



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
October 15, 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) Review of draft 6/30/18 and 6/30/19 Audit Report postponed to November EC meeting
 - b) Approve September 5, 2019 EC minutes, pages 2 - 3
 - c) Review financials: FY2019-20: September 2019, pages 4 - 7
 - d) Review and approve FY 2019-20 Employee Wage & Benefits Agreement, page 8
 - e) Sign authorization for changes to LAIF and First Northern Bank account signatories (Roger, Jesse, Tim, Elisa)
 - f) Approve payment of invoices for WRA & YSGA expenses*
5. **WRA Board Meeting:**
 November 18, 2019 –Discuss agenda
 - Consent Items
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** November ___, 2019; YCFC&WCD Board Room
8. **Adjourn**

I declare under penalty of perjury that the foregoing agenda for the October 15, 2019 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by October 11, 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:	Donna Gentile: Mileage & Expense Reimbursement: June-Sept: \$21.65
Payroll: (w/\$1.75 direct deposit fee), PR ending 10/5, 10/19, & 11/2/19 - \$1,672.12	Kaiser Health Plan: October 2019 - \$1,165.94 To be paid EFT 10/22
Payroll Taxes – State- Sept: \$218.94; Federal: - Sept: \$1,256.04 – To be paid EFT 10/10	Credit Card: Sept \$117.67, To be paid EFT on 10/11/12
IRA Contribution (Employer & Employee): Sept-\$478.46 –To be paid EFT 10/10	YCFC&WCD Copies, Postage, T-1 Line & I-Net: Sept - \$161.00
YSGA EXPENSES: YCFC&WCD Copies & Postage: Sept \$164.90	

**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.

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

- 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

DRAFT

Water Resources Association of Yolo County
Balance Sheet
 As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
LAIF	34,542.93
First Northern - Savings	16,776.47
First Northern - Checking	739.66
Total Checking/Savings	52,059.06
Other Current Assets	
Undeposited Funds	300.00
Total Other Current Assets	300.00
Total Current Assets	52,359.06
TOTAL ASSETS	52,359.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	443.57
Total Accounts Payable	443.57
Other Current Liabilities	
Accrued Vacation	6,344.00
SIMPLE IRA Liabilities	478.46
Payroll Liabilities	1,474.98
Total Other Current Liabilities	8,297.44
Total Current Liabilities	8,741.01
Total Liabilities	8,741.01
Equity	
Revenue in Excess of Expenses (Retained Earnings)	49,604.61
Net Income	-5,986.56
Total Equity	43,618.05
TOTAL LIABILITIES & EQUITY	52,359.06

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

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	16,886.44	127,500.00	13.24%
Member Dues - Associate	700.00	600.00	116.67%
Interest Income	220.63	700.00	31.52%
Calendar - Revenue (Donations)	0.00	3,200.00	0.0%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	<u>17,807.07</u>	<u>133,700.00</u>	<u>13.32%</u>
Gross Profit	17,807.07	133,700.00	13.32%
Expense			
Salaries - Gross	16,746.17	62,200.00	26.92%
Payroll Taxes & Expenses	1,293.33	5,000.00	25.87%
Employer Paid Benefits	4,000.21	17,000.00	23.53%
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	283.85	1,700.00	16.7%
Internet Service	461.88	1,800.00	25.66%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	227.54	2,700.00	8.43%
Mileage	0.00	300.00	0.0%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	180.30	1,500.00	12.02%
Postage	30.35	600.00	5.06%
Contingency	0.00	600.00	0.0%
Total Expense	<u>23,793.63</u>	<u>108,300.00</u>	<u>21.97%</u>
Net Ordinary Income	-5,986.56	25,400.00	
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>-5,986.56</u></u>	<u><u>3,900.00</u></u>	

Water Resources Association of Yolo County
Profit & Loss
 July through September 2019

