

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

May 29, 2018, 12:30 to 1:00 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 April 26, 2018 meeting minutes, pages 2-3
 - b) Payments to approve*
 - c) Review financials FY17-18: April - May, 2018, pages 4-7
 - d) Discuss draft budget amendments for FY17-18 and subsequent changes to FY18-19 budget, page 8
5. **Update on YSGA Activities -** discussion item (Tim O'Halloran)
 - a) GSP Development Update
 - b) Discuss agenda items for June 18, 2018 Board meeting
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** June ____, 2018; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the May 29, 2018 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by May 25, 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:	Invoice received:
Downey Brand, Invoice #524441 – Services thru 4/30/18 - \$855.00	YCFCWCD - FY17-18 Groundwater Monitoring Program: \$42,000*
	(*need to determine which category to post this item to in budget)

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
April 26, 2018, 12:30 – 1:00 pm (DRAFT)

Present: Beverly “Babs” Sandeen, Tim O’Halloran, Elisa Sabatini, Kurt Balasek, Lynnel Pollock, Kristin Sicke, Donna Gentile

Absent: Roger Cornwell

1. **CALL TO ORDER** at 12:00 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 March 7, 2018 meeting minutes – The minutes were approved.
 - b) Financial Statements: FY2017-18: July 1, 2017 through April 23, 2018 - Donna reviewed the attached financial statements. After today’s payments there is approximately \$10,000 in the combined First Northern Bank accounts. A withdrawal/transfer from the Yolo County Treasury account to the First Northern Bank is scheduled for today for \$91,000. Yolo County has informed that interest and fees are posted quarterly and the next quarterly period ends in April. The current annualized interest rate is 1.26% (interest net of fees). It has yet to be defined exactly what fees are charged. Donna reviewed expected expenses to be paid before the end of the fiscal year, which are Project Management fees to YCFC&WCD, Downey Brand legal support, consulting fees for David Gutierrez, GEI, possibly one last payment to the WRA for administrative expenses, and \$42,000 for a Yolo County groundwater monitoring program contribution to YCFC&WCD. Babs reiterated that whatever obligations the YSGA has, it should be reflected in the adopted budget for transparency. The Board needs to review and approve any budgetary changes. An amended budget should be presented to the YSGA Board in June 2018 to account for administrative and other expenses/income that have been identified since the adoption of the budget in June 2017. Some of these items are bank fees and interest, insurance, and membership dues.
 - c) Discuss draft Board policy on cash reserves – Donna presented a draft Policy on Cash Reserves for EC consideration. This policy would go to the YSGA Board in June for approval. The EC agreed this is a sufficient basic policy to present.
 - d) Discuss protocol and timeline for Board officer elections – The JPA agreement does not define an annual timeline for board officer elections and appointments, nor does it define the length of term served. The WRA’s MOU states an annual election will be held at the first meeting of the year to conduct this business. A calendar year was chosen to coincide with the elected officials calendared assignments.

The YSGA adopted officers and made appointments at its first agency meeting which was in June 2017. Babs brought this item up for EC discussion because the YSGA has a large board and didn’t want the protocol for election of officers to be overlooked. She noted that elected officials assignments change periodically. She wanted to discuss how the YSGA Board will handle these changes in Board representation if a new representative is assigned by the member agency. Traditionally the vice-chair is the next in line to serve as the Board chair. The EC agreed that a 2-year term is preferred for continuity. Officer assignments

would be recommended in the fall for the following calendar year. At the November 2018 meeting, the Board would discuss officer nominations and the election process. Officer rotations would start in January 2019.

Donna informed about the options for offering Board members training to comply with the Brown Act. Babs suggested that Donna poll the Board to determine who needs to take this training. Many public officials may have already done so through their agency.

Kristin mentioned the YSGA became a member of the Groundwater Resources Association of California. Up to three individuals can join under our membership and one spot is open if someone is interested (please contact Donna). They will hold their first annual groundwater sustainability agency summit on June 6-7 (discounted member registration). For a complete calendar of events go to: <https://www.grac.org/events/search/>.

e) Payments to approve – All payments were approved.

