



**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)

**WRA Executive Committee Meeting**

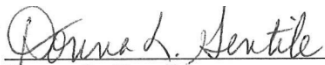
**Tuesday, June 13, 2017, 2:00 – 2:30 pm**

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 WRA’s jurisdiction.
4. **Administrative Items (Consent):**
  - a) Approve May 25, 2017 EC minutes, pages 2 – 4
  - b) Review financials FY2016-17: May 2017, pages 5 – 9
  - c) Approve payment of invoices\*
5. **WRA Board Meeting:** June 19, 2017 – Finalize agenda & reports, revised draft agenda, pages 10 – 14
6. **Closed Executive Session – Personnel – Pursuant to Government Code 54957:**  
Recommendations from the Employee Compensation Subcommittee (Kurt Balasek and Elisa Sabatini)
7. **Closed Executive Session Report:**  
Report action, if any taken, in Closed Session
8. **Next Executive Committee Meeting Date:** July \_\_\_\_, 2017; YCFC&WCD Board Room
9. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the June 13, 2017 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by June 9, 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

* Invoice Payment Details:	
Payroll: (w/\$1.75 direct deposit fee), PR ending, 6/3, 6/17/17 - \$1,467.75	Bank of America MasterCard – May \$573.13 - EFT Pay 6/14
Payroll Taxes – MAY State- \$178.90 Federal: - \$1,167.52 - EFT Pay 6/10	AT&T Invoice: May: \$75.99
IRA Contribution: MAY - \$245.28 - EFT Pay 6/10	YCFCWCD Postage, Copies, Tech/Internet fees : May: \$140.95
Kaiser Health Plan: July - \$1,027.21 - EFT Pay on 6/22	Project Invoices: City of Winters, SWMP, May invoice: \$7,500.00 (payment pending LAIF transfer)

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**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
May 25, 2017, 2:00 – 3:00 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 2:00 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:**
  - a) *April 26, 2017 EC minutes* were approved with the revision to Item #5.
  - b) *Reviewed financials FY2016-17: March-April 2017*
  - c) *Reviewed suggested 2018 WRA Board Meeting dates.*
  - d) *Scheduling of audit for fiscal years ending 2016 and 2017:* Donna informed that the audit will be scheduled soon after all final administrative and project invoices have been received and paid, which will likely be the end of July/beginning of August. The goal is to have a final audit completed for the WRA Board to receive by the September 18<sup>th</sup> meeting. The auditor’s estimated budget for the 2-year audit is \$6,000, although he indicated the final cost may be less.
  - e) *Review draft Administrative Coordinator FY17-18 Benefits and Wage Agreement:* Donna presented the annual review of her agreement. She requested that a pay increase be considered for the new fiscal year. Her last pay increase and review was in 2008. Donna noted that she recently changed her Kaiser Health plan. This change is saving the WRA \$321/month compared to the contract renewal premium. The Kaiser contract renews every April. The EC and the Board are required to discuss personnel issues in a publicly noticed *Closed Executive Session* per the Brown Act. The EC appointed a subcommittee to review her salary and benefits and return with recommendations at the next EC meeting. Kurt and Elisa volunteered to be on the employee compensation subcommittee. The EC decided to hold the WRA Board’s Closed Executive Session on June 19<sup>th</sup> at 2:30 pm, preferably in a separate room from the regular Board meeting. A quorum of member agencies will need to be present. Donna will verify whether a meeting room is available at the Woodland Community Center.
  - f) *Comments/questions re: WRA operations and Yolo GSA operations transition:* Donna has been keeping a list of questions as the Yolo Subbasin Groundwater Agency JPA prepares to be formally created. Tim and Donna have already talked about some of these items. Many questions will be resolved when the JPA Board selects its Board officers and treasurer. Tim requested this item be discussed further under #6 - SGMA Update.
  - g) *Approve payment of invoices:* No invoices were presented for payment.
5. **Update on Water Legislation & Regulatory Issues** – Tim briefly covered a few bills that he as discussed with David Guy, NCWA.
  - SB 52 (Dodd) – This was Senator Volk’s well permitting bill, which really applies to overdrafted basins and shouldn’t impact Sacramento Valley. However, NCWA is opposing this bill because it sets a precedent for other controls. Tim will continue to track as it goes to the Senate.
  - AB 1427 (Eggman) – Underground water storage – revises current law to additionally provide that certain uses of stored water while underground constitutes beneficial use.
  - AB 832 (Aguiar-Curry) – Tax incentives for winter-flooded rice
  - AB 975 (Friedman) – Wild & Scenic Rivers – would bring the California system comparable with the federal Wild & Scenic Rivers system.

