



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776

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### WRA Executive Committee

Monday, October 16, 2017, 12:00 – 12:30 pm

Yolo County Flood Control & Water Conservation District  
34274 State Highway 16, Woodland

## AGENDA

1. **Call to Order**
2. **Approve Agenda and Adding Items to the Posted Agenda**- In order to add an item to the agenda, it must fit into one of the following categories: a) A majority determination that an emergency (as defined by the Brown Act) exists; or b) A 4/5ths determination that the need to take action that arose subsequent to the agenda being posted.
3. **Public Comment** - The public may address the Committee relating to matters within the WRA's jurisdiction.
4. **Administrative Items:**
  - a) Approve August 28, 2017 EC minutes, page 3 - 4
  - b) Review financials: FY17-18: July - October 2017, pages 5 – 10
  - c) Review projected cash balance & expenses through November 10<sup>th</sup>, page 11
  - d) Draft renewal FY17-18 administrative services agreement WRA & YCFCWCD, pages 12 - 13
  - e) Approve payment of invoices\*
5. **Update on water legislation & regulatory issues** – discussion item (Tim O'Halloran)
6. **Technical Committee (TC) & Westside IRWMP Update** – discussion item (Elisa Sabatini, TC Chair)
7. **Yolo Subbasin Groundwater Agency Items** – discussion item (Tim O'Halloran)
  - a) Discuss draft WRA – YSGA administrative services agreement
  - b) Other discussion items
8. **WRA Board Meeting:**
  - a) November 13, 2017 –Discuss draft agenda & FY17-18 budget amendment, pages 14 - 16
  - 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
    - 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

Executive Committee Agenda  
 October 16, 2017  
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b) *On-going Board Meeting Topic List (continued)*

- 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
- 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:** November \_\_\_\_, 2017; YCFC&WCD Board Room

**11. Adjourn**

I declare under penalty of perjury that the foregoing agenda for the October 16, 2017 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by October 13, 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 10/7 & 10/21 - \$1,660.00	Kaiser Health Plan: November - \$1,027.21 - EFT To Be Paid 10/23
Payroll Taxes – SEPT <u>State</u> - \$178.90 <u>Federal</u> : - \$1,167.52 - EFT Paid 10/10	Mileage Reimbursement – Donna Gentile – Sept. 2017 - \$14.98
IRA Contribution: SEPT - \$245.28 - EFT Paid 10/10	Capitol Bank & Trust (Simple IRA employee contribution) - \$6,000 – To Be Paid via EFT 10/16/17
YCFCWCD Postage, Copies, Tech/Internet fees : Aug & Sept: \$343.20	
Bank of America MasterCard – Sept. \$82.39 - Paid EFT 10/10	YSGA Expense: YCFCWCD copies & postage – Sept - \$248.92
Donna Gentile – Retroactive salary differential 7/1 to 9/23/17 (6 pay periods x \$348.15): \$1,492.53 (w/\$1.75 direct deposit fee)	YSGA Expense: ACWA JPIA General Insurance Policy Oct '17 to Oct '18: \$1,969.00

**MINUTES of Executive Committee (EC) Meeting**  
**Water Resources Association of Yolo County**  
**August 28, 2017, 12:00 – 1:00 pm**  
**DRAFT**

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

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:** Agenda approved as presented.
3. **Public Comment:** No public in attendance.
4. **Administrative Items:**
  - a) *July 19, 2017 EC minutes* were approved.
  - b) *Review financial statements:* The EC reviewed the final Fiscal Year Ending June 30, 2017 that will be included in the September Board agenda. They also reviewed July 2017 financials for FY17-18. Donna reminded determination of how the \$35,000 funds will be used (contributed by Yolo County and the YCFCWCD for SGMA implementation) still needs to be discussed. The WRA FY17-18 budget will need to be amended and adopted by the Board in November to reflect budget changes for payroll expenses and changing telephone utilities from ATT/CalNet to the YCFCWCD’s carrier XO Communications (\$800-900/year savings).
  - c) *Audit Fiscal Years Ending 2017 and 2017:* Donna reported that the audit has been completed. The auditor is preparing a draft report for EC review prior to presentation to the Board at the September meeting. Donna will forward the draft report to the EC via email for review. Rick is scheduled to present at the September board meeting.
  - d) *Discuss technical support to set-up new QuickBooks account for the YSGA:* Donna informed that a QuickBooks advisor on the auditor’s staff can assist her in setting up the initial YSGA company accounts file. The auditor estimated the cost for this assistance is between \$300 to \$500. A meeting with Yolo County and drafting of an agreement between the YSGA and Yolo County for treasury services is still pending.  
  
