



WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776
Phone: (530) 666-2733 Email: info@yolowra.org
Website: www.yolowra.org

WRA Executive Committee
Thursday, December 14, 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 October 16, 2017 EC minutes, page 3 - 4
 - b) Review financials: FY17-18: July - November 2017, pages 5 – 11
 - c) Review projected cash balance & expenses through December 31, page 12
 - d) Sign and execute FY17-18 agreement: WRA-YCFCWCD Administrative Support, pages 13 – 14
 - e) Approve payment of invoices for WRA & YSGA expenses*
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) – Next TC meeting scheduled for January 4, 2018
7. **WRA Board Meeting:**
 - a) January 8, 2018 –Discuss agenda
 - 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
 - Desalination projects – Kurt identified potential speaker(s)
 - Drought Conditions Update

Executive Committee Agenda
 December 14, 2017
 Page Two

b) *On-going Board Meeting Topic List (continued)*

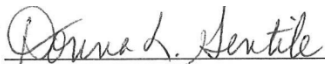
- Effects of Fire on the Watershed – Kurt inquiry to Rich M. re: previous fire studies
- Flood Update – pending TC discussions and recommendations on what/who to present
- Woodland Flood Projects: LCCFS, Rail Relocation - Tim Busch, City of Woodland
- Member agency concerns, such as West Sac and flood 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)

8. Other Updates & Future Executive Committee Agenda Items

9. Next Executive Committee Meeting Date: January ____, 2018; YCFC&WCD Board Room

10. Adjourn

I declare under penalty of perjury that the foregoing agenda for the December 14, 2017 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by December 8, 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:

TO BE PAID and EFT PAID Expenses:	Solano County Water Agency – Westside IRWMP - \$20,000.00
Payroll: (w/\$1.75 direct deposit fee), PR ending 12/2, 12/16 & 12/30 - \$1,660.00	Kaiser Health Plan: January 2018 - \$1,027.21 - EFT To Be Paid 12/21
Payroll Taxes – NOV <u>State</u> - \$278.56 <u>Federal</u> : - \$1,442.04 - EFT Paid 12/11	Iris Software: Qtrly Web Retainer July- Sept 2017 - \$120.00
IRA Contribution: NOV - \$287.08 - EFT Paid 12/11	PBJ – Audit 10/30/17 - \$6,000.00
YCFCWCD Postage, Copies, Tech/Internet fees : Oct/Nov: \$304.26	YSGA Expense: Downey Brand legal services - \$5,676.00
Bank of America MasterCard – Nov. \$124.10 - Paid EFT 12/10	YSGA Expense: YCFCWCD copies & postage – Oct/Nov. \$33.02
Mileage Reimbursement – Donna Gentile – Oct/Nov. 2017 - \$25.15	YSGA Expense: PBJ –QuickBooks Consult 11/1/17 - \$412.50
Printer’s Ink – 2018 Calendar printing - \$1,938.60	YSGA Expense: Downey Brand legal services - \$1,453.50

