

San Antonio Basin Water District

Board of Directors Regular Meeting

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

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>

Meeting and Agenda

- 1) **Call to Order**
- 2) **Roll Call**
- 3) **Review and Adopt Resolution 23-06; Renewing Remote Teleconference Meetings Under AB361**
- 4) **Public Comment:** This portion of the meeting is set aside to provide the public 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.
- 5) **Minutes**
 - a. March 2023 Board Meeting Minutes – **Board Approval Needed**
- 6) **Financial Report**
 - a. Review and Approve March Financial Statements
 - b. Discuss Investment Options
 - c. Assessments Status Report
 - d. Review March GSA Financial Statements
 - e. Consider GSA Request for Funds
- 7) **Informational Items**
 - a. Management/Administration Report
 - b. Director Training Report
 - c. Update on San Antonio Basin Groundwater Sustainability Agency
 - i. Well Registration Program Update

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

9) **Next Meeting Date –May 16, 2023**

10) **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

RESOLUTION 23-06

**RESOLUTION RENEWING USE OF REMOTE TELECONFERENCE
MEETINGS UNDER AB361**

WHEREAS, meetings of the Board of Directors (“Board”) of San Antonio Basin Water District (“District”) and its committees are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business;

WHEREAS, Government Code section 54953(e), as amended by Assembly Bill 361 (2021) (“AB361”), signed by the Governor on September 16, 2021, provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on January 17, 2023, in Resolution 23-01, the District invoked AB361 to authorize teleconference meetings subject to the modified standard of Government Code section 54953(e); and

WHEREAS, pursuant to Government Code section 54953(e)(3), the District is required to reconsider the state of emergency every 30 days.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Findings. The Board hereby finds as follows:

- (a) The Board has reconsidered the circumstances of the state of emergency.
- (b) As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Section 2. Procedures for Teleconference Meetings. The District and its committees shall hold teleconference meetings pursuant to the requirements of Government Code section 54953(e).

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

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Section 4. Renewal. Pursuant to Government Code section 54953(e)(3), the District will reconsider the state of emergency every 30 days.

PASSED AND ADOPTED by the Board of Directors of San Antonio Basin Water District on April 18, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

Craig Reade, Secretary of the Board of Directors

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, March 21, 2023, at 1:00 P.M.

Meeting Minutes

Subject to the Board's approval of Resolution 23-05, 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

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1) Call to Order

The meeting was called to order at 1:02 p.m. by President Merrill.

2) Roll Call

Kevin Merrill
Randy Sharer
Victor Schaff
Ken Hunter

Directors absent: Craig Reade

Others in attendance: Donna Glass - District Manager, Sandra Wheeler – Stifel, GinaLisa Tamayo - Jackson Family Estate, Peter Mateus – Diamond West Farming, Jared Michell, and Tracy Stone.

3) Review and Adopt Resolution 23-05; Renewing Remote Teleconference Meetings Under AB361

Agenda Item 4) was moved before Public Comments. Due to the recent storm events, Governor Newsom proclaimed a state of emergency in five of the six Coastal Network Counties which included Santa Barbara. This declaration meant that special districts located in these Counties could again meet remotely under the provisions of AB 361. As a result of the emergency, meeting in person could have presented risks to the health or safety of members and attendees so the District decided to meet remotely.

Motion was made by Director Sharer to Adopt Resolution 23-05 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 Merrill, Sharer, Schaff, and Hunter

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

- 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. **February 2023 Board Meeting Minutes – Board Approval Needed**

Motion was made by Director Sharer to approve the February 2023 Minutes as presented. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

AYES: Director Merrill, Sharer, Schaff, and Hunter

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

6) **Financial Report**

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

The February statement was included in the packet. As of February 28th, 66% of the year has elapsed. The SABWD collected \$736,828 or 92% of the 2022-23 Assessments and \$24,360 or 43% from the County for the delinquent 2021-22 Assessments. Next Payment from the County will be at the end of April.

The expenses through February were \$247,725 or 29% of the budget. This includes a GSA transfer of \$202,000. Net income was \$513,463. The checking account balance was \$1,401,125 and \$887,662 is designated toward Reserves.

