



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

November 18, 2019, 12:00 p.m.– 1:00 p.m.

Yolo County Flood Control & WCD, 34274 State Highway 16, Woodland, CA 95695

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 November 7, 2019 EC minutes, page 2 - 3
 - b) Approve LAIF transfer to First Northern Bank to adjust for FY17-18 and 18-19 YSGA funds received but not expended (reference EC minutes 11/7/19 Item 4c). Adjustment will be posted as part of final audit by Perry, Bunch & Johnston, Inc. for years ending 6/30/18 and 6/30/19.
 - c) Administrative Coordinator Retirement and Recruitment
5. **Closed Executive Session – Personnel – Pursuant to Government Code 54957**
Administrative Coordinator
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** December 10, 2019; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the November 18, 2019 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by November 15, 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

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.

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

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 YCFCWCD 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