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
October 16, 2017, 12:00 – 12:30 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) August 28, 2017 EC minutes were approved.
 - b) Review FY2017-18 financial statements: The EC reviewed the July through October 2017 financial reports. Since July 1, 2017 the WRA has expensed \$54,029 from its Retained Earnings, which was approximately \$100,000 as of 7/1/17 after all FY2016-17 expenses were paid.
 - c) Review projected cash balance & expenses through November 10th: Donna included a summary to project anticipated cash available based on current known expenses through 11/10/17. This available balance assumes the postponement of paying the Westside’s \$20,000 FY17-18 cost share and the utilization of the \$35,000 SGMA contributions from Yolo County and the YCFCWCD (received in FY16-17). The Westside CC is allowing the WRA a grace period for payment of our cost share.
 - d) Draft renewal FY2017-18 administrative services agreement between WRA & YCFCWCD: Donna included a draft renewal agreement for the new EC members who may not be aware of the arrangement between the WRA and the YCFCWCD to utilize her time for clerical and library tasks for the District. This will be renewed after the WRA Board approves the FY17-18 budget amendment in November. The District has not been invoiced for services provided since July 1.
 - 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 currently not in session. Tim and Roger gave brief updates on water-related legislation. The Governor signed the parks and water bond legislation (SB 5). Roger gave an update on Sites Reservoir project.
6. **WRA Technical Committee (TC) & Westside IRWMP Update:** Kristin Sicke reported that the Westside Coordinating Committee is planning a strategy for updating the IRWMP as required by the State. Their participation in the Sacramento Valley Disadvantaged Community effort is ongoing. The Westside funded Stephen McCord to attend a national mercury conference and share information about the Westside’s Brownfields Assessment project.
7. **Yolo Subbasin Groundwater Agency Update (YSGA):** Tim O’Halloran suggested these items be discussed in the YSGA Executive Committee meeting directly following this meeting.
 - a) Discuss WRA–YSGA administrative services agreement, draft pending from legal counsel
 - b) Other discussion items
8. **WRA Board Meeting:**
 - a) Agenda November 13, 2017: The EC discussed the draft agenda & FY2017-18 budget amendment. There will be a FY17-18 budget amendment for Board adoption to accommodate the salary and benefits adjustments as approved by the Board in September. The WRA-YSGA Administrative Service Agreement approval will be moved to Consent Items with a staff/committee report

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
October 16, 2017, 12:00 – 12:30 pm**

DRAFT

(pending prior review by the EC). Tim agreed to give a Water Conditions Update to the Board. The WRA November agenda was finalized with these changes.

b) On-going Board Meeting Topic List (alphabetical):

- Agricultural conversion trend to permanent crops and land use impacts/economics
- Bi-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
- 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: Nothing additional discussed.

10. Next Executive Committee Meeting Date: Selection of next meeting date pending.

11. Adjourned at 12:20 pm.

Respectfully submitted,

Donna L. Gentile
Board Secretary & Administrative Coordinator

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

	Nov 30, 17
ASSETS	
Current Assets	
Checking/Savings	
LAIF	51,273.90
First Northern - Savings	11,975.72
First Northern - Checking	2,701.54
Total Checking/Savings	65,951.16
Other Current Assets	
YSGA Reimbursements	550.00
Total Other Current Assets	550.00
Total Current Assets	66,501.16
TOTAL ASSETS	66,501.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	34,148.55
Total Accounts Payable	34,148.55
Other Current Liabilities	
Accrued Vacation	6,936.00
SIMPLE IRA Liabilities	287.08
Payroll Liabilities	1,690.60
Total Other Current Liabilities	8,913.68
Total Current Liabilities	43,062.23
Total Liabilities	43,062.23
Equity	
Revenue in Excess of Expenses (Retained Earnings)	99,793.51
Net Income	-76,354.58
Total Equity	23,438.93
TOTAL LIABILITIES & EQUITY	66,501.16

Water Resources Association of Yolo County
Budget vs. Actual
 July through November 2017

