

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Phone: (805) 937-0511 - Fax: (805) 754-2874

Board of Directors Regular Meeting

November 17, 2020 at 1:00 P.M.

Dial-in-number - 1-602-580-9349

Access Code – 6982471

Consistent with Executive Order N-29-20 suspending provisions of the Brown Act to allow for public meetings to be conducted remotely, 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 above.

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 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) **Committee Report**
 - a. Discussion and Possible Action on a Policy for Evaluating Requests for Assessment Changes
- 5) **Adoption of Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors**
- 6) **Consider Appointment of a Director and/or Alternate Director to the SABGSA Board**
- 7) **Minutes**
 - a. October 20, 2020 Board Meeting Minutes – **Board Approval Needed**
- 8) **Financial Report**
 - a. Review and Approve October Financial Statement
 - b. Assessments Status Report
 - c. Consider Options and Possible Action for Reserve Funds Investment
 - d. Review October GSA Financial Statement
 - e. Consider Recommendations to GSA on Amendment of GSA Fund Request Procedure
 - f. Consider Approval of GSA Fund Request
- 9) **Informational Items**

- a. Management/Administration Report
- b. Director Training Report
- c. Update on San Antonio Basin Groundwater Sustainability Agency

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

11) Next Meeting Date – December 15, 2020 and/or January 19, 2021

12) Adjournment

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 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.

Copies of Meeting Documents can be found on our District Webpage <https://sanantoniobasinwd.org/> or requested by contacting Donna Glass, admin@sanantoniobasinwd.org 805-928-8349, 1005 S. Broadway, Santa Maria, CA 93454.

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Committee Meeting Report

November 10, 2020 at 1:00 P.M.

An ad hoc Committee meeting was called to order at 1:07 p.m. by Kevin Merrill, Committee Chair, at the Los Alamos Community Service District Office, 82 North Saint Joseph St, Los Alamos, California 93440

The following Committee Members were present: Kevin Merrill, Randy Sharer and Leta Spencer (via-phone).

Absent: None

Others in attendance were staff members and recognized as attending in an advisory position only: Kari Wagner - Wallace Group, Alan Doud – YoungWooldridge (via phone) and Donna Glass - District Manager.

Objective

At the San Antonio Basin Water District meeting held on October 20, 2020 a request was made to hold a Special “*in person*” Board Meeting to discuss and come up with a plan to verify/define irrigated acres for future assessment rolls. Due to Covid 19 it became too complicated to hold an “*in person*” board meeting. A Committee was then formed to make the recommendation to the Board regarding a plan to verify/define irrigated acres for future assessment rolls.

Background

At the October 20, 2020 Board meeting there was a lengthy discussion and numerous questions about how the irrigated acres would be defined in future assessment rolls. The attached Discussion Points were reviewed at the committee meeting.

Recommendation

After discussion between the Committee Members and advisory staff about various options, challenges and added expenses of allowing Landowners to make changes to their irrigated acres each year the committee is recommending developing a policy that includes:

- Change orders will be accepted under limited exceptions. Landowners will be encouraged to look at their irrigated acres long term, i.e. 5 years. If land is irrigated in one year it might not be irrigated the next year (and vice versa) because of fallowing and crop rotations, among other reasons. As long as the possibility exists the acres could be irrigated it will be considered irrigated acres for assessment purposes.
- Landowners will be given an opportunity to reduce/increase their acreage before each fiscal year budget in a January/February timeframe for the following reasons:
 - Property owners that can demonstrate non-irrigated land, no well and/or no ability to irrigate the land on the property will be corrected to all non-irrigated and re-assessed accordingly. Documentation of changes will be required and there may be a charge for the Wallace Group to verify and change the assessment roll.

- Property ownership changes and changes in irrigated land with documentation provided.
- Interior roads and alleyways are included in the total irrigated calculations.
- Irrigated lawns and gardens for private residences are included in the total irrigated calculations.
- Any Landowner that sends in a payment based on recalculating and reducing their irrigated acres will be sent a letter with an updated invoice crediting the partial payment and showing the remaining balance as still due.
- A cover letter will go out with the change order request in a January/February timeframe explaining the long term goal of the District's assessment collection.

Meeting was adjourned by Kevin Merrill, Committee Chair, at 2:20 p.m.

Respectfully submitted,

Kevin Merrill, Committee Chair

San Antonio Basin Water District

Committee Meeting

Los Alamos Community Service District Office
82 North Saint Joseph St - Los Alamos, California 93440

November 10, 2020 at 1:00 P.M.

