

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee April 13, 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](#)).

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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** (Donna Gentile)
 - a) Approve March 9, 2020 meeting minutes, pages 3 - 4
 - b) Review financials: FY2019-2020: March 2020, pages 5 – 8
 - c) Payments to approve*
5. **Update on YSGA Activities -** discussion item (Tim O'Halloran/Kristin Sicke)
 - a) GSP Development Update
 - May 6, 2020 Working Group virtual meeting
 - Sustainable Management Criteria Workshops – mid-summer
 - b) YSGA Board Meeting: June 15, 2020; 3:15 to 5 p.m. - Discuss agenda items
 - Consent Items: regular consent items
 - FY2020-21 Budget – Amendments (if needed)
 - 2021 Board meeting dates
 - Legislative & Regulatory Update: NCWA
 - GSP Development Update

6. Other Updates & Future Executive Committee Agenda Items

7. Next Executive Committee Meeting Date: May ____, 2020; YCFC&WCD Board Room

8. Adjourn

I declare under penalty of perjury that the foregoing agenda for this meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by April 10, 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:	None

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
March 9, 2020, 12:30 – 1:00 pm
Yolo County Flood Control & WCD, 34274 State Highway 16, Woodland

Present: Roger Cornwell, Tim O'Halloran, Kurt Balasek, Donna Gentile, Kristin Sicke, Max Stevenson, Elisa Sabatini

Absent: Jesse Loren, Lynnel Pollock

1. **CALL TO ORDER** at 12:20 pm by Chair Roger Cornwell.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Kurt motioned to approve the agenda. Tim seconded the motion that passed unanimously.
3. **PUBLIC FORUM** – No comments.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) February 18, 2020 meeting minutes approved.
 - b) Reviewed financials FY2019-2020: December 2019-February 2020: The EC reviewed the financials. Donna informed all member agencies have paid their FY2019-2020 dues. There is a new representative on the YSGA Board for RD 2035. Several new Board members will need to be sworn into office at the next regular Board meeting. Kristin will distribute new Board Member welcome packets to those individuals.

There are currently two outstanding payables pending that will require a funds transfer from the Yolo County Treasury. Those payables are the WRA's administrative services invoice for January February and the YCFC&WCD invoice for the Yolo County Groundwater Monitoring Program. Donna has prepared a withdrawal request for \$110,000 from the YSGA's County Treasury account for Tim to sign that she will email to the County today. These funds will be transferred into the YSGA First Northern Bank checking account within about 7 days.

- c) Payments to approve: All payments were approved.

Tim motioned to approve Administrative Items a – c. Kurt seconded the motion that passed unanimously.

5. **UPDATE ON YSGA ACTIVITIES** (Tim O'Halloran/Kristin Sicke) –Tim is recommending that the Executive Officer position be re-assigned to Kristin. The Board will need to vote on this change of leadership at the March meeting. Kristin gave updates on the following:
 - a) Groundwater Sustainability Plan (GSP) Development Update: Kristin informed that the YSGA received a draft proposal from GEI Consultants to potentially write the entire Sustainable Groundwater Plan (GSP) that is pending negotiation. The EC discussed protocols for receiving proposals and selecting a consultant to draft the GSP. Kristin will check DWR's contract requirements and ask legal counsel for advice. The other option might be to select a consultant from Yolo County's preapproved consultant list who have already be vetted through a public bid process. Follow-up from this discussion will continue via email as questions raised are answered.

MINUTES of Executive Committee (EC) Meeting
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- *Hydrogeologic Conceptual Model (HCM)* – Montgomery & Associates developed a draft of the HCM. The Civic Spark interns are also assisting with the project.
 - *Sustainable Management Criteria (SMC) Workshops* – GEI Consultants will be coordinating this effort. The workshops originally planned for March/April will likely be pushed out to June/July.
 - *April 1, 2020 Working Group meeting* – This meeting might be cancelled depending on whether there is a need to give an update.
- b) YSGA Board meeting March 16, 2020: The following items were discussed and finalized for the March agenda.
- *Consent Items:* regular consent items and budget amendment #1
 - *Executive Officer leadership re-assignment* -Recommendation memo will be included for adoption
 - *Announce new improved YSGA website* www.yologroundwater.org
 - *Legislation and Regulatory Update*, Adam Robin, NCWA – Donna will contact Adam
 - *GSP Development Update:* Tim and Kristin will prepare this update

6. OTHER UPDATES & FUTURE EC AGENDA ITEMS:

Nothing additional was discussed.