	<u>Jul - Nov 17</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	0.00	110,000.00	0.0%
Member Dues - Associate	500.00	800.00	62.5%
Interest Income	615.04	700.00	87.86%
Calendar - Revenue (Donations)	1,795.00	3,200.00	56.09%
In-Kind Income (non-cash)	2,083.35	5,000.00	41.67%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	<u>4,993.39</u>	<u>121,400.00</u>	<u>4.11%</u>
Gross Profit	4,993.39	121,400.00	4.11%
Expense			
Salaries - Gross	23,224.16	62,200.00	37.34%
Payroll Taxes & Expenses	4,748.80	5,000.00	94.98%
Employer Paid Benefits	11,915.04	20,500.00	58.12%
Workers Comp Insurance	0.00	800.00	0.0%
General Liability Insurance	2,577.00	800.00	322.13%
Accounting Services	412.50	400.00	103.13%
Audit	6,000.00	6,000.00	100.0%
Bank Charges, License Fees	60.00	200.00	30.0%
Dues,Subscriptions,Print Media	46.88	150.00	31.25%
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	501.25	1,800.00	27.85%
Internet Service	761.88	1,700.00	44.82%
Legal Consultation Fees	7,129.50	500.00	1,425.9%
Meeting Expenses	1,170.15	2,700.00	43.34%
Mileage	93.63	650.00	14.41%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	2,083.35	5,000.00	41.67%
Office Supplies/Expenses	381.08	1,500.00	25.41%
Postage	79.70	850.00	9.38%
Telephone Utilities	163.05	165.00	98.82%
Contingency	0.00	600.00	0.0%
Total Expense	<u>61,347.97</u>	<u>117,590.00</u>	<u>52.17%</u>
Net Ordinary Income	-56,354.58	3,810.00	
Other Income/Expense			
Other Expense			
Project Fund Budget			
Westside IRWMP (WRA cost share)	20,000.00	20,000.00	100.0%
Total Project Fund Budget	<u>20,000.00</u>	<u>20,000.00</u>	<u>100.0%</u>
Total Other Expense	<u>20,000.00</u>	<u>20,000.00</u>	<u>100.0%</u>
Net Other Income	<u>-20,000.00</u>	<u>-20,000.00</u>	<u>100.0%</u>
Net Income	<u><u>-76,354.58</u></u>	<u><u>-16,190.00</u></u>	

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

July through November 2017

	<u>General Fund</u>	<u>YSGA</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Member Dues - Associate	500.00	0.00	500.00
Interest Income	615.04	0.00	615.04
Calendar - Revenue (Donations)	1,795.00	0.00	1,795.00
In-Kind Income (non-cash)	2,083.35	0.00	2,083.35
Total Income	<u>4,993.39</u>	<u>0.00</u>	<u>4,993.39</u>
Gross Profit	4,993.39	0.00	4,993.39
Expense			
Salaries - Gross	23,224.16	0.00	23,224.16
Payroll Taxes & Expenses	4,748.80	0.00	4,748.80
Employer Paid Benefits	11,915.04	0.00	11,915.04
General Liability Insurance	608.00	1,969.00	2,577.00
Accounting Services	0.00	412.50	412.50
Audit	6,000.00	0.00	6,000.00
Bank Charges, License Fees	60.00	0.00	60.00
Dues,Subscriptions,Print Media	0.00	46.88	46.88
Copies, Printing & Binding	241.85	259.40	501.25
Internet Service	761.88	0.00	761.88
Legal Consultation Fees	0.00	7,129.50	7,129.50
Meeting Expenses	990.90	179.25	1,170.15
Mileage	93.63	0.00	93.63
Office Rent (non-cash)	2,083.35	0.00	2,083.35
Office Supplies/Expenses	356.47	24.61	381.08
Postage	75.14	4.56	79.70
Telephone Utilities	163.05	0.00	163.05
Total Expense	<u>51,322.27</u>	<u>10,025.70</u>	<u>61,347.97</u>
Net Ordinary Income	-46,328.88	-10,025.70	-56,354.58
Other Income/Expense			
Other Expense			
Project Fund Budget			
Westside IRWMP (WRA cost share)	20,000.00	0.00	20,000.00
Total Project Fund Budget	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
Total Other Expense	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
Net Other Income	-20,000.00	0.00	-20,000.00
Net Income	<u><u>-66,328.88</u></u>	<u><u>-10,025.70</u></u>	<u><u>-76,354.58</u></u>

Water Resources Association of Yolo County
Transaction List by Date
July through November 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
Bill	08/02/2017	2017-0802	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-119.53

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

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
Check	09/20/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21

