



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 April 13, 2020, 12:00 p.m. – 12:30 p.m.

NOTE: This meeting is being agendized to allow Board Members, staff, and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 ([March 17, 2020](#)).

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AGENDA

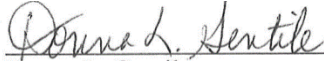
1. **Call to Order**
2. **Approve Agenda and Adding Items to the Posted Agenda-** In order to add an item to the agenda, it must fit into one of the following categories: a) A majority determination that an emergency (as defined by the Brown Act) exists; or b) A 4/5ths determination that the need to 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** (Donna Gentile):
 - a) Approve March 9, 2020 EC minutes, page 3
 - b) Review financials: FY2019-20: March 2020, pages 4 - 8
 - c) Approve payments for WRA & YSGA expenses*
 - d) Sign Temporary Telecommunication Work Agreement for Donna Gentile, pages 9 -11
 - e) Donna's retirement plan changes in response to State's Shelter-in-Place mandate
5. **WRA Board Meeting:** June 15, 2020, 3:00 to 3:15 p.m. – Discuss agenda.
Consent Items:
 - March 16, 2020 Board meeting minutes, EC committee minutes
 - Financial Statements FY2019-20 – July 2019 to March 2020
 - FY2020-2021 Budget Adoption
 - 2021 Board meeting dates
 - FY2020-2021 Administrative Contract renewals for WRA-YSGA and WRA-YCFCWCD

6. Other Updates & Future Executive Committee Agenda Items

7. Next Executive Committee Meeting Date: May ____, 2020; YCFC&WCD Board Room

8. Adjourn

I declare under penalty of perjury that the foregoing agenda for this meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by April 10, 2020 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 Period ending, 4/4, 4/18/20 - \$1,676.80	Kaiser Health Plan: April 2020 - \$1,263.61 – To be paid EFT 4/21
Payroll Taxes – Federal - March: \$1,250.04; State – March: \$212.06 – Paid EFT 4/6	Credit Card: March \$264.43, Paid EFT on 4/10
IRA Contribution (Employer & Employee): March - \$478.46 – Paid EFT 4/6	YCFC&WCD Copies, Postage, T-1 Line & I-Net: March - \$146.05
YSGA EXPENSES:	YCFC&WCD Copies & Postage: March: \$30.05

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
March 9, 2020, 12:00 pm – 12:30 pm
YCFC&WCD Board Room, 34274 State Highway 16, Woodland, CA

Present: Roger Cornwell, Tim O’Halloran, Kurt Balasek, Elisa Sabatini, Donna Gentile, Max Stevenson,
Kristin Sicke

Absent: Jesse Loren

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:** Elisa motioned to approve the agenda and Tim seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items:** Tim motioned to approve the items a - d and Elisa seconded the motion that was unanimously approved.
 - a) *February 18, 2020 EC minutes were approved.*
 - b) *Reviewed FY2019-20 financials: December 2019-February 2020:* The EC reviewed the financials. Donna reviewed the budget amendment #1 that will be on the March 16th Board agenda for approval. She has invoiced the YSGA for January-February 2020 expenses (\$16,800.71), because operating funds will be needed before the end of March. A withdrawal request from the YSGA Yolo County Treasury account is ready for authorization at the following YSGA EC meeting.
 - c) *Update on Donna’s retirement plans:* Donna’s target retirement date of the end of March 2020 is being postponed. She is having some challenges navigating the Federal social security (SSA) system. She was able to get a copy of the disability (SSDI) application by visiting the West Sacramento office to ask questions about the process. She explained the options currently available, but still has a few questions that were not clearly answered. Health insurance and the Medicare coverage 24 month waiting period is one of the difficult issues. She is also researching State Disability Insurance (SDI) options, but has been unable to speak with an actual human so far. She is determining whether to taking time off in the month of April potentially using a combination of SDI, sick and vacation time. She has requested the State disability claim forms be mailed to the WRA and will continue to try reaching a State representative by phone. Donna will keep the EC informed of her plans.
 - d) *Approval of invoice payments for WRA & YSGA expenses:* All payments were approved.
5. **WRA Board Meeting:**
March 16, 2020 – Finalize agenda (draft agenda attached): The primary agenda items will be Consent that includes September 16, 2019 Board minutes, subcommittee meeting minutes, the final audit report for fiscal years ending 6/30/18 and 6/30/19 and FY2019-2020 budget amendment #1 as described in the draft February 18, 2020 EC meeting minutes.
6. **Other Updates & Future Executive Committee Agenda Items:** Nothing additional was discussed.
7. **Next WRA Executive Committee Meeting Date:** April 13, 2020, 12:00 pm, Yolo County Flood Control & WCD.
8. **Adjourned** at 12:20 pm.

