



WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776

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Website: www.yolowra.org

WRA Executive Committee

Thursday, April 26, 2018, 11:30 – 12:00 pm

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

AGENDA

1. Call to Order

2. **Approve Agenda and Adding Items to the Posted Agenda**- In order to add an item to the agenda, it must fit into one of the following categories: a) A majority determination that an emergency (as defined by the Brown Act) exists; or b) A 4/5ths determination that the need to take action that arose subsequent to the agenda being posted.

3. **Public Comment** - The public may address the Committee relating to matters within the WRA's jurisdiction.

4. Administrative Items:

- a) Approve March 7, 2018 EC minutes, page 3 - 4
- b) Review financials: FY17-18: March 2018, pages 5 - 9
- c) Approve payment of invoices for WRA & YSGA expenses*
- d) Discuss personnel review process as recommended from Board Action (September 2017)

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 June 7, 2018

7. WRA Board Meeting:

a) June 18, 2018 –Discuss agenda items: adopt FY18-19 budget, other?

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
- 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

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

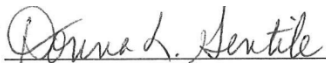
- Member agency concerns, such as West Sac and flood protection
- Mercury issues and TMDL's (subcommittee report)
- Mercury Study Update, Dr. Slotton/UCD
- North Bay Aqueduct Project - progress updates
- RD 2035 Joint Intake project update
- Speakers representing positions/interests seen as potential 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: May ____, 2018; YCFC&WCD Board Room

10. Adjourn

I declare under penalty of perjury that the foregoing agenda for the April 26, 2018 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by April 23, 2018 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: WRA BILLS	
Payroll: (w/\$1.75 direct deposit fee), PR ending 4/7, 4/21, 5/5/18 - \$1,728.12	Kaiser Health Plan: EFT 4/18 – May 2018 - \$1,094.56
Payroll Taxes – Paid EFT 4/10 - MAR: <u>State</u> - \$246.32; <u>Federal</u> : - \$1,308.04	Bank of America MasterCard: March Invoice – Due 4/17/18 - \$734.15 Paid 4/16
IRA Contribution: Paid EFT 4/10 - MAR - \$287.08	Mileage/Expense Reimbursement–Donna Gentile – Mar/April 2018 - \$36.34
YCFCWCD Postage, Copies, Tech/Internet fees : March 1 - April 19: \$287.80	Iris Software (web host/maintenance) – Jan-March 2018 - \$120.00
YSGA BILLS: YCFCWCD Postage, Copies, Tech/Internet fees: March 1 - April 19: \$81.61	

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
March 7, 2018, 12:00 – 12:15 pm (DRAFT)

Present: Beverly “Babs” Sandeen, Tim O’Halloran, Elisa Sabatini, Kristin Sicke, Lynnel Pollock, Donna Gentile

Absent: Roger Cornwell, Kurt Balasek

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) January 25, 2018 EC minutes were approved.
 - b) Review financials: FY2017-18: January-February 2018: Donna reviewed the January-February financials that will be presented to the WRA Board on March 19th. She noted that refunds have been issued to Yolo County (in February) and the YCFC&WCD (in March) for their SGMA implementation funds contributed in FY2016-17 and never utilized (total \$35,000 listed under Other Expenses). This refund was paid from the WRA’s Retained Earnings account, which is only listed on the Balance sheet.