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

Bill	09/20/2017	YSGA #01	ACWA		Accounts Payable	Dues,Subscriptions,Print Media	-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 Sept. 2017	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	YSGA Policy 2017-18	ACWA JPIA		Accounts Payable	General Liability Insurance	-1,969.00
Check	10/12/2017			Service Charge	First Northern - Savings	Bank Charges, License Fees	-30.00
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
Deposit	10/13/2017			Interest	LAIF	Interest Income	259.70
Liability Check	10/16/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/13/2017	First Northern - Checking	-SPLIT-	-1,492.53
Bill Pmt -Check	10/16/2017	2487	ACWA JPIA		First Northern - Checking	Accounts Payable	-1,969.00
Bill Pmt -Check	10/16/2017	2488	Donna Gentile		First Northern - Checking	Accounts Payable	-14.98
Bill Pmt -Check	10/16/2017	2489	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-592.12
Paycheck	10/17/2017	DD1093	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	10/17/2017	EFT	Capital Bank and Trust Co.		First Northern - Checking	Accounts Payable	-6,000.00
Transfer	10/18/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,500.00
Liability Check	10/20/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/19/2017	First Northern - Checking	-SPLIT-	-1,659.99
Check	10/21/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Bill	10/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-200.79
Paycheck	10/23/2017	DD1094	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Deposit	10/24/2017			Deposit	First Northern - Savings	-SPLIT-	995.00
Check	10/30/2017	2490	Yolo Subbasin Groundwater Agency		First Northern - Checking	YSGA Reimbursements	-550.00
Transfer	10/30/2017			Funds Transfer	LAIF	First Northern - Savings	-18,000.00
Transfer	10/30/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-1,000.00
Bill	10/31/2017	WRA Oct. 2017	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-122.13
Bill	10/31/2017	YSGA Oct. 2017	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-3.06
General Journal	11/01/2017	aje-281			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Transfer	11/01/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-5,000.00
Bill	11/01/2017	30438	Perry, Bunch & Johnston, Inc.		Accounts Payable	Audit	-6,000.00

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

Bill	11/01/2017	30442	Perry, Bunch & Johnston, Inc.		Accounts Payable	Accounting Services	-412.50
Bill	11/02/2017	9262	Iris Software		Accounts Payable	Internet Service	-120.00
Liability Check	11/03/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 11/02/2017	First Northern - Checking	-SPLIT-	-1,660.00
Deposit	11/03/2017			Deposit	First Northern - Savings	-SPLIT-	625.00
Paycheck	11/06/2017	DD1095	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	11/07/2017	E-pay	Employment Development Department	499-0728-0 QB Tracking # 387619432	First Northern - Checking	-SPLIT-	-342.23
Liability Check	11/07/2017	E-pay	United States Treasury	68-0306647 QB Tracking # 387620012	First Northern - Checking	-SPLIT-	-2,043.66
Liability Check	11/07/2017	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-412.42
Bill Pmt -Check	11/13/2017	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-200.79
Bill	11/13/2017	YSGA - 517291	Downey Brand		Accounts Payable	Legal Consultation Fees	-1,453.50
Transfer	11/15/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Liability Check	11/17/2017	EFT	QuickBooks Payroll Service	Created by Payroll Service on 11/16/2017	First Northern - Checking	-SPLIT-	-1,660.00
Check	11/17/2017	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,027.21
Deposit	11/17/2017			Deposit	First Northern - Savings	Calendar - Revenue (Donations)	175.00
Paycheck	11/20/2017	DD1096	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	11/21/2017		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-124.12
Bill	11/21/2017	YSGA - 517978	Downey Brand	Bill recv'd 12/6 from Tim O.	Accounts Payable	Legal Consultation Fees	-5,676.00
Transfer	11/29/2017			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Bill	11/30/2017	WRA Nov 2017	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-182.13
Bill	11/30/2017	YSGA Nov 2017	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-29.96
Bill	11/30/2017		Donna Gentile		Accounts Payable	Mileage	-25.15

WRA Cash in Bank and Expense Projections

As of 12/8/17

LAIF Account Balance	\$	33,274
First Northern Checking & Savings combined balance		30,618
Total cash in bank accounts	\$	63,892

Expenses through December 31st		(\$22,373)
Balance projected through December 31st	\$	41,519

Westside IRWM Cost Share dues (pay in January)		(\$20,000)
YC & YCFC SGMA contributions to be refunded (pay in January)		(\$35,000)
Cash in bank accounts balance	\$	(13,481)

10/30 - Funds to open YSGA First Northern Bank account (to be refunded to WRA) \$550

**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: _____