5. UPDATE ON YSGA ACTIVITIES (Tim O’Halloran)

- a) GSP Development Update: Tim informed that there is a meeting scheduled on May 3rd of core working group members (aka named the Entity Group) to review water budgets developed by SEI for the member agencies. The full Working Group will begin developing next year’s GSP work plan. The Proposition 1 Sustainable Groundwater Program grant agreement is pending execution. Tim suggested a checklist to track all the adopted actions related to the GSP development.
- b) Discuss June 18, 2018 Board meeting agenda: Tim mentioned that it would be advisable to have the YSGA Board affirm the decision to use the WEAP model versus other models that were considered. This will be a June agenda item. An amended FY17-18 budget and FY18-19 budget should be presented for Board adoption as appropriate.

6. OTHER UPDATES & FUTURE EC AGENDA ITEMS: Lynnel suggested the EC begin a discussion about Prop 218 and long-range funding for the YSGA at a future EC meeting.

7. NEXT EC MEETING DATE: May 29, 2018, 12:30 pm to 1:00 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 May 31, 2018

	<u>May 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - 1st Northern-Checking	1,743.85
1010 - 1st Northern-Savings	99,500.46
1020 - Yolo County Treasury	234,161.22
Total Checking/Savings	<u>335,405.53</u>
Total Current Assets	<u>335,405.53</u>
TOTAL ASSETS	<u><u>335,405.53</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	855.00
Total Accounts Payable	<u>855.00</u>
Total Current Liabilities	<u>855.00</u>
Total Liabilities	855.00
Equity	
Net Income	<u>334,550.53</u>
Total Equity	<u>334,550.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>335,405.53</u></u>

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

	<u>Jul '17 - May 18</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	221,874.00	221,874.00	100.0%
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	998.23	0.00	100.0%
Total Income	<u>447,872.23</u>	<u>466,874.00</u>	<u>95.93%</u>
Expense			
5100 · Bank & Other Fees	259.82	0.00	100.0%
5300 · Insurance-General & Auto	1,969.00	0.00	100.0%
5500 · Membership Dues	579.38	0.00	100.0%
7000 · Admin. Services/Expenses (WRA)	100,000.00	120,000.00	83.33%
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	10,513.50	20,000.00	52.57%
7500 · Groundwater Monitoring	0.00	80,000.00	0.0%
Total Expense	<u>113,321.70</u>	<u>350,000.00</u>	<u>32.38%</u>
Net Income	<u><u>334,550.53</u></u>	<u><u>116,874.00</u></u>	<u><u>286.25%</u></u>

**Yolo Subbasin Groundwater Agency
 Profit & Loss**

July 2017 through May 2018

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>Jan - Mar 18</u>	<u>Apr - May 18</u>	<u>TOTAL</u>
Income					
4000 · Member Contributions-Municipal	0.00	160,000.00	0.00	0.00	160,000.00
4100 · Member Contributions-Rural	0.00	221,874.00	0.00	0.00	221,874.00
4200 · Member Contributions-Affiliates	0.00	65,000.00	0.00	0.00	65,000.00
4400 · Interest Income	0.00	0.01	0.45	997.77	998.23
Total Income	<u>0.00</u>	<u>446,874.01</u>	<u>0.45</u>	<u>997.77</u>	<u>447,872.23</u>
Expense					
5100 · Bank & Other Fees	0.00	149.27	0.00	110.55	259.82
5300 · Insurance-General & Auto	0.00	1,969.00	0.00	0.00	1,969.00
5500 · Membership Dues	46.88	187.50	0.00	345.00	579.38
7000 · Admin. Services/Expenses (WRA)	0.00	0.00	70,000.00	30,000.00	100,000.00
7300 · Legal Services	0.00	9,060.00	598.50	855.00	10,513.50
Total Expense	<u>46.88</u>	<u>11,365.77</u>	<u>70,598.50</u>	<u>31,310.55</u>	<u>113,321.70</u>
Net Income	<u>-46.88</u>	<u>435,508.24</u>	<u>-70,598.05</u>	<u>-30,312.78</u>	<u>334,550.53</u>

