

Yolo Subbasin Groundwater Agency

34274 State Highway 16, Woodland, CA 95695

(530) 662-3211

YSGA Executive Committee

August 2, 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 May 29, 2018 meeting minutes, pages 2-3
 - b) Review financials Fiscal Year End: July 2017- June 2018 , pages 4-8
 - c) Discuss Brown Act Training poll responses
 - d) City of Davis YSGA Board appointments notification: Brett Lee/Board, Dan Carson/Alternate, Richard Tsai/City staff liaison
 - e) JPIA Board of Directors member/alternate representative assignment request, pages 9-10
 - f) Payments to approve*
5. **Update on YSGA Activities -** discussion item (Tim O'Halloran)
 - a) GSP Development Update
 - b) Discuss agenda items for September 17, 2018 Board meeting
6. **Other Updates & Future Executive Committee Agenda Items**
 - a) Charlie Schaupp's comments re: difficulty hearing during Board meetings
7. **Next Executive Committee Meeting Date:** September or October ____, 2018; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the August 2, 2018 meeting of the Executive Committee for the Yolo Subbasin Groundwater Agency was posted by July 27, 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 APPROVE:	
Downey Brand, Invoice #526509 – Services thru 6/30/18 - \$1,720.00	YCFC&WCD - FY17-18 Groundwater Monitoring Program: \$42,064
YCFC&WCD Project Management Invoice July 2017 to June2018 - \$52,502.29	

**MINUTES of Executive Committee (EC) Meeting
Yolo Subbasin Groundwater Agency (YSGA)
May 29, 2018, 12:30 – 1:00 pm (DRAFT)**

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

1. **CALL TO ORDER** at 12:40 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** (Donna Gentile)
 - a) Approve April 26, 2018 meeting minutes – The minutes were approved.
 - b) Payment to approve - All payments were approved.
 - c) Financial Statements: FY2017-18: April – May 2018 - Donna reviewed the attached financial statements.
 - d) Discuss draft budget amendments for FY2017-18 and subsequent changes to FY18-19 budget - Donna discussed the attached proposed budget amendments for FY2017-18 to add budget amounts for expenditures that were not defined when the FY2017-18 budget was adopted in June 2017. Those amendments are:
 - Income amendment: bank interest (line 31).
 - Expenditure amendments: bank & other fees, general & auto liability insurance, and membership dues (lines 37, 38, 39). Line 40 should be the same amount in both columns - \$120,000. Line 45, for the Yolo County Groundwater Monitoring Program administration (\$89,000), was an item that should have been part of the original budget. These program fees were originally paid by the WRA’s member agencies. It was a separate agreement that was invoiced at the same time as the WRA’s membership dues. This program is now part of the YSGA activities. The WRA is no longer receiving membership dues in lieu of the contractual administrative agreement with the YSGA. Donna questioned what the intention was for Line #44 – Groundwater Monitoring (\$80,000). Was it for monitoring equipment upgrades or could this be used as the \$89,000 program costs instead? Tim and Donna will determine this before the June 18th Board agenda packet is finalized.
5. **UPDATE ON YSGA ACTIVITIES** (Tim O’Halloran)
 - a) Groundwater Sustainability Plan (GSP) Development Update: Tim discussed work tasks to develop of the GSP that includes a hydrological conceptual model of the subbasin. Tim informed there is an independent consultant/engineer (Max Sedar?) that could perform this work rather than a consulting firm. Tim wanted feedback from the EC about the approach for hiring a consultant to do this work (as sole source). Babs informed that the City creates a list of professional service providers that meet the qualifications to do the service and then select from that list. If the contract is \$10,000 or less, the City has more latitude for selection without as much protocol versus a larger contract amount. An RFP process may not be needed for this specialized task. Tim thought it might be approximately a \$10,000 contract for services. Lynnel suggested maybe asking for a list of qualifications to screen potential providers.

