

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

July 8, 2020, 12:15 p.m. – 1:00 p.m.

YCFC&WCD Board Room, 34274 State Highway 16, Woodland, CA

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/498900549>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (224) 501-3412

- One-touch: <tel:+12245013412,,498900549#>

Access Code: 498-900-549

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 May 18, 2020 meeting minutes, pages 3 - 5
 - b) Review financials: FY2019-2020: July 2019 - June 2020, pages 6 - 11
 - c) Members will be invoiced for Fiscal Year 2020-2021 dues by or before July 31
 - d) Discuss Conflict of Interest Code amendment process
 - e) Payments to approve*

5. Subcommittee Update on Draft Board Policies – Review subcommittee’s suggested edits to draft policies, pages 12 - 21

- a) 1000 - Adoption/Amendment of Policies
- b) 2105 - Asset Protection and Fraud in the Workplace
- c) 2115 - Capital Assets Policy
- d) 2125 - Expense Authorization and Reimbursement Guidelines
- e) 2130 - Investment Policy Guidelines

6. Update on YSGA Activities - discussion item (Sicke/O’Halloran)

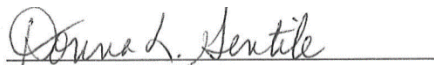
- a) GSP Development Update
 - TAC Process – 1st Meeting July 9, 2020
 - Sustainable Management Criteria Workshops – fall
- b) YSGA Board Meeting: September 21, 2020; 3:15 to 5 p.m. - Discuss agenda items
 - Consent Items
 - Adopt 2021 Board meeting dates
 - Biennial Review of FPPC Conflict of Interest Code
 - Legislative & Regulatory Update: NCWA
 - GSP Development Update

7. Other Updates & Future Executive Committee Agenda Items

8. Next Executive Committee Meeting Date: August ____, 2020; 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 July 2, 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 Administrative Services invoice through 6/30/20 - \$ _____
Pending invoices for 6/30/2020:	YCFCWCD Project Mgmt Services invoice through 6/30/20 - \$ _____
	Downey Brand Legal services invoice through 6/30/20 - \$ _____

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
May 18 2020, 12:30 – 1:00 pm
Teleconferenced GoToMeeting

Present (attended via GoToMeeting): Roger Cornwell, Jesse Loren, Kristin Sicke, Tim O'Halloran, Kurt Balasek, Lynnel Pollock, Donna Gentile, Elisa Sabatini

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) *April 13, 2020 meeting minutes approved.*
 - b) *Reviewed financials FY2019-2020: April 2020:* The EC reviewed the financials. Donna reported on the current bank balance as of 5/18/20 after today's check run.
 - c) *Discuss Membership Dues "for" invoicing in July and changes for consolidated Reclamation Districts:* Donna discussed the need to adjust the membership dues to reflect the 3 Reclamation District's (RD) that are consolidating effective July 1st. Jesse shared that the City of Winters is having serious budget discussions. They would like a 3-year (at a minimum) and ideally a 7 year projection for their budget planning. Kristin reminded that the Board agreed to postpone revisiting the dues structure until after the GSP was submitted. Currently it is anticipated that the GSP will be completed by spring or summer of 2021. A subcommittee will need to be established to discuss long-term (10-year) forecasting of the revenue needs to support the YSGA's anticipated expenses/operations. By the fall, we may need to begin looking at these issues and potential funding options for the YSGA, which is earlier than expected. Tim commented that the consolidation of the three RD's this July will require some interim discussion to adjust their dues to accommodate these changes. Budget discussions are challenging because we still do not know the future ongoing structure of the YSGA and WRA. Will they continue to be separate agencies or be consolidated? Kristin suggested that a subcommittee will need 6 months to investigate all the financing and organizational re-structuring options. More importantly the question is to define what the YSGA's operating expenses will be after the GSP is complete. As part of DWR's GSP submission process, an annual and 5-year report update is required.
 - d) *Upcoming Fiscal end of year procedures: Audit ending 6/30/20 and Yolo County end of fiscal year document deadline July 30:* For informational purposes, Donna reported on the two tasks that are pending after July. The audit for fiscal year ending 6/30/20 audit with Richardson & Company will likely begin in July/August. Yolo County Financial Services also has a checklist of documents required to be submitted for this fiscal year end and the next budget year.
 - e) *Addition of Kristin to YSGA First Northern Bank and Yolo County Treasury accounts as authorized agency representative (sign authorizing letter to bank):* An authorizing letter to First Northern Bank is ready to sign today adding Kristin to the accounts as an authorized YSGA account representative and removing Tim (reminder this is only for the YSGA accounts). Yolo County has their own form to change authorizing representatives for the YSGA account that will be submitted with year-end documents.
 - f) *Assess whether Conflict of Interest Code needs to be amended. FPPC requires biennial review by 10/1/20, FPPC email received:* A notice was received from the FPPC to conduct a biennial review of our Conflict of Interest Code (COIC). The deadline for this review is 10/1/20. This may require a consult with legal counsel. Donna will review the requirements and how to document the review process by the

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
May 18 2020, 12:30 – 1:00 pm
Teleconferenced GoToMeeting

YSGA Board. There is a form to indicate to the FPPC whether changes are needed. If changes are needed, our COIC would need to be approved by the FPPC as was initially done in 2018.

- g) Payments to approve*: All payments approved

Jesse motioned to approve Administrative Items a – g. Lynnel seconded the motion that passed unanimously.

