



WATER RESOURCES ASSOCIATION OF YOLO COUNTY

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WRA Executive Committee

December 16, 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 October 29, 2020 EC minutes, page 3 - 4
 - b) Review financials: FY2020-21: October-November 2020, pages 5 – 9
 - Discuss FY2020-21 Budget
 - c) Operations & Procedures Manual Update
 - d) Update on Donna's employment status
 - e) Approve payments for WRA & YSGA expenses*
5. **WRA Board Meeting:** January 11, 2021, 3:00 p.m. – Discuss draft agenda
 - Regular Consent items: board minutes, committee minutes, financial statements
 - Possible presentation?
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** February ____, 2021; 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 December 11, 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, 12/12, 12/26/20 - \$1,743.08	Kaiser Health Plan: January 2021 - \$1,263.61 – To be paid EFT 12/21
Payroll Taxes – Federal – Nov: \$1,292.04; State – Nov: \$228.90 - To be paid EFT 12/11	Credit Card: Nov \$12.99 - To be paid 12/15
IRA Contributions (Employer & Employee): Nov-\$287.08 –To be paid EFT 12/11	YCFC&WCD Copies, Postage, T-1 Line & I-Net: Nov: \$118.25
Iris Software: Website support retainer: Oct - Dec 2020 - \$120.00 (Pending receipt > 12/31)	
YSGA EXPENSES:	YCFC&WCD Copies & Postage: Nov: \$5.00

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
October 29, 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 Loren motioned to approve the agenda. Elisa Sabatini seconded the motion that was unanimously approved.
3. **Public Comment:** No comments.
4. **Administrative Items** (Gentile): Jesse motioned to approve Items 4a and d. Elisa seconded the motion that was unanimously approved.
 - a) August 10, 2020 meeting minutes were approved.
 - b) Reviewed financial statements: FY2020-21: July 1 – October 23, 2020: The EC reviewed the current financials. The Board will be presented the financials through the end of October on 11/16/20.
 - Discuss WRA Operating Budget projections for balance of FY2020-2021: Donna is assuming that by the end of December, we would be half-way through the fiscal year and have utilized half of the budgeted payroll related expenses. The EC will need to discuss what other expenses will be maintained for the remainder of the fiscal year. It would be prudent for Donna to review the this year and next year's projected budget with the EC before she leaves. Donna asked if the EC wanted to assign one person to review that with her or the whole EC. Elisa was assigned to review the budget(s) with Donna.
 - c) Approve payments for WRA and YSGA expenses. The FY2020-21 Westside IRWM for \$21,500 has been received but cannot be paid until the YSGA reimburses the WRA for this expense. After the YSGA transfers funds from their Yolo County Treasury account into their First Northern Bank account, then the WRA can receive the funds to accommodate this payment to the Westside. Donna reminded that check signers on the WRA's First Northern Bank account are Roger, Jesse, Tim and Elisa.
 - d) Update on Donna's employment status: Donna is planning to stop working by the end of December due to her disability and apply for State Disability Insurance. After she cannot work due to her disability, there is a seven day waiting period before application can be submitted. She is allowed to use sick time and vacation pay during that seven day period. Donna requested that an EC member be assigned to discuss her questions on this situation. There will be managerial decisions that either the EC or possibly the Board will need to make regarding her employment status. She will need to determine when and how her final accrued vacation time will be paid out within the parameters of this scenario. Elisa was assigned to be Donna's point of contact to discuss pending issues. Kristin will report in the following YSGA EC meeting about the staff hired and the QuickBooks advisor that will be covering Donna's various job tasks during the transition. The EC thanked Donna for her service, especially this past year, in light of her health issues and the complications of COVID-19 workplace impacts.
5. **WRA Board Meeting: November 16, 2020, 3:00 - 3:30 pm**

Donna suggested it would be good to keep the WRA Board engaged with a presentation on a topic relevant to the WRA's regional interests. Elisa offered to contact DWR Flood Division staff to give a presentation on the Cache Creek Evaluation flood analysis for the November WRA Board meeting.

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County (WRA)
October 29, 2020, 12:00 - 12:30 pm
Teleconferenced GoToMeeting**

This presentation was given to the Yolo County Board of Supervisors this month. The meeting time will be extended to 3:30 pm to accommodate DWR's presentation.

- Regular Consent Items: Board and Committee minutes & Financial statements
- Update on Yolo County Flood Projects by Elisa, Yolo County & WRA TC Chair
- Presentation: Cache Creek Evaluation by DWR Flood Division staff

6. **Other Updates & Future Executive Committee Agenda Items:** No additional discussion.
7. **Next Executive Committee Meeting Date:** December 16, 2020. 12:00 p.m. GoToMeeting.
8. **Adjourned** at 12.30 pm.

