



WATER RESOURCES ASSOCIATION OF YOLO COUNTY
 34274 State Highway 16, Woodland, CA 95695
 Phone: (530) 666-2733 Email: info@yolowra.org
 Website: www.yolowra.org

WRA Executive Committee
August 26, 2019, 12:00 p.m.– 12:30 p.m.
 Yolo County Flood Control & WCD, 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) Treasurer status update
 - b) Discuss process and scheduling for employee evaluation
 - c) Approve July 22, 2019 EC minutes, pages 2 - 4
 - d) Review financials: FY2019-20: July 2019, pages 5 – 8
 - e) Approve payment of invoices for WRA & YSGA expenses*
5. **Update on water legislation & regulatory issues** – discussion item
6. **WRA Board Meeting:**
 - a) September 16, 2019 –Finalize agenda items, draft agenda, page 9
 - Presentation: Update City of Woodland ASR Project, Tim Busch (~20 min)
7. **Other Updates & Future Executive Committee Agenda Items**
 - ADA door opener
8. **Next Executive Committee Meeting Date:** October ____, 2019; YCF&WCD Board Room
9. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the August 26, 2019 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by August 23, 2019 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:**

WRA EXPENSES:	
Payroll: (w/\$1.75 direct deposit fee), PR ending 8/12 & 8/26/19 - \$1,672.12	Kaiser Health Plan: September 2019 - \$1,165.94 Paid EFT 8/22
Payroll Taxes – <u>State</u> - July: \$328.42; <u>Federal</u> : - Feb: \$1,884.08 – Paid EFT 8/9	Credit Card: July \$42.13, Paid EFT on 8/12
IRA Contribution (Employer & Employee): July - \$717.69 –Paid EFT 8/9	YCF&WCD Copies, Postage, T-1 Line & I-Net: July - \$107.60
YSGA EXPENSES: YCF&WCD Copies & Postage: July - \$4.10	

Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency
MINUTES of Executive Committee (EC)
July 22, 2019, 12:00 pm – 1:00 pm
DRAFT

Present: Roger Cornwell, Jesse Loren, Kurt Balasek, Elisa Sabatini, Lynnel Pollock, Kristin Sicke, Donna Gentile

Absent: Tim O'Halloran

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:** Motion to approve the agenda by Balasek, seconded by Loren and passed unanimously.
3. **Public Comment:** No comments.
4. **WRA Administrative Items:** Motion to approve all administrative items by Loren, seconded by Balasek and carried unanimously.
 - a) June 3, 2019 minutes approved.
 - b) Reviewed FY2018-19 financials: July 2018 – June 2019: Donna reviewed the financials to-date. All FY2018-2019 expenses have been posted and the financials attached should be a final actual for the year. The WRA started the year with \$6,015 from YSGA funds carried forward from the previous fiscal year (funds unexpended as of 6/30/18). To-date the WRA has received \$110,000 in income from the YSGA. As with last year, any funds unexpended by 6/30/19 will be carried forward into FY2019-20, which should be approximately \$11,200 based on the Profit & Loss statement attached.
 - c) Approved payments for WRA expenses: All expense listed were approved and paid.
 - d) Two-year audit for fiscal years ending June 2018 and June 2019 is scheduled for September/October with Perry, Bunch & Johnston. The audit report should be available by November.
5. **YSGA Administrative Items:**

Kristin gave an update on Tim O'Halloran's work status. An official announcement will be public by the District's August Board meeting. (Post meeting note: As of 7/31/19, Tim is taking indefinite medical leave from his District position.) Donna reminded that Tim is not only Executive Officer for the YSGA, but also Treasurer for the WRA. Donna is in the process of verifying who is authorized to handle Yolo County Treasury transactions for the YSGA in Tim's absence. The Chair and Vice-chair should also be authorized representatives. If bank account signatories need to be updated, she will attempt to have that handled during an Executive Committee meeting for everyone's convenience. Motion to approve all administrative items by Pollock, seconded by Balasek and carried unanimously.

 - a) June 3, 2019 minutes approved.
 - b) Reviewed FY2018-19 financials: July 2018 - June 2019: Donna reviewed the financials to-date. All the FY2018-2019 expenses have been posted and the financials attached should be a final actual for the year. The \$20,000 (#2100-Due to Other Govts) was a liability posted as recommended by the auditors, because the WRA's administrative contract for FY18-19 was \$120,000 and only invoiced for \$100,000. A liability was created for the YSGA because the contract agreement language omitted "not to exceed". This language was added to the renewed contract for FY19-20 to correct this oversight.

Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency
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Donna also explained that the reason why Rural Member Contributions (#4100) income was higher than the budget. The new members who just joined, Reclamation Districts 150 and 999, agreed to pay retroactive dues starting from July 1, 2017 to June 30, 2019. Reclamation District 307's membership payment is still pending final processing, as well as their signed JPA agreement signature page.

- c) Approved payment YSGA expenses and signed administrative contracts: All expense listed were approved and paid. Renewal contracts with the WRA and the YCFC&WCD were both signed and executed.
 - d) FY2019-2020 Membership Invoices – Donna will send out invoices by the end of July with the option of paying either for a full year or a half-year in two payments.
 - e) One-year audit for fiscal year ending June 2019 is scheduled for July/August with Richardson & Company. Donna has already begun preparing and up-loading documents for the auditor as requested. They might be ready to present the final audit by the September board meeting. When the 3-year contract with Richardson & Company ends, the YSGA will consider whether to change to a 2-year audit cycle like the WRA.
- 6. Update on water legislation & regulatory issues:** Roger gave updates on the following items: SB 1 [California Environmental, Public Health & Workers Defense Act 2019](#), [Human Right to Water](#), [SB 200 Drinking Water](#). Elisa reported that the [Yolo Bypass Fish Passage Project](#) has been approved by the California Department of Water Resources which will expand the migration corridor for endangered fish to the Yolo Bypass and the Sacramento Valley's main floodplain. This state and federal project is the largest floodplain restoration action on the West Coast.
- 7. WRA Technical Committee (TC) & Westside IRWMP Update:** Elisa Sabatini, TC Chair reported that the Westside IRWMP Update 2019 was formally approved by DWR in early July. Donna informed that at the September 5th TC meeting Tim Busch will give an update on the City of Woodland's ASR Project and in November a tour of RD787's fish food floodplain project is planned. She also reported that FloodSafe Yolo 2.0 has been initiated by the County and the YCFC&WCD. Elisa asked that we add an update on this item to the September TC meeting agenda. Elisa also shared the sad news that Fran Borcalli recently passed.
- 8. Update on YSGA Activities:**
- a) GSP Development: Kristin reported that we received three RFQs for the Hydrogeologic Conceptual Model. She hopes to move forward with selecting one of them soon. Additional sustainable management criteria workshops will be conducted in the other Management Areas similar to the Capay Valley workshop in May. David Gutierrez has been retained to assist with these workshops. Kristin answered questions. Roger informed that SEI has not provided an update to RD787 and Conaway Ranch about the additional information provided after the April Working Group meeting. Kristin will contact them. Kurt asked who provided RFQs. Larry Walker Associates, West Yost Associates and Montgomery & Associates responded to the RFQ.

Water Resources Association of Yolo County and Yolo Subbasin Groundwater Agency
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DRAFT

9. September 16, 2019 Board Meeting: Kristin reported that she spoke with legal counsel, Kevin O'Brien, and he has recommended that the WRA and the YSGA hold separate board meetings for clarity of voting protocols. Kevin clarified that it is not a rule that a Board member must abstain from voting on meeting minutes if they did not attend the meeting. Kristin and Donna will draft an agenda for both agencies for EC review at the next meeting.

a) WRA Agenda:

Following items were suggested for the September 16th agenda:

- *Update on the City of Woodland's ASR Project from Tim Busch.* Donna will contact him to verify his availability. Elisa will let County Supervisors know about the ASR item because they were interested in an update.

b) YSGA Agenda: Kristin, Roger and Donna will coordinate to develop agenda items for the September 16th meeting.

10. Other Updates & Future Executive Committee Agenda Items: Donna presented an item for discussion at the next EC meeting. In September 2017, the WRA Board approved a salary increase for Donna and also requested that an annual employee performance evaluation be conducted. This item was overlooked with the change of Board chair assignment when Chair Babs Sandeen left the WRA Board in January. The EC will discuss how to conduct the evaluation on August 26th. Donna will review what self-evaluation forms the WRA has available.

Jesse gave a brief update on City of Winters' activities.