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

A roll call vote was taken and the motion carried.

AYES: Director Merrill, Sharer, Schaff, and Hunter

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

b. **Consider Investment Policy and Discuss Investment Options**

Sandra Wheeler, Vice President of Stifel, joined the meeting and briefly provided the board with an overview of her 25 years of experience as a Financial Advisor. Over the years, Ms. Wheeler has developed a niche market, providing advisory services to more than 36 Special Districts throughout California. A review of her sample diversified portfolio aligned with the proposed Investment Policy for the Board was discussed and questions answered.

After some discussion a **Motion** was made by Director Merrill to approve the Investment Policy as presented. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

AYES: Director Merrill, Sharer, Schaff, and Hunter

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

A discussion took place about engaging the services of Sandra Wheeler of Stifel however the Board decided they should research additional investment firms/options with Special District expertise and revisit the options at the next meeting.

c. Assessments Status Report

As of February 16, 2023, the SABWD collected \$736,953 of the 2022-23 Assessments. Balance remaining is 63,386.

Change order request letters were mailed on February 7th by the Wallace Group. There have been several requests for ownership/contact and/or address changes. To date there has been one request to reduce 20 irrigated acres. Return deadline is March 31, 2023.

d. Review February GSA Financial Statements

The February statement was included in the board packet for review only.

As of February 28th, 66% of the year has elapsed. The GSA bank accounts total \$102,743. The expenses YTD were \$216,550 or 35% of the budget. They have received \$202,000 from the SABWD YTD or 27% of the Budget.

As of February 28th, the remaining balance for Grant A and B is \$0. The invoices for \$48,838 have been paid. This is why they have a higher balance in their checking accounts and are in the process of closing the 2 old accounts opened under the RCD and opening the 2 new accounts.

e. Consider GSA Request for Funds

Motion was made by Director Merrill to approve the SABGSA request for the accountant to transfer \$50,000 from the SABWD to the SABGSA within 10 days. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

AYES: Director Merrill, Sharer, Schaff, and Hunter

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

7) Informational Items

a. Management/Administration Report

Donna Glass provided updates during the agenda items.

b. Director Training Report

Donna Glass reminded board members the deadline for their Form 700 is Monday, April 3, 2023. Two board members need to take or provide a certificate for their Harassment course. One member needs to take his Ethics course.

c. Update on San Antonio Basin Groundwater Sustainability Agency

Director Sharer provided an update and addressed 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 – April 18, 2023**
The next meeting date will be April 18, 2023, remotely only, if permitted.

- 10) **Adjournment**
Meeting was adjourned by President Merrill at 2:32 p.m.

DRAFT

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

75% of the year has elapsed	<u>Jul '22 - Mar 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	24,360.22	56,821.00	-32,460.78	42.87%
Total Income	<u>778,682.54</u>	<u>856,107.00</u>	<u>-77,424.46</u>	<u>90.96%</u>
Expense				
01 - General Manager	32,200.00	58,500.00	-26,300.00	55.04%
03 - Audit & Financial Reporting	6,575.00	12,000.00	-5,425.00	54.79%
04 - Contract Admin(Assesmt Billing)	9,021.15	20,000.00	-10,978.85	45.11%
05 - Legal Services	3,261.01	20,000.00	-16,738.99	16.31%
06 - Meeting Room Lease	0.00	1,300.00	-1,300.00	0.0%
07 - Web Page Support	0.00	1,200.00	-1,200.00	0.0%
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	270.00	1,000.00	-730.00	27.0%
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	252,000.00	762,300.00	-510,300.00	33.06%
19 - Designation to District Reserve	0.00	-50,953.00	50,953.00	0.0%
Total Expense	<u>305,657.49</u>	<u>856,107.00</u>	<u>-550,449.51</u>	<u>35.7%</u>
Net Ordinary Income	<u>473,025.05</u>	<u>0.00</u>	<u>473,025.05</u>	<u>100.0%</u>
Net Income	<u><u>473,025.05</u></u>	<u><u>0.00</u></u>	<u><u>473,025.05</u></u>	<u><u>100.0%</u></u>

