

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
September 5, 2019, 12:00 pm – 12:30 pm**

Present: Roger Cornwell, Kurt Balasek, Tim O'Halloran, Elisa Sabatini, Kristin Sicke, Donna Gentile, Lynnel Pollock

Absent: Jesse Loren

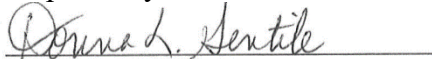
1. **Call to Order:** Meeting was called to order by Chair Cornwell at 12:10 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Agenda approved.
3. **Public Comment:** No comments.
4. **Administrative Items:**
 - a) Treasurer status update: Tim was present, so there was no need to receive an update on his work status. Roger recommended that the EC appoint an alternate treasurer as a back-up if Tim was unavailable for an extended period. It would be beneficial to have one additional authorized bank representative to sign checks. At the last meeting, Donna was unable to pay bills without two signers in attendance. Kurt motioned to appoint Elisa Sabatini as alternative treasurer and Roger seconded the motion. The motion passed unanimously. This appointment will need to be approved by the WRA Board at their September 16th meeting.
 - b) Discuss process and scheduling of employee evaluation: The EC discussed the process for a performance evaluation as requested by the WRA Board in September 2017. Roger, Tim and Elisa agreed to conduct Donna's employee evaluation. She will send them her previous evaluation and any additional information they will need. The EC selected September 17th at 2:30 pm at the YCFCWCD offices for the evaluation.
 - c) July 22, 2019 and August 26, 2019 EC minutes: Both meeting minutes were approved.
 - d) Reviewed FY2019-2020 financials: July-August 2019: July and August financials were reviewed.
 - e) Approval of invoice payments for WRA & YSGA expenses: All payments were approved. Donna explained that she voided the WRA's administrative invoice for \$20,000 to the YSGA presented at the last EC meeting and reissued an actual time and materials invoice for July and August. This matched the terms of the WRA's revised FY19-20 administrative agreement with the YSGA. That invoice will be approved for payment at the subsequent YSGA EC meeting today. Tim motioned to approve items 4 c, d, and e. The motion was seconded by Roger and approved unanimously.
5. **WRA Board Meeting:**

September 16, 2019 - Finalize agenda items: The EC agreed to set the meeting time from 3 to 3:15 p.m. given that ASR presentation was moved to the YSGA Board agenda. The ADA compliance request was removed from the agenda. The YCFCWCD agreed to pay for the ADA improvements. The September agenda will primarily be regular Consent Items with the inclusion of approving proposed 2020 Board meeting dates and appointing an alternate treasurer as a backup.

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- 6. Other Updates & Future Executive Committee Agenda Items:** In the YSGA EC meeting following, Donna announced that the WRA's 2-year audit is scheduled for September 24 and 26th with Rick Johnston.
- 7. Next Executive Committee Meeting Date:** October 15, 2019, 12:00 – 12:30 pm; YCFC&WCD Board Room.
- 8. Adjourned** at 12:33 pm.

Respectfully submitted,



Donna L. Gentile
Board Secretary & Administrative Coordinator