Discussions Points

Defining, Calculating and Verifying Irrigated Acreage for Future Assessment Rolls

- 1. Review how the Irrigated Acreage was calculated for the 2020/2021 Assessment Roll**
 - a. Used Google Earth Imagery and GIS boundary linework to delineate the outer limits of what appeared to be irrigated acreage
 - i. Latest imagery available, did not look back at older imagery
 - ii. Interior roads were not excluded
 - iii. This included irrigated lawns and gardens for private residences
 - b. Sent out letters to all property owners to verify the acreage. Made updates to database if property owner requested changes
- 2. January/February 2021 Change Order Request will be sent to landowners**
 - a. How will the irrigated acreage be calculated for the future assessment rolls?
 - i. Review irrigated acreage assessment roll time frame, short term (annual), vs. long term (5 years)
 1. Land that was irrigated in the past, now or might be irrigated during the next 5 years?
 2. Irrigated or not irrigated continuously over that period of time?
 3. Base calculation timeframe by calendar year (Jan-Dec) or fiscal year (Jul-Jun)?
 - ii. Roads and alleyways between irrigation- included/not included?
 - iii. Irrigated lawn and landscape – included/not included?
 - iv. Other, provide recommendation
- 3. March-May review/verify change requests and update 2021/2022 Assessment Roll**
 - a. What amount of acre changes would prompt further investigation?
 - i. +/- more than 10% of original assessment
 - ii. Other, provide recommendation

b. Options to verify owner submitted changes

- i. No verification required – Accept based on change request submitted
- ii. Require property owner to provide verification
- iii. SABWD and/or WG staff field verify using GIS handheld survey device

c. Costs of investigation to verify

- i. Minimal cost is b.i or b.ii are pursued
- ii. Could be costly if WG is to complete field survey

4. May/June 2021- Approve 2021/2022 Budget/Assessment Roll

5. July 2021 the Assessment Invoices 2021/2022 are mailed out

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Policy for Evaluating Requests for Assessment Changes

Adopted _____, 20__

PURPOSE

This *Policy for Evaluating Requests for Assessment Changes* (this “Policy”) is intended to provide guidelines for the Board of Directors of the District when considering requests from District landowners for a change in the amount of the District’s Assessment levied on a landowner’s property. The District has developed this policy in the interest of maintaining fair, consistent and orderly administration of District finances.

BACKGROUND

Upon its formation the District adopted and levied a special benefit assessment (the “Assessment”). The District landowners approved the Assessment pursuant to the Assessment Ballot Proceeding that the District conducted consistent with the requirements of Proposition 218. The purpose of the Assessment is to fund the District’s operations and activities, which mostly pertain to the implementation and enforcement of the Sustainable Groundwater Management Act through the District’s participation in the San Antonio Basin Groundwater Sustainability Agency.

The District Board commissioned and approved an “Engineer’s Report” in connection with its adoption and levy of the Assessment. The Engineer’s Report explained the various categories of parcels within the District and how the parcels in each category would be assessed. Two of those categories are Irrigated Agriculture and Non-Irrigated Agriculture. Lands within each category are assessed at different rates. The Engineer’s Report provides that the Board will develop a process to adjust assessments from time to time based on variations in land use on particular parcels.

POLICY GUIDELINES

Landowners may request an Assessment adjustment based on change in land use no later than February 28th of each year. The Board will evaluate and render a decision on such requests in April of each year. The Board shall give full consideration to requests and take into account the facts and circumstances related to the subject parcels. The Board intends to grant reductions in Assessments based on change in land use from Irrigated Agriculture to Non-Irrigated Agriculture where the requesting landowner can demonstrate that the subject parcels either (i) (a) have not been irrigated in the past several years or (b) have recently been fallowed, and (ii) in either case are not likely to or are not capable of being irrigated in the near future. By way of example only, and without committing the Board to a determination regarding a particular request, the Board will consider granting requests for Assessment reductions in the following cases:

1. A landowner can demonstrate that parcels subject to Irrigated Agriculture Assessments are non-irrigated and were improperly designated by the District based on faulty data such as inaccurate satellite imagery, inaccurate Assessor Parcel Map boundaries, well location, and the like.
2. A landowner can demonstrate that the landowner recently purchased the subject parcels, and can further demonstrate actions taken to substantially alter the land use on a long-term basis from Irrigated to Non-Irrigated.
3. A landowner can demonstrate that the subject parcels that were previously Irrigated have been fallowed, and that substantial changes to the water distribution systems serving the subject parcels have become altered in a manner that the subject parcels are not likely to return to Irrigated status in the near future.
4. A landowner can demonstrate a change in zoning regulations that would preclude the use of the subject parcels in a manner that would qualify them for designation as Irrigation Agriculture for purposes of the Assessment.

In the absence of a demonstrable showing that the subject parcels have become and will remain Non-Irrigated for an extended period of time, the Board will not grant a request for a reduction in the Assessment. In no event will the Board authorize reductions in Assessments to account for roads, ditches, landscape, and similar uses of land that occur within and among parcels properly designated as Irrigated Agriculture.

The District will invoice the requesting landowner for the actual costs of work performed by the District's engineer consultant to verify requests and make adjustments to the District's Assessment Roll. The requesting landowner must remit payment to the District for such costs before the District will grant a request for an Assessment reduction.

In the event that the District grants a request for a reduction in the Assessment and the subject parcels are later returned to Irrigated Agriculture, the District will reinstate the Irrigated Agriculture Assessment retroactive to the beginning of the Assessment year in which the land use conversion occurs.

[DATE]

[Name]
[Address]
[City, State, Zip]

Subject: San Antonio Basin Water District: Policy for Evaluating Requests for Assessment Changes

Dear District Landowner:

After thorough deliberation over the course of multiple public Board and committee meetings, and with input from District landowners, the Board of Directors of the San Antonio Basin Water District has adopted a *Policy for Evaluation of Requests for Assessment Changes*.

