



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

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### WRA Executive Committee Meeting

Thursday, May 25, 2017, 2:00 – 3:00 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 WRA's jurisdiction.
4. **Administrative Items:**
  - a) Approve April 26, 2017 EC minutes, pages 3 – 5
  - b) Review financials FY2016-17: March - April 2017, pages 6 – 11
  - c) Review suggested 2018 WRA Board meeting dates: 1/8, 3/19, 6/18, 9/17, 11/19/18
  - d) Scheduling update to audit Fiscal Year Ending 2016 and 2017
  - e) Review draft Admin. Coordinator Fiscal Year 2017-18 agreement, page 12
  - f) Comments/questions re: WRA operations and Yolo SGA operations transition, page 13
  - g) Approve payment of invoices\*
5. **Update on water legislation & regulatory issues** – discussion item (Tim O'Halloran)
6. **SGMA Planning & Implementation Update** – discussion item (Tim O'Halloran)
7. **Technical Committee (TC) & Westside IRWMP Update** – discussion item (Elisa Sabatini, TC Chair)
8. **WRA Board Meeting:**
  - a) June 19, 2017 – Discuss agenda items - 1 hour meeting, draft agenda pages 14 - 15
    - Regular business and standing committee reports (Legislative, Technical, Member) (35 min)
    - SGMA Update, JPA Agreement, Board action needed?, Tim O'Halloran (10 min)
    - Adopt FY2017-18 budget (not consent item), approve administrative contract with and funding revenue from Yolo SGA (15 min), DRAFT#2 WRA budget attached for discussion, pages 16 - 17
  - b) *On-going Board Meeting Topic List (alphabetical):*
    - Agricultural conversion trend to permanent crops and land use impacts/economics
    - Annual Water Conditions Report - Tim O'Halloran

Executive Committee Agenda  
 May 25, 2017  
 Page Two

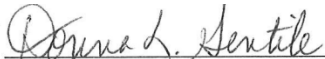
- Central Valley Flood Protection Plan - MWH/DWR (Janet Atkinson 916-803-4779)
- Davis-Woodland Surface Water Supply Project Update, WDCWA
- Delta Counties Coalition update
- Delta updates, allow time to discuss at each meeting
- Desalinization projects – Kurt identified potential speaker(s)
- Drought Conditions Update
- Effects of Fire on the Watershed – Kurt inquiry to Rich M. re: previous fire studies
- Flood Update – pending TC discussions and recommendations on what/who to present
- Woodland Flood Projects: LCCFS, Rail Relocation - Tim Busch, City of Woodland
- Member agency concerns, such as West Sac and flood protection
- Mercury issues and TMDL’s (subcommittee report)
- Mercury Study Update, Dr. Slotton/UCD
- North Bay Aqueduct Project - progress updates
- RD 2035 Joint Intake project update
- Speakers representing positions/interests seen as potential threats to our region
- Update from lead partners on WRA funded projects (at end of FY)
- Update on priority issues for the RWA, John Woodling
- Update on underground well conditions
- Water quality
- Water rate studies - sharing results of
- Water Re-use
- Westside IRWMP process updates - ongoing
- WRA Board Strategic Planning Session (dues increase?)
- Yolo IRWMP Foundational Actions update
- Yolo IRWMP Foundational Actions Update by TC (tie-in to FY budget process)

**9. Other Updates & Future Executive Committee Agenda Items**

**10. Next Executive Committee Meeting Date:** June \_\_\_\_, 2017; YCFC&WCD Board Room

**11. Adjourn**

I declare under penalty of perjury that the foregoing agenda for the May 25, 2017 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by May 22, 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

\* Payments:

<b>TO BE PAID and EFT PAID Expenses:</b>	
Payroll: (w/\$1.75 direct deposit fee), PR ending 5/6, 5/20, 6/3/17 - \$1,467.75	AT&T Invoice: April: \$75.85 Paid 5/4
Payroll Taxes – APRIL <u>State</u> - \$178.90 <u>Federal</u> : - \$1,167.52 - EFT Paid 5/10	Bank of America MasterCard – April \$177.62 - Paid EFT 5/11
IRA Contribution: APRIL - \$245.28 - EFT Paid 5/10	Kaiser Health Plan: June - \$1,027.21 - EFT Paid on 5/22
YCFCWCD Postage, Copies, Tech/Internet fees : April: \$107.95 Paid 5/4	RD 108 Reimburse SGMA/GSA legal fees Invoice #1: \$17,991.50 – Paid 5/5
Mileage reimbursement Donna Gentile – March/April - \$37.72 Paid 5/4	

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
April 26, 2017, 12:00 – 1:00 pm**

