

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, May 16, 2023, at 1:00 P.M.

Los Alamos Community Services District, 82 St. Joseph Street, Los Alamos, CA 93440.

This regular meeting is the first meeting to be held in person since the institution of COVID restrictions. The public is invited to join in person, or by videoconference at

<https://us02web.zoom.us/j/5896878298>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio. Call +1 - 408-638-0968 or +1 - 669-900-6833 and enter ID: 589 687 8298

To view supporting documents, go to: <https://sanantoniobasinwd.org/agendas-%26-minutes>

Meeting and Agenda

- 1) **Call to Order**
- 2) **Roll Call**
- 3) **Public Comment:** This portion of the meeting is set aside to provide the public with an opportunity to bring to the attention of the Board members matters that are within the jurisdiction of the Board and that are not on today's agenda. No action will be taken on any matter discussed during this portion of the meeting. The total time allotted for this portion of the meeting may be limited to no more than 3 minutes per speaker.
- 4) **Minutes**
 - a. April 2023 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
 - a. Review and Approve April Financial Statements
 - b. Preliminary 2023-24 Budget Discussion
 - c. Discuss and Consider Investment Options
 - d. Assessments Status Report
 - e. Review April GSA Financial Statements
- 6) **Informational Items**
 - a. Management/Administration Report
 - b. Director Training Report
 - c. Update on San Antonio Basin Groundwater Sustainability Agency
 - i. Well Registration Program Update
- 7) **New Business**— requests for items to be placed on the next agenda.

8) **Next Meeting Date – June 20, 2023**

9) **Adjournment**

Note: In compliance with the American with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), if you need special assistance to access the meeting room or otherwise participate at this meeting, including auxiliary aids or services, please contact Donna Glass, admin@sanantoniobasinwd.org or 805-928-8349, 1005 S. Broadway, Santa Maria, CA 93454. Notifications of at least forty-eight (48) hours prior to the meeting will help enable reasonable arrangements to ensure accessibility to the meeting.

Note: Copies of Meeting Documents can be found on our District Webpage <https://sanantoniobasinwd.org/> or requested by contacting Donna Glass, admin@sanantoniobasinwd.org or 805-928-8349.

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, April 18, 2023, at 1:00 P.M.

Meeting Minutes

Subject to the Board's approval of Resolution 23-06, the District will hold its regular Board of Directors meeting by teleconference. There will be no meeting site open to the public.

Public participation is encouraged using the teleconference information referenced below.

<https://us02web.zoom.us/j/5896878298>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio. Call +1 - 408-638-0968 or +1 - 669-900-6833 and enter ID: 589 687 8298

To view supporting documents, go to: <https://sanantoniobasinwd.org/agendas-%26-minutes>

1) Call to Order

The meeting was called to order at 1:01 p.m. by Director Sharer

2) Roll Call

Randy Sharer
Victor Schaff
Ken Hunter

Directors absent: Craig Reade and Kevin Merrill

Others in attendance: Donna Glass - District Manager, Leta Spencer - Westchester Group Investment Management, Inc, Alex Posada – City of Santa Maria, Sebastian Gomez-Devine – Chips 18.

3) Review and Adopt Resolution 23-06; Renewing Remote Teleconference Meetings Under AB361

Motion was made by Director Hunter to Adopt Resolution 23-06 to Authorize Remote Teleconference Meetings Under AB361 as presented. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

AYES: Director Sharer, Schaff, and Hunter

NOES: None; **ABSTAIN:** None; **ABSENT:** Director Reade and Merrill

4) Public Comment: This portion of the meeting is set aside to provide the public with an opportunity to bring to the attention of the Board members matters that are within the jurisdiction of the Board and that are not on today's agenda. No action will be taken on any matter discussed during this portion of the meeting. The total time allotted for this portion of the meeting may be limited to no more than 3 minutes per speaker.

There were no comments.

5) **Minutes**

a. **March 2023 Board Meeting Minutes – Board Approval Needed**

Motion was made by Director Schaff to approve the March 2023 Minutes as presented.

Motion seconded by Director Hunter.

A roll call vote was taken and the motion carried.

AYES: Director Sharer, Schaff, and Hunter

NOES: None; **ABSTAIN:** None; **ABSENT:** Director Reade and Merrill

6) **Financial Report**

a. **Review and Approve March Financial Statements**

The March statement was included in the packet. As of March 31, 2023, 75% of the year had elapsed. The SABWD collected \$754,322 or 94% of the 2022-23 Assessments. \$24,360 or 43% was received from the County for the delinquent 2021-22 Assessments. Next payment from the County will be at the end of April.

The expenses through March were \$305,657 or 36% of the budget. This includes a GSA transfer of \$252,000. Net income was \$473,025. The checking account balance is \$1,360,687 and \$887,662 is designated toward Reserves.

Motion was made by Director Hunter to approve the March Financial Statements as presented. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

AYES: Director Sharer, Schaff, and Hunter

NOES: None; **ABSTAIN:** None; **ABSENT:** Director Reade and Merrill

b. **Discuss Investment Options**

Donna Glass provided a brief overview of the investment option discussed and presented at the previous meeting with Sandra Wheeler, Vice President of Stifel. The Board decided it would be prudent to research additional investment firms/options with Special District expertise and revisit at their April meeting. It was difficult to find Investment Firms with Special District expertise. Research and a meeting with California CLASS, a JPA Pool Fund endorsed by the CSDA, was attended by Donna Glass and Carrie Troup, accountant. Information was presented to the Board. The Board will discuss and consider options at the May meeting.

c. **Assessments Status Report**

As of April 12, 2023, the SABWD collected \$754,398 of the 2022-23 Assessments. Balance remaining is 45,942.