A copy of the Policy is enclosed for your review. The Policy provides that District landowners will have the opportunity to submit a request for a reduction in the District's Assessment on the basis of a change in land use on affected parcels. If land you own in the District that the District has identified as irrigated land has been or will soon be converted to non-irrigated land, and you would like the Board to consider a change to your Assessment, please submit your request to the District by February 28, 2021. The District will evaluate your request based on the terms of the Policy.

Please let us know if you have questions or concerns.

Very truly yours,

Kevin Merrill

SAN ANTONIO BASIN WATER DISTRICT

1005 S. Broadway - Santa Maria, California 93454

Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors

Adopted - October 20, 2020

DRAFT

The Board of Directors of the San Antonio Basin Water District (the “District”) has the exclusive authority and obligation to appoint seven (7) Directors to the San Antonio Basin Groundwater Water Sustainability Agency (“GSA”) Board and the Los Alamos Community Services District (“LACSD”) has the exclusive authority to appoint one (1) Director to the GSA Board.

Under the express terms of the Joint Exercise of Powers Agreement (the “JPA”) by and between the District (substituted CRCD May 2020) and Los Alamos Community Services District creating the San Antonio Basin Groundwater Sustainability Agency any such Director can only be appointed by a majority vote of the District’s Board. The Directors shall include owners or designated representatives of owners of land overlying the Basin that is dedicated to and used for the following Representation Categories:

- a) Vineyards: Two (2) Directors;
- b) Row crops: Two (2) Directors;
- c) Orchards or other permanent crops: One (1) Director;
- d) Cattle: One (1) Director; and
- e) Transitional land uses: One (1) Director. Term shall refer to lands suitable for productive cultivation that are not in agricultural production, fallowed, or used solely for livestock grazing.

On October 20, 2020 the Board of Directors of the San Antonio Basin Water District adopted the following process in which members are appointed to the Board of Directors of the GSA by the District:

- The GSA will notify the District Manager of any vacancy on the GSA Board of Directors for a Director or Alternate Director position and their Representation Category.
- The GSA will provide recommendations of any potential Director or Alternate Director candidates to the District Manager who would be interested and willing to be appointed.
- The recommendation shall be accompanied by a report from the GSA explaining the grounds on which the GSA Board of Directors has assessed the competence, experience and merits of each candidate.
- Candidates may submit information to the GSA or District Manager to be considered for the Director or Alternate Director position.
- The District Board of Directors will have the option to meet and evaluate the potential Director or Alternate Director candidate individually or during a board meeting.
- The Director or Alternate Director must be appointed by a majority vote of the District’s Board.
- The District Manager will notify the GSA Administrative Director of the Director or Alternate Director appointment.



San Antonio Basin Groundwater Sustainability Agency

920 E. Stowell Rd. Santa Maria, CA 93454
(805) 868-4013

November 12, 2020

San Antonio Basin Water District

RE: San Antonio Basin Groundwater Sustainability Agency recommendation for Board of Directors appointment

It is the recommendation of the staff at the San Antonio Basin Groundwater Sustainability Agency (GSA) that Dan Chabot be appointed as Board of Director representing the Cattle Category.

Mr. Chabot has acted as Alternate Board of Director for the Cattle Category since November 2017. Mr. Chabot has been actively engaged in the GSA since his appointment as Alternate. He is knowledgeable about the GSA's requirements and activities to develop the Groundwater Sustainability Plan.

Sincerely,

A handwritten signature in blue ink, appearing to be "ao", with a long horizontal flourish extending to the right.

Anna Olsen
Executive Director
San Antonio Basin GSA

DANIEL H. CHABOT

Local History

Dan Chabot has lived in Los Alamos for over 47 years.

- Dan served on the Olga Reed School Board for over 9 years and was President of the Board for 8 years.
- Dan is a member of the Los Alamos Men's Club and also served as a Men's Club director for several years.
- Dan has been member of the Santa Barbara County Cattlemen's Association (SBCCA) for over 40 years and has been an SBCCA officer, treasurer, for over 5 years.
- SABGSA – Dan is currently the alternate for the Director representing the SBCCA.

Work Experience

Dan has been retired for 1 year. Prior to retirement, he was the Vice President & General Manager of the L-3 MariPro Division for over 10 years. L-3 was one of the six largest US defense contractors and recently merged with Harris Corporation forming L-3 Harris Corporation, an \$18 billion organization. The MariPro Division located in Goleta, Ca. has over 100 employees and sales exceeding \$52M.

Dan is an engineering graduate of Cal Poly, San Luis Obispo. He has over 46 years of management and engineering experience. Prior to his joining L-3, Dan was a Vice President at Science Application International Corporation (SAIC) and was the Deputy Operations Manager for SAIC/MariPro, an operation with three reporting divisions. As Deputy, he was responsible for guidance and review of projects within the Operation and the financial administration of the Operation. Dan's experience includes being the Program Manager on a variety of maritime range and signal processing system programs. Dan was the Program Manager on:

- Foreign military sales to Taiwan and Australia for the development, delivery and installation of underwater tracking range systems.
- Several of the training range programs for the US Navy including the underwater tracking ranges at the Pacific Missile Range Facility (PMRF), Kauai, Hawaii and the Southern California Offshore Range (SCORE), San Clemente, Ca.
- Four separate fixed price international contracts over an eight-year period for the design, manufacture and installation of hydroacoustic stations positioned in specific international locations for the Comprehensive Nuclear Test-Ban Treaty Organization (CTBTO), Vienna, Austria.

