



WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776

Phone: (530) 666-2733 **Fax:** (530) 666-4257

Website: www.yolowra.org **Email:** info@yolowra.org

WRA Executive Committee Meeting

Tuesday, February 9, 2010, 12:30 – 1:30 pm

Woodland Community & Senior Center, 2001 East St., **Meeting Room 3**

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. Discuss Resource Lobbyist Options (including sharing costs with other entities) (WRA & Yolo County)

5. Update on Water Legislation & Other Related Issues (Tim O'Halloran)

6. Update on Yolo County Water Committee Progress

7. Report on visit to Reclamation District 999 (Tim O'Halloran & Bill Marble)

8. Technical Committee Update (Jacques De Bra):

- a) General TC activities update
- b) IRWMP integrated actions review and update process
- c) Prop 84, regional IRWMP and other grant-related activities

9. Next WRA Board Meeting: March 15, 2010, 3-5 pm, Woodland Community & Senior Center

- Discuss meeting agenda
- Proposed 2010 meeting schedule - Mondays, 3-5 pm: Mar 15, May 17, June 21, Sept 20, Nov 15

10. Discuss Project Funds to offset YCFWCDC legal expenses related to WRA Activities (Tim O'Halloran)

11. Administrative Items:

- a) Review January 2010 financials (attached)
- b) Approve draft January 5, 2010 EC minutes (attached)
- c) Office equipment purchase & repair (staff report attached)
- d) Payments to approve *

12. Other Updates & Future Executive Committee Agenda Items

13. Select Next Executive Committee Meeting Date: March ____, 2010

14. Adjourn

I declare under penalty of perjury that the foregoing agenda for the February 9, 2010 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by February 5, 2010 in the office located at 34274 State Highway 16, Woodland, CA and was available to the public during normal business hours.

Donna L. Gentile, WRA Secretary and Administrative Coordinator

*** Payments:**

YCFCWCD Invoice (copies, postage, tech support): Dec/Jan - \$197.52	Mileage reimbursement: 2009 - \$31.90; Jan 2010 - \$108.00
MasterCard: Pay EFT on 2/10 – January \$43.61	West Yost (project funds 09-10): IRWMP/P84 – Nov/Dec - \$1,507.30
Payroll: direct deposit on 2/8 & 2/22/10 - \$1,511.90	Yolo Basin Found. (project funds 09-10): Yolo Bypass IP – July-Dec '09 -\$2,600
Payroll Taxes State & Federal: January, Pay EFT on 2/10 - \$215.23 & \$1041.50	YCFCWCD (project funds 09-10): GW Program Intern - \$9,000
IRA Contribution: January, Pay EFT on 2/10 - \$245.28	Yolo County (project funds 08-09): Correll Rodgers - \$11,560.33
Kaiser Health Plan: Pay by EFT on 2/22 - \$607.20	YCFCWCD (project funds 08-09): Cache Creek Library - \$1,046.75
AT&T /Calnet : December \$65.82	

Water Resources Association of Yolo County
Balance Sheet
As of January 31, 2010

	<u>Jan 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF	277,645.93
First Northern - Savings	2,232.82
First Northern - Checking	210.45
Total Checking/Savings	<u>280,089.20</u>
Accounts Receivable	
Accounts Receivable	2,844.68
Total Accounts Receivable	<u>2,844.68</u>
Total Current Assets	<u>282,933.88</u>
TOTAL ASSETS	<u><u>282,933.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,464.58
Total Accounts Payable	<u>22,464.58</u>
Other Current Liabilities	
SIMPLE IRA Liabilities	245.28
Payroll Liabilities	1,318.14
Total Other Current Liabilities	<u>1,563.42</u>
Total Current Liabilities	<u>24,028.00</u>
Total Liabilities	24,028.00
Equity	
Opening Bal Equity	16,689.30
Revenue in Excess of Expenses (Retained Earnings)	152,605.53
Net Income	89,611.05
Total Equity	<u>258,905.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>282,933.88</u></u>

Water Resources Association of Yolo County
Profit & Loss Budget vs. Actual
July 2009 through January 2010