Respectfully submitted,

Donna Gentile
Board Secretary & Administrative Coordinator

DRAFT

Water Resources Association of Yolo County
Balance Sheet
 As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
LAIF	26,212.29
First Northern - Savings	8,946.82
First Northern - Checking	4,023.26
Total Checking/Savings	39,182.37
Total Current Assets	39,182.37
TOTAL ASSETS	39,182.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Vacation	5,031.00
SIMPLE IRA Liabilities	287.08
Payroll Liabilities	1,520.94
Total Other Current Liabilities	6,839.02
Total Current Liabilities	6,839.02
Total Liabilities	6,839.02
Equity	
Revenue in Excess of Expenses (Retained Earnings)	45,109.37
Net Income	-12,766.02
Total Equity	32,343.35
TOTAL LIABILITIES & EQUITY	39,182.37

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	45,017.25	121,500.00	37.05%
Member Dues - Associate	400.00	700.00	57.14%
Interest Income	150.79	700.00	21.54%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	<u>45,568.04</u>	<u>124,600.00</u>	<u>36.57%</u>
Gross Profit	45,568.04	124,600.00	36.57%
Expense			
Salaries - Gross	26,315.41	62,200.00	42.31%
Payroll Taxes & Expenses	2,013.13	5,000.00	40.26%
Employer Paid Benefits	7,042.66	17,750.00	39.68%
Workers Comp Insurance	0.00	800.00	0.0%
General Liability Insurance	694.75	800.00	86.84%
Accounting Services	0.00	400.00	0.0%
Bank Charges, License Fees	0.00	150.00	0.0%
Dues,Subscriptions,Print Media	0.00	150.00	0.0%
Computer Equipment	0.00	900.00	0.0%
Conferences & Seminars	0.00	1,200.00	0.0%
Copies, Printing & Binding	110.85	1,250.00	8.87%
Internet Service	553.00	2,200.00	25.14%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	0.00	3,200.00	0.0%
Mileage	0.00	200.00	0.0%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	85.16	1,300.00	6.55%
Postage	19.10	400.00	4.78%
Contingency	0.00	600.00	0.0%
Total Expense	<u>36,834.06</u>	<u>99,500.00</u>	<u>37.02%</u>
Net Ordinary Income	8,733.98	25,100.00	34.8%
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>-12,766.02</u></u>	<u><u>3,600.00</u></u>	

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

	<u>General Fund</u>	<u>YSGA</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	45,017.25	0.00	45,017.25
Member Dues - Associate	400.00	0.00	400.00
Interest Income	150.79	0.00	150.79
Total Income	<u>45,568.04</u>	<u>0.00</u>	<u>45,568.04</u>
Gross Profit	45,568.04	0.00	45,568.04
Expense			
Salaries - Gross	26,315.41	0.00	26,315.41
Payroll Taxes & Expenses	2,013.13	0.00	2,013.13
Employer Paid Benefits	7,042.66	0.00	7,042.66
General Liability Insurance	694.75	0.00	694.75
Copies, Printing & Binding	30.65	80.20	110.85
Internet Service	553.00	0.00	553.00
Office Supplies/Expenses	85.16	0.00	85.16
Postage	3.50	15.60	19.10
Total Expense	<u>36,738.26</u>	<u>95.80</u>	<u>36,834.06</u>
Net Ordinary Income	8,829.78	-95.80	8,733.98
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	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Total Other Expense	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Net Other Income	<u>-21,500.00</u>	<u>0.00</u>	<u>-21,500.00</u>
Net Income	<u>-12,670.22</u>	<u>-95.80</u>	<u>-12,766.02</u>

Water Resources Association of Yolo County
Profit & Loss by Month
 October through November 2020

	<u>Oct 20</u>	<u>Nov 20</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	21,500.00	0.00	21,500.00
Interest Income	55.54	0.00	55.54
Total Income	<u>21,555.54</u>	<u>0.00</u>	<u>21,555.54</u>
Gross Profit	21,555.54	0.00	21,555.54
Expense			
Salaries - Gross	4,784.62	4,784.62	9,569.24
Payroll Taxes & Expenses	366.03	366.02	732.05
Employer Paid Benefits	1,407.15	1,342.29	2,749.44
Copies, Printing & Binding	0.00	3.05	3.05
Internet Service	120.00	108.25	228.25
Office Supplies/Expenses	25.98	8.30	34.28
Postage	0.00	0.50	0.50
Total Expense	<u>6,703.78</u>	<u>6,613.03</u>	<u>13,316.81</u>
Net Ordinary Income	14,851.76	-6,613.03	8,238.73
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	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Total Other Expense	<u>21,500.00</u>	<u>0.00</u>	<u>21,500.00</u>
Net Other Income	<u>-21,500.00</u>	<u>0.00</u>	<u>-21,500.00</u>
Net Income	<u><u>-6,648.24</u></u>	<u><u>-6,613.03</u></u>	<u><u>-13,261.27</u></u>

