020	159	Downey Brand LLP		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-540.00
Bill Pmt -C...	12/18/2020	160	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-13,316.81
Deposit	12/22/2020			Deposit	1020 · Yolo County Treasury	X	-SPLIT-	120,700.00
Payment	12/29/2020	3992	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds		1100 · Accounts Receivable	5,000.00
Deposit	12/31/2020			Interest	1010 · 1st Northern-Savings	X	4400 · Interest Income	1.55
Bill	01/14/2021	2020-16	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-6,726.55
Bill Pmt -C...	01/14/2021	161	Water Resources Association of Yolo Cty	VOID: NEEDS APPROVAL ...	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	0.00

Jul 1, '20 - Feb 2, 21

YSGA Operations Manual

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YSGA Operations Manual

Accounting/Bookkeeping

PROCESSING EXPENSES (Vendors)

Entering bills (QuickBooks): As expenses/bills are received, date stamp received and verify that the charges on the invoice are correct. Make sure any supporting documentation is included for expenses invoiced. Notate on the invoice the appropriate Budget Item number to be charged. If it is a Legal or Project invoice have it reviewed and approved by the appropriate YSGA staff, Executive Committee (EC) representative and/or Executive Officer. Invoices can be approved by the EC at their monthly meeting and can also be paid at the same time. Invoice should be initialed and dated as approved for payment.

Open Vendors “Enter Bills” from Home Page. Fill-in all available information: Vendor, Date, Ref. No., Amount Due, Terms, and Bill Due date. Select the appropriate budget account, include any descriptive memo. (Currently not using customer job or billing fields.) “Save and Close” or “Save and New” if entering additional bills.

If it is a new vendor or a new account item: Enter information in the appropriate new vendor area of QuickBooks. If a new budget item is needed have the item reviewed and approved by the EC and Executive Officer first. The Board of Directors will approve the new budget item as part of a budget amendment at the next Board Meeting. The EC should identify the full budget amount for the item for the current fiscal year. Since Board meetings are only quarterly, the EC is authorized to add new budget items and invoices can be paid, unless it is a large new contract agreement that requires Board approval first (see Board Policies – Expense Authorization)

Pay bills (QuickBooks): Open Vendors “Pay Bills” from Home Page. Default view is to display all bills pending payment. Verify that there are sufficient funds in the checking account to pay all the bills to be paid (reference Banking Transfers). Select the check box next to the bills that need to be paid. Default account is First Northern Bank checking. This is the only account bills should be paid from. Load the local printer with the appropriate amount of blank checks. Select “Pay Selected Bills”. Verify that the correct check number is being used. If the check amount is over \$250, then two signatures are required (First Northern Bank self-policed policy so no extra fees incurred). Arrange for an authorized signer to sign checks if an EC meeting is not scheduled and the bill needs to be paid prior to the next meeting.

PROCESSING INVOICES (Customers)

Creating Invoices in WORD: After the current Fiscal Year budget is approved by the Board of Directors at their June meeting, the 24 member entities can be invoiced for their membership dues. In July, invoices are created in WORD to provide the members with any details regarding the current budget process. Members are given the option to pay in full for the entire year or pay in two 6 months installments. To-date only a few agencies have taken advantage of the 6-month installment payments. Those agencies will need to be invoiced in January for their second installment. The adopted budget (spreadsheet created in Excel) should be included with the invoice. Create a merged WORD document for the Invoice, first verifying that all the customer information is correct in the Access Database “My Data Sources” “YSGA member invoicing.mdb” file used for the merged WORD invoice letter. (Also exported this information into an Excel file.) Verify that all the customer mailing and contact information has been updated. Invoices should be mailed to the person who has the authority to authorize payment for this expense for the entity. For example, City Council Board and Alternate member representative should be

cc'd on the invoice, but the invoice should be sent to a Public Works manager for payment because the dues come out of their budget. If invoices are sent to the wrong person, it can delay timely payment. (NOTE: UC Davis has requested a special breakout line item for the groundwater portion of their dues for budgeting purposes. This amount is based on when the WRA was invoicing member agencies separately for their groundwater monitoring program contributions with their regular membership dues invoicing.)

Make 3 copies of each invoice for processing and put in payments pending folder on desk labeled *YSGA Membership Payments* (folder is on desk in stacking organizer tray). As invoices are paid they will be filed in three places: 1) Current fiscal year Membership Dues folder (lateral file cabinet). 2) Current year Accounts Receivable (AR) folder (lateral file cabinet). 3) Current fiscal year YCT Bank folder (in gray lateral file cabinet), included copy of check with each deposit made into the Yolo County Treasury.

Invoicing files can be found here: S : / Yolo Subbasin Groundwater Agency (YSGA)/Finances/ Invoices Members - Dues

Entering Invoices in QuickBooks: After the invoices have been mailed, enter an invoice for each entity in QuickBooks under Customers. Verify that the contact information is correct. Select "Create Invoices" under Customers on Home Page. Verify that the appropriate Fiscal Year date is selected. Invoice numbering system: first 4 numbers should be the current year and then sequential numbering, i.e. 2020-01, 2020-02 etc. Fill in the Bill To, Item # (Budget item #), Quantity, description will autofill from Item #, Rate, Amount should auto-populate from Quantity x Rate). Add the fiscal year being invoiced on a separate line under the "Description" field. Select "Save and New" or "Close" as appropriate. After all invoices have been posted, verify the totals for each dues category against the adopted Excel budget: Municipal, Rural and Affiliates. (Reference: *Budget* section in Operations Manual).

Customers have typically not been provided a copy of the QuickBooks invoice. The WORD letter/invoice has been sufficient to avoid excess paperwork for customer.

Receive payments on invoices: (QuickBooks) When Customers pay their memberships dues, keep track of payments received in the "FY__-__ Members Dues Log" Excel spreadsheet (S : / Yolo Subbasin Groundwater Agency (YSGA)/Finances/ Invoices Members – Dues/ "current FY"/ _FY__-__ Members dues payment log.xlsx). All payments received should be deposited in the YSGA Yolo County Treasury account (reference Banking Deposits). On Home Page, got to Customers "Receive Payments" and select the Customer from the "Received From" pull down menu. Fill in amount, date received, check # and select box. Apply appropriate payment amount and select "Save and Close or New". All payments post to "Undeposited Funds" account by default. When they have been deposited, select "Record Deposits" under Banking in QuickBooks. See attached examples.

As checks are received, date stamp received and make 3 copies to accompany the WORD Invoice copies (staple 3 sets). Enter payments in QuickBooks. After 30, 60 and/or 90 days review who has not paid and contact them via phone or email. To-date the YSGA has not assessed late fees, but some entities have been more than 6 months late with paying their dues.

Yolo Subbasin Groundwater Agency

Groundwater Sustainability Agency

34274 State Highway 16 • Woodland, CA 95695 • 530.662.3211 • www.yologroundwater.org

July 23, 2020

«First_Name» «Last_Name», «Title»
«Company_Name»
«Mailing_Address»
«City», «State» «ZIP_Code»

RE: Fiscal Year 2020-2021 YSGA Membership Invoice

Dear Mr. «Last_Name»:

Thank you for your participation in the Yolo Subbasin Groundwater Agency (YSGA). This letter serves as your agency's invoice for membership in the YSGA from July 1, 2020 to June 30, 2021.

On June 15, 2020, the YSGA Board of Directors (Board) adopted an amended annual budget for fiscal year 2020-2021. The adopted budget is attached for your reference. Article 5.11 of the Joint Exercise of Powers Agreement (JPA) states that following the two-year anniversary of the JPA's effective date of June 19, 2017, the Board shall consider whether to recommend that the voting structure and/or expense allocation provisions be modified in any respect. On April 22, 2019, the Board voted to postpone consideration of this modification until the Groundwater Sustainability Plan (GSP) is completed and submitted to the California Department of Water Resources. Providing the work plan proceeds as scheduled, we anticipate submitting the Yolo Subbasin GSP by June 30, 2021. Please contact Kristin Sicke with any questions on this process (ksicke@ycfcwcd.org or 530.662.0265).

INVOICE – FISCAL YEAR 2020-2021

Annual Membership Contribution - «Full_Year»

Please choose **one** of the following payment options:

- 1) *One Full Year Payment:* July 2020 to June 2021: «Full_Year»
- 2) *Two Half-Year Payments:*

Invoice #1: July 2020 to December 2020: «Half_Year»

Invoice #2: January 2021 to June 2021: «Half_Year»

(Invoice #2 will be mailed in January 2021 if not paid in full)

Please make check payable and remit within 30 days of the date of this letter to:

Yolo Subbasin Groundwater Agency
34274 State Highway 16
Woodland, CA 95695

Sincerely,

Donna L. Gentile
Board Secretary and Administrative Coordinator
cc: «Alternate_Payables»

Yolo Subbasin Groundwater Agency

Groundwater Sustainability Agency

34274 State Highway 16 • Woodland, CA 95695 • 530.662.3211 • www.yologroundwater.org

July 23, 2020

Lynnel Pollock
Colusa Drain Mutual Water Company
520 Market St., #3
Colusa, CA 95932

RE: Fiscal Year 2020-2021 YSGA Membership Invoice

Dear Ms. Pollock:

Thank you for your participation in the Yolo Subbasin Groundwater Agency (YSGA). This letter serves as your agency's invoice for membership in the YSGA from July 1, 2020 to June 30, 2021.

On June 15, 2020, the YSGA Board of Directors (Board) adopted an amended annual budget for fiscal year 2020-2021. The adopted budget is attached for your reference. Article 5.11 of the Joint Exercise of Powers Agreement (JPA) states that following the two-year anniversary of the JPA's effective date of June 19, 2017, the Board shall consider whether to recommend that the voting structure and/or expense allocation provisions be modified in any respect. On April 22, 2019, the Board voted to postpone consideration of this modification until the Groundwater Sustainability Plan (GSP) is completed and submitted to the California Department of Water Resources. Providing the work plan proceeds as scheduled, we anticipate submitting the Yolo Subbasin GSP by June 30, 2021. Please contact Kristin Sicke with any questions on this process (ksicke@ycfcwcd.org or 530.662.0265).

INVOICE – FISCAL YEAR 2020-2021

Annual Membership Contribution - \$10,000

Please choose **one** of the following payment options:

- 1) *One Full Year Payment:* July 2020 to June 2021: \$10,000
- 2) *Two Half-Year Payments:*

Invoice #1: July 2020 to December 2020: \$5,000

Invoice #2: January 2021 to June 2021: \$5,000

(Invoice #2 will be mailed in January 2021 if not paid in full)

Please make check payable and remit within 30 days of the date of this letter to:

Yolo Subbasin Groundwater Agency
34274 State Highway 16
Woodland, CA 95695

Sincerely,

Donna L. Gentile
Board Secretary and Administrative Coordinator
Copy via email only: Jim Wallace, Brooke Reading

Yolo Subbasin Groundwater Agency

Groundwater Sustainability Agency

34274 State Highway 16 • Woodland, CA 95695 • 530.662.3211 • www.yologroundwater.org

December 18, 2020

Lynnel Pollock
Colusa Drain Mutual Water Company
520 Market St., #3
Colusa, CA 95932

RE: Fiscal Year 2020-2021 YSGA Membership Invoice

Dear Ms. Pollock:

Thank you for your participation in the Yolo Subbasin Groundwater Agency (YSGA). This letter serves as your agency's invoice for membership in the YSGA from July 1, 2020 to June 30, 2021.

On June 15, 2020, the YSGA Board of Directors (Board) adopted an amended annual budget for fiscal year 2020-2021. The adopted budget is attached for your reference. Article 5.11 of the Joint Exercise of Powers Agreement (JPA) states that following the two-year anniversary of the JPA's effective date of June 19, 2017, the Board shall consider whether to recommend that the voting structure and/or expense allocation provisions be modified in any respect. On April 22, 2019, the Board voted to postpone consideration of this modification until the Groundwater Sustainability Plan (GSP) is completed and submitted to the California Department of Water Resources. Providing the work plan proceeds as scheduled, we anticipate submitting the Yolo Subbasin GSP by June 30, 2021. Please contact Kristin Sicke with any questions on this process (ksicke@ycfcwcd.org or 530.662.0265).

INVOICE #2 – FISCAL YEAR 2020-2021

Membership Dues: January to June 2021: \$5,000 – DUE by 1/31/2021

Annual Membership Contribution - \$10,000

Invoice #1: July 2020 to December 2020: \$5,000 – Paid 8/20/20 Ck #3953

Please make check payable and remit within 30 days of the date of this letter to:

Yolo Subbasin Groundwater Agency
34274 State Highway 16
Woodland, CA 95695

Sincerely,

Donna L. Gentile
Board Secretary and Administrative Coordinator
Copy via email only: Jim Wallace, Brooke Reading

Yolo Subbasin Groundwater Agency

Groundwater Sustainability Agency

34274 State Highway 16 • Woodland, CA 95695 • 530.662.3211 • www.yologroundwater.org

July 23, 2020

Camille Kirk
University of California Davis
One Shields Ave., Environmental Stewardship & Sustainability
Davis, CA 95618

RE: Fiscal Year 2020-2021 YSGA Membership Invoice

Dear Ms. Kirk:

Thank you for your participation in the Yolo Subbasin Groundwater Agency (YSGA). This letter serves as your agency's invoice for membership in the YSGA from July 1, 2020 to June 30, 2021.

On June 15, 2020, the YSGA Board of Directors (Board) adopted an amended annual budget for fiscal year 2020-2021. The adopted budget is attached for your reference. Article 5.11 of the Joint Exercise of Powers Agreement (JPA) states that following the two-year anniversary of the JPA's effective date of June 19, 2017, the Board shall consider whether to recommend that the voting structure and/or expense allocation provisions be modified in any respect. On April 22, 2019, the Board voted to postpone consideration of this modification until the Groundwater Sustainability Plan (GSP) is completed and submitted to the California Department of Water Resources. Providing the work plan proceeds as scheduled, we anticipate submitting the Yolo Subbasin GSP by June 30, 2021. Please contact Kristin Sicke with any questions on this process (ksicke@ycfcwcd.org or 530.662.0265).