Donna also feels it would be prudent to have one of the QuickBooks advisors review any payroll/ salary increase changes to the WRA books as oversight since she does all the accounting herself.
  - e) *Approve payment of invoices:* All invoices were approved for payment.
5. **Update on water legislation & regulatory issues:** Tim O’Halloran reported that the legislature is back in session. Tim and Roger gave brief updates on water-related legislation.
6. **Yolo Subbasin Groundwater Agency Update (YSGA):** Tim O’Halloran gave an overview of the administrative items under development and activities of the Working Group. He reviewed what will be presented to the YSGA Board at the September meeting.
7. **WRA Technical Committee (TC) & Westside IRWMP Update:** Nothing to report.
8. **WRA Board Meeting:**
  - a) *Agenda September 18, 2017:* Discussed agendas for both the *Closed Executive Session* from 2:30 to 2:55 pm and *Regular Board* meeting from 3:00 to 3:30 pm. The TC update/report will be added

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
August 28, 2017, 12:00 – 1:00 pm**

**DRAFT**

to Consent Items. David Guy will be providing a legislative update. Rick Johnston will keep the audit report brief.

*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
- 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
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- 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
- 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:** Nothing additional discussed.

**10. Next Executive Committee Meeting Date:** October 16, 2017, 12-1 pm.

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

Respectfully submitted,

Donna L. Gentile  
Board Secretary & Administrative Coordinator

# Water Resources Association of Yolo County Balance Sheet

As of October 17, 2017

Oct 17, 2017

## ASSETS

### Current Assets

#### Checking/Savings

LAIF 69,014.20

First Northern - Savings 4,710.72

First Northern - Checking 9,361.15

Total Checking/Savings 83,086.07

Total Current Assets 83,086.07

**TOTAL ASSETS 83,086.07**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

Accounts Payable 28,576.10

Total Accounts Payable 28,576.10

##### Other Current Liabilities

Accrued Vacation 6,936.00

SIMPLE IRA Liabilities 268.88

Payroll Liabilities 1,540.57

Total Other Current Liabilities 8,745.45

Total Current Liabilities 37,321.55

Total Liabilities 37,321.55

### Equity

Revenue in Excess of Expenses (Retained Earnings) 99,793.51

Net Income -54,028.99

Total Equity 45,764.52

**TOTAL LIABILITIES & EQUITY 83,086.07**

## Water Resources Association of Yolo County Budget vs. Actual

July 1 through October 17, 2017

	<u>Jul 1 - Oct 17, 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
YSGA Income for WRA operations	0.00	110,000.00	0.0%
Member Dues - Associate	500.00	800.00	62.5%
Interest Income	355.34	700.00	50.76%
Calendar - Revenue (Donations)	0.00	3,200.00	0.0%
In-Kind Income (non-cash)	1,666.68	5,000.00	33.33%
YCFC Admin Support	0.00	1,900.00	0.0%
<b>Total Income</b>	<u>2,522.02</u>	<u>121,600.00</u>	<u>2.07%</u>
<b>Gross Profit</b>	2,522.02	121,600.00	2.07%
<b>Expense</b>			
Salaries - Gross	17,244.21	53,150.00	32.44%
Payroll Taxes & Expenses	2,997.53	4,300.00	69.71%
Employer Paid Benefits	9,645.31	15,000.00	64.3%
