

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
July 8, 2020, 12:15 – 1:00 pm
Teleconferenced GoToMeeting

Present: Roger Cornwell, Jesse Loren, Kristin Sicke, Kurt Balasek, Lynnel Pollock, Donna Gentile, Elisa Sabatini

Absent: Tim O'Halloran

1. **CALL TO ORDER** at 12:15 pm by Chair Roger Cornwell.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Jesse motioned to approve the agenda. Lynnel seconded the motion that passed unanimously.
3. **PUBLIC FORUM** – No comments.
4. **ADMINISTRATIVE ITEMS** (Donna Gentile)
 - a) *May 18, 2020 meeting minutes approved.*
 - b) *Reviewed financials FY2019-2020: July 2019 to June 2020:* The EC reviewed the draft fiscal year financial statements. Donna reported that there are three pending invoices to be received for expenses through 6/30/20: YCFC&WCD Project Management, WRA Administrative support and Downey Brand legal services. All invoices will need to be posted prior to starting the audit process. Richardson & Company is tentatively scheduled to start this process by the end of July. This process will primarily be conducted remotely. Hopefully, the final audit can be presented to the Board at their September meeting. This is the final audit with Richardson & Company per the three-year audit services proposal agreement. The Board will need to decide whether to continue with an annual audit or switch to a biennial audit period. Audit proposals will need to be solicited by the end of 2020/beginning of 2021.
 - c) *Members will be invoiced for Fiscal Year 2020-2021 dues by or before July 31:* Membership dues invoices will be sent by the end of July. The appropriate adjustments will be made for the dues changes for the Reclamation Districts being consolidated. Lynnel again inquired about the preparation of at least a one-year budget projection. Particularly if the YSGA will be looking at an alternative dues/funding structure.

As a representative for Colusa Drain Mutual Water Company (CDMWC), Lynnel reiterated that the bulk of their landowners are in Colusa County versus Yolo County. Colusa conducted a Prop. 218 process and is now charging landowners differently. CDMWC increased their dues to shareholders by 50% a year. She expressed concern about how their shareholders are funding the Yolo portion moving forward. She would like ballpark projections regarding how much more money we would need to finish the GSP through implementation. What are the projections for the YSGA's dues structure for the following year after GSP completion? Kristin addressed Lynnel's questions. As approved by the YSGA Board, they agreed to postpone discussions regarding re-visiting the JPA's dues structure until after the GSP was submitted. The Board will need to approve the formation of a subcommittee to start holding these discussions about alternative funding structures. This will most likely be on the September Board agenda. Interested members would be solicited to participate in this process and develop one, three, and five-year expense plans. The intention was to finish the 2020-2021 fiscal year before the discussions occurred.

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- d) Discuss Conflict of Interest Code amendment process: FPPC requires a biennial review of the Conflict of Interest Code (COIC). The deadline for this review is 10/1/20. Donna consulted the FPPC for clarification on the review process. If there are no changes to our COIC, then we simply complete and submit a form to the FPPC without the need for a 45-day public comment period. The biennial review will be on the September Board agenda. COIC amendments are needed when new decision-making positions are created within the YSGA. Donna thought it would be necessary to consult legal counsel to verify whether amendments are needed, since they drafted the agency's original COIC. Kristin will consult with Kevin O'Brien.
- e) Payments to approve*: There were no payments to approve at this time.

Jesse motioned to approve Administrative Item 4a. Lynnel seconded the motion that passed unanimously.

5. SUBCOMMITTEE UPDATE ON DRAFT BOARD POLICIES:

The EC established a subcommittee with Lynnel Pollock and Kurt Balasek to assist Donna in refining the policies. Lynnel and Kurt reviewed their edits with the EC. The policies will be presented in a final draft form to the EC at their August meeting. Final drafts will be presented to the Board for comments and adoption at the September 21st Board meeting.