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Phone: (805) 937-0511 - Fax: (805) 754-2874

Meeting Minutes

Board of Directors Regular Meeting

October 20, 2020 at 1:00 P.M.

Dial-in-number - 1-602-580-9349

Access Code – 6982471

Consistent with Executive Order N-29-20 suspending provisions of the Brown Act to allow for public meetings to be conducted remotely, 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 above.

1) **Call to Order**

The meeting was called to order at 1:05 p.m. by President Merrill.

2) **Roll Call**

The following directors were present, constituting a quorum for the transaction of business.

Directors Present:

Kevin Merrill

Randy Sharer

Craig Reade

Ken Hunter – arrived about 1:10 pm

Victor Schaff

Craig Reade

Members absent: None

Others in attendance Kari Wagner - Wallace Group, Alan Doud – YoungWooldridge, Donna Glass - District Manager and Leta Spencer - Westchester Group Investment Management, Inc.

- 3) **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.

There was no public comment.

1) **Committee Report**

- a. **Discussion and Possible Action on Policy to Changes to Finalized Assessment Roll**

After a discussion about the committee report a **Motion** was made by Director Schaff to accept the committee recommendations for the policy to changes to the finalized Assessment Roll as presented. **Motion seconded** by Director Hunter. *(Committee Report attached)*

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, and Sharer.

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

A request was made to hold a Special Board Meeting to discuss and come up with a plan to verify/define irrigated acres for future assessment rolls. Kevin Merrill and Donna Glass will work on the special meeting plans.

b. Discussion on Landowner Correspondence Regarding Assessment Change Requests

Motion was made by Director Merrill to accept the committee recommendations for the letter to be sent regarding assessment change requests to the finalized Assessment Roll as presented. **Motion seconded** by Director Sharer. *(Letter attached)*

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Reade, Schaff, and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

2) Discussion and Possible Action on Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors

Motion was made by Director Merrill to approve a Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors as discussed. **Motion seconded** by Director Schaff. *(Process attached)*

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, Reade and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

3) Minutes

a. September 15, 2020 Board Meeting Minutes – Board Approval Needed

Motion was made by Director Sharer to approve the minutes as presented. **Motion seconded** by Director Hunter.

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, Reade and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

4) Financial Report

a. Review and Approve September Financial Statement

Donna Glass reported on the Financials. As of September 30, 2020 the SABWD has \$182,021.54 in the account. The expenses YTD for July-September were \$169,454.71. This includes the \$115k transferred to the GSA. Net Income YTD was \$348,298.47.

Motion was made by Director Merrill to approve the Financials as presented. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, Reade and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

b. Assessments Status Report

Donna Glass reported on the Assessment Status. As reported during the Financial Report, as of Oct, 16th \$434,328.68 of the assessments has been collected. \$224,821.09 balance remains to be collected for 2020/2021. All money collected will now go toward future years reserves. Landowners now have until Feb 8, 2021 before the assessment becomes delinquent.

c. Review September GSA Financial Statement

Donna Glass reported on the GSA Financials. After our last meeting Anna Olsen clarified from legal counsel that the request for the District to approve the GSA Financials was in error. The RCD was approving them because of the requirement imposed by the RCD that the GSA maintained a minimum balance of \$150,000. That was later lowered to \$75,000 until the SABWD replaced the RCD.

So for review only, as of September 30, 2020 the SABGSA account has \$-9,713.49 and \$24,990.41 in a MMKT account for a total of \$15,276.92. The expenses for YTD were \$93,894.70. The pre-approved \$40,000.00 was transferred to the GSA for a total of \$115,000.00 transferred from the SABWD YTD.

d. GSA Fund Request

Donna Glass reported that the Draft Fund Request Procedure was approved by the GSA on Sept 15th. The WD reviewed and approved the procedure at the last meeting pending approval at the GSA meeting. The District received a request from the GSA for \$50,000.

Motion was made by Director Merrill to approve the transfer of funds request for \$50,000 to the GSA by the accountant, Carrie Troup and to add the GSA funding Policy to next month's agenda to amend the timeline of the request. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, Reade and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

5) Informational Items

a. Management/Administration Report

Donna Glass provided a brief update on various items including:

- Delay joining the ACWA due to conformation of membership cost/benefits.
- The Conflict of Interest Code was approved at the BOS meeting.
- Benefits of the joining the California Special Districts Association (CSDA) as an excellent source of info for Special District procedures and policy help/sample documents, etc. Dues for the first year would be \$186.

Motion was made by Director Merrill to join the CSDA. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

AYES: Director Hunter, Merrill, Schaff, Reade and Sharer.

NOES: None; **ABSTAIN:** None; **ABSENT:** None

b. Director Training Report

Donna Glass provided an update on who still needed to complete their courses and activate their Target Solutions accounts.

c. Update on San Antonio Basin Groundwater Sustainability Agency

Director Sharer provided a brief update on the SABGSA progress on the GSP.

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

Requests were made to put the GSA Funding Procedure and discussing options for investing the reserve funds on the next agenda.

7) Next Meeting Date – November 17, 2020

Motion was made and **seconded** to set the next meeting date for November 17, 2020.

