

Yolo County Flood Control & Water Conservation District

Board Meeting
Tuesday, September 1, 2020
7:00 P.M.

NOTE: This meeting is being agendized to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the [Governor's Executive Order N-29-20 \(March 17, 2020\)](#).

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Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of COVID-19, please consider the following:

1. You are strongly encouraged to observe the live stream of the Yolo County Flood Control & Water Conservation District Board of Directors' meeting (see details above).
2. If you are joining the meeting via GoToMeeting and wish to make a comment on an item, please provide your comment in the chat box to "YCFC&WCD Board of Directors". You will be called by name or phone number when it is your turn to comment.
3. If you choose not to observe the Board of Directors meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on Monday, August 31, 2020. Please submit your comment to Christina Cobey at ccobey@ycfcwcd.org to place your comment into the Board meeting record.
4. If you are watching/listening to the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may submit your comment to Kristin Sicke at ksicke@ycfcwcd.org. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection by scheduling an appointment with Christina Cobey at (530) 662-0265 or ccobey@ycfcwcd.org.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting please contact Christina Cobey. Requests should be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA

- 7:00 1. Consideration: Adoption of the August 4, 2020 Regular Board Meeting Minutes
- 7:02 2. Open forum (Limited to five minutes): Guest introductions, unscheduled appearances, opportunity for public comment on non-agenda items
- 7:07 3. Consideration: Adding Items to the Posted Agenda
In order to add an item to the agenda, it must fit 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.
- 7:10 4. Presentation: District's Response to FY 2019/2020 Audit Management Letter
- 7:25 5. Presentation: Report on Rubicon Gates
- 7:55 6. Directors' Reports: Report on meetings and conferences attended during the prior month on behalf of the District
- 8:00 7. Attorney's Report: Report on legal matters of concern to the District
- 8:05 8. General Manager's Report: Report regarding current general activities and projects of the District
a) Operations, Maintenance, and Water Conditions
b) Financial Report
c) General Activities
d) Upcoming Events
- 8:20 9. General Discussion: Opportunity for clarification or additional information request

- 8:22 10. Consideration: Consider the approval and the payment of bills
- 8:25 11. Adjourn

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the Board's jurisdiction is welcome, subject to reasonable time limits for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Times listed for consideration of agenda items are approximate only. The Board may consider any agenda item at any time during the Board meeting.

I declare that the foregoing agenda was posted at the office of the Yolo County Flood Control & Water Conservation District, 34274 State Highway 16, Woodland, CA on August 28, 2020.

By: _____
Christina Cobey, Administrative Assistant

YOLO COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT
AGENDA REPORT

MEETING DATE: September 1, 2020

ITEM #: 1

SUBJECT: Consideration: Adoption of the August 4, 2020 Regular Board Meeting Minutes

INITIATED OR BOARD
REQUESTED BY: STAFF
 OTHER _____

COORDINATED OR
APPROVED BY: Tim O'Halloran

ATTACHMENT YES NO
 DIRECTION

INFORMATION
 ACTION: MOTION
 RESOLUTION

BACKGROUND:

Pursuant to Section 54957.5 of the Brown Act, copies of the draft minutes are available to the public at the Board meeting prior to their approval.

Staff request the Directors call the Yolo County Flood Control & Water Conservation District (District) office if a correction is needed to be made to the draft minutes to clarify a substantial point or to correct content. Staff will then have time to make the appropriate change(s) and submit the revised draft for review to the Board and the public at the Board meeting.

RECOMMENDATION:

District staff recommend the adoption of the attached minutes with any corrections.



Y O L O C O U N T Y
FLOOD CONTROL &
WATER CONSERVATION
DISTRICT

BOARD MEETING MINUTES

Tuesday, August 4, 2020, 7:00 PM

**YCFC&WCD Offices
34274 State Highway 16
Woodland, CA 95695**

Due to the COVID-19 threat and pursuant to the [Governor's Executive Order N-29-20 \(March 17, 2020\)](#), the regular meeting of the Board of Directors of the Yolo County Flood Control & Water Conservation District (District) was agendized to allow Board members, staff, and the public to participate in the meeting via teleconference. The meeting was held at 7:00 p.m. on Tuesday, August 4, 2020 remotely via GoToMeeting. Chair Mayer convened the meeting. The following people were remotely in attendance:

District Board

Jim Mayer, Chair
Tom Barth
Mark Kimball
Bruce Rominger
Erik Vink

District Staff

Tim O'Halloran, General Manager
Max Stevenson, Assistant General Manager
Kristin Sicke, Assistant General Manager
Ryan Bezerra, Legal Counsel

Members of the Public

Jim Barrett
Brian Nash
Dave Pratt
Lee Smith

1. CONSIDERATION: Approval of Minutes

M/S/C approved the minutes of the July 7, 2020 regular Board meeting as submitted.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

2. OPEN FORUM

There were no comments.