Change order return deadline was March 31, 2023. Several ownership/contacts and/or address change requests were received. One request to reduce 20 irrigated acres, one request to increase 23 acres and one in review. Complete details will be on the May agenda for board review/approval.

d. Review March GSA Financial Statements

The March statement was included in the board packet for review only. As of March 31, 2023, 75% of the year had elapsed. The GSA bank accounts total \$104,978. The expenses YTD were \$264,317 or 43% of the budget. They have received \$252,000 from SABWD YTD or 33% of the Budget. The remaining balance for Grant A and B is \$0. They are also in the process of closing the 2 old bank accounts opened under the RCD. The 2 new accounts are open.

e. Consider GSA Request for Funds

Motion was made by Director Schaff to approve the SABGSA request for the accountant to transfer \$35,000 from the SABWD to the SABGSA within 10 days. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

AYES: Director Sharer, Schaff, and Hunter

NOES: None; **ABSTAIN:** None; **ABSENT:** Director Reade and Merrill

7) Informational Items

a. Management/Administration Report

Donna Glass provided updates during the agenda items.

b. Director Training Report

Donna Glass reminded those board members that need to take their ethics and/or harassment courses. Invitations for the courses will be sent out/available on the Target Solutions website.

c. Update on San Antonio Basin Groundwater Sustainability Agency

Director Sharer provided a brief update on various items and addressed other questions.

i. Well Registration Program Update

Director Sharer provided a brief update on the Well Registration progress.

8) New Business— requests for items to be placed on the next agenda.

No new business was requested.

9) Next Meeting Date –May 16, 2023

The next meeting date will be May 16, 2023, in-person at the LACSD with an option for the public to attend in-person or remotely.

10) Adjournment

The meeting was adjourned by Director Sharer at 1:50 p.m.

San Antonio Basin Water District
Profit & Loss Budget vs. Actual
 July 2022 through April 2023

83% of the year has elapsed	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Assessments	754,322.32	799,286.00	-44,963.68	94.38%
Misc Payments	49,293.76	56,821.00	-7,527.24	86.75%
Total Income	<u>803,616.08</u>	<u>856,107.00</u>	<u>-52,490.92</u>	<u>93.87%</u>
Expense				
01 - General Manager	37,600.00	58,500.00	-20,900.00	64.27%
03 - Audit & Financial Reporting	7,250.00	12,000.00	-4,750.00	60.42%
04 - Contract Admin(Assesmt Billing)	13,822.95	20,000.00	-6,177.05	69.12%
05 - Legal Services	3,764.76	20,000.00	-16,235.24	18.82%
06 - Meeting Room Lease	0.00	1,300.00	-1,300.00	0.0%
07 - Web Page Support	294.92	1,200.00	-905.08	24.58%
08 - Conferences/Training	0.00	5,400.00	-5,400.00	0.0%
09 - Travel	0.00	3,700.00	-3,700.00	0.0%
10 - Insurance E&O; Board	1,982.00	2,100.00	-118.00	94.38%
11 - Office Supplies	300.00	1,000.00	-700.00	30.0%
12 - Postage/Printing	19.75	1,000.00	-980.25	1.98%
13 - Board Elections	113.58	2,200.00	-2,086.42	5.16%
14 - CSDA Membership	215.00	1,100.00	-885.00	19.55%
15 - LAFCO District Fees	0.00	1,100.00	-1,100.00	0.0%
16 - Telephone/Computer/Internet	0.00	1,000.00	-1,000.00	0.0%
17 - Contingency 10%	0.00	13,160.00	-13,160.00	0.0%
18 - GSA Budget	287,000.00	762,300.00	-475,300.00	37.65%
19 - Designation to District Reserve	0.00	-50,953.00	50,953.00	0.0%
Total Expense	<u>352,362.96</u>	<u>856,107.00</u>	<u>-503,744.04</u>	<u>41.16%</u>
Net Ordinary Income	<u>451,253.12</u>	<u>0.00</u>	<u>451,253.12</u>	<u>100.0%</u>
Net Income	<u><u>451,253.12</u></u>	<u><u>0.00</u></u>	<u><u>451,253.12</u></u>	<u><u>100.0%</u></u>

Balance Sheet

As of April 30, 2023

Apr 30, 23

ASSETS

Current Assets

Checking/Savings

Community Bank - Checking 1,338,915.03

Total Checking/Savings 1,338,915.03

Total Current Assets 1,338,915.03

TOTAL ASSETS 1,338,915.03

LIABILITIES & EQUITY

Equity

Board Designated Reserves 887,661.91

Net Income 451,253.12

Total Equity 1,338,915.03

TOTAL LIABILITIES & EQUITY 1,338,915.03

San Antonio Basin Water District

Transaction List by Vendor

April 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
CARRIE TROUP	Check	04/10/2023	5139	INV# 0423SABWD	Community Bank - Checking	-675.00
Donna Glass	Check	04/10/2023	5137	INV# 2304	Community Bank - Checking	-5,400.00
	Check	04/10/2023	5141	GODADDY.COM REIMBURSEMENT	Community Bank - Checking	-294.92
SAN ANTONIO BASIN GSA	Check	04/21/2023	EFT	TELEPHONE TRANSFER	Community Bank - Checking	-35,000.00
The Law Offices of Young Wooldridge	Check	04/10/2023	5138	CLIENT 21089 AFD	Community Bank - Checking	-503.75
Wallace Group	Check	04/10/2023	5140	1591-0002-00	Community Bank - Checking	-4,801.80

Donna Glass

From: ap@co.santa-barbara.ca.us
Sent: Thursday, April 27, 2023 4:04 PM
To: Donna Glass; CARRIE@TROUPCPA.COM
Subject: County of Santa Barbara Direct Deposit #799948

Follow Up Flag: Follow up
Flag Status: Flagged

County of Santa Barbara
PO Box 39
Santa Barbara, CA 93102-0039

SAN ANTONIO BASIN WATER DISTRICT
Vendor: 147488 Post Date: 04/28/2023 Amount: \$24,933.54

Inv Date	Description	Amount
04/27/2023	Prop Tax Apportioned and Interest As Of 4/19/2023	24,933.54

The amount indicated will be deposited to your bank account on the post date, above. If you have further questions regarding this payment, contact the County Auditor-Controller at (805) 568-2110.

