



## WATER RESOURCES ASSOCIATION OF YOLO COUNTY

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### WRA Executive Committee Meeting

**Thursday, July 13, 2011, 12:30 pm – 2:00 pm**

Woodland Community & Senior Center, 2001 East St., Meeting Room 1

### 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:**

- a) Approve draft May 26, 2011 EC minutes (attached), pages 3-4
- b) Review June 2011 FY end financials (attached), pages 5-9
- c) Discuss FY 2011-12 budget correction, pages 10-11
- d) Update on WRA Website migration and maintenance
- e) Discuss final contingency arrangements for July/Aug/Sept, page 12
- f) Payments to approve\*

**5. Update on Water Legislation & Regulatory Issues** (Tim O'Halloran) – Discussion item

**6. Technical Committee Update** (Jacques De Bra)

- a) FY 2011-12 Project Funds Allocations
- b) Westside IRWMP/Prop. 84 Update
- c) Other Item

**7. Next WRA Board Meeting: September 19, 2011, 3-5 pm**

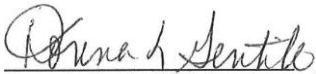
- a) Discuss agenda items for September meeting
  - Adopt 2012 Board meeting dates
  - Update on Water Legislation & Regulatory Issues
  - WRA Technical Committee Update
  - Presentation: ??
- b) Future Board meeting topics/presenters:
  - Jerry Meral, Deputy Resources Secretary, BDCP Program
  - Westside Canal project/option in Yolo Bypass (Don Peart, Nov. 2010)
  - Yolo County Flood management system coordination (Fran Borcalli, Nov. 2010)

**8. Other Updates & Future Executive Committee Agenda Items**

**9. Next Executive Committee Meeting Date:** August \_\_\_\_, 2011, 12:30 pm, Woodland Community & Senior Center.

**10. Adjourn**

I declare under penalty of perjury that the foregoing agenda for the July 13, 2011 meeting of the Executive Committee for the Water Resources Association of Yolo County was posted by July 8, 2011 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, PR ending 7/9, 7/23 - \$1,543.87	AT&T /Calnet : June - \$64.49
Payroll Taxes State & Federal: June , Paid EFT, 7/8 - \$206.94 / \$983.74	Mastercard : June, Paid EFT, 7/8 - \$760.67
IRA Contribution: June, Paid, EFT on 7/8 - \$245.28	YCFCWCD Invoice: copies, postage, internet/tech support: June - \$405.43
Kaiser Health Plan: August. Pay by EFT on 7/8 - \$693.27	Iris Software/Chuck Lundgren: (50% balance) \$475.00
Donna – mileage reimbursement – June/July ~\$62.00	Leisah Garcia – June, \$65.00 (accounting training)
Project Funds: Yolo Basin Foundation – Qrtly invoice: \$5,900.00	

