



**WATER RESOURCES ASSOCIATION OF YOLO COUNTY**  
34274 State Highway 16, Woodland, CA 95695  
Phone: (530) 666-2733 Email: [info@yolowra.org](mailto:info@yolowra.org)  
Website: [www.yolowra.org](http://www.yolowra.org)

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**WRA Executive Committee**  
**April 13, 2021, 12:00 p.m. – 12:30 p.m.**

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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** (Kristin Sicke):
  - a) [Approve February 10, 2021 EC minutes](#), page 3
  - b) [Review financials: FY2020-21: February-March 2021](#), pages 4-8
  - c) Approve payments for WRA & YSGA expenses\*
6. **Other Updates & Future Executive Committee Agenda Items**
7. **Next Executive Committee Meeting Date:** May \_\_\_\_, 2021; YCF&WCD Boardroom/GoToMeeting
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 12, 2021 in the office located at 34274 State Highway 16, Woodland, CA and was available to the public during normal business hours.

\_\_\_\_\_  
Kristin Sicke  
Alternate Board Secretary and Treasurer

**\* PAYMENTS:**

<b>WRA EXPENSES:</b>	
Payroll Period, Payroll Taxes and IRA Contributions	Credit Card: December \$25.98
IONOS Website Assistance: \$228.00	YCFC&WCD Copies, Postage, T-1 Line & I-Net: February: \$116.95
<b>YSGA EXPENSES:</b>	

**MINUTES of Executive Committee (EC) Meeting  
Water Resources Association of Yolo County (WRA)  
February 10, 2021, 12:00 - 12:30 pm  
Teleconferenced GoToMeeting**

**Present:** Roger Cornwell, Elisa Sabatini, Donna Gentile, Kurt Balasek, Kristin Sicke, Lynell Pollock,  
Cameron Dewberry, Sarah Leicht, and Jack Cronin

**Absent:** Tim O'Halloran, Jesse Loren

- 1. Call to Order:** Meeting was called to order by Roger Cornwell, Chair at 12:05 pm.
- 2. Approve Agenda and Adding Items to the Posted Agenda:** Kurt motioned to approve the agenda. Elisa seconded the motion that was unanimously approved.
- 3. Public Comment:** Donna Gentile provided an update on the status of her disability leave. She is still planning on ending her position by the end of February.
- 4. Administrative Items (Sicke):** *December 16, 2020 meeting minutes were approved.*
  - a) *Reviewed financial statements: FY2020-21: December 2020-January 2021:* Financials through the end of January were provided with the agenda packet.
  - b) *Review and Approve WRA Operations Manual:* A copy of the Operations Manual was provided with the agenda packet. It will be used moving forward as a record of Donna's duties and a guide to WRA administration.
  - c) *Approve payments for WRA and YSGA expenses:* The WRA credit card will be canceled by the end of the month after the last payment, and the Adobe subscription will be transferred to Kristin. Elisa moved to approve the administrative items. Kurt seconded the motion that was unanimously approved.
- 5. Other Updates & Future Executive Committee Agenda Items:**
  - a) Kristin mentioned that the consolidation of the WRA and YSGA will be a future point of discussion this will be discussed more at the YSGA Executive Committee meeting
  - b) Elisa and Kristin have been working with the Yolo County Farm Bureau to facilitate the implementation of the CV-SALTS program. Yolo will need to come into compliance with the Central Valley Water Board's Nitrate Control Program in 2022-2024, and one central entity will need to oversee the process. Further coordination will be necessary between the Farm Bureau, the Irrigated Lands Program, and the YSGA.
- 6. Next Executive Committee Meeting Date:** The next meeting date will be discussed at the YSGA Executive Committee meeting.
- 7. Adjourned** at 12:23 pm.

Respectfully submitted,

Kristin Sicke  
Alternate Board Secretary and Treasurer

## Water Resources Association of Yolo County

## Balance Sheet

As of April 2, 2021

	<u>Apr 2, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF	26,253.73
First Northern - Savings	6,264.20
First Northern - Checking	<u>2,473.97</u>
Total Checking/Savings	34,991.90
Accounts Receivable	
Accounts Receivable	<u>17,144.56</u>
Total Accounts Receivable	<u>17,144.56</u>
Total Current Assets	<u>52,136.46</u>
TOTAL ASSETS	<u><u>52,136.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>129.54</u>
Total Accounts Payable	129.54
Other Current Liabilities	
Accrued Vacation	5,031.00
Payroll Liabilities	<u>1,303.29</u>
Total Other Current Liabilities	<u>6,334.29</u>
Total Current Liabilities	<u>6,463.83</u>
Total Liabilities	6,463.83
Equity	
Revenue in Excess of Expenses (Retained Earnings)	45,109.37
Net Income	<u>563.26</u>
Total Equity	<u>45,672.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,136.46</u></u>