The WRA should have sufficient funds for expenses through April barring any unexpected expenses. (The \$70,000 operating funds from the YSGA covered expenses from July 2017 to January 2018.) The funds in WRA’s LAIF account were exclusively from WRA operations prior to the formation of the YSGA. As reported in a previous EC meeting, the WRA should have a certain fund balance from fiscal year ending June 30, 2017. If the WRA had received the YSGA operating funds in July 2017 for Fiscal Year 2017-18, we would not have touched these funds with the exception of the SGMA refunds, Westside IRWMP cost share and the Audit fees.
 - c) Approve payment of invoices: All invoices were approved for payment.
5. **Update on water legislation & regulatory issues:** Tim O’Halloran discussed the water bond (Jerry Meral’s initiative) that will be on the November 2018 ballot, which has \$675 million for groundwater (GSP implementation). Babs mentioned LAFCO’s support of a portion of RD537 and RD 900 becoming auxiliary to the City of West Sacramento. The RDs however would stay intact. These LAFCO revisions will be recommended to the City Council.
6. **WRA Technical Committee (TC) & Westside IRWMP Update:** Elisa reported that the TC agreed to meet every other month instead of monthly. The next meeting will be April 5th. The TC will receive a presentation from Kennedy/Jenks Consulting on the next round of Proposition 1 funding. They also have been working on updating the Westside IRWMP and developing the Storm Water Resource Plan. The next Westside Coordinating Committee meeting will be March 14th in Solano County. The May 9th meeting is scheduled to be in Yolo County at the YCFC&WCD.
7. **WRA Board Meeting:**
 - a) March 19, 2018 - Finalize agenda: The EC reviewed the final agenda attached. Babs will mention in her informational report that the next fiscal year budget will be adopted in June. Donna is planning to prepare and distribute the annual newsletter (reporting on 2017) as part of the June budget process. Typically this is distributed in January, but the WRA cancelled its January meeting.

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
March 7, 2018, 12:00 – 12:15 pm (DRAFT)

Tim mentioned that Tim Busch, who is now managing the WDCWA, has an update about Woodland's ASR wells project that could be presented at a future WRA Board meeting.

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 (end of fiscal year)
- 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: Nothing additional discussed.

9. Next Executive Committee Meeting Date: April 26, 2018, 11:30 am – 12:00 pm; YCFC&WCD Board Room.

10. Adjourned at 12:30 pm.

Respectfully submitted,

Donna L. Gentile
Board Secretary & Administrative Coordinator

Water Resources Association of Yolo County
Balance Sheet
 As of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
LAIF	33,437.90
First Northern - Savings	11,067.22
First Northern - Checking	1,005.50
Total Checking/Savings	45,510.62
Other Current Assets	
Undeposited Funds	400.00
Total Other Current Assets	400.00
Total Current Assets	45,910.62
TOTAL ASSETS	45,910.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	734.15
Total Accounts Payable	734.15
Other Current Liabilities	
Accrued Vacation	8,092.00
SIMPLE IRA Liabilities	287.08
Payroll Liabilities	1,554.36
Total Other Current Liabilities	9,933.44
Total Current Liabilities	10,667.59
Total Liabilities	10,667.59
Equity	
Revenue in Excess of Expenses (Retained Earnings)	99,793.51
Net Income	-64,550.48
Total Equity	35,243.03
TOTAL LIABILITIES & EQUITY	45,910.62

Water Resources Association of Yolo County
Budget vs. Actual
 July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	70,000.00	120,000.00	58.33%
Member Dues - Associate	600.00	800.00	75.0%
Interest Income	779.84	700.00	111.41%
Calendar - Revenue (Donations)	1,795.00	3,200.00	56.09%
In-Kind Income (non-cash)	3,750.03	5,000.00	75.0%
YCFC Admin Support	385.32	1,700.00	22.67%
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	1,325.00	0.00	100.0%
Total Income	<u>78,635.19</u>	<u>131,400.00</u>	<u>59.84%</u>
Gross Profit	78,635.19	131,400.00	59.84%
Expense			
Salaries - Gross	48,654.00	62,200.00	78.22%
Payroll Taxes & Expenses	3,780.60	5,000.00	75.61%
Employer Paid Benefits	16,737.16	20,500.00	81.65%
Workers Comp Insurance	564.00	800.00	70.5%
General Liability Insurance	608.00	800.00	76.0%
Accounting Services	412.50	400.00	103.13%
Audit	6,000.00	6,000.00	100.0%
Bank Charges, License Fees	100.00	200.00	50.0%
Dues,Subscriptions,Print Media	0.00	150.00	0.0%
Calendar - Water Awareness (Contest & Printing)	1,938.60	3,200.00	60.58%
Computer Equipment	0.00	875.00	0.0%
Conferences & Seminars	0.00	1,500.00	0.0%
Copies, Printing & Binding	589.90	1,800.00	32.77%
Internet Service	1,151.88	1,700.00	67.76%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	2,556.18	2,700.00	94.67%
Mileage	146.05	650.00	22.47%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	3,750.03	5,000.00	75.0%
Office Supplies/Expenses	866.88	1,500.00	57.79%
Postage	166.84	850.00	19.63%
Telephone Utilities	163.05	165.00	98.82%
Contingency	0.00	600.00	0.0%
Total Expense	<u>88,185.67</u>	<u>117,590.00</u>	<u>74.99%</u>
Net Ordinary Income	-9,550.48	13,810.00	
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>
Other Expenses (Other Expenses)	<u>35,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Other Expense	<u>55,000.00</u>	<u>20,000.00</u>	<u>275.0%</u>
Net Other Income	<u>-55,000.00</u>	<u>-20,000.00</u>	<u>275.0%</u>
Net Income	<u>-64,550.48</u>	<u>-6,190.00</u>	

