

# San Antonio Basin Water District

## Board of Directors Regular Meeting

**Tuesday, November 28, 2023, at 1:00 p.m. at**

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

*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. October 2023 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
  - a. Review and Approve October Financial Statements
    - i. Consider Fund Transfer to Investment Account
  - b. Investment Report
  - c. Assessments Status Report
  - d. Review October GSA Financial Statements
  - e. Consider GSA Fund Request
- 6) **Call for Nominations for and Notice Of Election for LAFCO Regular and Alternate Special District Members**
- 7) **Informational Items**
  - a. Management/Administration Report
  - b. 2024 Meeting Calendar
  - c. Director Training Report
  - d. Update on San Antonio Basin Groundwater Sustainability Agency

- 8) **New Business**— requests for items to be placed on the next agenda.
- 9) **Next Meeting Date – January 16, 2024/December 19, 2023, Canceled**
- 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](mailto: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](mailto:admin@sanantoniobasinwd.org) or 805-928-8349.

# San Antonio Basin Water District

## Board of Directors Regular Meeting

Tuesday, October 17, 2023, at 1:00 p.m. at

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

### Meeting Minutes

*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>

1) **Call to Order**

The meeting was called to order at 1:01 p.m. by President Merrill

2) **Roll Call**

Kevin Merrill  
Randy Sharer  
Craig Reade

**Directors Absent:** Victor Schaff and Ken Hunter

**Others in Attendance:** Donna Glass - District Manager and Joe Nolan

- 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.

There were no comments.

4) **Minutes**

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

**Motion** was made by Director Sharer to approve the September 2023 Minutes as presented. **Motion seconded** by Director Reade. The motion carried.

**AYES:** Director Merrill, Sharer, and Reade

**NOES:** None; **ABSTAIN:** None; **ABSENT:** Director Hunter and Schaff

5) **Financial Report**

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

The September statement was included in the packet. As of September 30, 2023, 25% of the year had elapsed. The SABWD collected \$414,717 or 72% of the 2023-24 Assessments and received \$14,665 in interest. The expenses YTD were \$15,612 or 2% of the budget. Net Income was \$413,770 and \$1,321,102 is designated toward Reserves. The checking

and investment accounts total \$1,734,872. More information on California CLASS will be given during agenda item 5) b.

A **motion** was made by Director Merrill to approve the September Financial Statements as presented. **Motion seconded** by Director Sharer. The motion carried.

**AYES:** Director Merrill, Sharer, and Reade

**NOES:** None; **ABSTAIN:** None; **ABSENT:** Director Hunter and Schaff

**i. Discuss and Consider Funds Transfer to Investment Account**

The District Manager reported that as of October 16, 2023, the operating account balance was \$135,684. Current expenses for the month are \$8,433 and the GSA is requesting \$19,102.86. Once invoices are paid and fund request approved it would leave a balance of \$108,148.

The remaining FY income includes \$141,128 from the 2023-24 Assessments, \$26,000 from Santa Barbara County for the 2022-23 delinquencies due the end of December 2023 and another payment the end of April 2024 for approximately \$26,000.

Community Bank of Santa Maria allows a maximum of \$25k per transfer/maximum of \$75k per month and no fees are charged. More than \$75k requires a wire transfer, paperwork, a Board signer and a \$25.00 fee per transfer.

After some discussion a **Motion** was made by Director Sharer to approve a transfer from the Operations Account to the Investment Account in the amount of the \$50,000.

**Motion seconded** by Director Read. The motion carried.

**AYES:** Director Merrill, Sharer, and Reade

**NOES:** None; **ABSTAIN:** None; **ABSENT:** Director Hunter and Schaff

**b. Investment Report**

The September 30, 2023, California CLASS statement was included in the packet. Interest earned for September was \$5,472/YTD \$20,245. Account balance is \$1,620,245. The Average Monthly Yield was 5.4766%.

**c. Assessments Status Report**

The District Manager reported that as of October 11, 2023, the SABWD had collected \$435,744, or 76% of the 2023-24 Assessments. Balance remaining is \$141,128.

The District received a check and change request from Assessment #27 to increase irrigated acres from 12.5 to 22.5. Net change to 2023-24 Tax Roll was \$396.00 in additional income on 10 irrigated acres.

Updated 2023-24 Tax Roll Acres are:

Irrigated Acres = 13,229.56

Non-Irrigated Acres = 47,116.16

**d. Review September GSA Financial Statements**

The September statement was included in the board packet for review only. As of September 30, 2023, 25% of the year has elapsed. The GSA Money Market account was closed and funds transferred to the General Checking with a balance of \$29,244.00 The expenses YTD were \$25,967.00 or 5% of the budget.

