



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, April 6, 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. Update on Water Legislation & Other Related Issues (Tim O'Halloran) – Discussion item

5. Update on Yolo County Water Committee – Discussion item

6. Technical Committee Update (Jacques De Bra)

7. WRA Budget:

- a) Review of revised 2009-10 budget and projected fiscal year end
- b) Discuss funding allocation for resource lobbyist & YCFCWCD legal expenses for WRA activities

8. WRA Board Meeting: Next scheduled – May 17, 2010, 3-5 pm, Woodland Community Center

- a) Discuss selection of speakers for panel discussion for May 17th
- b) Discuss other agenda items for May 17th (preliminary budget for consideration, regular business)
- c) Consider timely topics for future board meetings

9. Administrative Items:

- a) Review March 2010 financials (attached)
- b) Approve draft March 9, 2010 EC minutes (attached)
- c) Payments to approve *

10. Other Updates & Future Executive Committee Agenda Items

11. Select Next Executive Committee Meeting Date: May ____, 2010

12. Adjourn

WRA Executive Committee Agenda

April 6, 2010

I declare under penalty of perjury that the foregoing agenda for the April 6, 2010 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by April 2, 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:

Payroll: direct deposit on 4/5 & 4/19 - \$1,510.83	AT&T /Calnet : February - \$65.43
Payroll Taxes State & Federal: March, Pay EFT on 4/10 - \$215.23 & \$1041.50	YCFCWCD Invoice (copies, postage, tech support): March - \$406.72
IRA Contribution: March, Pay EFT on 4/10 - \$245.28	Yolo County : Correll Rodgers Project (09-10 project funds) – 35,000.00
Kaiser Health Plan: Pay by EFT on 4/22 - \$662.20	West Yost Assoc.: IRWMP Funding (09-10 project funds) –January -\$541.20
Mileage reimbursement: March 2010 - \$108.00	West Yost Assoc.: IRWMP Funding (09-10 project funds) –February - \$2,140.80
MasterCard: Pay EFT on 4/10 – \$ 343.20	

Water Resources Association of Yolo County
July 1, 2009 to June 30, 2010 Budget (adopted with amendments)
including projected fiscal year end

	Adopted Budget	Projected Fiscal Year End
REVENUE	Total	Estimated
Davis	\$25,500	\$25,500
Woodland	25,500	25,500
University of California, Davis	25,500	25,500
Yolo County	25,500	25,500
West Sacramento	25,500	25,500
Yolo County Flood Control & WCD	20,500	20,500
Reclamation District 2035	7,575	7,575
Reclamation District 108	7,575	7,575
City of Winters	6,660	6,660
Dunnigan Water District	2,020	2,020
Colusa County Water District	2,020	2,020
Associate Memberships	385	385
Interest earned on bank accounts	4,500	4,500
Other Income (Calendar Donations)	3,000	3,550
In-Kind Services (non-cash) -YCFC&WCD office space rental	5,000	5,000
YCFCWCD Admin. Support (provided by WRA staff)	8,052	3,500
DWWSP (WDCWA) Admin. Support (provided by WRA staff)	2,000	2,378
Special Allocation: GW Monitoring Program (YCFCWCD coordinating entity)	89,000	89,000
Subtotal 09-10 Revenue	\$285,787	\$282,163
Project Fund Deferred Revenue from FY ending 6/30/09		
Cache Creek Library Project	13,000	13,000
Correll-Rodgers Wetlands Project	11,650	11,650
Unexpended funds available for reallocation	30,000	30,000
IRWMP Funding Prop 84	8,247	8,247
(Note: IRWMP Funding Prop 84 additionally utilizing SCWA contribution of \$12,667 paid in 08-09)		
Subtotal 08-09 Project Fund Deferred Revenue	\$62,897	\$62,897
TOTAL REVENUE Available for 2009-10	\$348,684	\$345,060

	Total	Estimated
EXPENDITURES		
ADMINISTRATIVE Expenditures		
Salaries-Gross	\$53,150	\$53,150
Employer Payroll Taxes & Expenses	4,300	4,300
Employer-Paid Benefits	9,050	9,050
Workers Comp. Insurance	600	540
General Liability Insurance	500	500
Accounting Services	300	0
Audit (expense every 2 yrs)	4,900	4,850
Bank Fees & Charges; License Fees	250	150

Water Resources Association of Yolo County
July 1, 2009 to June 30, 2010 Budget (adopted with amendments)
including projected fiscal year end