Water Resources Association of Yolo County
Profit & Loss by Quarter
July 2017 through March 2018

	<u>Jul - Sep 17</u>	<u>Oct - Dec 17</u>	<u>Jan - Mar 18</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
YSGA Income for WRA operations	0.00	0.00	70,000.00	70,000.00
Member Dues - Associate	500.00	100.00	0.00	600.00
Interest Income	355.34	259.96	164.54	779.84
Calendar - Revenue (Donations)	0.00	1,795.00	0.00	1,795.00
In-Kind Income (non-cash)	1,250.01	1,250.01	1,250.01	3,750.03
YCFC Admin Support	0.00	0.00	385.32	385.32
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	0.00	0.00	1,325.00	1,325.00
Total Income	<u>2,105.35</u>	<u>3,404.97</u>	<u>73,124.87</u>	<u>78,635.19</u>
Gross Profit	2,105.35	3,404.97	73,124.87	78,635.19
Expense				
Salaries - Gross	14,309.05	17,598.78	16,746.17	48,654.00
Payroll Taxes & Expenses	1,105.15	1,271.87	1,403.58	3,780.60
Employer Paid Benefits	3,510.87	9,574.92	3,651.37	16,737.16
Workers Comp Insurance	0.00	0.00	564.00	564.00
General Liability Insurance	608.00	0.00	0.00	608.00
Accounting Services	0.00	412.50	0.00	412.50
Audit	0.00	6,000.00	0.00	6,000.00
Bank Charges, License Fees	30.00	45.00	25.00	100.00
Dues,Subscriptions,Print Media	0.00	0.00	0.00	0.00
Calendar - Water Awareness (Contest & Printing)	0.00	1,938.60	0.00	1,938.60
Copies, Printing & Binding	41.25	460.00	88.65	589.90
Internet Service	371.88	390.00	390.00	1,151.88
Legal Consultation Fees	0.00	0.00	0.00	0.00
Meeting Expenses	937.80	302.44	1,315.94	2,556.18
Mileage	53.50	40.13	52.42	146.05
Office Rent (non-cash)	1,250.01	1,250.01	1,250.01	3,750.03
Office Supplies/Expenses	270.54	321.79	274.55	866.88
Postage	11.04	84.26	71.54	166.84
Telephone Utilities	163.05	0.00	0.00	163.05
Total Expense	<u>22,662.14</u>	<u>39,690.30</u>	<u>25,833.23</u>	<u>88,185.67</u>
Net Ordinary Income	<u>-20,556.79</u>	<u>-36,285.33</u>	<u>47,291.64</u>	<u>-9,550.48</u>
Other Income/Expense				
Other Expense				
Project Fund Budget				
Westside IRWMP (WRA cost share)	20,000.00	0.00	0.00	20,000.00
Total Project Fund Budget	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
Other Expenses (Other Expenses)	0.00	0.00	35,000.00	35,000.00
Total Other Expense	<u>20,000.00</u>	<u>0.00</u>	<u>35,000.00</u>	<u>55,000.00</u>
Net Other Income	<u>-20,000.00</u>	<u>0.00</u>	<u>-35,000.00</u>	<u>-55,000.00</u>
Net Income	<u>-40,556.79</u>	<u>-36,285.33</u>	<u>12,291.64</u>	<u>-64,550.48</u>

