

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

**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