8) Adjournment

Meeting was adjourned by Director Merrill at 2:28 p.m.

Respectfully submitted,

Craig Reade, Secretary

Accepted:

Kevin Merrill, President

Date

San Antonio Basin Water District
Profit & Loss Budget vs. Actual
July through October 2020

34% of the year has elapsed	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Assessments	490,375.98	626,236.00	-135,860.02	78.31%
FSAWB Carry Over Funds	225,000.00	225,000.00	0.00	100.0%
Total Income	<u>715,375.98</u>	<u>851,236.00</u>	<u>-135,860.02</u>	<u>84.04%</u>
Expense				
01 · General Manager	13,333.32	40,000.00	-26,666.68	33.33%
02 · Employment Taxes and Benefits	1,266.11	14,000.00	-12,733.89	9.04%
03 · Audit & Financial Reporting	1,875.00	7,500.00	-5,625.00	25.0%
04 · Contract Admin(Assesmt Billing)	27,001.31	25,000.00	2,001.31	108.01%
05 · Legal Services	9,328.55	30,000.00	-20,671.45	31.1%
06 · Meeting Room Lease	0.00	1,200.00	-1,200.00	0.0%
07 · Web Page Support	0.00	1,200.00	-1,200.00	0.0%
08 · Conferences/Training	0.00	5,000.00	-5,000.00	0.0%
09 · Travel	0.00	3,500.00	-3,500.00	0.0%
10 · Insurance E&O; Board	2,288.00	8,000.00	-5,712.00	28.6%
11 · Office Supplies	31.75	2,000.00	-1,968.25	1.59%
12 · Postage/Printing	383.86	5,000.00	-4,616.14	7.68%
13 · Board Elections	0.00	2,000.00	-2,000.00	0.0%
14 · CSDA Membership	0.00	1,000.00	-1,000.00	0.0%
15 · LAFCO District Fees	0.00	1,000.00	-1,000.00	0.0%
16 · Telephone/Computer/Internet	0.00	3,000.00	-3,000.00	0.0%
17 · Contingency 10%	0.00	14,900.00	-14,900.00	0.0%
18 · GSA Budget	165,000.00	458,900.00	-293,900.00	35.96%
19 · Designation to District Reserve	0.00	228,036.00	-228,036.00	0.0%
Total Expense	<u>220,507.90</u>	<u>851,236.00</u>	<u>-630,728.10</u>	<u>25.9%</u>
Net Ordinary Income	<u>494,868.08</u>	<u>0.00</u>	<u>494,868.08</u>	<u>100.0%</u>
Net Income	<u><u>494,868.08</u></u>	<u><u>0.00</u></u>	<u><u>494,868.08</u></u>	<u><u>100.0%</u></u>

San Antonio Basin Water District
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Community Bank - Checking	494,868.08
Total Checking/Savings	<u>494,868.08</u>
Total Current Assets	<u>494,868.08</u>
TOTAL ASSETS	<u>494,868.08</u>
LIABILITIES & EQUITY	
Equity	
Net Income	494,868.08
Total Equity	<u>494,868.08</u>
TOTAL LIABILITIES & EQUITY	<u>494,868.08</u>

San Antonio Basin Water District
Transaction List by Vendor
October 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
EDD	Liability Check	10/01/2020	E-pay	136-2280-8 QB Tracking # -578166450	Community Bank - Checking	-243.19
	Liability Check	10/01/2020	E-pay	136-2280-8 QB Tracking # -578164450	Community Bank - Checking	-121.59
	Liability Check	10/24/2020	E-pay	136-2280-8 QB Tracking # -578159450	Community Bank - Checking	-245.00
	Liability Check	10/27/2020	E-pay	136-2280-8 QB Tracking # -1376841254	Community Bank - Checking	-121.59
QuickBooks Payroll Service	Check	10/27/2020	EFT		Community Bank - Checking	-0.48
	Check	10/27/2020	EFT		Community Bank - Checking	-0.63
	Liability Check	10/28/2020	EFT	Created by Payroll Service on 10/27/2020	Community Bank - Checking	-2,612.49
SAN ANTONIO BASIN GSA	Check	10/29/2020	TRANSFER		Community Bank - Checking	-50,000.00
United States Treasury	Liability Check	10/31/2020	EFT	85-1380283	Community Bank - Checking	-1,712.00
	Liability Check	10/31/2020	EFT	85-1380283 QB Tracking # -1360673254	Community Bank - Checking	-856.00

