



Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee February 21, 2024, 12:00 – 1:00 p.m.

Hosted at Yolo County Flood Control & Water Conservation District
34274 State Highway 16, Woodland, CA 95695

AGENDA

1. **Call to Order**
2. **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 January 12, 2024 Meeting Minutes](#), pages 3-4
 - b) [Review Financials: FY 2023-2024: 1/12/24-2/16/24](#), pages 5-12
 - c) Approve Payments*
5. **Update on YSGA GSP Implementation Actions:** Discussion Item (Sicke)
 - a) Water Conditions Update
 - b) Grant Funding Opportunities
 - c) Ad Hoc Drought Contingency Planning Committee – Well Permitting Process
 - d) Ad Hoc Committee for Reconsideration of Expense Allocation – Fee Study Process
6. **Draft Agenda Items for March 18, 2024 Board of Directors Meeting**
 - a) Consent Items
 - i. Meeting Minutes
 - ii. Financials
 - iii. RFQ for GSP Update
 - b) Executive Officer Report – Brief Annual Report Update
 - c) Presentation by Legal Counsel on GSA Authority
 - d) 2-Tier Well Permit Review Procedures Update
8. **Other Updates & Future Executive Committee Agenda Items**
9. **Next Executive Committee Meeting Date:** March __, 2024
10. **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 16, 2024 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:
Consero Solutions Invoice #1973: January Professional Services: \$4,392.50
Downey Brand Invoice #593158: October Legal Services: \$141.90
Downey Brand Invoice #594409: December Legal Services: \$1,848.00
Leafbird Consulting Invoice #1: January Professional Services: \$2,844.00
LedgerPro Invoice #3324: January Bookkeeping Services: \$560.00
SEI Invoice #9268: November 2023-January 2024 Professional Services: \$2,650.50
West Yost Invoice #2056570: November Professional Services: \$10,031.31
West Yost Invoice #2056654: December Professional Services: \$2,372.02

Yolo Subbasin Groundwater Agency
MINUTES of Executive Committee (EC) Meeting
January 12, 2023, 12:00 p.m. – 1:00 p.m.
Hosted at YCFC&WCD Headquarters
34274 State Highway 16, Woodland

Present: Lee Smith, Dave Schaad, Kristin Sicke, Dotty Pritchard, Kurt Balasek, Sarah Leicht, Elisa Sabatini (phone)

1. **Call to Order:** Meeting was called to order by Lee Smith at 12:01 pm.
2. **Adding Items to the Posted Agenda:** Nothing to add.
3. **Public Comment:** No comments.
4. **Administrative Items (Sicke):**
 - a) November 14, 2023 meeting minutes were approved with correction (*Kurt not in attendance, Carol was*).
 - b) Reviewed financials: FY 2023-2024: 11/9/23 – 1/11/24: Financials were provided with the agenda packet.
 - c) Approve Purchase of 2023 Land Use Data from Land IQ: A staff report was provided with the agenda packet. The Committee directed staff to also obtain an estimate for evapotranspiration data.
 - d) Payments to approve: Payments were provided with the agenda packet.

Cameron and Kristin are still working on closing out the WRA account. David: Is the Buckeye Creek item still ongoing? Lee: Expenditure is tracking well below budgeted on some items – do we anticipate meeting these amounts or remaining under? Kristin: we are keeping the Buckeye Creek item open in case additional YSGA assistance is requested; upcoming invoices will put us closer to 50% expenditure on major budget items. The Committee also discussed how expenditures related to the SGMA Implementation Grant will be tracked.

David Schaad moved to approve administrative items a) and c) which was seconded by Kurt Balasek and approved unanimously.

5. **Update on YSGA GSP Implementation Actions:** Discussion Item (Sicke)
 - a) Water Conditions Update: Surface water supply is growing, and districts have a positive outlook for the year ahead.
 - b) Grant Funding Opportunities: Staff continue to track the Regional Resilience program.
 - c) Ad Hoc Drought Contingency Planning Committee: Kristin summarized the developed 2-tier approach that was discussed at the most recent meeting. The Committee discussed the new approach and the issues of land subsidence and legal liability.
 - d) Ad Hoc Committee for Reconsideration of Expense Allocation: Kristin had a meeting with ??? about how to proceed with the fee study. Some scenarios need to be worked up to make decision making easier. Back – of – envelope numbers would then be brought to the committee.
7. **Draft Agenda Items for January 22, 2024 Board of Directors Meeting**
 - a) Consent Items:
 - i. Meeting Minutes

