



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

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**WRA Executive Committee**  
**Tuesday, October 23, 2018, 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 2, 2018 EC minutes, page 3 - 5
  - b) Review financials: FY2018-19: July 1 – October 19, 2018, pages 6 – 11
  - c) Execute WRA-YCFC&WCD Administrative Agreement for FY2018-19, pages 12-13
  - d) 2019 Board meeting dates will be discussed as part of the 10/23/18 YSGA EC agenda
  - 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) –TC meetings: recent meeting October 4<sup>th</sup> and next meeting December 6, 2018
7. **WRA Board Meeting:**
  - a) November 19, 2018 –Discuss potential agenda items:
    - Legislation & Regulatory Update (NCWA)
    - *Suggested future item at Sept. Board meeting:* Update on the Delta
  - 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

Executive Committee Agenda  
 October 23, 2018  
 Page Two

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

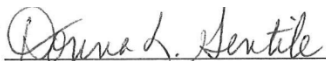
- Flood Update - pending TC discussions and recommendations on what/who to present
- Flood Projects - Woodland: LCCFS, Rail Relocation - Tim Busch, City of Woodland
- Member agency concerns, such as West Sac and flood protection
- Mercury issues and TMDL's (subcommittee report)
- Mercury Study Update, 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:** November \_\_\_\_, 2018; YCFC&WCD Board Room

**10. Adjourn**

I declare under penalty of perjury that the foregoing agenda for the October 23, 2018 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by October 19, 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:

<b>TO BE PAID and EFT PAID Expenses: WRA BILLS</b>	
Payroll: (w/\$1.75 direct deposit fee), PR ending 10/6, 10/20, 11/3 - \$1,663.00	Kaiser Health Plan: Nov 2018 - \$1,094.56 To be paid EFT 10/22
Payroll Taxes – Sept. - <u>State</u> - \$227.14; <u>Federal</u> : - \$1,266.04 –Paid EFT 10/10	YCFCWCD Postage, Copies, Tech/Internet fees: Aug. \$98.73; Sept. \$173.96
IRA Contribution (Employer & Employee): Sept. - \$478.46 –Paid EFT 10/10	Solano County Water Agency, Westside-Sac Cost Share FY18-19: \$20,000
<b>YSGA BILLS:</b>	
YCFCWCD Postage, Copies, Tech/Internet fees: Aug.: \$0.47; Sept. \$112.02	

**MINUTES of Executive Committee (EC) Meeting**  
**Water Resources Association of Yolo County**  
**August 2, 2018, 12:00 pm – 12:30 pm (DRAFT)**

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

**Absent:** Elisa Sabatini

1. **Call to Order:** Meeting was called to order by Chair Sandeen at 12:10 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) May 29, 2018 EC minutes were approved by consensus.
  - b) Review financials: Fiscal Year End July 2017- June 2018: Donna provided financials for the entire fiscal year. She informed that she did a detailed review of FY2017-2018 financials to determine the status of the WRA’s assets independent of income received from the YSGA for administrative operations as contracted. She reviewed her findings with the auditor, Rick Johnston, to verify whether the WRA needed to be reimbursed for any expenses, because the WRA operated from July 2017 to January 2018 before receiving any funding from the YSGA. Donna explained that the WRA does not need to be reimbursed for any funds expended during that time period. In FY2017-18, the WRA invoiced and received payment for \$100,000 of the \$120,000 contract agreement with the YSGA. As of the close of the fiscal year, the WRA had only expended \$93,984.84. The unexpended balance of \$6,015.16 has been posted to a “Deferred YSGA Income” account for FY2017-18 and then posted as income available for FY2018-19. This will maintain the transparent tracking of income received from the YSGA.
  - c) WRA-YCFC&WCD Administrative Agreement for FY2018-19: This agreement will be finalized once the WRA Board had adopted the FY2018-19 budget, because it is referenced in the agreement.
  - d) City of Davis WRA Board/Alternate representative assignment: Brett Lee is still the primary WRA Board member and the Alternate assigned is Will Arnold.
  - e) Approve payment of invoices for WRA & YSGA expenses: All payments were approved.
5. **Update on water legislation & regulatory issues:** Tim O’Halloran mentioned the main item garnering attention is the State Water Resources Control Board’s letter regarding the San Joaquin tributaries unimpaired flows. Tim gave a historical synopsis to provide some context and explained functional flows vs. unimpaired flows. Roger has been more involved in this process and gave a more detailed update on the status of this process. Also, Jerry Meral’s water bill, now Proposition 3, is on the November ballot: [https://ballotpedia.org/California\\_Proposition\\_3,\\_Water\\_Infrastructure\\_and\\_Watershed\\_Conservation\\_Bond\\_Initiative\\_\(2018\)](https://ballotpedia.org/California_Proposition_3,_Water_Infrastructure_and_Watershed_Conservation_Bond_Initiative_(2018)). Tim asked Roger to give an update on the Sites Reservoir project and funding strategies.
6. **WRA Technical Committee (TC) & Westside IRWMP Update:** The TC meeting was held this morning. Tim and Donna gave a brief summary of the meeting. The City of Davis gave an update on the Large Landscape Irrigation Audit pilot project conducted by Davis, Woodland and West Sacramento. The WRA contributed funding in FY2016-17 from the Project Fund Budget. In July, the Westside RWMG Coordinating Committee discussed an annual escalator for cost share contributions. A white paper is being developed by Max Stevenson and Elisa to outline contribution value to its MOU partners. An increase is being considered for FY2019-20.