## Water Resources Association of Yolo County

## Budget vs. Actual

July 1, 2020 through April 2, 2021

04/02/21

Accrual Basis

	Jul 1, '20 - Apr 2, 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	82,205.17	121,500.00	67.7%
Member Dues - Associate	500.00	700.00	71.4%
Interest Income	192.80	700.00	27.5%
YCFC Admin Support	0.00	1,700.00	0.0%
Total Income	82,897.97	124,600.00	66.5%
Gross Profit	82,897.97	124,600.00	66.5%
Expense			
Salaries - Gross	44,749.72	62,200.00	71.9%
Payroll Taxes & Expenses	3,540.60	5,000.00	70.8%
Employer Paid Benefits	10,000.48	17,750.00	56.3%
Workers Comp Insurance	0.00	800.00	0.0%
General Liability Insurance	694.75	800.00	86.8%
Accounting Services	0.00	400.00	0.0%
Bank Charges, License Fees	25.00	150.00	16.7%
Dues, Subscriptions, Print Media	228.00	150.00	152.0%
Computer Equipment	0.00	900.00	0.0%
Conferences & Seminars	0.00	1,200.00	0.0%
Copies, Printing & Binding	126.65	1,250.00	10.1%
Internet Service	1,234.25	2,200.00	56.1%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	0.00	3,200.00	0.0%
Mileage	19.55	200.00	9.8%
Miscellaneous Expense	0.00	500.00	0.0%
Office Supplies/Expenses	191.61	1,300.00	14.7%
Postage	24.10	400.00	6.0%
Contingency	0.00	600.00	0.0%
Total Expense	60,834.71	99,500.00	61.1%
Net Ordinary Income	22,063.26	25,100.00	87.9%
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	21,500.00	21,500.00	100.0%
Total Other Expense	21,500.00	21,500.00	100.0%
Net Other Income	-21,500.00	-21,500.00	100.0%
Net Income	563.26	3,600.00	15.6%

## Water Resources Association of Yolo County

04/02/21

## Profit &amp; Loss by Fund

Accrual Basis

July 1, 2020 through April 2, 2021

	General Fund	YSGA	TOTAL
Ordinary Income/Expense			
Income			
YSGA Income for WRA operations	82,205.17	0.00	82,205.17
Member Dues - Associate	500.00	0.00	500.00
Interest Income	192.80	0.00	192.80
Total Income	82,897.97	0.00	82,897.97
Gross Profit	82,897.97	0.00	82,897.97
Expense			
Salaries - Gross	44,749.72	0.00	44,749.72
Payroll Taxes & Expenses	3,540.60	0.00	3,540.60
Employer Paid Benefits	10,000.48	0.00	10,000.48
General Liability Insurance	694.75	0.00	694.75
Bank Charges, License Fees	25.00	0.00	25.00
Dues, Subscriptions, Print Media	228.00	0.00	228.00
Copies, Printing & Binding	34.00	92.65	126.65
Internet Service	1,234.25	0.00	1,234.25
Mileage	19.55	0.00	19.55
Office Supplies/Expenses	191.61	0.00	191.61
Postage	4.50	19.60	24.10
Total Expense	60,722.46	112.25	60,834.71
Net Ordinary Income	22,175.51	-112.25	22,063.26
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	675.51	-112.25	563.26

