

# Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

## YSGA Executive Committee

January 25, 2018, 12:30 to 1 pm

Yolo County Flood Control & Water Conservation District

34274 State Highway 16, Woodland

### 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 10/30/17 & 12/14/17 meeting minutes, pages 2-5
  - b) Financials FY17-18: July - December 2017, pages 6-10
  - c) Form 700 filing for 2017 & Final Conflict of Interest Code
  - d) Payments to approve\*
5. **Update on YSGA Activities -** discussion item (Tim O'Halloran)
  - a) GSP Development Update
  - b) Discuss March 19, 2018 Board meeting agenda
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** February \_\_\_\_, 2018; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the January 25, 2018 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by January 22, 2018 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:

TO BE PAID:	
WRA Administrative Services: July 2017 to Jan 2018 - \$70,000 – To be paid 1/23/18	WRA: Reimbursement for 2017 expenses paid: \$9,695.38
ACWA 2018 Affiliate Membership: \$187.50	
Downey Brand Invoice #518354 (Nov2017) - \$1,930.50	
Safeguard (order 250 bank checks) - \$149.27	

**MINUTES of Executive Committee (EC) Meeting**  
**Yolo Subbasin Groundwater Agency (YSGA)**  
**October 30, 2017, 12:00 – 1:00 pm**  
**DRAFT**

**Present:** Beverly Sandeen, Tim O'Halloran, Elisa Sabatini, Kurt Balasek, Lynnel Pollock,  
Kristin Sicke, Donna Gentile

**Absent:** Roger Cornwell (Tim will call him after the meeting to give him an update on today's discussions.)

1. **CALL TO ORDER** at 12:00 pm by Kurt Balasek, acting chair for Beverly Sandeen.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Agenda approved unanimously as presented.
3. **PUBLIC FORUM** – No one from the public was in attendance.
4. **ADMINISTRATIVE ITEMS:**
  - a) Approve October 16, 2017 meeting minutes – Minutes were approved by consensus.
  - b) Opening First Northern Bank accounts, signature cards & opening funds deposit - Donna has all the paperwork ready for signature at today's meeting to open both a savings and checking account for the YSGA with First Northern Bank in Woodland. Since Roger was unable to attend today's meeting, he will need to go into the bank to complete his signature card authorization.
  - c) QuickBooks budget development – Donna informed that the YSGA QuickBooks company file was created with the assistance of Elsa, a CPA from Perry, Bunch & Johnston. She explained how compensation for the YSGA administrative services provide by the WRA will be handled from a bookkeeping standpoint. Regular anticipated administrative expenses will be paid and tracked through the WRA's books, because the YSGA is providing the funds to the WRA for administrative functions of both agencies. Reports will clearly identify what has been paid for the YSGA separate from the WRA's normal expenses. Tim will elaborate further under Item 5 discussion about the FY2017-18 budget and the Treasury agreement with Yolo County.
5. **UPDATE ON YSGA ACTIVITIES:** Tim O'Halloran gave an update on the following items.
  - a) November 13<sup>th</sup> Board draft agenda discussion – The EC reviewed the draft agenda. All agreements discussed by the EC today will be presented to the Board for adoption. Tim, Donna and Kristen will work together to finalize the agenda packet for distribution by November 9<sup>th</sup>.
  - b) Review Yolo County Treasury Services Agreement – Tim distributed a revised draft agreement with the County to provide treasury and financial services for the YSGA. The EC reviewed the entire document, provided their input and suggested corrections. A few minor corrections will be made to this draft. The EC would like the County to provide a schedule of estimated costs for services as defined in Section III Compensation of this Agreement before adoption by the Board on November 13<sup>th</sup>. Tim clarified that the YSGA will not be required to use the County as the auditor, but the County will review the audit when completed. Tim will present any additional edits to the County and finalize the agreement for distribution. The EC approved recommending to the Board that the YSGA enter into a treasury/financial services agreement with Yolo County subject to the changes to the agreement as discussed today. The EC unanimously approved.