This e-mail is only used to provide notifications of payments. Please do not send invoices to this e-mail as only the departments that you do business with have the ability to confirm receipt of services/goods, approve payment, and authorize payments due to your company.

Donna Glass Administrative Services
 Santa Maria, CA 93454

Invoice

DATE	INVOICE #
4/7/2023	2304

BILL TO
San Antonio Basin Water Disrict 1005 S Broadway Santa Maria, CA 93454

DESCRIPTION	AMOUNT
<p>Basic Monthly Administrative Services - March 1 through March 31, 2023 Coordinate/attend board meetings, prepare agendas/board packets, review monthly financials/accounts receivable, prepare meeting minutes/follow-up, general admin duties, coordinate with accountant/legal counsel/assessment engineer, compile/ maintain records, update website and provide property owners with information regarding their groundwater interests. Attend SABGSA board/advisory committee meetings, if held.</p>	3,900.00
<p>Additional Services at a rate of \$125.00 per hour - 12 hrs. Worked on GSA Well Registration Project. Reviewed landowner returns and compared to Water District (WD) Irrigated/Non-Irrigated acres per APN. Researched retired APNs listed on landowner forms and confirm current APN in WD database. Grouped forms by WD Assessment numbers, added notes, sent out landowner emails blasts and contacted landowners for additional info/clarification, as needed.</p>	1,500.00

Due On Reciept
 Please remit to above address.
 Thank you!!

Total	5,400.00
Balance Due	5,400.00

**San Antonio Basin Water District District
Expense Reimbursement Request**

Name: Donna Glass
Address Santa Maria, CA
93454

4/3/2023

Santa Maria, CA 93454

From: 4/3/2023 To: 4/3/2023

Purpose: GoDaddy.Com

Date(s): 4/3/2023

Miscellaneous Expenses:

(Describe) Website, Domain and Email Renewal - 1 year - See Receipt

_____ \$ 294.92

Total Expenses \$ **294.92**

I certify that the above is a true accounting of expenses allowed for reimbursement under District Policy. I understand that corresponding receipts must be attached to receive payment.

Signed *Donna Glass*

Receipt

No 2526605838

CONTACT US 24/7 1-480-505-8877

DATE:
4/3/2023

CUSTOMER #:
270510424

BILL TO:
Donna Glass

Santa Ynez, California 93460,
United States
San Antonio Basin Water District
8059288349

PAYMENT:
Visa •••• 2067 \$294.92

Previous Balance \$294.92

Received Payment (\$294.92)

Balance Due (USD) **\$0.00**

Term	Product	Amount
1 yr	Microsoft 365 Email Essentials From GoDaddy Renewal	\$71.88
1 yr	.ORG Domain Renewal SANANTONIOBASINWD.ORG ¹	\$20.99
1 yr	Full Domain Privacy and Protection - Renewal SANANTONIOBASINWD.ORG	\$9.99
1 yr	Websites + Marketing Standard Renewal	\$191.88

Subtotal	\$294.74
Taxes	\$0.00
Fees	\$0.18

Total (USD) **\$294.92**

REFERENCE

Taxes \$0.00

GoDaddy.com, LLC \$0.00
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

Fees \$0.18

1. ICANN	\$0.18
SANANTONIOBASINWD.ORG	\$0.18

[Universal Terms of Service](#)



Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

San Antonio Basin Water District
 1005 South Broadway
 Santa Maria, CA 93454

March 28, 2023
 Project No: 1591-0002-00
 Invoice No: 59000
Invoice Total \$4,801.80

Project 1591-0002-00 San Antonio Basin Water District, Tax Roll Preparation

Professional services rendered through February 28, 2023

Phase 00100 Tax Roll Preparation

Labor

	Hours	Rate	Amount	
Principal	1.00	260.00	260.00	
Senior Project Analyst I	1.00	150.00	150.00	
Project Analyst I	3.75	115.00	431.25	
Senior Mechanical Engineer II	16.50	190.00	3,135.00	
Associate Engineer II	5.25	140.00	735.00	
Totals	27.50		4,711.25	
Total Labor				4,711.25

Reimbursables

Reimbursable Postage/Shipping/Delivery	90.55			
Total Reimbursables			90.55	90.55

Total this Phase \$4,801.80

Budget

	Current	Prior	To-Date	
Labor	4,711.25	50,543.75	55,255.00	
Limit			61,000.00	
Remaining			5,745.00	
				Total this Invoice \$4,801.80

Outstanding Invoices

Number	Date	Balance
58663	2/23/2023	2,191.22
Total		2,191.22

Billing Backup

Tuesday, March 28, 2023

Wallace Group

Invoice 59000 Dated 3/28/2023

6:23:52 PM

Project	1591-0002-00	San Antonio Basin Water District, Tax Roll Preparation
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Phase	00100	Tax Roll Preparation
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Labor