	<u>Jul '09 - Jan 10</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Member Dues - Administrative	69,540.00	69,540.00	100.0%
Member Dues - Associate	22.00	154.00	14.29%
Interest Income	1,232.97	4,500.00	27.4%
Calendar - Revenue (Donations)	3,550.00	3,000.00	118.33%
In-Kind Income (non-cash)	2,916.69	5,000.00	58.33%
YCFC Admin Support	2,030.94	8,060.00	25.2%
WDCWA Admin Support	2,377.78	2,000.00	118.89%
Total Income	<u>81,670.38</u>	<u>92,254.00</u>	<u>88.53%</u>
Expense			
Salaries - Gross	30,662.25	53,150.00	57.69%
Payroll Taxes & Expenses	2,426.58	4,300.00	56.43%
Employer Paid Benefits	5,170.20	9,050.00	57.13%
Workers Comp Insurance	0.00	600.00	0.0%
General Liability Insurance	0.00	500.00	0.0%
Accounting Services	0.00	300.00	0.0%
Audit	4,850.00	4,900.00	98.98%
Bank Charges, License Fees	10.00	250.00	4.0%
Books, Maps, Subscriptions	0.00	150.00	0.0%
Calendar - Water Awareness (Contest & Printing)	2,060.81	3,000.00	68.69%
Computer Equipment	0.00	875.00	0.0%
Conferences & Seminars	0.00	200.00	0.0%
Copies, Printing & Binding	701.63	2,000.00	35.08%
Internet Service	1,114.00	1,900.00	58.63%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	245.32	1,000.00	24.53%
Mileage	242.00	700.00	34.57%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	2,916.69	5,000.00	58.33%
Office Supplies/Expenses	451.33	1,200.00	37.61%
Postage	314.74	800.00	39.34%
Telephone Utilities	451.63	1,000.00	45.16%
Contingency	655.09	1,200.00	54.59%
Total Expense	<u>52,272.27</u>	<u>93,075.00</u>	<u>56.16%</u>
Net Ordinary Income	29,398.11	-821.00	
Other Income/Expense			
Other Income			
Project Fund	104,343.00	104,541.00	99.81%
Special Project - GW Monitoring (YFCWCD)	89,000.00	89,000.00	100.0%
Total Other Income	<u>193,343.00</u>	<u>193,541.00</u>	<u>99.9%</u>
Other Expense			
Special Proj Exp-GW Monitoring (YFCWCD)	89,000.00	89,000.00	100.0%
Project Fund-IRWMP Funding-P84	5,376.48	20,900.00	25.73%
Project Fund-Fish Screen/Intake (RD 2035)	0.00	35,000.00	0.0%
Project Fund-Correll Rodgers (Yolo County)	0.00	35,000.00	0.0%
Project Fund-Yolo Bypass IP (YBF)	0.00	22,500.00	0.0%
Project Fund-YCGW Program (YFCWCD)	9,000.00	9,000.00	100.0%
Project Fund-DWWSP Pre-Design	0.00	30,000.00	0.0%
Project Fund-Native Plant Nurs. (LPCCC)	0.00	10,000.00	0.0%
Project Fund-Subsidence Monitor	6,150.00	6,150.00	100.0%
PF 08-09 - Correll Rodgers (Yolo County)	11,650.33		
PF 08-09 - Cache Ck Library (YFCWCD)	11,953.25		
Total Other Expense	<u>133,130.06</u>	<u>257,550.00</u>	<u>51.69%</u>
Net Other Income	<u>60,212.94</u>	<u>-64,009.00</u>	<u>-94.07%</u>
Net Income	<u>89,611.05</u>	<u>-64,830.00</u>	

Water Resources Association of Yolo County
Profit & Loss
January 2010

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
In-Kind Income (non-cash)	416.67
YCFC Admin Support	466.90
WDCWA Admin Support	<u>2,377.78</u>
Total Income	<u>3,261.35</u>
Expense	
Salaries - Gross	4,088.30
Payroll Taxes & Expenses	380.26
Employer Paid Benefits	729.84
Bank Charges, License Fees	10.00
Copies, Printing & Binding	115.52
Internet Service	82.00
Meeting Expenses	43.61
Mileage	116.05
Office Rent (non-cash)	416.67
Postage	3.81
Telephone Utilities	128.25
Contingency	<u>655.09</u>
Total Expense	<u>6,769.40</u>
Net Ordinary Income	-3,508.05
Other Income/Expense	
Other Expense	
Project Fund-IRWMP Funding-P84	1,507.30
Project Fund-YCGW Program (YCFCWCD)	9,000.00
PF 08-09 - Correll Rodgers (Yolo County)	<u>11,650.33</u>
Total Other Expense	<u>22,157.63</u>
Net Other Income	<u>-22,157.63</u>
Net Income	<u><u>-25,665.68</u></u>