San Antonio Basin Water District Transaction List by Customer

All Transactions

Assessment No.	Invoiced	Paid	Balance	Notes
0001	\$ 4,488.26	\$ 4,488.26	\$ -	
0002	\$ 240.12	\$ -	\$ 240.12	
0003	\$ 6,498.14	\$ -	\$ 6,498.14	
0004	\$ 50.00	\$ 50.00	\$ -	
0005	\$ 50.00	\$ 50.00	\$ -	
0006	\$ 50.00	\$ 50.00	\$ -	
0007	\$ 788.36	\$ 650.16	\$ 138.20	Partial Pay
0008	\$ 4,986.83	\$ 4,986.83	\$ -	
0009	\$ 251.14	\$ 251.14	\$ -	
0010	\$ 50.00	\$ 50.00	\$ -	
0011	\$ 214.95	\$ -	\$ 214.95	
0012	\$ 110.05	\$ 110.05	\$ -	
0013	\$ 42,272.47	\$ -	\$ 42,272.47	
0014	\$ 50.00	\$ -	\$ 50.00	
0015	\$ 44,626.43	\$ 44,626.43	\$ -	
0016	\$ 1,711.55	\$ 1,711.55	\$ -	
0017	\$ 50.00	\$ 50.00	\$ -	
0018	\$ 50.00	\$ 50.00	\$ -	
0019	\$ 50.00	\$ 50.00	\$ -	
0020	\$ 1,939.85	\$ 1,939.85	\$ -	
0021	\$ 50.00	\$ 50.00	\$ -	
0022	\$ 73.37	\$ 73.37	\$ -	
0023	\$ 312.19	\$ 312.19	\$ -	
0024	\$ 50.00	\$ 50.00	\$ -	
0025	\$ 20,309.49	\$ -	\$ 20,309.49	
0026	\$ 3,847.34	\$ -	\$ 3,847.34	
0027	\$ 525.00	\$ 525.00	\$ -	
0028	\$ 814.70	\$ 814.70	\$ -	
0029	\$ 1,606.23	\$ 1,606.23	\$ -	
0030	\$ 50.00	\$ -	\$ 50.00	Invoice Returned
0031	\$ 2,084.44	\$ 2,084.44	\$ -	

San Antonio Basin Water District Transaction List by Customer

All Transactions

Assessment No.	Invoiced	Paid	Balance	Notes
0032	\$ 908.48	\$ 908.48	\$ -	
0033	\$ 50.08	\$ 50.00	\$ 0.08	
0034	\$ 10,466.51	\$ -	\$ 10,466.51	
0035	\$ 2,533.13	\$ -	\$ 2,533.13	
0036	\$ 54.30	\$ -	\$ 54.30	
0037	\$ 2,401.32	\$ 2,401.32	\$ -	
0038	\$ 646.48	\$ 646.48	\$ -	
0039	\$ 2,905.49	\$ 2,905.49	\$ -	
0040	\$ 380.78	\$ 380.78	\$ -	
0041	\$ 50.00	\$ -	\$ 50.00	
0042	\$ 469.30	\$ 469.30	\$ -	
0043	\$ 50.00	\$ -	\$ 50.00	
0044	\$ 2,163.75	\$ -	\$ 2,163.75	
0045	\$ 50.00	\$ 50.00	\$ -	
0046	\$ 50.00	\$ 50.00	\$ -	
0047	\$ 63.85	\$ -	\$ 63.85	
0048	\$ 2,110.92	\$ 2,110.92	\$ -	
0049	\$ 1,427.24	\$ 1,427.24	\$ -	
0050	\$ 1,375.31	\$ -	\$ 1,375.31	
0051	\$ 50.00	\$ 50.00	\$ -	
0052	\$ 69,028.85	\$ 69,028.85	\$ -	
0053	\$ 11,788.32	\$ -	\$ 11,788.32	
0054	\$ 50.00	\$ -	\$ 50.00	
0055	\$ 8,435.48	\$ 8,435.48	\$ -	
0056	\$ 50.00	\$ 50.00	\$ -	
0057	\$ 2,378.12	\$ -	\$ 2,378.12	
0058	\$ 2,119.98	\$ 2,119.98	\$ -	
0059	\$ 6,595.39	\$ -	\$ 6,595.39	
0060	\$ 1,313.54	\$ 1,313.54	\$ -	
0061	\$ -	\$ -	\$ -	
0062	\$ 53.17	\$ 53.17	\$ -	
0063	\$ -	\$ -	\$ -	Board Waved \$50 on 10-20-2020
0064	\$ 482.42	\$ 482.42	\$ -	

San Antonio Basin Water District Transaction List by Customer

All Transactions

Assessment No.	Invoiced	Paid	Balance	Notes
0065	\$ 9,296.56	\$ 9,296.56	\$ -	
0066	\$ 1,014.76	\$ -	\$ 1,014.76	
0067	\$ 612.32	\$ -	\$ 612.32	
0068	\$ 199.16	\$ 199.16	\$ -	
0069	\$ -	\$ -	\$ -	
0070	\$ 4,486.89	\$ 4,486.89	\$ -	
0071	\$ 3,777.95	\$ -	\$ 3,777.95	
0072	\$ 4,176.73	\$ -	\$ 4,176.73	
0073	\$ 2,887.58	\$ -	\$ 2,887.58	
0074	\$ 50.00	\$ 50.00	\$ -	
0075	\$ 311.75	\$ 311.75	\$ -	
0076	\$ 170.18	\$ -	\$ 170.18	
0077	\$ 79.98	\$ -	\$ 79.98	
0078	\$ 53.30	\$ 53.30	\$ -	
0079	\$ 1,942.19	\$ -	\$ 1,942.19	
0080	\$ 6,523.27	\$ 6,523.27	\$ -	
0081	\$ 7,859.19	\$ -	\$ 7,859.19	
0082	\$ 141.96	\$ -	\$ 141.96	
0083	\$ 372.83	\$ 372.83	\$ -	
0084	\$ 8,105.28	\$ 6,318.81	\$ 1,786.47	Partial Pay
0085	\$ 220.18	\$ 220.18	\$ -	
0086	\$ 1,525.83	\$ 1,525.83	\$ -	
0087	\$ 50.00	\$ 50.00	\$ -	
0088	\$ 50.00	\$ 50.00	\$ -	
0089	\$ 1,475.73	\$ -	\$ 1,475.73	
0090	\$ 50.00	\$ -	\$ 50.00	
0091	\$ 4,248.41	\$ 4,248.41	\$ -	
0092	\$ 182,199.56	\$ 182,199.56	\$ -	
0093	\$ 292.25	\$ 292.25	\$ -	
0094	\$ 5,027.70	\$ 5,027.70	\$ -	Two (1/2) payments
0095	\$ 50.00	\$ 50.00	\$ -	
0096	\$ -	\$ -	\$ -	
0097	\$ 594.13	\$ 594.13	\$ -	