- c) Review Administrative & Technical Services Agreements – Tim distributed a draft YSGA-WRA agreement for administrative services prepared by Downey Brand. The EC reviewed the entire document, provided their input and suggested corrections. The budget was adjusted to \$120,000 to include the future Westside IRWMP MOU cost share contribution. The EC approved recommending to the Board that the YSGA enter into an administrative services agreement with the WRA subject to the changes as discussed today.

Tim distributed a draft YSGA-YCFC&WCD administrative and technical services agreement prepared by Downey Brand. The EC reviewed the entire document, provided their input and suggested corrections. The EC approved recommending to the Board that the YSGA enter into an administrative and technical services agreement with the YCFC&WCD subject to the changes as discussed today. Both agreements will be included in the November Board agenda for approval with the adoption of the FY2017-18 budget.

- d) Review draft FY2017-18 budget – Tim distributed and explained a draft FY2017-18 budget. Donna reviewed the WRA's operating budget. The EC discussed and decided to increase the WRA's annual budget to \$120,000. The EC approved the budget concept Tim presented for Board approval.

- 6. OTHER UPDATES & FUTURE EC AGENDA ITEMS:** Nothing additional presented.
- 7. NEXT EC MEETING DATE:** Thursday, December 14, 2017, 12 to 1 pm
- 8. ADJOURN:** Meeting adjourned at 1:15 pm

Respectfully submitted,

Donna L. Gentile  
Board Secretary & Administrative Coordinator

**MINUTES of Executive Committee (EC) Meeting  
Yolo Subbasin Groundwater Agency (YSGA)  
December 14, 2017, 12:30 – 1:00 pm (DRAFT)**

**Present:** Beverly Sandeen, Roger Cornwell, Tim O’Halloran, Elisa Sabatini, Kurt Balasek, Lynnel Pollock, Kristin Sicke, Donna Gentile

1. **CALL TO ORDER** at 12:20 pm by Beverly Sandeen.
2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA** – Agenda approved unanimously as presented.
3. **PUBLIC FORUM** – No one from the public was in attendance.
4. **ADMINISTRATIVE ITEMS:**
  - a) Approve October 16, 2017 meeting minutes – Minutes were approved by consensus.
  - b) Financial Statements: FY2017-18 - Donna presented draft statements during the meeting. She received additional assistance from the QuickBooks consultant to continue fine tuning the accounting software for the YSGA financial statements. FY2017-18 membership invoices have been emailed and payments are being received. Donna distributed a staff memo to explain the financial statements that will be presented at the next Board meeting (attached).

The majority of YSGA related administrative expenses will be paid by the WRA as part of the \$120,000 the WRA will receive from the YSGA (Administrative Expenses account #7000). The WRA’s financial statements detail how these YSGA expenses have been spent (ref. page 2 of the staff memo). The EC agreed that YSGA specific expenses that related to establishing the agency should be logged into the YSGA financials, such as insurance and legal expenses that were paid from the WRA account. The WRA will be reimbursed for these expenses. Typical YSGA administrative expenses such postage and copies can remain part of the WRA’s bookkeeping unless otherwise agreed upon.

Donna gave a detailed summary of the WRA’s audited net assets as of 6/30/17 which was \$107,084.50. After the WRA returns the unexpended FY16-17 SGMA contributions to Yolo County (\$15,000) and YCFC&WCD (\$20,000), the WRA’s available assets to start FY17-18 operations is \$72,084.50.