Workers Comp Insurance	0.00	800.00	0.0%
General Liability Insurance	608.00	800.00	76.0%
Accounting Services	0.00	400.00	0.0%
Audit	0.00	6,000.00	0.0%
Bank Charges, License Fees	30.00	200.00	15.0%
Books, Maps, Subscriptions	0.00	150.00	0.0%
Calendar - Water Awareness (Contest & Printing)	0.00	3,200.00	0.0%
Computer Equipment	0.00	875.00	0.0%
Conferences & Seminars	0.00	1,500.00	0.0%
Copies, Printing & Binding	151.15	1,800.00	8.4%
Internet Service	461.88	1,700.00	27.17%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	937.80	2,700.00	34.73%
Mileage	68.48	650.00	10.54%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	1,666.68	5,000.00	33.33%
Office Supplies/Expenses	245.93	1,500.00	16.4%
Postage	41.58	850.00	4.89%
Telephone Utilities	163.05	900.00	18.12%
Contingency	0.00	600.00	0.0%
<b>Total Expense</b>	<u>34,261.60</u>	<u>103,075.00</u>	<u>33.24%</u>
<b>Net Ordinary Income</b>	-31,739.58	18,525.00	-171.33%
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
YSGA Expenses	2,289.41	0.00	100.0%
<b>Project Fund Budget</b>			
Westside IRWMP (WRA cost share)	20,000.00	20,000.00	100.0%
<b>Total Project Fund Budget</b>	<u>20,000.00</u>	<u>20,000.00</u>	<u>100.0%</u>
<b>Total Other Expense</b>	<u>22,289.41</u>	<u>20,000.00</u>	<u>111.45%</u>
<b>Net Other Income</b>	<u>-22,289.41</u>	<u>-20,000.00</u>	<u>111.45%</u>
<b>Net Income</b>	<u><u>-54,028.99</u></u>	<u><u>-1,475.00</u></u>	<u><u>3,662.98%</u></u>

## Water Resources Association of Yolo County Profit & Loss

July through October 2017

	<u>Jul 17</u>	<u>Aug 17</u>	<u>Sep 17</u>	<u>Oct 17</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Member Dues - Associate	400.00	100.00	0.00	0.00	500.00
Interest Income	354.99	0.00	0.35	0.00	355.34
In-Kind Income (non-cash)	416.67	416.67	416.67	416.67	1,666.68
<b>Total Income</b>	<u>1,171.66</u>	<u>516.67</u>	<u>417.02</u>	<u>416.67</u>	<u>2,522.02</u>
<b>Gross Profit</b>	1,171.66	516.67	417.02	416.67	2,522.02
<b>Expense</b>					
Salaries - Gross	5,768.33	4,062.75	3,328.13	4,085.00	17,244.21
Payroll Taxes & Expenses	836.76	341.80	1,076.43	742.54	2,997.53
Employer Paid Benefits	1,211.17	1,149.85	1,149.85	6,134.44	9,645.31
General Liability Insurance	608.00	0.00	0.00	0.00	608.00
Bank Charges, License Fees	15.00	15.00	0.00	0.00	30.00
Copies, Printing & Binding	0.00	41.25	0.00	109.90	151.15
Internet Service	0.00	371.88	0.00	90.00	461.88
Meeting Expenses	878.89	5.98	52.93	0.00	937.80
Mileage	0.00	53.50	0.00	14.98	68.48
Office Rent (non-cash)	416.67	416.67	416.67	416.67	1,666.68
Office Supplies/Expenses	241.08	0.00	4.85	0.00	245.93
Postage	0.00	11.04	0.00	30.54	41.58
Telephone Utilities	79.70	83.35	0.00	0.00	163.05
<b>Total Expense</b>	<u>10,055.60</u>	<u>6,553.07</u>	<u>6,028.86</u>	<u>11,624.07</u>	<u>34,261.60</u>
<b>Net Ordinary Income</b>	-8,883.94	-6,036.40	-5,611.84	-11,207.40	-31,739.58
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
YSGA Expenses	0.00	0.00	71.49	2,217.92	2,289.41
Project Fund Budget	0.00	0.00	20,000.00	0.00	20,000.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>20,071.49</u>	<u>2,217.92</u>	<u>22,289.41</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>-20,071.49</u>	<u>-2,217.92</u>	<u>-22,289.41</u>
<b>Net Income</b>	<u><u>-8,883.94</u></u>	<u><u>-6,036.40</u></u>	<u><u>-25,683.33</u></u>	<u><u>-13,425.32</u></u>	<u><u>-54,028.99</u></u>