Balance Sheet

As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

Community Bank - Checking 1,360,686.96

Total Checking/Savings 1,360,686.96

Total Current Assets 1,360,686.96

TOTAL ASSETS 1,360,686.96

LIABILITIES & EQUITY

Equity

Board Designated Reserves 887,661.91

Net Income 473,025.05

Total Equity 1,360,686.96

TOTAL LIABILITIES & EQUITY 1,360,686.96

San Antonio Basin Water District

Transaction List by Vendor

March 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
CARRIE TROUP	Check	03/13/2023	5135	INV 0323SABWD	Community Bank - Checking	-675.00
Donna Glass	Check	03/13/2023	5133	INV 2303	Community Bank - Checking	-4,900.00
SAN ANTONIO BASIN GSA	Check	03/24/2023	EFT	Transfer	Community Bank - Checking	-50,000.00
The Law Offices of Young Wooldridge	Check	03/13/2023	5134	CLIENT 21089 AFD	Community Bank - Checking	-136.25
Wallace Group	Check	03/13/2023	5136	1591-0002-00	Community Bank - Checking	-2,191.22

Donna Glass Administrative Services
 Santa Maria, CA 93454

Invoice

DATE	INVOICE #
3/6/2023	2303

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

DESCRIPTION	AMOUNT
<p>Basic Monthly Administrative Services - February 1 through February 28, 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 - 8 hrs. Worked on GSA Well Registration Project and strategized with GSA ED best process to review and prepare forms to be sent to Wallace Group for input into the database. Reviewed landowner returns and compared to Water District (WD) Irrigated/Non-Irrigated acres per APN. Researched retired APNs listed on landowner forms and confirmed current APN in WD database. Grouped forms by WD Assessment numbers, added notes and contacted landowners for additional info/clarification, as needed.</p>	1,000.00

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

Total	4,900.00
Balance Due	4,900.00



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

February 23, 2023
 Project No: 1591-0002-00
 Invoice No: 58663
Invoice Total \$2,191.22

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

Professional services rendered through January 31, 2023

Phase 00100 Tax Roll Preparation

Labor

	Hours	Rate	Amount	
Principal	1.50	260.00	390.00	
Senior Project Analyst I	1.25	150.00	187.50	
Project Analyst I	1.00	115.00	115.00	
Senior Mechanical Engineer II	7.75	190.00	1,472.50	
Totals	11.50		2,165.00	
Total Labor				2,165.00

Reimbursables

Reimbursable Postage/Shipping/Delivery	26.22			
Total Reimbursables			26.22	26.22

Total this Phase \$2,191.22

Budget

	Current	Prior	To-Date	
Labor	2,165.00	48,378.75	50,543.75	
Limit			61,000.00	
Remaining			10,456.25	
				Total this Invoice \$2,191.22

Outstanding Invoices

Number	Date	Balance
58504	1/20/2023	215.25
Total		215.25

Billing Backup

Thursday, February 23, 2023

Wallace Group

Invoice 58663 Dated 2/23/2023

6:36:58 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	1/10/2023	.25	260.00	65.00
Review Letter				
Wagner, Kari	1/16/2023	.25	260.00	65.00
Project Management				
Wagner, Kari	1/18/2023	.25	260.00	65.00
Respond to Question from DG				
Wagner, Kari	1/19/2023	.25	260.00	65.00
Follow Up on Customer Question				
Wagner, Kari	1/20/2023	.50	260.00	130.00
Review Schedule/Follow Up on Jackson Family Vineyard Question				
Senior Project Analyst I				
Richardson, Lonnie	1/25/2023	.50	150.00	75.00
A/R, Bank Dep, Update to DG				
Richardson, Lonnie	1/31/2023	.75	150.00	112.50
A/R, Bank Dep				
Project Analyst I				
Wirt, Paige	1/10/2023	.75	115.00	86.25
Admin assistance for NWL				
Wirt, Paige	1/19/2023	.25	115.00	28.75
Administrative assistance for NWL				
Senior Mechanical Engineer II				
Lindah, Nels	1/9/2023	2.75	190.00	522.50
Donna record corrections; dB manipulation; Delinquent Account Mailing start;				
Lindah, Nels	1/10/2023	3.25	190.00	617.50
Delinquent Account Mailing;				
Lindah, Nels	1/19/2023	1.25	190.00	237.50
0017 Change in Ownership Remail;				
Lindah, Nels	1/23/2023	.25	190.00	47.50
Delinquent Letters to Donna;				
Lindah, Nels	1/27/2023	.25	190.00	47.50
Acre Discrepancies;				
Totals		11.50		2,165.00
Total Labor				2,165.00