INVOICE – FISCAL YEAR 2020-2021

Annual Membership Contribution - \$40,000

Please choose **one** of the following payment options:

- 1) *One Full Year Payment:* July 2020 to June 2021: \$40,000
 \$35,220 - YSGA Membership Dues
 \$ 4,780 – Yolo County Groundwater Monitoring Program Contribution
- 2) *Two Half-Year Payments:*
 Invoice #1: July 2020 to December 2020: \$20,000
 Invoice #2: January 2021 to June 2021: \$20,000 (Invoice #2 will be mailed in January 2021 if not paid in full)
 \$17,610 - YSGA Membership Dues
 \$ 2,390 – Yolo County Groundwater Monitoring Program Contribution

Please make check payable and remit within 30 days of the date of this letter to:

Yolo Subbasin Groundwater Agency
34274 State Highway 16
Woodland, CA 95695

Sincerely,

Donna L. Gentile
Board Secretary and Administrative Coordinator

Yolo Subbasin Groundwater Agency
July 1, 2019 to June 30, 2020
Annual Budget for Fiscal Years 2019-20 and 2020-21
Adopted FY2020-21 Amendment #2 on 6/15/20

	FY 2019-2020 Adopted Amend #1 3/16/20	FY 2020-2021 Adopted Amend #2 6/15/20
Revenue	FY2019-2020	FY2020-2021
1		
2	40,000	40,000
3	40,000	40,000
4	40,000	40,000
5	20,000	20,000
6	10,000	10,000
7	5,000	5,000
8	5,000	5,000
9	Subtotal Muncipal Agencies Revenue	\$160,000
10	100,000	100,000
11	40,000	40,000
12	20,000	20,000
13	40,000	40,000
14	5,350	5,350
15	11,600	11,600
16	2,147	2,147
17	2,971	2,971
18	2,600	3,039 *
19	2,249	2,249
20	700	700
21	1,600	0 *
22	4,700	4,700
23	613	0 *
24	12,625	12,625
25	3,462	3,462
26	9,000	9,000
27	Subtotal Rural Agencies Revenue	\$259,617
28	40,000	40,000
29	10,000	10,000
30	5,000	5,000
31	10,000	10,000
32	0	0
33	Subtotal Affiliated Parties Revenue	\$65,000
34	5,000	5,000
35	Subtotal Other Revenue	\$5,000
36	TOTAL REVENUE	\$489,617

Yolo Subbasin Groundwater Agency
July 1, 2019 to June 30, 2020
Annual Budget for Fiscal Years 2019-20 and 2020-21
Adopted FY2020-21 Amendment #2 on 6/15/20

37 EXPENDITURES	FY2019-2020	FY2020-2021
38 Bank & Other Fees	500	500
39 Insurance - General & Auto	2,000	2,000
40 Membership Dues	3,000	3,000
41 Administrative Services/Expenses (WRA) ³	127,500	121,500
42 Project Management, SGMA Implementation (YCFCWCD)	110,000	110,000
43 Consultant Services	20,000	20,000
44 Legal Services	20,000	20,000
45 Audit Service - Financial ⁴	7,000	7,050
46 Real-time Groundwater Monitoring Sensors (x6)	80,000	80,000
47 Yolo County Groundwater Monitoring Program (administrator-YCFCWCD) ²	42,064	42,064
TOTAL EXPENDITURES	\$412,064	\$406,114
49		
Net Income (Estimated)	\$77,553	\$81,728

51 1 - RD 108, RD 787, RD 2035, and YCFC&WCD (\$10,000 each)

52 2 - The historical cost of the Program was \$89,000 with the YCFC&WCD providing \$46,936/year in cost share. For the first two years of the YSGA, the YCFC&WCD continued to provide \$46,936/year in cost share towards the Program. Program was historically funded by WRA Member Agencies from July 2009 to June 2017.

53 3 - WRA Budget changes for FY20-21: Deducted \$6,000 for 2-year audit expense. Audit completed in FY19-20.

54 4 - Quoted fees per auditor's agreement: FY17-18 \$8,900; FY18-19 \$7,000; FY19-20 \$7,050

55 5 - Consolidation of RD 785 and RD 827 into RD 537's jurisdiction effective July 1, 2020. Proposed total new acreage for RD537 is 6,077 pending verification for final membership dues.

* Notates changes from 3/16/20 adopted budget, amendment #1

Title	First Name	Last Name	Company Name	Mailing Address	City	State	ZIP Code	Full Year	Half Year	Alternate, Payables	Work Phone	E-mail Address	Other Address
	Evan	Jacobs	California American Water Company	4701 Beloit Drive	Sacramento	CA	95838	\$5,000	\$2,500	Audie Foster			
Public Works	Stan	Gryczko	City of Davis	23 Russell Blvd.	Davis	CA	95616	\$40,000	\$20,000	Brett Lee, Will Arnold			
Public Works	William	Roberts	City of West Sacramento	1951 South River Road	West Sacramento	CA	95691	\$40,000	\$20,000	Martha Guerrero, Chris Kania			
Public Works	Kristine	DeGuerre	City of Winters	318 First Street	Winters	CA	95694	\$20,000	\$10,000	Jesse Loren, Wade Cowan, Kurt Balasek			
Public Works	Tim	Busch	City of Woodland	300 First Street	Woodland	CA	95695	\$40,000	\$20,000	Xochitl Rodriguez, Angel Barajas, Matt Cohen			
	Lynnel	Pollock	Colusa Drain Mutual Water Company	520 Market St., #3	Colusa	CA	95932	\$10,000	\$5,000	Jim Wallace, Brooke Reading			
	Bill	Vanderwaal	Dunnigan Water District	P.O. Box 84	Dunnigan	CA	95937	\$5,350	\$2,675	Eli Voelz			3817 First St., Dunnigan 95937
General Manager	Steve	Knightley	Esparto Community Services District	P.O. Box 349	Esparto	CA	95627	\$5,000	\$2,500	Charlie Schaaup			26490 Woodland Ave., Esparto 95627
General Manager	Leo	Refsland	Madison Community Services District	P.O. Box 40	Madison	CA	95653	\$5,000	\$2,500				28963 Main St., 95653
	Bill	Vanderwaal	Reclamation District 108	P.O. Box 50	Grimes	CA	95950	\$21,600	\$10,800	Hilary Reinhard			975 Wilson Bend Road, Grimes 95950
	Warren	Bogle	Reclamation District 150	P.O. Box 390	Clarksburg	CA	95612	\$2,146.50	\$1,073.25	Ana Ogilvie			
	Michele	Clark	Reclamation District 1600	c/o 429 First Street	Woodland	CA	95695	\$3,462	\$1,731	Sally Wallace			
General Manager	Mike	Hall	Reclamation District 2035	45332 County Road 25	Woodland	CA	95776	\$19,000	\$9,500	Kryiakos Tsakopoulos, Denise Costa			
	James	Johas	Reclamation District 307	P.O. Box 518	Clarksburg	CA	95612	\$2,970.50	\$1,485.25	Peter Dwyer Jr., Karen Chesnut			
	Tom	Ramos	Reclamation District 537	P.O. Box 822	West Sacramento	CA	95691	\$3038.50	\$1,519.25	Dan Ramos			
	Jim	Heidrick	Reclamation District 730	c/o 429 First Street	Woodland	CA	95695	\$2,249	\$1,124.50	Karen Hendricks			
	David	Dickson	Reclamation District 765	8149 King Road	Dixon	CA	95620	\$700	\$350	Doug Dickson			
	Roger	Cornwell	Reclamation District 787	41758 County Road 112	Knights Landing	CA	95645	\$14,700	\$7,350	Dominic Bruno			
	Tom	Slater	Reclamation District 999	38563 Netherlands Road	Clarksburg	CA	95612	\$12,625	\$6,312.50				
	Camille	Kirk	University of California Davis	One Shields Ave., Enviro. Steward. & Sustain.	Davis	CA	95618	\$40,000	\$20,000				
	Emily	Drewek	Yocha Dehe Wintun Nation	P.O. Box 18	Brooks	CA	95606	\$10,000	\$5,000	Marc Fawns			
Supervisor	Gary	Sandy	Yolo County	625 Court St., #204	Woodland	CA	95695	\$40,000	\$20,000	Supervisor Provenza			
	Stan	Lester	Yolo County Farm Bureau	P.O. Box 1556	Woodland	CA	95776	\$10,000	\$5,000	Denise Sagara			69 W. Kentucky, 95695
Asst. General Manager	Kristin	Sicke	Yolo County Flood Control & WCD	34274 State Highway 16	Woodland	CA	95695	\$110,000	\$55,000	Tom Barth, Tim O'Halloran			

YSGA dues payment log FY2020-2021

Paid	Agency Name	Annual Dues	Amount Paid	Pending 1/2 yr paymts	Pay Date	DEPOSITED		Payment Notes
						Amount	Bank	
✓	Dunnigan Water District	\$5,350	\$5,350		6-Aug			Ck# 99313
✓	Esparto Community Services District	\$5,000	\$5,000		6-Aug			Ck# 19424
✓	Reclamation District 787 (Roger Cornwell)	\$14,700	\$14,700		6-Aug			Ck# 49347
✓	Yolo County Farm Bureau	\$10,000	\$10,000		7-Aug			Ck# 7329
✓	Yolo County Flood Control & WCD	\$110,000	\$110,000		10-Aug			Ck# 58738
✓	Yocha Dehe Wintun Nation	\$10,000	\$10,000		10-Aug			Ck# 136629
✓	Reclamation District 999 (Tom Slater)	\$12,625	\$12,625		14-Aug	\$167,675.00	YCT	Ck# 20063; Deposit by KS on 8/26/20
✓	Madison Community Services District	\$5,000	\$5,000		20-Aug	\$5,000.00	FNB	ACH #8300 - YCT
✓	Yolo County	\$40,000	\$40,000		20-Aug	\$40,000.00	FNB	ACH #8301 - YCT
✓	Reclamation District 730 (Jim Heidrick)	\$2,249	\$2,249		21-Aug	\$2,249.00	YCT	JE# 179 - YCT
✓	Reclamation District 150 (Bogle/Ogilvie)	\$2,146.50	\$1,073.25	\$1,073.25	21-Aug	\$1,073.25	YCT	JE# 180 - YCT
✓	Reclamation District 1600 (Michele Clark)	\$3,462	\$1,731	\$1,731.00	21-Aug	\$1,731.00	YCT	JE# 181 - YCT
✓	Reclamation Distirct 307 (Dwyer, Johas)	\$2,970.50	\$2,970.50		28-Aug	\$2,970.50	YCT	JE# 230 - YCT
✓	Reclamation District 2035	\$19,000	\$19,000		6-Sep	\$19,000.00	YCT	JE# 261 - YCT
✓	City of Davis	\$40,000	\$40,000		17-Aug			Ck# 442216
✓	Colusa Drain Mutal Water Company	\$10,000	\$5,000	\$5,000.00	20-Aug			Ck# 3953
✓	Reclamation District 537 (Tom Ramos)	\$3,038.50	\$3,038.50		24-Aug			Ck# 3269
✓	Reclamation District 108	\$21,600	\$21,600		28-Aug			Ck# 29884
✓	City of Winters	\$20,000	\$20,000		31-Aug			Ck# 55075
✓	California American Water Company	\$5,000	\$5,000		14-Sep	\$94,638.50	YCT	CK# 1500052344; Deposit by KS on 9/25/20
✓	City of Woodland	\$40,000	\$40,000		5-Oct			CK# 300804
✓	Reclamation District 765 (David Dickson)	\$700	\$700		14-Oct			CK# 1002
✓	City of West Sacramento	\$40,000	\$40,000		19-Oct			CK# 294094
✓	University of California Davis	\$40,000	\$40,000		10-Dec	\$120,700.00	YCT	CK # 12292732; Deposit by KS on 12/22/20
	TOTAL	\$462,842	\$455,037.25	\$7,804.25		\$ 455,037.25		
	July 23, 2020 invoice date (all 24 agencies)							
	10/6/20 - sent email to WS, UCD and RD765 with delinquent inquiry							
	10/16/20, 11/5/20 - emailed and left VM for Camille, UCD							
	12/18/20 - send second installment invoices to 3 agencies							

YSGA Operations Procedures Manual

Accounting/Bookkeeping

Banking Procedures

YSGA has three bank accounts: First Northern Bank checking and savings and an account in the Yolo County Treasury (per the JPA Agreement). The YSGA manages the payment of expenses from the First Northern Bank accounts. All payments (typically dues payments) received are required to be deposited into the Yolo County Treasury account. Authorized YSGA representatives on all bank accounts are the Executive Officer, Chair and Vice-chair. The Administrative Coordinator only has authorization to transfer funds between First Northern Bank savings and checking accounts and is a non-check signer.

First Northern Bank (FNB) checks are in the bottom drawer of the gray lateral file cabinet in the WRA office. This cabinet is kept locked after business hours for security. FNB statements are mailed and received via email. The Administrative Coordinator has online banking access* to check bank balances and transfer funds from savings to checking and vis-a-versa. (*Note: FNB charges a \$25 fee for this special authorization for account access annually November.) Deposits can only be made in person or via the night drop box.

Checking and savings bank statements are reconciled monthly against the QuickBooks accounts. Statements are signed and dated as reconciled by the Administrative Coordinator. Print one copy of the reconciliation and staple to the bank statement. Then they are reviewed and approved by the Executive Officer or a member of the Executive Committee. Reconciled statements are filed in the appropriate year FNB folder in the bottom lateral file cabinet. See attached example.

Funds are withdrawn and transferred from the Yolo County Treasury account as needed into the FNB checking account via ACH. Excess funds can be transferred to the FNB savings account if not immediately needed to pay expenses, therefore receiving interest on the available balance.

Yolo County Treasury (YCT) is the “treasurer” as per the JPA agreement and all funds received by the YSGA are to be deposited into the YCT account. As payments are received, the appropriate forms are to be filled out and brought to the County of Yolo Department of Financial Service in Room 102/103, 625 Court Street, Woodland. *Check with the Treasury office for current counter hours for banking purposes.* As of December 2020 they are open Tuesday and Fridays from 8 am to 3 pm. The current YCT account representative for YSGA (#6927) is Miguel Patino (8/1/19) – 530-666-8190 x9203 miguel.patino@yolocounty.org. A current list of Yolo County Special District Representative Assignments can be found here: [S:\YOLO SUBBASIN GROUNDWATER AGENCY \(YSGA\)\Finances\YC Treasury Forms](#).