## MINUTES of Executive Committee (EC) Meeting

May 26, 2011, 11:30 am – 1:00 pm

**DRAFT**

**Present:** Bill Marble, Cecilia Curry, Sid England, Tim O'Halloran, Jacques De Bra, Donna Gentile

**Absent:** Kurt Balasek

1. **Call to Order:** Meeting was called to order by Bill Marble at 11:30 pm.
2. **Approve Agenda and Adding Items to the Posted Agenda:** Agenda approved as presented.
3. **Public Comment:** No public comment.
4. **Administrative Items:**
  - a) April 2011 financials were reviewed.
  - b) April 14, 2011 EC minutes were approved.
  - c) Update on website, Microsoft Office Pro software and laptop purchase: Donna reported that the website migration with Chuck Lundgren would begin in June and should take several days. She purchased and installed MS Office 2010 for about \$400. A laptop was purchased yesterday through Costco online and should be delivered next week. The cost was \$685 including tax and shipping. The specifications on the laptop were the best for the money per her research and the laptop should have some longevity.
  - d) Office Support Contingency Plan – Donna reviewed the plan for office support during her absence. Leisah Garcia will be subcontracted to do the accounting/QuickBooks tasks at a cost of \$26.00/hour. Donna anticipates no more than 1 to 2 hours per week will be needed during the 6 week time period. Currently there is \$300.00 available for Accounting Services in the budget. Donna will hold training sessions with Leisa in June at the WRA office. There are some accounting tasks that can wait until Donna returns. Tim O'Halloran was asked if one of his staff, Jennifer Reed, could assist with some of the office and meeting related tasks. Donna outlined the anticipated tasks in the contingency plan included with the agenda packet. Clerical support for the August WRA Technical and Executive Committee meetings will be needed. Donna will prepare agendas for the August meetings with available information prior to leaving on July 14<sup>th</sup>. WRA membership dues invoices will be prepared and mailed in early July.
  - e) Payments to approve - All payments were approved and the Kaiser Agreement renewal was signed.
5. **Update on Water Legislation & Regulatory Issues** – Bill Marble asked for feedback about the need for the WRA to formally respond to the Delta Plan impacts to Northern California as other agencies, such as ACWA and the Delta Counties Coalition, are doing. Tim is engaged with ACWA's Ag-Urban Coalition responding to the Delta Stewardship Council's draft Delta Plan. He will let the EC know the appropriate time for the WRA to participate as one of the signatories on the Coalition's letters. He will circulate copies of previous letters sent, so the EC can be informed. The Delta Stewardship Council has released the third draft of the Delta Plan for comment. A fourth draft is also expected. Tim will update the WRA Board on June 20<sup>th</sup> about activities. Tim also updated the EC on SBx7-7 related to agricultural businesses concerns for proposed water conservation measures with gate metering and fees.
6. **Technical Committee Update** (Jacques De Bra)
  - a) FY 2011-12 Project Funds Budget Recommendations – Jacques reviewed the proposed TC recommendations for FY 11-12 that will be presented at the June 20<sup>th</sup> Board meeting. The wrong spreadsheet was accidentally included in the agenda packet (page 11). The correct project funding recommendations are also listed on page 15 of the agenda packet in the draft proposed FY 2011-12 budget.

**MINUTES of Executive Committee (EC) Meeting**

**May 26, 2011, 11:30 am – 1:00 pm**

**DRAFT**

- b) Westside IRWMP Update – Jacques informed that the Westside group is moving forward with their awarded Prop. 84 planning grant. The Sacramento Valley regional group will be meeting to review allocations for the region being sensitive to geographic distribution. Julie Haas from DWR has been working with Chris Lee from the Solano County Water Agency (grant project manager) and Tim O’Halloran and Max Stevenson from YCFCWCD (grant fiscal agent) on a draft contract. Prop. 84 Round 2 implementation grant applications are anticipated in June 2012. The Woodland-Davis Clean Water Agency will be pursuing money in Round 2, which could likely be packaged with a conjunctive use project. Jacques was not sure what the other counties would be doing for Round 2

**7. Review WRA Operating Budget**

a) Review current budget FY 2010-11 (projected fiscal year end):

b) Discuss draft budget FY 2011-12 for June Board review:

Cecilia will be presenting these items on the June Board agenda. Donna will provide her background information and prepare a budget report for the agenda item. The EC reviewed both FY 10-11 and FY 11-12 budgets included in the EC agenda packet.

**8. Next WRA Board Meeting: June 20, 1011, 3-5 pm,**

a) Discuss agenda items for June meeting: Tim informed that Jerry Meral was not available for the June meeting date. Senator Wolk has agreed to speak at the June meeting, but may be delayed by a committee floor session scheduled for that day, especially if they have discussion about the pending budget. The EC discussed possible topics for the June meeting. Tim agreed to contact David Purkey from UC Davis about doing a climate change presentation. John Brown will be considered as a back up presenter if UC Davis speakers are unavailable. Donna will keep in contact with Tina from Senator Wolk’s staff to confirm her schedule for that day. Donna will send out a revised agenda for EC review.

b) Future Board meeting topics/presenters:

- Jerry Meral, Deputy Resources Secretary, BDCP Program
- Robin Kulakow, Westside Canal option for Yolo Bypass Project
- John Brown, credentials, topic?
- John Woodling, Priority issues for the RWA
- RD2035 – WDCWA planning for intake site

**9. Other Updates & Future Executive Committee Agenda Items**

- Prop. 84 updates will be a standing agenda item on future EC agendas.
- Donna will circulate potential 2012 Board meeting dates for consideration via email to the EC.
- Donna and Bill will coordinate to propose several July EC meeting dates via email.