Reimbursables

Reimbursable Postage/Shipping/Delivery				
1312023	1/31/2023	Postage Log January 2023 / 1/10 PJW	25.53	
1312023	1/31/2023	Postage Log January 2023 / 1/18 PJW	.69	
Total Reimbursables			26.22	26.22
Total this Phase				\$2,191.22
Total this Project				\$2,191.22
Total this Report				\$2,191.22



THE LAW OFFICES OF

Young Wooldridge

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

February 28, 2023

Client ID 21089 AFD

Statement for period through February 28, 2023

Summary by Matter

Matter	Description	Prior Balance	Payments & Adjustments	Current Charges	Total Due
4	BOARD MEETINGS AND MATTERS (INCL. BROWN ACT)	\$497.50	-\$497.50	\$130.00	\$130.00
100	COSTS	\$0.00	\$0.00	\$6.25	\$6.25
PRIOR STATEMENT BALANCE					\$497.50
TOTAL PAYMENTS AND ADJUSTMENTS					-\$497.50
CURRENT CHARGES					\$136.25
PAY THIS AMOUNT					\$136.25

Any Payments Received After 02/28/23 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

Provider/Contacts
California CLASS
info@californiaclass.com
(866) 987-4445
www.californiaclass.com

Agenda Item 6) b.

Member Benefit

California CLASS allows public agencies to pool funds together with the goal of collectively earning interest on investments through a prime-style portfolio with an enhanced cash portfolio.

Benefit Summary

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 investment advisor and fund administrator, is committed to providing California CLASS Participants with an exceptional user experience and professional portfolio management.

California CLASS Investment Options

CALIFORNIA CLASS PRIME

CALIFORNIA CLASS ENHANCED CASH

Built for Your Daily Liquidity Needs

California CLASS Prime is a stable \$1.00 NAV local government investment pool offering daily liquidity that is best suited for your every-day funds. Use Prime to earn a competitive rate of return while maintaining liquidity and preserving capital. With Prime, you'll enjoy these features:



Unlimited Transactions, No Fees

No limit on transactions and no transaction fees*



Participant-to-Participant Transfers

Initiate transfers to other taxing entities with a California CLASS account



Unlimited Subaccounts

Establish as many dedicated subaccounts as you need



Future Dated Transactions

Enter future-dated transactions to ensure timely release of funds



Convenient Online Access

Securely access your account from anywhere, 24/7



Same-Day Liquidity

Same-day access to your funds (prior to cut-off time at 11:00 a.m. PT)

Prime Portfolio Characteristics

Portfolio Type	Prime-style Every-day fund for operating dollars
Rating	'AAAm' Rated by S&P Global Ratings
Min/Max Investment	None No minimum balance requirements nor maximum contributions
Liquidity	Daily Same-day liquidity available (11:00 a.m. PT cutoff)
NAV Type	Stable NAV Traditional stable \$1.00 NAV
WAM	≤ 60 days Weighted average maturity of 60 days or less
Dividend Rate	Daily Accrual Dividends accrue daily and are reinvested at month-end
Accounts	Unlimited Create as many California CLASS subaccounts as your entity needs
Reporting	Accessible in Portal Conveniently access your monthly statement, transaction confirmations, and on-demand reports

PRIME Portfolio as of April 11, 2023

Daily Yield (%)	5.0080
YTD Yield (%)	4.6960
7-Day Yield (%)	4.9808
30-Day Yield (%)	4.8617
Weighted Average Maturity (To Reset)	43
Weighted Average Maturity (To Final)	81
Daily Dividend	0.000137205
Net Asset Value (NAV)	0.99990496

Historical Yields

Disclaimer

How Much Could You Have Earned With California CLASS Prime?