9:20 AM

04/02/21

Accrual Basis

**Water Resources Association of Yolo County**  
**Profit & Loss by Month**  
 July 1, 2020 through April 2, 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 1 - 2, 21	TOTAL
<b>Ordinary Income/Expense</b>											
Income											
YSGA Income for WRA operations	0.00	0.00	23,517.25	21,500.00	0.00	13,316.81	6,726.55	0.00	17,144.56	0.00	82,205.17
Member Dues - Associate	200.00	200.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	500.00
Interest Income	95.09	0.00	0.16	55.54	0.00	0.36	41.44	0.00	0.21	0.00	192.80
<b>Total Income</b>	<b>295.09</b>	<b>200.00</b>	<b>23,517.41</b>	<b>21,555.54</b>	<b>0.00</b>	<b>13,417.17</b>	<b>6,767.99</b>	<b>0.00</b>	<b>17,144.77</b>	<b>0.00</b>	<b>82,897.97</b>
<b>Gross Profit</b>	<b>295.09</b>	<b>200.00</b>	<b>23,517.41</b>	<b>21,555.54</b>	<b>0.00</b>	<b>13,417.17</b>	<b>6,767.99</b>	<b>0.00</b>	<b>17,144.77</b>	<b>0.00</b>	<b>82,897.97</b>
Expense											
Salaries - Gross	7,176.93	4,784.62	4,784.62	4,784.62	4,784.62	4,784.62	7,176.93	2,392.31	4,080.45	0.00	44,749.72
Payroll Taxes & Expenses	549.04	366.02	366.02	366.03	366.02	366.02	661.04	184.75	315.66	0.00	3,540.60
Employer Paid Benefits	1,478.92	1,407.15	1,407.15	1,407.15	1,342.29	1,407.13	1,478.92	71.77	0.00	0.00	10,000.48
General Liability Insurance	709.00	-14.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	694.75
Bank Charges, License Fees	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00
Dues,Subscriptions,Print Media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.00	0.00	0.00	228.00
Copies, Printing & Binding	32.75	20.60	54.45	0.00	3.05	4.70	3.95	6.75	0.40	0.00	126.65
Internet Service	108.25	108.25	108.25	120.00	108.25	108.25	248.25	108.25	108.25	108.25	1,234.25
Mileage	0.00	0.00	0.00	0.00	0.00	19.55	0.00	0.00	0.00	0.00	19.55
Office Supplies/Expenses	21.29	21.29	8.30	25.98	8.30	34.28	21.29	21.29	21.29	8.30	191.61
Postage	17.10	1.50	0.00	0.00	0.50	2.00	2.50	0.50	0.00	0.00	24.10
<b>Total Expense</b>	<b>10,093.28</b>	<b>6,695.18</b>	<b>6,728.79</b>	<b>6,703.78</b>	<b>6,613.03</b>	<b>6,726.55</b>	<b>9,617.88</b>	<b>3,013.62</b>	<b>4,526.05</b>	<b>116.55</b>	<b>60,834.71</b>
<b>Net Ordinary Income</b>	<b>-9,798.19</b>	<b>-6,495.18</b>	<b>16,788.62</b>	<b>14,851.76</b>	<b>-6,613.03</b>	<b>6,690.62</b>	<b>-2,849.89</b>	<b>-3,013.62</b>	<b>12,618.72</b>	<b>-116.55</b>	<b>22,063.26</b>
<b>Other Income/Expense</b>											
Other Expense											
Project Fund Budget											
Westside IRWMP (WRA cost share)	0.00	0.00	0.00	21,500.00	0.00	0.00	0.00	0.00	0.00	0.00	21,500.00
<b>Total Project Fund Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,500.00</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,500.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-21,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-21,500.00</b>
<b>Net Income</b>	<b>-9,798.19</b>	<b>-6,495.18</b>	<b>16,788.62</b>	<b>-6,648.24</b>	<b>-6,613.03</b>	<b>6,690.62</b>	<b>-2,849.89</b>	<b>-3,013.62</b>	<b>12,618.72</b>	<b>-116.55</b>	<b>563.26</b>

Water Resources Association of Yolo County  
**Transaction List by Date**  
 February 2 through April 2, 2021

Type	Date	Num	Name	Memo	Account	Split	Amount
Feb 2 - Apr 2, 21							
Bill	02/02/2021	2021-0105 YSGA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-6.05
Bill	02/02/2021	2021-0131 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-117.75
Liability Check	02/08/2021	E-pay	Employment Development Department	499-0728-0 QB Tracking # 391456450	First Northern - Checking	-SPLIT-	-352.85
Liability Check	02/08/2021	E-pay	United States Treasury	68-0306647 QB Tracking # 391605450	First Northern - Checking	-SPLIT-	-1,929.08
Transfer	02/08/2021			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Liability Check	02/09/2021		QuickBooks Payroll Service	Created by Payroll Service on 02/08/2021	First Northern - Checking	-SPLIT-	-1,744.67
Paycheck	02/10/2021	DD1182	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	02/11/2021	2567	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-12.99
Bill Pmt -Check	02/11/2021	2568	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-123.80
Liability Check	02/15/2021	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-430.62
Payment	02/17/2021	163	Yolo Subbasin Groundwater Agency		Undeposited Funds	Accounts Receivable	6,726.55
Deposit	02/17/2021			Deposit	First Northern - Checking	Undeposited Funds	6,726.55
Bill	02/21/2021	1993	Business Card (Mastercard)		Accounts Payable	-SPLIT-	-240.99
Bill	03/02/2021	2021-0228 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-116.95
Liability Check	03/10/2021	E-pay	Employment Development Department	499-0728-0 QB Tracking # -216649042	First Northern - Checking	-SPLIT-	-117.62
Liability Check	03/10/2021	E-pay	United States Treasury	68-0306647 QB Tracking # -216545042	First Northern - Checking	-SPLIT-	-643.00
Bill Pmt -Check	03/10/2021	2569	Business Card (Mastercard)	VOID:	First Northern - Checking	Accounts Payable	0.00
Bill Pmt -Check	03/10/2021	2570	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-116.95
Liability Check	03/11/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/10/2021	First Northern - Checking	-SPLIT-	-392.10
Liability Check	03/12/2021	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-143.54
Paycheck	03/12/2021	DD1183	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill Pmt -Check	03/17/2021	2571	Business Card (Mastercard)		First Northern - Checking	Accounts Payable	-240.99
Bill	03/21/2021	1993	Business Card (Mastercard)		Accounts Payable	Office Supplies/Expenses	-12.99
Liability Check	03/26/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/25/2021	First Northern - Checking	-SPLIT-	-2,812.72
Paycheck	03/29/2021	DD1184	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Deposit	03/31/2021			Interest	First Northern - Savings	Interest Income	0.21
Invoice	03/31/2021	2020-18	Yolo Subbasin Groundwater Agency		Accounts Receivable	-SPLIT-	17,144.56
Bill	04/02/2021	2021-0401 WRA	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-116.55
Feb 2 - Apr 2, 21							