	Adopted Budget	Projected Fiscal Year End
40 EXPENDITURES (continued)	Total	Estimated
41 ADMINISTRATIVE Expenditures		
42 Books, Pamphlets, Maps / Subscriptions & Memberships	150	0
43 Calendars - Printing & Awards	3,000	3,000
44 Computer Equipment	875	875
45 Conferences & Seminars	200	200
46 Copies, Printing & Binding	2,000	2,000
47 Internet Account & Web Hosting	1,900	1,900
48 Legal Consultation Fees	500	0
49 Meeting Expenses	1,000	1,000
50 Mileage	700	700
51 Miscellaneous Expense	500	0
52 Office - Rent (non-cash expense)	5,000	5,000
53 Office - Supplies	1,200	1,200
54 Postage	800	700
55 Telephone Utilities	1,000	800
56 Contingency	1,200	655
57 Subtotal Administrative Expenditures	\$93,075	\$90,570
58		
59 PROJECT Expenditures		
60 Cache Creek Library (2008-09 Project Funds)	13,000	13,000
61 Correll-Rodgers Project (2008-09 Project Funds)	11,650	11,650
62 IRWMP Funding Prop 84 (2008-09 Project Funds) (\$8,247 + \$12,667)	20,914	20,900
63 DWWSP Regional Pipeline Pre-design (Davis/Woodland/UCD)	30,000	30,000
64 Sacramento River Intake/Fish Screen Project (RD2035)	35,000	35,000
65 Correll-Rodgers Wetlands Enhancement (Yolo County)	35,000	35,000
66 Yolo Bypass Integrated Action - IRWMP (Yolo Basin Foundation)	22,500	22,500
67 Yolo Co. Groundwater Monitoring Prog. Intern (YCFCWCD)	9,000	9,000
68 Native Plant Nursery Project (Lower Putah Creek Coord. Comm)	10,000	10,000
69 Yolo County Subsidence Monitoring Program	6,150	6,150
70 Special Allocation: GW Monitoring Program (YCFCWCD coordinating entity)	89,000	89,000
71 Subtotal Project Expenditures	\$282,214	\$282,200
72 TOTAL EXPENDITURES for 09-10	\$375,289	\$372,770
73 Net Income	(26,605)	(27,710)
74 Audited Net Assets as of 6/30/09	\$105,147	\$105,147
75 Board policy: maintain 3 month operating reserve fund	(25,000)	(25,000)
76 Projected Net Assets available as of 6/30/10	\$53,542	\$52,437

Line 74: Dollar amount based on final 2009 audit report

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

	<u>Mar 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF	233,023.47
First Northern - Savings	8,167.50
First Northern - Checking	3,435.38
Total Checking/Savings	<u>244,626.35</u>
Total Current Assets	<u>244,626.35</u>
TOTAL ASSETS	<u><u>244,626.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
SIMPLE IRA Liabilities	245.28
Payroll Liabilities	1,364.73
Total Other Current Liabilities	<u>1,610.01</u>
Total Current Liabilities	<u>1,610.01</u>
Total Liabilities	1,610.01
Equity	
Opening Bal Equity	16,689.30
Revenue in Excess of Expenses (Retained Earnings)	152,605.53
Net Income	73,721.51
Total Equity	<u>243,016.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>244,626.35</u></u>

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

	<u>Jul '09 - Mar 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	66.00	154.00	42.86%
Interest Income	1,610.51	4,500.00	35.79%
Calendar - Revenue (Donations)	3,550.00	3,000.00	118.33%
In-Kind Income (non-cash)	3,750.03	5,000.00	75.0%
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>82,925.26</u>	<u>92,254.00</u>	<u>89.89%</u>
Expense			
Salaries - Gross	38,838.85	53,150.00	73.07%
Payroll Taxes & Expenses	3,102.88	4,300.00	72.16%
Employer Paid Benefits	6,684.88	9,050.00	73.87%
Workers Comp Insurance	540.00	600.00	90.0%
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	75.00	250.00	30.0%
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	748.68	2,000.00	37.43%
Internet Service	1,488.00	1,900.00	78.32%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	282.27	1,000.00	28.23%
Mileage	423.90	700.00	60.56%
Miscellaneous Expense	0.00	500.00	0.0%
Office Rent (non-cash)	3,750.03	5,000.00	75.0%
Office Supplies/Expenses	567.33	1,200.00	47.28%
Postage	482.91	800.00	60.36%
Telephone Utilities	516.81	1,000.00	51.68%
Contingency	655.09	1,200.00	54.59%
Total Expense	<u>65,067.44</u>	<u>93,075.00</u>	<u>69.91%</u>
Net Ordinary Income	17,857.82	-821.00	
Other Income/Expense			
Other Income			
Project Fund			
Assoc. Mbr Dues - Projects	99.00	231.00	42.86%
Member Dues - Projects	104,310.00	104,310.00	100.0%
Total Project Fund	<u>104,409.00</u>	<u>104,541.00</u>	<u>99.87%</u>
Special Project - GW Monitoring (YCFCWCD)	89,000.00	89,000.00	100.0%
Total Other Income	<u>193,409.00</u>	<u>193,541.00</u>	<u>99.93%</u>