**Yolo Subbasin Groundwater Agency
Transaction List by Date
March through May 2018**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Payment	03/05/2018	276614	City of Woodland		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Deposit	03/06/2018			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	66,600.00
Bill Pmt -Check	03/06/2018	106	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-598.50
Payment	03/28/2018	ACH-#687	Reclamation District 537		1200 · Undeposited Funds	√	1100 · Accounts Receivable	2,600.00
Deposit	03/28/2018	EFT		Direct Deposit from Yolo County Treasury	1000 · 1st Northern-Checking	√	1200 · Undeposited Funds	2,600.00
Deposit	03/30/2018			Interest	1010 · 1st Northern-Savings	√	4400 · Interest Income	0.45
Check	04/01/2018			Service Charge	1020 · Yolo County Treasury	√	5100 · Bank & Other Fees	-110.55
Deposit	04/01/2018			Interest	1020 · Yolo County Treasury	√	4400 · Interest Income	997.77
Bill	04/23/2018		Yolo County Flood Control & WCD		2000 · Accounts Payable		5500 · Membership Dues	-345.00
Bill	04/24/2018	2018-05	Water Resources Association of Yolo County		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-30,000.00
Transfer	04/24/2018			Funds Transfer	1010 · 1st Northern-Savings	√	1000 · 1st Northern-Checking	-30,000.00
Bill Pmt -Check	04/26/2018	107	Water Resources Association of Yolo County		1000 · 1st Northern-Checking		2000 · Accounts Payable	-30,000.00
Bill Pmt -Check	04/26/2018	108	Yolo County Flood Control & WCD		1000 · 1st Northern-Checking		2000 · Accounts Payable	-345.00
Transfer	04/26/2018				1020 · Yolo County Treasury	√	1000 · 1st Northern-Checking	-91,000.00
Transfer	05/04/2018			Funds Transfer	1000 · 1st Northern-Checking		1010 · 1st Northern-Savings	-93,000.00
Bill	05/17/2018	524441	Downey Brand		2000 · Accounts Payable		7300 · Legal Services	-855.00

Yolo Subbasin Groundwater Agency
Fiscal Year July 1, 2017 to June 30, 2018
Adopted Budget (6/19/17)
Proposed Amendment for Board Adoption - 6/18/18

*changes

	Adopted 6-19-17	Proposed Amendment
	FY2017-18	FY2017-18
Revenue		
City of Davis	40,000	40,000
City of West Sacramento	40,000	40,000
City of Woodland	40,000	40,000
City of Winters	20,000	20,000
Yocha Dehe Wintun Nation	10,000	10,000
Esparto Community Services District	5,000	5,000
Madison Community Services District	5,000	5,000
Subtotal Municipal Agencies Revenue	\$160,000	\$160,000
Yolo County Flood Control & WCD (200,000 acres)	100,000	100,000
Yolo County (White Areas) (160,000 acres)	40,000	40,000
Direct Contributions (White Areas) (40,000 acres)	20,000	20,000
Other contributions from Rural Agencies	40,000	40,000
Dunnigan Water District (10,700 acres)	5,350	5,350
Reclamation District 108 (23,200 acres)	11,600	11,600
Reclamation District 2035 (18,000 acres)	9,000	9,000
Reclamation District 537 (5,200 acres)	2,600	2,600
Reclamation District 730 (4,498 acres)	2,249	2,249
Reclamation District 765 (1,400 acres)	700	700
Reclamation District 785 (3,200 acres)	1,600	1,600
Reclamation District 787 (9,400 acres)	4,700	4,700
Reclamation District 827 (1,225 acres)	613	613
Reclamation District 1600 (6,924 acres)	3,462	3,462
Subtotal Rural Agencies Revenue	\$241,874	\$241,874
University of California Davis	40,000	40,000
Colusa Drain Mutual Water Company	10,000	10,000
California American Water Company - Dunnigan	5,000	5,000
Yolo County Farm Bureau (private pumpers)	10,000	10,000
Environmental Party Representative		
Subtotal Affiliated Parties Revenue	\$65,000	\$65,000
Interest Income	0	2,000
Other Income	0	0
Subtotal Other Revenue	\$0	\$2,000
TOTAL REVENUE	\$466,874	\$468,874
EXPENDITURES		
Bank & Other Fees	0	500
Insurance - General & Auto	0	2,000
Membership Dues	0	1,000
Administrative Services/Expenses (WRA)	120,000	140,000
Project Management, SGMA Implementatin (YCFCWCD)	110,000	110,000
Consultant Services	20,000	20,000
Legal Services	20,000	20,000
Groundwater Monitoring (monitoring equipment upgrade)	80,000	80,000
Yolo County Groundwater Monitoring Program (administrator-YCFCWCD)*	0	89,000
TOTAL EXPENDITURES	\$350,000	\$462,500
Net Income (Estimated)	\$116,874	\$6,374

* Program historically funded by WRA Member Agencies from July 2009 to June 2017