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
July through October 2017

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	07/01/2017	aje-273			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Paycheck	07/03/2017	DD1085	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	07/03/2017	2017.0621	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-707.61
Transfer	07/10/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-5,000.00
Liability Check	07/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 479707637	First Northern - Checking	-SPLIT-	-178.90
Liability Check	07/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 479713717	First Northern - Checking	-SPLIT-	-1,167.50
Liability Check	07/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Bill	07/10/2017	FY17-18 Invoice#1	City of Woodland_v		Accounts Payable	Meeting Expenses	-800.00
Invoice	07/11/2017	2017-04	West Yost Associates		Accounts Receivable	Member Dues - Associate	100.00
Invoice	07/11/2017	2017-05	Cache Creek Conservancy		Accounts Receivable	Member Dues - Associate	100.00
Invoice	07/11/2017	2017-06	Yolo County Resource Conserv. Dist.		Accounts Receivable	Member Dues - Associate	100.00
Invoice	07/11/2017	2017-07	5 G Consulting, LLC		Accounts Receivable	Member Dues - Associate	100.00
Deposit	07/13/2017			Interest	LAIF	Interest Income	354.99
Liability Check	07/14/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 07/13/2017	First Northern - Checking	-SPLIT-	-1,467.75
Bill Pmt -Check	07/14/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-707.61
Paycheck	07/17/2017	DD1086	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Transfer	07/17/2017			Funds Transfer	LAIF	First Northern - Savings	-30,000.00
Check	07/17/2017			Service Charge	First Northern - Savings	Bank Charges, License Fees	-15.00
Transfer	07/18/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-30,000.00
Payment	07/18/2017	13248	Cache Creek Conservancy		Undeposited Funds	Accounts Receivable	100.00
Bill Pmt -Check	07/19/2017	2469	AT&T		First Northern - Checking	Accounts Payable	-69.10
Bill Pmt -Check	07/19/2017	2470	Cache Creek Conservancy_v		First Northern - Checking	Accounts Payable	-6,353.80
Bill Pmt -Check	07/19/2017	2471	City of Winters_v		First Northern - Checking	Accounts Payable	-12,020.00
Bill Pmt -Check	07/19/2017	2472	Donna Gentile		First Northern - Checking	Accounts Payable	-46.01
Bill Pmt -Check	07/19/2017	2473	Iris Software		First Northern - Checking	Accounts Payable	-120.00
Bill Pmt -Check	07/19/2017	2474	Putah Creek Council		First Northern - Checking	Accounts Payable	-5,000.00
Bill Pmt -Check	07/19/2017	2475	Reclamation District 108_v		First Northern - Checking	Accounts Payable	-3,198.00
Bill Pmt -Check	07/19/2017	2476	Yolo Basin Foundation_v		First Northern - Checking	Accounts Payable	-1,300.00
Bill Pmt -Check	07/19/2017	2477	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-613.77
Bill Pmt -Check	07/19/2017	2478	City of Woodland_v		First Northern - Checking	Accounts Payable	-800.00
Check	07/20/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Bill	07/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-220.36
Bill	07/25/2017	10007978	AT&T		Accounts Payable	Telephone Utilities	-79.70
Transfer	07/26/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Liability Check	07/28/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 07/27/2017	First Northern - Checking	-SPLIT-	-1,467.75
Payment	07/28/2017	19098	5 G Consulting, LLC		Undeposited Funds	Accounts Receivable	100.00
Payment	07/28/2017	9499730	Yolo County Resource Conserv. Dist.		Undeposited Funds	Accounts Receivable	100.00
Paycheck	07/31/2017	DD1087	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
General Journal	08/01/2017	aje-274			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Invoice	08/01/2017	2017-08	Reclamation District # 2068		Accounts Receivable	Member Dues - Associate	100.00