**e. GSA Fund Request**

After some discussion a **Motion** was made by Director Sharer to approve the SABGSA request and authorize the accountant to transfer \$19,102.86 from the SABWD account to the SABGSA account. **Motion seconded** by Director Read. The motion carried.

**AYES:** Director Merrill, Sharer, and Reade

**NOES:** None; **ABSTAIN:** None; **ABSENT:** Director Hunter and Schaff

**6) Informational Items**

**a. Management/Administration Report**

Most updates were included during the agenda items.

The update to the WD email list has been completed. This list is used to send out the monthly meeting notices/agenda, etc. for the WD and/or the GSA to landowners and interested parties. The WD has 229 active APNs which includes 125 Assessment #'s/Owners. We have email addresses for 105 of the Owners or 84%.

**b. Director Training Report**

All directors are up to date on their Harassment course, one needs their Ethics course and one director has both courses coming due in November.

**c. Update on San Antonio Basin Groundwater Sustainability Agency**

Director Sharer provided a brief update on the agenda items for the evening meeting. The Items on the Agenda for discussion and/or action are the Q3 2023 Quarterly Water Level Monitoring Report and the Board will receive an update on the draft conceptual framework for the Metering Program developed by the Ad Hoc Committee.

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

No new business was requested.

**8) Next Meeting Date – November 28, 2023**

**a. Consider Changing Next Regular Meeting Date to November 28, 2023**

At the last GSA meeting the Board approved changing their November meeting to Tuesday, November 28, 2023, at 1 pm. The regular December 19, 2023, meeting will be cancelled.

A **Motion** was made by Director Merrill to approve changing the regular meeting date to November 28, 2023. **Motion seconded** by Director Read. The motion carried.

**AYES:** Director Merrill, Sharer, and Reade

**NOES:** None; **ABSTAIN:** None; **ABSENT:** Director Hunter and Schaff

**9) Adjournment**

The meeting was adjourned by President Merrill at 1:30 p.m.

**San Antonio Basin Water District**  
**Profit & Loss Budget vs. Actual**  
 July through October 2023

33% of the year has elapsed	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>3380 Interest/Div Income</b>	22,347.12	40,000.00	-17,652.88	55.87%
<b>Assessments</b>	455,916.39	572,344.00	-116,427.61	79.66%
<b>Misc Payments</b>	49.02	50,441.00	-50,391.98	0.1%
<b>Total Income</b>	<u>478,312.53</u>	<u>662,785.00</u>	<u>-184,472.47</u>	<u>72.17%</u>
<b>Expense</b>				
<b>01 · General Manager</b>	11,700.00	60,800.00	-49,100.00	19.24%
<b>03 · Audit &amp; Financial Reporting</b>	2,800.00	12,480.00	-9,680.00	22.44%
<b>04 · Contract Admin(Assesmt Billing)</b>	7,125.26	20,000.00	-12,874.74	35.63%
<b>05 · Legal Services</b>	368.50	20,000.00	-19,631.50	1.84%
<b>06 · Meeting Room Lease</b>	0.00	150.00	-150.00	0.0%
<b>07 · Web Page Support</b>	0.00	500.00	-500.00	0.0%
<b>10 · Insurance E&amp;O; Board</b>	1,123.00	1,150.00	-27.00	97.65%
<b>11 · Office Supplies</b>	145.00	350.00	-205.00	41.43%
<b>12 · Postage/Printing</b>	0.00	150.00	-150.00	0.0%
<b>13 · Board Elections</b>	0.00	250.00	-250.00	0.0%
<b>14 · CSDA Membership</b>	0.00	500.00	-500.00	0.0%
<b>15 · LAFCO District Fees</b>	813.00	1,200.00	-387.00	67.75%
<b>17 · Contingency 10%</b>	0.00	11,753.00	-11,753.00	0.0%
<b>18 · GSA Budget</b>	19,102.86	498,000.00	-478,897.14	3.84%
<b>19 · Designation to District Reserve</b>	0.00	35,502.00	-35,502.00	0.0%
<b>Total Expense</b>	<u>43,177.62</u>	<u>662,785.00</u>	<u>-619,607.38</u>	<u>6.52%</u>
<b>Net Ordinary Income</b>	<u>435,134.91</u>	<u>0.00</u>	<u>435,134.91</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>435,134.91</u></u>	<u><u>0.00</u></u>	<u><u>435,134.91</u></u>	<u><u>100.0%</u></u>