Respectfully submitted,
Donna L. Gentile
WRA Administrative Coordinator and Board Secretary

Water Resources Association of Yolo County
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF	25,931.17
First Northern - Savings	17,913.44
First Northern - Checking	419.34
Total Checking/Savings	<u>44,263.95</u>
Total Current Assets	<u>44,263.95</u>
TOTAL ASSETS	<u><u>44,263.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-37.97
Total Accounts Payable	<u>-37.97</u>
Other Current Liabilities	
Accrued Vacation	6,715.00
SIMPLE IRA Liabilities	478.46
Payroll Liabilities	1,462.10
Total Other Current Liabilities	<u>8,655.56</u>
Total Current Liabilities	<u>8,617.59</u>
Total Liabilities	8,617.59
Equity	
Revenue in Excess of Expenses (Retained Earnings)	39,573.61
Net Income	-3,927.25
Total Equity	<u>35,646.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>44,263.95</u></u>

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

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	90,735.06	127,500.00	71.17%
Member Dues - Associate	700.00	700.00	100.0%
Interest Income	610.77	700.00	87.25%
Calendar - Revenue (Donations)	0.00	3,200.00	0.0%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	<u>92,045.83</u>	<u>133,800.00</u>	<u>68.79%</u>
Gross Profit	92,045.83	133,800.00	68.79%
Expense			
Salaries - Gross	45,976.20	62,200.00	73.92%
Payroll Taxes & Expenses	3,805.48	5,000.00	76.11%
Employer Paid Benefits	12,026.51	17,000.00	70.74%
Workers Comp Insurance	530.00	800.00	66.25%
General Liability Insurance	570.00	800.00	71.25%
Accounting Services	0.00	400.00	0.0%
Audit	5,750.00	6,000.00	95.83%
Bank Charges, License Fees	68.55	175.00	39.17%
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	464.55	1,700.00	27.33%
Internet Service	1,623.15	2,000.00	81.16%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	2,710.98	3,100.00	87.45%
Mileage	40.02	300.00	13.34%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	866.84	1,500.00	57.79%
Postage	40.80	600.00	6.8%
Contingency	0.00	600.00	0.0%
Total Expense	<u>74,473.08</u>	<u>108,900.00</u>	<u>68.39%</u>
Net Ordinary Income	17,572.75	24,900.00	70.57%
Other Income/Expense			
Other Expense			
Project Fund Budget			
Westside IRWMP (WRA cost share)	21,500.00	21,500.00	100.0%
Total Project Fund Budget	<u>21,500.00</u>	<u>21,500.00</u>	<u>100.0%</u>
Total Other Expense	<u>21,500.00</u>	<u>21,500.00</u>	<u>100.0%</u>
Net Other Income	<u>-21,500.00</u>	<u>-21,500.00</u>	<u>100.0%</u>
Net Income	<u><u>-3,927.25</u></u>	<u><u>3,400.00</u></u>	

Water Resources Association of Yolo County
Profit & Loss by Fund
 July 2019 through March 2020

	General Fund	YSGA	TOTAL
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	90,735.06	0.00	90,735.06
Member Dues - Associate	700.00	0.00	700.00
Interest Income	610.77	0.00	610.77
Total Income	92,045.83	0.00	92,045.83
Gross Profit	92,045.83	0.00	92,045.83
Expense			
Salaries - Gross	45,976.20	0.00	45,976.20
Payroll Taxes & Expenses	3,805.48	0.00	3,805.48
Employer Paid Benefits	12,026.51	0.00	12,026.51
Workers Comp Insurance	530.00	0.00	530.00
General Liability Insurance	570.00	0.00	570.00
Audit	5,750.00	0.00	5,750.00
Bank Charges, License Fees	68.55	0.00	68.55
Copies, Printing & Binding	363.05	101.50	464.55
Internet Service	1,623.15	0.00	1,623.15
Meeting Expenses	941.02	1,769.96	2,710.98
Mileage	40.02	0.00	40.02
Office Supplies/Expenses	866.84	0.00	866.84
Postage	20.35	20.45	40.80
Total Expense	72,581.17	1,891.91	74,473.08
Net Ordinary Income	19,464.66	-1,891.91	17,572.75
Other Income/Expense			
Other Expense			
Project Fund Budget			
Westside IRWMP (WRA cost share)	21,500.00	0.00	21,500.00
Total Project Fund Budget	21,500.00	0.00	21,500.00
Total Other Expense	21,500.00	0.00	21,500.00
Net Other Income	-21,500.00	0.00	-21,500.00
Net Income	-2,035.34	-1,891.91	-3,927.25