- c) Update on Conflict of Interest Code public comment process – Donna informed that the 45 day public hearing comment period began November 17 and will end January 1. At the end of this period any comments received will be reported to the Federal Fair Practices Commission (FPPC) to finalize the process on their end. Then the YSGA board will adopted the final COI Code at their next board meeting. Lynnel questioned whether the Yolo County Board of Supervisors also needs to approve the COI Code, as they do for special districts. Elisa did not believe so because the YSGA Board is not appointed by the County, but she will check with legal counsel.
- d) Form 700 filing update: Two board members still need to provide their forms. Donna has been in regular contact with both to facilitate filing.
- e) Website development quote for YSGA and yologroundwater.org: Donna received quotes from the WRA’s webmaster to create a yolosga.org site and update the WRA, YCFC&WCD and

yologroundwater.org websites. The WRA and YCFC&WCD sites could be migrated to a WordPress template that utilizes the full screen space more effectively. These two website designs are more than 10 years old and need to be updated to a wider, modern and mobile-friendly layout. Donna needs to clarify what information needs to be migrated and what could be purged. She also received a quote to establish a separate yolosga.org website. The yologroundwater.org's WordPress template could be re-designed and re-structured to make it more usable and understandable. Donna asked whether we would keep both the yolosga.org AND yologroundwater.org sites for separate purposes. The EC agreed that the two websites should be consolidated into one site. Additional discussions are needed to decide which site to keep. Also, the website needs to be ADA compliant. Donna will discuss this further with the webmaster and the Executive Officer and report back to the EC.

**5. UPDATE ON YSGA ACTIVITIES:**

- a) Update on First Northern Bank and Yolo County Treasury accounts – All bank accounts have been established.
- b) Sign and execute agreements approved at November 13<sup>th</sup> YSGA Board meeting: The following three agreements between the following agencies were executed: YSGA and Yolo County Treasury services; YSGA and YCFC&WCD Administrative/Technical service; YSGA and WRA Administrative services.
- c) SEI Update – Not discussed.
- d) Discuss January 8, 2018 Board meeting agenda – The EC agreed to cancel this meeting.

**6. OTHER UPDATES & FUTURE EC AGENDA ITEMS:** Nothing additional presented.

**7. NEXT EC MEETING DATE:** Thursday, January 25, 2018, 12 to 1 pm

**8. ADJOURN:** Meeting adjourned at 12:50 pm

Respectfully submitted,

Donna L. Gentile  
Board Secretary & Administrative Coordinator

**Yolo Subbasin Groundwater Agency**  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 - 1st Northern-Checking	50.00
1010 - 1st Northern-Savings	500.01
1020 - Yolo County Treasury	<u>240,761.00</u>
<b>Total Checking/Savings</b>	241,311.01
<b>Accounts Receivable</b>	
1100 - Accounts Receivable	<u>166,113.00</u>
<b>Total Accounts Receivable</b>	166,113.00
<b>Other Current Assets</b>	
1200 - Undeposited Funds	<u>40,000.00</u>
<b>Total Other Current Assets</b>	<u>40,000.00</u>
<b>Total Current Assets</b>	<u>447,424.01</u>
<b>TOTAL ASSETS</b>	<u><u>447,424.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	<u>11,412.65</u>
<b>Total Accounts Payable</b>	11,412.65
<b>Other Current Liabilities</b>	
2100 - WRA Account Payable	<u>550.00</u>
<b>Total Other Current Liabilities</b>	<u>550.00</u>
<b>Total Current Liabilities</b>	<u>11,962.65</u>
<b>Total Liabilities</b>	11,962.65
<b>Equity</b>	
<b>Net Income</b>	<u>435,461.36</u>
<b>Total Equity</b>	<u>435,461.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>447,424.01</u></u>