# San Antonio Basin Water District

## Balance Sheet

As of October 31, 2023

Oct 31, 23

### ASSETS

#### Current Assets

##### Checking/Savings

California Class 1,677,926.86

Community Bank - Checking 78,309.89

Total Checking/Savings 1,756,236.75

Total Current Assets 1,756,236.75

**TOTAL ASSETS 1,756,236.75**

### LIABILITIES & EQUITY

#### Equity

Board Designated Reserves 1,321,101.84

Net Income 435,134.91

Total Equity 1,756,236.75

**TOTAL LIABILITIES & EQUITY 1,756,236.75**

**San Antonio Basin Water District  
Transaction List by Vendor**

**October 2023**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>CARRIE TROUP</b>	Check	10/16/2023	5166	INV# 1023SABWD	Community Bank - Checking	-700.00
<b>Donna Glass</b>	Check	10/16/2023	5165	INV# 2310	Community Bank - Checking	-3,900.00
<b>SAN ANTONIO BASIN GSA</b>	Check	10/17/2023	EFT		Community Bank - Checking	-19,102.86
<b>Wallace Group</b>	Check	10/16/2023	5167	PROJECT# 1591-0002-00	Community Bank - Checking	-3,832.60



Donna Glass Administrative Services  
 Santa Maria, CA 93454

# Invoice

DATE	INVOICE #
10/5/2023	2310

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

DESCRIPTION	AMOUNT
<p><b>Basic Monthly Administrative Services - September 1 through September 30, 2023</b></p> <p>Coordinate/attend board meetings, prepare agendas/board packets, review monthly financials/investments/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> <p>Worked on updating landowner email contact list for WD to include GSA well registration info submitted. Update GSA interested party email lists maintained by the WD. Both lists are used for sending out, via email, board meeting notices/agendas, etc. for the WD and/or GSA. Review and make corrections/additions to Wallace Group data file. Reviewed outstanding GSA well registration forms.</p>	3,900.00

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

Total	3,900.00
Balance Due	3,900.00



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

September 22, 2023  
 Project No: 1591-0002-00  
 Invoice No: 60392  
**Invoice Total        \$3,832.60**

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

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

**Professional services rendered through August 31, 2023**

Phase 00100 Tax Roll Preparation

**Labor**

	Hours	Rate	Amount
Principal	.50	260.00	130.00
Senior Project Analyst I	3.50	150.00	525.00
Project Analyst II	4.50	125.00	562.50
Project Analyst I	2.50	115.00	287.50
Senior Mechanical Engineer II	8.00	190.00	1,520.00
Associate Engineer I	5.50	130.00	715.00
Totals	24.50		3,740.00
<b>Total Labor</b>			<b>3,740.00</b>

**Reimbursables**

Reimbursable Postage/Shipping/Delivery		92.60
<b>Total Reimbursables</b>		<b>92.60</b>

**Total this Phase        \$3,832.60**

**Budget**

	Current	Prior	To-Date
Labor	3,740.00	67,706.25	71,446.25
Limit			76,000.00
Remaining			4,553.75
<b>Total this Invoice</b>			<b>\$3,832.60</b>

**Outstanding Invoices**

Number	Date	Balance
60230	8/29/2023	3,292.66
<b>Total</b>		<b>3,292.66</b>

# Billing Backup

Friday, September 22, 2023

Wallace Group

Invoice 60392 Dated 9/22/2023

3:02:38 PM

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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	8/7/2023	.25	260.00	65.00
Follow Up				
Wagner, Kari	8/8/2023	.25	260.00	65.00
Database Update				
Senior Project Analyst I				
Richardson, Lonnie	8/18/2023	2.00	150.00	300.00
input new data into QB, A/R				
Richardson, Lonnie	8/23/2023	1.00	150.00	150.00
A/R, Bank Dep				
Richardson, Lonnie	8/30/2023	.50	150.00	75.00
A/R, Bank Dep				
Project Analyst II				
Metzger, Jennifer	8/23/2023	.25	125.00	31.25
Water co. admin.; Create 2023-2024 Tax Role Invoices				
Metzger, Jennifer	8/24/2023	2.00	125.00	250.00
Create 2023-2024 Tax Role Invoices				
Metzger, Jennifer	8/25/2023	1.50	125.00	187.50
Create 2023-2024 Tax Role Invoices				
Metzger, Jennifer	8/30/2023	.75	125.00	93.75
A/R				
Project Analyst I				
Wirt, Paige	8/7/2023	.25	115.00	28.75
Admin assistance for ONW/NWL				
Wirt, Paige	8/8/2023	2.25	115.00	258.75
Admin assistance for ONW/NWL				
Senior Mechanical Engineer II				
Lindahl, Nels	8/2/2023	.25	190.00	47.50
Change of Address;				
Lindahl, Nels	8/4/2023	4.25	190.00	807.50
Invoicing; Delegation to OW;				
Lindahl, Nels	8/7/2023	2.00	190.00	380.00
QA; Questions; Production;				
Lindahl, Nels	8/8/2023	1.00	190.00	190.00
OW Table to Lonnie Re. 2023/24 AR; Invoice Mailing Status;				
Lindahl, Nels	8/30/2023	.50	190.00	95.00
Access Queries with OW;				
Associate Engineer I				
Williams, Olivia	8/4/2023	2.25	130.00	292.50
2023 Tax Roll- Invoice Preparation				
Williams, Olivia	8/7/2023	2.50	130.00	325.00
2023 Tax Roll Mailings Preparation				
Williams, Olivia	8/8/2023	.75	130.00	97.50
2023 Tax Roll Total Assessment Table				
Totals		24.50		3,740.00
<b>Total Labor</b>				<b>3,740.00</b>