**10. Next Executive Committee Meeting Date: TBD**

**11. Adjourned at 1 pm**

Respectfully submitted,

Donna L. Gentile  
WRA Board Secretary and Administrative Coordinator

Water Resources Association of Yolo County  
**Balance Sheet**  
As of June 30, 2011

	<u>Jun 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LAIF	147,042.44
First Northern - Savings	6,807.40
First Northern - Checking	380.73
<b>Total Checking/Savings</b>	<u>154,230.57</u>
<b>Accounts Receivable</b>	
Accounts Receivable	510.00
<b>Total Accounts Receivable</b>	<u>510.00</u>
<b>Total Current Assets</b>	<u>154,740.57</u>
<b>TOTAL ASSETS</b>	<u><u>154,740.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	7,670.59
<b>Total Accounts Payable</b>	<u>7,670.59</u>
<b>Other Current Liabilities</b>	
SIMPLE IRA Liabilities	245.28
Payroll Liabilities	1,186.68
<b>Total Other Current Liabilities</b>	<u>1,431.96</u>
<b>Total Current Liabilities</b>	<u>9,102.55</u>
<b>Total Liabilities</b>	9,102.55
<b>Equity</b>	
Opening Bal Equity	16,689.30
Revenue in Excess of Expenses (Retained Earnings)	61,958.47
Net Income	66,990.25
<b>Total Equity</b>	<u>145,638.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>154,740.57</u></u>

**Water Resources Association of Yolo County**  
**Budget vs. Actual**  
 July 2010 through June 2011

	<u>Jul '10 - Jun 11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Member Dues - Administrative	74,756.00	74,756.00	100.0%
Member Dues - Associate	220.00	189.00	116.4%
Interest Income	720.04	2,000.00	36.0%
Calendar - Revenue (Donations)	2,475.00	3,000.00	82.5%
In-Kind Income (non-cash)	5,000.04	5,000.00	100.0%
YCFC Admin Support	1,763.01	8,126.00	21.7%
Miscellaneous Income (Miscellaneous Income)	4.10		
<b>Total Income</b>	<u>84,938.19</u>	<u>93,071.00</u>	<u>91.26%</u>
<b>Expense</b>			
Salaries - Gross	53,147.90	53,150.00	100.0%
Payroll Taxes & Expenses	4,208.44	4,300.00	97.87%
Employer Paid Benefits	9,665.00	9,750.00	99.13%
Workers Comp Insurance	545.00	600.00	90.83%
General Liability Insurance	514.00	500.00	102.8%
Accounting Services	65.00	300.00	21.67%
Bank Charges, License Fees	90.39	200.00	45.2%
Books, Maps, Subscriptions	0.00	150.00	0.0%
Calendar - Water Awareness (Contest & Printing)	3,035.53	3,000.00	101.18%
Computer Equipment	714.53	875.00	81.66%
Conferences & Seminars	1,102.57	1,000.00	110.26%
Copies, Printing & Binding	1,042.30	1,500.00	69.49%
Internet Service	2,263.00	1,900.00	119.11%
Legal Consultation Fees	0.00	500.00	0.0%
Meeting Expenses	602.60	1,000.00	60.26%
Mileage	431.39	700.00	61.63%
Miscellaneous Expense	355.47	500.00	71.09%
Office Rent (non-cash)	5,000.04	5,000.00	100.0%
Office Supplies/Expenses	1,225.00	1,200.00	102.08%
Postage	570.40	900.00	63.38%
Telephone Utilities	784.60	1,000.00	78.46%
Contingency	0.00	600.00	0.0%
<b>Total Expense</b>	<u>85,363.16</u>	<u>88,625.00</u>	<u>96.32%</u>
<b>Net Ordinary Income</b>	-424.97	4,446.00	
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>Project Fund</b>			
Assoc. Mbr Dues - Projects	330.00	251.00	131.47%
Member Dues - Projects	99,094.00	99,094.00	100.0%
<b>Total Project Fund</b>	<u>99,424.00</u>	<u>99,345.00</u>	<u>100.08%</u>