Future Agenda Items:

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

7. NEXT EC MEETING DATE: April 13, 2020, 12:30 to 1:00 p.m., Yolo County Flood Control & WCD Board Room.

8. ADJOURN: Meeting adjourned at 1:05 p.m.

Respectfully submitted,

Donna L. Gentile
Board Secretary & Administrative Coordinator

Yolo Subbasin Groundwater Agency
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	3,474.62
1010 · 1st Northern-Savings	69,154.10
1020 · Yolo County Treasury	<u>714,689.91</u>
Total Checking/Savings	<u>787,318.63</u>
Total Current Assets	<u>787,318.63</u>
TOTAL ASSETS	<u><u>787,318.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Prepaid Insurance	<u>-360.98</u>
Total Other Current Liabilities	<u>-360.98</u>
Total Current Liabilities	<u>-360.98</u>
Total Liabilities	<u>-360.98</u>
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	463,831.49
Net Income	<u>323,848.12</u>
Total Equity	<u>787,679.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>787,318.63</u></u>

Yolo Subbasin Groundwater Agency
Budget vs Actual
 July 2019 through March 2020

	<u>Jul '19 - Mar 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	245,557.00	259,616.50	94.59%
4200 · Member Contributions-Affiliates	65,000.00	65,000.00	100.0%
4300 · Direct Contribution-White Areas	0.00	20,000.00	0.0%
4400 · Interest Income	7,293.09	5,000.00	145.86%
Total Income	<u>477,850.09</u>	<u>509,616.50</u>	<u>93.77%</u>
Expense			
5100 · Bank & Other Fees	568.37	500.00	113.67%
5300 · Insurance-General & Auto	1,574.95	2,000.00	78.75%
5500 · Membership Dues	2,815.00	3,000.00	93.83%
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	61,445.06	106,000.00	57.97%
Total 7000 · Admin. Services/Expenses (WRA)	<u>82,945.06</u>	<u>127,500.00</u>	<u>65.06%</u>
7100 · Project Mgmt-SGMA Implementatio	15,978.09	110,000.00	14.53%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	684.00	20,000.00	3.42%
7350 · Audit Services - Financial	7,372.50	7,000.00	105.32%
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>154,001.97</u>	<u>412,064.00</u>	<u>37.37%</u>
Net Income	<u><u>323,848.12</u></u>	<u><u>97,552.50</u></u>	

Yolo Subbasin Groundwater Agency
Profit & Loss by Quarter
July 2019 through March 2020

	<u>Jul - Sep 19</u>	<u>Oct - Dec 19</u>	<u>Jan - Mar 20</u>	<u>TOTAL</u>
Income				
4000 · Member Contributions-Municipal	160,000.00	0.00	0.00	160,000.00
4100 · Member Contributions-Rural	245,557.00	0.00	0.00	245,557.00
4200 · Member Contributions-Affiliates	65,000.00	0.00	0.00	65,000.00
4400 · Interest Income	6.01	2,994.26	4,292.82	7,293.09
Total Income	<u>470,563.01</u>	<u>2,994.26</u>	<u>4,292.82</u>	<u>477,850.09</u>
Expense				
5100 · Bank & Other Fees	0.00	138.89	429.48	568.37
5300 · Insurance-General & Auto	492.00	1,082.95	0.00	1,574.95
5500 · Membership Dues	0.00	1,200.00	1,615.00	2,815.00
7000 · Admin. Services/Expenses (WRA)				
7010 · Westside IRWMP Cost Share (WRA)	0.00	21,500.00	0.00	21,500.00
7000 · Admin. Services/Expenses (WRA) - Other	16,886.44	14,445.09	30,113.53	61,445.06
Total 7000 · Admin. Services/Expenses (WRA)	<u>16,886.44</u>	<u>35,945.09</u>	<u>30,113.53</u>	<u>82,945.06</u>
7100 · Project Mgmt-SGMA Implementatio	11,509.43	0.00	4,468.66	15,978.09
7300 · Legal Services	0.00	684.00	0.00	684.00
7350 · Audit Services - Financial	6,900.00	0.00	472.50	7,372.50
7600 · YC Groundwater Monitor Program	0.00	0.00	42,064.00	42,064.00
Total Expense	<u>35,787.87</u>	<u>39,050.93</u>	<u>79,163.17</u>	<u>154,001.97</u>
Net Income	<u><u>434,775.14</u></u>	<u><u>-36,056.67</u></u>	<u><u>-74,870.35</u></u>	<u><u>323,848.12</u></u>

**Yolo Subbasin Groundwater Agency
Transaction List by Date
March 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>
Bill	03/06/2020	2020-03	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-16,800.71
Bill Pmt -Check	03/09/2020	142	Richardson & Company LLP		1000 · 1st Northern-Checking		2000 · Accounts Payable	-472.50
Transfer	03/20/2020	ACH 6918		Funds Transfer 3/19/20 ACH#6918	1020 · Yolo County Treasury		1000 · 1st Northern-Checking	-110,000.00
Bill Pmt -Check	03/20/2020	143	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking		2000 · Accounts Payable	-16,800.71
Bill Pmt -Check	03/20/2020	144	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking		2000 · Accounts Payable	-42,064.00
Transfer	03/24/2020			Funds Transfer	1000 · 1st Northern-Checking		1010 · 1st Northern-Savings	-50,000.00