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ii. Financials

- b) Executive Officer Report
- c) DWR / NCWA Update
- d) CA Water Data Consortium: Groundwater Accounting Platform
- e) Consideration: Approve Entering into Contracts funded by SGMA Implementation Grant
 - i. Approval of SEI and Leafbird Consulting Contracts
 - ii. Approval of Websoft Contract
 - iii. Approval of Land and Water Solutions Contract
- f) Consideration: Approval of the “2-Tier Well Permit Review Procedures” and Public Comment Period
 - i. Approval of West Yost Agreement Amendment

8. Other Updates & Future Executive Committee Agenda Items: Nothing to report.

9. Next Executive Committee Meeting Date: February 21, 2024

10. Adjourned at 1:10 pm.

Respectfully submitted,



Kristin Sicke
Executive Officer

Yolo Subbasin Groundwater Agency
Balance Sheet
As of February 16, 2024

	Feb 16, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	25,073.25
1010 · 1st Northern-Savings	5,670.48
1020 · Yolo County Treasury	1,083,019.45
Total Checking/Savings	1,113,763.18
Accounts Receivable	
1100 · Accounts Receivable	21,657.57
Total Accounts Receivable	21,657.57
Other Current Assets	
1150 · Prepaid Insurance	492.25
1200 · Undeposited Funds	3,250.25
Total Other Current Assets	3,742.50
Total Current Assets	1,139,163.25
TOTAL ASSETS	1,139,163.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	40,140.23
Total Accounts Payable	40,140.23
Total Current Liabilities	40,140.23
Total Liabilities	40,140.23
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3010 · Nonspendable Fund Balance	492.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	943,164.79
Net Income	155,366.23
Total Equity	1,099,023.02
TOTAL LIABILITIES & EQUITY	1,139,163.25

**Yolo Subbasin Groundwater Agency
A/P Aging Summary
As of February 16, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Consero Solutions	0.00	4,392.50	0.00	0.00	0.00	4,392.50
Downey Brand LLP	1,848.00	141.90	0.00	0.00	0.00	1,989.90
Leafbird Consulting, LLC	0.00	2,844.00	0.00	0.00	0.00	2,844.00
LedgerPro Bookkeeping	0.00	560.00	0.00	0.00	0.00	560.00
Richardson & Company LLP	0.00	0.00	7,800.00	0.00	7,500.00	15,300.00
Stockholm Environment Institute, Inc.	2,650.50	0.00	0.00	0.00	0.00	2,650.50
West Yost	0.00	12,403.33	0.00	0.00	0.00	12,403.33
TOTAL	<u>4,498.50</u>	<u>20,341.73</u>	<u>7,800.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>40,140.23</u>

Yolo Subbasin Groundwater Agency

Budget vs Actual

02/16/24

Accrual Basis

July 1, 2023 through February 16, 2024

	Jul 1, '23 - Feb 16, ...	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	237,841.50	257,842.00	92.2%
4200 · Member Contributions-Affiliates	65,170.00	65,170.00	100.0%
4600 · Direct Contributions - IRWM Fee	7,157.57	7,157.00	100.0%
4700 · Well Permitting Regulatory Fees	3,672.00	10,000.00	36.7%
4900 · Interest Income	3,417.85	12,000.00	28.5%
Total Income	477,258.92	512,169.00	93.2%
Expense			
5100 · Bank & Other Fees	25.00	1,500.00	1.7%
5300 · Insurance-General & Auto	2,069.00	2,500.00	82.8%
5500 · Membership Dues	24,040.00	25,000.00	96.2%
7000 · Admin. Expenses	1,393.58	5,000.00	27.9%
7100 · Project Mgmt-SGMA Implementatio	125,422.56	260,000.00	48.2%
7125 · Buckeye Creek Recharge Project	0.00	8,863.00	0.0%
7200 · Consultant Services	60,067.75	200,000.00	30.0%
7300 · Legal Services	19,848.90	20,000.00	99.2%
7350 · Audit Services - Financial	7,800.00	15,300.00	51.0%
7400 · GSP - Related Consultant Costs	67,375.70	75,000.00	89.8%
7600 · YC Groundwater Monitor Program	10,070.00	90,000.00	11.2%
7700 · GSP Verif in Well Permit Review	3,780.20	10,000.00	37.8%
Total Expense	321,892.69	713,163.00	45.1%
Net Ordinary Income	155,366.23	-200,994.00	-77.3%
Net Income	155,366.23	-200,994.00	-77.3%

Yolo Subbasin Groundwater Agency
Open Invoices
 As of February 16, 2024

Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Colusa Drain Mutual Water Comany								
Invoice	07/07/2023	2023-6		Colusa Drain Mutual Water Comany	50% Invoice Due ...	01/27/2024	20	5,000.00
Total Colusa Drain Mutual Water Comany								5,000.00
Reclamation District 2035								
Invoice	07/07/2023	2023-16		Reclamation District 2035	50% Invoice Due ...	01/27/2024	20	9,500.00
Total Reclamation District 2035								9,500.00
Water Resources Association								
Invoice	11/15/2023	2023-28		Water Resources Association	Upon Account Clo...	02/23/2024		7,157.57
Total Water Resources Association								7,157.57
TOTAL								21,657.57