Water Resources Association of Yolo County

**Budget vs. Actual**

July 2010 through June 2011

	<u>Jul '10 - Jun 11</u>	<u>Budget</u>	<u>% of Budget</u>
Special Project-GW Monitoring \$	88,970.00	89,000.00	99.97%
Westside IRWMP/Prop84-Regional	40,000.00	40,000.00	100.0%
<b>Total Other Income</b>	<b>228,394.00</b>	<b>228,345.00</b>	<b>100.02%</b>
<b>Other Expense</b>			
Project-Westside IRWMP/Prop 84	34,751.50	40,000.00	86.88%
Project-Westside WRA cost share	11,428.00	0.00	100.0%
Project-Yolo Co IRWMP Update	5,829.28	13,572.00	42.95%
Project-Yolo Bypass Integ Proj (YBF)	20,000.00	20,000.00	100.0%
Project-Surface Water Monitor P	0.00	35,000.00	0.0%
Project-Admin Legislative/legal	0.00	18,194.00	0.0%
Special Project-GW Monitoring P (YCFWCD)	88,970.00	89,000.00	99.97%
<b>Total Other Expense</b>	<b>160,978.78</b>	<b>215,766.00</b>	<b>74.61%</b>
<b>Net Other Income</b>	<b>67,415.22</b>	<b>12,579.00</b>	
<b>Net Income</b>	<b>66,990.25</b>	<b>17,025.00</b>	

# Water Resources Association of Yolo County

## Profit & Loss

June 2011

	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Member Dues - Associate	66.00
In-Kind Income (non-cash)	416.67
YCFC Admin Support	455.00
<b>Total Income</b>	<u>937.67</u>
<b>Expense</b>	
Salaries - Gross	4,088.30
Payroll Taxes & Expenses	315.25
Employer Paid Benefits	815.91
Accounting Services	65.00
Calendar - Water Awareness (Contest & Printing)	646.70
Computer Equipment	714.53
Copies, Printing & Binding	258.65
Internet Service	715.00
Meeting Expenses	33.18
Mileage	61.71
Office Rent (non-cash)	416.67
Postage	135.84
Telephone Utilities	64.49
<b>Total Expense</b>	<u>8,331.23</u>
<b>Net Ordinary Income</b>	-7,393.56
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Project Fund	99.00
<b>Total Other Income</b>	<u>99.00</u>
<b>Other Expense</b>	
Project-Yolo Bypass Integ Proj (YBF)	5,900.00
<b>Total Other Expense</b>	<u>5,900.00</u>
<b>Net Other Income</b>	<u>-5,801.00</u>
<b>Net Income</b>	<u><u>-13,194.56</u></u>