11. Next WRA & YSGA Executive Committee Meeting Date: August 26, 2019, WRA from 12:00 to 12:30 pm; YSGA from 12:30 – 1:00 pm in the YCF&WCD Board Room.

12. Adjourned at 1:15 pm.

Respectfully submitted,

Donna L. Gentile
WRA/YSGA Board Secretary & Administrative Coordinator

Water Resources Association of Yolo County
Balance Sheet
 As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
LAIF	34,542.93
First Northern - Savings	10,988.73
First Northern - Checking	3,622.20
Total Checking/Savings	49,153.86
Total Current Assets	49,153.86
TOTAL ASSETS	49,153.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	153.83
Total Accounts Payable	153.83
Other Current Liabilities	
Accrued Vacation	6,344.00
SIMPLE IRA Liabilities	717.69
Payroll Liabilities	2,212.50
Total Other Current Liabilities	9,274.19
Total Current Liabilities	9,428.02
Total Liabilities	9,428.02
Equity	
Revenue in Excess of Expenses (Retained Earnings)	49,604.61
Net Income	-9,878.77
Total Equity	39,725.84
TOTAL LIABILITIES & EQUITY	49,153.86

Water Resources Association of Yolo County
Budget vs. Actual
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	20,000.00	127,500.00	15.69%
Member Dues - Associate	100.00	600.00	16.67%
Interest Income	219.33	700.00	31.33%
Calendar - Revenue (Donations)	0.00	3,200.00	0.0%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	<u>20,319.33</u>	<u>133,700.00</u>	<u>15.2%</u>
Gross Profit	20,319.33	133,700.00	15.2%
Expense			
Salaries - Gross	9,569.24	62,200.00	15.39%
Payroll Taxes & Expenses	739.04	5,000.00	14.78%
Employer Paid Benefits	2,618.96	17,000.00	15.41%
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%
Audit	0.00	6,000.00	0.0%
Bank Charges, License Fees	0.00	175.00	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	20.70	1,700.00	1.22%
Internet Service	281.88	1,800.00	15.66%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	69.92	2,700.00	2.59%
Mileage	0.00	300.00	0.0%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	42.13	1,500.00	2.81%
Postage	1.00	600.00	0.17%
Contingency	0.00	600.00	0.0%
Total Expense	<u>13,912.87</u>	<u>108,300.00</u>	<u>12.85%</u>
Net Ordinary Income	6,406.46	25,400.00	25.22%
Other Income/Expense			
Other Expense			
Project Fund Budget			
Westside IRWMP (WRA cost share)	0.00	21,500.00	0.0%
Total Project Fund Budget	<u>0.00</u>	<u>21,500.00</u>	<u>0.0%</u>
Total Other Expense	<u>0.00</u>	<u>21,500.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-21,500.00</u>	<u>0.0%</u>
Net Income	<u><u>6,406.46</u></u>	<u><u>3,900.00</u></u>	

Water Resources Association of Yolo County
Profit & Loss
 July 2019

	<u>General Fund</u>	<u>YSGA</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Interest Income	219.33	0.00	219.33
Total Income	<u>219.33</u>	<u>0.00</u>	<u>219.33</u>
Gross Profit	219.33	0.00	219.33
Expense			
Salaries - Gross	7,176.93	0.00	7,176.93
Payroll Taxes & Expenses	554.29	0.00	554.29
Employer Paid Benefits	1,381.25	0.00	1,381.25
General Liability Insurance	570.00	0.00	570.00
Copies, Printing & Binding	17.10	3.60	20.70
Internet Service	281.88	0.00	281.88
Meeting Expenses	34.96	34.96	69.92
Office Supplies/Expenses	42.13	0.00	42.13
Postage	0.50	0.50	1.00
Total Expense	<u>10,059.04</u>	<u>39.06</u>	<u>10,098.10</u>
Net Ordinary Income	<u>-9,839.71</u>	<u>-39.06</u>	<u>-9,878.77</u>
Net Income	<u><u>-9,839.71</u></u>	<u><u>-39.06</u></u>	<u><u>-9,878.77</u></u>