Yolo Subbasin Groundwater Agency
Profit & Loss
 July 1, 2023 through February 16, 2024

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 1 - 16, 24	TOTAL
Ordinary Income/Expense									
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	65,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,170.00
4600 · Direct Contributions - IRWM Fee	0.00	0.00	0.00	0.00	7,157.57	0.00	0.00	0.00	7,157.57
4700 · Well Permitting Regulatory Fees	350.00	22.00	1,750.00	0.00	350.00	1,200.00	0.00	0.00	3,672.00
4900 · Interest Income	0.00	0.00	1.43	0.00	3,414.99	1.43	0.00	0.00	3,417.85
Total Income	463,361.50	22.00	1,751.43	0.00	10,922.56	1,201.43	0.00	0.00	477,258.92
Expense									
5100 · Bank & Other Fees	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00
5300 · Insurance-General & Auto	492.25	100.00	0.00	0.00	1,476.75	0.00	0.00	0.00	2,069.00
5500 · Membership Dues	0.00	0.00	0.00	0.00	21,500.00	0.00	2,540.00	0.00	24,040.00
7000 · Admin. Expenses	15.84	3.15	496.51	46.95	291.44	1.26	538.43	0.00	1,393.58
7100 · Project Mgmt-SGMA Implementatio	591.25	0.00	65,968.81	0.00	0.00	0.00	58,862.50	0.00	125,422.56
7200 · Consultant Services	11,751.25	14,912.50	11,877.50	5,576.25	4,910.00	3,243.75	7,796.50	0.00	60,067.75
7300 · Legal Services	500.00	685.50	6,355.00	0.00	10,318.50	0.00	1,989.90	0.00	19,848.90
7350 · Audit Services - Financial	7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,800.00
7400 · GSP - Related Consultant Costs	0.00	0.00	0.00	0.00	52,321.87	0.00	15,053.83	0.00	67,375.70
7600 · YC Groundwater Monitor Program	0.00	0.00	8,230.00	0.00	0.00	0.00	1,840.00	0.00	10,070.00
7700 · GSP Verif in Well Permit Review	0.00	0.00	1,333.80	0.00	0.00	0.00	2,446.40	0.00	3,780.20
Total Expense	21,150.59	15,701.15	94,261.62	5,623.20	90,843.56	3,245.01	91,067.56	0.00	321,892.69
Net Ordinary Income	442,210.91	-15,679.15	-92,510.19	-5,623.20	-79,921.00	-2,043.58	-91,067.56	0.00	155,366.23
Net Income	442,210.91	-15,679.15	-92,510.19	-5,623.20	-79,921.00	-2,043.58	-91,067.56	0.00	155,366.23

Yolo Subbasin Groundwater Agency
Statement of Cash Flows
 July 1, 2023 through February 16, 2024

	Jul 1, '23 - Feb 16, 24
OPERATING ACTIVITIES	
Net Income	155,366.23
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	-21,657.57
2000 · Accounts Payable	-55,751.98
	77,956.68
Net cash provided by Operating Activities	77,956.68
Net cash increase for period	77,956.68
Cash at beginning of period	1,039,056.75
Cash at end of period	1,117,013.43