**Water Resources Association of Yolo County**  
**Transaction List by Date**  
June 2011

Type	Date	Num	Name	Memo	Account	Split	Amount
General Journal	06/01/2011	aje-113			In-Kind Income (non-cash)	Office Rent (non-cash)	-416.67
Invoice	06/01/2011	2011-11	Borcalli, Fran		Accounts Receivable	-SPLIT-	55.00
Invoice	06/01/2011	2011-12	Yolo Basin Foundation		Accounts Receivable	-SPLIT-	55.00
Invoice	06/01/2011	2011-13	Cache Creek Conservancy		Accounts Receivable	-SPLIT-	55.00
Bill	06/03/2011		Yolo County Flood Control & WCD_v		Accounts Payable	Calendar - Water Awareness (Contest & Printing)	-646.70
Bill	06/03/2011		Donna Gentile		Accounts Payable	Mileage	-61.71
Bill	06/03/2011	2011.0602	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-96.10
Transfer	06/06/2011			Funds Transfer	First Northern - Savings	First Northern - Checking	-5,000.00
Payment	06/08/2011	5648	Borcalli, Fran		Undeposited Funds	Accounts Receivable	55.00
Bill Pmt -Check	06/09/2011	2143	AT&T		First Northern - Checking	Accounts Payable	-64.77
Bill Pmt -Check	06/09/2011	2144	Donna Gentile		First Northern - Checking	Accounts Payable	-61.71
Bill Pmt -Check	06/09/2011	2145	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-96.10
Payment	06/09/2011	11283	Cache Creek Conservancy		Undeposited Funds	Accounts Receivable	55.00
Liability Check	06/10/2011	EFT	QuickBooks Payroll Service	Created by Payroll Services on 06/09/2011	First Northern - Checking	-SPLIT-	-1,545.12
Liability Check	06/10/2011	E-pay	United States Treasury	68-0306647 QB Tracking # 16344942	First Northern - Checking	-SPLIT-	-1,475.62
Liability Check	06/10/2011	E-pay	Employment Development Department	499-0728-0 QB Tracking # 16345032	First Northern - Checking	-SPLIT-	-310.41
Liability Check	06/10/2011	EFT	Capital Bank and Trust Co.	73814903	First Northern - Checking	-SPLIT-	-367.92
Bill Pmt -Check	06/10/2011	EFT	Platinum Plus for Business (Mastercard)		First Northern - Checking	Accounts Payable	-646.60
Paycheck	06/13/2011	EFT	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Deposit	06/13/2011			Deposit	First Northern - Savings	-SPLIT-	110.00
Bill	06/15/2011	final	Catania Digital Media		Accounts Payable	Internet Service	-120.00
Bill Pmt -Check	06/20/2011	2146	Catania Digital Media		First Northern - Checking	Accounts Payable	-120.00
Bill Pmt -Check	06/20/2011	2147	Yolo County Flood Control & WCD_v		First Northern - Checking	Accounts Payable	-646.70
Transfer	06/21/2011			Funds Transfer	First Northern - Savings	First Northern - Checking	-2,000.00
Bill	06/21/2011	06212011	Platinum Plus for Business (Mastercard)		Accounts Payable	-SPLIT-	-760.67
Check	06/22/2011	EFT	Kaiser Permanente		First Northern - Checking	-SPLIT-	-693.27
Liability Check	06/24/2011	EFT	QuickBooks Payroll Service	Created by Payroll Services on 06/23/2011	First Northern - Checking	-SPLIT-	-1,545.11
Bill	06/24/2011		Iris Software		Accounts Payable	Internet Service	-475.00
Bill	06/25/2011	2460735	AT&T		Accounts Payable	Telephone Utilities	-64.49
Paycheck	06/27/2011	EFT	Donna L Gentile	Direct Deposit	First Northern - Checking	-SPLIT-	0.00
Bill	06/29/2011	2022	Leisah Garcia		Accounts Payable	Accounting Services	-65.00
Invoice	06/30/2011	2011-26	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	227.50
Invoice	06/30/2011	2011-27	Yolo County Flood Control & WCD		Accounts Receivable	-SPLIT-	227.50
Bill	06/30/2011	Inv 4_063011	Yolo Basin Foundation_v		Accounts Payable	Project-Yolo Bypass Integ Proj (YBF)	-5,900.00
Bill	06/30/2011	2011.0406	Yolo County Flood Control & WCD_v		Accounts Payable	-SPLIT-	-405.43

**Fiscal Year July 2011 to June 2012 Budget**  
**Water Resources Association of Yolo County**  
**Board Adopted on June 20, 2011 (corrected 7/6/11)**