**Water Resources Association of Yolo County**  
**Transaction List by Date**  
**July through October 2017**

Bill	08/02/2017	2017-0802	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-119.53
Bill Pmt -Check	08/04/2017	2479	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-199.03
Deposit	08/04/2017			Deposit	First Northern - Savings	Undeposited Funds	100.00
Payment	08/07/2017	54395	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	140.60
Transfer	08/08/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Payment	08/08/2017	70961	West Yost Associates		Undeposited Funds	Accounts Receivable	100.00
Liability Check	08/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 495343387	First Northern - Checking	-SPLIT-	-268.34
Liability Check	08/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 495343737	First Northern - Checking	-SPLIT-	-1,751.28
Liability Check	08/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-367.92
Liability Check	08/11/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 08/10/2017	First Northern - Checking	-SPLIT-	-1,467.77
Paycheck	08/14/2017	DD1088	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	08/14/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-220.36
Transfer	08/17/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,500.00
Deposit	08/17/2017			Deposit	First Northern - Savings	-SPLIT-	240.60
Deposit	08/21/2017			Deposit	First Northern - Savings	-SPLIT-	200.00
Payment	08/21/2017	18023565	Reclamation District # 2068		Undeposited Funds	Accounts Receivable	100.00
Bill	08/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-197.86
Bill Pmt -Check	08/24/2017	2480	AT&T		First Northern - Checking	Accounts Payable	-79.70
Transfer	08/24/2017			Funds Transfer	LAIF	First Northern - Savings	-20,000.00
Check	08/24/2017			Service Charge	First Northern - Savings	Bank Charges, License Fees	-15.00
Liability Check	08/25/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 08/24/2017	First Northern - Checking	-SPLIT-	-1,467.75
Transfer	08/25/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-15,000.00
Bill	08/25/2017	10143059	AT&T		Accounts Payable	Telephone Utilities	-83.35
Paycheck	08/28/2017	DD1089	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	08/28/2017		Donna Gentile		Accounts Payable	Mileage	-53.50
Bill Pmt -Check	08/28/2017	2484	City of Woodland_v		First Northern - Checking	Accounts Payable	-11,692.59
Bill Pmt -Check	08/28/2017	2482	Donna Gentile		First Northern - Checking	Accounts Payable	-53.50
Bill Pmt -Check	08/28/2017	2483	Reclamation District 108_v		First Northern - Checking	Accounts Payable	-3,315.00
Check	08/30/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Deposit	08/31/2017			Deposit	First Northern - Savings	Undeposited Funds	100.00
Bill	08/31/2017	2017-0831	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-112.76
General Journal	09/01/2017	aje-278			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	09/01/2017	IRWMP 2017-18	Solano County Water Agency_v		Accounts Payable	Westside IRWMP (WRA cost share)	-20,000.00
Bill Pmt -Check	09/07/2017	2485	AT&T		First Northern - Checking	Accounts Payable	-83.35
Transfer	09/07/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Liability Check	09/08/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 09/07/2017	First Northern - Checking	-SPLIT-	-1,467.75
Transfer	09/08/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Paycheck	09/11/2017	DD1090	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	09/11/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 370639302	First Northern - Checking	-SPLIT-	-178.89
Liability Check	09/11/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 370640682	First Northern - Checking	-SPLIT-	-1,167.50
Liability Check	09/11/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Bill Pmt -Check	09/11/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-197.86
Transfer	09/19/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
July through October 2017

Check	09/20/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Bill	09/20/2017	YSGA #01	ACWA		Accounts Payable	YSGA Expenses	-46.88
Bill Pmt -Check	09/21/2017	2486	ACWA		First Northern - Checking	Accounts Payable	-46.88
Bill	09/21/2017	2017.0921	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-82.39
Liability Check	09/22/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 09/21/2017	First Northern - Checking	-SPLIT-	-1,467.75
Paycheck	09/25/2017	DD1091	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Deposit	09/30/2017			Interest	First Northern - Savings	Interest Income	0.35
General Journal	10/01/2017	aje-279			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	10/03/2017	YSGA #02	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-248.92
Bill	10/03/2017	2017.0930	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-230.44
Bill	10/03/2017		Capital Bank and Trust Co.		Accounts Payable	Employer Paid Benefits	-6,000.00
Transfer	10/03/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Liability Check	10/06/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/05/2017	First Northern - Checking	-SPLIT-	-1,660.00
Paycheck	10/10/2017	DD1092	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	10/10/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 506791537	First Northern - Checking	-SPLIT-	-178.90
Liability Check	10/10/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 506832567	First Northern - Checking	-SPLIT-	-1,167.52
Liability Check	10/10/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-245.28
Bill Pmt -Check	10/10/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-82.39
Transfer	10/12/2017			Funds Transfer	LAIF	First Northern - Savings	-10,000.00
Bill	10/12/2017	Policy 10/1/17 - 18	ACWA JPIA		Accounts Payable	YSGA Expenses	-1,969.00
Bill	10/13/2017		Donna Gentile		Accounts Payable	Mileage	-14.98
Transfer	10/13/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-10,000.00
Liability Check	10/16/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/13/2017	First Northern - Checking	-SPLIT-	-1,492.53
Paycheck	10/17/2017	DD1093	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00