**DRAFT**

**Present:** Beverly Sandeen, Kurt Balasek, Elisa Sabatini, Tim O’Halloran, Kristin Sicke, Donna Gentile

**Absent:** Roger Cornwell

1. **Call to Order:** Meeting was called to order by Chair Sandeen at 12:00 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** The EC approved the agenda.
3. **Public Comment:** No public in attendance.
4. **Administrative Items:** The EC motioned, seconded and approved all the administrative items by consent.
  - a) March 15, 2017 EC minutes were approved.
  - b) Reviewed financials FY2016-17: March 2017
  - c) Discussed preliminary draft budget FY2017-18: Donna presented a draft WRA budget for discussion. The EC gave guidance on changes to the FY17-18 budget in lieu of the Groundwater Sustainability Agency (GSA) Joint Powers Authority (JPA) budget that is planned to be adopted in June. The changes given were as follows. *Revenue:* zero out all dues amounts, remove YC Groundwater Monitoring Program contributions and expenses (will be part of JPA budget), and FY16-17 SGMA contributions (\$35,000) from Yolo County and YCFC&WCD given to the WRA will either be credited to their SGMA dues or refunded. The EC approved that SGMA legal fees paid by RD108 will be reimbursed by the WRA utilizing the FY16-17 \$28,782 SGMA carryover funds. The WRA’s FY17-18 cost share for the Westside-Sacramento IRWMP will be paid out of the WRA’s retain earnings assets in FY17-18.

Recap of EC discussion related to the WRA – GSA transition:

- If the GSA JPA Agreement is fully executed by June 19, 2017, then the June 19<sup>th</sup> WRA Board meeting will be a joint meeting for the Yolo GSA Board and the WRA Board. GSA will meet first to approve their budget, board members and proposed contract with the WRA for administrative services. The GSA budget will include a line item to fund the WRA’s administrative services. Then the WRA Board will meet and adopt their FY2017-18 operating budget and the GSA contract for administrative services.
- The GSA will transfer to the WRA funds to operate the administrative functions of both the WRA and GSA from the Dues collected from the GSA JPA membership. The WRA’s administrative budget will be determined by the WRA (~\$103,000 to \$110,000).
- The GSA will be invoicing all of their member agencies (WRA and non-WRA, therefore the WRA agencies will no longer be paying their dues to the WRA).
- The WRA will be suspending its normal operating budget of dues collection from its member agencies in lieu of the GSA’s administrative contract with the WRA. The WRA’s project fund budget will be suspended and no small project funded for the next 2-years. After the 2-year time period, the WRA and GSA will re-visit the organizational structure for the next phase of both agencies.
- The WRA’s FY17-18 operating budget will include other revenue from sources such as: Associate Memberships, Bank Interest, Water Calendar Sponsorship/Contest, and the WRA’s administrative support to the YCFC&WCD. The YCFC&WCD will continue to provide in-kind office space to the WRA. WRA will continue to invoice its Associate Membership (\$100/yr). The WRA will not collect dues from its Associate Members that will become part of the GSA membership dues (e.g. Cal AM Water).
- The WRA will be responsible for opening a new bank account for the GSA JPA that will be the depository of all funds received from GSA members. All accounting of GSA JPA business will be maintained separately from WRA business.

**MINUTES of Executive Committee (EC) Meeting**  
**Water Resources Association of Yolo County**  
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**DRAFT**