The YCT account can only be accessed online through the County’s Citrix INFOR system (<https://citrix.yolocounty.org/vpn/index.html>). It can only be used to print and view statements (see separate instructions for accessing the INFOR software). No statements are mailed to the YSGA. The County sends an email notification as each period is closed and available to access (it can take the County a month or two to close a period). YCT statement reconciliation and approval process is the same as the FNB accounts. We need to receive an email from our Yolo County representative indicating that the Period has been officially closed before final account reconciliation in QuickBooks. This notification may take longer than receipt of a typical bank statement. Period numbering is as follows: July is Period 1 and it continues sequentially ending with June = Period 12. Fees and interest are processed on a quarterly basis. Login instructions to the Yolo County Treasury are here: S:/Yolo Subbasin Groundwater Agency (YSGA)/Finances/YC Treasury Forms/_INFORM System Notes Yolo County.docx

Check Deposits (example attached): Make a copy of checks to be deposited and create a written summary of what is being deposited (Excel). Fill-out the County's permit form: Shared (S:) Yolo Subbasin Groundwater Agency\Finances\YC Treasury Forms\DEPOSIT PERMIT–FORM (w-acct #s).pdf. The completed deposit permit form, total detail of checks being deposited in an Excel spreadsheet and a copy of all the checks being deposited should be scanned as a pdf and emailed in advance to our Yolo County account representative and request that he prepare and email us a Bank Transaction Entry. Once the Bank Transaction Entry form is received via email, print a copy and attach to the deposit forms and the actual checks. The Executive Officer, Board Secretary or other authorized YSGA staff will need to physically bring the deposit to the Yolo County treasury office counter. See attached example.

S :/Yolo Subbasin Groundwater Agency (YSGA)/Finances/YC Treasury Forms - Banking/Deposits

Dues Payments via Journal Entry/EFT: For those member entities that also do banking through the Yolo County Treasury, their dues payments are made electronic by the County by transferring the funds directly into the YSGA Treasury account. The member entity requests payment of the YSGA invoice and the YSGA's County representative sends a confirmation email with supporting documents to show the membership invoice has been paid and the funds are deposited into our account. See attached example. Dues payment from Yolo County is deposited directly into the YSGA's First Northern Bank checking account. The County will email a "Direct Deposit Advice" notice to the YSGA when this transaction has been completed. See attached examples.

Withdrawals (example attached): In order to request a transfer of funds out of the YCT and into the YSGA's FNB account, prepare the "ACH transaction letter.docx" with the all the information filled-in and have an authorized account representative sign it (Executive Officer, Chair or Vice-chair.) Email the request to the YSGA's County account representative (Miguel Patino). The County ACH procedures can take several days up to a week for the funds to be available in the FNB account. Check with Miguel on the exact timing of this transfer. YCT processes ACH transactions on Wednesdays and the YSGA ACH/withdrawal request letter must be received and processed by the previous Friday or earlier. See attached example. S :/Yolo Subbasin Groundwater Agency (YSGA)/Finances/YC Treasury Forms - Banking/Withdrawals (ACH)

Management of Bank Accounts and Authorized Representatives

The current authorized checkers on the First Northern Bank (FNB) and Yolo County Treasury (YCT) accounts are: YSGA Chair, Vice-chair and Executive Officer. As of 2021 those representatives are: Roger Cornwell, Chair; Jesse Loren, Vice-chair; and Kristin Sicke, Executive Officer. To add or remove authorized representative the following process must be followed:

FNB: Contact the bank and tell them of the changes so they can prepare the paperwork. FNB requires the Board meeting minutes authorizing the change in leadership (draft minutes accepted until final minutes are approved, then send them the final adopted minutes). Any changes will require all signers to re-sign the paperwork. Typically this must be done in person, in the bank. The Administrative Coordinator has previously been able to start this process because she is a recognized person associated with the account and has special account authorization privileges.

YCT: A revised "*Special Districts and Other Agencies Authorization Form – FY2020-21*" (use current year form) must be filled out and emailed to the YSGA's account representative (Miguel Patino). All representatives must sign the form. Scan a pdf copy and email to Miguel. An employee of the YSGA can also be authorized to perform certain tasks and should be added to this form with their signature. See attached example. S :/Yolo Subbasin Groundwater Agency (YSGA)/Finances/YC Treasury Forms - Banking/Forms



FIRST NORTHERN BANK

P.O. Box 547, Dixon CA 95620

"That's My Bank!"

Statement Ending 11/30/2020

YOLO SUBBASIN

Page 1 of 6

Customer Number: XXXXXX2464

RETURN SERVICE REQUESTED

YOLO SUBBASIN
GROUNDWATER AGENCY
34274 STATE HIGHWAY 16
WOODLAND CA 95695-9371

Managing Your Accounts

	Branch Name	Woodland Financial Center
	Website	www.thatismybank.com
	Contact Us	(530) 661-6000 or woodland@thatismybank.com
	Mailing Address	11 W. Court St., Suite A Woodland, CA 95695



Pay at a distance

Add your First Northern Bank debit and credit cards to your mobile wallet, today!

Spend less time at checkout with secure, contactless payments.

Questions? Please call our Client Solutions Center at (877) 362-6000.



Thank you for choosing First Northern Bank. *That's My Bank!*

Summary of Accounts



Go Paperless! eStatements are more convenient and secure than paper statements. To turn off your paper statements, select 'Statements' within Online Banking and follow the prompts.

Account Type	Account Number	Ending Balance
CLASSIC FREE BUSINESS - PUBLIC	XXXXXX2464	\$4,354.22
BUSINESS COMBINED STMT SAV	XXXXXX2399	\$119,158.62
Total Current Value		\$123,512.84



Find a convenient First Northern Bank ATM near you!

- Auburn • Fairfield • Winters
- Davis • Rancho Cordova • Woodland
- Dixon • West Sacramento • Vacaville

And as a member of the MoneyPass ATM network,
you have access to thousands of ATM locations, nationwide.



CLASSIC FREE BUSINESS - PUBLIC-XXXXXX2464

Account Summary

Date	Description	Amount
10/31/2020	Beginning Balance	\$16,595.85
	1 Credit(s) This Period	\$200,000.00
	6 Debit(s) This Period	\$212,241.63
11/30/2020	Ending Balance	\$4,354.22

This fall, get surcharge-free ATM access at over 32,000 ATMs coast-to-coast. Just look for the MoneyPass® symbol! To find a qualifying ATM near you, visit www.MoneyPass.com or download the mobile app.

Account Activity

Post Date	Description	Debits	Credits	Balance
10/31/2020	Beginning Balance			\$16,595.85
11/06/2020	ANNUAL FEE FOR NON SIGNER ACCESS	\$25.00		\$16,570.85
11/13/2020	YOLO COUNTY AP PAYMENT XXXXX5156		\$200,000.00	\$216,570.85
11/20/2020	Online Banking Transfer Funds Transfer via Online	\$100,000.00		\$116,570.85
11/23/2020	CHECK # 157	\$21,500.00		\$95,070.85
11/24/2020	CHECK # 155	\$86,685.13		\$8,385.72
11/27/2020	CHECK # 153	\$1,969.00		\$6,416.72
11/27/2020	CHECK # 154	\$2,062.50		\$4,354.22
11/30/2020	Ending Balance			\$4,354.22

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
153	11/27/2020	\$1,969.00	155	11/24/2020	\$86,685.13
154	11/27/2020	\$2,062.50	157*	11/23/2020	\$21,500.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
11/06/2020	\$16,570.85	11/13/2020	\$216,570.85	11/20/2020	\$116,570.85

CLASSIC FREE BUSINESS - PUBLIC-XXXXXX2464 (continued)**Daily Balances (continued)**

Date	Amount	Date	Amount	Date	Amount
11/23/2020	\$95,070.85	11/24/2020	\$8,385.72	11/27/2020	\$4,354.22

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

BUSINESS COMBINED STMT SAV-XXXXXX2399**Account Summary**

Date	Description	Amount
10/31/2020	Beginning Balance	\$19,158.62
	1 Credit(s) This Period	\$100,000.00
	0 Debit(s) This Period	\$0.00
11/30/2020	Ending Balance	\$119,158.62

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.01%
Interest Days	31
Interest Earned	\$0.46
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$4.52
Minimum Balance	\$19,158.62
Average Ledger Balance	\$54,642.49
Average Available Balance	\$54,642.49

This fall, get surcharge-free ATM access at over 32,000 ATMs coast-to-coast. Just look for the MoneyPass® symbol! To find a qualifying ATM near you, visit www.MoneyPass.com or download the mobile app.

Account Activity

Post Date	Description	Debits	Credits	Balance
10/31/2020	Beginning Balance			\$19,158.62
11/20/2020	Online Banking Transfer from CLASSIC FREE PUBLIC Funds Transfer via Online		\$100,000.00	\$119,158.62
11/30/2020	Ending Balance			\$119,158.62

COUNTY OF YOLO
Department of Financial Services
Accounting Division - Special District Contacts/Work Assignments
As of August 1, 2019

<u>Name, Title</u>	<u>Email</u>	<u>Phone</u>
<i>District Representatives:</i>		
Xeng Her, Accounting Technician	xeng.her@yolocounty.org	530-666-8190 x 9201
Miguel Patino, Accounting Technician	miguel.patino@yolocounty.org	530-666-8190 x 9203
Robert Reisinger, Accountant II	robert.reisinger@yolocounty.org	530-666-8190 x 6611
<i>District Accounting Supervisor/Managers:</i>		
Sou Xiong, Accountant III	sou.xiong@yolocounty.org	530-666-8120
Marilyn Tiriboyi, Accounting Manager	merilyn.tiriboyi@yolocounty.org	530-666-8219
Chad Rinde, Chief Financial Officer	chad.rinde@yolocounty.org	530-666-8050

Note: The Yolo County representative assigned to the Special District should be the primary point of contact for the district on financial issues. Complex issues that cannot be resolved with the representative should be elevated by the representative to the Accountant II listed above. For remaining unresolved issues, please escalate appropriately to the Accountant III or Accounting Manager.

<u>District</u>	<u>Assigned to:</u>	<u>Fund No.</u>
<u>Cemetery Districts</u>		
Capay Cemetery	Miguel Patino	6110-6111
Cottonwood Cemetery	Miguel Patino	6120-6121
Davis Cemetery	Miguel Patino	6130-6131
Knights Landing Cemetery	Miguel Patino	6140-6141
Mary's Cemetery	Miguel Patino	6150-6151
Winters Cemetery	Miguel Patino	6160-6161
<u>Fire Districts</u>		
Capay Fire Protection District	Xeng Her	6212
Clarksburg Fire Protection District	Xeng Her	6213
Dunnigan Fire Protection District	Miguel Patino	6214
East Davis Fire Protection District	Miguel Patino	6215
Elkhorn Fire Protection District	Xeng Her	6228
Esparto Fire Protection District	Xeng Her	6216
Knights Landing Fire Protection District	Miguel Patino	6217
Madison Fire Protection District	Xeng Her	6218
No Man's Land Fire Protection District	Xeng Her	6229
Springlake Fire Protection District	Miguel Patino	6220
West Plainfield Fire Protection District	Miguel Patino	6223
Willow Oak Fire Protection District	Xeng Her	6224
Winters Fire Protection District	Miguel Patino	6225
Yolo Fire Protection District	Miguel Patino	6226
Zamora Fire Protection District	Xeng Her	6227
<u>CFC:</u>		
First Five (Children & Families Commission)	Xeng Her	6301
<u>Community Service Districts</u>		
Cacheville Service District	Xeng Her	6360
Esparto Community Services District	Xeng Her	6370-6372
Knights Landing Community Services District	Xeng Her	6350
Madison Community Services District	Xeng Her	6340

Reclamation Districts:

Reclamation District 150	Miguel Patino	6435
Reclamation District 1600	Miguel Patino	6450
Reclamation District 2035	Miguel Patino	6410-6418
Reclamation District 307	Miguel Patino	6430-6431
Reclamation District 537	Miguel Patino	6455
Reclamation District 730	Miguel Patino	6440
Reclamation District 785	Miguel Patino	6445
Reclamation District 827	Miguel Patino	6420
Reclamation District 900	Miguel Patino	6425
Reclamation District 999	Miguel Patino	6401

Other Districts:

Knights Landing Drainage District	Xeng Her	6955
Law Library	Miguel Patino	6950
Sacramento-Yolo Mosquito Vector Control District	Xeng Her	6953
Valley Clean Energy Alliance	Miguel Patino	6925
YCPARMIA	Miguel Patino	6915
Yolo County Flood Control & Water Conservation District	Miguel Patino	6975
Yolo County Resource Conservation District	Xeng Her	6970
Yolo County Transportation District (TRAN)	Miguel Patino	6930-6932
Yolo Emergency Communications Agency	Xeng Her	6920-6921
Yolo Habitat JPA	Miguel Patino	6945-6947
Yolo Solano Air Quality Management District	Xeng Her	6960-6963
Yolo Subbasin Groundwater Agency	Miguel Patino	6927
LafCo	Xeng Her	6940

General Ledger Report

GL290 Date: 12/18/20
Time: 10:56

JOB SUBMISSION PARAMETERS

User Name: INFORBC\DGentile
Job Name: GL290
Step Nbr: 1

Company: 1000
or Company Group:
Reports: GENERAL LEDGER RPT

Year Code: C Current or Posting Dates: -
or Year:
Periods: 5 - 5

Accounting Unit: 6927
Accounts: -
Subaccounts: -
Report Currency: B Base

General Ledger Report

GL290 Date 12/18/20
Time 10:56

Company 1000 - YOLO COUNTY
GENERAL LEDGER RPT - General Ledger Report
For Period 05 - 05 Ending November 30, 2020

USD

Page 1

Sort Variable Level, Account
Type Amounts
Activity Beg Bal and Activity

Accounting Unit 69275349998302 YSGA OPERATIONS Resp Level 6927-0053-04999-8302

Posting	Pd	Sy	Stat	Journal/Seq	Transaction Description	Operator	Debit	Credit	Balance
Account				400700-0000	INVESTMENT EARNINGS-POOL			Begin Balance	2,787.66-
				400700-0000	INVESTMENT EARNINGS-POOL			End Balance	2,787.66-
Account				400705-0000	GASB 31 FMV - DFS ONLY			Begin Balance	10,470.00
				400705-0000	GASB 31 FMV - DFS ONLY			End Balance	10,470.00
Account				404299-0000	TRUST AND AGENCY CONTRIBUTIONS			Begin Balance	289,337.25-
				404299-0000	TRUST AND AGENCY CONTRIBUTIONS			End Balance	289,337.25-
Account				502999-0000	TRUST AND AGENCY DISTRIBUTIONS			Begin Balance	0.00
11/10/20	05	AP	Hist N	38-00	16762YOLO SUBBASIN GROUNDW	NT0000073b	200,000.00		200,000.00
					Total Activity Account		200,000.00		
				502999-0000	TRUST AND AGENCY DISTRIBUTIONS			End Balance	200,000.00
				69275349998302	YSGA OPERATIONS			End Balance	81,654.91-