## WRA Cash in Bank and Expense Projections

As of 10/13/17

<b>LAIF Account Balance</b>	<b>\$ 69,014</b>
First Northern Savings (less \$500 min bal requirement)	\$ 4,211
First Northern Checking balance	\$ 9,361
<b>First Northern Checking &amp; Savings combined balance</b>	<b>13,572</b>
<b>Total cash in bank accounts</b>	<b>\$ 82,586</b>
Projected expenses through October 31st	(\$11,263)
Projected expenses through November 10th	(\$10,458)
<b>Balance projected through November 10th expenses</b>	<b>\$ 60,865</b>
Westside IRWM cost share FY17-18 (pay in December?)	(\$20,000)
YC & YCFC SGMA contributions to be refunded/credited?	(\$35,000)
	<b>\$ 5,865</b>

**AGREEMENT FOR ADMINISTRATIVE SUPPORT BETWEEN  
YOLO COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT  
AND WATER RESOURCES ASSOCIATION OF YOLO COUNTY**

This Agreement for Administrative Support (“Agreement”) is entered into this 1st day of July, 2017 between the Yolo County Flood Control & Water Conservation District (“District”), and Water Resources Association of Yolo County (“WRA”).

**RECITALS**

The Water Resources Association of Yolo County Board of Directors adopted a Fiscal Year 2017-2018 conceptual budget at the June 19, 2017 and an amended budget at the November 13, 2017 Board of Directors meeting that included the following agreement: (1) existing WRA staff, which consists of Administrative Coordinator Donna Gentile, shall work full-time and allocate time on a 98/2 percent split between the WRA and the District respectively; (2) staff shall continue to use the existing office space at the District’s administrative office; and (3) the District will pay for 2 percent of WRA staff costs and in exchange receive 2 percent of WRA staff time for District priorities.

**AGREEMENT**

**NOW, THEREFORE**, the District and WRA agree as follows:

A. **SCOPE OF WORK.** The General Manager of the District will assign District-related administrative projects to be conducted by WRA staff. WRA staff will be available for District work based on 2 percent of a 40-hour work week. Total WRA staff hours devoted to District work is not to exceed 42 hours for the term of this Agreement.

B. **TERM OF AGREEMENT.** This Agreement will begin on July 1, 2017 and end on June 30, 2018.

C. **COMPENSATION.** The WRA will invoice the District for Donna Gentile’s time at the rate of \$39.52/hour. This hourly rate is based on 2 percent of her annual salary, annual employer paid payroll taxes, annual employee benefits, and annual worker’s compensation insurance (see attached FY2017-18 WRA budget). Total amount not to exceed: \$1,700.00 for the term of this Agreement ( $\$82,200 \times 2\% = \$1,659.84$  divided by 42 hours = \$39.52/hour). The WRA will invoice the District on a quarterly basis for work completed. The invoice will be due and payable within 30 days. If the WRA hires other employees during the term of this Agreement, the WRA will notify the District and provide it with a written schedule of compensation for the new employee(s).

D. **EMPLOYER/AGENCY.** WRA staff shall remain at all times employees of WRA and limited agents of the District only for performing those services specifically directed by the District General Manager. WRA will be solely responsible for paying all WRA staff salaries, benefits, taxes, insurance and any other required or discretionary compensation. The District’s

sole financial liability to the WRA for the staff services provided under this Agreement will be payment of the compensation described in section C.