	Adopted FY2010-11	Adopted FY2011-12
<b>REVENUE</b>		
City of Davis	\$25,500	\$25,500
City of Woodland	25,500	25,500
University of California, Davis	25,500	25,500
Yolo County	25,500	25,500
City of 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	440	495
Interest earned on bank accounts	2,000	900
Other Income (Calendar Donations)	3,000	3,000
In-Kind Services (non-cash) -YCFC&WCD office space rental	5,000	5,000
YCFCWCD Admin. Support by WRA staff (12% of annual hours) <sup>1</sup>	8,126	3,417
Special Project: Westside IRWMP/Prop. 84 planning grant (5-county MOU)	40,000	0
Special Project: GW Monitoring Program (YCFCWCD coordinating agency) <sup>2</sup>	89,000	89,000
<b>Subtotal Baseline Revenue</b>	<b>\$192,416</b>	<b>\$186,662</b>
<b>Subtotal Special Project Revenue</b>	<b>\$129,000</b>	<b>\$89,000</b>
<b>TOTAL REVENUE</b>	<b>\$321,416</b>	<b>\$275,662</b>
<b>ADMINISTRATIVE Expenditures</b>	<b>Adopted FY2010-11</b>	<b>Adopted FY2011-12</b>
Salaries-Gross <sup>1</sup>	\$53,150	\$53,150
Employer Payroll Taxes & Expenses <sup>1</sup>	4,300	4,300
Employer-Paid Benefits <sup>1</sup>	9,750	10,600
Workers Comp. Insurance <sup>1</sup>	600	600
General Liability Insurance	500	520
Accounting Services	300	400
Audit (2 year - next audit period in 2011-12 budget)	0	5,200
Bank Fees & Charges; License Fees	200	200
Books, Pamphlets, Maps / Subscriptions & Memberships	150	150
Calendars - Printing & Awards	3,000	3,000
Computer Equipment	875	875
Conferences & Seminars	1,000	1,000
Copies, Printing & Binding	1,500	1,500
Internet Account & Web Hosting	1,900	2,000
Legal Consultation Fees	500	500
Meeting Expenses	1,000	1,000
Mileage	700	700
Miscellaneous Expense	500	500
Office - Rent (non-cash expense)	5,000	5,000
Office - Supplies	1,200	1,500
Postage	900	900
Telephone Utilities	1,000	1,000
Contingency	600	600
<b>Subtotal ADMINISTRATIVE Expenditures</b>	<b>\$88,625</b>	<b>\$95,195</b>

**Fiscal Year July 2011 to June 2012 Budget**  
**Water Resources Association of Yolo County**  
**Board Adopted on June 20, 2011 (corrected 7/6/11)**

	Adopted FY2010-11	Adopted FY2011-12
49 <b>PROJECT FUNDS BUDGET</b>		
50 <b>2010-11 PROJECT Expenditures</b>		
51 Foundational Action: Develop Surface Water Monitoring Program <sup>2</sup>	35,000	35,000
52 Yolo Bypass Integrated Action - IRWMP (Yolo Basin Foundation)	20,000	20,000
53 Yolo County IRWMP Update (West Yost services)	13,572	0
54 Administrative Legislative & Legal Services <sup>2</sup>	18,194	18,194
55 Unallocated reserve funds	0	52,118
56 <b>Subtotal Baseline Project Allocations</b>	<b>\$86,766</b>	<b>\$125,312</b>
57 <b>Special Project: Westside IRWMP- WRA's cost share in FY 11-12<sup>3</sup></b>	<b>40,000</b>	<b>35,000</b>
58 Special Allocation: GW Monitoring Program (YFCWCD) <sup>4</sup>	89,000	89,000
59 <b>Subtotal Special Project Allocations</b>	<b>\$129,000</b>	<b>\$124,000</b>
60 <b>Total PROJECT Expenditures</b>	<b>\$215,766</b>	<b>\$249,312</b>
61 <b>TOTAL Administrative &amp; Project EXPENDITURES</b>	<b>\$304,391</b>	<b>\$344,507</b>
62 <b>Net Income</b>	<b>17,025</b>	<b>(68,845)</b>
63 QuickBooks net assets as of 6/30/10	78,648	0
64 Projected net assets as of 6/30/11		95,673
65 <b>Projected Net Assets as of Fiscal Year End 6/30/11 &amp; 6/30/12</b>	<b>\$95,673</b>	<b>\$26,828</b>
66 Board policy: maintain 3 month operating reserve	(25,000)	(32,000)
67 Available Net Assets	70,673	(5,172)

1 - 12% of lines 30 - 33

2 - Funds not expended in FY10-11, carried over to FY 11-12

3 - FY 10-11 WRA's cost share was \$11,428 of \$40,000. FY 12-13 allocation of \$35,000 also planned.