3. CONSIDERATION: Adding Items to the Posted Agenda

There were no changes made to the agenda.

4. CONSIDERATION: Public Hearing on Proposed Adoption of a New Non-Agricultural Water Rate

Chair Mayer announced that it was 7:10 p.m., at the time set and noticed for opening a public hearing. The purpose of the public hearing was to give the public an opportunity to present comments to the Board for consideration regarding the proposed increase to the District's non-agricultural water rate. Mayer announced that setting of the public hearing was done at the District's June 2, 2020 Board meeting.

General Manager O'Halloran provided a summary of the information presented at the June 2, 2020 Board meeting, which consisted of a summary of the historical water rates for agricultural and non-agricultural services and the proposed water rate increase. O'Halloran also reviewed the 46-Year Budget Model and Capitalization Prioritization worksheet as justification for the District to continue to sustainably finance infrastructure projects in the future. O'Halloran reported that a letter was sent to all customers on June 25, 2020 informing them of the public hearing and potential rate increase, and as of August 4, 2020, no comments were received from non-agricultural water customers.

Mayer asked for any oral comments from the audience during the hearing. No comments were provided. There being no comments prior to the meeting or during the meeting, the hearing was closed.

M/S/C adopted \$69.24 per acre-foot as the non-agricultural water rate and included adjusting any other water rates that are based on the non-agricultural rate, accordingly. The rate increase is effective September 1, 2020.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

5. CONSIDERATION: Review of Fiscal Year 2019/2020 Independent Audit

General Manager O'Halloran introduced Brian Nash, partner of Richardson & Company, LLP. Nash reviewed the requirements for an independent audit and stated that the audit resulted in a clean unqualified report for the District. He then reviewed the highlights of Fiscal Year (FY)

2019/2020 Independent Audit, including significant changes from FY 2018/2019. Nash reported that the District's accounting is considered high quality; there were very few audit adjustments.

Nash discussed the recommendations included in the Management Letter and requested District management provide a formal response.

Chair Mayer asked Nash whether District staff were currently documenting controls well enough. Nash reported that the controls were occurring, but additional evidence or documentation of the controls needed to occur.

Director Vink reiterated the importance of controls over certain activities, requesting District staff to be more deliberate about control documentation. Vink also requested an update on the employee evaluation process.

Director Kimball agreed with the documentation of controls and requested an update on the timeline and plan for job evaluations and job descriptions.

Chair Mayer requested District staff to report back to the Board of Directors with management's response to the Audit's Management Letter, along with a plan and timeline for completing job descriptions and job evaluations.

District staff recommended the Board accept the filing of the FY 2019/2020 Independent Audit.

M/S/C accepted the filing of the FY 2019/2020 Independent Audit.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

6. CONSIDERATION: Adoption of 2020 Capital Asset Policy

Assistant General Manager Sicke reported that the District's Capital Asset Policy historically had a capitalization threshold of \$5,000, and to align better with practice, management revised the capitalization threshold to \$2,500. The revised 2020 Capital Asset Policy was presented to the Board of Directors for review and adoption.

Staff recommended the Board adopt the 2020 Capital Asset Policy.

M/S/C adopted the 2020 Capital Asset Policy.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

7. CONSIDERATION: Biennial Review of the Conflict of Interest Code

Assistant General Manager Sicke reported on the District’s requirement to conduct a biennial review of its Conflict of Interest Code (Code) per Government Code Section 87306.5. Legal Counsel Andrew Ramos reviewed the current Code and found it did not need to be revised at this time.

District staff recommended the Board authorize the submission of the biennial notice to Yolo County (County) indicating an amendment to the Code is not required at this time.

M/S/C authorized the submission of the biennial notice to Yolo County.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

8. CONSIDERATION: Adoption of Resolution 20.04 Requesting Collection of Charges on Tax Roll

Assistant General Manager Sicke reported that the District places the following Regular Special Assessments on the County property tax roll annually:

1. East Adams Area Assessment District (Tax Area Code 54620)
2. Hungry Hollow Area Assessment District (Tax Area Code 54621)
3. 2012 Annexation Special Assessment District (Tax Area Code 54623)

As part of the Special Assessments’ process, the County is requesting the Board adopt a formal resolution that acknowledges the collection of these charges on the County’s property tax roll. A new resolution will need to be adopted every year for the requesting collection of charges on the property tax roll for 2020/2021.