E. TERMINATION. This Agreement may be terminated for any reason by either party upon 30 days written notice to the other party. In the event of a termination, the WRA shall only be entitled to receive the prorata portion of the District's obligation to pay WRA staff compensation up to the effective date of the termination.

F. CONFLICT OF INTEREST. The District believes that no conflict of interest will arise as a result of using the services of WRA staff under this Agreement. In the event that WRA staff has reason to believe that providing services under this Agreement would be in direct violation of this section, WRA staff will notify the General Manager in writing immediately. Upon giving such notice, WRA staff would not perform the requested services until the District determines whether a conflict of interest exists and informs WRA staff of its determination. After the District notifies WRA staff of its determination, if a dispute about the existence of a conflict of interest continues to exist, the sole remedy will be termination of this Agreement.

By \_\_\_\_\_  
Tim O'Halloran, General Manager  
Yolo County Flood Control & Water Conservation District

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Beverly Sandeen, Chair  
Water Resources Association of Yolo County

Date: \_\_\_\_\_



**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, November 13, 2017, 3:00 to 3:30 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: September 18, 2017 Board meetings, pages 2 – 5
  - b. Receive financial reports: FY2017-18 – July - October 2017, pages 11 – 16
  - c. Adopt amended FY 2017-18 Operating Budget, Committee/Staff Report, pages
  - d. Receive minutes of Executive Committee: 8/28 & 10/16/17, pages 17 - 19
  - e. Receive Technical Committee Activities Report and minutes 8/3 & 10/5/17, pages 20 – 33
- 3:06 5. **INFORMATIONAL ITEMS:**
- a. Report by the WRA Chair from June 19, 2017 Closed Executive Session
- 3:10 6. **UPDATE ON WATER LEGISLATION, REGULATORY & DELTA ISSUES**  
David Guy, Northern California Water Association
- 3:20 7. **??? Review WRA-YSGA Administrative Services Agreement**
- 3:28 8. **MEMBERS’ REPORTS & FUTURE AGENDA ITEMS:** WRA Members are invited to briefly report on important current issues and recommend topics for future WRA Board meetings.
- 3:30 9. **NEXT MEETING:** Monday, January 8, 2018, 3:00-3:30 PM., Woodland
- 3:30 10. **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 November 13, 2017 meeting of the Board of Directors for the Water Resources Association of Yolo County was posted by November 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, WRA Secretary and Administrative Coordinator

**Fiscal Year July 1, 2017 to June 30, 2018**  
**Water Resources Association of Yolo County**  
**CONCEPTUAL Budget (Board adopted 6/19/17)**  
**Proposed Amendment for Board Adoption - 11/13/17**