- The funds that the WRA has committed to providing as a cost share to the Westside-Sacramento IRWMP (\$20,000) can be paid from the WRA's Retained Earnings independent of the GSA provided income (if WRA Board approves in June).
  - After the WRA's fiscal year has ended on 6/30/17, a final amount will be determined for any carryover project funding or final expenses paid. (Note: the WRA will be undergoing an audit of fiscal years ending 6/30/16 and 6/30/17 where the final FY amounts will be confirmed.)
  - The WRA has agreed to reimburse RD108 legal fees they spent in service to the SGMA GSA development. The WRA had \$28,781.83 carried over from FY15-16 that was allocated for SGMA activities. The WRA will pay legal fees incurred by RD108 from this pot of money. (One invoice received to date, additional invoice pending?)
  - Additionally, the YCFC&WCD (\$20,000) and Yolo County (\$15,000) contributed a total of \$35,000 to the WRA in FY2017-18 to support SGMA activities. That money has not been spent. The fate of these monies will be discussed by the WRA. It was proposed that those funds be credited to those agencies' dues for their GSA JPA dues (or refunded).
- d) Approved payment of all invoices. Donna will contact all agencies that have outstanding FY16-17 project funds to notify them that there will be a hard deadline for invoicing this year in lieu of the WRA's transition with the GSA JPA.
5. **Update on Water Legislation & Regulatory Issues** – Elisa reported late last year there was legislation passed that removed requirement for **CDBG funds ???** Tim there is a proposal to widen the corridor of the Wild and Scenic Act for the entire State. Tim currently does not have much information about this proposal, but will investigate further. Currently groundwater storage is not considered a beneficial use by the State of California and there continues to be discussion from both sides of the issue to support or oppose changes to the law. Tim explained why this is a very complicated issue.
6. **Sustainable Groundwater Management Act (SGMA) Planning & Implementation** – Tim reported on the agencies that have approved the GSA JPA agreement or have scheduled it to be approving soon. Donna informed that the WRA has received a letter from Yocha Dehe with their intent to be a JPA signatory (WRA will send response letter to acknowledge receipt). Kurt reported on progress in Solano County on the formation of their JPA formation. Tim reiterated that the JPA's first meeting will be on 6/19 with the WRA Board meeting. SGMA activities for the next year will focus on developing a water balance and continuation with Yolo County Groundwater Monitoring Program tasks. The EC approved reimbursing RD108 for legal expenses for SGMA. Donna is in receipt of an invoice for ~\$18,000 and there will be additional invoices. It will be paid after funds are transfer from LAIF to First Northern Bank.
7. **Technical Committee (TC) & Westside IRWMP Update:** Elisa did not have a TC report since the April meeting was cancelled. The next meeting is May 4<sup>th</sup> at 8:30 am. The Storm Water Resource Plan working group will meet directly after at 10:30 am.
8. **WRA Board Meeting:**
- a) *June 19, 2017 - Discuss agenda items:* The EC discussed that the June meeting will be a joint meeting of the GSA JPA and the WRA Board(s). The JPA will meet first to adopt their budget and assign/elect board members and appointed positions. The will propose a contract between the WRA and the JPA to provide administrative services and provide funding to the WRA from the

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
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**DRAFT**

JPA's membership dues. The WRA Board will convene the second part of the meeting to adopt its FY17-18 operating budget and approve the administrative services contract with the JPA.

b) Board Meeting Topics – On-going list (alphabetical):

- Annual Water Resources Conditions – Tim O'Halloran
- Central Valley Flood Protection Plan – MWH/DWR (Janet Atkinson 916-803-4779)
- Davis-Woodland Surface Water Supply Project Update, WDCWA
- Delta Counties Coalition update
- Delta related planning updates, allow time to discuss at each meeting (Yolo County, NCWA)
- Desalination projects – Kurt identified a speaker for a presentation
- Drought Conditions Update
- Effects of Fire on the Watershed – Kurt confirmed Rich Marovich for a presentation (2016)
- Flood Update – pending TC discussions and recommendations on what/who to present
- Lower Cache Creek Feasibility Study Update (Tim Busch/City of Woodland)
- Member agency concerns, such as West Sac and flood protection
- Mercury issues and TMDL's
- North Bay Aqueduct Project (SCWA) – progress updates
- RD 2035 Joint Intake project update
- RWA, John Woodling, Update on priority issues for the new year
- Speakers representing positions/interests seen as potential threats to our region
- Underground well conditions update
- Water quality, Water re-use projects, Water rate studies – sharing results
- Westside IRWMP process updates - ongoing
- WRA Board Strategic Planning Session
- WRA funded projects, lead project partner update at end of FY (as appropriate)
- Yolo IRWMP Foundational Actions Update (by TC)

**9. Other Updates & Future Executive Committee Agenda Items** – Donna informed that the winners of the Water Awareness student art contest are scheduled to receive their awards on May 23<sup>rd</sup> at 9 am at the Yolo County Board of Supervisors meeting. Beverly agreed to introduce the presentations as WRA Board chair. Donna will provide her with background information and details.

**10. Next Executive Committee Meeting Date:** May 25, 2017, **2-3 pm**, YCFC&WCD Board Room

**11. Adjourned** at 1:00 pm.

Respectfully submitted,

Donna Gentile  
Administrative Coordinator & Board Secretary

Water Resources Association of Yolo County  
**Balance Sheet**  
As of April 30, 2017

	<u>Apr 30, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LAIF	148,659.21
First Northern - Savings	33,070.53
First Northern - Checking	651.40
<b>Total Checking/Savings</b>	<u>182,381.14</u>
<b>Total Current Assets</b>	<u>182,381.14</u>
<b>TOTAL ASSETS</b>	<u><u>182,381.14</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	361.42
<b>Total Accounts Payable</b>	<u>361.42</u>
<b>Other Current Liabilities</b>	
SIMPLE IRA Liabilities	245.28
Payroll Liabilities	1,346.42
<b>Total Other Current Liabilities</b>	<u>1,591.70</u>
<b>Total Current Liabilities</b>	<u>1,953.12</u>
<b>Total Liabilities</b>	1,953.12
<b>Equity</b>	
Opening Bal Equity	16,689.30
Revenue in Excess of Expenses (Retained Earnings)	97,830.31
Net Income	65,908.41
<b>Total Equity</b>	<u>180,428.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>182,381.14</u></u>