Water Resources Association of Yolo County
Profit & Loss by Quarter
July 2019 through March 2020

	<u>Jul - Sep 19</u>	<u>Oct - Dec 19</u>	<u>Jan - Mar 20</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
YSGA Income for WRA operations	16,886.44	43,735.09	30,113.53	90,735.06
Member Dues - Associate	700.00	0.00	0.00	700.00
Interest Income	220.63	214.67	175.47	610.77
Total Income	<u>17,807.07</u>	<u>43,949.76</u>	<u>30,289.00</u>	<u>92,045.83</u>
Gross Profit	17,807.07	43,949.76	30,289.00	92,045.83
Expense				
Salaries - Gross	16,746.17	12,483.86	16,746.17	45,976.20
Payroll Taxes & Expenses	1,293.33	1,110.32	1,401.83	3,805.48
Employer Paid Benefits	4,000.21	3,928.42	4,097.88	12,026.51
Workers Comp Insurance	0.00	0.00	530.00	530.00
General Liability Insurance	570.00	0.00	0.00	570.00
Audit	0.00	5,750.00	0.00	5,750.00
Bank Charges, License Fees	0.00	15.00	53.55	68.55
Copies, Printing & Binding	283.85	54.55	126.15	464.55
Internet Service	461.88	284.75	876.52	1,623.15
Meeting Expenses	227.54	2,806.40	-322.96	2,710.98
Mileage	0.00	15.66	24.36	40.02
Office Supplies/Expenses	180.30	318.46	368.08	866.84
Postage	30.35	3.30	7.15	40.80
Total Expense	<u>23,793.63</u>	<u>26,770.72</u>	<u>23,908.73</u>	<u>74,473.08</u>
Net Ordinary Income	-5,986.56	17,179.04	6,380.27	17,572.75
Other Income/Expense				
Other Expense				
Project Fund Budget				
Westside IRWMP (WRA cost share)	0.00	21,500.00	0.00	21,500.00
Total Project Fund Budget	<u>0.00</u>	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Total Other Expense	<u>0.00</u>	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Net Other Income	0.00	-21,500.00	0.00	-21,500.00
Net Income	<u>-5,986.56</u>	<u>-4,320.96</u>	<u>6,380.27</u>	<u>-3,927.25</u>

**Water Resources Association of Yolo County
Transaction List by Date
March 2020**

Type	Date	Num	Name	Memo	Account	Split	Amount
Bill	03/02/2020	2020-0302 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-133.15
Credit	03/02/2020	2020-0302 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	Postage	43.00
Bill	03/02/2020	2020-0302 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	Copies, Printing & Binding	-9.25
Bill	03/02/2020		Kaiser Permanente		Accounts Payable	-SPLIT-	-1,263.61
Invoice	03/06/2020	2020-03	Yolo Subbasin Groundwater Agency		Accounts Receivable	-SPLIT-	16,800.71
Transfer	03/06/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-5,000.00
Bill Pmt -Check	03/09/2020	2548	Travelers (Workers Comp)		First Northern - Checking	Accounts Payable	-530.00
Bill Pmt -Check	03/09/2020	2549	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-99.40
Liability Check	03/10/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 03/09/2020	First Northern - Checking	-SPLIT-	-1,678.56
Liability Check	03/10/2020	2440	Employment Development Department	VOID: 499-0728-0	First Northern - Checking	-SPLIT-	0.00
Liability Check	03/10/2020	2441	United States Treasury	VOID: 68-0306647	First Northern - Checking	-SPLIT-	0.00
Liability Check	03/10/2020	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-478.46
Liability Check	03/10/2020	E-pay	Employment Development Department	499-0728-0 QB Tracking # -606749858	First Northern - Checking	-SPLIT-	-112.00
Liability Check	03/10/2020	E-pay	Employment Development Department	499-0728-0 QB Tracking # -605853858	First Northern - Checking	-SPLIT-	-212.07
Liability Check	03/10/2020	E-pay	United States Treasury	68-0306647 QB Tracking # -605756858	First Northern - Checking	-SPLIT-	-1,250.04
Paycheck	03/11/2020	DD1156	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	03/13/2020	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-100.61
Transfer	03/17/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,200.00
Bill Pmt -Check	03/20/2020	EFT	Kaiser Permanente		First Northern - Checking	Accounts Payable	-1,263.61
Payment	03/20/2020	143	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	16,800.71
Bill	03/21/2020	2020-0321	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-264.43
Liability Check	03/23/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 03/20/2020	First Northern - Checking	Direct Deposit Liabilities (Direct Deposit Liabilities)	-1,676.81
Paycheck	03/24/2020	DD1157	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Deposit	03/25/2020			Deposit	First Northern - Savings	Undeposited Funds	16,800.71
Bill	03/31/2020	2020-0331 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-30.05
Bill	03/31/2020	2020-0331 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-146.05