Accounting Unit 69279900010001 YSGA BSU ONLY Resp Level 6927-0099-00001-0001

Posting	Pd	Sy	Stat	Journal/Seq	Transaction Description	Operator	Debit	Credit	Balance
Account				100000-0000	CASH IN TREASURY			Begin Balance	1,013,847.73
11/10/20	05	AP	Hist N	38-00	Auto Offset From Zone 1	NT0000073b		200,000.00	813,847.73
					Total Activity Account			200,000.00	
				100000-0000	CASH IN TREASURY			End Balance	813,847.73
Account				300999-0000	UNASSIGNED			Begin Balance	732,192.82-
				300999-0000	UNASSIGNED			End Balance	732,192.82-
				69279900010001	YSGA BSU ONLY			End Balance	81,654.91

Company 1000 Totals:
Debit Transactions 200,000.00
Credit Transactions 200,000.00
Debit Balances 1,024,317.73
Credit Balances 1,024,317.73
P/L Debit Transactions 200,000.00
P/L Credit Transactions
Net Loss 200,000.00

Bank Transaction Entry - LSAPPS/CB20.1

Cash Code U683 US BANK - COUNTY TREASURY ACCT USD

Transaction Code DEP DEPOSIT - TREASURY COUNTER

Transaction Number 29495

Company 1000 YOLO COUNTY USD

Amount 120700.00

Transaction Date 12/15/2020

Description YOLO SUBBASIN GROUDNWATER AGCY

Bank Statement

Journal Book, Seq Number

Reference Dist Totals 120700.00

Post Date 12/18/2020 Input or Output

User Analysis

Detail Area

FC	Co	Account	-----	Analysis	Amount	Activity	-----
	1000	69275349998302	404299		120700.00-		

STATE OF CALIFORNIA
COUNTY OF YOLO
DEPOSIT PERMIT

Deposit Permit No. _____

Date: December 11, 2020

THE TREASURER
HAS RECEIVED FOR DEPOSIT

From: Yolo Subbasin Groundwater Agency
(Department or Agency)

By: _____
(Authorized Signature)

Approved By: _____

The Sum of: _____ Dollars \$ \$120,700.00

On Account of:

Deposit Description (30 Character Maximum):

Accounting Distribution:

ACCOUNTING UNIT (FD/BU/CC)			ACCT.	SUB. ACCT.	ACTIVITY	ACCT. CAT	AMOUNT
6927	4999	8302	404299				\$120,700.00

December 11, 2020

Deposit for Account #6927 - Yolo Subbasin Groundwater Agency

City of West Sacramento	40,000.00
City of Woodland	40,000.00
Reclamation District 765	700.00
University of CA Davis	40,000.00
Total deposit	120,700.00

DATE 10/9/2020

PAY TO THE ORDER OF Yolo Subbasin Groundwater Agency
Seven Hundred

\$ 700
DOLLARS

usbank

FOR Annual Membership Contribution

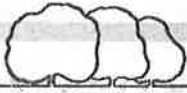
[Signature]
AUTHORIZED SIGNATURE



⑈001002⑈ ⑆121122676⑆ 15752461321⑈

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DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATERMARK THAT APPEARS WHEN HELD TO THE LIGHT



City of Woodland

300 FIRST STREET WOODLAND, CA 95695
WARRANT AND TREASURY DRAFT

PAYABLE THROUGH
US BANK OF CALIFORNIA
WOODLAND BRANCH
24 HOUR BANKING
1-800-973-3556

60-2057 858
1211

VENDOR NUMBER	DATE	CHECK NUMBER
07029	10/02/2020	300804

PAY Forty Thousand Dollars and No Cents

40,000.00

TO THE ORDER OF
YOLO SUBBASIN GROUNDWATER AGENCY
34274 STATE HIGHWAY 16
WOODLAND, CA 95695

[Signature]
[Signature]

SECURITY FEATURES INCLUDED
DETAILS ON BACK

⑈0300804⑈ ⑆121122676⑆ 153401195422⑈

BANK OF AMERICA
900 8TH STREET
SACRAMENTO, CA 95814

11-35
1210

CITY OF WEST SACRAMENTO

P.O. BOX 986

WEST SACRAMENTO, CALIFORNIA 95691-0986

CHECK NO. 294094

00294094

DATE
10/13/20

FORTY Thousand Dollars and ZERO Cents

AMOUNT

*****40,000.00

PAY TO THE ORDER OF

YOLO SUBBASIN GROUNDWATER AGENCY
34274 STATE HIGHWAY 16
WOODLAND, CA 95695

[Signature]
AUTHORIZED SIGNATURE
[Signature]
AUTHORIZED SIGNATURE

VOID AFTER 6 MONTHS

TWO SIGNATURES REQUIRED IF OVER \$65,000.00

THIS DOCUMENT HAS A TRUE WATERMARK IN THE PAPER. HOLD TO LIGHT TO VIEW.

⑈294094⑈ ⑆121000358⑆ 14891180504⑈

THE FRONT OF THIS DOCUMENT HAS A TRUE BACKGROUND ON WHITE PAPER



UNIVERSITY OF CALIFORNIA
DAVIS, CALIFORNIA 95616
REVOLVING FUND

Wells Fargo Bank, N.A.
Chapel Hill, NC
For Inquiries call:
1-800-289-3557 option
1, option 1, acct
#4759-606791

66-156
531

CHECK DATE
12/07/2020

CHECK NUMBER
11292732

PAY *Forty Thousand And 00/100 Dollars*

\$40,000.00

Non-Negotiable After 180 Days

TO THE ORDER OF
YOLO SUBBASIN GROUNDWATER AGENCY
34274 STATE HWY 16
WOODLAND, CA 95695

[Signature]



⑈1292732⑈ ⑆05310156⑆ 4759606791⑈

Journal Entry - LSAPPS/GL40.1

Company 1000 YOLO COUNTY USD
Year, Period, SYS 2021 1 GL General Ledger
Type, Journal, Seq N 261 REC DIST 2035-YOLO SGA
Position To

Detail Area

FC Co	Account	-----	User Analysis	Activity ---	Amount	Units
1000	64105327818200	502999			19000.00	
	1 TRUST AND AGENCY DISTRIBUTIONS			YOLO SGA FY20/21 MEMBERSHIP		
1000	69275349998302	404299			19000.00-	
	2 TRUST AND AGENCY CONTRIBUTIONS			RD 2035 FY20/21 MEMBERSHIP		
Journal Entry Net Amount:			.00			
Units	.00					

Miguel Patino

From: Denise Costa <denise@conawayranch.com>
Sent: Tuesday, August 25, 2020 3:12 PM
To: Miguel Patino
Cc: Marti Holland-RD
Subject: Claims to be paid
Attachments: Claims 8.25.20.pdf

Hi Miguel,

Attached are Reclamation District 2035 claims to be paid.

Thank you,

Denise Costa

Administrative Assistant/Operations Manager



45332 County Road 25

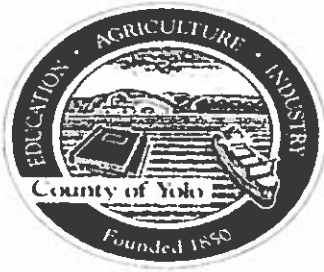
Woodland, CA 95776

Ph 530-662-6200 x103

Cell 530-848-5829

Fax 530-662-0562

[THIS EMAIL ORIGINATED FROM OUTSIDE YOLO COUNTY. PLEASE USE CAUTION AND VALIDATE THE AUTHENTICITY OF THE EMAIL PRIOR TO CLICKING ANY LINKS OR PROVIDING ANY INFORMATION. IF YOU ARE UNSURE, PLEASE CONTACT THE HELPDESK (x5000) FOR ASSISTANCE]



County of Yolo

www.yolocounty.org

CHAD RINDE, CPA
Chief Financial Officer
TOM HAYNES
Assistant Chief Financial Officer

YOLO COUNTY CLAIM FORM

DATE:

COUNTY DEPARTMENT OR DISTRICT SUBMITTING CLAIM:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY NUMBER	ACCOUNT CATEGORY
64105327818200	502999		

VENDOR NUMBER

CONTRACT NUMBER

TOTAL EXPENSE AMOUNT \$

NAME AND ADDRESS OF VENDOR Yolo Subbasin Groundwater Agency 34274 State Hwy 16 Woodland, CA 95695	I hereby certify that the articles or services described by the invoice attached were necessary for use by the department.
	DEPARTMENT HEAD SIGNATURE <input type="text"/>
	BY: DESIGNATED AUTHORIZED SIGNATURE ON FILE <i>Mike Hall</i> DATE: <i>8-24-20</i>

I hereby certify that the articles of service described by the invoice attached have been delivered or performed and that no prior claim has been presented for said articles or service.

SIGNATURE OF CLAIMANT (DATE)

If vendor is not in the accounting system, please have them complete the new vendor registration form.

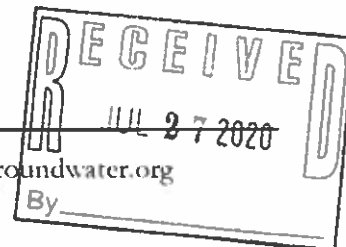
Attach Original Invoice and add remarks below.

FISCAL RESPONSIBILITY & SUSTAINABILITY

10.1100.20 Prepaid Dues 19,000.00 Updated 10-10-2019
7/20 - 6/21

Yolo Subbasin Groundwater Agency
Groundwater Sustainability Agency

34274 State Highway 16 • Woodland, CA 95695 • 530.662.3211 • www.yologroundwater.org



July 23, 2020

Mike Hall, General Manager
Reclamation District 2035
45332 County Road 25
Woodland, CA 95776

RE: Fiscal Year 2020-2021 YSGA Membership Invoice

Dear Mr. Hall:

Thank you for your participation in the Yolo Subbasin Groundwater Agency (YSGA). This letter serves as your agency's invoice for membership in the YSGA from July 1, 2020 to June 30, 2021.

On June 15, 2020, the YSGA Board of Directors (Board) adopted an amended annual budget for fiscal year 2020-2021. The adopted budget is attached for your reference. Article 5.11 of the Joint Exercise of Powers Agreement (JPA) states that following the two-year anniversary of the JPA's effective date of June 19, 2017, the Board shall consider whether to recommend that the voting structure and/or expense allocation provisions be modified in any respect. On April 22, 2019, the Board voted to postpone consideration of this modification until the Groundwater Sustainability Plan (GSP) is completed and submitted to the California Department of Water Resources. Providing the work plan proceeds as scheduled, we anticipate submitting the Yolo Subbasin GSP by June 30, 2021. Please contact Kristin Sicke with any questions on this process (ksicke@ycfwevd.org or 530.662.0265).

INVOICE – FISCAL YEAR 2020-2021

Annual Membership Contribution - \$19,000

Please choose one of the following payment options:

- 1) *One Full Year Payment:* July 2020 to June 2021: \$19,000
- 2) *Two Half-Year Payments:*

Invoice #1: July 2020 to December 2020: \$9,500

Invoice #2: January 2021 to June 2021: \$9,500

(Invoice #2 will be mailed in January 2021 if not paid in full)

Please make check payable and remit within 30 days of the date of this letter to:

Yolo Subbasin Groundwater Agency
34274 State Highway 16
Woodland, CA 95695

Sincerely,

A handwritten signature in cursive script that reads "Donna L. Gentile".

Donna L. Gentile

Board Secretary and Administrative Coordinator

Copy via email only: Kriykos Tsakopoulos, Denise Costa

DIRECT DEPOSIT ADVICE



COUNTY OF YOLO
625 COURT STREET RM 103
WOODLAND, CALIFORNIA 95695

ACH Advice No. **8301**

DATE
8/20/20

AMOUNT
\$ **40,000.00

YOLO SUBBASIN GROUNDWATER
34274 STATE HIGHWAY 16
WOODLAND CA
United States of America

NON-NEGOTIABLE

Vendor Number 16762

Invoice No.	Invoice Date	PO Number	Description	Net Advice Amount
YSGA FY21 MEMBERSHIP	07/23/20	2983		\$40,000.00
TOTAL:				\$40,000.00

DIRECT DEPOSIT ADVICE



COUNTY OF YOLO
625 COURT STREET RM 103
WOODLAND, CALIFORNIA 95695

ACH Advice No. **9070**

DATE
11/12/20

AMOUNT
\$ **200,000.00

YOLO SUBBASIN GROUNDWATER
34274 STATE HIGHWAY 16
WOODLAND CA
United States of America

NON-NEGOTIABLE

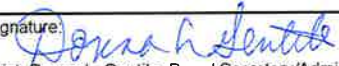
Vendor Number 16762

Invoice No.	Invoice Date	PO Number	Description	Net Advice Amount
2020-1105	11/05/20		YOLO SUBBASIN GROUNDWATER AGENCY	\$200,000.00
TOTAL:				\$200,000.00

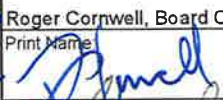
Special Districts and Other Agencies Authorization Form - FY 2020-21

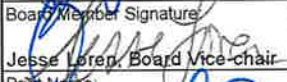
COUNTY OF YOLO
 DEPARTMENT OF FINANCIAL SERVICES
 P.O. BOX 1268
 WOODLAND, CA 95776
 (530) 666-8190


Fund: 6927
 District Name: Yolo Subbasin Groundwater Agency
 Address: 34274 State Highway 16, Woodland, CA 95695
 Phone number: (530) 662-3211
 Contact: Donna L. Gentile
 Email: dgentile@yolosga.org

1	3	5	7	8	9	AUTHORIZED SIGNATURE OF EMPLOYEE	
PICK UP GENERAL CHECKS	GENERAL CLAIMS APPRVL	DEPOSIT APPRVL.	JE/TSF DOC. APPRVL	BUDGET MOD. APPRVL			
✓	✓	✓	✓	✓			Signature:  Print: Donna L. Gentile, Board Secretary/Administrative Coordinator, YSGA
							Signature: Print:
							Signature: Print:
							Signature: Print:
							Signature: Print:
							Signature: Print:
							Signature: Print:
							Signature: Print:

The persons listed above are authorized to perform the above duties on behalf of our governing board as approved in our Minutes recorded at a regular district meeting.