Water Resources Association of Yolo County Transaction List by Date July 2019

Type	Date	Num	Name	Memo	Account	Split	Amount
Bill	07/01/2019	2019-0621	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-831.80
Liability Check	07/02/2019	EFT	QuickBooks Payroll Service	Created by Payroll Service on 07/01/2019	First Northern - Checking	-SPLIT-	-1,672.11
Paycheck	07/03/2019	DD1138	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	07/09/2019	E-pay	Employment Development Department	499-0728-0 QB Tracking # 262478930	First Northern - Checking	-SPLIT-	-218.95
Liability Check	07/09/2019	E-pay	United States Treasury	68-0306647 QB Tracking # 262925930	First Northern - Checking	-SPLIT-	-1,256.04
Liability Check	07/09/2019	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-478.46
Transfer	07/11/2019			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Payment	07/12/2019	57235	Yolo County Flood Control & WCD		Undeposited Funds	Accounts Receivable	387.76
Bill Pmt -Check	07/15/2019	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-831.80
Deposit	07/15/2019			Interest	LAIF	Interest Income	219.33
Liability Check	07/16/2019	EFT	QuickBooks Payroll Service	Created by Payroll Service on 07/15/2019	First Northern - Checking	-SPLIT-	-1,672.11
Paycheck	07/17/2019	DD1139	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Transfer	07/18/2019			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,800.00
Bill	07/21/2019		Business Card (Mastercard)		Accounts Payable	Office Supplies/Expenses	-42.13
Check	07/22/2019	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,165.94
Bill Pmt -Check	07/22/2019	2531	Iris Software	Quarterly web main.fee April-June 2019	First Northern - Checking	Accounts Payable	-120.00
Bill Pmt -Check	07/22/2019	2532	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-546.80
Deposit	07/22/2019			Deposit	First Northern - Savings	Undeposited Funds	387.76
Transfer	07/25/2019			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Liability Check	07/30/2019	EFT	QuickBooks Payroll Service	Created by Payroll Service on 07/29/2019	First Northern - Checking	-SPLIT-	-1,672.12
Paycheck	07/31/2019	DD1140	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	07/31/2019	2019-0731 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-107.60
Bill	07/31/2019	2019-0731-YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-4.10



BOARD OF DIRECTORS' MEETING WATER RESOURCES ASSOCIATION OF YOLO COUNTY

AGENDA

Online agenda: www.yolowra.org/meetings.html

DATE/TIME: Monday, September 16, 2019, 3:00 to 3:30 p.m.

LOCATION: Woodland Community Center, 2001 East St., Woodland, Meeting Rooms 1-2

- 3:00 1. **CALL TO ORDER and INTRODUCTIONS**
- 3:01 2. **APPROVE AGENDA and ADDING ITEMS TO THE POSTED AGENDA**- In order to add an agenda item, 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.
- 3:02 3. **PUBLIC FORUM** –The Public may address the WRA relating to matters within the WRA’s jurisdiction.
- 3:05 4. **CONSENT ITEMS**
- a. Approve minutes from June 17, 2019 Board meeting, pages 2-4
 - b. Receive financial reports Fiscal Year End 2018-19: July 2018 to June 2019, pages 5
 - c. Receive financial reports Fiscal Year 2019-20: July 2019, pages ?? _
 - d. Receive minutes of Executive Committee:4/3, 6/3/19, pages ??
 - e. Receive minutes of Technical Committee: 2/7/19, pages ??
- 3:06 5. **INFORMATIONAL ITEMS:** Report from the WRA Chair
- 3:08 6. **PRESENTATION: AQUIFER STORAGE & RECOVERY (ASR) PROJECT**
Tim Busch, City of Woodland
- 3:28 7. **MEMBERS’ REPORTS & FUTURE AGENDA ITEMS:** WRA Members are invited to briefly report on important current issues and recommend topics for future WRA Board meetings.
- 3:30 8. **NEXT MEETING:** Monday, November 18, 2019, 3-3:30 p.m., Woodland
- 3:30 9. **ADJOURNMENT**

Consideration of items not on the posted agenda: items in the following categories: 1) majority determination that an emergency (as defined by the Brown Act) exists; or 2) a 4/5th determination that the need to take action arose subsequent to posting of the agenda. I declare under penalty of perjury that the foregoing agenda for the September 16, 2019 meeting of the Board of Directors for the Water Resources Association of Yolo County was posted by September 13, 2019 in the office located at 34274 State Highway 16, Woodland, CA and was available to the public during normal business hours.

Donna L. Gentile, WRA Secretary and Administrative Coordinator