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
May 25, 2017, 2:00 – 3:00 pm**

**DRAFT**

- Legislators in the Senate are seeking an additional ~\$100 million from the general fund for flood protection.
- At the recent ACWA conference discussions focused on SGMA and the State Water Board process looking at functional flows
- A Sacramento Superior Court judge repealed the State public health department's Chromium-6 (Cr-6) regulation lowering Cr-6 standards. The Court ruled that the State did not conduct an economic feasibility analysis of the drinking water standard as required by law and ordered the lower standard be withdrawn. The State is required to prepare an economic feasibility analysis and review the science for the new standard they proposed. It may be a few years before this is resolved.

- 6. Sustainable Groundwater Management Act (SGMA) Planning & Implementation Update –** Kristin gave an update on the status of the remaining Reclamation District (RD)'s yet to hold a public hearing to approve the Yolo Subbasin Groundwater Agency JPA agreement by the 6/30/17 deadline. Four RDs have scheduled their hearing and one is still pending resolution. Elisa explained how the Yolo County Board of Supervisors will be addressing the County's handling of the unmanaged white areas within the Yolo subbasin. MOU's for the four affiliate members will be signed after the JPA is formed.

Tim is planning to hold another SGMA Working Group meeting on June 13<sup>th</sup> at 2:30 pm to discuss the logistics of the first JPA agenda on June 19<sup>th</sup>. The June 19<sup>th</sup> meeting will focus on an outline of the JPA's primary work items for the next two years. He will also suggest a presentation by David Purkey. Tim and Kristin have been distributing the SGMA Working Group meeting agendas and have the email distribution list. Tim, Kristina and Donna will coordinate to determine who will send out the June 19<sup>th</sup> agenda to the Yolo Subbasin Groundwater Agency members.

Donna reminded that the agenda for both the WRA and the JPA will need to be posted by June 16<sup>th</sup>. Babs suggested having identification cards with each agency's name for the meeting. Donna will make table tent cards with the agency name only, as was once done for the WRA Board in the beginning.

- 7. Technical Committee (TC) & Westside IRWMP Update:** No report from the TC was given. Elisa and Tim agreed to cancel the June 1<sup>st</sup> TC meeting. The next meeting is July 6<sup>th</sup> at 8:30 am. Final FY16-17 project reports will be presented in July.

**8. WRA Board Meeting:**

- a) *June 19, 2017 - Discuss agenda items:* The EC decided that the WRA should meet first and the Yolo Subbasin Groundwater Agency (YSGA) directly after. John Woodling contacted Babs and the WRA to request giving an update from the Regional Water Authority on some key legislative issues that could have major impacts on the municipal suppliers. His item could fit under the regular Water Legislation & Regulatory Update agenda item. Tim agreed to contact John to determine whether this information is timely and should be presented in June or if it could wait for the September meeting.

Donna distributed a new proposed draft WRA operating budget for FY2017-18 with "dues" allocations instead of showing zeros under revenue. The percentage-based amounts illustrate how the \$110,000 income that the WRA will receive from the YSGA under a contractual agreement.

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
May 25, 2017, 2:00 – 3:00 pm**

**DRAFT**

There will be a Budget Report that accompanies this proposed budget explaining that all the dues will be paid to the YSGA and that WRA member agencies are not paying dues to both the WRA and the JPA. Donna explained how this would be clearer from an auditing standpoint since the WRA's by-laws and MOU's state how the WRA is funded based on the receipt of dues from its member agencies. The EC agreed and Babs suggested this budget be re-titled a "Conceptual FY2017-18 Budget". The details of how this transition will transpire will be negotiated after the JPA is created. Donna explained that since the WRA will not be invoicing its members on July 1<sup>st</sup>, the WRA will be waiting for its FY2017-18 operating income to be provided by the YSGA. Since it will take some time for the YSGA to set up bank accounts and receive dues from its member agencies, the WRA will be operating from its reserve funds as of July 1, 2017 for all expenses.

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** – No other updates discussed.