5. **REVIEW DRAFT NEW BOARD POLICIES**: Donna presented to the EC for consideration draft documents for each of the policies below as recommended by our auditor, Richardson & Company and Yolo County LAFCO. She received sample policies from the YCFC&WCD and Mark Krummenacker, Yolo County LAFCO. Since the YSGA does not have “employees” or “management” staff, Donna adapted the text to reflect the YSGA’s situation as best as possible. These policies need to be reviewed and consistent references should be established throughout. Legal counsel may want to review these draft policies as well. The Board can decide to amend these policies in the future should YSGA operations change. The EC’s consensus was to keep the policies generic for now and amend as the agency develops.

The EC established a subcommittee with Lynnel Pollock, Kurt Balasek and Donna to further refine the policies. A final draft will be presented to the Board for comments and adoption at the September 21st Board meeting.

- a) Adoption/Amendment of Policies: This policy is suggested by Donna to establish a guideline for policy adoption and amendments.
- b) Asset Protection and Fraud in the Workplace: This is a lengthy version of this policy based on the auditor’s fraud policy recommendations to include a section that says how to report fraud, including if it is suspected at the executive officer or board level.
- c) Expense Authorization and Reimbursement Guidelines: This sample policy will need to identify dollar amounts if this policy is used as presented.
- d) Investment Policy Guidelines: The auditor gave some suggestions that Donna incorporated into this draft.
- e) Capital Assets Policy: Donna was not clear the kind of assets the YSGA might have and gave two short samples from the auditor and the WRA’s adopted policy.

6. **UPDATE ON YSGA ACTIVITIES** (Sicke/O’Halloran) – Updates were given on the following:

- a) Groundwater Sustainability Plan (GSP) Development Update:
 - *Update on May 6, 2020 Working Group virtual meeting* – Kristin reported what was covered in this meeting that included an overview of activities since the last meeting in April 2019 and the process for moving forward. The virtual meeting presentation is available on the website: <https://www.yologroundwater.org/working-group>. Participation was solicited for a Technical Advisory Committee(s) (TAC) to provide technical guidance for the GSP. A meeting with GEI is scheduled to be sure the process is well-laid out for the TAC.
 - *Sustainable Management Criteria (SMC) Workshops – mid summer*: Hopefully these workshops

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
May 18 2020, 12:30 – 1:00 pm
Teleconferenced GoToMeeting**

will proceed amid all the current meeting restrictions for COVID-19. DWR recently offered guidance on how to convene larger meetings online. Kristin is hoping we can hold a few small group in-person meetings in the near future.

- b) YSGA Board meeting June 15, 2020: Kristin reviewed the potential items for the agenda and asked the EC for any additional items they want to include.
- *Consent Items:* board minutes, financial statements, subcommittee minutes
 - *FY2020-2021 Budget – Amendments (if needed):* An update of the dues for RD 537 will be needed as RD 785 and RD 827 will be merging into RD 537's jurisdiction effective July 1, 2020. The Rural Agency membership dues will need to reflect these changes, as well as updating the JPA agreement.
 - *Adopt 2021 Board meeting dates:* Could be adopted at the June or September meeting
 - *Biennial Review of FPPC Conflict of Interest Code:* Could be adopted at the September agenda
 - *Legislation and Regulatory Update,* Adam Robin, NCWA
 - *GSP Development Update:* Kristin offered to have Scott Matyac from the Yuba Water Agency give an overview on lessons learned from their GSP process as they have already submitted theirs to DWR. The EC agreed this would be useful information for a Board presentation.

7. OTHER UPDATES & FUTURE EC AGENDA ITEMS:

- *Website Updates:* After reviewing the layout and organization of resources and information on the website, Donna is refining and consolidating several areas to be more efficient and user-friendly. There is another home page layout that would allow more information to be displayed without scrolling down than current format being used. She will be presenting a cloned website to Kristin and Max for their review.

Future Agenda Items:

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

8. NEXT EC MEETING DATE: July 8, 2020, 12:30 p.m., Yolo County Flood Control & WCD Board Room and/or via teleconferencing options.

9. ADJOURN: Meeting adjourned at 1:00 p.m.

Respectfully submitted,
Donna L. Gentile, Board Secretary & Administrative Coordinator

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

DRAFT

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · 1st Northern-Checking	2,445.00
1010 · 1st Northern-Savings	43,157.52
1020 · Yolo County Treasury	718,797.88
Total Checking/Savings	<u>764,400.40</u>
Total Current Assets	<u>764,400.40</u>
TOTAL ASSETS	<u>764,400.40</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Prepaid Insurance	-360.98
Total Other Current Liabilities	<u>-360.98</u>
Total Current Liabilities	<u>-360.98</u>
Total Liabilities	-360.98
Equity	
3000 · Unassigned Fund Balance	-24,000.00
3300 · Assigned Fund Balance	24,000.00
3200 · Retained Earnings	463,831.49
Net Income	<u>300,929.89</u>
Total Equity	<u>764,761.38</u>
TOTAL LIABILITIES & EQUITY	<u>764,400.40</u>