**Reimbursables**

Reimbursable Postage/Shipping/Delivery

0083123	8/31/2023	Postage August 2023 / 8/8 PJW	92.60	
<b>Total Reimbursables</b>			<b>92.60</b>	<b>92.60</b>

**Total this Phase** **\$3,832.60**

**Total this Project** **\$3,832.60**

**Total this Report** **\$3,832.60**



# Summary Statement

October 31, 2023

Page 1 of 3

Investor ID: CA [REDACTED]

0000068-0000260 PDF 584788

**San Antonio Basin Water District**  
**1005 S. Broadway**  
**Santa Maria, CA 93454**

## California CLASS

### California CLASS

**Average Monthly Yield: 5.5144%**

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01 [REDACTED]	CA Class Fund	1,620,244.70	50,000.00	0.00	7,682.16	27,926.86	1,642,266.71	1,677,926.86
<b>TOTAL</b>		<b>1,620,244.70</b>	<b>50,000.00</b>	<b>0.00</b>	<b>7,682.16</b>	<b>27,926.86</b>	<b>1,642,266.71</b>	<b>1,677,926.86</b>

Tel: (877) 930-5213

[www.californiaclass.com](http://www.californiaclass.com)



Account Statement

October 31, 2023

Page 2 of 3

Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.5144%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,620,244.70	50,000.00	0.00	7,682.16	27,926.86	1,642,266.71	1,677,926.86

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2023	Beginning Balance			1,620,244.70	
10/18/2023	Contribution	25,000.00			2083
10/19/2023	Contribution	25,000.00			2090
10/31/2023	Income Dividend Reinvestment	7,682.16			
10/31/2023	Ending Balance			1,677,926.86	

**San Antonio Basin Water District  
Transaction List by Customer  
All Transactions as of 11-17-2023**

Assessment No.	Invoiced	Paid	Balance
0001	\$ 3,726.61		\$ 3,726.61
0002	\$ 192.09		\$ 192.09
0003	\$ 5,409.98	\$ 5,409.98	\$ -
0004	\$ 50.00	\$ 50.00	\$ -
0005	\$ 50.00	\$ 50.00	\$ -
0006	\$ 50.00	\$ 50.00	\$ -
0007	\$ 656.68	\$ 656.68	\$ -
0008	\$ 4,148.78	\$ 4,148.78	\$ -
0009	\$ 200.91	\$ 200.91	\$ -
0010	\$ 50.00	\$ 50.00	\$ -
0011	\$ 179.03	\$ 179.03	\$ -
0012	\$ 90.33	\$ 90.33	\$ -
0013	\$ 58,577.48		\$ 58,577.48
0014	\$ 50.00	\$ 50.00	\$ -
0015	\$ 36,452.37	\$ 36,452.37	\$ -
0016	\$ 1,426.26	\$ 1,426.26	\$ -
0017	\$ 50.00		\$ 50.00
0018	\$ 50.00	\$ 50.00	\$ -
0019	\$ 50.00	\$ 50.00	\$ -
0020	\$ 1,619.68	\$ 1,619.68	\$ -
0021	\$ -		\$ -
0022	\$ 58.69	\$ 58.69	\$ -
0023	\$ 50.00	\$ 50.00	\$ -
0024	\$ 50.00	\$ 50.00	\$ -
0025	\$ 16,894.24	\$ 16,894.24	\$ -
0026	\$ 3,199.39	\$ 3,199.39	\$ -
0027	\$ 931.00	\$ 931.00	\$ -
0028	\$ 651.76	\$ 651.76	\$ -
0029	\$ 1,338.24		\$ 1,338.24
0030	\$ 50.00		\$ 50.00
0031	\$ 1,726.27	\$ 1,726.27	\$ -
0032	\$ 714.92	\$ 714.92	\$ -
0033	\$ 50.00	\$ 50.00	\$ -
0034	\$ 8,715.74	\$ 8,715.74	\$ -
0035	\$ 2,108.52		\$ 2,108.52
0036	\$ 50.00	\$ 50.00	\$ -
0037	\$ 1,999.88	\$ 1,999.88	\$ -
0038	\$ 538.54	\$ 538.54	\$ -
0039	\$ 2,420.45	\$ 2,420.45	\$ -
0040	\$ 304.62	\$ 304.62	\$ -
0041	\$ 50.00	\$ 50.00	\$ -
0042	\$ 375.43	\$ 375.43	\$ -
0043	\$ 50.00		\$ 50.00