**10. Next Executive Committee Meeting Date:** June 13, 2017, **2:00-2:30 pm**, YCFC&WCD Board Room

**11. Adjourned** at 3:00 pm.

Respectfully submitted,

Donna Gentile  
Administrative Coordinator & Board Secretary

**Water Resources Association of Yolo County**  
**Balance Sheet**  
 As of May 31, 2017

	<b>May 31, 17</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LAIF	148,659.21
First Northern - Savings	7,414.47
First Northern - Checking	2,406.33
<b>Total Checking/Savings</b>	158,480.01
<b>Total Current Assets</b>	158,480.01
<b>TOTAL ASSETS</b>	<b>158,480.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	8,290.07
<b>Total Accounts Payable</b>	8,290.07
<b>Other Current Liabilities</b>	
SIMPLE IRA Liabilities	245.28
Payroll Liabilities	1,346.39
<b>Total Other Current Liabilities</b>	1,591.67
<b>Total Current Liabilities</b>	9,881.74
<b>Total Liabilities</b>	9,881.74
<b>Equity</b>	
Opening Bal Equity	16,689.30
Revenue in Excess of Expenses (Retained Earnings)	97,830.31
Net Income	34,078.66
<b>Total Equity</b>	148,598.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>158,480.01</b>

**Water Resources Association of Yolo County**  
**Budget vs. Actual**  
July 2016 through May 2017

	<u>Jul '16 - May 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)	4,583.37	5,000.00	91.67%
YCFC Admin Support	738.16	1,900.00	38.85%
<b>Total Income</b>	<u>83,449.66</u>	<u>85,153.00</u>	<u>98.0%</u>
<b>Gross Profit</b>	83,449.66	85,153.00	98.0%
<b>Expense</b>			
Salaries - Gross	49,059.60	53,150.00	92.3%
Payroll Taxes & Expenses	3,907.06	4,300.00	90.86%
Employer Paid Benefits	13,376.67	15,000.00	89.18%
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)	2,423.74	3,200.00	75.74%
Computer Equipment	0.00	875.00	0.0%
Conferences & Seminars	0.00	1,500.00	0.0%
Copies, Printing & Binding	701.20	1,500.00	46.75%
Internet Service	1,532.56	1,700.00	90.15%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	2,505.65	2,600.00	96.37%
Mileage	196.30	650.00	30.2%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	4,583.37	5,000.00	91.67%
Office Supplies/Expenses	1,339.89	1,500.00	89.33%
Postage	494.17	850.00	58.14%
Telephone Utilities	855.74	900.00	95.08%
Contingency	0.00	600.00	0.0%
<b>Total Expense</b>	<u>82,397.95</u>	<u>96,675.00</u>	<u>85.23%</u>
<b>Net Ordinary Income</b>	1,051.71	-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 (Add'l contributions from Yolo County & YCFC&WCD)	35,000.00	35,000.00	100.0%
Subsidence Monitoring Income (Add'l income)	37,378.92	37,378.92	100.0%
<b>Total Other Income</b>	<u>259,948.92</u>	<u>260,005.92</u>	<u>99.98%</u>
<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	7,500.00	15,000.00	50.0%
CCC-Invasive Weed Mgt Huffs 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%

**Water Resources Association of Yolo County**  
**Budget vs. Actual**  
 July 2016 through May 2017

	<u>Jul '16 - May 17</u>	<u>Budget</u>	<u>% of Budget</u>
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>93,706.40</u>	<u>136,005.92</u>	<u>68.9%</u>
SpecProject-GWMonProg \$ Expense	89,000.00	89,000.00	100.0%
SGMA Implementation Expense	0.00	35,000.00	0.0%
SGMA Legal Expenses (Paid with carryover \$ from previous FY)	17,991.50	0.00	100.0%
<b>Total Other Expense</b>	<u>200,697.90</u>	<u>260,005.92</u>	<u>77.19%</u>
<b>Net Other Income</b>	<u>59,251.02</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>60,302.73</u></u>	<u><u>-11,522.00</u></u>	



**Water Resources Association of Yolo County**  
**Profit & Loss**  
 May 2017

	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
In-Kind Income (non-cash)	416.67
YCFC Admin Support	43.94
<b>Total Income</b>	460.61
<b>Gross Profit</b>	460.61
<b>Expense</b>	
Salaries - Gross	4,088.30
Payroll Taxes & Expenses	316.25
Employer Paid Benefits	1,149.85
Calendar - Water Awareness (Contest & Printing)	480.65
Copies, Printing & Binding	29.20
Internet Service	90.00
Meeting Expenses	58.32
Mileage	37.72
Office Rent (non-cash)	416.67
Postage	55.91
Telephone Utilities	75.99
<b>Total Expense</b>	6,798.86
<b>Net Ordinary Income</b>	-6,338.25
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Project Fund Budget	7,500.00
SGMA Legal Expenses (Paid with carryover \$ from previous FY)	17,991.50
<b>Total Other Expense</b>	25,491.50
<b>Net Other Income</b>	-25,491.50
<b>Net Income</b>	-31,829.75