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

DRAFT

	<u>Jul '19 - Jun 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	11,942.59	5,000.00	238.85%
Total Income	<u>482,499.59</u>	<u>509,616.50</u>	<u>94.68%</u>
Expense			
5100 · Bank & Other Fees	1,106.48	500.00	221.3%
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	76,616.43	106,000.00	72.28%
Total 7000 · Admin. Services/Expenses (WRA)	<u>98,116.43</u>	<u>127,500.00</u>	<u>76.95%</u>
7100 · Project Mgmt-SGMA Implementatio	27,161.34	110,000.00	24.69%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	1,359.00	20,000.00	6.8%
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>181,569.70</u>	<u>412,064.00</u>	<u>44.06%</u>
Net Income	<u><u>300,929.89</u></u>	<u><u>97,552.50</u></u>	

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

DRAFT

	<u>Jul - Sep 19</u>	<u>Oct - Dec 19</u>	<u>Jan - Mar 20</u>	<u>Apr - Jun 20</u>	<u>TOTAL</u>
Income					
4000 · Member Contributions-Municipal	160,000.00	0.00	0.00	0.00	160,000.00
4100 · Member Contributions-Rural	245,557.00	0.00	0.00	0.00	245,557.00
4200 · Member Contributions-Affiliates	65,000.00	0.00	0.00	0.00	65,000.00
4400 · Interest Income	6.01	2,994.26	8,940.93	1.39	11,942.59
Total Income	<u>470,563.01</u>	<u>2,994.26</u>	<u>8,940.93</u>	<u>1.39</u>	<u>482,499.59</u>
Expense					
5100 · Bank & Other Fees	0.00	138.89	967.59	0.00	1,106.48
5300 · Insurance-General & Auto	492.00	1,082.95	0.00	0.00	1,574.95
5500 · Membership Dues	0.00	1,200.00	1,615.00	0.00	2,815.00
7000 · Admin. Services/Expenses (WRA)					
7010 · Westside IRWMP Cost Share (WRA)	0.00	21,500.00	0.00	0.00	21,500.00
7000 · Admin. Services/Expenses (WRA) - Other	16,886.44	14,445.09	30,113.53	15,171.37	76,616.43
Total 7000 · Admin. Services/Expenses (WRA)	<u>16,886.44</u>	<u>35,945.09</u>	<u>30,113.53</u>	<u>15,171.37</u>	<u>98,116.43</u>
7100 · Project Mgmt-SGMA Implementatio	11,509.43	0.00	4,468.66	11,183.25	27,161.34
7300 · Legal Services	0.00	684.00	0.00	675.00	1,359.00
7350 · Audit Services - Financial	6,900.00	0.00	472.50	0.00	7,372.50
7600 · YC Groundwater Monitor Program	0.00	0.00	42,064.00	0.00	42,064.00
Total Expense	<u>35,787.87</u>	<u>39,050.93</u>	<u>79,701.28</u>	<u>27,029.62</u>	<u>181,569.70</u>
Net Income	<u><u>434,775.14</u></u>	<u><u>-36,056.67</u></u>	<u><u>-70,760.35</u></u>	<u><u>-27,028.23</u></u>	<u><u>300,929.89</u></u>

Yolo Subbasin Groundwater Agency
Transaction List by Date
July 2019 through June 2020