Board Chairman Signature _____ Date _____

 Roger Cornwell, Board Chair
 Print Name: _____
 Date: 8/11/2020

Board Member Signature _____ Date _____

 Jesse Loren, Board Vice-chair
 Print Name: _____
 Date: 8/13/2020

Board Member Signature _____ Date _____

 Kristin Sicke, Executive Officer
 Print Name: _____

Board Member Signature: _____ Date _____
 Print Name: _____

Board Member Signature _____ Date _____
 Print Name: _____

Board Member Signature: _____ Date _____
 Print Name: _____

Board Member Signature: _____ Date _____
 Print Name: _____

Board Member Signature: _____ Date _____
 Print Name: _____

YSGA Operations Manual

Accounting/Bookkeeping

Budget Preparation & Approval

Drafting the Fiscal Year Budget

The budget for the YSGA is drafted in an Excel spreadsheet by the Administrative Coordinator (AC) and presented to the Executive Officer and/or Executive Committee (EC) for review at one of the EC meetings. The YSGA Board typically adopts their July to June fiscal year budget at their June meeting prior to the start of the new fiscal year. The AC prepares a Committee report to accompany the Board Agenda item for budget adoption. Any changes from the previous year's budget should be notated and explained in the report. Budget adoption can be either a Consent Item or on the regular portion of the Agenda depending on whether there is anything that requires discussion by the Board. See attached budget and report samples.

S : YOLO SUBBASIN GROUNDWATER AGENCY (YSGA)/Finances/Budgets

After the budget has been adopted, it should be given to the bookkeeper to input into QuickBooks.

Printing Financial Statements for the Board or Executive Committee Agenda packets

Four financial statements are presented to the Board at a regular board meeting. The Executive Committee reviews the financial statements at their meeting before the providing to the Board. The four QuickBooks fiscal year statements provided are: Balance Sheet, Budget vs Actual, Profit and Loss (by Quarter or Month), and Transaction List by Date. Typically, these files are exported into Excel so they can be reformatted to improve legibility and combined into one pdf for the Board agenda packet. Formatting changes are easier to do in Excel than in QuickBooks. See attached sample financial statements.

Yolo County Financial Services Year-End Reporting Procedures

The County requests several reports for their year-end reporting requirement. This request is sent via email in April/May to the Administrative Coordinator. The deadline for submittal is in July. See attached County email and YSGA response with attached documents sent.

S : YOLO SUBBASIN GROUNDWATER AGENCY (YSGA)/Finances/Year End Yolo County

**Yolo Subbasin Groundwater Agency Board of Directors
Meeting Agenda Report**

MEETING DATE: June 15, 2020

AGENDA ITEM NO. 5

SUBJECT: Consideration: YSGA Consent Items

INITIATED OR BOARD

INFORMATION

REQUESTED BY: STAFF

ACTION: MOTION

OTHER _____

RESOLUTION

ATTACHMENT YES NO

BACKGROUND

a. Approve March 16, 2020 YSGA Board of Directors' Meeting Minutes

Pursuant to Section 54957.5 of the Brown Act, copies of the draft minutes are available to the public at the Board meetings prior to their approval.

b. Receive Fiscal Year 2019-2020 Financial Statements: March 2020 – May 2020

Receive financial statements for March 1, 2020 to May 31, 2020.

c. Approve Budget Amendment #2 for Fiscal Year 2020-2021:

Budget amendment #2 includes an increase to fees by \$50 for financial audit services for year ending June 30, 2020 as per contract agreement with Richardson & Company. Amendment also includes membership dues adjustment for upcoming consolidation of Reclamation District 785 and Reclamation District 827 into Reclamation District 537's jurisdiction. This consolidation is the result of a revised LAFCo boundary of the Lower Elkhorn Basin Reclamation Districts, which will be effective July 1, 2020. Final acreage for determining membership dues is pending verification from LAFCo process.

d. Receive Minutes of YSGA Executive Committee:

Receive YSGA Executive Committee meeting minutes for March 9 and April 13, 2020.

e. Receive Minutes of YSGA Working Group:

Receive YSGA Working Group meeting minutes for April 3, 2019.

RECOMMENDATION

- a. Recommend adoption of March 16, 2020 Board meeting minutes with any corrections.
- b. This agenda item is for informational purposes only. No Board action is required.
- c. Recommend adoption of Budget Amendment #2 for Fiscal Year 2020-2021.
- d. This agenda item is for informational purposes only. No Board action is required.
- e. This agenda item is for informational purposes only. No Board action is required.

Yolo Subbasin Groundwater Agency
July 1, 2019 to June 30, 2020
Annual Budget for Fiscal Years 2019-20 and 2020-21
Proposed FY2020-21 Amendment #2 for Board adoption 6/15/20

		FY 2019-2020 Adopted Amend #1 3/16/20	FY 2020-2021 Proposed Amend #2 6/15/20
Revenue		FY2019-2020	FY2020-2021
1			
2	City of Davis	40,000	40,000
3	City of West Sacramento	40,000	40,000
4	City of Woodland	40,000	40,000
5	City of Winters	20,000	20,000
6	Yocha Dehe Wintun Nation	10,000	10,000
7	Esparto Community Services District	5,000	5,000
8	Madison Community Services District	5,000	5,000
9	Subtotal Muncipal Agencies Revenue	\$160,000	\$160,000
10	Yolo County Flood Control & WCD (200,000 acres)	100,000	100,000
11	Yolo County (White Areas) (160,000 acres)	40,000	40,000
12	Direct Contributions (White Areas) (40,000 acres)	20,000	20,000
13	Other Contributions from Rural Agencies ¹	40,000	40,000
14	Dunnigan Water District (10,700 acres)	5,350	5,350
15	Reclamation District 108 (23,200 acres)	11,600	11,600
16	Reclamation District 150 (4,293 acres)	2,147	2,147
17	Reclamation District 307 (5,941 acres)	2,971	2,971
18	Reclamation District 537 (~6,077 acres) ⁵	2,600	3,039 *
19	Reclamation District 730 (4,498 acres)	2,249	2,249
20	Reclamation District 765 (1,400 acres)	700	700
21	Reclamation District 785 (3,200 acres) ⁵	1,600	0 *
22	Reclamation District 787 (9,400 acres)	4,700	4,700
23	Reclamation District 827 (1,225 acres) ⁵	613	0 *
24	Reclamation District 999 (25,250 acres)	12,625	12,625
25	Reclamation District 1600 (6,924 acres)	3,462	3,462
26	Reclamation District 2035 (18,000 acres)	9,000	9,000
27	Subtotal Rural Agencies Revenue	\$259,617	\$257,842
28	University of California Davis	40,000	40,000
29	Colusa Drain Mutual Water Company	10,000	10,000
30	California American Water Company - Dunnigan	5,000	5,000
31	Yolo County Farm Bureau (private pumpers)	10,000	10,000
32	Environmental Party Representative (Ann Brice)	0	0
33	Subtotal Affiliated Parties Revenue	\$65,000	\$65,000
34	Interest Income	5,000	5,000
35	Subtotal Other Revenue	\$5,000	\$5,000
36	TOTAL REVENUE	\$489,617	\$487,842

Yolo Subbasin Groundwater Agency
July 1, 2019 to June 30, 2020
Annual Budget for Fiscal Years 2019-20 and 2020-21
Proposed FY2020-21 Amendment #2 for Board adoption 6/15/20

37	EXPENDITURES	FY2019-2020	FY2020-2021
38	Bank & Other Fees	500	500
39	Insurance - General & Auto	2,000	2,000
40	Membership Dues	3,000	3,000
41	Administrative Services/Expenses (WRA) ³	127,500	121,500
42	Project Management, SGMA Implementation (YCFCWCD)	110,000	110,000
43	Consultant Services	20,000	20,000
44	Legal Services	20,000	20,000
45	Audit Service - Financial ⁴	7,000	7,050
46	Real-time Groundwater Monitoring Sensors (x6)	80,000	80,000
47	Yolo County Groundwater Monitoring Program (administrator-YCFCWCD) ²	42,064	42,064
48	TOTAL EXPENDITURES	\$412,064	\$406,114

*

49	50	51	52
	Net Income (Estimated)	\$77,553	\$81,728

51 1 - RD 108, RD 787, RD 2035, and YCFC&WCD (\$10,000 each)

52 2 - The historical cost of the Program was \$89,000 with the YCFC&WCD providing \$46,936/year in cost share. For the first two years of the YSGA, the YCFC&WCD continued to provide \$46,936/year in cost share towards the Program. Program was historically funded by WRA Member Agencies from July 2009 to June 2017.

53 3 - WRA Budget changes for FY20-21: Deducted \$6,000 for 2-year audit expense. Audit completed in FY19-20.

54 4 - Quoted fees per auditor's agreement: FY17-18 \$8,900; FY18-19 \$7,000; FY19-20 \$7,050

55 5 - Consolidation of RD 785 and RD 827 into RD 537's jurisdiction effective July 1, 2020. Proposed total new acreage for RD537 is 6,077 pending verification for final membership dues.

* Notates changes from 3/16/20 adopted budget, amendment #1

Yolo Subbasin Groundwater Agency
Balance Sheet
 As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	4,354.22
1010 · 1st Northern-Savings	119,158.62
1020 · Yolo County Treasury	<u>813,847.73</u>
Total Checking/Savings	937,360.57
Accounts Receivable	
1100 · Accounts Receivable	<u>47,804.25</u>
Total Accounts Receivable	47,804.25
Other Current Assets	
1150 · Prepaid Insurance	492.25
1200 · Undeposited Funds	<u>80,700.00</u>
Total Other Current Assets	<u>81,192.25</u>
Total Current Assets	<u>1,066,357.07</u>
TOTAL ASSETS	<u><u>1,066,357.07</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	743,404.42
Net Income	<u>322,952.65</u>
Total Equity	<u>1,066,357.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,066,357.07</u></u>

Yolo Subbasin Groundwater Agency
Budget vs Actual
 July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	237,841.50	257,842.00	92.24%
4200 · Member Contributions-Affiliates	65,000.00	65,000.00	100.0%
4400 · Interest Income	3,041.51	5,000.00	60.83%
Total Income	<u>465,883.01</u>	<u>487,842.00</u>	<u>95.5%</u>
Expense			
5100 · Bank & Other Fees	277.75	500.00	55.55%
5300 · Insurance-General & Auto	1,837.73	2,000.00	91.89%
5500 · Membership Dues	0.00	3,000.00	0.0%
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	23,517.25	100,000.00	23.52%
Total 7000 · Admin. Services/Expenses (WRA)	<u>45,017.25</u>	<u>121,500.00</u>	<u>37.05%</u>
7100 · Project Mgmt-SGMA Implementatio	44,621.13	110,000.00	40.57%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	2,062.50	20,000.00	10.31%
7350 · Audit Services - Financial	7,050.00	7,050.00	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%
Total Expense	<u>142,930.36</u>	<u>406,114.00</u>	<u>35.2%</u>
Net Income	<u><u>322,952.65</u></u>	<u><u>81,728.00</u></u>	

Yolo Subbasin Groundwater Agency
Profit & Loss by Quarter
 July through November 2020

	<u>Jul - Sep 20</u>	<u>Oct - Nov 20</u>	<u>TOTAL</u>
Income			
4000 · Member Contributions-Municipal	160,000.00	0.00	160,000.00
4100 · Member Contributions-Rural	237,841.50	0.00	237,841.50
4200 · Member Contributions-Affiliates	65,000.00	0.00	65,000.00
4400 · Interest Income	1.10	3,040.41	3,041.51
Total Income	<u>462,842.60</u>	<u>3,040.41</u>	<u>465,883.01</u>
Expense			
5100 · Bank & Other Fees	0.00	277.75	277.75
5300 · Insurance-General & Auto	360.98	1,476.75	1,837.73
7000 · Admin. Services/Expenses (WRA)			
7010 · Westside IRWMP Cost Share (WRA)	0.00	21,500.00	21,500.00
7000 · Admin. Services/Expenses (WRA) - Other	23,517.25	0.00	23,517.25
Total 7000 · Admin. Services/Expenses (WRA)	<u>23,517.25</u>	<u>21,500.00</u>	<u>45,017.25</u>
7100 · Project Mgmt-SGMA Implementatio	0.00	44,621.13	44,621.13
7300 · Legal Services	0.00	2,062.50	2,062.50
7350 · Audit Services - Financial	7,050.00	0.00	7,050.00
7600 · YC Groundwater Monitor Program	0.00	42,064.00	42,064.00
Total Expense	<u>30,928.23</u>	<u>112,002.13</u>	<u>142,930.36</u>
Net Income	<u><u>431,914.37</u></u>	<u><u>-108,961.72</u></u>	<u><u>322,952.65</u></u>

**Yolo Subbasin Groundwater Agency
Transaction List by Date
October through November 2020**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill Pmt -Check	10/01/2020	151	Richardson & Company LLP		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-7,050.00
Bill Pmt -Check	10/01/2020	152	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-23,517.25
Bill	10/01/2020	2020-1001	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-44,621.13
Check	10/01/2020			Service Charge	1020 · Yolo County Treasury	√	5100 · Bank & Other Fees	-252.75
Deposit	10/01/2020			Interest	1020 · Yolo County Treasury	√	4400 · Interest Income	3,040.41
Bill	10/02/2020		ACWA/JPIA		2000 · Accounts Payable		-SPLIT-	-1,969.00
Payment	10/05/2020	300804	City of Woodland		1200 · Undeposited Funds		1100 · Accounts Receivable	40,000.00
Payment	10/14/2020	1002	Reclamation District 765		1200 · Undeposited Funds		1100 · Accounts Receivable	700.00
Bill	10/16/2020	553679	Downey Brand		2000 · Accounts Payable		7300 · Legal Services	-2,062.50
Bill	10/19/2020	2020-13	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7010 · Westside IRWMP Cost Share (WRA)	-21,500.00
Payment	10/19/2020	294094	City of West Sacramento		1200 · Undeposited Funds		1100 · Accounts Receivable	40,000.00
Bill	10/21/2020	2020-1021	Yolo County Flood Control & WCD		2000 · Accounts Payable		7600 · YC Groundwater Monitor Program	-42,064.00
Bill Pmt -Check	11/05/2020	153	ACWA/JPIA		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,969.00
Bill Pmt -Check	11/05/2020	154	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-2,062.50
Check	11/06/2020			Service Charge	1000 · 1st Northern-Checking	√	5100 · Bank & Other Fees	-25.00
Transfer	11/13/2020			Funds Transfer	1020 · Yolo County Treasury		1000 · 1st Northern-Checking	-200,000.00
Bill Pmt -Check	11/20/2020	155	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-86,685.13
Bill Pmt -Check	11/20/2020	157	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-21,500.00
Transfer	11/20/2020			Funds Transfer	1000 · 1st Northern-Checking	√	1010 · 1st Northern-Savings	-100,000.00