	<u>General Fund</u>	<u>YSGA</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	16,886.44	0.00	16,886.44
Member Dues - Associate	700.00	0.00	700.00
Interest Income	220.63	0.00	220.63
Total Income	<u>17,807.07</u>	<u>0.00</u>	<u>17,807.07</u>
Gross Profit	17,807.07	0.00	17,807.07
Expense			
Salaries - Gross	16,746.17	0.00	16,746.17
Payroll Taxes & Expenses	1,293.33	0.00	1,293.33
Employer Paid Benefits	4,000.21	0.00	4,000.21
General Liability Insurance	570.00	0.00	570.00
Copies, Printing & Binding	253.45	30.40	283.85
Internet Service	461.88	0.00	461.88
Meeting Expenses	113.77	113.77	227.54
Office Supplies/Expenses	180.30	0.00	180.30
Postage	15.40	14.95	30.35
Total Expense	<u>23,634.51</u>	<u>159.12</u>	<u>23,793.63</u>
Net Ordinary Income	<u>-5,827.44</u>	<u>-159.12</u>	<u>-5,986.56</u>
Net Income	<u><u>-5,827.44</u></u>	<u><u>-159.12</u></u>	<u><u>-5,986.56</u></u>

**Water Resources Association of Yolo County
Transaction List by Date
September 2019**

Type	Date	Num	Name	Memo	Account	Split	Amount
Payment	09/03/2019	9545908	Yolo County Resource Conserv. Dist.		Undeposited Funds	Accounts Receivable	100.00
Bill Pmt -Check	09/04/2019	2534	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-146.60
Payment	09/05/2019	12409	Lynnel Pollock		Undeposited Funds	Accounts Receivable	100.00
Payment	09/05/2019	130	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	16,886.44
Transfer	09/06/2019			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Deposit	09/09/2019			Deposit	First Northern - Savings	-SPLIT-	17,286.44
Payment	09/09/2019	11494	Yolo Basin Foundation		Undeposited Funds	Accounts Receivable	100.00
Liability Check	09/10/2019	EFT	QuickBooks Payroll Service	Created by Payroll Service on 09/09/2019	First Northern - Checking	-SPLIT-	-1,672.12
Liability Check	09/10/2019	E-pay	Employment Development Department	499-0728-0 QB Tracking # 1484642930	First Northern - Checking	-SPLIT-	-218.95
Liability Check	09/10/2019	E-pay	United States Treasury	68-0306647 QB Tracking # -2103657266	First Northern - Checking	-SPLIT-	-1,256.04
Liability Check	09/10/2019	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-478.46
Paycheck	09/11/2019	DD1143	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	09/12/2019	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-178.12
Transfer	09/19/2019			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Bill	09/21/2019	2019-0921	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-117.67
Check	09/23/2019	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-1,165.94
Payment	09/23/2019	75575	West Yost Associates		Undeposited Funds	Accounts Receivable	100.00
Payment	09/23/2019	18024356	Reclamation District # 2068		Undeposited Funds	Accounts Receivable	100.00
Liability Check	09/24/2019	EFT	QuickBooks Payroll Service	Created by Payroll Service on 09/23/2019	First Northern - Checking	-SPLIT-	-1,672.12
Paycheck	09/25/2019	DD1144	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	09/30/2019	2019-0930 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-161.00
Bill	09/30/2019	2019-0930 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-164.90
Deposit	09/30/2019			Interest	First Northern - Savings	Interest Income	1.30



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Fiscal year July 2019 - June 2020 Wage and Benefits Agreement with the Administrative Coordinator, Donna Gentile, based on full-time employment.

Wages

\$62,200/year - 2080 hours annually - Paid bi-weekly over 26 pay periods per calendar year

Employee Benefits

Health Plan: WRA established a small business health plan through Kaiser Permanente as of April 2004. WRA is pays monthly premiums for health insurance coverage that includes dental.

Retirement Plan: Retirement account with employee/employer match. Employer annual contribution based on 3% of annual gross salary.

Vacation Leave

160 hours per year. Accrue 6.15 hours per pay period.

Sick Leave

96 hours (12 days) per year. Accrue 3.7 hours per pay period

Jury Duty Leave

Leave agreement has not been established.

Paid Holiday Schedule

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving	4 th Thursday & Friday in November
Christmas Eve	December 24 (1/2 day)
Christmas Day	December 25

Original Hire Date:

June 22, 1998

Roger Cornwell, Chair

Date