		Hours	Rate	Amount
Principal				
Wagner, Kari	2/2/2023	.25	260.00	65.00
Review Letters				
Wagner, Kari	2/15/2023	.25	260.00	65.00
Respond to Customer Change Requests				
Wagner, Kari	2/27/2023	.50	260.00	130.00
Project Management/Change Requests				
Senior Project Analyst I				
Richardson, Lonnie	2/9/2023	.25	150.00	37.50
A/R, QB Updates				
Richardson, Lonnie	2/22/2023	.75	150.00	112.50
A/R, Bank Dep, research checks				
Project Analyst I				
Wirt, Paige	2/3/2023	2.25	115.00	258.75
Admin assistance for NWL				
Wirt, Paige	2/6/2023	1.50	115.00	172.50
Admin assistance for NWL				
Senior Mechanical Engineer II				
Lindahl, Nels	2/2/2023	.25	190.00	47.50
Info Change Form and Letter;				
Lindahl, Nels	2/3/2023	5.75	190.00	1,092.50
Form Update; Envelope and Acre Summary Generation; Delegation to Paige;				
Lindahl, Nels	2/6/2023	1.50	190.00	285.00
0086 Research; 0075 Acre Summary;				
Lindahl, Nels	2/7/2023	2.00	190.00	380.00
Research and GIS Delegation;				
Lindahl, Nels	2/8/2023	2.25	190.00	427.50
Alex GIS Progress/Guidance;				
Lindahl, Nels	2/9/2023	1.50	190.00	285.00
086 GIS Resolution and mailing Generation;				
Lindahl, Nels	2/13/2023	.25	190.00	47.50
Change Form Filing;				
Lindahl, Nels	2/14/2023	.25	190.00	47.50
Check Verifucation; Change Form Filing;				
Lindahl, Nels	2/17/2023	.50	190.00	95.00
Returned mailings; 006 Updated Address;				
Lindahl, Nels	2/22/2023	1.50	190.00	285.00
044 and 090 Return Misc. Checks for Change Request;				
Lindahl, Nels	2/27/2023	.25	190.00	47.50
acreage changes;				
Lindahl, Nels	2/28/2023	.50	190.00	95.00
Address Change Database Update;				
Associate Engineer II				
Cass, Alexandra	2/7/2023	1.25	140.00	175.00

Project	1591-0002-00	SAN ANTONIO BASIN WTR TAX ROLL PREP		Invoice	59000
	Meeting to discuss work and gathering GIS data				
Cass, Alexandra	2/8/2023	4.00	140.00	560.00	
	Determining overlying area of newly divided parcel				
	Totals	27.50		4,711.25	
	Total Labor				4,711.25
Reimbursables					
Reimbursable Postage/Shipping/Delivery					
0022823	2/28/2023	Postage Log February 2023 / 2/6 PJW		87.66	
0022823	2/28/2023	Postage Log February 2023 / 2/9 PJW		.72	
0022823	2/28/2023	Postage Log February 2023 / 2/17 PJW		.72	
0022823	2/28/2023	Postage Log February 2023 / 2/22 PJW		1.45	
	Total Reimbursables			90.55	90.55
			Total this Phase		\$4,801.80
			Total this Project		\$4,801.80
			Total this Report		\$4,801.80



A LIMITED LIABILITY PARTNERSHIP • EST. 1939
 1800 30TH STREET, FOURTH FLOOR
 BAKERSFIELD . CA. 93301

HTTP://WWW.YOUNGWOOLDRIDGE.COM
 EMAIL: ACCOUNTING@YOUNGWOOLDRIDGE.COM
 PHONE: (661) 327-9661
 FACSIMILE: (661) 327-1087

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATIONS

CONFIDENTIAL

SAN ANTONIO BASIN WATER DISTRICT
 1005 S. BROADWAY
 SANTA MARIA, CA 93454

March 31, 2023

Client ID 21089 AFD

Statement for period through March 31, 2023

Summary by Matter

Matter	Description	Prior Balance	Payments & Adjustments	Current Charges	Total Due
4	BOARD MEETINGS AND MATTERS (INCL. BROWN ACT)	\$130.00	-\$130.00	\$0.00	\$0.00
62	RULES & REGULATIONS (SEE ALSO WATER SERVICE ADMIN)	\$0.00	\$0.00	\$503.75	\$503.75
100	COSTS	\$6.25	-\$6.25	\$0.00	\$0.00
PRIOR STATEMENT BALANCE					\$136.25
TOTAL PAYMENTS AND ADJUSTMENTS					-\$136.25
CURRENT CHARGES					\$503.75
PAY THIS AMOUNT					\$503.75

Any Payments Received After 03/31/23 Will Appear on Your Next Statement

Visa, MasterCard and Discover accepted

A FINANCE CHARGE OF 1.5% WILL BE ADDED TO YOUR BALANCE 30 DAYS AFTER STATEMENT DATE

San Antonio Basin Water District
DRAFT 2023-24 / 5 Year Proposed Budget as of 5-12-2023

Agenda Item 5) b.

Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '22 - Jun '23		Jul '23 - Jun '24	Jul '24 - Jun '25	Jul '25 - Jun '26	Jul '26 - Jun '27	Jul '27 - Jun '28
Actual Year End	Actual Year End	Approved Budget	Projected Year End	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget

Ordinary Income									
Irrigated Acres - Prop 218 max = \$60.00			12,926 @ \$60.00	12,926 @ \$60.00	12,926 @ \$42.00	12,626 @ \$40.00	12,626 @ \$40.00	12,626 @ \$40.00	12,626 @ \$40.00
Income from Irrigated Acres			\$775,560	\$775,560	\$542,892	\$505,040	\$505,040	\$505,040	\$505,040
Non-Irrigated Acres - Prop 218 max = \$0.50			47,452 @ \$0.50	47,452 @ \$0.50	47,452 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40
Income from Non-Irrigated Acres			\$23,726	\$23,726	\$18,981	\$19,101	\$19,101	\$19,101	\$19,101
Total Assessments	\$637,130	\$744,720	\$799,286	\$754,251	\$561,873	\$524,141	\$524,141	\$524,141	\$524,141
FSAWB Carry Over Funds	\$261,524	\$399	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0
Accounts Receivable									
Santa Barbara Co. Tax Bill 2020-21		\$22,717	\$351	\$71	\$71				
Santa Barbara Co. Tax Bill 2021-22			\$55,773	\$49,294	\$6,479				
Santa Barbara Co. Tax Bill 2022-23					\$45,942				
Total Income	\$898,654	\$767,836	\$855,410	\$803,616	\$654,365	\$524,141	\$524,141	\$524,141	\$524,141
Operating Expenses									
1 General Manager (part-time)	\$40,000	\$41,488	\$58,500	\$47,900	\$60,800	\$63,200	\$63,200	\$63,200	\$63,200
3 Audit & Financial Reporting (Accountant)	\$7,500	\$7,800	\$12,000	\$11,100	\$12,480	\$12,979	\$13,498	\$14,038	\$14,600
4 Contract Administration (Assessment Billing)	\$40,615	\$18,426	\$20,000	\$11,379	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548
5 Legal Services	\$17,005	\$6,430	\$20,000	\$4,761	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548
6 Meeting Room Lease	\$150	\$150	\$1,300	\$0	\$150	\$150	\$150	\$150	\$150
7 Web Page Support	\$283	\$295	\$1,200	\$295	\$500	\$500	\$500	\$500	\$500
8 Conferences/Training	\$0	\$0	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0
9 Travel	\$0	\$0	\$3,700	\$0	\$0	\$0	\$0	\$0	\$0
10 Insurance Errors and Omissions & Board	\$2,288	\$2,577	\$2,100	\$1,982	\$1,150	\$3,000	\$3,120	\$3,245	\$3,375
11 Office Supplies/Bank Charges	\$286	\$371	\$1,000	\$300	\$350	\$364	\$379	\$394	\$409
12 Postage/Printing	\$384	\$26	\$1,000	\$50	\$150	\$156	\$162	\$169	\$175
13 Board Elections	\$0	\$0	\$2,200	\$114	\$250	\$250	\$260	\$270	\$281
14 CSDA Membership	\$186	\$200	\$1,100	\$215	\$500	\$500	\$520	\$541	\$562
15 LAFCO District Fees	\$0	\$0	\$1,100	\$0	\$1,200	\$1,300	\$1,352	\$1,406	\$1,462
16 Telephone/Computer/Internet	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$112,247	\$79,354	\$131,600	\$78,096	\$107,530	\$113,599	\$115,589	\$117,659	\$119,811
17 Contingency 10 %	\$0	\$0	\$13,160	\$0	\$10,753	\$11,360	\$11,360	\$11,360	\$11,360
SUBTOTAL	\$112,247	\$79,354	\$144,760	\$78,096	\$118,283	\$124,959	\$126,949	\$129,019	\$131,171
18 GSA Budget (Contingency Included)	\$315,000	\$260,000	\$762,300	\$337,000	\$548,000	\$600,000	\$600,000	\$600,000	\$600,000
19 Designation to/from District Reserve:									
Approved Budget	\$471,407	\$314,708	-\$51,650	\$0	-\$11,918	-\$200,818	-\$202,808	-\$204,878	-\$207,030
Leftover GSA Funds	\$0	\$77,839	\$0	\$373,650	\$0	\$0	\$0	\$0	\$0
Additional Net Income	\$0	\$32,471	\$0	\$14,870	\$0	\$0	\$0	\$0	\$0
Total Designation to/from District Reserve	\$471,407	\$425,018	-\$51,650	\$388,520	-\$11,918	-\$200,818	-\$202,808	-\$204,878	-\$207,030
Total Operating Expenses	\$898,654	\$764,372	\$855,410	\$803,616	\$654,365	\$524,141	\$524,141	\$524,141	\$524,141
Net Income	\$0	\$3,465	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Account Balance									
Projected - Proposed Budget	\$471,407	\$896,425	\$844,775	\$1,284,945	\$1,273,027	\$1,072,209	\$869,401	\$664,523	\$457,493

San Antonio Basin Water District
DRAFT 2023-24 / 5 Year Proposed Budget as of 5-12-2023

	Jul '23 - Jun '24	Jul '24 - Jun '25	Jul '25 - Jun '26	Jul '26 - Jun '27	Jul '27 - Jun '28
	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Ordinary Income					
Irrigated Acres - Prop 218 max = \$60.00	12,926 @ \$42.00	12,626 @ \$40.00	12,626 @ \$40.00	12,626 @ \$40.00	12,626 @ \$40.00
Income from Irrigated Acres	\$542,892	\$505,040	\$505,040	\$505,040	\$505,040
Non-Irrigated Acres - Prop 218 max = \$0.50	47,452 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40	47,752 @ \$0.40
Income from Non-Irrigated Acres	\$18,981	\$19,101	\$19,101	\$19,101	\$19,101
Total Assessments	\$561,873	\$524,141	\$524,141	\$524,141	\$524,141
FSAWB Carry Over Funds	\$0	\$0	\$0	\$0	\$0
Interest Income	\$40,000	\$0	\$0	\$0	\$0
Accounts Receivable					
Santa Barbara Co. Tax Bill 2020-21	\$71				
Santa Barbara Co. Tax Bill 2021-22	\$6,479				
Santa Barbara Co. Tax Bill 2022-23	\$45,942				
Total Income	\$654,365	\$524,141	\$524,141	\$524,141	\$524,141
Operating Expenses					
1 General Manager (part-time)	\$60,800	\$63,200	\$63,200	\$63,200	\$63,200
3 Audit & Financial Reporting (Accountant)	\$12,480	\$12,979	\$13,498	\$14,038	\$14,600
4 Contract Administration (Assessment Billing)	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548
5 Legal Services	\$15,000	\$15,600	\$16,224	\$16,873	\$17,548
6 Meeting Room Lease	\$150	\$150	\$150	\$150	\$150
7 Web Page Support	\$500	\$500	\$500	\$500	\$500
8 Conferences/Training	\$0	\$0	\$0	\$0	\$0
9 Travel	\$0	\$0	\$0	\$0	\$0
10 Insurance Errors and Omissions & Board	\$1,150	\$3,000	\$3,120	\$3,245	\$3,375
11 Office Supplies/Bank Charges	\$350	\$364	\$379	\$394	\$409
12 Postage/Printing	\$150	\$156	\$162	\$169	\$175
13 Board Elections	\$250	\$250	\$260	\$270	\$281
14 CSDA Membership	\$500	\$500	\$520	\$541	\$562
15 LAFCO District Fees	\$1,200	\$1,300	\$1,352	\$1,406	\$1,462
16 Telephone/Computer/Internet	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$107,530	\$113,599	\$115,589	\$117,659	\$119,811
17 Contingency 10 %	\$10,753	\$11,360	\$11,360	\$11,360	\$11,360
SUBTOTAL	\$118,283	\$124,959	\$126,949	\$129,019	\$131,171
18 GSA Budget (Contingency Included)	\$548,000	\$600,000	\$600,000	\$600,000	\$600,000
19 Designation to/from District Reserve:					
Approved Budget	-\$11,918	-\$200,818	-\$202,808	-\$204,878	-\$207,030
Leftover GSA Funds	\$0	\$0	\$0	\$0	\$0
Additional Net Income	\$0	\$0	\$0	\$0	\$0
Total Designation to/from District Reserve	-\$11,918	-\$200,818	-\$202,808	-\$204,878	-\$207,030
Total Operating Expenses	\$654,365	\$524,141	\$524,141	\$524,141	\$524,141
Net Income	\$0	\$0	\$0	\$0	\$0
Reserve Account Balance					
Projected - Proposed Budget	\$1,273,027	\$1,072,209	\$869,401	\$664,523	\$457,493