District staff recommend the Board adopt Resolution 20.04 Requesting Collection of Charges on Tax Roll.

M/S/C adopted Resolution 20.04 Requesting Collection of Charges on Tax Roll.

Ayes: Directors Barth, Kimball, Mayer, Rominger, and Vink

Noes: None

Absent: None

Abstain: None

9. PRESENTATION: Update on floodSAFE Yolo 2.0 Program: 2020 Year End Report and FY 2020/2021 Proposed Work Plan

General Manager O’Halloran introduced the floodSAFE Yolo 2.0 (FSY 2.0) Program Manager, Tom Trexler of MBK Engineers, to discuss the 2020 Year End Report and proposed Fiscal Year 2020/2021 Work Plan for FSY 2.0 activities.

The County and District each provided \$100,000 of funding towards the first Fiscal Year of operations, which occurred June 2019 through May 2020. Trexler reported that the Year End Report summarized the activities for the first year, which included defining Goals and Objectives for FSY 2.0, establishing high-priority actions, and evaluating future program actions. A few notable accomplishments of the first year of FSY 2.0 included implementation of high-priority actions to provide flood risk reduction to the community of Madison. The District also completed MERCESA-related slough and drain cleaning activities within Madison that aligned well with FSY 2.0 efforts.

Trexler presented on the proposed Fiscal Year 2020/2021 Work Plan, which includes priority projects from the Year End Report. Projects that the District would be directly involved in include 1) expanding the flood monitoring system at multiple locations and linking the system to SCADA and the County's data center; 2) developing detention and infiltration strategies to reduce flood risk; and 3) initiating a comprehensive mapping effort to document drainage features and maintenance responsibilities in Yolo County.

Chair Mayer inquired whether there was a current assessment district that covers drainage maintenance in the County.

Trexler stated that there was not currently an assessment district, but that the Year End Report evaluates the option of potentially instituting an assessment district in the future to fund long-term drainage maintenance activities.

Mayer also requested additional details on the eventual mapping product and whether it would be a GIS-based system that could easily be utilized to determine feature ownership and responsibilities.

Trexler reported that the intent was to develop a base map or framework for adding infrastructure and asset management components to easily identify the responsible party. The long-term effort would cost about three times what was budgeted for in Fiscal Year 2020/2021, but the foundation could be developed to continue to capture data and information for enhancing the map in the future.

Mayer encouraged Trexler and the team to investigate the Citizen Science work that has been done where people add data in real-time to enhance coverage over a larger area.

O'Halloran closed the item by articulating his desire to hear from the Directors on whether they did not want the District to pay for FSY 2.0 activities over the next year.

The Directors agreed it was an important program for the District to be involved in and encouraged staff to proceed with the projects discussed in the 2020/2021 Work Plan.

10. DIRECTORS' REPORTS

Director Barth reported on participating in the ACWA/JPIA Board and ACWA Conference in July. Chair Mayer reported on NCWA's efforts related to the Conservation Work Group.

11. ATTORNEY'S REPORTS

Legal Counsel Bezerra briefly provided an update on a significant water law decision that occurred in July 2020 regarding pre-1914 water rights being impacted to maintain fish flows in Deer Creek. Bezerra questioned whether something similar could be applied to the Sacramento-San Joaquin River Delta.

12. GENERAL MANAGER'S REPORT

General Manager O'Halloran provided reports on the following:

- a) Operations, Maintenance, and Water Conditions
- b) Financial Report Summary – Highlights from the July 31, 2020 financial statements report were quickly reviewed, and the actual FY 2020/2021 Budget was compared to the projected FY 2020/2021 Budget.
- c) General Activities – A list of outreach activities and projects both in-house and coordinated with other agencies was reviewed.
- d) The following upcoming events were announced:
 1. August 5: ACWA Groundwater Committee Meeting (via GoToMeeting)
 2. August 5: YSGA's Technical Advisory Committee Meeting #1 (via GoToMeeting)
 3. August 6: WRA's Technical Committee Meeting (via GoToMeeting)
 4. August 10: WRA/YSGA Executive Committee Meetings (via GoToMeeting)
 5. August 11: Meeting with the State Water Board to Discuss District's Long-Term Permitting Needs (via GoToMeeting)
 6. September 9: Westside IRWM Coordinating Committee Meeting (via Zoom)
 7. September 13: Yolo Land Trust's A Virtual Day in the Country (TBD)
 8. September 14: Groundwater Management Task Force Meeting (via Microsoft Teams)
 9. September 14-17: GRA's Western Groundwater Congress (TBD)
 10. September 21: WRA/YSGA Board of Directors' Meetings (via GoToMeeting)

13. GENERAL DISCUSSION

There was no general discussion.