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
General Journal	07/01/2019	5		Re-assign insurance paid in FY18-19 for FY19-20	2200 · Prepaid Insurance		5300 · Insurance-General & Auto	-492.00
Transfer	07/18/2019			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-15,000.00
Bill Pmt -Check	07/22/2019	126	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,587.00
Bill Pmt -Check	07/22/2019	127	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-30,603.35
Invoice	07/25/2019	2019-1	Reclamation District 307		1100 · Accounts Receivable		-SPLIT-	5,941.00
Invoice	08/01/2019	2019-2	Reclamation District 307		1100 · Accounts Receivable		-SPLIT-	2,970.50
Invoice	08/01/2019	2019-3	YCFC&WCD		1100 · Accounts Receivable		4100 · Member Contributions-Rural	110,000.00
Invoice	08/01/2019	2019-4	County of Yolo		1100 · Accounts Receivable		4100 · Member Contributions-Rural	40,000.00
Invoice	08/01/2019	2019-5	City of Davis		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	08/01/2019	2019-6	City of Woodland		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	08/01/2019	2019-7	City of Winters		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	20,000.00
Invoice	08/01/2019	2019-8	Yocha Dehe Wintun Nation		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	10,000.00
Invoice	08/01/2019	2019-9	Esparto Community Service District		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	5,000.00
Invoice	08/01/2019	2019-10	Madison Community Service District		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	5,000.00
Invoice	08/01/2019	2019-11	Dunnigan Water District		1100 · Accounts Receivable		4100 · Member Contributions-Rural	5,350.00
Invoice	08/01/2019	2019-12	Reclamation District 108		1100 · Accounts Receivable		4100 · Member Contributions-Rural	21,600.00
Invoice	08/01/2019	2019-13	Reclamation District 2035		1100 · Accounts Receivable		4100 · Member Contributions-Rural	19,000.00
Invoice	08/01/2019	2019-14	University of California Davis		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	40,000.00
Invoice	08/01/2019	2019-15	Colusa Drain Mutual Water Comany		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	10,000.00
Invoice	08/01/2019	2019-16	California American Water Company		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	5,000.00
Invoice	08/01/2019	2019-17	Yolo County Farm Bureau		1100 · Accounts Receivable		4200 · Member Contributions-Affiliates	10,000.00
Invoice	08/01/2019	2019-18	Reclamation District 537		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,600.00
Invoice	08/01/2019	2019-19	Reclamation District 730		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,249.00
Invoice	08/01/2019	2019-20	Reclamation District 765		1100 · Accounts Receivable		4100 · Member Contributions-Rural	700.00
Invoice	08/01/2019	2019-21	Reclamation District 785		1100 · Accounts Receivable		4100 · Member Contributions-Rural	1,600.00
Invoice	08/01/2019	2019-22	Reclamation District 787		1100 · Accounts Receivable		4100 · Member Contributions-Rural	14,700.00
Invoice	08/01/2019	2019-23	Reclamation District 827		1100 · Accounts Receivable		4100 · Member Contributions-Rural	613.00
Invoice	08/01/2019	2019-24	Reclamation District 1600		1100 · Accounts Receivable		4100 · Member Contributions-Rural	3,462.00
Invoice	08/01/2019	2019-25	City of West Sacramento		1100 · Accounts Receivable		4000 · Member Contributions-Municipal	40,000.00
Invoice	08/01/2019	2019-26	Reclamation District 150		1100 · Accounts Receivable		4100 · Member Contributions-Rural	2,146.50
Invoice	08/01/2019	2019-27	Reclamation District 999		1100 · Accounts Receivable		4100 · Member Contributions-Rural	12,625.00
Payment	08/12/2019	17972	Esparto Community Service District		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Payment	08/15/2019	3852	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Payment	08/15/2019	99103	Dunnigan Water District		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,350.00
Payment	08/16/2019	132214	Yocha Dehe Wintun Nation		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,000.00
Deposit	08/19/2019			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	25,350.00
Payment	08/19/2019	437804	City of Davis		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Payment	08/19/2019	29318	Reclamation District 108		1200 · Undeposited Funds	√	1100 · Accounts Receivable	21,600.00
Payment	08/21/2019	47659	California American Water Company		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Transfer	08/22/2019			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-20,000.00
Bill Pmt -Check	08/26/2019	128	Water Resources Association of Yolo Cty	VOID:	1000 · 1st Northern-Checking	√	2000 · Accounts Payable	0.00
Payment	08/26/2019	57330	YCFC&WCD		1200 · Undeposited Funds	√	1100 · Accounts Receivable	110,000.00
Payment	08/26/2019	47748	Reclamation District 787		1200 · Undeposited Funds	√	1100 · Accounts Receivable	14,700.00
Payment	08/28/2019	JE#332-Yolo County	Reclamation District 307		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,941.00
Payment	08/28/2019	JE #335-YCT	Reclamation District 150		1200 · Undeposited Funds	√	1100 · Accounts Receivable	1,076.25
Payment	08/28/2019	JE#334-Yolo County	Reclamation District 730		1200 · Undeposited Funds	√	1100 · Accounts Receivable	2,249.00

Yolo Subbasin Groundwater Agency
Transaction List by Date
July 2019 through June 2020

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Payment	08/28/2019	JE#333-Yolo County	Reclamation District 1600		1200 · Undeposited Funds	√	1100 · Accounts Receivable	3,462.00
Deposit	08/28/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	5,941.00
Deposit	08/28/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	1,076.25
Deposit	08/28/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	2,249.00
Deposit	08/28/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	3,462.00
Payment	08/29/2019	ACH #4984	Madison Community Service District		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Bill	08/29/2019	2019-0829	Richardson & Company LLP		2000 · Accounts Payable		7350 · Audit Services - Financial	-6,900.00
Bill	08/30/2019	2019-7 revised	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-16,886.44
Payment	08/30/2019	ACH #4984	County of Yolo		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Deposit	08/30/2019			Deposit	1000 · 1st Northern-Checking	√	-SPLIT-	45,000.00
Deposit	09/04/2019			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	191,300.00
Bill Pmt -Check	09/04/2019	129	Richardson & Company LLP		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-6,900.00
Bill Pmt -Check	09/04/2019	130	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-16,886.44
Payment	09/05/2019	JE #56	Reclamation District 537		1200 · Undeposited Funds	√	1100 · Accounts Receivable	2,600.00
Deposit	09/05/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	2,600.00
Payment	09/09/2019	286361	City of West Sacramento		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Payment	09/16/2019	6887	Yolo County Farm Bureau		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,000.00
Deposit	09/28/2019			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	6.01
Bill	09/30/2019	2019-0930	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-11,509.43
Deposit	09/30/2019			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	2,970.50
Check	10/01/2019			Service Charge	1020 · Yolo County Treasury	√	5100 · Bank & Other Fees	-113.89
Deposit	10/01/2019			Interest	1020 · Yolo County Treasury	√	4400 · Interest Income	2,989.87
Deposit	10/02/2019			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	50,000.00
Bill	10/03/2019	Policy FY19-20	ACWA/JPIA		2000 · Accounts Payable		-SPLIT-	-1,443.93
Payment	10/03/2019	JE#313-Yolo County	Reclamation District 307		1200 · Undeposited Funds	√	1100 · Accounts Receivable	2,970.50
Bill	10/14/2019	2019-14	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7010 · Westside IRWMP Cost Share (WRA)	-21,500.00
Bill Pmt -Check	10/15/2019	131	ACWA/JPIA		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,443.93
Bill Pmt -Check	10/15/2019	132	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-21,500.00
Bill Pmt -Check	10/15/2019	133	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-11,509.43
Payment	10/16/2019	18754	Reclamation District 999		1200 · Undeposited Funds	√	1100 · Accounts Receivable	12,625.00
Payment	10/17/2019	11141224	University of California Davis		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Bill	10/18/2019	541619	Downey Brand		2000 · Accounts Payable		7300 · Legal Services	-684.00
Deposit	10/23/2019			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	52,625.00
Payment	10/25/2019	2197	Reclamation District 827		1200 · Undeposited Funds	√	1100 · Accounts Receivable	613.00
Bill Pmt -Check	11/06/2019	134	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-684.00
Deposit	11/08/2019			Deposit	1010 · 1st Northern-Savings	√	1200 · Undeposited Funds	613.00
Check	11/08/2019			Service Charge	1000 · 1st Northern-Checking	√	5100 · Bank & Other Fees	-25.00
Payment	11/20/2019	53492	City of Winters		1200 · Undeposited Funds	√	1100 · Accounts Receivable	20,000.00
Bill	12/01/2019	102673	Digital Deployment/Streamline		2000 · Accounts Payable		5500 · Membership Dues	-1,200.00
Payment	12/09/2019	939	Reclamation District 765		1200 · Undeposited Funds	√	1100 · Accounts Receivable	700.00
Transfer	12/10/2019			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-10,000.00
Bill	12/10/2019	2019-15	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-14,445.09
Bill Pmt -Check	12/10/2019	135	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-14,445.09
Payment	12/23/2019	293538	City of Woodland		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Deposit	12/31/2019			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	4.39
Check	01/01/2020			Service Charge	1020 · Yolo County Treasury	√	5100 · Bank & Other Fees	-429.48
Deposit	01/01/2020			Interest	1020 · Yolo County Treasury	√	4400 · Interest Income	4,292.82