From: Robert Reisinger <Robert.Reisinger@yolocounty.org>
Sent: Tuesday, April 21, 2020 6:40 PM
To: Admin; Ana Vazquez; Bill Heins; 'bmcgriff@ycfcwcd.org'; 'Bwalls@rd108.org'; Capay Cemetery (barbara.s5880@gmail.com); Cherie Rita; 'cmacias@yolo911.org'; 'Colleen Brock; cvfpdistrict@outlook.com; DAlmaguer@ysaqmd.org; Dena Humphrey; dgentile@yolosga.org; Eloise Austin; 'gm@ecsd-ca.org'; Heather Nichols; 'hlyon@ycparmia.org'; Jeran Ulrich; Jess@davisceemetery.org; Jessica Smith; jgreenmfd@yahoo.com; 'jmcleod@fightthebite.net'; John Regelbrugge; 'jphillips@yctd.org'; Judith; kevin@conawayranch.com; jbryan@yctd.org; Dirk Brazil; 'khendricks@yololaw.com'; KJameson (KJameson@rd900.org); Lacy Trujillo (ZamoraFPD@gmail.com); 'LCarpenter@ysaqmd.org'; leo@madisoncsd.org; Leticia Ambriz; 'lrblack@yololaw.com'; 'Mardella Archer'; 'Margaret Bacot'; maryscemetery@gmail.com; MClemente; Michelle; 'mike01@frontiernet.net'; 'mikejm@gene.com'; 'Mrotteveel@cityofdavis.org'; nesseschmoker@yahoo.com; 'pam@conawayranch.com'; Pete Dwyer; 'petrea@conerosolutions.com'; 'rbagby@citlink.net'; RD 2035- Kevin (denise@conawayranch.com); RecDist150; 'sharongrafton716@hotmail.com'; Shawna Stevens; Sheila Carbahal; Shelly Gunby; 'Sherrill Jenkins'; Sheryl Hardy-Salgado; 'station19@espartofire.org'; Stephanie Chavez; 'Sue McCloud'; 'susan.stewart@cityofwoodland.org'; 'swallace@yololaw.com'; Terri Tuck; 'Tturk@buttonturk.com'; Rich Yeung; 'Vickie.klcsd@gmail.com'; 'Victoria Zimmerle; 'WCD415@sbcglobal.net'; 'willowoakadmin@afes.com'; 'wsrd@pacbell.net'; ycstation17@att.net

Cc: Sou Xiong; Miguel Patino; Xeng Her; Marilyn Tiriboyi

Subject: Year End Closing Procedures Letter With Schedules, Budget Letter With Templates

Attachments: FY1920 Year End Cutoff Dates and Procedures Letter Final.docx; FY1920 Year End Packet Checklist.xlsx; FY1920 Closing Schedules-Districts.xlsx; District Officials 6-30-20.xlsx; FY2021 Authorization Form.xlsx; FY2021 Special Districts Budgets Letter Final.docx; FY2021 Special Districts Budget Template.xlsx

Hello Special Districts,

I Sincerely hope all of you are well during these trying times. Please find attached the following documents:

Attached Documents:
FY1920 Year End Cutoff Dates and Procedures Letter
FY1920 Year End Packet Checklist
FY1920 Closing Schedule-Districts
District Officials
FY2021 Authorization Form
FY2021 Special District Budgets Letter
FY2021 Special Districts Budget Template

Please do not hesitate to email me or call me with any questions you have regarding these instructions and documents.

Robert Reisinger
 Accountant II
 County of Yolo
 Department of Financial Services

From: dgentile@yolosga.org
Sent: Wednesday, July 29, 2020 5:55 PM
To: Reisinger, Robert (YCT)
Subject: Fiscal Year End Closing 2019/2020 & Budget for 2020/2021
Attachments: 01-YSGA FY2019-2020 Adopted Budget & amendments with minutes.pdf; 02-YSGA FY2019-2020 Closing schedules with 6-30-20 Bank Statement.pdf; 03-YSGA Officials & Board Member list 6-30-20.pdf; 04-YSGA FY2020-2021 Adopted Budget with draft meeting minutes.pdf; 05-YSGA FY2019-2020 Financial Statements (QuickBooks).pdf; 06-YSGA Balance Sheet as of 7-1-2020.pdf

Hello Robert,

I am attaching the following documents as requested for Fiscal Year Ending 2019/2020 and a budget for Fiscal Year 2020/2021. The YSGA manages all payment of vendors in-house through our First Northern Bank account. We do not have any employees, therefore no payroll related expenses. I have number the attached file to match the list below. If you have any questions please contact me. Thank you, Donna

1. YSGA Board approved FY 2019-2020 budget with amendments including Board meeting minutes
2. YSGA FY2019-2020 Closing Schedules – Districts with 6/30/20 bank statements
3. YSGA District Officials and complete list of Board members as of 6/30/20
4. YSGA Fiscal Year 2020-2021 Budget, Board approved 6/15/20
 - a. Board meeting 6/15/20 draft minutes - Budget adoption supporting documentation (minutes to be adopted at 9/21/20 Board meeting)
5. YSGA financial statements for Fiscal Year 2019-2020 (QuickBooks reports)
6. YSGA Fiscal Year 2020-2021 Balance sheet as of 7/1/20

All YSGA Board of Directors agendas and minutes can be accessed online here: <https://www.yologroundwater.org/board-of-directors>

Donna Gentile, Administrative Coordinator/Board Secretary

Yolo Subbasin Groundwater Agency (YSGA): (530) 662-3211

34274 State Highway 16, Woodland, CA 95695; www.yologroundwater.org

YSGA Operations Manual

Accounting/Bookkeeping

Audit Procedures

Per the JPA Agreement, an annual audit is required of the YSGA financial operations. Richardson & Co. was contracted to conduct three successive fiscal year audits for years ending 6/30/18, 6/30/19 and 6/30/20. The Administrative Coordinator is emailed an advance preparation package/checklist from the auditor to provide a variety of audit materials prior to the start of the auditor's investigation (see attached checklist from the auditor). The financial statement files are exported into Excel worksheets from QuickBooks and uploaded to a share drive managed by Richardson & Company. Other files supplied are collected from agendas and other supporting documentation. Approximately 35-45 files or documents are provided over the course of the audit.

The Administrative Coordinator, Executive Officer and Board Chair are asked to individually answer a list of fraud and risk assessment questions about the agency and its operations. The Administrative Coordinator/ Bookkeeper additionally is asked to answer at least three other cash management related questionnaires. The agency is also asked to report on the progress of recommendations made from the previous audit management letter.

The draft audit report is presented to the Administrative Coordinator for review. The Executive Committee (EC) reviews the draft at one of their monthly meetings. The first year Richardson & Company presented the audit to the Board at a regular board meeting. The second year the EC received the draft audit review presentation. Then the final audit was presented to the YSGA Board at a regular board meeting as part of the Consent Agenda Items. All Audit related documents can be found here: S : YOLO SUBBASIN GROUNDWATER AGENCY (YSGA)/Audit

After the audit is finalized and received by the Board, it is submitted to the State Office of the Controller by the Auditor. A digital copy of the Final Audit Report is posted on the YSGA website in the *Public Agency Transparency* section (<https://www.yologroundwater.org/public-agency-transparency>). The Administrative Coordinator submits the final audit to the Yolo County Financial Services office for filing online at the Yolo County Report Submissions Portal: <https://www.yolocounty.org/general-government/general-government-departments/financial-services/internal-audit/report-submission-portal>.

Any of the recommendations from the audit that have accomplished should be reported to Yolo County on their *Corrective Action Plan* form (see attached example). S : YOLO SUBBASIN GROUNDWATER AGENCY (YSGA)/Finances/Corrective Action Plan

Audit Request for Proposals (RFP)

The YSGA requested proposals for the first time in 2018 since it was established in 2017. The next audit RFP process should be started sometime in early spring 2021. The RFP document was modeled after the YCFC&WCD's. One item was inadvertently removed from the proposal that should be included in the next cost estimate is "*Preparation of the annual State Controller's Special Districts Financial Transactions Report is also requested.*" Typically, an audit firm would prefer to offer at least a 3-year audit proposal. The YSGA Board may decide to switch from an annual to a biennial audit. In which case, legal counsel should be consulted to amend the JPA agreement and have the Board adopted the amendment.

YSGA Operations Manual

ADMINISTRATIVE MANAGEMENT

Board Elected & Appointed Positions

The YSGA JPA Agreement details the requirements of the board officers, executive officer, board secretary and treasurer positions.

Board of Directors Compensation

YSGA provides no compensation or reimbursements to Board members to-date. Under the Yolo County Flood Control and Water Conservation District (YCFC&WCD) project management activities, the YCFC&WCD pays for some expenses that are invoiced and reimbursed through their Administrative and Technical Service Agreement with YSGA.

Board Adopted Policies

After the audits conducted by Richardson & Company, they recommended in their management letter that the YSGA adopt certain Board Policies. The following policies were drafted by the Board Secretary, reviewed and edited by the Executive Committee. The YSGA Board adopted them on September 21, 2020. <https://www.yologroundwater.org/board-policies>

- 1000 – Adoption of Board Policies
- 2100 – Cash Reserves Policy (adopted 6/18/18)
- 2105 – Asset Protection – Fraud in the Workplace
- 2115 – Capital Assets Policy
- 2125 – Expense Authorization
- 2130 – Investment Policy Guidelines

Website Management & Hosting

The YSGA's website is hosted and developed by Streamline as of December 2019. An annual fee of \$1,200 is invoiced via email every year. The YSGA staff updates and maintains the website. Streamline support is available for questions and can assist with updates as needed. www.yologroundwater.org

Yolo County Groundwater Monitoring Program & Water Resources Information Database

The Yolo County Groundwater Monitoring Program and Water Resources Information Database (WRID) activities are primarily coordinated by Max Stevenson, Assistant General Manager of the YCFC&WCD. At its inception, both program activities were funded by the YCFC&WCD and some members of the Water Resources Association of Yolo County (WRA). When the YSGA Groundwater Sustainability Agency (GSA) was formed these activities were moved under its authorities. Separate groundwater fees have yet to be assessed to each of the GSA member entities but may be in the future as part of the overall program costs.

Contracts/Agreements

Agreements Contracted Directly with the YSGA

The following agreements are handled by the YSGA:

- 1) WRA Administrative Services Agreement

- 2) YCFWCD Administrative and Technical Services Agreement (Project Management)
- 3) Downey Brand legal counsel
- 4) Yolo County Financial Services Agreement
- 5) DWR Technical Services Agreement

Currently the WRA is the MOU partner on behalf of Yolo county for the Westside-Sacramento Integrated Regional Water Management (IRWM) Plan. The WRA pays the annual cost share for participating in this forum recognized by the California Department of Water Resources (DWR) as the official regional IRWM group. The other MOU partners in this group are Solano, Lake and Napa counties. Yolo county is eligible to apply for grant opportunities because of its participation in the Westside-Sacramento IRWM. Depending on how the WRA and the YGSA entities are consolidated in the future, this MOU agreement may need to be updated.

Consultants

As of 2017 all consultant contracts have been established by the YCFWCD on behalf of the YGSA and have been managed as part of the Proposition 1 DWR grant agreement between DWR and the YCFWCD on behalf of the YGSA. The YCFWCD is the Board appointed grant fiscal agent and handles all project management and grant invoicing to DWR functions on behalf of the YGSA. As the \$1 million grant funds are expended in late 2020/early 2021, the YCFWCD will begin invoicing the YGSA for these consultant fees and has requested a new budget item to cover these expenses for the development of the Groundwater Sustainability Plan (reference Budget Amendment #3 on the January 11, 2021 Board Agenda).

Insurance Policy

The YGSA is insured for general liability and auto insurance with the ACWA-JPIA. This annual policy renews in October. The fee is based on the YGSA's annual operating budget. The YGSA must be a member of ACWA to be eligible for this insurance coverage.

Employees

Currently the YGSA has no employees and no State or Federal payroll accounts established. The WRA's staff has been under contract with YGSA for administrative functions and invoices quarterly for these services since 2017.

In November 2020, the YCFWCD hired two water resources technicians to assist with YGSA groundwater activities (75%) and also perform YCFWCD related activities (25%). These positions are full-time employees of the YCFWCD and are provided all employee benefits under the YCFWCD's administration. The YCFWCD will invoice the YGSA for their time under an agreement that will be established and approved by the Board of Directors in 2021.

Document Filing & Location

Current year YGSA document files are located in the WRA's 2-drawer HON lateral gray file cabinet (bottom drawer) in its downstairs office. Historical documents for previous years are store in a banker's box in the WRA's office as labeled.

WRA and YSGA - DOCUMENT FILE LOCATIONS

ON DOWNSTAIRS DESK: Vertical Files: Various current working documents: committee meetings, to do file, bills to pay, other current projects. Office Policy & Procedures Manual and LAIF Information Binder

GRAY LATERAL (next to downstairs computer desk)

(NOTE: Keys to unlock lateral file cabinet are twist-tied inside the top or bottom drawer of file cabinet if not locked.