The Water Resources Association of Yolo County encourages management to think creatively about how to support their employees in caring for their health and reducing risk of exposure to COVID-19. One such option is implementing social distancing by encouraging or requiring employees to telecommute, where management has determined that telecommuting is feasible. This Temporary Telecommunication Work Agreement should be used in all instances where management has determined that work may temporarily be performed from home or an alternate location as a means of social distancing.

TEMPORARY TELECOMMUNICATION WORK AGREEMENT

This Temporary Telecommunication Work Agreement ("Agreement") is entered into by and between the Water Resources Association of Yolo County ("WRA") and Donna Gentile ("Employee").

1. This Agreement is between Employee and the WRA to establish the terms and conditions for temporarily performing work at an alternative work site ("telecommunication work site").
2. This Agreement begins on March 23, 2020. Employee understands this Agreement is a temporary measure only and will be reviewed continuously during the period in which the WRA encourages social distancing during the COVID-19 pandemic.
3. Employee agrees this Agreement may be terminated by the WRA for any reason at any time by giving 24 hours' notice.
4. Employee's regular telecommunication work site location is:

190 Schuler Ranch Drive, Woodland, CA
5. Employee's regular telecommunication work phone number is: (530) 908-3048
6. Employee's regular telecommunication work schedule is: 8:00 a.m. to 5:00 p.m.
7. Employee, while telecommuting, agrees to:
 - a. Remain accessible during the telecommunication work schedule;
 - b. Check in with the Board Chair ("Chair") and/or Executive Committee each week at the following days/times: Monday, Wednesday and Friday by midday.
 - c. Be available for teleconferences, including video if feasible, as scheduled on an as-needed basis;

- d. Be available to physically attend scheduled work meetings on an as-needed basis as required by the Chair;
 - e. Employee will submit requests for approval to use vacation, sick or other leave to the Chair. Employee may request leave electronically via text or email. The Chair will then transmit communication of approved time off to the employee for entry onto their timesheet.
- 8. Employee's duties, obligation, responsibilities, and conditions of employment with the WRA remain unchanged, except those obligation and responsibilities specifically enumerated herein.
- 9. Employee acknowledges that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity is not compromised by the arrangement outlined herein.
- 10. Employee acknowledges that if the Chair and/or Executive Committee deems that the temporary telecommunication work arrangement described herein is not effective, management may at any time seek to adjust or terminate this Agreement.
- 11. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to the Chair and/or Executive Committee at the earliest opportunity. Employee agrees to hold the WRA harmless for injury to any other person in relation to their telecommunication work site or telecommunication work arrangement as outlined herein.
- 12. Regarding space, equipment, set-up, and maintenance for temporary telecommunication work purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommunication work site and shall not be reimbursed by the WRA for these related expenses.
 - b. Employee agrees to protect WRA owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this Agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to the Chair any incidents of loss, damage, or unauthorized access at the earliest opportunity.
 - d. Employee understands that all equipment, records, and materials provided by the WRA shall remain the property of the WRA.

13. Employee agrees to return WRA owned equipment, records, and materials as soon as practicable following termination of this Agreement.
14. Employee understands that Employee is responsible for tax consequences, if any, of this telecommunication work arrangement.

I hereby affirm by my signature that I have read this Temporary Telecommunication Work Agreement and understand and agree to all of its provisions.

Employee signature

Date

WRA Board Chair signature

Date