- a) 1000 - Adoption/Amendment of Policies: No changes were suggested to this draft.
- b) 2105 - Asset Protection and Fraud in the Workplace: No changes were suggested to this draft.
- c) 2115 - Capital Assets Policy: This policy still needs to be formally written. The EC discussed the two options presented by the auditor and the WRA's current capital assets policy. It was agreed to set the capitalization of assets to a minimum of \$2,500.
- d) 2125 - Expense Authorization and Reimbursement Guidelines: The EC discussed the subcommittee's comments provided in the sidebar on the first two paragraphs. The EC agreed with the recommended changes presented.
- e) 2130 - Investment Policy Guidelines: The subcommittee felt that because YSGA funds are deposited in the Yolo County Treasury that the County has extensive guidelines and policies as approved by the Board of Supervisors to safeguard our funds. Donna will reference the financial services agreement number between the YSGA and Yolo County. The EC agreed with the recommended changes presented.

6. UPDATE ON YSGA ACTIVITIES (Sicke/O'Halloran) – Kristin gave updates on the following:

- a) Groundwater Sustainability Plan (GSP) Development Update:
- TAC Process – 1st Meeting July 9, 2020 – Kristin reported that this meeting's focus will be to review the process for establishing or identifying the sustainable management criteria and receive feedback from the TAC. The second meeting will likely be in August instead of holding the regular Working Group meeting. Anyone who is interested is welcome to participate in a public capacity.
 - Sustainable Management Criteria (SMC) Workshops – fall: Hopefully, these workshops will take place in the fall. We continue to work closely with the consultants as they begin to draft

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sections of the GSP. She will give an update to the EC in the few months about when certain sections will be posted to the website for review.

- b) YSGA Board meeting September 21, 2020: Kristin presented an additional item for the September meeting under the GSP update, which is enlisting assistance with reviewing the funding mechanism for the YSGA and establishing a subcommittee to begin that process. She is planning on investigating what other GSAs are doing to successfully fund their efforts. Kristin welcomes any input on this topic.

- *Consent Items*
- *Adopt 2021 Board meeting dates*
- *Biennial Review of FPPC Conflict of Interest Code*
- *Legislation and Regulatory Update, Adam Robin, NCWA*
- *GSP Development Update*

7. OTHER UPDATES & FUTURE EC AGENDA ITEMS:

- *Website Updates:* Donna reported that she continues to refine the YSGA’s website format and content to be more user-friendly. She has renamed the “Reports” menu item to “Groundwater Levels” and re-organized information under the “Groundwater” menu item. She is still determining the best way to present informational documents under the “Resources” menu item. She is sending updates to Max, Kristin and Tim for their review.
- *Coordination Efforts between Basin Boundaries:* Kristin reported that she recently met with Solano subbasin consultants, Luhdorff & Scalmanini and Chris Lee, Solano GSA to discuss coordination of their monitoring and modeling efforts along Putah Creek. Jesse recommended that the new Putah Creek Council Executive Director, Kenny Liner be included in this conversation as well. Rich Marovich has not yet retired and is still participating in Putah Creek efforts.
- *YCFC&WCD is Soliciting for Additional Staffing* to work 75% time on YSGA activities including continuing Brooke Ely’s work related to the groundwater monitoring program. If they find the right candidate, hopefully they can also work with Donna to overlap training of her YSGA duties before she retires. They hope to have someone hired by the end of August or beginning of September. Kristin will forward the job announcement to Kurt in case he finds any potential candidates.

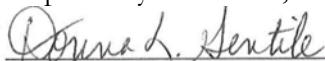
Future Agenda Items:

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

- 8. NEXT EC MEETING DATE:** August 10, 2020, 12:15 p.m., Yolo County Flood Control & WCD Board Room and/or via teleconferencing options.

- 9. ADJOURN:** Meeting adjourned at 12:45 p.m.

Respectfully submitted,



Donna L. Gentile

Board Secretary & Administrative Coordinator