**Water Resources Association of Yolo County  
Transaction List by Date  
May 2017**

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	05/01/2017	aje-271			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Invoice	05/01/2017	2017-02	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	43.94
Bill	05/01/2017		Reclamation District 108_v		Accounts Payable	SGMA Legal Expenses (Paid with carryover \$ from p	-17,991.50
Transfer	05/03/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-1,200.00
Bill	05/04/2017	March-April 2017	Donna Gentile		Accounts Payable	Mileage	-37.72
Bill Pmt -Check	05/04/2017	2462	AT&T		First Northern - Checking	Accounts Payable	-75.85
Bill Pmt -Check	05/04/2017	2463	Donna Gentile		First Northern - Checking	Accounts Payable	-37.72
Transfer	05/04/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-20,000.00
Payment	05/04/2017	54044	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	43.94
Liability Check	05/05/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 05/04/2017	First Northern - Checking	-SPLIT-	-1,467.77
Bill Pmt -Check	05/05/2017	2464	Reclamation District 108_v		First Northern - Checking	Accounts Payable	-17,991.50
Bill Pmt -Check	05/05/2017	2465	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-107.95
Deposit	05/05/2017			Deposit	First Northern - Savings	Undeposited Funds	43.94
Paycheck	05/08/2017	DD1081	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	05/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 353316652	First Northern - Checking	-SPLIT-	-178.90
Liability Check	05/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 353317502	First Northern - Checking	-SPLIT-	-1,167.52
Liability Check	05/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Bill Pmt -Check	05/11/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-177.62
Transfer	05/17/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,500.00
Liability Check	05/19/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 05/18/2017	First Northern - Checking	-SPLIT-	-1,467.75
Bill	05/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-573.13
Paycheck	05/22/2017	DD1082	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Check	05/22/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Bill	05/23/2017	52317	City of Winters_v		Accounts Payable	Winters Storm Water Mgmt Plan	-7,500.00
Bill	05/25/2017	9733576	AT&T		Accounts Payable	Telephone Utilities	-75.99
Transfer	05/31/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Bill	05/31/2017	2017-0531	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-140.95



**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, 3:00 to 4:00 p.m.  
**LOCATION:** Woodland Community Center, 2001 East St., Woodland, Meeting Rooms 1 & 2

- 3:00 1. **CALL TO ORDER and INTRODUCTIONS**
- 3:02 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.
- 3:03 3. **PUBLIC FORUM** –The Public may address the WRA relating to matters within the WRA’s jurisdiction.
- 3:05 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: 3/2/17, pages \_\_\_\_\_
  - e. Approve annual Board meeting schedule 2018: 1/8, 3/19, 6/18, 9/17, 11/19, page \_\_\_\_
  - f. Receive FY2016-17 WRA Accomplishments, pages \_\_\_\_\_
- 3:06 5. **INFORMATIONAL ITEMS:**
  - a. Report from the WRA Chair
- 3:10 6. **UPDATE ON WATER LEGISLATION & REGULATORY ISSUES**
  - a. Delta, Legislation, and Regulatory Update, David Guy, Northern CA Water Association
- 3:30 7. **WRA TECHNICAL COMMITTEE UPDATE**, Elisa Sabatini, Committee Chair
  - a. Technical Committee (TC) Activities and Westside IRWMP Update, page \_\_\_\_\_
- 3:35 8. **ADOPT FY2017-2018 WRA OPERATING BUDGET**
  - a. Adopt FY2017-18 Operating Budget, Staff Report & Budget, pages \_\_\_\_\_
- 3:50 9. **MEMBERS’ REPORTS & FUTURE AGENDA ITEMS:** WRA Members are invited to briefly report on important current issues and recommend topics for future WRA Board meetings.
- 4:00 10. **NEXT MEETING:** Monday, September 18, 2017, 3:00-4:00 PM., Woodland
- 4:00 11. **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



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

**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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### DRAFT COMMITTEE REPORT

**Date:** June 19, 2017  
**To:** WRA Board and Alternates  
**From:** Executive Committee and Donna Gentile, Administrative Coordinator  
**Re:** **ADOPTION OF FISCAL YEAR 2017-2018 “CONCEPTUAL” BUDGET**

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#### **Recommendation:**

That the Board adopt the proposed “conceptual” FY2017-18 operating budget (attached).