San Antonio Basin Water District Transaction List by Customer All Transactions

Assessment No.	Invoiced	Paid	Balance	Notes
0098	\$ 9,693.05	\$ 9,693.05	\$ -	
0099	\$ -	\$ -	\$ -	
0100	\$ 1,466.21	\$ 1,466.21	\$ -	
0101	\$ 102.86	\$ 102.86	\$ -	
0102	\$ 2,283.77	\$ -	\$ 2,283.77	
0103	\$ 50.00	\$ 50.00	\$ -	
0104	\$ 697.38	\$ -	\$ 697.38	
0105	\$ 7,082.21	\$ 7,082.21	\$ -	
0106	\$ 599.06	\$ 599.06	\$ -	
0107	\$ 14,427.40	\$ 14,427.40	\$ -	
0108	\$ 2,763.68	\$ -	\$ 2,763.68	
0109	\$ 44,104.98	\$ 44,104.98	\$ -	
0110	\$ 435.83	\$ -	\$ 435.83	
0111	\$ 654.33	\$ 654.33	\$ -	
0112	\$ 50.00	\$ 50.00	\$ -	
0113	\$ 12,139.92	\$ -	\$ 12,139.92	
0114	\$ 28,818.91	\$ 28,818.91	\$ -	
0115	\$ 2,007.53	\$ -	\$ 2,007.53	
0116	\$ 7,120.65	\$ 7,120.65	\$ -	
0117	\$ -	\$ -	\$ -	Unknown Owner - added to # 052
0118	\$ -	\$ -	\$ -	Invoice Not Sent
0119	\$ -	\$ -	\$ -	Invoice Not Sent
0120	\$ -	\$ -	\$ -	Invoice Not Sent
0121	\$ -	\$ -	\$ -	Invoice Not Sent
0122	\$ -	\$ -	\$ -	Invoice Not Sent
0123	\$ -	\$ -	\$ -	Unknown Owner - removed
0124	\$ 1,825.75	\$ 1,825.75	\$ -	
0125	\$ 442.62	\$ 442.62	\$ -	
0126	\$ 5,438.84	\$ 5,438.84	\$ -	
0127	\$ 296.00	\$ -	\$ 296.00	
	659,099.77	501,311.15	157,788.62	

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
July through October 2020

33% of the year has elapsed	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01 DWR Grant #1 Payments	0.00	196,453.00	-196,453.00	0.0%
01 DWR Grant #2 Payments	0.00	200,000.00	-200,000.00	0.0%
4-Interest Income	1.47			
Total Income	<u>1.47</u>	<u>396,453.00</u>	<u>-396,451.53</u>	<u>0.0%</u>
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	13,422.00	68,600.00	-55,178.00	19.57%
02-Accountant	2,400.00	12,600.00	-10,200.00	19.05%
03-Comm Eng Grant Wrtnng NonGSP	0.00	25,000.00	-25,000.00	0.0%
04-Monitoring	8,538.68	45,153.00	-36,614.32	18.91%
05-Legal Counsel	1,382.50	42,000.00	-40,617.50	3.29%
06-Insurance	1,759.74	2,100.00	-340.26	83.8%
07-Audit Fees	0.00	3,000.00	-3,000.00	0.0%
08-GSP Development(GSIcontract)	104,652.67	579,181.00	-474,528.33	18.07%
Total Administration and Operation	<u>132,155.59</u>	<u>777,634.00</u>	<u>-645,478.41</u>	<u>17.0%</u>
Total Expense	<u>132,155.59</u>	<u>777,634.00</u>	<u>-645,478.41</u>	<u>17.0%</u>
Net Ordinary Income	-132,154.12	-381,181.00	249,026.88	34.67%
Other Income/Expense				
Other Income				
11 Operating Transfers	165,000.00	458,944.00	-293,944.00	35.95%
Total Other Income	<u>165,000.00</u>	<u>458,944.00</u>	<u>-293,944.00</u>	<u>35.95%</u>
Other Expense				
Contingency (10%)	0.00	77,763.00	-77,763.00	0.0%
Total Other Expense	<u>0.00</u>	<u>77,763.00</u>	<u>-77,763.00</u>	<u>0.0%</u>
Net Other Income	165,000.00	381,181.00	-216,181.00	43.29%
Net Income	<u><u>32,845.88</u></u>	<u><u>0.00</u></u>	<u><u>32,845.88</u></u>	<u><u>100.0%</u></u>