4 - See budget detail below

**Yolo County Groundwater Monitoring Program**

	Adopted FY2010-11	Adopted FY 2011-12
68 <b>WRA Member Agency Participants:</b>	<b>Revenue</b>	<b>Revenue</b>
69 Yolo County Flood Control & WCD	\$46,936	\$46,936
70 City of Davis	8,126	8,126
71 City of Woodland	8,126	8,126
72 Yolo County	8,126	8,126
73 University of California, Davis	4,780	4,780
74 Reclamation District 2035	4,780	4,780
75 Reclamation District 108	1,434	1,434
76 City of Winters	2,390	2,390
77 City of West Sacramento	956	956
78 Dunnigan Water District	956	956
79 Aggregate Industry (Yolo County)	2,390	2,390
80 <b>Subtotal WRA Member Agency Participation</b>	<b>89,000</b>	<b>89,000</b>
81 <b>Non - WRA Member Participants:</b>		
82 Yocha Dehe Wintun Nation	8,500	0
83 Grant Revenue (pending)*	0	51,096
84 Other Revenue	0	0
85 <b>Subtotal GW Program Revenue</b>	<b>\$97,500</b>	<b>\$140,096</b>
86		
87 <b>Yolo County Groundwater Monitoring Program</b>	<b>Costs</b>	<b>Costs</b>
88 Water Monitoring	65,000	45,000
89 Water Modeling*	0	35,000
90 Database & Information Management	20,500	20,500
91 Cooperator Coordination*	0	10,000
92 Special Projects*	0	7,906
93 Reporting & Decision Support*	0	10,000
94 Program Administration	12,000	12,500
95 <b>Subtotal GW Program Costs</b>	<b>\$97,500</b>	<b>\$140,906</b>

\* Available balance remaining from \$250,000 AB 303 grant

## CONTINGENCY PLAN DURING DONNA'S ABSENCE (July 22 to Sept 5)

LAST DAY of work will be Thursday, July 21, 2011 - Anticipated return date Tuesday, September 6, 2011

Leisah Garcia (530) 713-4179; [lgarcia1210@wavecable.com](mailto:lgarcia1210@wavecable.com)

Jen Reed (530) 662-0265; [jreed@ycfcwcd.org](mailto:jreed@ycfcwcd.org)

Donna's home # 662-4095

### ACCOUNTING TASKS – Leisah Garcia

- Retrieve mail from PO Box on Mondays, open and sort mail
- Post payments received in QuickBooks (WRA membership invoices mailed 7/5/11)
- Deposit all checks received in First Northern Bank – savings account
- Pay July State and Federal payroll taxes by August 10 – paid electronically
- Pay July IRA contribution by August 10 – pay electronically
- Pay July credit card statement by August 10 – pay electronically
- Pay September Kaiser Health Insurance by August 10 – pay electronically
- Pay July AT&T bill – pay by check (needs signature)
- August YCFCWCD Invoice (copies/postage) – may need 2 signature, could wait until Sept. to pay
- Print July financial statements if needed for August Executive Committee meeting
- There will be no payroll issued during my absence due to SDI claim period from 7/25-9/3/11
- Donna will transfer sufficient funds to the First Northern Bank account prior to 7/21

### WEEKLY TASKS - Jennifer Reed, YCFCWCD

- Check voice mail messages – 2 x per week
- Check email messages – 2 x per week
- Retrieve mail from PO Box 1 x per week and bring to the office
- 

### MEETING RELATED TASKS – Jennifer Reed, Max Stevenson/YCFCWCD

#### Technical Committee (TC) Meeting – Thursdays, August 4, September 1

- Draft & prepare agenda (with Jacques input) (week before meeting) (Jen)
- Email agenda to TC distribution list, post on website & YCFC display cabinet (post 72 hrs prior) (Jen)
- Copy agenda packet, prepare sign-in sheet (Jen)
- Bring agenda copies to meeting (Max)
- Meeting minutes (Max)

#### Executive Committee (EC) Meeting – August & September, dates to be determined

- Reserve meeting room at Woodland Community & Senior Center, will be asked to sign a 1-page rental agreement (correspond via email with Yvette Smith) (August/Donna, September/Jen)
- Draft & prepare agenda (with EC input – Bill) (week before meeting) (Jen)
- Email agenda to EC distribution list, post on website & YCFC display cabinet (post 72 hrs prior) (Jen)
- Copy agenda packet (Jen)
- Bring agenda copies to meeting (Tim)
- Meeting minutes, notation of who attended meeting (??)

#### Board of Directors' Meeting – Monday, September 19

I plan to be back to work by September 6<sup>th</sup> to coordinate activities for September. I will be limited to lifting or pulling no more than 15 pounds for the month of September, therefore may need assistance getting items out of my car and into the meetings.

Revised July 8, 2011