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

	<u>Jul '09 - Mar 10</u>	<u>Budget</u>	<u>% of Budget</u>
Other Expense			
Special Proj Exp-GW Monitoring (YCFCWCD)	89,000.00	89,000.00	100.0%
Project Fund-IRWMP Funding-P84	6,144.98	20,900.00	29.4%
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)	2,600.00	22,500.00	11.56%
Project Fund-YCGW Program (YCFCWCD)	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 (YCFCWCD)	13,000.00		
Total Other Expense	<u>137,545.31</u>	<u>257,550.00</u>	<u>53.41%</u>
Net Other Income	<u>55,863.69</u>	<u>-64,009.00</u>	<u>-87.28%</u>
Net Income	<u><u>73,721.51</u></u>	<u><u>-64,830.00</u></u>	

Water Resources Association of Yolo County
Profit & Loss
March 2010

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
Member Dues - Associate	44.00
In-Kind Income (non-cash)	416.67
Total Income	<u>460.67</u>
Expense	
Salaries - Gross	4,088.30
Payroll Taxes & Expenses	314.85
Employer Paid Benefits	784.84
Workers Comp Insurance	540.00
Bank Charges, License Fees	30.00
Copies, Printing & Binding	28.50
Internet Service	292.00
Meeting Expenses	36.95
Mileage	42.00
Office Rent (non-cash)	416.67
Office Supplies/Expenses	116.00
Postage	45.49
Telephone Utilities	65.18
Total Expense	<u>6,800.78</u>
Net Ordinary Income	-6,340.11
Other Income/Expense	
Other Income	
Project Fund	66.00
Total Other Income	<u>66.00</u>
Net Other Income	<u>66.00</u>
Net Income	<u><u>-6,274.11</u></u>

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

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	03/01/2010	aje-91			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Bill	03/01/2010	wrayc-035	Catanio Digital Media		Accounts Payable	Internet Service	-120.00
Bill	03/01/2010	wrayc-036	Catanio Digital Media		Accounts Payable	Internet Service	-90.00
Invoice	03/01/2010	2010-05	Reclamation District # 2068		Accounts Receivable	-SPLIT-	55.00
Invoice	03/01/2010	2010-06	5 G Consulting, LLC		Accounts Receivable	-SPLIT-	55.00
Check	03/02/2010	2073	Donna Gentile		First Northern - Checking	Mileage	-42.00
Transfer	03/02/2010			Funds Transfer	First Northern - Savings	First Northern - Checking	-4,000.00
Bill Pmt -Check	03/03/2010	2074	Catanio Digital Media		First Northern - Checking	Accounts Payable	-210.00
Check	03/03/2010	2075	Yolo County Flood Control & WCD_v		First Northern - Checking	-SPLIT-	-155.99
Liability Check	03/05/2010	EFT	QuickBooks Payroll Service	Created by Payroll Services on 03/04/2010	First Northern - Checking	-SPLIT-	-1,511.88
Paycheck	03/08/2010	EFT	Donna L. Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Check	03/11/2010	EFT	Platinum Plus for Business (Mastercard)		First Northern - Checking	-SPLIT-	-172.95
Check	03/11/2010	EFT	Travelers (Workers Comp)		First Northern - Checking	Workers Comp Insurance	-540.00
Transfer	03/11/2010			Funds Transfer	LAIF	First Northern - Savings	-10,000.00
Liability Check	03/11/2010	E-pay	United States Treasury	68-0306647 QB Tracking # 6426790	First Northern - Checking	-SPLIT-	-1,041.52
Liability Check	03/11/2010	E-pay	Employment Development Department	499-0728-0 QB Tracking # 6426801	First Northern - Checking	-SPLIT-	-215.23
Liability Check	03/11/2010	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	SIMPLE IRA Liabilities	-122.64
Liability Check	03/11/2010	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	SIMPLE IRA Liabilities	-122.64
Check	03/11/2010			wire transfer fee	First Northern - Savings	Bank Charges, License Fees	-10.00
Check	03/15/2010	2076	AT&T		First Northern - Checking	Telephone Utilities	-65.18
Payment	03/16/2010	18018378	Reclamation District # 2068		Undeposited Funds	Accounts Receivable	55.00
Payment	03/16/2010	16243	5 G Consulting, LLC		Undeposited Funds	Accounts Receivable	55.00
Deposit	03/16/2010			Deposit	First Northern - Savings	-SPLIT-	110.00
Transfer	03/19/2010			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,500.00
Liability Check	03/19/2010	EFT	QuickBooks Payroll Service	Created by Payroll Services on 03/18/2010	First Northern - Checking	-SPLIT-	-1,511.90
Paycheck	03/22/2010	EFT	Donna L. Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Check	03/22/2010	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-662.20
Payment	03/22/2010	363608	Woodland Davis Clean Water Agency	Check from the City of Davis	First Northern - Savings	Accounts Receivable	2,377.78
Transfer	03/30/2010			Funds Transfer	First Northern - Savings	First Northern - Checking	-3,000.00

**MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
March 2, 2010, 12:30 – 1:30 pm**

DRAFT

Present: Bill Marble, Kurt Balasek, Jacques DeBra, Tim O’Halloran, Donna Gentile

Absent: Sid England

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 approved as presented.
3. **Public Comment:** No public comment.
4. **Update on Water Legislation & Other Related Issues** (Tim O’Halloran)

5. Update on Yolo County Water Committee

The EC indicated that there was no additional news or information to report. Dirk will be invited to present at the March 15th WRA Board meeting

6. Technical Committee Update (Jacques De Bra)

Jacques informed the EC of the TC activities to date. In January and February the TC received updates on the eight IRWMP Integrated Actions/Projects. On March 4th a status update on the IRWMP Foundational Actions will be discussed. In April the TC will discuss, evaluate, and consolidate the updated information received in preparation for May budget recommendations for 2010-11 project funds. Jacques and Tim have discussed the possibility of recommending all or part of the 2010-11 project funds budget to support foundational action work. Jacques reported on a recent Proposition 84 Westside MOU group meeting. Proposition 84 cost share percentages are expected to be: 50% for planning grants and 25% for implementation grants. Draft grant guidelines are scheduled to be released this month for public comment.

7. WRA Budget

- a) *Review of current status of 2009-10 budget and projected fiscal year end:* Donna provided a comparison spreadsheet of the adopted 09-10 budget, actuals to-date and projected year end income and expenses for 6/30/10. She will meet with the auditor to clarify the net equity figure to use for the start of this fiscal year (as of 6/30/09). She will revise this spreadsheet with figures that are more accurate after review with the auditor.
- b) *Discuss funding allocations for resource lobbyist and YFCWCDC legal expenses for WRA activities:* This will be postponed for discussion until Donna verifies a more accurate amount of what excess revenue is expected to be available as of 6/30/10. Also, the EC prefers that all committee members are present to discuss this item.
- c) *Timeline for 2010-11 budget review and adoption process:* In May, a draft proposed budget will be presented to the Board for review and comment. The Board will adopted a final 2010-11 budget in June. The EC also discussed the potential of new agencies joining the WRA and whether any agencies might have difficulty paying dues given the current economic environment.

8. WRA Board meeting: March 15, 2010, 3-5 pm, Woodland Community & Senior Center

The EC reviewed a draft agenda for 3/15. Dirk Brazil, Yolo County and Karla Nemeth, Natural Resources Agency will be asked to give presentations on the Yolo County Water Committee progress and a Bay Delta Conservation Plan Update respectively. Donna will confirm their availability and finalize the agenda with Bill’s assistance.

The EC discussed the idea of holding an informational meeting on the water bond legislation slated for the November ballot. The format suggested was a pros and cons panel discussion. Potential speakers discussed were Rita Sudman, Water Education Foundation; Peter Moyle, UC Davis; Jeff Mount, UC Davis; and Richard Howit,

MINUTES of Executive Committee (EC) Meeting
Water Resources Association of Yolo County
March 2, 2010, 12:30 – 1:30 pm

DRAFT

UC Davis. The WRA Board will be asked whether this a topic of interest for a future Board meeting on March 15th.

9. Administrative Items:

- a) *Review February 2010 financials* – The financials were reviewed by the EC.
- b) *February 9, 2010 EC meeting minutes* were approved.
- c) *Action Requested:* The EC agreed that the purchase of a regular laptop would be more cost effective and functional rather than a “mini” netbook. Donna will research equipment costs and report back to the EC. She also mentioned that it would be prudent to update the Microsoft Office suite of software to MS Office Professional 2007. Current software being used is MS Office Professional 2003.
- d) *Payments to approve* - All payments were approved.

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

11. Next EC Meeting Date: April 6, 2010, 12:30 to 1:30 pm in the Woodland Community Center.

12. Adjourned at 1:50 pm

Respectfully submitted,

Donna L. Gentile, WRA Board Secretary & Administrative Coordinator