## Water Resources Association of Yolo County Budget vs. Actual July 2016 through April 2017

	<u>Jul '16 - Apr 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Member Dues - Administrative	73,887.00	73,887.00	100.0%
Member Dues - Associate	473.00	516.00	91.67%
Interest Income	968.13	650.00	148.94%
Calendar - Revenue (Donations)	2,800.00	3,200.00	87.5%
In-Kind Income (non-cash)	4,166.70	5,000.00	83.33%
YCFC Admin Support	694.22	1,900.00	36.54%
<b>Total Income</b>	<u>82,989.05</u>	<u>85,153.00</u>	<u>97.46%</u>
<b>Gross Profit</b>	82,989.05	85,153.00	97.46%
<b>Expense</b>			
Salaries - Gross	44,971.30	53,150.00	84.61%
Payroll Taxes & Expenses	3,590.81	4,300.00	83.51%
Employer Paid Benefits	12,226.82	15,000.00	81.51%
Workers Comp Insurance	558.00	800.00	69.75%
General Liability Insurance	769.00	800.00	96.13%
Accounting Services	0.00	400.00	0.0%
Bank Charges, License Fees	95.00	200.00	47.5%
Books, Maps, Subscriptions	0.00	150.00	0.0%
Calendar - Water Awareness (Contest & Printing)	1,943.09	3,200.00	60.72%
Computer Equipment	0.00	875.00	0.0%
Conferences & Seminars	0.00	1,500.00	0.0%
Copies, Printing & Binding	672.00	1,500.00	44.8%
Internet Service	1,442.56	1,700.00	84.86%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	2,447.33	2,600.00	94.13%
Mileage	158.58	650.00	24.4%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	4,166.70	5,000.00	83.33%
Office Supplies/Expenses	1,339.89	1,500.00	89.33%
Postage	438.26	850.00	51.56%
Telephone Utilities	779.75	900.00	86.64%
Contingency	0.00	600.00	0.0%
<b>Total Expense</b>	<u>75,599.09</u>	<u>96,675.00</u>	<u>78.2%</u>
<b>Net Ordinary Income</b>	7,389.96	-11,522.00	
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>Project Fund</b>			
Assoc. Mbr Dues - Projects	627.00	684.00	91.67%
Member Dues - Projects	97,943.00	97,943.00	100.0%
<b>Total Project Fund</b>	<u>98,570.00</u>	<u>98,627.00</u>	<u>99.94%</u>
SpecProject-GWMonProg \$ Income	89,000.00	89,000.00	100.0%
SGMA Implementation Income (Addtl contributions)	35,000.00	35,000.00	100.0%
Subsidence Monitoring Income (Addtl income)	<u>37,378.92</u>	<u>37,378.92</u>	<u>100.0%</u>

## Water Resources Association of Yolo County Budget vs. Actual July 2016 through April 2017

	<u>Jul '16 - Apr 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total Other Income</b>	259,948.92	260,005.92	99.98%
<b>Other Expense</b>			
<b>Project Fund Budget</b>			
City of Winters Cr6 Compliance	16,127.00	16,127.00	100.0%
Winters Storm Water Mgmt Plan	0.00	15,000.00	0.0%
CCC-Invasive Weed Mgt Huff's Crn	3,276.03	15,500.00	21.14%
PCC Salmon in Classroom/Bypass	0.00	5,000.00	0.0%
Pilot Prg Lrg Landscp Ir Audits (Davis, Woodland, West Sac)	0.00	12,000.00	0.0%
Westside IRWMP (WRA cost share)	20,000.00	20,000.00	100.0%
Yolo Bypass Integ Project-YBF	3,700.00	5,000.00	74.0%
YCRCD- CC Invas Weed Map&Prior	9,999.20	10,000.00	99.99%
YoloSubsidence Netwk Monitoring	33,104.17	37,378.92	88.56%
<b>Total Project Fund Budget</b>	<u>86,206.40</u>	<u>136,005.92</u>	<u>63.38%</u>
<b>SpecProject-GWMonProg \$ Expense</b>	89,000.00	89,000.00	100.0%
<b>SGMA Implementation Expense</b>	<u>0.00</u>	<u>35,000.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>175,206.40</u>	<u>260,005.92</u>	<u>67.39%</u>
<b>Net Other Income</b>	<u>84,742.52</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>92,132.48</u></u>	<u><u>-11,522.00</u></u>	



