

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
August 26, 2019, 12:00 pm – 12:30 pm**

Present: Roger Cornwell, Kurt Balasek, Kristin Sicke, Donna Gentile

Absent: Tim O'Halloran, Jesse Loren, Elisa Sabatini

1. **Call to Order:** Meeting was called to order by Chair Cornwell at 12:15 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** A quorum was not present, so the EC was unable to act on any agenda items needing action.
3. **Public Comment:** No comments.
4. **Administrative Items:**
 - a) Treasurer status update: Kristin gave an update on the status of Tim's sick leave. The EC discussed assigning an interim treasurer and adding that person to the WRA bank accounts. The person proposed for this position is Kristin Sicke. The EC will vote on this item at their next meeting with quorum present. The Board will have the opportunity to consider this item for action in September.
 - b) Discuss process and scheduling of employee evaluation: Discussion postponed for future EC meeting.
 - c) July 22, 2019 EC minutes: Not approved due to lack of quorum.
 - d) Reviewed FY2019-20 financials: July 2019: July financials were presented with the agenda. Donna distributed an updated WRA balance sheet and budget vs. actuals through August to date to demonstrate the need to invoice the YSGA for July and August 2019 expenses.
 - e) Approval of invoice payments for WRA & YSGA expenses: Approval postponed due to lack of a quorum.
5. **Update on water legislation & regulatory issues:** Roger gave a brief update on the status SB 1.
6. **WRA Board Meeting:** The EC discussed an email request from Xochitl Rodriguez, City of Woodland, to add an ASR update on the YSGA September Board meeting agenda. Donna reported that Tim Busch has already been asked to give this update to the WRA Board. The EC agreed to move this item to the YSGA Board's September agenda. Donna will inform Tim Busch of the change.
 - a) September 16, 2019 - Finalize agenda items: The two items on the WRA's agenda will be approval of the Consent Items and the consent from the WRA Board to approve paying for an ADA door opener for the District's employee access door pending the YSGA Board approval (see Item #7 below).
7. **Other Updates & Future Executive Committee Agenda Items:**

Other Updates:

 - ADA door opener: YCFC&WCD management has been in discussion with Donna regarding her request to upgrade the District's employee access door with an ADA automatic door opener. This District is willing to upgrade the main access door; however, the District is proposing that the WRA/YSGA provide funding to upgrade the employee

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access door. The estimated cost is about \$5,000 per door. A formal quote will be requested from the vendor. Since the WRA is Donna's employer and the YSGA is under contract to fund the WRA's annual operating budget, it will be proposed to both agency Boards in September for consideration and approval.

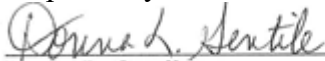
Future EC Agenda Items:

- Donna informed that she has updated the *WRA's Office Policy & Procedures Manual* for EC review and approval at a future EC meeting. She will also be preparing a similar manual for YSGA operations based on the WRA Manual as recommended by the YSGA's auditor.

8. Next Executive Committee Meeting Date: September 5, 2019, 12:00 – 12:30 pm; YCFC&WCD Board Room.

9. Adjourned at 12:30 pm.

Respectfully submitted,



Donna L. Gentile

Board Secretary & Administrative Coordinator