#### **Background:**

Each fiscal year the WRA Board has adopted an operating budget to fund the WRA’s administrative and project budget activities based on the following:

1. Members’ dues are allocated for administrative and project functions based on a 43%/ 57% split, respectively. Project budget allocations are based on recommendations from the Technical Committee.
2. Administrative Expenditures are based on the WRA Board of Directors meeting four to six times annually, and the Technical and Executive Committees meeting monthly.
3. The Yolo County Flood Control & Water Conservation District (YCFC&WCD) provides in-kind office space for WRA and the value of that is deducted from their WRA membership dues. The YCFC&WCD utilizes existing full-time WRA staff resources under a contractual agreement for District projects on a 97.5% (WRA) / 2.5% (YCFC&WCD) split.
4. Separate from the WRA’s operating budget, revenue to support the Yolo County Groundwater Monitoring Program was invoiced through the WRA with the annual membership dues.
5. Board adopted policy is to maintain a cash reserve to cover three months of administrative expenses, which is approximately \$30,000.
6. Any project budget funding not used by June 30<sup>th</sup> may be carried forward into the next fiscal year if recommended by the Technical Committee. If no carry over is recommended those funds will be added to the *Revenue in Excess of Expenses (Retained Earnings)*.

In FY2017-18, it has been proposed that the WRA Board change the basis of operations for the WRA for the next two years to accommodate the formation of the new Yolo Subbasin Groundwater Agency (YSGA) Joint Powers Agency (JPA). The 2014 Sustainable Groundwater Management Act (SGMA) requires that a Groundwater Sustainability Agency (GSA) be formed by June 30, 2017. The WRA’s member agencies did not wish to pay dues to both the WRA and the YSGA given there is an overlap of groundwater-related tasks and activities. Therefore, all of the WRA member agencies will become participants in the YSGA and pays dues to only that agency for the next two year. The YSGA will be agreeing to contract with the WRA to fund administrative functions for both the WRA and the YSGA. WRA staff will provide administrative services for both agencies. The YSGA’s FY 2017-18 budget that will be adopted on June 19, 2017 has allocated \$110,000 for Administration. A Memorandum of Understanding will be executed between the WRA and the YSGA for the Administration funds and to contract with WRA for services. This is the planned basis of operations for the two years. After that time the YSGA’s dues structure and budget will be re-visited.

With the advent of the creation of this new Groundwater Sustainability Agency, changes will be made to the WRA's normal operating procedures listed above. When the WRA Board adopts the FY2017-18 budget the following changes will occur:

1. The WRA will not allocate a percentage of total dues for administrative and project funds in lieu of the fact that all funding will be paid to the YSGA JPA upon execution of the JPA Agreement by its member agencies, thereby establishing the YSGA.
2. The schedule and frequency of WRA Board, Executive and Technical committee meetings will remain the same.
3. The Yolo County Flood Control & Water Conservation District (YCFC&WCD) will continue to provide in-kind services for the WRA office space. The YCFC&WCD will utilize existing full-time WRA staff resources for District projects on a 97.5% (WRA) / 2.5% (YCFC&WCD) split. The agreement for personal services between the YCFC&WCD and WRA will be renewed at a compensation rate based on FY2017-18 budget expenses for salary, employer payroll taxes, employer-paid benefits and workers compensation insurance.
4. The WRA will not collect contributions to support the Yolo County Groundwater Monitoring Program. This Program will now be funded under the YSGA's budget.
5. The WRA Board's cash reserves policy will remain in effect.
6. The WRA Technical Committee has recommended suspension of the Project Fund budget. No funds will be allocated to local projects with the exception of the Westside-Sacramento IRWMP. The WRA's MOU commitment to participate in the Westside-Sac IRWM will continue in FY2017-18. The cost share will be paid from existing funds from the WRA's Retained Earnings account.
7. *Special Note:* Additional funds were contributed in 2016 to the WRA to support SGMA implementation from Yolo County (\$15,000) and YCFC&WCD (\$20,000). These funds will not be utilized by the WRA in FY16-17. It is anticipated these funds will be credited toward the YSGA dues for each of those agencies as contributed and not become part of the WRA's Retained Earnings. **(Question to EC: WHO VOTES AND DECIDES WHAT HAPPENS TO THESE FUNDS? The WRA and YSGA Boards? How should I make this point clear for this report)**

The WRA will be conducting its regularly planned two-year audit for the fiscal years ending June 30, 2016 and June 30, 2017. This independent audit will be scheduled as soon as all final expenses have been transacted for the end of FY2016-17. A final report by the auditor will be scheduled for the WRA Board's September 18, 2017 meeting. Audited net assets will be available at that time.