Water Resources Association of Yolo County
Transaction List by Date
January 2010

Type	Date	Num	Name	Memo	Account	Split	Amount
Jan 10							
General Journal	01/01/2010	aje-89			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	01/01/2010	1065809	AT&T		Accounts Payable	Telephone Utilities	-62.43
Transfer	01/04/2010			Funds Transfer	LAIF	First Northern - Savings	-10,000.00
Check	01/04/2010			wire transfer fee	First Northern - Savings	Bank Charges, License Fees	-10.00
Check	01/05/2010	2057	Donna Gentile		First Northern - Checking	-SPLIT-	-119.86
Check	01/05/2010	2058	William L. Marble	VOID:	First Northern - Checking	Contingency	0.00
Transfer	01/05/2010			Funds Transfer	First Northern - Savings	First Northern - Checking	-12,000.00
Bill Pmt -Check	01/05/2010	2059	AT&T		First Northern - Checking	Accounts Payable	-62.43
Bill Pmt -Check	01/05/2010	2060	Catanio Digital Media		First Northern - Checking	Accounts Payable	-210.00
Bill Pmt -Check	01/05/2010	2061	PBBJ		First Northern - Checking	Accounts Payable	-4,850.00
Bill Pmt -Check	01/05/2010	2062	Platinum Plus for Business (Mastercard)		First Northern - Checking	Accounts Payable	-64.79
Bill Pmt -Check	01/05/2010	2063	Printer's Ink		First Northern - Checking	Accounts Payable	-2,060.81
Bill Pmt -Check	01/05/2010	2064	West Yost Associates_v		First Northern - Checking	Accounts Payable	-1,255.38
Bill Pmt -Check	01/05/2010	2065	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-319.59
Liability Check	01/05/2010	E-pay	Employment Development Department	499-0728-0 QB Tracking # 5179892	First Northern - Checking	-SPLIT-	-205.18
Check	01/05/2010	2066	City of Woodland	WRA share expense for W. Marble to attend ACW/	First Northern - Checking	Contingency	-655.09
Liability Check	01/07/2010	E-pay	United States Treasury	68-0306647 QB Tracking # 5252310	First Northern - Checking	-SPLIT-	-1,017.50
Bill	01/07/2010	2017540	West Yost Associates_v		Accounts Payable	Project Fund-IRWMP Funding-P84	-1,507.30
Liability Check	01/08/2010	EFT	QuickBooks Payroll Service	Created by Payroll Services on 01/07/2010	First Northern - Checking	-SPLIT-	-1,511.88
Liability Check	01/08/2010	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-306.54
Paycheck	01/11/2010	EFT	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	01/13/2010	2010.0113a	Yolo County Flood Control & WCD_v		Accounts Payable	Project Fund-YCGW Program (YCFWCWD)	-9,000.00
Bill	01/19/2010	2010.0119	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-197.52
Transfer	01/21/2010			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Bill	01/21/2010		Platinum Plus for Business (Mastercard)		Accounts Payable	Meeting Expenses	-43.61
Check	01/22/2010	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-607.20
Liability Check	01/22/2010	EFT	QuickBooks Payroll Service	Created by Payroll Services on 01/21/2010	First Northern - Checking	-SPLIT-	-1,511.90
Invoice	01/22/2010	2010-01	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	104.65
Invoice	01/22/2010	2010-02	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	362.25
Invoice	01/22/2010	2010-04	Woodland Davis Clean Water Agency		Accounts Receivable	-SPLIT-	2,377.78
Paycheck	01/25/2010	EFT	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	01/25/2010	1128674	AT&T		Accounts Payable	Telephone Utilities	-65.82
Bill	01/29/2010		County of Yolo_v		Accounts Payable	PF 08-09 - Correll Rodgers (Yolo County)	-11,650.33

Jan 10

DRAFT

DRAFT

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
January 5, 2010, 12:30 – 1:30 pm**

Present: Bill Marble, Sid England, Kurt Balasek, Jacques DeBra, Tim O'Halloran, Donna Gentile

1. Call to Order: Meeting was called to order by Bill Marble at 12:30 pm.

2. Approve Agenda and Adding Items to the Posted Agenda: Agenda items were approved as presented.

3. Public Comment: No public comment.

4. Update on Delta Water Issues

Tim updated the EC on the status of the legislative water package. Items he will bring to the Board's attention at the January meeting are: SWRCB have begun hearings regarding water flow determinations and criteria, groundwater legislation, potential fees for water rights users and impacts for locals. The Chair will request Board direction on how the WRA should be involved in the State water legislation process.

