

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

April 26, 2018, 12:00 to 12:30 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 March 7, 2018 meeting minutes, pages 2-3
 - b) Financials FY17-18: July 1, 2017 through April 23, 2018, pages 4-8
 - c) Discuss draft Board policy on cash reserves, page 9
 - d) Discuss protocol and timeline for Board officer elections
 - e) Payments to approve*
5. **Update on YSGA Activities -** discussion item (Tim O'Halloran)
 - a) GSP Development Update
 - b) Discuss June 18, 2018 Board meeting agenda
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** May ____, 2018; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the April 26, 2018 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by April 23, 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:	
YCFC Paid – Groundwater Resources Assoc. Mbrship - \$345	Pending Invoices:
	YCFC Invoice-FY17-18 Groundwater Monitoring Program: \$42,000

MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
March 7, 2018, 12:15 – 1:00 pm (DRAFT)

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

Absent: Roger Cornwell, Kurt Balasek

1. **CALL TO ORDER** at 12:30 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 January 25, 2018 meeting minutes – The minutes were approved.
 - b) Financial Statements: FY2017-18: January-February 2018 - Donna reviewed the January-February statements that will be presented to Board at the March 19th meeting. She also distributed a current balance sheet through March 7th to show additional dues payments received, deposited and what is still outstanding. The EC reviewed the YSGA budget and briefly discussed next year’s budget. The Board should consider adopting a funding reserve policy in June. Donna will begin drafting a policy for EC review.
 - c) Payments to approve: All payments were approved.
5. **UPDATE ON YSGA ACTIVITIES:**
 - a) GSP Development Update: Tim informed that he recently met with SEI to continue navigating through the GSP development process. SEI has almost completed all the water balances and is beginning work on the measurable objectives and sustainability criteria. Tim informed that he will be using part of the Consultant Services budget (\$20,000) to consult with David Gutierrez as an advisor for our process. David was the manager of DWR’s SGMA program and is currently with GEI. Tim explained doing the technical work is a precursor to formulating the proposed five management areas in the Yolo subbasin.
 - b) Report from the Environmental Representative Selection Subcommittee: Tim reminded who the members were of this Subcommittee, which was co-chaired by Greg Meyer (now retired) and Elisa. The Subcommittee developed a preferred qualities job description for an environmental representative. The Subcommittee reviewed and discussed possible candidates and identified Ann Brice as an appropriate candidate. The Subcommittee is making this recommendation to the EC. The EC will recommend that the YSGA Board approve the Subcommittee’s recommendation on March 19th. As co-chair, Elisa will give the Subcommittee report at the Board meeting. The EC inquired what the recommendation were for the Environmental YSGA dues contribution. A dues fee is not really feasible, because it’s an individual representing multiple environmental agencies. Tim has discussed this topic with the Yolo County Farm Bureau. It is going to be proposed that this seat not have a membership fee at this time.
 - c) Discuss and finalize agenda for March 19, 2018 Board meeting: Tim informed that the March 19th agenda topics will be primarily administrative (including the Environmental Representative selection) and an update on the GSP development process (including the \$1 million GSP grant received from DWR). Tim will finalize the 3/19 agenda. Babs reviewed the four

future agenda items listed for the YSGA Board. Tim offered to talk with Kevin O'Brien about Brown Act training, but Elisa reminded that Yolo County counsel offers these trainings regularly (monthly or quarterly?). The best option would be to inform the YSGA Board about the County's training dates (free?) and suggest this venue if they have not completed their Brown Act training. Elisa will check on the training dates and potential costs and report back to Donna. It would be preferred to send out this information to the Board by email prior to the 3/19 meeting. Babs also added "Board policy on reserve funding" to the list.

6. **OTHER UPDATES & FUTURE EC AGENDA ITEMS:** Nothing additional presented.
7. **NEXT EC MEETING DATE:** April 26, 2018, 11:30 am to 12:30 pm
8. **ADJOURN:** Meeting adjourned at 1:00 pm

Respectfully submitted,

Donna L. Gentile
Board Secretary & Administrative Coordinator

Yolo Subbasin Groundwater Agency
Balance Sheet
As of April 23, 2018

	<u>Apr 23, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - 1st Northern-Checking	4,088.85
1010 - 1st Northern-Savings	36,500.46
1020 - Yolo County Treasury	324,274.00
Total Checking/Savings	<u>364,863.31</u>
Total Current Assets	<u>364,863.31</u>
TOTAL ASSETS	<u><u>364,863.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	345.00
Total Accounts Payable	<u>345.00</u>
Total Current Liabilities	<u>345.00</u>
Total Liabilities	345.00
Equity	
Net Income	364,518.31
Total Equity	<u>364,518.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>364,863.31</u></u>

**Yolo Subbasin Groundwater Agency
 FY2017-2018 Budget vs. Actual
 July 1, 2017 through April 23, 2018**

	<u>Jul 1, '17 - Apr 23, 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	0.46	0.00	100.0%
Total Income	<u>446,874.46</u>	<u>466,874.00</u>	<u>95.72%</u>
Expense			
5100 · Bank & Other Fees	149.27	250.00	59.71%
5300 · Insurance-General & Auto	1,969.00	2,000.00	98.45%
5500 · Membership Dues	579.38	800.00	72.42%
7000 · Admin. Services/Expenses (WRA)	70,000.00	120,000.00	58.33%
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	9,658.50	20,000.00	48.29%
7500 · Groundwater Monitoring	0.00	80,000.00	0.0%
Total Expense	<u>82,356.15</u>	<u>353,050.00</u>	<u>23.33%</u>
Net Income	<u><u>364,518.31</u></u>	<u><u>113,824.00</u></u>	