TOP DRAWER - WRA:

- Accounting - QuickBooks related information
- Accounts Payable Expenses
- Accounts Receivable Income
- Associate Members
- Audits – recent (older files archived in bankers boxes)
- Bank Statements & Info (LAIF, 1st Northern)
- Blank Checks - First Northern Bank - in box and labeled (now located with LedgerPro Bookkeeping service)
- Board Membership File by Agency
- Computer System - receipts, manuals
- Credit Card (receipts & acct info)
- Employee Benefits - health, retirement
- General Correspondence
- Insurance Policies - workers comp, general liability (current year)
- Office Equipment - receipts, manuals
- Office Forms
- Office Furniture – receipts and info
- Operations - Bylaws, original WRA agreement, non-profit documents, Brown Act
- Passwords List
- Payroll Liability Taxes (IRS, EDD)
- Personnel Files
- Public Relations & Marketing
- Subcommittee Meetings - miscellaneous
- Timecards
- Woodland Community Center – Room Reservations
- WRA Non-Profit Status Legal Documents (Original)
- WRA Website (1&1 IONOS and Iris Software/Chuck Lundgren)
- Computer data back-ups and CD's (in bottom drawer of 3-drawer file cabinet next to lateral file cabinet)

OTHER UPSTAIRS STORAGE (old WRA office locations):

2-Drawer Lateral Grey File Cabinet (against back wall): *(NOTE: Keys to unlock lateral file cabinet are twist-tied inside the top or bottom drawer of file cabinet if not locked.*

Top Drawer: Miscellaneous informational files; Executive Committee meeting agendas and minutes (recent files downstairs office)

Bottom Drawer: Technical Committee meeting agendas and minutes (recent files downstairs office)

Credenza against back wall: Water Awareness contest and poster forms, correspondence and related paperwork

Upstairs in Large Built-in Cabinet: Misc. supplies for meetings and other projects; Office supplies and special paper stock; Miscellaneous

Gray Bookshelves (3):

Past WRA Board of Directors and Committee meeting binders – agendas and minutes
Documents and reports from WRA’s member agencies
Yolo County IRWMP hard copies
FloodSAFE Yolo meetings and reports
Yolo County Storm Drainage

GRAY LATERAL (next to downstairs computer desk)

BOTTOM DRAWER - YSGA:

Accounts Payable Expenses
Accounts Receivable Income
Affiliated Parties - MOUs
Audit – current fiscal year
Bank Statements & Info (1st Northern Bank & Yolo County Treasury)
Board Policies Adopted
Consultant Agreements
Correspondence received
Correspondence sent
Downey Brand Agreement
DWR TSS Agreement
Form 700 Filing – Statement of Economic Interest
FPPS – Conflict of Interest Code
Insurance Policy – ACWA-JPIA general liability
JPA agreement
Meetings: Board
Meetings: Executive Committee
Meetings: Working Group
Oath of Office - signed
Resolutions - signed
SGMA Public Meetings – 2017
Stakeholder
State Controller’s Office Form Filing (auditor)
WRA Administrative Agreement and invoicing
YCFCWCD Administrative Agreement and invoicing
Yolo County Authorization Forms
Yolo County Corrective Action Plan forms
Yolo County Financial Services Agreement
Yolo County Year End Closing documents
YSGA Membership Dues Invoices
YSGA Website (Streamline)
Previous fiscal year YSGA documents are in a bankers box on floor of downstairs office.

OTHER UPSTAIRS STORAGE (old WRA office locations):

2-Drawer Lateral Grey File Cabinet (against back wall):

TOP DRAWER: General information files on local agencies, events etc. AND WRA Project Budget files (allocated funds)

BOTTOM DRAWER: WRA Technical Committee and Executive Committee meeting agendas and minutes

Credenza against back wall: Water Awareness contest and poster forms, correspondence and related paperwork

Upstairs in Large Built-in Cabinet: Office & meeting supplies, equipment storage. Mailing and filing supplies

Gray Bookshelves (3):

Past WRA Board of Directors and Committee meeting binders – agendas and minutes

Documents and reports from WRA's member agencies

Yolo County IRWMP hard copies

FloodSAFE Yolo meetings and reports

Yolo County Storm Drainage

UPSTAIRS OFFICE:

ARCHIVE BOXES (10 boxes on floor or on top of cabinets (not numbered but labeled))

Records older than 7 years can be destroyed

1. State payroll taxes, SDI application & refunds
2. Timecards, W2/W3's, Federal payroll taxes
3. Accounts Payable & Receivable
4. Older files to review and purge
5. Insurance Policies: workers compensation , general liability and Kaiser Health
6. Bank Statements: 1st Northern Bank, LAIF
7. IRWMP Development documents 06-07
8. IRWMP Public Workshop documents 06-06
9. WRA Member Agency files & correspondence
10. Grant funding

YSGA Operations Manual Outline

Board Secretary Tasks

MEETING PROCEDURES

The YSGA has several types of meeting groups: Board of Directors, Executive Committee, Working Group, Technical Advisory Committee and Management Areas.

Board of Directors Agendas and Minutes

The Board holds five meetings annually. Agendas are drafted and prepared by the Board Secretary and the Executive Officer. Minutes are transcribed by the Board Secretary and reviewed by the Executive Officer. A sample agenda is attached. The Board Secretary is responsible to prepare the Consent Items and the Bookkeeper will provide the QuickBooks financial statements. Presentations will typically be coordinated by the Executive Officer. The Legislative Update is provided by the Northern California Water Association (NCWA) staff and the DWR Update is provided by the California Department of Water Resources (DWR) staff. The Board Secretary will contact both agencies to verify they will attend the Board meeting. Staff reports are written by either the Board Secretary or the Executive Officer. After the complete final agenda has been prepared and assembled into a pdf document it is emailed to YSGA Board & Alternates and YSGA Public (Outlook group listservs). Currently no one has requested a printed copy of the agenda via mail. The Agenda packet is posted to the YSGA website and Agenda only is posted in the public display case at the YCF&WCD office. The agenda must be posted 72 hours before the meeting to comply with Brown Act regulations. Printed copies are made as needed. One copy should be filed appropriately in the 2-drawer gray lateral file cabinet in the WRA's office location. An attendee roll call sheet should be updated with the correct meeting date and printed for the day of the meeting. A current roster of Board members and alternates can be found in the "Designated Members" folder.

NOTE: The WRA Board meets directly before the YSGA Board, but this agenda is prepared and sent separately from the YSGA agenda. A WRA attendee roll call sheet should be updated with the correct meeting date and printed for the day of the meeting.

Physical Room Reservations/GoToMeeting

Currently all meetings are being held virtually via GoToMeeting due to COVID-19 restrictions. Previously, the WRA is the agency that contracted with the Woodland Community & Senior Center for Board meeting room rentals. When in-person meetings are allowed again, contact the City of Woodland Parks & Recreation at the Community Center to negotiate a new agreement and pricing. Meeting rooms have to be booked in advance for the entire year to insure availability, typically around October. A room set-up layout and reservation form needs to be completed. Reference the WRA's files for previous room rental contracts and information. Per the Brown Act, meeting agendas are required to be posted in the location where the meeting is held 72 hours in advance. The Community Center has a public display case (note closing times of the Center to be sure the staff receives the agenda in a timely manner for posting.)

Additional in-person meeting procedures

For offsite meetings other items to bring are:

- 25-30 copies of the agenda
- Sign-in sheet (for the public)

- Roll-call sheet for the Board & Alternates
- Bottled water
- Room signs
- Board tent cards (plastic tote in the WRA's office)
- Laptop for presentations (the City of Woodland can provide a laptop but it is preferred to bring our own with the presentations pre-loaded)

Executive Committee Agendas and Minutes

The Executive Committee is comprised of the Chair, Vice-chair, Executive Officer, an Urban and an Agricultural Board member representative. The Committee typically meets monthly from 12-1 pm. Meeting dates are selected at the end of each meeting. Currently all meetings are being held virtually via GoToMeeting due to COVID-19 restrictions, but prior to this they were held in the YCFC&WCD Board Room.

Agendas are drafted and prepared by the Board Secretary and the Executive Officer. After the complete final agenda has been prepared and assembled into a pdf document it is emailed to the Executive Committee (Outlook group listserv). Minutes are transcribed by the Board Secretary and reviewed by the Executive Officer. A sample agenda is attached. The Bookkeeper will provide financial statements for the Agenda. The Agenda packet is posted to the YSGA website and Agenda only is posted in the public display case at the YCFC&WCD office. The agenda must be posted 72 hours before the meeting to comply with Brown Act regulations. Printed copies are made as needed. One copy should be filed appropriately in the 2-drawer gray lateral file cabinet in the WRA's office location.

NOTE: The WRA Executive Committee meets directly before the YSGA Executive Committee as several of the members are the same, but this agenda is prepared and sent separately from the YSGA agenda.

Working Group Agendas and Minutes

The Working Group meets as needed throughout the year. The Agenda is drafted by the Executive Officer and the final agenda is assembled by the Board Secretary and distributed/posted as above. Minutes are transcribed by the Board Secretary and reviewed by the Executive Officer. There is a separate Working Group Outlook email listserv. The Agenda packet is posted to the YSGA website and Agenda only is posted in the public display case at the YCFC&WCD office. The agenda must be posted 72 hours before the meeting to comply with Brown Act regulations. Printed copies are made as needed. One copy should be filed appropriately in the 2-drawer gray lateral file cabinet in the WRA's office location. A current roster of Working Group members can be found in the "Designated Members" folder.

Technical Advisory Group (TAC) and Management Areas (MA) Agendas

The TAC and MA agendas are prepared by the Executive Officer for distribution and posting. These two groups are subcommittees and are not required to follow the Brown Act meeting agenda public posting, but information must be provided if requested by the public. These meetings have been added to the YSGA website calendar as they are scheduled for public transparency.

Yolo Subbasin Groundwater Agency Board of Directors Meeting Agenda

Monday, November 16, 2020

3:30 p.m. to 4:30 p.m.

34274 State Highway 16, Woodland, CA 95695

Pursuant to Governor Newsom's Executive Orders N-29-20 this meeting will be conducted by teleconference / webinar

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/908539029>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 908-539-029

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NOTICE TO PUBLIC

Public documents relating to any open session item listed on this agenda that are distributed to all or most of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Yolo Subbasin Groundwater Agency's Administrative Office at 34274 State Highway 16, Woodland 95695.

In compliance with the Americans with Disability Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting please contact YSGA office at (530) 662-3211. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

All items on the agenda will be open for the public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a three-minute time limit. The Chair has the discretion of limiting the total time for an item.

3:30 1. CALL TO ORDER AND DETERMINATION OF QUORUM

3:33 2. APPROVE AGENDA AND ADDING ITEMS TO THE POSTED AGENDA – In order to add an agenda item, it must fit into one of the following categories: a) A majority determination that an emergency (as designed by the Brown Act) exists; or b) A 4/5ths determination that the need to take action arose subsequent to the agenda being posted.

3:35 3. PUBLIC FORUM – The Public may address the Yolo Subbasin Groundwater Agency Board of Directors on any item of interest not appearing on the agenda that is within the subject matter of the Yolo Subbasin Groundwater Agency.

- 3:40 4. REPORT OF THE CHAIR AND EXECUTIVE OFFICER**, pages 3 - 10
Executive Officer report on activities since last Board meeting.
- 3:45 5. CONSIDERATION: CONSENT ITEMS**, pages 11 - 28
- a. Approve September 21, 2020 Board of Directors' Meeting Minutes, pages 12-20
 - b. Receive Fiscal Year 2020-2021 Financial Statements: July to October 2020, pages 21-25
 - c. Receive minutes of Executive Committee: 9/14/20, pages 26-27
 - d. Yolo LAFCo JPA Service Review for the Yolo Subbasin Groundwater Agency, October 29, 2020, page 28
- 3:50 6. UPDATE ON WATER LEGISLATION, REGULATORY & DELTA ISSUES**,
Adam Robin, Northern California Water Association
- 4:00 7. CALIFORNIA DEPARTMENT of WATER RESOURCES UPDATE**,
Report from Barrett Kaasa on programs of interest to the YSGA
- 4:10 8. UPDATE: GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT**, pages 29 - 30
- a. Water Budget
 - b. Hydrogeologic Conceptual Model
 - c. Stakeholder Communication and Engagement
 - d. Groundwater Monitoring and Report
 - e. Surface Water and Groundwater Modeling
 - f. Sustainable Management Criteria
- 4:25 9. MEMBERS' REPORTS AND FUTURE AGENDA ITEMS** – Yolo Subbasin Groundwater Agency Members are invited to briefly report on current issues and recommended topics for future Yolo Subbasin Groundwater Agency Board of Directors' meetings.
- 4:29 10. NEXT MEETING** – Monday, January 11, 2021
- 4:30 11. ADJOURNMENT**

Consideration of items not on the posted agenda, items in the following categories: 1) majority determination that an emergency (as defined by the Brown Act) exists; or 2) a 4/5ths determination that the need to take action arose subsequent to posting of the agenda. I declare under penalty of perjury that the foregoing agenda was posted by November 13, 2020 and made available to the public during normal business hours at the following locations: YSGA's office at 34274 State Highway 16, Woodland 95695.



Donna L. Gentile, Board Secretary

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee December 16, 2020, 12:30 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](#)).

Teleconference Options to join GoToMeeting:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/908539029>

You can also dial in using your phone.

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Access Code: 908-539-029

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 (Gentile)**
 - a) Approve October 29, 2020 meeting minutes, pages 3 - 4
 - b) Review financials: FY2020-2021: October - November 2020, pages 5 – 8
 - c) Operations & Procedures Manual Status
 - d) Payments to approve*
5. **Update on YSGA GSP Activities** discussion item (Sicke/O'Halloran)
 - a) Discuss recommendations of Yolo LAFCo Service Review of YSGA, pages 9 - 31
 - b) GSP Development Update
 - Management Area Workshop Results
 - TAC Meeting #4
 - Upcoming Meeting with Yolo Subbasin Farmers
 - Draft Sections of the GSP
 - Interbasin Coordination Efforts
6. **YSGA Board Meeting: January 11, 2021, 3:15 p.m. -** Discuss agenda items
 - Executive Officer Report

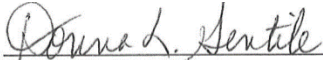
- Consent Items: Board and Committee Minutes & Financial Reports (Budget Amendment)
- Legislative & Regulatory Update: NCWA
- Presentation: TNC's Multi-Benefit Managed Aquifer Recharge Pilot Project in Colusa Subbasin
- GSP Development Update and Upcoming Public Workshops

7. Other Updates & Future Executive Committee Agenda Items

8. Next Executive Committee Meeting Date: February ____, 2021; via teleconference, YCFC&WCD Board Room

9. 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 December 11, 2020 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

* PAYMENTS:	
	WRA Invoice #2020-14: FY2020-21 Oct – Nov 2020 Administrative Support Services: \$13,316.81
	Digital Deployment (Streamline) – Annual website hosting fee - \$1,200

Yolo Subbasin Groundwater Agency Working Group Meeting Agenda

Thursday, September 10, 2020
1:00 to 3:00 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/568669301>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 568-669-301

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<https://global.gotomeeting.com/install/568669301>

Public documents relating to any open session item listed on this agenda that are distributed to the Working Group less than 72 hours before the meeting are available for public inspection in the customer service area of the Yolo County Flood Control and Water Conservation District's Administrative Office at 34274 State Highway 16, Woodland 95695.