Water Resources Association of Yolo County
Transaction List by Date
October through November 2020

Type	Date	Num	Name	Memo	Account	Split	Amount
Bill	10/01/2020	2020.0921	Business Card (Mastercard)		Accounts Payable	Office Supplies/Expenses	-12.99
Bill Pmt -Check	10/01/2020	2558	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-309.65
Payment	10/01/2020	152	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	23,517.25
Bill	10/01/2020	IRWMP 20/21	Solano County Water Agency_v		Accounts Payable	Westside IRWMP (WRA cost share)	-21,500.00
Transfer	10/04/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-1,000.00
Deposit	10/05/2020			Deposit	First Northern - Savings	Undeposited Funds	23,517.25
Liability Check	10/06/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/05/2020	First Northern - Checking	Direct Deposit Liabilities (Direct Deposit Liabilities)	-1,743.06
Transfer	10/06/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Paycheck	10/07/2020	DD1173	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Liability Check	10/07/2020	E-pay	Employment Development Department	499-0728-0 QB Tracking # -1289407450	First Northern - Checking	-SPLIT-	-228.89
Liability Check	10/07/2020	E-pay	United States Treasury	68-0306647 QB Tracking # -1288906450	First Northern - Checking	-SPLIT-	-1,292.04
Liability Check	10/07/2020	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-287.08
Bill Pmt -Check	10/09/2020	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-12.99
Bill	10/13/2020	9323	Iris Software		Accounts Payable	Internet Service	-120.00
Deposit	10/15/2020			Interest	LAIF	Interest Income	55.54
Transfer	10/16/2020				First Northern - Savings	First Northern - Checking	-2,500.00
Invoice	10/16/2020	2020-13	Yolo Subbasin Groundwater Agency		Accounts Receivable	-SPLIT-	21,500.00
Bill	10/19/2020		Kaiser Permanente		Accounts Payable	-SPLIT-	-1,263.61
Bill Pmt -Check	10/19/2020	EFT	Kaiser Permanente		First Northern - Checking	Accounts Payable	-1,263.61
Liability Check	10/20/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 10/19/2020	First Northern - Checking	Direct Deposit Liabilities (Direct Deposit Liabilities)	-1,743.08
Paycheck	10/21/2020	DD1174	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	10/21/2020	2020.1021	Business Card (Mastercard)		Accounts Payable	Office Supplies/Expenses	-12.99
Transfer	11/02/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,500.00
Bill	11/02/2020	December premium	Kaiser Permanente		Accounts Payable	-SPLIT-	-1,198.75
Liability Check	11/03/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 11/02/2020	First Northern - Checking	Direct Deposit Liabilities (Direct Deposit Liabilities)	-1,743.08
Paycheck	11/04/2020	DD1175	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	11/05/2020	2020-1102WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-117.80
Bill	11/05/2020	2020-1102YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-2.30
Bill Pmt -Check	11/05/2020	2559	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-120.10
Bill Pmt -Check	11/05/2020	2560	Iris Software		First Northern - Checking	Accounts Payable	-120.00
Liability Check	11/10/2020	E-pay	Employment Development Department	499-0728-0 QB Tracking # 355083550	First Northern - Checking	-SPLIT-	-228.91
Liability Check	11/10/2020	E-pay	United States Treasury	VOID: 68-0306647 QB Tracking # 355193550	First Northern - Checking	-SPLIT-	0.00
Liability Check	11/10/2020	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-287.08
Liability Check	11/10/2020	E-pay	United States Treasury	68-0306647 QB Tracking # 361385550	First Northern - Checking	-SPLIT-	-1,292.06
Bill Pmt -Check	11/13/2020	EFT	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-12.99
Transfer	11/13/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00
Liability Check	11/17/2020	EFT	QuickBooks Payroll Service	Created by Payroll Service on 11/16/2020	First Northern - Checking	Direct Deposit Liabilities (Direct Deposit Liabilities)	-1,743.08
Paycheck	11/18/2020	DD1176	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	11/19/2020	EFT	Kaiser Permanente		First Northern - Checking	Accounts Payable	-1,198.75
Payment	11/20/2020	157	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	21,500.00
Deposit	11/23/2020			Deposit	First Northern - Savings	Undeposited Funds	21,500.00
Bill Pmt -Check	11/24/2020	2561	Solano County Water Agency_v		First Northern - Checking	Accounts Payable	-21,500.00
Transfer	11/24/2020			Funds Transfer	First Northern - Savings	First Northern - Checking	-25,000.00