Yolo Subbasin Groundwater Agency
Profit & Loss

July 1, 2017 through April 23, 2018

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>Jan - Mar 18</u>	<u>Apr 1 - 23, 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	0.00	0.46
Total Income	<u>0.00</u>	<u>446,874.01</u>	<u>0.45</u>	<u>0.00</u>	<u>446,874.46</u>
Expense					
5100 · Bank & Other Fees	0.00	149.27	0.00	0.00	149.27
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	0.00	70,000.00
7300 · Legal Services	0.00	9,060.00	598.50	0.00	9,658.50
Total Expense	<u>46.88</u>	<u>11,365.77</u>	<u>70,598.50</u>	<u>345.00</u>	<u>82,356.15</u>
Net Income	<u>-46.88</u>	<u>435,508.24</u>	<u>-70,598.05</u>	<u>-345.00</u>	<u>364,518.31</u>

Yolo Subbasin Groundwater Agency
Transaction List by Date
July 1, 2017 through April 23, 2018

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill	09/21/2017	WRA - AJE-285	Water Resources Association of Yolo Count		2000 · Accounts Payable		5500 · Membership Dues	-46.88
Bill	10/16/2017	WRA - AJE-284	Water Resources Association of Yolo Count		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
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 of Yolo Count		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
Payment	01/02/2018	9509104	Madison Community Service District		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00

**Yolo Subbasin Groundwater Agency
Transaction List by Date
July 1, 2017 through April 23, 2018**

Payment	01/16/2018	10817162	University of California Davis		1200 · Undeposited Funds	√	1100 · Accounts Receivable	40,000.00
Payment	01/16/2018	3673	Colusa Drain Mutual Water Comany		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,000.00
Payment	01/16/2018	1282	Reclamation District 785		1200 · Undeposited Funds	√	1100 · Accounts Receivable	1,600.00
Transfer	01/18/2018	EFT		Funds Transfer	1020 · Yolo County Treasury	√	1000 · 1st Northern-Checking	-120,000.00
Bill	01/18/2018	2018-01	Water Resources Association of Yolo Count		2000 · Accounts Payable		7000 · Admin. Services/Expenses (WRA)	-70,000.00
Payment	01/19/2018	6269	Yolo County Farm Bureau		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,000.00
Bill Pmt -Check	01/22/2018	100	Water Resources Association of Yolo Count		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-70,000.00
Payment	01/22/2018	925	Reclamation District 765		1200 · Undeposited Funds	√	1100 · Accounts Receivable	700.00
Payment	01/22/2018	124315	Yocha Dehe Wintun Nation		1200 · Undeposited Funds	√	1100 · Accounts Receivable	10,000.00
Payment	01/22/2018	2101	Reclamation District 827		1200 · Undeposited Funds	√	1100 · Accounts Receivable	613.00
Bill Pmt -Check	01/24/2018	101	ACWA		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-187.50
Bill Pmt -Check	01/24/2018	102	Downey Brand		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-1,930.50
Bill Pmt -Check	01/24/2018	103	Safeguard		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-149.27
Bill Pmt -Check	01/24/2018	104	Water Resources Association of Yolo Count		1000 · 1st Northern-Checking	√	2000 · Accounts Payable	-9,145.38
Check	01/24/2018	105	Water Resources Association of Yolo Count		1000 · 1st Northern-Checking	√	2100 · WRA Account Payable	-550.00
Payment	01/26/2018	17258	Esparto Community Service District		1200 · Undeposited Funds	√	1100 · Accounts Receivable	5,000.00
Payment	01/26/2018	28415	Reclamation District 108		1200 · Undeposited Funds	√	1100 · Accounts Receivable	21,600.00
Deposit	01/26/2018			Deposit	1020 · Yolo County Treasury	√	-SPLIT-	117,913.00
Payment	02/12/2018	IB206	Reclamation District 2035		1200 · Undeposited Funds	√	1100 · Accounts Receivable	19,000.00
Deposit	02/12/2018			Deposit	1020 · Yolo County Treasury	√	1200 · Undeposited Funds	19,000.00
Transfer	02/16/2018			Funds Transfer	1000 · 1st Northern-Checking	√	1010 · 1st Northern-Savings	-36,000.00
Bill	02/16/2018	521233	Downey Brand		2000 · Accounts Payable		7300 · Legal Services	-598.50
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
Bill	04/23/2018		Yolo County Flood Control & WCD		2000 · Accounts Payable		5500 · Membership Dues	-345.00

Yolo Subbasin Groundwater Agency
POLICY ON CASH RESERVES

The formal policy of the Yolo Subbasin Groundwater Agency (YSGA) Board is to maintain a cash reserve to cover approximately three months' estimated operating expenses, with the following provisions:

- If the YSGA Board authorizes expenditures in excess of income for or during a specific fiscal year for an agreed-to purpose, the cash reserve may go below the policy level.
- If the end-of-year cash reserve is in excess of the policy level, the Board can target the funds for an agreed-to purpose in the next fiscal year.

DRAFT