Start Date

March 12, 2023

Amount Invested

\$800,000

End Date

April 12, 2023

[Calculate My Investment](#)

You would have earned

\$3,411.61

on your investment if you started on

March 12, 2023

[Yields Disclaimer](#)

California CLASS Prime Documents



GET STARTED WITH CALIFORNIA CLASS PRIME

Prime Information Statement

[Download](#)

Prime Investment Policy

[Download](#)

Prime S&P Ratings Profile

[Download](#)



Common Prime FAQs

Q

What are the investment objectives of California CLASS Prime?

A

1. Safety of Principal

- Safety of principal is the foremost objective of the investment program. Investments are undertaken in a manner that strives to ensure the preservation of capital
- To maintain the highest rating for California CLASS from a nationally recognized statistical rating organization

2. Liquidity of Funds

- Portfolios are managed to remain sufficiently liquid to enable Participants to meet cash flow needs which might be reasonably anticipated

3. Investment Return

- Portfolios are designed to generate a competitive rate of return without compromising the safety and liquidity objectives

4. Transparency

- Portfolios are operationally enabled to allow Participants to readily obtain portfolio and account information via an easy-to-use technology platform

Q

What is the minimum investment requirement for investing in California CLASS Prime?

A

There is no minimum investment amount for the Prime portfolio.

Q

Does Prime seek to maintain a stable \$1.00 net asset value (NAV)?

A

Yes, Prime seeks to maintain a stable \$1.00 per share NAV. This is accomplished through conservative investment practices and strict internal controls.

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

Agenda Item 6) c.

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	\$ -

**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 March 2023

Agenda Item 6) d.

75% of the year has elapsed	<u>Jul '22 - Mar 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	9.39			
Total Income	<u>89,700.01</u>	<u>92,000.00</u>	<u>-2,299.99</u>	<u>97.5%</u>
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	40,950.72	91,000.00	-50,049.28	45.0%
02-Accountant	5,275.00	10,000.00	-4,725.00	52.75%
03-Comm Eng Grant Wrng NonGSP	0.00	35,000.00	-35,000.00	0.0%
04-Monitoring	20,854.30	63,145.00	-42,290.70	33.03%
05-Legal Counsel	50,228.23	80,000.00	-29,771.77	62.79%
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	38,331.40	75,000.00	-36,668.60	51.11%
10-GSP Implementation / PMAs	105,662.96	226,500.00	-120,837.04	46.65%
11- Executive Order	0.00	25,000.00	-25,000.00	0.0%
Total Administration and Operation	<u>264,316.61</u>	<u>611,645.00</u>	<u>-347,328.39</u>	<u>43.21%</u>
Total Expense	<u>264,316.61</u>	<u>611,645.00</u>	<u>-347,328.39</u>	<u>43.21%</u>
Net Ordinary Income	<u>-174,616.60</u>	<u>-519,645.00</u>	<u>345,028.40</u>	<u>33.6%</u>
Other Income/Expense				
Other Income				
11 Operating Transfers	252,000.00	762,300.00	-510,300.00	33.06%
Total Other Income	<u>252,000.00</u>	<u>762,300.00</u>	<u>-510,300.00</u>	<u>33.06%</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>252,000.00</u>	<u>519,645.00</u>	<u>-267,645.00</u>	<u>48.5%</u>
Net Income	<u><u>77,383.40</u></u>	<u><u>0.00</u></u>	<u><u>77,383.40</u></u>	<u><u>100.0%</u></u>

Balance Sheet

As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

Community Bank of Santa Maria	28,879.93
Community Bank of SM -ACCT 9006	51,071.57
Community Bank of SM MMKT-9014	2,500.11
Community Bank of SM MMKT -2449	22,526.30

