

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
February 18, 2020, 12:00 pm – 12:30 pm
YCFC&WCD Board Room, 34274 State Highway 16, Woodland, CA

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

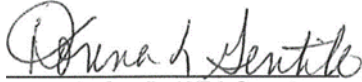
Absent: Tim O'Halloran

1. **Call to Order:** Meeting was called to order by Chair Cornwell at 12:05 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:** Elisa motioned to approve the items a - d and Jesse seconded the motion that was unanimously approved.
 - a) December 10, 2019 EC minutes were approved.
 - b) Reviewed FY2019-20 financials: December 2019-January 2020: The EC reviewed the financials. Donna explained the FY2019-20 budget amendment #1 that will be on the March agenda for Board approval. Expenses increasing are the annual 1&1 Ionos web hosting fee (\$192 to \$228), I-Net monthly computer support (\$50 to \$68 paid to YCFCWCD), and the Woodland Community Center room reservation fees (10% increase/ \$44 meeting). Internet Services budget will be increased from \$1,800 to \$2,000/year to accommodate changes. Meeting Expenses will be increased from \$2,700 to \$3,100/year. Other increases to Office Expenses and the annual Kaiser health insurance are within the current budgeted amounts. Associate Membership income will be increased from \$600 to \$700 to reflect actual income received in FY2019-20. Donna reminded that the FY2020-21 budget development will need to start in April/May for a June Board adoption date.
 - c) Status of Donna's retirement plans and job task assignments: Donna's target retirement date is the end of March 2020. She continues to meet with the appropriate parties to define the details of her transition and her continued individual health insurance coverage. The WRA is not eligible to offer COBRA, because we have less than 12 employees. Kristin discussed the possibility whether Donna could go on part-time disability and assist with accounting functions through the end of the fiscal year. If this isn't an option, then Donna will be training Kristin or another District employee in QuickBooks. Donna is still determining what her best long-term options are for retirement/disability. Kristin informed that a proposed transition plan will be presented to the WRA/YSGA Board at the March meeting. Discussions are continuing with YCFCWCD staff to determine how WRA and YSGA job duties will be assigned. Donna continues to update the WRA operation procedures manual and create a YSGA operations manual. It is prudent to maintain the WRA's QuickBooks software through the end of 2020 in order to seamlessly maintain State and Federal reporting for current employee payroll functions and other accounting functions. QuickBooks periodically stops supporting older software versions. In a few months, they will no longer support QuickBooks 2017, therefore the WRA had to purchase QuickBooks 2020 software (~\$300). However, we saved money by cancelling the current payroll subscription that was renewing on March 4th at a cost of \$500/year, because the new software came with a free one-year subscription. Otherwise the total cost would have been ~\$800 for the updated software and the annual payroll subscription.
 - d) Approval of invoice payments for WRA & YSGA expenses: All payments were approved.

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5. **WRA Board Meeting:**
March 16, 2020 – Discuss agenda: Donna reviewed the items that will be on the consent agenda for March, which includes the final audit report and budget amendment #1 as described in Item 4a above.
6. **Other Updates & Future Executive Committee Agenda Items:** Nothing additional was discussed.
7. **Next WRA Executive Committee Meeting Date:** March 9, 2020, 12:00 pm, Yolo County Flood Control & WCD.
8. **Adjourned** at 12:20 pm.

Respectfully submitted,



Donna L. Gentile, WRA Secretary and Administrative Coordinator