	Adopted 6-19-17	Proposed Amendment
<b>1 Revenue</b>	<b>FY2017-18</b>	<b>FY2017-18</b>
2 City of Davis	16,500	16,500
3 City of Woodland	16,500	16,500
4 University of California, Davis	16,500	16,500
5 Yolo County	16,500	16,500
6 City of West Sacramento	16,500	16,500
7 Yolo County Flood Control & WCD	13,200	13,200
8 Reclamation District 2035	4,400	4,400
9 Reclamation District 108	4,400	4,400
10 City of Winters	4,400	4,400
11 Dunnigan Water District	1,100	1,100
12 <i>Income from Yolo GSA for WRA's administrative budget (\$110,000, lines #2 thru 11)</i>	<i>110,000</i>	<i>110,000</i>
13 Associate Memberships (\$100/agency)	800	800 ?
14 Interest Earned on bank accounts	700	700 ?
15 Other Income (Water Calendar donations)	3,200	3,200
16 In-Kind Services (non-cash) - YCFCWCD office space rental	5,000	5,000
17 YCFCWCD Admin. Support by WRA staff (42 hours/year) <sup>1</sup>	1,900	1,700
18 Special Project: Groundwater Monitoring Program (YCFCWCD lead agency) <sup>2</sup>	0	0
19 <b>Subtotal Other Revenue to WRA (lines #13 - 18)</b>	<b>\$11,600</b>	<b>\$11,400</b>
20 Carryover of project funds from previous Fiscal Year	\$0	\$0
21 FY2016-17 Carryover - additional funds contributed for SGMA Implementation <sup>3</sup>	\$35,000	\$35,000
22 <b>TOTAL REVENUE</b>	<b>\$156,600</b>	<b>\$156,400</b>
<b>23 ADMINISTRATIVE Expenditures</b>	<b>FY2017-18</b>	<b>FY2017-18</b>
24 Salaries-Gross <sup>1</sup>	\$53,150	\$62,200 *
25 Employer Payroll Taxes & Expenses <sup>1</sup>	4,300	5,000 *
26 Employer-Paid Benefits <sup>1</sup>	15,000	20,500 *
27 Workers Compensation Insurance <sup>1</sup>	800	800 ?
28 General Liability Insurance	800	800
29 Accounting Services	400	400
30 Audit (2-year audit in FY17-18)	6,000	6,000
31 Bank Fees & Charges; License Fees	200	200
32 Books, Pamphlets, Maps/Subscriptions & Memberships	150	150
33 Calendar - Printing & Contest Expenses	3,200	3,200
34 Computer Expenses	875	875
35 Copies, Printing & Binding	1,800	1,800
36 Conferences & Seminars	1,500	1,500
37 Internet Services: T-1 line access, web hosting, tech support, anti-virus, monthly web retainer	1,700	1,700
38 Legal Consultation Fees	500	500
39 Meeting Expenses	2,700	2,700
40 Mileage	650	650
41 Miscellaneous Expense	500	500
42 Office - Rent (non-cash expense)	5,000	5,000
43 Office - Supplies	1,500	1,500
44 Postage	850	850
45 Telephone Utilities	900	0 *
46 Contingency	600	600
47 <b>Total ADMINISTRATIVE Expenditures</b>	<b>\$103,075</b>	<b>\$117,425</b>

**Fiscal Year July 1, 2017 to June 30, 2018**  
**Water Resources Association of Yolo County**  
**CONCEPTUAL Budget (Board adopted 6/19/17)**  
**Proposed Amendment for Board Adoption - 11/13/17**

47		Adopted 6-19-17	Proposed Amendment
48	<b>PROJECT FUND BUDGET</b>	<b>FY2017-18</b>	<b>FY2017-18</b>
49	<b>PROJECT Expenditures</b>		
50	<b>FY2016-17 Projects</b>		
51	SGMA Implementation-additional contributions (Yolo County & YCFCWCD) <sup>3</sup>	35,000	35,000
52	<b>Subtotal Project Expenditures FY16-17</b>	<b>\$35,000</b>	<b>\$35,000</b>
53			
54	<b>FY2017-18 Projects</b>		
55	Westside IRWMP Implementation (WRA cost share obligation) <sup>4</sup>	20,000	20,000
56	FY17-18 Project Funds from membership dues (~57%) suspended, no funds budgeted	0	0
57	Special Project: Groundwater Monitoring Program (YCFCWCD lead agency) <sup>2</sup>	0	0
58	<b>Subtotal Project Expenditures FY17-18</b>	<b>\$20,000</b>	<b>\$20,000</b>
59	<b>TOTAL Project Expenditures</b>	<b>\$55,000</b>	<b>\$55,000</b>
60			
61	<b>TOTAL Administrative &amp; Project Expenditures</b>	<b>\$158,075</b>	<b>\$172,425</b>
62	<b>Net Income (Estimated)</b>	<b>(\$1,475)</b>	<b>(\$16,025)</b>

63 1 - 2.5% of annual salary, payroll expenses, employer paid benefits & workers comp. insurance

64 2 - The Groundwater Monitoring Program dues will no longer be invoiced by WRA in FY17-18 and will be part of YSGA's budget.

65 3 - \$35,000 add'l FY16-17 SGMA contributions from YCFCWCD(\$20K) & Yolo County(\$15K). In FY17-18 will be credited to YSGA or refunded (TBD)

66 4 - This cost share obligation will be paid from the WRA's reserve funds (Revenue in Excess of Expenses/Retained Earnings)