San Antonio Basin GSA
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Community Bank of Santa Maria	3,785.36
Community Bank of SM MMKT -2449	24,991.47
Total Checking/Savings	<u>28,776.83</u>
Total Current Assets	<u>28,776.83</u>
TOTAL ASSETS	<u>28,776.83</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	-4,069.05
Net Income	32,845.88
Total Equity	<u>28,776.83</u>
TOTAL LIABILITIES & EQUITY	<u>28,776.83</u>

**San Antonio Basin GSA
Expenses by Vendor Detail
October 2020**

Type	Date	Num	Account	Split	Amount
Brownstein Hyatt Farber Schreck					
Check	10/31/2020	2205	05-Legal Counsel	Community Ba...	434.50
Total Brownstein Hyatt Farber Schreck					434.50
Cachuma Resource Conservation District					
Check	10/31/2020	2204	01Administrative E...	Community Ba...	3,640.00
Total Cachuma Resource Conservation District					3,640.00
Carrie Troup, C.P.A.					
Check	10/31/2020	2200	02-Accountant	Community Ba...	600.00
Total Carrie Troup, C.P.A.					600.00
GSI WATER SOLUTIONS, INC.					
Check	10/31/2020	2202	08-GSP Developme...	Community Ba...	31,309.35
Check	10/31/2020	2203	04-Monitoring	Community Ba...	517.30
Total GSI WATER SOLUTIONS, INC.					31,826.65
TOTAL					36,501.15

SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY- ACCOUNTS RECEIVABLE				
Name	Total per agreement	Amount Invoiced	Amount Paid	Amount Due (Receivable)
DWR Agreement	300,000.00			
DWR 4600012675 Inv #1		16,690.68	16,690.68	-
DWR 4600012675 Inv #2		8,118.26	8,118.26	-
DWR 4600012675 Inv #3		3,312.97	3,312.97	-
DWR 4600012675 Inv #4		2,750.75	2,750.75	-
DWR 4600012675 Inv #5		1,968.90	1,968.90	-
DWR 4600012675 Inv #6		5,129.04	5,129.04	-
DWR 4600012675 Inv #7		34,047.11	-	34,047.11
DWR 4600012675 Inv #8		8,032.57	-	8,032.57
				-
Total	300,000.00	80,050.28	37,970.60	42,079.68
Amount Remaining Available (includes retention)	219,949.72			

Fund Request Procedures
Effective:

PURPOSE

The San Antonio Basin Groundwater Sustainability Agency (“GSA”) is a local government agency formed by a Joint Exercise of Powers Agreement between the San Antonio Basin Water District (“Water District”) and the Los Alamos Community Services District (“CSD”). The GSA was created to comply with the Sustainable Groundwater Management Act of 2014 (“SMGA”) for the San Antonio Creek Groundwater Basin, which has been designated as a “medium-priority” basin by the California Department of Water Resources, therefore triggering groundwater management obligations pursuant to SGMA.

Financial support by the Water District is necessary to support the GSA’s day-to-day operations, projects, and SGMA obligations. The purpose of these Fund Request Procedures is to provide clarity as to how the GSA should request funds from the Water District.

PROCEDURES

1. Any written request for funds made by the GSA to the Water District must be submitted via email ~~no~~ later than four days prior to any scheduled Water District meeting.

The request should be sent to:

San Antonio Basin Water District
c/o Donna Glass
admin@sanantoniobasinwd.org

2. Properly documented fund requests will be placed on the agenda for the next regularly scheduled Water District Board of Directors meeting.

3. A GSA request for funds may be made by the GSA’s Executive Director, Treasurer, or Board Chair. The request must include the total amount of funds anticipated to be needed to cover all expenditures for at least one month of GSA operations.

5. Once the fund request has been approved by the Water District, the Water District will notify the GSA Executive Director and Treasurer of such approval.

6. Transfer of funds to the GSA pursuant to a duly approved request for funds should occur within 7 days of approval by the Water District.

Deleted: at least one week

RE: SABWD - GSA Fund Request

Anna Olsen <aolsen@sanantoniobasingsa.org>

Fri 11/13/2020 1:34 PM

To: Donna Glass <admin@sanantoniobasinwd.org>

Cc: Carrie Troup <carrie@troupcpa.com>

Hi Donna,

I would like to request the transfer for \$50,000 to the San Antonio Basin GSA from the San Antonio Basin Water District.

Thank you,

Anna Olsen

Executive Director

San Antonio Basin Groundwater Sustainability Agency

920 East Stowell Rd

Santa Maria, CA 93454

805.868.4013

aolsen@sanantoniobasingsa.org

From: Donna Glass <admin@sanantoniobasinwd.org>

Sent: Friday, November 13, 2020 1:20 PM

To: Anna Olsen <aolsen@sanantoniobasingsa.org>

Cc: Carrie Troup <carrie@troupcpa.com>

Subject: SABWD - GSA Fund Request

Hi Anna,

Will the GSA be requesting funds this month? Please note the District board will most likely not have a Meeting in December.

Thanks,

Donna

Donna Glass

District Manager

San Antonio Basin Water District

805-928-8349

admin@sanantoniobasinwd.org

<https://sanantoniobasinwd.org/>