**Fiscal Year July 1, 2017 to June 30, 2018**  
**Water Resources Association of Yolo County**  
**PROPOSED CONCEPTUAL Budget (Draft #4 - 6/6/17)**

	Amended 9/19/16	DRAFT
<b>Revenue</b>	<b>FY2016-17</b>	<b>FY2017-18</b>
City of Davis	25,500	16,500
City of Woodland	25,500	16,500
University of California, Davis	25,500	16,500
Yolo County	25,500	16,500
City of West Sacramento	25,500	16,500
Yolo County Flood Control & WCD	20,500	13,200
Reclamation District 2035	7,575	4,400
Reclamation District 108	7,575	4,400
City of Winters	6,660	4,400
Dunnigan Water District	2,020	1,100
<i>Income from Yolo GSA for WRA's administrative budget (\$110,000, lines #2 thru 11)</i>	<i>171,830</i>	<i>110,000</i>
Associate Memberships (\$100/agency)	1,200	800
Interest Earned on bank accounts	650	700
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 Other Revenue (lines #13 - 18)</b>	<b>\$100,950</b>	<b>\$11,600</b>
Carryover of project funds from previous Fiscal Year <sup>3</sup>	\$28,782	\$0
FY16-17 Allocated funds for Subsidence Monitoring Project <sup>6</sup>	\$47,000	\$0
Additional funds contributed for SGMA Implementation <sup>4</sup>	\$35,000	\$35,000
<b>TOTAL REVENUE</b>	<b>\$383,562</b>	<b>\$156,600</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	800	800
Accounting Services	400	400
Audit (2-year audit 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**  
**PROPOSED CONCEPTUAL Budget (Draft #4 - 6/6/17)**

	Amended 9/19/16	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	0
Westside IRWMP Implementation (WRA cost share)	20,000	0
Invasive Weed Removal & Management Huff's Corner (Cache Creek Conservancy)	15,500	0
Pilot Program Conduct Large Landscape Irrigation Audits (Davis, Woodland, West Sac)	12,000	0
Cache Creek Invasive Weed Mapping & Prioritization (Yolo County RCD)	10,000	0
Salmon-in-the-Classroom/Bypass (Putah Creek Council)	5,000	0
Yolo Bypass Integrated Action, Yolo IRWMP (Yolo Basin Foundation)	5,000	0
Special Project: Yolo County Groundwater Monitoring Program (YCFCWCD)	89,000	0
SGMA Implementation / City of Winters Hexavalent Cr6 Drinking Water Compliance	16,127	0
Yolo County Subsidence Network Monitoring Project 2016 <sup>6</sup>	47,000	0
SGMA Implementation (FY15-16 Unexpended allocations 6/15/16) <sup>3</sup>	28,782	0
SGMA Implementation-additional contributions (Yolo County & YCFCWCD) <sup>4</sup>	35,000	35,000
<b>Subtotal Project Expenditures FY16-17</b>	<b>\$298,409</b>	<b>\$35,000</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 funds budgeted		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>\$55,000</b>
<b>TOTAL Administrative &amp; Project Expenditures</b>	<b>\$395,084</b>	<b>\$158,075</b>
<b>Net Income (Estimated)</b>	<b>(\$11,522)</b>	<b>(\$1,475)</b>

- 76 1 - 2.5% of annual salary, payroll expenses, employer paid benefits & workers comp. insurance
- 77 2 - The Groundwater Monitoring Program dues no longer invoiced by WRA in FY17-18. Will be part of YSGA's budget.
- 78 3 - \$28,782 SGMA allocation reserves will be used to reimburse RD108 for GSA formation legal expenses
- 79 4 - \$35,000 SGMA add'l contributions from YCFCWCD (\$20K) and Yolo County (\$15K). In FY17-18 will be refunded or credited toward YSGA dues.
- 80 5 - This cost share obligation will be paid from the WRA's reserve funds (Revenue in Excess of Expenses/Retained Earnings)
- 81 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 what was actually invoiced by Frame Surveying.