

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
November 07, 2019, 12:00 pm – 12:30 pm
River Garden Farms, 41758 County Road 112, Knights Landing, CA

Present: Roger Cornwell, Jesse Loren, Elisa Sabatini, Donna Gentile, Lynnel Pollock

Absent: Kurt Balasek, Tim O'Halloran

1. **Call to Order:** Meeting was called to order by Chair Cornwell at 12:00 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Jesse motioned to approve the agenda and Elisa seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items:** Jesse motioned to approve the items a - f and Elisa seconded the motion that was unanimously approved.
 - a) Draft 6/30/18 and 6/30/19 Audit Report: Preliminary draft audit report copies were available at the meeting for the EC. Review of the final draft audit will be conducted at the next regular EC meeting. Rick Johnston will attend to review their findings. The final audit will be presented to the WRA Board at their next regular meeting under the Consent Agenda.
 - b) October 15, 2019 EC minutes were approved.
 - c) Reviewed FY2019-2020 financials: September-October 2019: EC reviewed the financials. Donna informed that she is preparing a transfer for ~\$9,000 from the LAIF account to the WRA's First Northern Bank account soon. This will be to adjust for an excess of funds received from the YSGA for FY2017-18 and 2018-19 that were not expended. For the first two years the WRA was invoicing the YSGA as a lump sum for Administrative Services. The WRA-YSGA agreement was amended in FY2019-20 to invoicing on a time and materials basis. The WRA's next invoice to the YSGA will deduct \$8,560 to account for the unexpended funds received for those fiscal years referenced above.

Donna reported on several expense increases that will necessitate a budget amendment for FY2019-20. I-NET technical support invoiced by the YCFCWCD has increased from \$50/month to \$68/month (Internet Expenses). Room rentals for the Woodland Community Center have increased by 10% (Meeting Expenses). Donna explained why the Meeting Expenses actuals were higher than the budgeted amount (agenda page 4). The City of Woodland invoiced \$770.00 for FY2018-19 room rentals in the current fiscal year. This will be re-allocated appropriately as part of the final audit adjustments. There are two new monthly Office Expenses that do not require an increase to the budgeted amount at this time: Adobe Acrobat software subscription - \$12.99/month charged to the WRA credit card and Office 365 software subscription - \$8.30/month invoiced on the monthly YCFCWCD office expenses invoice.

Other amendments proposed include adjusting the Associate Member Dues amount budgeted to reflect the additional dues received this fiscal year. She is also considering lowering the Postage line item, because we are mailing fewer agendas and there are no mailing related expenses for the suspended Water Awareness Contest and Calendar project (~\$200).

- d) Donna's work schedule for holidays and retirement plans: Donna is requesting an additional ½ vacation day on 11/27 off plus the usual 11/28 and 11/29 Thanksgiving holiday. She will also plan on using vacation and holiday pay between 12/24 and 1/1 as the District offices are closed during this time period. She may also request 12/23 as a full or half vacation day depending on work tasks needing to be completed.

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Donna informed that she met with her retirement planner and announced that she will be setting a retirement date soon. Her planner informed that he could arrange for her to retire by the end of this year. She understands that would be challenging for the successor recruitment and training process. Additionally, she knows that there are other related YCFWCWCD staff who are already out on leave and/or will soon be out on leave that could impact the transition for the WRA and YSGA agencies. Donna is planning on developing a more detailed operations manual for both agencies that includes QuickBooks procedures and other pertinent tasks. She summarized the different job functions she covers for both agencies: general financial management (including meeting management (board, committee, outreach), federal and state reporting, database management, information technology and records management). She is researching arrangements for a potential structured part-time schedule that would include State Disability Insurance and employer pay after the first of the year. The EC discussed various options for accommodating her current needs and during the transition period. Elisa offered her staff's assistance with tasks that Donna could delegate to allow her to work on other tasks in preparation for the transition. It would be optimal to have an overlap period once Donna's successor has been identified. It was suggested that the initial job application period should be soon. The EC agreed to schedule another WRA EC meeting this month to discuss further.

- e) Sign authorization for changes to First Northern Bank account signatories (Jesse): Jesse signed the bank forms as requested. Donna will return them to the bank tomorrow.
- f) Approval of invoice payments for WRA & YSGA expenses: All payments were approved.

5. WRA Board Meeting:

November 18, 2019 – Finalize agenda: The EC will discuss whether to cancel the WRA and YSGA November 18th meetings under the YSGA EC meeting following, since a DWR presentation was unable to be arranged and there weren't any pressing updates for the Board.

6. Other Updates & Future Executive Committee Agenda Items: Nothing discussed

7. Next WRA Executive Committee Meeting Date: November 18, 2019, 12:00 pm, Yolo County Flood Control & WCD.

8. Adjourned at 12:35 pm.

Respectfully submitted,



Donna L. Gentile
Board Secretary & Administrative Coordinator