To: San Antonio Basin Water District Board of Directors
From: Donna Glass, Manager
Date: May 12, 2023
Subject: Agenda Item 5) c. – Discuss and Consider Investment Options

Dear Directors:

Below is information and a brief comparison between the two investment options discussed and reviewed at the last two meetings.

Option 1 – Stifel Investment - Reviewed with the board at the March 2023 Board Meeting

An overview of a traditional investment option was discussed and presented to the board by Sandra Wheeler, Vice President of Stifel who has Special District investment expertise. Her priority is to help ensure her clients' portfolios are closely aligned with the investment policy statement and are in compliance with the ever-changing regulatory environment. She is an active member of the California Special District Association. <https://www.sandrahedstromwheeler.com/>

Option 2 – California CLASS - Reviewed with the board at the April 2023 Board Meeting

California CLASS is a California Joint Powers Authority, governed by a Board of Trustees comprised of special district and city finance professionals. The purpose of the California CLASS is to provide California public agencies with an additional diversification option for their daily liquidity and strategic reserve investments. Public Trust Advisors, in its capacity as the investment advisor and fund administrator, is committed to providing California CLASS participants with an exceptional user experience and professional portfolio management. Their primary objectives offer Participants maximum safety, daily and next-day liquidity, and optimized returns on their investments. Sponsored by the League of California Cities and California Special Districts Association. www.californiaclass.com

California CLASS Joint Exercise of Powers Agreement - [View](#)
Prime Fund Information Statement - [View](#)
Prime Fund Investment Policy - [View](#)
California CLASS Registration Packet - [View](#)

Both options meet the requirements of the recently approved SABWD Investment Policy. In addition to no management or transaction fees, they provide a traditional stable \$1.00 NAV (Net Asset Value). Both options provide easy access to monthly statements which would be included with the monthly Board reports. The two options would bring in similar returns based on competitive rates. Fees associated with wires and/or ACH transactions by the District bank may be incurred with either option.

Main Differences:

- **Stifel** - More traditional short-term portfolio type with laddered cd's, bonds, corporates, etc. They fulfill the diversified percentages of the investment policy. The investment advisor would need to review and make recommendations on a more frequent basis to have the liquidity of funds available when needed.
- **California CLASS** - liquid, similar to a money market account, but with a better return rate. Dividends accrue daily and are reinvested at the month-end.

Recommendation - It is the recommendation of the District's Accountant and Manager, for ease of operations and liquidity of funds, that the board consider the California CLASS option at this time. Should the Board choose one of the investment options provided, a motion including the Authorized Signer(s) will be needed. At a minimum the District Accountant, Manager and President should be signers.

**San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 4-12-2023**

Agenda Item 5) d.

Assessment No.	Invoiced	Paid	Balance
0001	\$ 5,508.26	\$ 5,508.26	\$ -
0002	\$ 240.12		\$ 240.12
0003	\$ 8,084.18	\$ 8,084.18	\$ -
0004	\$ 50.00	\$ 50.00	\$ -
0005	\$ 50.00	\$ 50.00	\$ -
0006	\$ 50.00	\$ 50.00	\$ -
0007	\$ 983.36	\$ 983.36	\$ -
0008	\$ 6,181.78	\$ 6,181.78	\$ -
0009	\$ 251.14	\$ 251.14	\$ -
0010	\$ 50.00	\$ 50.00	\$ -
0011	\$ 267.99	\$ 267.99	\$ -
0012	\$ 127.21	\$ 127.21	\$ -
0013	\$ 38,154.74		\$ 38,154.74
0014	\$ 50.00	\$ 60.00	\$ (10.00)
0015	\$ 54,554.72	\$ 54,554.72	\$ -
0016	\$ 2,139.23	\$ 2,139.23	\$ -
0017	\$ 50.00	\$ 50.00	\$ -
0018	\$ 50.00	\$ 50.00	\$ -
0019	\$ 50.00	\$ 50.00	\$ -
0020	\$ 3,614.60	\$ 3,614.60	\$ -
0021	\$ 50.00	\$ 50.00	\$ -
0022	\$ 73.36	\$ 73.36	\$ -
0023	\$ 50.00	\$ 50.00	\$ -
0024	\$ 50.00	\$ 50.00	\$ -
0025	\$ 25,159.41	\$ 25,159.41	\$ -
0026	\$ 4,770.65	\$ 4,770.65	\$ -
0027	\$ 645.00	\$ 645.00	\$ -
0028	\$ 814.70	\$ 814.70	\$ -
0029	\$ 2,005.71		\$ 2,005.71
0030	\$ 50.00		\$ 50.00
0031	\$ 2,524.84	\$ 2,524.84	\$ -
0032	\$ 1,069.44	\$ 1,069.44	\$ -
0033	\$ 50.08	\$ 50.08	\$ -
0034	\$ 13,035.59	\$ 13,035.59	\$ -
0035	\$ 3,148.25	\$ 3,148.25	\$ -
0036	\$ 54.78	\$ 54.78	\$ -
0037	\$ 2,992.51	\$ 2,992.51	\$ -
0038	\$ 806.68	\$ 806.68	\$ -
0039	\$ 3,625.96	\$ 3,625.96	\$ -
0040	\$ 380.78	\$ 380.78	\$ -
0041	\$ 50.00	\$ 50.00	\$ -
0042	\$ 469.30	\$ 469.30	\$ -
0043	\$ 50.00		\$ 50.00
0044	\$ 347.50	\$ 347.50	\$ -