Water Resources Association of Yolo County Profit & Loss

July 2017 through March 2018

	General Fund	YSGA	TOTAL
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	70,000.00	0.00	70,000.00
Member Dues - Associate	600.00	0.00	600.00
Interest Income	779.84	0.00	779.84
Calendar - Revenue (Donations)	1,795.00	0.00	1,795.00
In-Kind Income (non-cash)	3,750.03	0.00	3,750.03
YCFC Admin Support	385.32	0.00	385.32
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	1,325.00	0.00	1,325.00
Total Income	78,635.19	0.00	78,635.19
Gross Profit	78,635.19	0.00	78,635.19
Expense			
Salaries - Gross	48,654.00	0.00	48,654.00
Payroll Taxes & Expenses	3,780.60	0.00	3,780.60
Employer Paid Benefits	16,737.16	0.00	16,737.16
Workers Comp Insurance	564.00	0.00	564.00
General Liability Insurance	608.00	0.00	608.00
Accounting Services	0.00	412.50	412.50
Audit	6,000.00	0.00	6,000.00
Bank Charges, License Fees	100.00	0.00	100.00
Dues,Subscriptions,Print Media	0.00	0.00	0.00
Calendar - Water Awareness (Contest & Printing)	1,938.60	0.00	1,938.60
Copies, Printing & Binding	297.50	292.40	589.90
Internet Service	1,151.88	0.00	1,151.88
Legal Consultation Fees	0.00	0.00	0.00
Meeting Expenses	1,527.48	1,028.70	2,556.18
Mileage	146.05	0.00	146.05
Office Rent (non-cash)	3,750.03	0.00	3,750.03
Office Supplies/Expenses	821.25	45.63	866.88
Postage	155.24	11.60	166.84
Telephone Utilities	163.05	0.00	163.05
Total Expense	86,394.84	1,790.83	88,185.67
Net Ordinary Income	-7,759.65	-1,790.83	-9,550.48
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	20,000.00	0.00	20,000.00
Other Expenses (Other Expenses)	35,000.00	0.00	35,000.00
Total Other Expense	55,000.00	0.00	55,000.00
Net Other Income	-55,000.00	0.00	-55,000.00
Net Income	-62,759.65	-1,790.83	-64,550.48

Water Resources Association of Yolo County
Transaction List by Date
March 2018

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	03/01/2018	aje-289			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	03/01/2018	Jan-Feb 2018	Donna Gentile		Accounts Payable	Mileage	-28.34
Invoice	03/01/2018	2018-04	Yolo County Flood Control & WCD		Accounts Receivable	SWRP Grant \$\$ (pass thru funds from YCFWCWD)	400.00
Transfer	03/05/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-26,000.00
Bill Pmt -Check	03/06/2018	2504	Donna Gentile		First Northern - Checking	Accounts Payable	-28.34
Bill Pmt -Check	03/06/2018	2505	Travelers (Workers Comp)		First Northern - Checking	Accounts Payable	-564.00
Bill Pmt -Check	03/06/2018	2506	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-293.98
Check	03/07/2018	2507	Yolo County Flood Control & WCD	Reimb for FY16-17 SGMA contribution not used	First Northern - Checking	Other Expenses (Other Expenses)	-20,000.00
Bill Pmt -Check	03/08/2018	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-86.34
Liability Check	03/08/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # 436620262	First Northern - Checking	-SPLIT-	-246.33
Liability Check	03/08/2018	E-pay	United States Treasury	68-0306647 QB Tracking # 436621032	First Northern - Checking	-SPLIT-	-1,308.04
Liability Check	03/08/2018	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-287.08
Liability Check	03/08/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # 436621412	First Northern - Checking	-SPLIT-	-112.00
Liability Check	03/09/2018		QuickBooks Payroll Service	Created by Payroll Service on 03/08/2018	First Northern - Checking	-SPLIT-	-1,728.12
Paycheck	03/12/2018	DD1104	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Transfer	03/20/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-1,000.00
Check	03/20/2018	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,094.56
Bill	03/21/2018		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-734.15
Liability Check	03/23/2018		QuickBooks Payroll Service	Created by Payroll Service on 03/22/2018	First Northern - Checking	-SPLIT-	-1,728.12
Paycheck	03/26/2018	DD1105	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Payment	03/30/2018	55331	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	400.00
Deposit	03/31/2018			Interest	First Northern - Savings	Interest Income	0.54