14. CONSIDERATION: Payment of Bills

M/S/C approved the following claims for payment – Yolo County Flood Control & Water Conservation District Checks # 058725–058739.

Ayes: Directors Barth, Kimball Mayer, and Vink

Noes: None

Absent: Director Rominger

Abstain: None

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Jim Mayer, Chair

ATTEST:

Tim O'Halloran, Secretary

YOLO COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

AGENDA REPORT

MEETING DATE: September 1, 2020

ITEM #: 4

SUBJECT: Presentation: District's Response to FY 2019/2020 Audit Management Letter

INITIATED OR BOARD
REQUESTED BY: STAFF
 OTHER _____

COORDINATED OR
PREPARED BY: Tim O'Halloran
APPROVED BY: Tim O'Halloran

ATTACHMENT YES NO
 DIRECTION

INFORMATION
 ACTION: MOTION
 RESOLUTION

BACKGROUND:

At the August 4, 2020 Board meeting, Richardson & Company presented on the District's FY 2019/2020 Audit (Audit). Included with the Audit was the 2020 Management Letter, which detailed recommendations on documentation of controls, policies and procedures, and information technology review. The Board of Directors requested District management respond to the 2020 Management Letter and report back to the Board.

Attached you will find District management's draft response to the 2020 Management Letter as addressed to Chair Mayer.

RECOMMENDATION:

This agenda item is for informational purposes only. No Board action is required.



Y O L O C O U N T Y
FLOOD CONTROL &
WATER CONSERVATION
DISTRICT

August 26, 2020

Re: Response to Richardson & Company's Management Letter for the Audit of
the FY 2019/2020 Financial Statements

Dear Mr. Mayer,

As you are aware, this year's (FY 2019/2020) Audit includes a number of recommendations in its Management Letter. District staff have reviewed these recommendations and have prepared the following specific responses to each of the recommendations. While it can be argued that some of these recommendations are redundant to existing procedures, District staff are appreciative of the level of detail presented and have prepared these responses in the spirit of honest review and strengthening of our accounting and management procedures.

The format that is used is to list the Richardson & Company's recommendation first, followed by staff's responsibilities in italics immediately following.

DOCUMENTATION OF CONTROLS

- 1. Richardson & Company recommended the use of computer passwords to approve transactions with output reports that indicate the preparer and reviewer and date of approval, especially for posting of receivables, payables, and payroll batches to the general ledger. Manual signoffs would be necessary only when electronic signoffs are not apparent on the output report.**

District Response:

Currently, computer passwords are used to approve transactions with all output reports. For banking activities, computer passwords are also used to indicate the posting of receivable and banking activities. Approval of payments and payroll batches are currently done manually.

Computer passwords are used with our online banking activities. Deposit reports include the name of the creator of the deposit transaction, the name of the person approving and closing the transaction, and the name/initials of the person entering the transaction into our STORM accounts receivable program.

Tim O'Halloran
General Manager



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We use a paperless office module in our SAGE accounting module and all posting is automatic to the general ledger module, so there are no printouts to sign off on.

Accounts payable invoices are approved by an appropriate supervisor and a signed purchase order is required if the invoice amount is over \$2,500 (signed by General Manager (GM) or Assistant General Manager (AGM)).

When the invoice is paid, the invoice along with all backup documentation is given to the authorized person signing the checks; also a check register accompanies the checks and invoices and is initialed by the preparer and by the person authorizing payment.

Payroll posting batches are given to AGM Sicke, along with the checks and/or direct deposit entry register from our River City Bank Cash Management program. These are initialed and dated by the preparer and by the person authorizing the payments.

- 2. Richardson & Company recommended separating the entry of new employees, vendors, P.O.s, and customers into the subsidiary systems from the employee that processes the transactions. They also recommended considering documenting management review of system change reports showing changes input into the accounting system for these items.**

District Response:

New employees are only entered after a Payroll Change or Add Notice is signed by the GM, which indicates the starting pay and position. Payroll posting batches are given to AGM Sicke, along with the checks and/or direct deposit entry register from our River City Bank Cash Management program and with the approved employee timecard. These are initialed and dated by the preparer and by the person authorizing the payments.

As part of our payroll end of quarter reports, we will implement a “New Employee Audit Report” for management to review and sign off on.

As part of our end of month reports, we will implement a “New Vendor Audit Report” for management to review and sign off on.

We do not have a P.O. module, so there is no entry involved there.