In other news, RD 108 will be managing the Dunnigan Water District (DWD). Donita Hendrix is retiring at the end of the year. DWD is in the process of hiring a new person. Cynthia Peterson is still the WRA’s primary Board member.

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
August 2, 2018, 12:00 pm – 12:30 pm (DRAFT)**

**7. WRA Board Meeting:**

- a) September 17, 2018 - Finalize agenda items: The EC discussed the final agenda for September 17<sup>th</sup>. Donna reviewed the revised proposed FY2018-19 budget for Board adoption. Tim informed that he will not be available to attend the September Board meetings. Roger mentioned a potential discussion (for the YSGA EC) about the need to comment on DWR's re-prioritization of the Sacramento Valley from a medium-priority to a high-priority basin ranking. Tim explained DWR's ranking increase based the criteria of regional agencies that participated in water transfers in the last ~2 years. Roger expressed that the Yolo GSA should comment on this change in consideration of future potential impacts to regional water transfers and the definition of beneficial use. Roger elaborated why the YSGA Board may want to consider sending a comment letter to DWR.

Following are the final September 17<sup>th</sup> Board Agenda items:

- Legislation & Regulatory Update (NCWA) – David Guy
- Adopt FY2018-19 budget – revision to the Westside RWMG contribution to the existing \$20,000 (without the proposed increase that was included in the June Board agenda).

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
- 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
- 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:** Donna reported that she has begun developing a WRA Employee Handbook as requested by the Board of Directors in September 2017. She distributed a draft table of contents for EC input and review. Roger offered to send her RD 108's handbook as an example.

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County  
August 2, 2018, 12:00 pm – 12:30 pm (DRAFT)**

**9. Next Executive Committee Meeting Date:** October 23, 2018, 12:00 – 12:30 pm; YCFC&WCD Board Room.

**10. Adjourned** at 1:10 pm.

Respectfully submitted,

Donna L. Gentile  
WRA Administrative Coordinator & Board Secretary

DRAFT

**Water Resources Association of Yolo County**  
**Balance Sheet**  
As of October 19, 2018

	<u>Oct 19, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LAIF	33,721.54
First Northern - Savings	19,563.70
First Northern - Checking	24,901.84
<b>Total Checking/Savings</b>	<u>78,187.08</u>
<b>Total Current Assets</b>	<u>78,187.08</u>
<b>TOTAL ASSETS</b>	<u><u>78,187.08</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	20,385.18
<b>Total Accounts Payable</b>	<u>20,385.18</u>
<b>Other Current Liabilities</b>	
Accrued Vacation	8,092.00
SIMPLE IRA Liabilities	239.23
Payroll Liabilities	746.62
<b>Total Other Current Liabilities</b>	<u>9,077.85</u>
<b>Total Current Liabilities</b>	<u>29,463.03</u>
<b>Total Liabilities</b>	29,463.03
<b>Equity</b>	
Revenue in Excess of Expenses (Retained Earnings)	38,396.96
Net Income	10,327.09
<b>Total Equity</b>	<u>48,724.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>78,187.08</u></u>