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 4-12-2023

Assessment No.	Invoiced	Paid	Balance
0045	\$ 50.00	\$ 50.00	\$ -
0046	\$ 50.00		\$ 50.00
0047	\$ 63.85	\$ 63.85	\$ -
0048	\$ 2,631.60	\$ 2,631.60	\$ -
0049	\$ 1,774.88	\$ 1,774.88	\$ -
0050	\$ 1,697.75		\$ 1,697.75
0051	\$ 50.00	\$ 50.00	\$ -
0052	\$ 86,191.63	\$ 86,191.63	\$ -
0053	\$ 14,686.56	\$ 14,686.56	\$ -
0054	\$ 50.00	\$ 50.00	\$ -
0055	\$ 9,302.58	\$ 9,302.58	\$ -
0056	\$ 50.00	\$ 50.00	\$ -
0057	\$ 2,926.04	\$ 2,926.04	\$ -
0058	\$ 2,266.68	\$ 2,266.68	\$ -
0059	\$ 8,243.47	\$ 8,243.47	\$ -
0060	\$ 1,399.54	\$ 1,399.54	\$ -
0062	\$ 51.16	\$ 51.16	\$ -
0064	\$ 501.02	\$ 501.02	\$ -
0065	\$ 11,462.56	\$ 11,462.56	\$ -
0066	\$ 1,267.60	\$ 1,267.60	\$ -
0067	\$ 723.44		\$ 723.44
0068	\$ 248.84	\$ 248.84	\$ -
0070	\$ 5,527.41	\$ 5,527.41	\$ -
0071	\$ 4,721.39	\$ 4,721.39	\$ -
0072	\$ 5,161.68	\$ 5,161.68	\$ -
0073	\$ 3,607.94	\$ 3,607.94	\$ -
0074	\$ 50.00	\$ 50.00	\$ -
0075	\$ 316.30	\$ 316.30	\$ -
0076	\$ 466.80	\$ 466.80	\$ -
0077	\$ 87.54	\$ 87.54	\$ -
0078	\$ 53.30	\$ 53.30	\$ -
0079	\$ 2,427.11	\$ 2,427.11	\$ -
0080	\$ 3,449.41	\$ 3,449.41	\$ -
0081	\$ 9,733.59	\$ 9,733.59	\$ -
0082	\$ 152.52		\$ 152.52
0083	\$ 464.86	\$ 464.86	\$ -
0084	\$ 7,282.31	\$ 7,282.31	\$ -
0085	\$ 220.18	\$ 220.18	\$ -
0086	\$ 1,525.83	\$ 1,525.83	\$ -
0087	\$ 50.00		\$ 50.00
0088	\$ 50.00	\$ 50.00	\$ -
0089	\$ 1,844.41	\$ 1,844.41	\$ -
0090	\$ 50.00	\$ 50.00	\$ -
0091	\$ 5,307.48	\$ 5,307.48	\$ -

Payment pending

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 4-12-2023

Assessment No.	Invoiced	Paid	Balance
0092	\$ 227,516.36	\$ 227,516.36	\$ -
0093	\$ 297.77	\$ 297.77	\$ -
0094	\$ 6,092.10	\$ 6,092.10	\$ -
0095	\$ 50.00	\$ 50.00	\$ -
0097	\$ 711.13	\$ 711.13	\$ -
0098	\$ 11,743.01	\$ 11,743.01	\$ -
0099	\$ 50.00	\$ 50.00	\$ -
0100	\$ 1,639.13	\$ 1,639.13	\$ -
0101	\$ 128.42	\$ 128.42	\$ -
0102	\$ 2,843.33	\$ 2,843.33	\$ -
0103	\$ 50.00	\$ 50.00	\$ -
0104	\$ 697.38	\$ 697.38	\$ -
0105	\$ 8,644.81	\$ 8,644.81	\$ -
0106	\$ 719.06	\$ 719.06	\$ -
0107	\$ 17,923.48	\$ 17,923.48	\$ -
0108	\$ 2,727.50		\$ 2,727.50
0109	\$ 55,098.78	\$ 55,098.78	\$ -
0110	\$ 467.33	\$ 467.33	\$ -
0111	\$ 693.69	\$ 693.69	\$ -
0112	\$ 50.00	\$ 50.00	\$ -
0113	\$ 15,171.84	\$ 15,171.82	\$ 0.02
0114	\$ 35,950.04	\$ 35,950.04	\$ -
0115	\$ 2,891.22	\$ 2,891.22	\$ -
0116	\$ 8,894.97	\$ 8,894.97	\$ -
0124	\$ 2,237.11	\$ 2,237.11	\$ -
0125	\$ 510.30	\$ 510.30	\$ -
0126	\$ 6,786.20	\$ 6,786.20	\$ -
0127	\$ 296.00	\$ 296.00	\$ -
0201	\$ 3,258.16	\$ 3,258.42	\$ (0.26)
0202	\$ 578.10	\$ 578.10	\$ -
0203	\$ 4,550.94	\$ 4,550.94	\$ -
0204	\$ 50.00		\$ 50.00
800,339.29	754,397.75	45,941.54	