**Yolo Subbasin Groundwater Agency
Transaction List by Date
July 2019 through June 2020**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill	01/03/2020	2020-0103	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-4,468.66
Bill	01/08/2020	2020-01	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-12,542.82
Transfer	01/08/2020			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-10,000.00
Bill Pmt -Check	01/08/2020	136	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-12,542.82
Bill	01/09/2020	2020-02	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-770.00
Bill Pmt -Check	01/09/2020	137	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-770.00
Payment	01/14/2020	3889	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Bill	01/23/2020	2020.0123	ACWA		2000 · Accounts Payable		5500 · Membership Dues	-1,615.00
Payment	01/23/2020	JE #395-YCT	Reclamation District 150		1200 · Undeposited Funds	√	1100 · Accounts Receivable	1,076.25
Deposit	01/23/2020			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	1,076.25
Payment	01/29/2020	1423	Reclamation District 785		1200 · Undeposited Funds	√	1100 · Accounts Receivable	1,600.00
Deposit	02/04/2020			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	67,300.00
Transfer	02/11/2020			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-7,000.00
Bill	02/12/2020	110881	Richardson & Company LLP		2000 · Accounts Payable		7350 · Audit Services - Financial	-472.50
Bill Pmt -Check	02/13/2020	138	ACWA		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,615.00
Bill Pmt -Check	02/13/2020	139	Digital Deployment/Streamline		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,200.00
Bill Pmt -Check	02/13/2020	140	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-4,468.66
Check	02/13/2020	141	Reclamation District 150	For overpayment of FY2019-2020 YSGA Membership	1000 · 1st Northern-Checking	√	1100 · Accounts Receivable	-6.00
Bill	02/20/2020	2020-0220	Yolo County Flood Control & WCD		2000 · Accounts Payable		7600 · YC Groundwater Monitor Program	-42,064.00
Payment	02/20/2020	JE#362-YCT	Reclamation District 2035		1200 · Undeposited Funds	√	1100 · Accounts Receivable	19,000.00
Deposit	02/20/2020			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	19,000.00
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
Deposit	03/31/2020			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	2.03
Check	03/31/2020			Service Charge	1020 · Yolo County Treasury	√	5100 · Bank & Other Fees	-538.11
Deposit	03/31/2020			Interest	1020 · Yolo County Treasury	√	4400 · Interest Income	4,646.08
Bill	04/10/2020	547200	Downey Brand		2000 · Accounts Payable		7300 · Legal Services	-675.00
Bill	04/30/2020	2020-0430	Yolo County Flood Control & WCD		2000 · Accounts Payable		7100 · Project Mgmt-SGMA Implementatio	-11,183.25
Bill	05/15/2020	2020-05	Water Resources Association of Yolo Cty		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-15,171.37
Transfer	05/15/2020			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-26,000.00
Bill Pmt -Check	05/18/2020	145	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-675.00
Bill Pmt -Check	05/18/2020	146	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-11,183.25
Bill Pmt -Check	05/18/2020	147	Water Resources Association of Yolo Cty		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-15,171.37
Deposit	06/30/2020			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	1.39

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

GENERAL - Section 1000

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1000

(Adopted _____)

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the Executive Officer. The proposed adoption or amendment shall be initiated by a Director or the Executive Officer by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the Executive Officer, which may be submitted in person or by any communication method approved by the YSGA, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the Executive Officer at a meeting of the Board. The Executive Officer will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the YSGA's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION - Section 2000

2100 - Financial Management

POLICY TITLE: Asset Protection and Fraud in the Workplace

POLICY NUMBER: 2105

(Adopted _____)

2105.1 Purpose and Scope: To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

2105.2 The Yolo Subbasin Groundwater Agency (YSGA) is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the YSGA to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the YSGA and, when appropriate, to pursue available legal remedies.