**Water Resources Association of Yolo County**  
**Budget vs. Actual**  
 July 1 through October 19, 2018

	<u>Jul 1 - Oct 19, 18</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
YSGA Income for WRA operations	56,015.16	120,000.00	46.68%
Member Dues - Associate	700.00	600.00	116.67%
Interest Income	161.83	600.00	26.97%
Calendar - Revenue (Donations)	0.00	3,200.00	0.0%
YCFC Admin Support	0.00	1,700.00	0.0%
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	200.00	0.00	100.0%
<b>Total Income</b>	<u>57,076.99</u>	<u>126,100.00</u>	<u>45.26%</u>
<b>Gross Profit</b>	57,076.99	126,100.00	45.26%
<b>Expense</b>			
Salaries - Gross	19,138.48	62,200.00	30.77%
Payroll Taxes & Expenses	1,476.35	5,000.00	29.53%
Employer Paid Benefits	3,857.84	16,000.00	24.11%
Workers Comp Insurance	0.00	800.00	0.0%
General Liability Insurance	570.00	800.00	71.25%
Accounting Services	0.00	400.00	0.0%
Bank Charges, License Fees	0.00	200.00	0.0%
Dues,Subscriptions,Print Media	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	176.60	1,800.00	9.81%
Internet Service	551.88	1,700.00	32.46%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	853.26	2,700.00	31.6%
Mileage	0.00	475.00	0.0%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	77.11	1,500.00	5.14%
Postage	48.38	600.00	8.06%
Contingency	0.00	600.00	0.0%
<b>Total Expense</b>	<u>26,749.90</u>	<u>101,500.00</u>	<u>26.36%</u>
<b>Net Ordinary Income</b>	30,327.09	24,600.00	
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<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>20,000.00</u>	<u>20,000.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-20,000.00</u>	<u>-20,000.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>10,327.09</u></u>	<u><u>4,600.00</u></u>	

**Water Resources Association of Yolo County**  
**Profit & Loss by Fund**  
 July 1 through October 19, 2018

	<u>General Fund</u>	<u>YSGA</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
YSGA Income for WRA operations	56,015.16	0.00	56,015.16
Member Dues - Associate	700.00	0.00	700.00
Interest Income	161.83	0.00	161.83
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	200.00	0.00	200.00
<b>Total Income</b>	<u>57,076.99</u>	<u>0.00</u>	<u>57,076.99</u>
<b>Gross Profit</b>	57,076.99	0.00	57,076.99
<b>Expense</b>			
Salaries - Gross	19,138.48	0.00	19,138.48
Payroll Taxes & Expenses	1,476.35	0.00	1,476.35
Employer Paid Benefits	3,857.84	0.00	3,857.84
General Liability Insurance	570.00	0.00	570.00
Copies, Printing & Binding	86.80	89.80	176.60
Internet Service	551.88	0.00	551.88
Meeting Expenses	468.26	385.00	853.26
Office Supplies/Expenses	77.11	0.00	77.11
Postage	25.69	22.69	48.38
<b>Total Expense</b>	<u>26,252.41</u>	<u>497.49</u>	<u>26,749.90</u>
<b>Net Ordinary Income</b>	30,824.58	-497.49	30,327.09
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Project Fund Budget</b>			
Westside IRWMP (WRA cost share)	20,000.00	0.00	20,000.00
<b>Total Project Fund Budget</b>	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>Total Other Expense</b>	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>Net Other Income</b>	<u>-20,000.00</u>	<u>0.00</u>	<u>-20,000.00</u>
<b>Net Income</b>	<u><u>10,824.58</u></u>	<u><u>-497.49</u></u>	<u><u>10,327.09</u></u>



**Water Resources Association of Yolo County**  
**Profit & Loss by Quarter**  
 July 1 through October 19, 2018

	<u>Jul - Sep 18</u>	<u>Oct 1 - 19, 18</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
YSGA Income for WRA operations	56,015.16	0.00	56,015.16
Member Dues - Associate	700.00	0.00	700.00
Interest Income	161.83	0.00	161.83
SWRP Grant \$\$ (pass thru funds from YCFCWCD)	200.00	0.00	200.00
<b>Total Income</b>	<u>57,076.99</u>	<u>0.00</u>	<u>57,076.99</u>
<b>Gross Profit</b>	57,076.99	0.00	57,076.99
<b>Expense</b>			
Salaries - Gross	16,746.17	2,392.31	19,138.48
Payroll Taxes & Expenses	1,291.58	184.77	1,476.35
Employer Paid Benefits	3,786.07	71.77	3,857.84
General Liability Insurance	570.00	0.00	570.00
Copies, Printing & Binding	176.60	0.00	176.60
Internet Service	551.88	0.00	551.88
Meeting Expenses	853.26	0.00	853.26
Office Supplies/Expenses	77.11	0.00	77.11
Postage	48.38	0.00	48.38
<b>Total Expense</b>	<u>24,101.05</u>	<u>2,648.85</u>	<u>26,749.90</u>
<b>Net Ordinary Income</b>	32,975.94	-2,648.85	30,327.09
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Project Fund Budget</b>			
Westside IRWMP (WRA cost share)	0.00	20,000.00	20,000.00
<b>Total Project Fund Budget</b>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>-20,000.00</u>	<u>-20,000.00</u>
<b>Net Income</b>	<u><u>32,975.94</u></u>	<u><u>-22,648.85</u></u>	<u><u>10,327.09</u></u>

