

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
August 26, 2019, 12:30 – 1:00 pm**

Present: Roger Cornwell, Kurt Balasek, Kristin Sicke, Donna Gentile, Brian Nash

Absent: Jesse Loren, Tim O’Halloran, Lynnel Pollock, Elisa Sabatini

1. **CALL TO ORDER** at 12:30 pm by Chair Roger Cornwell.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** –A quorum was not present, so the EC was unable to act on any agenda items needing action.
3. **PUBLIC FORUM** – No comments.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) Review draft June 30, 2019 Audit Report, Brian Nash, Richardson & Company: Brian reviewed the auditor and management’s responsibilities. The scope of the audit was consistent with the engagement letter. There were no disagreements with management and no new major issues discussed with management prior to retention and management did not consult with other auditors. Richardson & Company provided opinions on the Special Revenue Fund and government-wide statements. The opinion was clean. Brian reviewed the Management’s Discussion & Analysis (MD&A), which is an executive summary of activity (pages 3 to 5 of the Audited Financial Statements). He explained each section of the audit including the notes and disclosures to the financial statements. He reported that the current controls in place were adequate. Richardson’s Management letter will recommend that the Agency document and adopt policies, procedures, and investment strategies/policies. Donna explained that she will be developing an Operating Policies and Procedures Manual based on the updated manual used for the WRA operations. The WRA and YSGA Executive Committees will review and approve both documents. Brian answered questions.
 - b) Executive Officer status update: Roger gave an update on discussions with Tim on the need for an interim Executive Officer until he returns to full-time. Roger agreed that we need to move forward with adding Kristin Sicke as interim Executive Officer if Tim does not return in the near future. If appointed, then we should add her as an authorized signer on the agency bank accounts. The EC will vote on this item at their next meeting with a quorum present. The Board will have the opportunity to consider this item for action in September.
 - c) July 22, 2019 meeting minutes: Not approved due to lack of quorum.
 - d) Review financials Fiscal Year End July 2018 to June 2019, Balance Sheet & Budget vs Actual (updated): Donna reviewed the financials that were updated to include 4th quarter interest and fees from the Yolo County Treasury through 6/30/19 that was not disclosed until early August. There will be minor journal entry adjustments after the audit is finalized.
 - e) Review financials FY2019-2020: July 2019: The EC reviewed the July 2019 financials.
 - f) Payments to approve: Approval postponed due to lack of a quorum.
5. **UPDATE ON YSGA ACTIVITIES** (Kristin Sicke)
 - a) Groundwater Sustainability Plan (GSP) Development Update: Kristin gave a quick update on the status of these items.
 - Hydrogeologic Conceptual Model – consultant selection pending

- Sustainable Management Criteria Workshops – David Gutierrez hired to coordinate
- September 4, 2019 Working Group meeting/October Groundwater Data Managers' Workshop - The September 4th Working Group meeting will likely be cancelled.

b) Discuss agenda items for September 16, 2019 Board meeting:

- Consent Items: Regular consent items plus FY End 2018-19 Financials and Final Audit Report for Fiscal Year Ending June 30, 2019
- Board consideration of YCFC&WCD's request to pay for one ADA door opener
- Presentation: City of Woodland's ASR Project Presentation, Tim Busch
- GSP Development Update – items pending

6. OTHER UPDATES & FUTURE EC AGENDA ITEMS:

Other Updates:

- ADA door opener: YCFC&WCD management has been in discussion with Donna regarding her request to upgrade the District's employee access door with an ADA automatic door opener. This District is willing to upgrade the main access door; however, the District is proposing that the WRA/YSGA provide funding to upgrade the employee access door. The estimated cost is about \$5,000 per door. A formal quote will be requested from the vendor. Since the WRA is Donna's employer and the YSGA is under contract to fund the WRA's annual operating budget, it will be proposed to both agency Boards in September for consideration and approval.

Future Agenda Items:

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

7. NEXT EC MEETING DATE: September 5, 2019, 12:30 to 1:00 p.m.

8. ADJOURN: Meeting adjourned at 1:30 p.m.

Respectfully submitted,



Donna L. Gentile
Board Secretary & Administrative Coordinator