In compliance with the Americans with Disability Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting please contact Donna Gentile at (530) 662-3211. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

- 1:00 1. CALL TO ORDER and DETERMINATION OF QUORUM**
- 1:03 2. APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – To add an agenda item, it must fit into one of the following categories: a) A majority determination that an emergency (as designed by the Brown Act) exists; or b) A 4/5 determination that the need to take action arose subsequent to the agenda being posted.
- 1:04 3. PUBLIC FORUM** – The Public may address the Yolo Subbasin Groundwater Agency Working Group on any item of interest not appearing on the agenda that is within the subject matter of the Yolo Subbasin Groundwater Agency Working Group.
- 1:06 4. APPROVE MINUTES** of the May 6, 2020 YSGA Working Group meeting, pages 3 - 6
- 1:07 5. INFORMATIONAL ITEM** – Report of the Executive Officer – Kristin Sicke

- 1:12 6. GSP DEVELOPMENT: GROUNDWATER MONITORING PROGRAM UPDATE – YCFC&WCD**
- 1:20 7. GSP DEVELOPMENT: TECHNICAL ADVISORY COMMITTEE UPDATE ON SUSTAINABLE MANAGEMENT CRITERIA DEVELOPMENT – GSP Technical Team and TAC**
- a. Method for establishing the Minimum Threshold and Measurable Objectives
 - Groundwater Storage, Levels, Quality
 - b. Process for Selecting Representative Wells
 - c. Future TAC Meeting Analyses
 - Land Subsidence, GW/SW Interaction, Seawater Intrusion
 - Water Budget and Future Scenarios
- 2:40 8. GSP DEVELOPMENT: SCHEDULING MANAGEMENT AREA WORKSHOPS and DRAFT CHAPTERS OF THE GSP – Executive Officer**
- a. Scheduling Management Area Workshops
 - b. Schedule for Posting Draft Chapters of the GSP
- 2:45 9. YSGA BOARD OF DIRECTORS’ MEETING ON SEPTEMBER 21, 2020 – Executive Officer**
- a. Administrative Items – Audit, Bills, etc.
 - b. Ad-hoc Committee for Reconsideration of Voting Structure and Expense Allocation
 - c. GSP Development Update: TAC’s Analysis of Sustainable Management Criteria
- 2:50 10. FUTURE WORKING GROUP DISCUSSIONS – Executive Officer**
- a. Annexation of White Areas
 - b. White Paper on Areas of Special Concern
 - c. Role of Water Transfers
- 2:55 11. WRAP UP and NEXT STEPS**
- a. Next meeting: December 2, 2020 at 1 p.m.
- 3:00 12. ADJOURN**

Consideration of items not on the posted agenda, items in the following categories: 1) majority determination that an emergency (as defined by the Brown Act) exists; or 2) a 4/5ths determination that the need to take action arose subsequent to posting of the agenda. I declare under penalty of perjury that the foregoing agenda meeting of the Working Group of the Yolo Subbasin Groundwater Agency was posted September 4, 2020 at the Yolo County Flood Control and Water Conservation District located at 34274 State Highway 16, Woodland 95695 and was made available to the public during normal business hours.



Donna L. Gentile, Board Secretary/Administrative Coordinator

YSGA Operations Manual

BOARD SECRETARY

Conflict of Interest Code & Form 700 (Statement of Economic Interest) Filing Requirements

State and local government agencies are required under the California Political Reform Act to adopt conflict of interest codes (COIC). This regulation is managed by the Fair Political Practices Commission (FPPC). The YSGA is required to comply with this regulation and has an adopted COIC and a pending amendment for FPPC approval as of October 2020 (see attached COIC). At the beginning of the year, the FPPC will send an email to the YSGA with the current forms and pamphlets to complete the Form 700 filing requirements (see attached sample email).

The Board Secretary is responsible for sending an email to the YSGA Board members and other required parties to complete this annual requirement (45+ individuals). The Secretary is also responsible for tracking, logging and policing the responses received. Samples are attached that have been used annually for this process.

Board Training – Ethics (AB1234) & Sexual Harassment Prevention Training (AB1825/SB1343)

The YSGA is not required to provide AB 1234 and AB 1825/SB 1343 trainings. As Board members take the trainings as required by their own agencies, the YSGA has requested that they send proof of completion certificates to us for internal filing.

Email sent to YSGA Board members in October 2018:

Dear YSGA Board of Directors,

If you have completed an AB1234 Compliant Ethics Education Training* for your agency, the YSGA is requesting that you forward a copy of your Proof of Participation Certificate to the YSGA office. If you have also a certificate for an AB1825 Compliant Prevention of Sexual and Other Unlawful Harassment in the Workplace training, please forward that as well. Three board members have already provided their certificates. You can provide your certificate either by mail at the address below or electronically to dgentile@yolosga.org.

If you need to complete your AB1234 training, please let me know by selecting Yes or No in the Vote button of your Outlook Toolbar, so we can decide what options we can offer for training. If you are not using Outlook and do not see a Vote option, please respond via email.

*Local government officials must take 2 hours of training in ethics principles and laws every 2 years. Please see the attached guidelines from the California Dept. of Justice (https://oag.ca.gov/sites/all/files/agweb/pdfs/ethics/eth_loc_guide_final.pdf).

Please don't hesitate to contact me if you have questions. Thank you!

Donna Gentile, Administrative Coordinator/Board Secretary
Yolo Subbasin Groundwater Agency (YSGA): (530) 662-3211
34274 State Highway 16, Woodland, CA 95695

YOLO SUBBASIN GROUNDWATER AGENCY

APPENDIX OF DESIGNATED POSITIONS

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Board of Directors and Alternates.....	1, 2
Attorney*	1, 2
Consultants/New Positions**	

*This position is filled by a consultant working in a staff capacity.

**Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The chairperson of the Agency's Board of Directors may determine in writing that a particular consultant or new positions, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The chairperson's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008)

YOLO SUBBASIN GROUNDWATER AGENCY
APPENDIX OF DISCLOSURE CATEGORIES

Category 1

Individuals holding designated positions must report: a) Interests in real property located within the jurisdiction as well as interests in real property within two miles of the boundaries of the jurisdiction or of any land owned or used by the Agency; b) Investments, business positions in business entities, income, gifts, loans, and travel payments from persons or entities engaged in the business of acquisition or disposal of real property (e.g. real property developers and brokers).

Category 2

Individuals holding designated positions must report: Investments, business positions in business entities and income, including gifts, loans, and travel payments, from sources which provide facilities, services, supplies, or equipment of the type utilized by the Agency, including but not limited to the following:

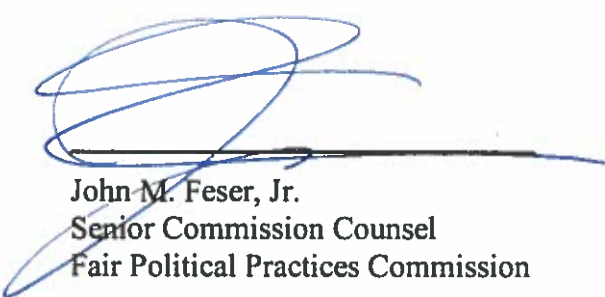
1. Motor vehicles and specialty vehicles and parts therefor
2. Construction and building materials and equipment
3. Office equipment and supplies
4. Petroleum products
5. Irrigation equipment and supplies
6. Safety equipment and facilities
7. Engineering services
8. Water quality testing
9. Real property or real estate development
10. Farming
11. Newspapers and other publications
12. Printing or reproduction services
13. Employment and temporary help agencies
14. Soil tests, compaction and grading
15. Banks and savings and loans
16. Insurance companies
17. Public utilities or private water companies
18. Audit agreements and contracts
19. Medical services
20. Agricultural or similar chemicals
21. Financial or investment advisors

This is the last page of the conflict of interest code for **Yolo Subbasin Groundwater Agency**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for **Yolo Subbasin Groundwater Agency** was approved on 1/18 2018. This code will become effective on 2/17/2018.


John M. Feser, Jr.
Senior Commission Counsel
Fair Political Practices Commission

From: Cyndi Glaser <CGlaser@fppc.ca.gov>
Sent: Thursday, January 9, 2020 9:48 AM
To: Cyndi Glaser
Subject: Updated Form 700, Statement of Economic Interest, Reference Pamphlet and Newsletter.
Attachments: Ref_Pamphlet_2019.20_FINAL.pdf; Form 700 2019.2020 FINAL.pdf; Amendments_Form_700_2019.20 IA.pdf; 2020 Multi County Agencies.pdf

Flag Status: Flagged

Happy New Year!

Attached please find the new Statement of Economic Interest, Form 700, Reference Pamphlet, Amendments and the newsletter. If you have any questions, please feel free to email me.

Thank you in advance.

*Thank you,
Cyndi Glaser*

SEI Unit Manager

Administration and Technology Division

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Fair Political Practices Commission www.fppc.ca.gov

1102 Q Street Suite 3000, Sacramento, CA 95811

916-327-5966 | 1-866-275-3772 | Fax: 916-322-0883

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From: dgentile@yolosga.org
Sent: Thursday, January 30, 2020 10:09 AM
To: 'YSGA distribution list'
Subject: Filing Form 700 for 2019 to YSGA by 4/1/20
Attachments: Form 700 2019.2020 for YSGA.pdf; Ref_Pamphlet_2019.20_FINAL.pdf

Importance: High

Dear YSGA Board of Directors and Alternates,

It is time to file your 2019 Statement of Economic Interest (Form 700) for the Yolo Subbasin Groundwater Agency (YSGA). Deadline for submittal to the YSGA no later than **April 1, 2020**.

INSTRUCTIONS:

A 2019-20 cover page form is attached for your use with YSGA information already filled in.

- Please fill in your full name at the top of the form.
- Complete Section 4 and add any schedules if appropriate or check the “None” box.
- Sign and date the form at the bottom.
- Submit your form(s): Either electronically to: dgentile@yolosga.org **OR** by Mail to the address below.

The complete Form 700 schedules and reference pamphlet is attached for your convenience.

You can also find this information on the FPPC website: [Form 700 and Reference Pamphlet](#)

If you have already submitted your form to me, thank you!

Please contact me if you have any questions.

Donna Gentile, Administrative Coordinator/Board Secretary

Yolo Subbasin Groundwater Agency (YSGA): (530) 662-3211

34274 State Highway 16, Woodland, CA 95695; dgentile@yolosga.org

COVER PAGE

A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- Multi-County County of
- City of Other

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2019, through December 31, 2019. Leaving Office: Date Left (Check one circle.)
- or- The period covered is through December 31, 2019. The period covered is January 1, 2019, through the date of leaving office.
- Assuming Office: Date assumed -or- The period covered is through the date of leaving office.
- Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached
- Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached
- Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
 - To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Brian will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Brian will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.

- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2019 annual statement, **do not** change the pre-printed dates to reflect 2020. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2020, through December 31, 2020, will be disclosed on your statement filed in 2021. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original “wet” signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

**Yolo Subbasin Groundwater Agency
Form 700 Filing Status**

FILING YEAR 2019 - Due by 4/1/2020 - Extended to 6/1

Updated: 7/17/2020

Form 700's filed with YSGA:

	Agency	Board	Filing date	Alternate	Filing Date
1	Can Am Water	Evan Jacobs	5/28/2020	Audie Foster	5/28/2020
2	City of Davis	Brett Lee	5/20/2020	Arnold/Gryzko/Tsai	7/9, 2/5, 2/5
3	City of West Sac	Martha Guerrero	4/14/2020	William Roberts*	
4	City of Winters	Jesse Loren	7/17/2020	Kurt Balasek/Wade Cowan	2/18/20; 7/17/20
5	City of Woodland	Xochitl Rodriguez (Murillo)	6/1/2020	Angel Barajas	7/13/2020
6	Colusa Drain MWC	Lynnel Pollock	3/24/2020	Jim Wallace	
7	Dunnigan WD	Eli Voelz*		Bill Vanderwaal	1/28/2020
8	Esparto CSD	Charles Schaupp	6/1/2020	Steve Knightley	1/31/2020
9	Madison CSD	Leo Refsland	2/19/2020	None	
10	RD 108	Hilary Reinhard	3/30/2020	Bill Vanderwaal	1/28/2020
11	RD150	Warren Bogle*	3/31/2020		
12	RD307	James Johas*	3/30/2020	Karen Chesnut*	
13	RD 1600	Michele Clark	1/30/2020	None	
14	RD 2035	Kryiakos Tsakopolous*	5/4/2020	Mike Hall	3/2/2020
15	RD 537 (incl 785 & 827)	Tom Ramos		None	
16	RD 730	Jim Heidrick	1/30/2020	None	
17	RD 765	David Dickson, Jr.		None	
18	RD 785 (no > 7/1)	Ross Peabody		None	
19	RD 787	Roger Cornwell	2/24/2020	Dominic Bruno	2/18/2020
20	RD 827 (no > 7/1)	Dan Ramos		None	
21	RD 999	Tom Slater*	3/31/2020		
22	UC Davis	Camille Kirk	7/13/2020	None	
23	YCFB	Stan Lester	2/3/2020	Denise Sagara	4/6/2020
24	YCFC&WCD	Tom Barth	2/4/2020	Tim O'Halloran	2/4/2020
25	Yocha Dehe	Emily Drewek	3/13/2020	Marc Fawns	5/19/2020
26	Yolo County	Gary Sandy	3/26/2020	Jim Provenza	3/23/2020
27	Environmental Rep	Ann Brice	5/19/2020	None	
28	Legal Counsel	Kevin O'Brien	3/25/2020		

Total of 46 people

1st email sent: 1/30/2020 deadline 4/1
 2nd email reminder: 3/30/2020 extended deadline to 6/1
 Final email reminder: 7/10/2020

* New members: RD 150, 307, 999 and new Board members (file assuming office after taking the Oath of Office)
 Gary Sandy Yolo County - took oath/assumed office 9/16/19

RD consolidation: 7/1/20 - RD785 and RD827 merging into RD537