Profit & Loss Budget vs. Actual

July 2022 through April 2023

83% of the year has elapsed	<u>Jul '22 - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01 DWR Grant #1 Payments	28,805.44	29,000.00	-194.56	99.33%
01 DWR Grant #2 Payments	60,885.18	63,000.00	-2,114.82	96.64%
4-Interest Income	9.90			
Total Income	<u>89,700.52</u>	<u>92,000.00</u>	<u>-2,299.48</u>	<u>97.5%</u>
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	46,150.72	91,000.00	-44,849.28	50.72%
02-Accountant	5,950.00	10,000.00	-4,050.00	59.5%
03-Comm Eng Grant Wrtnng NonGSP	34,995.00	35,000.00	-5.00	99.99%
04-Monitoring	53,598.51	63,145.00	-9,546.49	84.88%
05-Legal Counsel	51,015.73	80,000.00	-28,984.27	63.77%
06-Insurance	1,734.00	2,500.00	-766.00	69.36%
07-Audit Fees	1,280.00	3,500.00	-2,220.00	36.57%
09-GSP Related Costs-Annual Rep	49,988.90	75,000.00	-25,011.10	66.65%
10-GSP Implementation / PMAs	53,142.83	226,500.00	-173,357.17	23.46%
11- Executive Order	0.00	25,000.00	-25,000.00	0.0%
Total Administration and Operation	<u>297,855.69</u>	<u>611,645.00</u>	<u>-313,789.31</u>	<u>48.7%</u>
Total Expense	<u>297,855.69</u>	<u>611,645.00</u>	<u>-313,789.31</u>	<u>48.7%</u>
Net Ordinary Income	-208,155.17	-519,645.00	311,489.83	40.06%
Other Income/Expense				
Other Income				
11 Operating Transfers	287,000.00	762,300.00	-475,300.00	37.65%
Total Other Income	<u>287,000.00</u>	<u>762,300.00</u>	<u>-475,300.00</u>	<u>37.65%</u>
Other Expense				
Contingency (10%)	0.00	242,655.00	-242,655.00	0.0%
Total Other Expense	<u>0.00</u>	<u>242,655.00</u>	<u>-242,655.00</u>	<u>0.0%</u>
Net Other Income	<u>287,000.00</u>	<u>519,645.00</u>	<u>-232,645.00</u>	<u>55.23%</u>
Net Income	<u><u>78,844.83</u></u>	<u><u>0.00</u></u>	<u><u>78,844.83</u></u>	<u><u>100.0%</u></u>

Balance Sheet

As of April 30, 2023

Apr 30, 23

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006 81,412.42

Community Bank of SM MMKT-9014 25,027.81

Total Checking/Savings 106,439.34

Total Current Assets 106,439.34

TOTAL ASSETS 106,439.34

LIABILITIES & EQUITY

Equity

Retained Earnings 27,594.51

Net Income 78,844.83

Total Equity 106,439.34

TOTAL LIABILITIES & EQUITY 106,439.34

San Antonio Basin GSA

Expenses by Vendor Detail

April 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
BERTOUX & COMPANY						
	Check	04/17/2023	3009	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						<u>5,000.00</u>
Brownstein Hyatt Farber Schreck						
	Check	04/17/2023	3010	05-Legal Counsel	Community Bank of SM -ACCT 9006	787.50
Total Brownstein Hyatt Farber Schreck						<u>787.50</u>
Carrie Troup, C.P.A.						
	Check	04/17/2023	3011	02-Accountant	Community Bank of SM -ACCT 9006	675.00
Total Carrie Troup, C.P.A.						<u>675.00</u>
GSI WATER SOLUTIONS, INC.						
	Check	04/17/2023	3014	09-GSP Related Costs-Annual Rep	Community Bank of SM -ACCT 9006	11,657.50
	Check	04/17/2023	3015	04-Monitoring	Community Bank of SM -ACCT 9006	1,350.00
	Check	04/17/2023	3016	04-Monitoring	Community Bank of SM -ACCT 9006	13,009.08
Total GSI WATER SOLUTIONS, INC.						<u>26,016.58</u>
Los Alamos CSD						
	Check	04/17/2023	3012	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						<u>200.00</u>
WALLACE GROUP						
	Check	04/17/2023	3013	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	860.00
Total WALLACE GROUP						<u>860.00</u>
TOTAL						<u><u>33,539.08</u></u>

San Antonio Basin Water District

TRAINING / CERTIFICATIONS

	<i>Required Biannually</i>	<i>Required Annually</i>	<i>Required Biannually</i>
	Harassment Training <u>Company Training Allowed</u> SB1343/AB1825)	Conflict of Interest Form 700 Annual	Public Service Ethics AB1234
	Next Due	Next Due	Next Due
Kevin Merrill	May 17, 2023	April 1, 2024	March 24, 2024
Randy Sharer	November 6, 2023	April 1, 2024	November 6, 2023
Craig Reade	February 22, 2025	April 1, 2024	May 5, 2023
Ken Hunter	November 8, 2024	April 1, 2024	December 1, 2022
Victor Schaff	January 17, 2023	April 1, 2024	May 15, 2023
Donna Glass	September 13, 2024	April 1, 2024	September 12, 2024
Alan Doud		April 1, 2024	

Link to take courses

[TargetSolutions](#)