**Water Resources Association of Yolo County**  
**Profit & Loss**  
 March through April 2017

	<b>Mar 17</b>	<b>Apr 17</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Interest Income	0.67	322.07	322.74
In-Kind Income (non-cash)	416.67	416.67	833.34
<b>Total Income</b>	<b>417.34</b>	<b>738.74</b>	<b>1,156.08</b>
<b>Gross Profit</b>	417.34	738.74	1,156.08
<b>Expense</b>			
Salaries - Gross	4,088.30	4,088.30	8,176.60
Payroll Taxes & Expenses	316.25	316.26	632.51
Employer Paid Benefits	2,177.06	122.64	2,299.70
Bank Charges, License Fees	0.00	15.00	15.00
Copies, Printing & Binding	0.00	221.85	221.85
Internet Service	0.00	300.00	300.00
Meeting Expenses	69.63	0.00	69.63
Mileage	41.73	0.00	41.73
Office Rent (non-cash)	416.67	416.67	833.34
Office Supplies/Expenses	695.09	163.77	858.86
Postage	0.00	99.83	99.83
Telephone Utilities	76.85	75.85	152.70
<b>Total Expense</b>	<b>7,881.58</b>	<b>5,820.17</b>	<b>13,701.75</b>
<b>Net Ordinary Income</b>	-7,464.24	-5,081.43	-12,545.67
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Project Fund Budget	0.00	1,900.00	1,900.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>1,900.00</b>	<b>1,900.00</b>
<b>Net Other Income</b>	0.00	-1,900.00	-1,900.00
<b>Net Income</b>	<b>-7,464.24</b>	<b>-6,981.43</b>	<b>-14,445.67</b>

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
March through April 2017

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	03/01/2017	aje-269			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	03/07/2017	Feb 2017	Donna Gentile		Accounts Payable	Mileage	-41.73
Transfer	03/08/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Bill Pmt -Check	03/09/2017	EFT	Travelers (Workers Comp)		First Northern - Checking	Accounts Payable	-558.00
Liability Check	03/10/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 03/09/2017	First Northern - Checking	-SPLIT-	-1,467.77
Liability Check	03/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 346741612	First Northern - Checking	-SPLIT-	-178.90
Liability Check	03/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 346742012	First Northern - Checking	-SPLIT-	-1,167.52
Liability Check	03/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Paycheck	03/13/2017	DD1077	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	03/13/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-157.23
Bill Pmt -Check	03/15/2017	2455	AT&T		First Northern - Checking	Accounts Payable	-76.79
Bill Pmt -Check	03/15/2017	2456	Donna Gentile		First Northern - Checking	Accounts Payable	-41.73
Bill Pmt -Check	03/15/2017	2457	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-129.16
Transfer	03/20/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Check	03/21/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,348.12
Bill	03/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-764.72
Liability Check	03/24/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 03/23/2017	First Northern - Checking	-SPLIT-	-1,467.75
Bill	03/25/2017	9458914	AT&T		Accounts Payable	Telephone Utilities	-76.85
Bill	03/25/2017		Kaiser Permanente		Accounts Payable	-SPLIT-	-706.30
Paycheck	03/27/2017	DD1078	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	03/30/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 350479832	First Northern - Checking	-SPLIT-	-112.00
Deposit	03/31/2017			Interest	First Northern - Savings	Interest Income	0.67
General Journal	04/01/2017	aje-270			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	04/03/2017	2017.0403	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-379.88
Transfer	04/04/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-4,000.00
Liability Check	04/07/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 04/06/2017	First Northern - Checking	-SPLIT-	-1,467.75
Paycheck	04/10/2017	DD1079	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	04/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 444722467	First Northern - Checking	-SPLIT-	-178.89
Liability Check	04/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 444723287	First Northern - Checking	-SPLIT-	-1,167.50
Liability Check	04/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Bill Pmt -Check	04/10/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-764.72
Deposit	04/13/2017			Interest	LAIF	Interest Income	322.07
Transfer	04/18/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,700.00
Bill Pmt -Check	04/20/2017	2458	AT&T		First Northern - Checking	Accounts Payable	-76.85
Bill Pmt -Check	04/20/2017	EFT	Kaiser Permanente		First Northern - Checking	Accounts Payable	-706.30
Bill	04/20/2017	2017.0117	Yolo Basin Foundation_v		Accounts Payable	Yolo Bypass Integ Project-YBF	-1,900.00
Liability Check	04/21/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 04/20/2017	First Northern - Checking	-SPLIT-	-1,467.75

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
**March through April 2017**

Bill	04/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-177.62
Paycheck	04/24/2017	DD1080	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	04/24/2017	9247	Iris Software	Quarterly web main retainer	Accounts Payable	Internet Service	-120.00
Transfer	04/24/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Bill	04/25/2017	9595405	AT&T		Accounts Payable	Telephone Utilities	-75.85
Bill Pmt -Check	04/26/2017	2459	Iris Software		First Northern - Checking	Accounts Payable	-120.00
Bill Pmt -Check	04/26/2017	2460	Yolo Basin Foundation_v		First Northern - Checking	Accounts Payable	-1,900.00
Bill Pmt -Check	04/26/2017	2461	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-379.88
Transfer	04/28/2017			Funds Transfer	LAIF	First Northern - Savings	-20,000.00
Check	04/28/2017			Service Charge	First Northern - Savings	Bank Charges, License Fees	-15.00
Bill	04/30/2017	2017-0430	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-107.95