2105.3 Definitions:

- a) Fraud – Fraud and other similar irregularities include, but are not limited to:
 - 1) Claim for reimbursement of expenses that are not job-related or authorized by YSGA policy;
 - 2) Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.);
 - 3) Misappropriation of YSGA assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.);
 - 4) Inappropriate use of YSGA resources (including but not limited to labor, time, and materials);
 - 5) Improprieties in the handling or reporting of money or financial transactions;
 - 6) Authorizing or receiving payment for goods not received or services not performed;
 - 7) Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of YSGA-owned or –licensed software;
 - 8) Misrepresentation of information;
 - 9) Theft of equipment or other goods;
 - 10) Any apparent violation of federal, state, or local laws related to dishonest activities or fraud;
 - 11) Seeking or accepting anything of material value from those doing business with the YSGA including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the YSGA Conflict of Interest Code which incorporates the Fair Political Practices Commission’s regulations;
 - 12) Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.
- b) Employee – In this context, “employee” refers to any individual or group of individuals who receive compensation, either full- or part-time, including members of the Board of Directors, from the YSGA. The term also includes any volunteer who provides services to the YSGA through an authorized arrangement with the YSGA.
- c) Management – In this context, “management” refers to any manager, supervisor, or other individual who manages or supervises YSGA’s resources or assets.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION - Section 2000

2100 - Financial Management

- d) Internal Audit Committee – In this context, if the claim of fraud involves anyone other than the YSGA’s Executive Officer, the Internal Audit Committee shall consist of the Executive Officer, the YSGA’s Legal Counsel and any other persons appointed to the Internal Audit Committee by the Executive Officer. If the claim of fraud involves the YSGA’s Executive Officer, the Internal Audit Committee shall consist of the Chair of the Board of Directors, Legal Counsel and those persons appointed to the Internal Audit Committee by the Chair of the Board. Nothing contained in this policy shall be construed as requiring the Executive Officer or the Chair of the Board to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the Executive Officer or the Chair of the Board other than the YSGA’s Legal Counsel shall serve at the pleasure of the Executive Officer or the Chair of the Board.
- e) External Auditor – In this context, “External Auditor” refers to independent audit professionals appointed by the YSGA’s Board of Directors to perform annual audits of the YSGA’s financial statements

2105.4 It is the YSGA’s intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the YSGA of any party who might be or become involved in or become the subject of such investigation. An employee being investigated for fraud may request representation by a representative of any recognized bargaining unit that represents the employee.

2105.5 For claims of fraud not involving the Executive Officer, the Executive Officer or an Internal Audit Committee appointed by the Executive Officer shall have primary responsibility for investigation of activity covered by this policy. For claims of fraud involving the Executive Officer, the Chair of the Board or an Internal Audit Committee appointed by the Chair shall have primary responsibility for investigation of activity covered by this policy. The YSGA’s General Counsel shall advise the Committee, the Executive Officer and/or the Board Chair on all such investigations.

2105.6 Throughout the investigation, the Internal Audit Committee will inform the Executive Officer of pertinent investigative findings

2105.7 An employee will be granted whistle-blower protection when acting in accordance with this policy so long as he or she has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the YSGA nor any person acting on its behalf shall:

- a) Dismiss or threaten to dismiss an employee providing the information,
- b) Discipline, suspend, or threaten to discipline or suspend such an employee,
- c) Impose any penalty upon such an employee, or
- d) Intimidate or coerce such an employee.

Violations of this whistle-blower protection policy will result in discipline up to and including termination.

2105.8 Upon conclusion of an investigation, the results will be reported to the Executive Officer or, if the investigation involves the Executive Officer, the Board Chair, either of whom shall advise the Board of Directors.

2105.9 Following review of investigation results, the Executive Officer or the Board, as the case may be, will take appropriate action regarding employee misconduct. Disciplinary action can include employment discipline up to and including termination, referral for criminal prosecution, or both.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION - Section 2000

2100 - Financial Management

2105.10 The Executive Officer or the General Counsel will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of YSGA losses from the offender, other responsible parties, insurers, or other appropriate sources unless the Board should otherwise direct in consultation with General Counsel.

2105.11 Procedures:

2105.12.1 Board of Directors Responsibilities

- a) If a Board Member has reason to suspect a fraud has occurred, he or she shall immediately contact the Executive Officer or the Board Chair, if the activity involves the Executive Officer, and the YSGA's Legal Counsel.
- b) The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Executive Officer or Board Chair, as the case may be, and the YSGA's Legal Counsel.
- c) The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Executive Officer or the Board Chair after consultation with the YSGA's Legal Counsel and any Internal Audit Committee appointed as to the matter.

2105.12.2 Management Responsibilities

- a) Management staff is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- b) Each manager should be familiar with the types of improprieties that might occur in his or her area of responsibility and be alert for any indication that improper activity, misappropriation, or dishonest activity did occur or is occurring.
- c) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d) If a manager determines a suspected activity may involve fraud or related dishonest activity, he or she should contact his or her immediate supervisor or the YSGA's Executive Officer. If the activity involves
- e) Managers should not attempt to conduct individual investigations, interviews, or interrogations other than as directed by the Executive Officer or General Counsel. However, management staff are responsible for taking appropriate corrective actions to implement adequate controls to prevent recurrence of improper actions.
- f) Management staff should support the YSGA's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- g) Management staff must give full and unrestricted access to all necessary records and Personnel to those responsible for identifying, investigating and remedying fraud and related dishonest acts. All YSGA assets, including furniture, desks, and computers, are open to inspection at any time. No YSGA officer, agent or employee has a reasonable expectation of privacy in YSGA property and other resources to preclude such inspection.
- h) In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management staff should avoid the following:

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION - Section 2000

2100 - Financial Management

- 1) Incorrect accusations;
 - 2) Alerting suspected individuals that an investigation is underway;
 - 3) Treating employees unfairly; and
 - 4) Making statements that could lead to claims of false accusations or other offenses.
- i) In handling dishonest or fraudulent activities, managers have the responsibility to:
- 1) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to “what you did”, “the crime”, “the fraud”, “the misappropriation”, etc;
 - 2) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the YSGA, unless specifically directed to do so by the Executive Officer or the Board Chair; and
 - 3) Avoid discussing the case with anyone inside the YSGA other than employees who have a need to know such as the Executive Officer, Internal Audit Committee, or the YSGA’s Legal Counsel.
 - 4) Direct all inquiries from the suspected individual, or his or her representative, to the Executive Officer, the Board Chair, or the YSGA’s Legal Counsel. All inquiries by an attorney representing a suspected individual should be directed to the Executive Officer or the YSGA’s Legal Counsel. All inquiries from the media should be directed to the Executive Officer or the Board Chair, if the activity involves the Executive Officer.
 - 5) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the [position or department] and Legal Counsel, in conformance with YSGA policy and applicable law.

2105.12.3 Employee Responsibilities

- a) A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee’s supervisor for reporting to the proper management official.
- b) When an employee believes his or her supervisor may be involved in inappropriate activity, the employee shall make the report to the next higher level of management and/or the Executive Officer. If the activity involves the Executive Officer, it shall be reported to the Board Chair or the YSGA’s Legal Counsel.
- c) A reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Executive Officer, Internal Audit Committee, the YSGA’s Legal Counsel, or law enforcement personnel.

2105.12.4 Internal Audit Committee Responsibilities

- a) Upon assignment by the Executive Officer or the Board Chair, an Internal Audit Committee will promptly investigate the allegations.
- b) In all circumstances where there reason to suspect a criminal fraud has occurred, the Internal Audit Committee, in consultation with the YSGA Executive Officer or the Board Chair and Legal Counsel, if the Executive Officer is suspected of involvement in the fraud, will contact the appropriate law enforcement agency.
- c) The Internal Audit Committee shall be available and receptive to relevant, confidential information to the extent allowed by law after consultation with the YSGA’s Legal Counsel.
- d) If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will:

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION - Section 2000

2100 - Financial Management

- 1) Discuss the findings with management and the Executive Officer;
- 2) Advise management, if the case involves YSGA staff members, to meet with the [position title] (or his/her designated representative) to determine if disciplinary action should be taken;
- 3) Report to the External Auditor such activities to assess the effect of the illegal activity on the YSGA's financial statements;
- 4) Coordinate with the YSGA's risk manager regarding notification to insurers and filing of insurance claims;
- 5) Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidence. Such action shall include, but is not limited to:
 - a) Removing relevant records and placing them in a secure location, or limiting access to those records
 - b) Preventing the individual suspected of committing the fraud from having access to the records.
- 6) In consultation with the YSGA Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation to potential witnesses if such disclosure would further the investigation.
- 7) If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the Executive Officer or Board Chair, if the activity involves the Executive Officer.
- 8) At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the Executive Officer or the Board Chair for action. If the report concludes that the allegations are founded and the YSGA's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the appropriate law enforcement agency.
- 9) The Internal Audit Committee shall make recommendations to the appropriate department as to the prevention of future similar occurrences.
- 10) Upon completion of the investigation, including all legal and personnel actions; all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Audit Committee to that department.

2105.13 Exceptions

There will be no exceptions to this policy unless provided and approved in writing by the Executive Officer or the Board Chair and the YSGA Legal Counsel. The Board of Directors reserves the right to amend, delete, or revise this policy at any time by formal action of the Board of Directors.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION – Section 2000

2100 – Financial Management

POLICY TITLE: Capital Assets Policy

POLICY NUMBER: 2115

(Adopted _____)

2115.1 Capital assets

Auditor - Brian Nash's comments:

Capital asset policy should define the minimum amount and life of assets that should be capitalized (assets with a cost of over \$1,000 and a useful life over 1 or 2 years), the depreciable life of each kind of asset, define what is a repair versus a betterment that should be capitalized (a repair makes an asset reach its original useful life while a betterment extends the useful life, productivity or capacity), say how often an inventory of assets should be taken and that board should approve disposal of assets. If you are using sample policies they probably have those elements.

Note on WRA's Capital Assets Policy from last FY audit:

WRA's capital asset policy requires the capitalization of all assets with a cost in excess of \$1,500. WRA's capital assets are fully depreciated. No assets requiring capitalization were acquired during the fiscal years ended June 30, 2019 and 2018. Depreciation is calculated using the straight-line method over the estimated useful lived of the respective assets as follows:

<u>Depreciation:</u>	Equipment
<u>Estimated Useful Life:</u>	5 to 7 years

It sounds like our recommendation should be to adopt Brian's recommendation including stating how often an inventory of capital assets should be taken and that the board should approve disposal of assets.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION – Section 2000

2100 - Financial Management

POLICY TITLE: Expense Authorization and Reimbursement Guidelines

POLICY NUMBER: 2125

(Adopted _____)

2125.1 All purchases made for the Yolo Subbasin Groundwater Agency (YSGA) by staff ~~greater than \$500 and up to \$5,000~~ ~~greater than \$ _____~~ ~~\$500~~ shall be authorized by the Executive Officer or Chair of the Board of Directors or other responsible managing ~~employee or committee~~ and shall be in conformance with the approved YSGA budget.