Total Checking/Savings 104,977.91

Total Current Assets 104,977.91

TOTAL ASSETS 104,977.91

LIABILITIES & EQUITY

Equity

Retained Earnings 27,594.51

Net Income 77,383.40

Total Equity 104,977.91

TOTAL LIABILITIES & EQUITY 104,977.91

San Antonio Basin GSA

Expenses by Vendor Detail

March 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
BERTOUX & COMPANY						
	Check	03/17/2023	3000	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	03/17/2023	3001	05-Legal Counsel	Community Bank of SM -ACCT 9006	315.00
Total Brownstein Hyatt Farber Schreck						<u>315.00</u>
Carrie Troup, C.P.A.						
	Check	03/17/2023	3002	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	03/17/2023	3005	09-GSP Related Costs-Annual Rep	Community Bank of SM -ACCT 9006	13,379.00
	Check	03/17/2023	3008	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	18,385.13
	Check	03/17/2023	3006	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	137.50
	Check	03/17/2023	3007	04-Monitoring	Community Bank of SM -ACCT 9006	693.87
Total GSI WATER SOLUTIONS, INC.						<u>32,595.50</u>
Los Alamos CSD						
	Check	03/17/2023	3003	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						<u>200.00</u>
Safeguard Check Supply						
	Check	03/21/2023	EFT	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	257.54
Total Safeguard Check Supply						<u>257.54</u>
WALLACE GROUP						
	Check	03/17/2023	3004	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	8,723.13
Total WALLACE GROUP						<u>8,723.13</u>
TOTAL						<u><u>47,766.17</u></u>

Agenda Item 6) e.

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Thursday, April 13, 2023 4:02 PM
To: Carrie Troup <carrie@troupcpa.com>; Donna Glass <admin@sanantoniobasinwd.org>
Subject: March Invoices + Fund Transfer Request

Hi Donna: I'd like to request a fund transfer in the amount of \$35,000 this month.

Date	Vendor/Consultant	Amount	Budget Category	Line Item
10-Apr	Bertoux & Co	\$5,000.00	01 - Administrative	Payroll
7-Apr	Brownstein, Hyatt, Farber & Schreck	\$787.50	05 - Legal Counsel	Legal Counsel
13-Apr	GSI Water Solutions	\$11,657.50	09 - GSP Related Costs	Annual Report WY 2022
13-Apr	GSI Water Solutions	\$1,350.00	04 - Monitoring	Barka Slough Veg Trimming
13-Apr	GSI Water Solutions	\$13,009.08	04 - Monitoring	Quarterly Monitoring
30-Mar	LACSD	\$200.00	01 - Administrative	Facilities Use & Support Services
31-Mar	Troup CPA	\$675.00	02 - Accountant	Accounting
28-Mar	Wallace Group	\$860.00	10 - GSP Implementation	Well Registration Program
	Total for March Invoices	\$33,539.08		

Thanks,
 Stephanie

Stephanie Bertoux
 Executive Director, San Antonio Basin GSA



(805) 451-0841
<https://sanantoniobasingsa.org/>



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

AGENDA ITEM – 6b. WELL REGISTRATION UPDATE

GROUP 1 – SABWD LANDOWNERS

- Tracking by SABWD Assessment Number which accounts for multiple APNs in some cases.
 - 95 out of 132 = 72% Response Rate
 - 37 out of 132 = 28% Have NOT submitted forms.
 - 10 Assessments – Have responded to emails, but have not submitted forms
 - Of these 10, 2 have 0 irrigated acres within the Basin
 - 27 Assessments – No response
 - Of these 27, 10 have 0 irrigated acres within the Basin

GROUP 1 – LANDOWNERS WITHIN LACSD SERVICE AREA

- Tracking by APN number
 - 304 out of 637 = 48% Response Rate
 - 333 out of 637 = 52% Have NOT submitted forms

SUMMARY – 241 WELLS

The first DRAFT of the Well Location Map, located on the following page, illustrates the summary below. All information comes directly from the forms submitted by each landowner or landowner representative. The SABGSA made every effort to verify the accuracy of each form before handing it off to the Wallace Group to record. The Wallace Group is preparing a list of items that may need clarification.

- Meter Information
 - 88 metered wells
 - 153 unmetered wells
- Well Types: Landowners were permitted to mark multiple uses/types for each well
 - Domestic Uses: 85 wells (56 wells Domestic Use Only)
 - Agricultural/Irrigation or Livestock Watering: 176 wells
 - Municipal/Industrial: 5 wells
 - Monitoring/Testing: 3 wells