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776

Phone: (530) 666-2733 Fax: (530) 666-4257

Website: [www.yolowra.org](http://www.yolowra.org) Email: [info@yolowra.org](mailto:info@yolowra.org)

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Fiscal year July 2017 - June 2018 Wage and Benefits Agreement with the Administrative Coordinator, Donna Gentile, based on full-time employment.

### **Wages**

\$53,148/year - 2080 hours annually - Paid bi-weekly over 26 pay periods per calendar year

### **Employee Benefits**

Health Plan: WRA established a small business health plan through Kaiser Permanente as of April 2004. WRA is pays monthly premiums for health insurance coverage that includes dental.

Retirement Plan: Retirement account with employee/employer match. Annual contribution based on 3% of annual gross salary.

### **Vacation Leave**

140 hours per year. Accrue 5.385 hours per pay period.

### **Sick Leave**

12 days per year. Accrue 4 hours per pay period.

### **Jury Duty Leave**

Leave agreement has not been established.

### **Paid Holiday Schedule**

New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving	4 <sup>th</sup> Thursday & Friday in November
Christmas Eve	December 24 (1/2 day)
Christmas Day	December 25

### **Original Hire Date:**

June 22, 1998

## Questions about YOLO SGA and WRA transition:

- 1) When will an expense budget be developed for YSGA activities? The current WRA administrative budget covers expenses for WRA functions/activities. It may not be sufficient to cover all of the YSGA's admin costs, such as:
  - Copying, postage, meeting expenses (additional room reservation fees)
  - What about general liability insurance, other legal fees, and annual audit fees
- 2) Other general operating questions:
  - Who will be preparing the first YSGA agenda? Tim and Kristin? (When the WDCWA JPA was being established, legal counsel developed the JPA's agendas in the beginning. )
  - Will the YSGA have its own letterhead logo, phone number, mailing address and website (or use the Yolo Groundwater.org site)?
  - Will there be a dedicated email address for YSGA business? Will I be emailing the agendas to the members/public? If so, I will need to create email distribution lists and rosters for the YSGA member agency board members to send out agendas etc.
  - What about California filing fees to establish a JPA: Secretary of State filing required within 30 day of adopted JPA agreement. Legal counsel took care of this for the WRA when it was established. What other filings must be done with the State? Roster of Public Agency, Conflict of Interest Codes, Statement of Economic Interest (Form 700).
  - Are there any Federal filings that need to be done? What Federal reporting will the YSGA need to do?
  - Note: the WRA is currently not required to file many state or federal filings that other types of agencies do.
- 3) After the Board chair, vice-chair and treasurer are selected at the first JPA meeting, who will become the YSGA's depository and handling of funds?
- 4) Who will be sending out the invoices to the member agencies? On what letterhead, address etc?
- 5) How will the YSGA provide the WRA with its administrative budget, in one lump sum at the beginning of the fiscal year or quarterly (I am assuming the WRA will have to invoice the YSGA)? If payment doesn't come to the WRA for a few months, I will have to use the WRA's reserve funds to pay bills and payroll.
- 6) Will the YSGA be on a July to June fiscal year (is this dependent on treasurer agency)? Not quite sure how I can track income and expenses when another agency is the Treasurer/Auditor. (If I will be tracking YSGA expenses in QuickBooks, I will need professional assistance to set-up the accounting software separately from the WRA's bookkeeping for transparency and accuracy.)
- 7) The WRA will be paying my salary, providing health insurance and retirement account administration. Federal and State payroll accounts, State Disability Insurance, Kaiser, and Simple IRA and Worker's Compensation Insurance accounts have been set up in the WRA's name based on the legal status of the WRA as a non-profit mutual benefit corporation. Premiums have been established based on the WRA's legal status.
- 8) How detailed will my time tracking need to be for YSGA tasks and activities? Should there be a separate job description for accountability and clarity?
- 9) If I will be using the YCFC's postage and copy machines for YSGA business, a separate account should be set up for easy of tracking expenses separately from the WRA.
- 10) Please keep me informed about any changes to the WRA's status well in advance of any potential dissolution of the WRA's MOU agreements.