**Yolo Subbasin Groundwater Agency  
 FY2017-2018 Budget vs. Actual  
 July through December 2017**

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
4000 · Member Contributions-Municipal	160,000.00	160,000.00	100.0%
4100 · Member Contributions-Rural	221,874.00	241,874.00	91.73%
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	0.01		
<b>Total Income</b>	<u>446,874.01</u>	<u>486,874.00</u>	<u>91.78%</u>
<b>Expense</b>			
5100 · Bank & Other Fees	149.27		
5300 · Insurance-General & Auto	1,969.00		
5500 · Membership Dues	234.38		
7000 · Administrative Expenses (WRA)	0.00	120,000.00	0.0%
7100 · Project Mgmt-SGMA Implementatio	0.00	110,000.00	0.0%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	9,060.00	20,000.00	45.3%
7500 · Groundwater Monitoring	0.00	80,000.00	0.0%
<b>Total Expense</b>	<u>11,412.65</u>	<u>350,000.00</u>	<u>3.26%</u>
<b>Net Income</b>	<u><u>435,461.36</u></u>	<u><u>136,874.00</u></u>	

**Yolo Subbasin Groundwater Agency  
 Profit & Loss**

July through December 2017

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>TOTAL</u>
<b>Income</b>			
<b>4000 · Member Contributions-Municipal</b>	0.00	160,000.00	160,000.00
<b>4100 · Member Contributions-Rural</b>	0.00	221,874.00	221,874.00
<b>4200 · Member Contributions-Affiliates</b>	0.00	65,000.00	65,000.00
<b>4400 · Interest Income</b>	0.00	0.01	0.01
<b>Total Income</b>	<u>0.00</u>	<u>446,874.01</u>	<u>446,874.01</u>
<b>Expense</b>			
<b>5100 · Bank &amp; Other Fees</b>	0.00	149.27	149.27
<b>5300 · Insurance-General &amp; Auto</b>	0.00	1,969.00	1,969.00
<b>5500 · Membership Dues</b>	46.88	187.50	234.38
<b>7300 · Legal Services</b>	0.00	9,060.00	9,060.00
<b>Total Expense</b>	<u>46.88</u>	<u>11,365.77</u>	<u>11,412.65</u>
<b>Net Income</b>	<u><u>-46.88</u></u>	<u><u>435,508.24</u></u>	<u><u>435,461.36</u></u>



