

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

December 14, 2017, 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 10/16/17 meeting minutes, pages 2-3
 - b) Financials: FY17-18 current statements will be distributed at the meeting
 - c) Update on Conflict of Interest Code public comment process
 - d) Form 700 filing update: two forms pending
 - e) Website development quote for YSGA and yologroundwater.org
5. **Update on YSGA Activities** - discussion item (Tim O'Halloran)
 - a) Update on First Northern Bank and Yolo County Treasury accounts
 - b) Sign and execute agreements approved at November 13th YSGA Board meeting:
 - YSGA - Yolo County Treasury services agreement
 - YSGA – YCFC&WCD Admin/Technical Services Agreement
 - YSGA – WRA Administrative Services Agreement
 - c) SEI Update
 - d) Discuss January 8, 2018 Board meeting agenda
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** January ____, 2018; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the December 14, 2017 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by December 8, 2017 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

**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 13th 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 9th.
 - 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 13th. 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