# BOARD OF DIRECTORS' MEETING WATER RESOURCES ASSOCIATION OF YOLO COUNTY

## DRAFT AGENDA

Online agenda: [www.yolowra.org/meetings.html](http://www.yolowra.org/meetings.html)

**DATE/TIME:** Monday, June 19, 2017, 4:00 to 5:00 p.m.  
**LOCATION:** Woodland Community Center, 2001 East St., Woodland, Meeting Rooms 2-3

- 4:00 1. **CALL TO ORDER and INTRODUCTIONS**
- 4:02 2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA-** In order to add an agenda item, 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.
- 4:03 3. **PUBLIC FORUM** –The Public may address the WRA relating to matters within the WRA’s jurisdiction.
- 4:05 4. **CONSENT ITEMS**
- a. Approve minutes: March 20, 2017 Board meetings, pages 3- 6
  - b. Receive financial reports: March - May 2017, pages \_\_\_\_\_
  - c. Receive minutes of Executive Committee: 3/15, 4/26, 5/25/17, pages \_\_\_\_\_
  - d. Receive minutes of Technical Committee: 3/2, 5/4/17, pages \_\_\_\_\_
- 4:06 5. **INFORMATIONAL ITEMS:**
- a. Report from the WRA Chair
- 4:10 6. **UPDATE ON WATER LEGISLATION & REGULATORY ISSUES**
- a. Delta Update, Legislation and Regulatory Update, David Guy, Northern CA Water Association
- 4:20 7. **WRA TECHNICAL COMMITTEE UPDATE**, Elisa Sabatini, Committee Chair
- a. Technical Committee (TC) Activities and Westside IRWMP Update, page \_\_\_\_\_
- 4:25 8. **SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA)**
- a. SGMA Implementation and Working Group Update – Tim O’Halloran, YCFC&WCD
- 4:35 9. **ADOPT FY2017-2018 WRA OPERATING BUDGET**
- a. Receive FY16-17 projected fiscal year end budget summary and FY16-17 WRA Accomplishments, pages \_\_\_\_\_
  - b. Approve annual Board meeting schedule 2018: 1/8, 3/19, 6/18, 9/17, 11/19, page \_\_\_\_
  - c. Adopt FY17-18 Operating Budget, Staff Report & Budget, pages \_\_\_\_\_
- 4:50 10. **MEMBERS’ REPORTS & FUTURE AGENDA ITEMS:** WRA Members are invited to briefly report on important current issues and recommend topics for future WRA Board meetings.

WRA Board Agenda

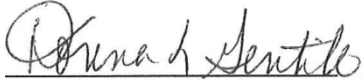
June 19, 2017

Page 2

5:00 11. **NEXT MEETING:** Monday, September 18, 2017, **3-5 PM or 4-5 PM.**, Woodland

5:00 12. **ADJOURNMENT**

Consideration of items not on the posted agenda: items in the following categories: 1) majority determination that an emergency (as defined by the Brown Act) exists; or 2) a 4/5th determination that the need to take action arose subsequent to posting of the agenda. I declare under penalty of perjury that the foregoing agenda for the June 19, 2017 meeting of the Board of Directors for the Water Resources Association of Yolo County was posted by June 16, 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, WRA Secretary and Administrative Coordinator

**Fiscal Year July 1, 2017 to June 30, 2018**  
**Water Resources Association of Yolo County**  
**PRELIMINARY FY2017-18 Budget (Draft #2 - 5/22/17)**

	Adopted w/Amendments	DRAFT
	FY2016-17	FY2017-18
<b>Revenue</b>		
City of Davis	25,500	0
City of Woodland	25,500	0
University of California, Davis	25,500	0
Yolo County	25,500	0
City of West Sacramento	25,500	0
Yolo County Flood Control & WCD	20,500	0
Reclamation District 2035	7,575	0
Reclamation District 108	7,575	0
City of Winters	6,660	0
Dunnigan Water District	2,020	0
Associate Memberships (9 agencies?)	1,200	900 ?
Income from Yolo GSA for WRA's administrative budget (in lieu of WRA membership dues)	0	110,000 ?
Interest Earned on bank accounts	650	650 ?
Other Income (Water Calendar donations)	3,200	3,200
In-Kind Services (non-cash) - YCFCWCD office space rental	5,000	5,000
YCFCWCD Admin. Support by WRA staff (52 hours/year) <sup>1</sup>	1,900	1,900
Special Project: Groundwater Monitoring Program (YCFCWCD lead agency) <sup>2</sup>	89,000	0
<b>Subtotal Revenue</b>	<b>\$272,780</b>	<b>\$121,650</b>
Carryover of project funds from previous Fiscal Year <sup>3</sup>	\$28,782	\$0 ?
FY16-17 Allocated funds for Subsidence Monitoring Project	\$47,000	\$0
Additional funds contributed for SGMA Implementation <sup>4</sup>	\$35,000	\$0 ?
<b>TOTAL REVENUE</b>	<b>\$383,562</b>	<b>\$121,650</b>
<b>ADMINISTRATIVE Expenditures</b>	<b>FY2016-17</b>	<b>FY2017-18</b>
Salaries-Gross <sup>1</sup>	\$53,150	\$53,150
Employer Payroll Taxes & Expenses <sup>1</sup>	4,300	4,300
Employer-Paid Benefits <sup>1</sup>	15,000	15,000
Workers Compensation Insurance <sup>1</sup>	800	800
General Liability Insurance <sup>1</sup>	800	800
Accounting Services	400	400 ?
Audit (2-year audit, next cycle in FY17-18)	0	6,000
Bank Fees & Charges; License Fees	200	200
Books, Pamphlets, Maps/Subscriptions & Memberships	150	150
Calendar - Printing & Contest Expenses	3,200	3,200
Computer Expenses	875	875
Copies, Printing & Binding	1,500	1,800 ?
Conferences & Seminars	1,500	1,500
Internet Services: T-1 line access, web hosting, tech support, anti-virus, monthly web retainer	1,700	1,700
Legal Consultation Fees	500	500
Meeting Expenses	2,600	2,700 ?
Mileage	650	650
Miscellaneous Expense	500	500
Office - Rent (non-cash expense)	5,000	5,000
Office - Supplies	1,500	1,500
Postage	850	850
Telephone Utilities	900	900
Contingency	600	600
<b>Total ADMINISTRATIVE Expenditures</b>	<b>\$96,675</b>	<b>\$103,075</b>