**Yolo Subbasin Groundwater Agency  
Transaction List by Date  
July through December 2017**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
Bill	09/21/2017	WRA - AJE-285	Water Resources Association YC		2000 · Accounts Payable	5500 · Membership Dues	-46.88
Bill	10/16/2017	WRA - AJE-284	Water Resources Association YC		2000 · Accounts Payable	5300 · Insurance-General & Auto	-1,969.00
Deposit	11/08/2017			Deposit	1000 · 1st Northern-Checking	2100 · WRA Account Payable	50.00
Deposit	11/08/2017			Deposit	1010 · 1st Northern-Savings	2100 · WRA Account Payable	500.00
Invoice	11/17/2017	2017-01	YCFC&WCD		1100 · Accounts Receivable	4100 · Member Contributions-Rural	110,000.00
Invoice	11/17/2017	2017-02	County of Yolo		1100 · Accounts Receivable	4100 · Member Contributions-Rural	40,000.00
Invoice	11/17/2017	2017-03	City of Davis		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	40,000.00
Invoice	11/17/2017	2017-04	City of Woodland		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	40,000.00
Invoice	11/17/2017	2017-05	City of Winters		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	20,000.00
Invoice	11/17/2017	2017-06	Yocha Dehe Wintun Nation		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	10,000.00
Invoice	11/17/2017	2017-07	University of California Davis		1100 · Accounts Receivable	4200 · Member Contributions-Affiliates	40,000.00
Invoice	11/17/2017	2017-08	Esparto Community Service District		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	5,000.00
Invoice	11/17/2017	2017-09	Madison Community Service District		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	5,000.00
Invoice	11/17/2017	2017-10	Dunnigan Water District		1100 · Accounts Receivable	4100 · Member Contributions-Rural	5,350.00
Invoice	11/17/2017	2017-11	Reclamation District 108		1100 · Accounts Receivable	4100 · Member Contributions-Rural	21,600.00
Invoice	11/17/2017	2017-12	Reclamation District 2035		1100 · Accounts Receivable	4100 · Member Contributions-Rural	19,000.00
Invoice	11/17/2017	2017-13	Colusa Drain Mutual Water Comany		1100 · Accounts Receivable	4200 · Member Contributions-Affiliates	10,000.00
Invoice	11/17/2017	2017-14	California American Water Company		1100 · Accounts Receivable	4200 · Member Contributions-Affiliates	5,000.00
Invoice	11/17/2017	2017-15	Yolo County Farm Bureau		1100 · Accounts Receivable	4200 · Member Contributions-Affiliates	10,000.00
Invoice	11/17/2017	2017-16	Reclamation District 537		1100 · Accounts Receivable	4100 · Member Contributions-Rural	2,600.00
Invoice	11/17/2017	2017-17	Reclamation District 730		1100 · Accounts Receivable	4100 · Member Contributions-Rural	2,249.00
Invoice	11/17/2017	2017-18	Reclamation District 765		1100 · Accounts Receivable	4100 · Member Contributions-Rural	700.00
Invoice	11/17/2017	2017-19	Reclamation District 787		1100 · Accounts Receivable	4100 · Member Contributions-Rural	14,700.00
Invoice	11/17/2017	2017-20	Reclamation District 827		1100 · Accounts Receivable	4100 · Member Contributions-Rural	613.00
Invoice	11/17/2017	2017-21	Reclamation District 1600		1100 · Accounts Receivable	4100 · Member Contributions-Rural	3,462.00
Invoice	11/17/2017	2017-22	City of West Sacramento		1100 · Accounts Receivable	4000 · Member Contributions-Municipal	40,000.00
Invoice	11/17/2017	2017-23	Reclamation District 785		1100 · Accounts Receivable	4100 · Member Contributions-Rural	1,600.00
Payment	12/04/2017	9507426	County of Yolo		1200 · Undeposited Funds	1100 · Accounts Receivable	40,000.00
Payment	12/04/2017	272770	City of West Sacramento		1200 · Undeposited Funds	1100 · Accounts Receivable	40,000.00
Payment	12/04/2017	1338	Dunnigan Water District		1200 · Undeposited Funds	1100 · Accounts Receivable	5,350.00
Payment	12/04/2017	1500038690	California American Water Company		1200 · Undeposited Funds	1100 · Accounts Receivable	5,000.00
Payment	12/05/2017	447784	Reclamation District 787		1200 · Undeposited Funds	1100 · Accounts Receivable	14,700.00
Payment	12/07/2017	48998	City of Winters		1200 · Undeposited Funds	1100 · Accounts Receivable	20,000.00

**Yolo Subbasin Groundwater Agency  
Transaction List by Date  
July through December 2017**

Bill	12/08/2017	518354	Downey Brand	2000 · Accounts Payable	7300 · Legal Services	-1,930.50
Payment	12/11/2017	54845	YCFC&WCD	1200 · Undeposited Funds	1100 · Accounts Receivable	110,000.00
Payment	12/12/2017	9507851	Reclamation District 730	1200 · Undeposited Funds	1100 · Accounts Receivable	2,249.00
Payment	12/12/2017	9507851	Reclamation District 1600	1200 · Undeposited Funds	1100 · Accounts Receivable	3,462.00
Bill	12/14/2017		ACWA	2000 · Accounts Payable	5500 · Membership Dues	-187.50
Bill	12/14/2017	WRA - AJE-286	Water Resources Association YC	2000 · Accounts Payable	-SPLIT-	-7,129.50
Bill	12/16/2017	C8GD5D	Safeguard	2000 · Accounts Payable	5100 · Bank & Other Fees	-149.27
Deposit	12/19/2017			Deposit 1020 · Yolo County Treasury	-SPLIT-	240,761.00
Payment	12/22/2017	429615	City of Davis	1200 · Undeposited Funds	1100 · Accounts Receivable	40,000.00
Deposit	12/29/2017			Interest 1010 · 1st Northern-Savings	4400 · Interest Income	0.01