5. The Year in Review: 2009

Donna provided a draft newsletter in the EC agenda packet for review and comment. The EC provided input on how to improve the layout and content of the newsletter. Donna will revise and send to the EC for review. A black & white copy will be included in the Board agenda packet due to time constraints. A color version of the newsletter will be printed later in January and mailed to the WRA membership. Donna will add this task to her tickler file before the end of this year to allow for more development & review time.

6. Next WRA Board meeting: January 11, 2010, 3-5 pm, Woodland Community & Senior Center

The EC reviewed the January agenda. Donna will revise the draft agenda with their input and email for review. She will contact the people giving updates and presentations to confirm their attendance. The EC selected March 15th as the next Board meeting date.

7. Technical Committee Update

a) The EC discussed potentially developing white papers for IRWMP projects. The WRA would be able to respond more quickly to requests made for a priority project list for funding opportunities like Cap-to-Cap. The EC discussed the challenges of writing white papers, especially with current reduced agency staffing resources. Tim will forward information to the EC about development of last year's Cap-to-Cap white papers. Jacques informed that the reasoning for updating the IRWMP integrated actions was to be able to create a priority project list.

b) Jacques will give an update to the WRA Board on the Yolo County IRWMP update process currently being undertaken by the TC and an update on Proposition 84 and Westside Regional Water Management Group IRWMP coordination.

8. Administrative Items

a) *Review October-December 2009 financials* – The financials were reviewed by the EC for inclusion in the January board agenda.

b) *November 3, 2009 EC meeting minutes* were approved.

c) *Discuss and review 1st Northern Bank wire transfer agreement* – Donna briefly reviewed establishing a wire transfer agreement to make outgoing transfers from 1st Northern to LAIF easier for the EC and staff. Security options are required protocol for establishing an agreement. Donna discussed the agreement in further detail with Kurt. She will prepare an agreement for the next fiscal year payments, which would be utilized after July 2010. At least one WRA Board officer will need to go to the bank to initially sign the agreement.

DRAFT

DRAFT

- d) *Kaiser health plan recertification* – Donna informed about Kaiser’s request to recertify the business and maintain the small business health insurance coverage plan established. Kurt will sign the required documents as done in previous years, so Donna can submit the documents ASAP. The Kaiser health plan contract renews every April. Recertification is required every 3 years. In order to qualify for a small business health plan, the WRA must have at least 2 employees. Since the WRA only has one employee, one of the Board officers must be offered health insurance, which he can then accept or decline.
- e) *Payments to approve* - All payments were approved.

9. Other Updates & Future Executive Committee Agenda Items - None discussed.

10. Next EC Meeting Date: February 9, 2009, 12:30 to 1:30 pm in the Woodland Community Center.

11. Adjourned at 1:45 pm

Respectfully submitted,

Donna L. Gentile, WRA Board Secretary & Administrative Coordinator



WATER RESOURCES ASSOCIATION OF YOLO COUNTY

P.O. Box 8624, Woodland, CA 95776

Phone: (530) 666-2733 Fax: (530) 666-4257

Website: www.yolowra.org Email: info@yolowra.org

STAFF REPORT

Date: February 5, 2010
To: Executive Committee
From: Donna Gentile
Subject: Office Equipment

Recommendation:

Request approval to purchase a mini-laptop for meeting presentations.
Request approval to repair Canon S9000 color printer.

Background:

Mini-Laptop

The WRA does not own a laptop for presentations at board and technical committee meetings. Typically, I must borrow a laptop from another agency staff person, the City of Woodland or request the presenter bring their own computer. The requests to have a laptop available for WRA meetings has been increasing over the last year. I have recently become aware of very inexpensive “mini” laptops that are suitable for this application. Previously the expense of a laptop did seem to offset the WRA’s need. However with the advent of these highly portable, lightweight and inexpensive mini laptops, I am requesting that the WRA purchase one so that we do not have to be at the mercy of someone else’s equipment availability.

The laptop would come preloaded with Windows XP or Windows 7 operating software. The mini-laptop at this price level does not have a built-in disc drive, only USB ports. There have been specials available to purchase an external CD or DVD disc drive with the laptop in order to load additional software.

Estimated Cost: between \$300 - \$500 depending on accessories included

Repair of Canon S9000 color printer

The WRA purchase this wide format (11x17) color printer for approximately \$450 in 2004. The current replacement cost would be \$500-\$600. Recently the printer stopped working and it is possible that the printhead needs replacing. I feel that the printer is worth repairing as long as the costs do not greatly exceed the estimated costs below. Additionally, we have an investment of approximately \$75.00 of ink cartridges for use with this printer.

Cost: \$25 for diagnostic

Estimated cost for printhead replacement \$100