**Yolo Subbasin Groundwater Agency
Transaction List by Date
January 12 through February 16, 2024**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Jan 12 - Feb 16, 24								
Bill Pmt -Check	01/12/2024	311	ACWA	Affiliate Membership Dues 2024	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-2,540.00
Bill Pmt -Check	01/12/2024	312	Consero Solutions	Inv's 1954 & 1964	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-6,413.75
Bill Pmt -Check	01/12/2024	313	Downey Brand LLP	Inv #s 594603, 594409	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-10,318.50
Bill Pmt -Check	01/12/2024	314	LedgerPro Bookkeeping	Bookkeeping Services Provided in November	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-300.00
Bill Pmt -Check	01/12/2024	315	Streamline	12/1/2023 - 12/1/2024 Web 250k-500k	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-1,440.00
Bill Pmt -Check	01/12/2024	316	West Yost	Professional services from October 7, 2023 to November 3, 2023	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-13,263.78
Bill Pmt -Check	01/12/2024	317	Yolo County Flood Control & WCD	Nov & Dec Copies & Postage	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-292.70
Transfer	01/12/2024			Funds Transfer	1020 · Yolo County Treasury		1000 · 1st Northern-Checking	-30,464.48
Bill	01/12/2024	2056570	West Yost	Professional services from November 4, 2023 to December 8, ...	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-10,031.31
Bill	01/12/2024	594603	Downey Brand LLP	Reimbursable costs through October 31, 2023	2000 · Accounts Payable		7300 · Legal Services	-141.90
Bill	01/12/2024	2056654	West Yost	Professional services from December 9, 2023 to January 5, 2024	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-2,372.02
Bill	01/15/2024	2023.1231	Yolo County Flood Control & WCD	Expenses 10/01/2023 - 12/31/2023	2000 · Accounts Payable		-SPLIT-	-63,687.33
Bill Pmt -Check	01/22/2024	318	Yolo County Flood Control & WCD	Expenses 10/01/2023 - 12/31/2023	1000 · 1st Northern-Checking	X	2000 · Accounts Payable	-63,687.33
Bill	01/22/2024	595581	Downey Brand LLP	Services rendered through December 31, 2023	2000 · Accounts Payable		7300 · Legal Services	-1,848.00
Transfer	01/25/2024			Funds Transfer Request #2024-01-23	1020 · Yolo County Treasury		1000 · 1st Northern-Checking	-63,687.33
Payment	01/25/2024	19086	Reclamation District 150		1200 · Undeposited Funds	X	1100 · Accounts Receivable	1,073.25
Deposit	01/25/2024			County Included RD150 ACH Deposit With Transfer	1000 · 1st Northern-Checking	X	1200 · Undeposited Funds	1,073.25
Payment	01/29/2024	1010	Reclamation District 1600		1200 · Undeposited Funds		1100 · Accounts Receivable	1,731.00
Bill	01/31/2024	1973	Consero Solutions	Inv #1973 January services	2000 · Accounts Payable		7200 · Consultant Services	-4,392.50
Bill	01/31/2024	3324	LedgerPro Bookkeeping	Inv #3324 Jan svcs	2000 · Accounts Payable		7200 · Consultant Services	-560.00
Bill	01/31/2024	9268	Stockholm Environment Institute, Inc.	Costs for period November 1 to January 31, 2024	2000 · Accounts Payable		7400 · GSP - Related Consultant Costs	-2,650.50
Bill	01/31/2024	1	Leafbird Consulting, LLC	Costs for period January 1 - January 31, 2024	2000 · Accounts Payable		7200 · Consultant Services	-2,844.00
Jan 12 - Feb 16, 24								

Yolo Subbasin Groundwater Agency Upcoming Cash Requirements

	Type	Date	Num	Name	As of February 16, 2024	Memo	Due Date	Aging	Open Balance
Current									
	Bill	01/22/2024	595581	Downey Brand LLP		Services rendered through December 31, 2023	02/21/2024		1,848.00
Total Current									<u>1,848.00</u>
1 - 30									
	Bill	01/12/2024	2056570	West Yost		Professional services from November 4, 2023 to December 8, 2023	01/22/2024	25	10,031.31
	Bill	01/12/2024	2056654	West Yost		Professional services from December 9, 2023 to January 5, 2024	01/22/2024	25	2,372.02
	Bill	01/31/2024	3324	LedgerPro Bookkeeping		Inv #3324 Jan svcs	01/31/2024	16	560.00
	Bill	01/31/2024	9268	Stockholm Environment Institute, Inc.		Costs for period November 1 to January 31, 2024	02/10/2024	6	2,650.50
	Bill	01/31/2024	1	Leafbird Consulting, LLC		Costs for period January 1 - January 31, 2024	02/10/2024	6	2,844.00
	Bill	01/12/2024	594603	Downey Brand LLP		Reimbursable costs through October 31, 2023	02/11/2024	5	141.90
	Bill	01/31/2024	1973	Consero Solutions		Inv #1973 January services	02/15/2024	1	4,392.50
Total 1 - 30									<u>22,992.23</u>
31 - 60									
	Bill	07/01/2023	FY2023	Richardson & Company LLP		Audit services not to exceed \$7,800.00 for FY 2023	12/31/2023	47	7,800.00
Total 31 - 60									<u>7,800.00</u>
61 - 90									
Total 61 - 90									
> 90									
	Bill	06/30/2023	FY2022	Richardson & Company LLP		Audit services for FY2022 not to exceed \$7,500	06/30/2023	231	7,500.00
Total > 90									<u>7,500.00</u>
TOTAL									<u><u>40,140.23</u></u>
									Current Cash Balance (Checking Only)
									25,073.25
									Ending Cash Balance After Paying Bills Actually Owed
									233.02
									Desired Reserve in Checking/Savings (Per Assigned Fund Balance)
									24,000.00
									Ending Cash Reserve or (Transfer Needed)
									(23,766.98)

*Richardson invoices not yet received - Audit not yet complete
Dated to reflect consistency with reporting years*