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
July 1 through October 19, 2018

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	07/01/2018	aje-294R		Reverse of GJE aje-294 -- FY17-18 admin funds not	Deferred YSGA Income	YSGA Income for WRA operations	6,015.16
Bill	07/02/2018	FY18-19 expenses	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-761.88
Paycheck	07/02/2018	DD1112	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	07/02/2018	2018-0630 WRA (July)	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-90.00
Liability Check	07/09/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # -390638082	First Northern - Checking	-SPLIT-	-246.33
Liability Check	07/09/2018	E-pay	United States Treasury	68-0306647 QB Tracking # -390067082	First Northern - Checking	-SPLIT-	-1,308.04
Liability Check	07/09/2018	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-287.08
Bill	07/12/2018	7772	City of Woodland_v		Accounts Payable	-SPLIT-	-770.00
Deposit	07/12/2018			Interest	LAIF	Interest Income	159.26
Transfer	07/13/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Bill Pmt -Check	07/16/2018	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-864.94
Liability Check	07/17/2018		QuickBooks Payroll Service	Created by Payroll Service on 07/16/2018	First Northern - Checking	-SPLIT-	-1,728.11
Paycheck	07/18/2018	DD1113	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Check	07/20/2018	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,094.56
Payment	07/24/2018	55809	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	424.84
Transfer	07/30/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Liability Check	07/31/2018		QuickBooks Payroll Service	Created by Payroll Service on 07/30/2018	First Northern - Checking	-SPLIT-	-1,728.12
Bill	07/31/2018	2018.0731 wra	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-109.80
Paycheck	08/01/2018	DD1114	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	08/01/2018	2512	City of Woodland_v		First Northern - Checking	Accounts Payable	-770.00
Bill Pmt -Check	08/01/2018	2513	Donna Gentile		First Northern - Checking	Accounts Payable	-9.27
Bill Pmt -Check	08/01/2018	2514	Iris Software		First Northern - Checking	Accounts Payable	-150.91
Bill Pmt -Check	08/01/2018	2515	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-419.99
Transfer	08/01/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-4,000.00
Bill Pmt -Check	08/01/2018	2516	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-109.80
Payment	08/02/2018	12029	Lynnel Pollock		Undeposited Funds	Accounts Receivable	100.00
Invoice	08/03/2018	2018-08	Lynnel Pollock		Accounts Receivable	Member Dues - Associate	100.00
Deposit	08/03/2018			Deposit	First Northern - Savings	-SPLIT-	524.84
Invoice	08/03/2018	2018-11	Reclamation District # 2068		Accounts Receivable	Member Dues - Associate	100.00
Invoice	08/03/2018	2018-12	Yolo Basin Foundation		Accounts Receivable	Member Dues - Associate	100.00
Invoice	08/03/2018	2018-13	Cache Creek Conservancy		Accounts Receivable	Member Dues - Associate	100.00
Invoice	08/03/2018	2018-14	West Yost Associates		Accounts Receivable	Member Dues - Associate	100.00
Invoice	08/03/2018	2018-15	5 G Consulting, LLC		Accounts Receivable	Member Dues - Associate	100.00
Invoice	08/03/2018	2018-16	Yolo County Resource Conserv. Dist.		Accounts Receivable	Member Dues - Associate	100.00
Liability Check	08/09/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # 1824234918	First Northern - Checking	-SPLIT-	-246.33
Liability Check	08/09/2018	E-pay	United States Treasury	68-0306647 QB Tracking # 1824295918	First Northern - Checking	-SPLIT-	-1,308.06
Liability Check	08/09/2018	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-287.08
Liability Check	08/14/2018	EFT	QuickBooks Payroll Service	Created by Payroll Service on 08/10/2018	First Northern - Checking	-SPLIT-	-1,663.03
Paycheck	08/15/2018	DD1115	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Transfer	08/16/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Invoice	08/20/2018	2018-09	Yolo Subbasin Groundwater Agency		Accounts Receivable	-SPLIT-	50,000.00