2125.2 Any commitment of YSGA funds for a purchase or expense greater than ~~\$20,000.00~~ ~~or other appropriate amount~~ shall ~~first be submitted to the [Executive Committee] or be approved by~~ the Board of Directors ~~if greater than \$ _____~~ for approval, ~~or and~~ shall be in conformance with ~~the prior Board-approved budget or other~~ action and/or authorizations.

2125.3 Whenever employees or Directors of the YSGA incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to YSGA business as verified by valid receipts, said expended cash shall be reimbursed upon request from the YSGA's ~~cash fund~~ by check ~~request, if needed~~. The YSGA does not currently maintain a petty cash fund in the office. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Executive Officer or Chair of the Board of Directors before remuneration. The YSGA may establish a reimbursement request form and, if it does, no reimbursement will be made without submission of a request on that form.

2125.4 Requests for reimbursement to the YSGA must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.

2125.5 The YSGA management encourages its staff to make purchases through vendors that the YSGA has an established account to avoid out of pocket expenses. Employees who need to make purchases on a regular basis may be issued a credit card to facilitate YSGA business. The YSGA will fully compensate staff for all reasonable and prudent expenses incurred in the course of business as described in this policy. Credit cards should only be used for legitimate YSGA business.

2125.6 The employee will submit credit card receipts for purchases made to the Executive Officer or other responsible managing employee each month. No personal items may be charged on the business credit card.

2125.7 The YSGA may establish a mileage reimbursement form when personal vehicles are used to conduct YSGA business. Employees will be reimbursed as determined by the IRS mileage reimbursement rate in effect at the time the expense was incurred.

2125.8 The YSGA has not established guidelines for reimbursement for travel expenses, meals, lodging, air travel and car rentals. Currently there are not provisions in the budget for travel related expenses, which can be established upon request by the Board of Directors under the management of the Executive Officer.

Commented [KMB1]: This seems like a pretty high number. I recommend dropping this significantly to \$5,000 and making this a Board authorization so that the EO and EC are protected.

Commented [L2]: I agree that \$5,000 is more appropriate. I would suggest approval by the Exec. Comm. As the Board does not meet very often. I also added a little about budget .

Commented [KMB3]: How about we cap EO authorization at 5K and EC authorization at 20K. Everything above 20K would have to go to the board. If YSGA is contemplating a contract authorization outside the approved budget, it can be done at a board meeting in advance of the action. I just worry about a very small group being able to authorize large sums without board buy in...not that anyone on the EC now would ever contemplate that.

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION – Section 2000

2100 - Financial Management

Rewritten 2125.2:

Any commitment of YSGA funds for a purchase or expense greater than \$5,000 and up to \$20,000 shall be approved by the Executive Committee and shall be in conformance with the Board-approved budget or other action and/or authorizations. Any expenditure of \$20,000 or greater must be authorized by the Board of Directors.

DRAFT

Yolo Subbasin Groundwater Agency (YSGA)

Policies & Procedures

ADMINISTRATION – Section 2000

2100 - Financial Management

POLICY TITLE: Investment Policy Guidelines

POLICY NUMBER: 2130

(Adopted _____)

2130.1 Yolo Subbasin Groundwater Agency (YSGA) funds not required for immediate expenditure will be invested in compliance with governing provisions of law (Government Code Sections 53600 et. seq.) and this policy. ~~Consistent with the primary goal of safeguarding principal, the YSGA will maintain adequate cash availability and maximum yield on invested funds. Funds shall be invested with a priority toward safeguarding principal while endeavoring to maximize returns.~~

2130.2 The YSGA entered into agreement # _____ with the County of Yolo Financial Services Department to provide treasury services as of November __, 2017. As per this Agreement, the County treasury is the primary depository of YSGA funds received. ~~(Specify type of funds: grants, dues?)~~

2130.3 ~~The only allowable investment currently is in the County of Yolo investment pool or a California Local Agency Investment Fund until changed by the YSGA Board of Directors.~~

Allowable investments must be approved by the YSGA Board of Directors. Current approved investments are with the County of Yolo Investment Pool or the California Local Agency Investment Fund.

2130.4 Each month, the Financial Supervisor (or other appointed designee) shall furnish the Executive Committee with a detailed listing of the previous month's treasury balance. ~~and The Financial Supervisor (or other appointed designee) shall furnish a quarterly report of the investment portfolio performance.~~ The Board of Directors will be furnished ~~with this information~~ the quarterly investment portfolio performance report at each regular Board meeting.

2130.4 ~~Each~~ Every two years the YSGA will review this investment policy at a public Board meeting, as an agenda item. Any changes or amendments shall be made only with Board approval.

Who has authority to oversee investments? The Executive Officer entered into agreement with Yolo County

How often should this investment policy be reviewed by the Board or Executive Committee

Commented [KMB1]: I don't know why we need to specify the types of funds. I agree. LP

Commented [L2]: Suggested language

Commented [KMB3]: I suggest that the EC review the investment portfolio with the EO and the EC make recommendations to the Board. The EO should not be making investment decisions alone. .

Commented [L4]: The investment portfolio is under the direction of Yolo Co. and its consultant firm. If we are not happy with the performance of the portfolio, we would need to look at some other entity to manage our investments.