

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
December 16, 2020, 12:00 - 12:30 pm
Teleconferenced GoToMeeting**

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

Absent: Tim O'Halloran

1. **Call to Order:** Meeting was called to order by Roger Cornwell, Chair at 12:00 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Jesse motioned to approve the agenda. Elisa seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items** (Gentile): Roger motioned to approve Items 4a and d. Jesse seconded the motion that was unanimously approved.
 - a) October 29, 2020 meeting minutes were approved.
 - b) Reviewed financial statements: FY2020-21: October-November 2020: Donna provided financials through the end of November.
 - Discuss FY2020-21 Budget: Donna displayed a projected expenses spreadsheet through the end of June 2021. The spreadsheet included expenses paid as of December 16th. The projected income/expenses include another payment from the YSGA to cover WRA's December expenses. Payroll expenses for the last two weeks of December are included plus an estimate of what Donna will be paid using her available sick, holiday, and vacation time in January and potentially February. *Employer-Paid Benefits* include Kaiser health insurance and IRA contributions for January and February. She'll explain more under Item 4d. The *Workers Compensation Insurance* policy renews on March 14th, which will not be necessary if the WRA has no employees. (Note: A form will need to be filled out with our broker to cancel this policy.) She included an estimate of future *Copies, Printing & Binding, Mileage, Office Supplies and Postage* expenses. *Internet Services* includes the annual IONOS 1&1 webhosting and domain fees (~\$240) and Chuck Lundgren/Iris Software webmaster retainer fees of \$40/month invoiced quarterly. This amount assumes that the WRA will no longer pay the YCFC&WCD for the following monthly fees: T-1 Line access (\$40) and INET Technical Support Services (\$68.25). Under *Office Supplies* the WRA would no longer be paying the YCFC&WCD for the monthly MS Office 365 software subscription (\$8.30) and would cancel its monthly Adobe Acrobat software subscription (\$12.99). It is anticipated that WRA would have an estimated net expenditures of \$84,875 of the total FY2020-21 budget of \$121,500. (Note: this amount may increase or decrease depending on what the WRA invoices the YSGA for actual expenses and final payroll costs.)
 - c) Operations & Procedures Manual Status: This manual is in the process of being updated. When Donna has a final version, she will share a digital version with the EC. She plans to focus on this over the next two weeks. Donna presented an outline of her job duties by category for assignment. She reviewed each of these categories, which are: Meeting Agendas and Minutes, Databases, Website, Administrative, and Bookkeeping/Accounting. She also included list of duties that are currently suspended for different reasons. Kristin is working with Donna, Cameron Dewberry and her two new personnel to cover all these duties and the timeline for this transition. Donna will be available until at least February if questions arise.
 - d) Update on Donna's employment status: Donna will work through December 31st and then go out on disability so she can apply for State Disability Insurance in January. She will use her available sick, holiday, and vacation time while waiting for determination from the State on her disability claim

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which typically takes 2-3 weeks. She can only get automated recordings and has been unable to talk with a real person to determine if COVID has delayed the claims process. She can temporarily use a combination of State disability insurance and available employer-paid benefits to bring her up to 100% of her pre-disability earnings until it is determined that she is not able to return to work.

e) Approve payments for WRA and YSGA expenses: All payments were approved.

5. WRA Board Meeting: January 11, 2021, 3:00 - 3:15 pm

The EC reviewed January agenda items. The EC discussed the Nominating Committee and previous procedures. Elisa was asked to chair the Nominating Committee to determine recommendations for elections and appointments at the January meeting.

- Regular Consent Items: Board and Committee minutes & Financial statements
- Nominating Committee recommendations for annual Board officer elections and appointments

6. Other Updates & Future Executive Committee Agenda Items: No additional discussion.

7. Next Executive Committee Meeting Date: A February meeting date will be selected via email communications.

8. Adjourned at 12:35 pm.

Respectfully submitted,

Donna Gentile
Board Secretary & Administrative Coordinator