**Water Resources Association of Yolo County  
Transaction List by Date  
July 1 through October 19, 2018**

Invoice	08/20/2018	2018-10	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	200.00
Payment	08/20/2018	55930	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	200.00
Check	08/21/2018	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,094.56
Payment	08/21/2018	55930	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	50,000.00
Deposit	08/27/2018			Deposit	First Northern - Savings	-SPLIT-	50,200.00
Payment	08/27/2018	18023954	Reclamation District # 2068		Undeposited Funds	Accounts Receivable	100.00
Payment	08/27/2018	11207	Yolo Basin Foundation		Undeposited Funds	Accounts Receivable	100.00
Payment	08/27/2018	13628	Cache Creek Conservancy		Undeposited Funds	Accounts Receivable	100.00
Payment	08/27/2018	72631	West Yost Associates		Undeposited Funds	Accounts Receivable	100.00
Payment	08/27/2018	19580	5 G Consulting, LLC		Undeposited Funds	Accounts Receivable	100.00
Payment	08/27/2018	9524944	Yolo County Resource Conserv. Dist.		Undeposited Funds	Accounts Receivable	100.00
Liability Check	08/28/2018	EFT	QuickBooks Payroll Service	Created by Payroll Service on 08/27/2018	First Northern - Checking	-SPLIT-	-1,663.00
Paycheck	08/29/2018	DD1116	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	08/31/2018	2018-0831	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-98.73
Bill	08/31/2018	2018-0831 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	Postage	-0.47
Bill	08/31/2018		Business Card (Mastercard)		Accounts Payable	-SPLIT-	-122.59
Deposit	09/06/2018			Deposit	First Northern - Savings	-SPLIT-	600.00
Transfer	09/06/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-4,700.00
Liability Check	09/10/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # -117607182	First Northern - Checking	-SPLIT-	-350.31
Liability Check	09/10/2018	E-pay	United States Treasury	68-0306647 QB Tracking # -117526182	First Northern - Checking	-SPLIT-	-1,920.06
Liability Check	09/10/2018	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-622.00
Liability Check	09/11/2018		QuickBooks Payroll Service	Created by Payroll Service on 09/10/2018	First Northern - Checking	-SPLIT-	-1,663.02
Paycheck	09/12/2018	DD1117	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	09/12/2018	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-122.59
Transfer	09/19/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Check	09/20/2018	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,094.56
Bill	09/21/2018		Business Card (Mastercard)		Accounts Payable	Office Supplies/Expenses	-37.78
Liability Check	09/25/2018	EFT	QuickBooks Payroll Service	Created by Payroll Service on 09/24/2018	First Northern - Checking	-SPLIT-	-1,663.02
Paycheck	09/26/2018	DD1118	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	09/30/2018	2018-0930 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-173.96
Bill	09/30/2018	2018-0930 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-112.02
Deposit	09/30/2018			Interest	First Northern - Savings	Interest Income	2.57
Bill	10/01/2018	IRWMP 2018-19	Solano County Water Agency_v		Accounts Payable	Westside IRWMP (WRA cost share)	-20,000.00
Transfer	10/05/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Liability Check	10/08/2018	E-pay	Employment Development Department	499-0728-0 QB Tracking # 663511818	First Northern - Checking	-SPLIT-	-227.14
Liability Check	10/08/2018	E-pay	United States Treasury	68-0306647 QB Tracking # 663591818	First Northern - Checking	-SPLIT-	-1,266.04
Liability Check	10/08/2018	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-478.46
Bill Pmt -Check	10/10/2018	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-37.78
Paycheck	10/11/2018	DD1119	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	10/11/2018	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/08/2018	First Northern - Checking	-SPLIT-	-1,663.00
Transfer	10/18/2018			Funds Transfer	First Northern - Savings	First Northern - Checking	-24,000.00

**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, 2018 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 2018-2019 budget at the September 17, 2018 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, 2018 and end on June 30, 2019.

C. **COMPENSATION.** The WRA will invoice the District for Donna Gentile’s time at the rate of \$39.77/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 FY2018-19 WRA budget). Total amount not to exceed: \$1,700.00 for the term of this Agreement (\$82,725 divided by 2080 hours = \$39.77/hour; 2080 hours x 2% = 42 hours). 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: \_\_\_\_\_