Kristin reported on the Basin Boundary Modification process that is being prepared for submission to DWR. This will be on the June Board agenda.

Tim reported on recent meetings of the YSGA subcommittees. The Working Group met on February 7th to discuss a variety of topics. Primarily they received a presentation from the Stockholm Environment Institute (SEI) regarding their approach to develop water budgets for the Yolo Subbasin GSP. Another special meeting is scheduled for May 31st with the urban entities to provide more detailed groundwater data information to SEI.

- b) Discuss agenda for June 18, 2018 Board meeting: Tim discussed draft agenda items and will finalize the agenda with input from the EC as needed. He may ask for another interbasin agency to give an update about their SGMA implementation process at the Board meeting.

- 6. OTHER UPDATES & FUTURE EC AGENDA ITEMS:** Kristin informed that the Groundwater Resources Association of California is holding their annual groundwater summit on June 6 and 7th in Sacramento.

Future agenda item suggestions:

- Prop 218 and long-range funding for the YSGA (Pollock)

- 7. NEXT EC MEETING DATE:** July 23, 2018, 12:30 pm to 1:00 pm

- 8. ADJOURN:** Meeting adjourned at 1:20 pm

Respectfully submitted,

Donna Gentile
Board Secretary & Administrative Coordinator

Yolo Subbasin Groundwater Agency
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - 1st Northern-Checking	888.85
1010 - 1st Northern-Savings	99,505.40
1020 - Yolo County Treasury	234,161.22
Total Checking/Savings	<u>334,555.47</u>
Total Current Assets	<u>334,555.47</u>
TOTAL ASSETS	<u><u>334,555.47</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	96,286.29
Total Accounts Payable	<u>96,286.29</u>
Total Current Liabilities	<u>96,286.29</u>
Total Liabilities	96,286.29
Equity	
Net Income	<u>238,269.18</u>
Total Equity	<u>238,269.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>334,555.47</u></u>

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

	<u>Jul '17 - Jun 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	1,003.17	2,000.00	50.16%
Total Income	<u>447,877.17</u>	<u>468,874.00</u>	<u>95.52%</u>
Expense			
5100 · Bank & Other Fees	259.82	500.00	51.96%
5300 · Insurance-General & Auto	1,969.00	2,000.00	98.45%
5500 · Membership Dues	579.38	1,000.00	57.94%
7000 · Admin. Services/Expenses (WRA)	100,000.00	120,000.00	83.33%
7100 · Project Mgmt-SGMA Implementatio	52,502.29	110,000.00	47.73%
7200 · Consultant Services	0.00	20,000.00	0.0%
7300 · Legal Services	12,233.50	20,000.00	61.17%
7500 · GW Monitoring-Real-time Sensors	0.00	80,000.00	0.0%
7600 · YC Groundwater Monitor Program	42,064.00	42,064.00	100.0%
Total Expense	<u>209,607.99</u>	<u>395,564.00</u>	<u>52.99%</u>
Net Income	<u>238,269.18</u>	<u>73,310.00</u>	

Yolo Subbasin Groundwater Agency Profit & Loss

July 2017 through June 2018

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>Jan - Mar 18</u>	<u>Apr - Jun 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	1,002.71	1,003.17
Total Income	<u>0.00</u>	<u>446,874.01</u>	<u>0.45</u>	<u>1,002.71</u>	<u>447,877.17</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
7100 · Project Mgmt-SGMA Implementatio	0.00	0.00	0.00	52,502.29	52,502.29
7300 · Legal Services	0.00	9,060.00	598.50	2,575.00	12,233.50
7600 · YC Groundwater Monitor Program	0.00	0.00	0.00	42,064.00	42,064.00
Total Expense	<u>46.88</u>	<u>11,365.77</u>	<u>70,598.50</u>	<u>127,596.84</u>	<u>209,607.99</u>
Net Income	<u><u>-46.88</u></u>	<u><u>435,508.24</u></u>	<u><u>-70,598.05</u></u>	<u><u>-126,594.13</u></u>	<u><u>238,269.18</u></u>