Accounts payable invoices are approved by an appropriate supervisor and a signed purchase order is required if the invoice amount is over \$2,500 (signed by GM or AGM) before a new vendor is created. When the invoice is paid, the invoice along with all backup documentation is given to the authorized person signing the checks; also a check register accompanies the checks and invoices and the register is initialed by the preparer and by the person authorizing payment.

New water customers are entered from approved water applications. We will determine if there can be a report generated that will show any new additions for a particular time period.

- 3. Richardson & Company recommended having the Administrative Assistant and Accounting Assistant sign-off 10-key tape of deposits received and provide the 10-key tape to the employee performing the bank reconciliation for review to ensure all deposits hit the bank.**

District Response:

We have already implemented the sign-off of the 10-key adding tape, which is used to create the scanned check deposit. The creator signs the tape and gives the tape along with the checks to the approving person, who then reviews and finishes the deposit.

Bank reconciliation is performed several times a week by the Finance Supervisor. River City Bank's on-line Cash Management program is used alongside SAGE100's Bank Reconciliation module to review and record entries and cleared checks. At the end of the month, the Finance Supervisor prints the bank statement and SAGE Bank Reconciliation report, and both are given to Project Manager Reed for review. Both parties sign-off on the statement and report.

We will start providing the backup deposit records along with the signed 10-key tape to Project Manager Reed with the statements and reconciliation reports.

- 4. Richardson & Company recommended having the Accounting Assistant sign-off as preparer and Accounting Supervisor sign-off as reviewer of the reconciliation of the STORM billing module to the general ledger.**

District Response:

We have already implemented this sign-off process.

POLICIES AND PROCEDURES

- 1. Richardson & Company recommended continuing the process of documenting accounting procedures so new employees would have procedures to follow in case of employee turnover.**

District Response:

To-date, many of the key accounting procedures have been documented, and staff are continuing to evaluate tasks that need to be documented.

- 2. Richardson & Company recommended ensuring that periodic employee evaluations are performed in accordance with the 2019 Employee Handbook and for employees that have performance issues.**

District Response:

District management agree with the importance of this recommendation and management are currently evaluating the best process for employee performance evaluations. District management intend to develop a process for evaluating employee's performance by the end of the year. Once the process and format are created, the General Manager will meet with the Board of Directors' Personnel Committee to review the material and discuss the schedule for implementation. Ideally, employee evaluations will be performed annually in preparation of the fiscal year budget process.

- 3. Richardson & Company recommended developing specific job descriptions to use when performing training and employee evaluations.**

District Response:

District management are currently developing job descriptions for 20 District positions. About half of the job descriptions have been drafted, and District management intend to have all job descriptions in a final draft version by October 30, 2020. The job descriptions will assist in developing the format of employee evaluations. The General Manager will meet with the Board of Directors' Personnel Committee to review the job descriptions and discuss the schedule for implementation.

- 4. Richardson & Company recommended a capital asset policy with a \$2,500 capitalization threshold approved by the Board.**

District Response:

As you are aware, at the August Board meeting, the Board of Directors' approved the District's revised capital asset policy, which has a capitalization threshold of \$2,500.

OTHER SUGGESTIONS

- 1. Richardson & Company recommended having an information technology review performed, especially of customer data controls.**

District Response:

District management closely coordinate with our information technology support services to determine whether customer data controls are secure. District management will continue to work with support services to evaluate ways to improve customer data controls.

Hopefully, this is responsive to Richardson & Company's recommendations. This letter will be included in the September 1, 2020 Board meeting package. Feel free to contact me with any questions or concerns you might have regarding this matter.

Sincerely,

Tim O'Halloran
General Manager

DRAFT

YOLO COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

AGENDA REPORT

MEETING DATE: September 1, 2020

ITEM #: 5

SUBJECT: Presentation: Report on Rubicon Gates

INITIATED OR BOARD
REQUESTED BY: STAFF
 OTHER _____

COORDINATED OR
PREPARED BY: Tim Ireland
APPROVED BY: Tim O'Halloran

ATTACHMENT YES NO
 DIRECTION

INFORMATION
 ACTION: MOTION
 RESOLUTION

BACKGROUND:

The District is constantly striving to improve its water delivery infrastructure to be able to deliver water as close to an “on-demand” system as possible. As part of this continuing effort to modernize its irrigation delivery system, the District installed five [Rubicon SlipMeter® gates](#) before this year’s water delivery season began.

These five SlipMeter® gates have performed well and appear to be especially liked by the ditchtenders. SCADA Supervisor Tim Ireland will make a presentation highlighting the selection, location, installation, cost, and performance of this latest tool in our water management toolbox.

RECOMMENDATION:

This agenda item is for informational purposes only. No Board action is required.