**Fiscal Year July 1, 2017 to June 30, 2018**  
**Water Resources Association of Yolo County**  
**PRELIMINARY FY2017-18 Budget (Draft #2 - 5/22/17)**

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	Adopted w/Amendments	DRAFT
	FY2016-17	FY2017-18
<b>PROJECT FUND BUDGET</b>		
<b>PROJECT Expenditures</b>		
<b>FY2016-17 Projects</b>		
City of Winters Storm Water Management Planning	15,000	
Westside IRWMP Implementation (WRA cost share)	20,000	
Invasive Weed Removal & Management Huff's Corner (Cache Creek Conservancy)	15,500	
Pilot Program Conduct Large Landscape Irrigation Audits (Davis, Woodland, West Sac)	12,000	
Cache Creek Invasive Weed Mapping & Prioritization (Yolo County RCD)	10,000	
Salmon-in-the-Classroom/Bypass (Putah Creek Council)	5,000	
Yolo Bypass Integrated Action, Yolo IRWMP (Yolo Basin Foundation)	5,000	
Special Project: Yolo County Groundwater Monitoring Program (YCFCWCD)	89,000	
SGMA Implementation / City of Winters Hexavalent Cr6 Drinking Water Compliance	16,127	
Yolo County Subsidence Network Monitoring Project 2016 <sup>6</sup>	47,000	
SGMA Implementation (FY15-16 Unexpended allocations 6/15/16) <sup>3</sup>	28,782	
SGMA Implementation-additional contributions (Yolo County & YCFCWCD)	35,000	
<b>Subtotal Project Expenditures FY16-17</b>	<b>\$298,409</b>	<b>\$0</b>
<b>FY2017-18 Projects</b>		
Westside IRWMP Implementation (WRA cost share obligation) <sup>5</sup>		20,000
FY17-18 Project Funds from membership dues (~57%) - suspended, no dues collected		0
Special Project: Groundwater Monitoring Program (YCFCWCD lead agency) <sup>2</sup>		0
<b>Subtotal Project Expenditures FY17-18</b>	<b>\$0</b>	<b>\$20,000</b>
<b>TOTAL Project Expenditures</b>	<b>\$298,409</b>	<b>\$20,000</b>
<b>TOTAL Administrative &amp; Project Expenditures</b>	<b>\$395,084</b>	<b>\$123,075</b>
<b>Net Income (Estimated)</b>	<b>(\$11,522)</b>	<b>(\$1,425)</b>

81 1 - 2.5% of annual salary, payroll expenses, employer paid benefits & workers comp. insurance

82 2 - The Groundwater Monitoring Program dues will not longer be invoiced by the WRA. Will be part of the YSGA's budget.

83 3 - \$28,781.83 will be used to pay RD108's legal expenses for SGMA, remaining balance TBD (add'l invoice reimbursement?)

84 4 - \$35,000 from FY16-17 add'l contributions from YCFCWCD (\$20K) and Yolo County (\$15K), refund or credit for their YSGA dues?)

85 5 - This cost share obligation will be paid from the WRA's reserve funds (Revenue in Excess of Expenses/Retained Earnings)

86 6.- Subsidence Project invoicing & payments spanned FY15-16 and FY16-17. Actual project expenses came in under budget.

Therefore final project contributions were adjusted to match reduced actual budget.