**Yolo Subbasin Groundwater Agency
Transaction List by Date
July 2017 through June 2018**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Bill	09/21/2017	WRA - AJE-285	Water Resources Association of Yolo Cty		2000 - Accounts Payable		5500 - Membership Dues	-46.88
Bill	10/16/2017	WRA - AJE-284	Water Resources Association of Yolo Cty		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 Cty		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 2017 through June 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 Cty		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 Cty		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 Cty		1000 - 1st Northern-Checking	√	2000 - Accounts Payable	-9,145.38
Check	01/24/2018	105	Water Resources Association of Yolo Cty		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
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 Cty		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 Cty		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
Bill Pmt -Check	05/29/2018	109	Downey Brand		1000 - 1st Northern-Checking	√	2000 - Accounts Payable	-855.00
Bill	06/18/2018	2018-0412	Yolo County Flood Control & WCD		2000 - Accounts Payable		7600 - YC Groundwater Monitor Program	-42,064.00
Deposit	06/29/2018			Interest	1010 - 1st Northern-Savings	√	4400 - Interest Income	4.94
Bill	06/30/2018	2018-0709	Yolo County Flood Control & WCD		2000 - Accounts Payable		-SPLIT-	-52,502.29
Bill	06/30/2018	526509	Downey Brand		2000 - Accounts Payable		7300 - Legal Services	-1,720.00

From: [Nidia Watkins](#)
To: ["donna@yolowra.org"](mailto:donna@yolowra.org)
Cc: ["Kristin Sicke"](#)
Subject: RE: ACWA JPIA - Proposal - Yolo SubBasin Groundwater Agency
Date: Monday, July 16, 2018 10:53:08 AM
Attachments: [ACWA JPIA Director.pdf](#)
Importance: High

Hi Donna,

I am reaching out to you to ask for your assistance regarding Yolo Sub- Basing Groundwater Agency. One of the benefits of being a Member of the ACWA JPIA is that each member may participate in the Directorship of the JPIA. We do not have record that the Agency has selected a Director to be the representative to the JPIA Board of Directors.

Kindly complete the attached form with the name and information of the Director Representative and an Alternate Representative.

Please contact me with any questions.

Sincerely,



Nidia Watkins

ACWA JPIA

Member Services Representative II
Office (916) 786-5742 ext. 3122
Direct (800) 535-7899 ext. 3122
nwatkins@acwajpia.com

From: Nidia Watkins
Sent: Wednesday, September 20, 2017 4:30 PM
To: Kristin Sicke <ksicke@ycfcwcd.org>
Cc: 'donna@yolowra.org' <donna@yolowra.org>
Subject: RE: ACWA JPIA - Proposal - Yolo SubBasin Groundwater Agency

Hi Kristin,
Great news, thank you.



JPIA Board of Directors - Member/Alternate

An excerpt from the JPIA Agreement:

"Article 7 - Board of Directors"

- (a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be a Member director selected by the governing board of that Member. Each Member, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer, member of the governing board, or employee of that Member. The alternate appointed by a Member shall have the authority to attend and participate in any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.
- (b) Each Director or alternate of the Board shall serve until a successor is appointed. Each Director or alternate shall serve at the pleasure of the Member by which he or she has been appointed.
- (c) Each Director representing a Member, or his or her alternate, shall have one vote.

Please have your agency's Board of Directors designate a JPIA Director Representative and Alternate Representative.

Member Agency: _____

JPIA Director Representative: _____

Must be a member of the agency's board of directors.

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

Assuming office date: _____

JPIA Alternate Representative: _____

Preferred mailing address: _____

E-mail address: _____

Phone number: _____

Please mail form to: Attn: Bobbette Wells, ACWA/JPIA, PO Box 619082, Roseville, CA 95661-9082

or FAX to: (916) 774-7040