

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
October 16, 2017, 12:30 – 1:00 pm**

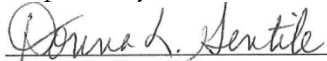
Present: Beverly Sandeen, Roger Cornwell, Tim O'Halloran, Elisa Sabatini, Kurt Balasek, Lynnel Pollock, Kristin Sicke, Donna Gentile

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) Board & Alternate roster update and distribution – Donna is preparing a Board and Alternate member roster with all contact information. This will be distributed electronically to the Board when finished before the November Board meeting.
 - b) A Federal EIN Number for the YSGA was obtained online. Donna reviewed the process to open a First Northern Bank savings and checking account. She will inform the EC whether they need to sign new signature cards to open the new accounts.
 - c) Status of Conflict of Interest Code (COIC) adoption by the Fair Political Practices Commission (FPPC) – Donna informed that the draft COIC had been submitted to the FPPC and she has been contacted by a case worker to answer questions. Everything is ready to move forward. Donna is waiting for another email outlining next steps for the 45 day public review period. The YSGA Board should be able to adopt the COIC at their January meeting.
 - d) QuickBooks budget development - Donna will contact Perry, Bunch & Johnston to set-up an appointment for assistance with creating the QuickBooks company file for the YSGA. Donna was given approval by the EC to send out the membership dues invoices next week with Tim's oversight. The YSGA did approve the proposed fee structure/budget with the adoption of the JPA agreement on June 19, 2017. Yolo County will be the depository of all dues received per the Treasury Services agreement discussed in Item 5a below. The EC approved Donna moving forward to open a First Northern Bank accounts (checking and savings) for the YSGA.
5. **UPDATE ON YSGA ACTIVITIES:** Tim O'Halloran gave an update on the following items.
 - a) Yolo County Treasury Services Agreement – Tim discussed the draft agreement he received that needs some minor corrections. The EC decided to hold another meeting before the November Board meeting to review and approve this agreement.
 - b) Other Administrative & Technical Services agreements pending – Tim discussed the WRA administrative services (\$110,000 budget) and the YCFC&WCD's technical services agreements that are still pending from Downey Brand for review. Tim discussed a sample agreement that he is reviewing as a possible guideline. WRA agreement will include Donna's job description as an attachment.
 - c) November 13th Board Agenda – Tim reviewed a few draft agenda items for November. The EC will finalize the November Board agenda at the next EC meeting.
 - d) GSP Development – Kristin and Tim discussed the consultant selection and decision to hire GEI Consultants to prepare the GSP. A draft proposal is anticipated for review around

10/20 and will be submitted to DWR before the deadline.

6. **OTHER UPDATES & FUTURE EC AGENDA ITEMS:** Continue review and discussion of three services agreements with the YSGA not reviewed today (Treasury, WRA and YCFCWCD).
7. **NEXT EC MEETING DATE:** October 30, 2017, 12 to 1 pm
8. **ADJOURN:** Meeting adjourned at 1:00 pm

Respectfully submitted,



Donna L. Gentile

Board Secretary & Administrative Coordinator