**San Antonio Basin Water District  
Transaction List by Customer  
All Transactions as of 11-17-2023**

Assessment No.	Invoiced	Paid	Balance
0044	\$ 238.00	\$ 238.00	\$ -
0045	\$ 50.00	\$ 50.00	\$ -
0046	\$ 50.00		\$ 50.00
0047	\$ 51.08		\$ 51.08
0048	\$ 1,758.16	\$ 1,758.16	\$ -
0049	\$ 1,188.14		\$ 1,188.14
0050	\$ 1,136.59		\$ 1,136.59
0051	\$ 50.00	\$ 50.00	\$ -
0052	\$ 57,554.48	\$ 57,554.48	\$ -
0053	\$ 9,817.08	\$ 9,817.08	\$ -
0054	\$ 50.00	\$ 50.00	\$ -
0055	\$ 6,363.64	\$ 6,363.64	\$ -
0056	\$ 50.00	\$ 50.00	\$ -
0057	\$ 1,975.55	\$ 1,975.55	\$ -
0058	\$ 1,529.34	\$ 1,529.34	\$ -
0059	\$ 5,496.04	\$ 5,496.04	\$ -
0060	\$ 935.63	\$ 935.63	\$ -
0062	\$ 50.00	\$ 50.00	\$ -
0064	\$ 388.42	\$ 388.42	\$ -
0065	\$ 7,726.05	\$ 7,726.05	\$ -
0066	\$ 845.52	\$ 845.52	\$ -
0067	\$ 504.67	\$ 504.67	\$ -
0068	\$ 165.95	\$ 165.95	\$ -
0070	\$ 3,728.24	\$ 3,728.24	\$ -
0071	\$ 3,148.15	\$ 3,148.15	\$ -
0072	\$ 3,472.71	\$ 3,472.71	\$ -
0073	\$ 2,406.11	\$ 2,406.11	\$ -
0074	\$ 50.00	\$ 50.00	\$ -
0075	\$ 250.00	\$ 125.00	\$ 125.00
0076	\$ 313.44	\$ 313.44	\$ -
0077	\$ 64.99		\$ 64.99
0078	\$ 50.00	\$ 50.00	\$ -
0079	\$ 1,618.41	\$ 1,618.41	\$ -
0080	\$ 3,395.00		\$ 3,395.00
0081	\$ 6,537.26		\$ 6,537.26
0082	\$ 114.98		\$ 114.98
0083	\$ 310.53	\$ 310.53	\$ -
0084	\$ 7,890.04	\$ 5,451.30	\$ 2,438.74
0085	\$ 176.14	\$ 176.14	\$ -
0086	\$ 1,207.82	\$ 1,207.82	\$ -
0087	\$ 50.00		\$ 50.00
0088	\$ 50.00	\$ 50.00	\$ -
0089	\$ 1,229.74		\$ 1,229.74
0090	\$ 50.00		\$ 50.00



**San Antonio Basin Water District  
Transaction List by Customer  
All Transactions as of 11-17-2023**

Assessment No.	Invoiced	Paid	Balance
0091	\$ 3,539.72	\$ 3,539.72	\$ -
0092	\$ 140,279.80	\$ 140,279.80	\$ -
0093	\$ 234.53	\$ 234.53	\$ -
0094	\$ 4,164.08		\$ 4,164.08
0095	\$ 50.00		\$ 50.00
0097	\$ 490.90	\$ 490.90	\$ -
0098	\$ 8,027.76	\$ 8,027.76	\$ -
0099	\$ -		\$ -
0100	\$ 1,196.02	\$ 1,196.02	\$ -
0101	\$ 85.70		\$ 85.70
0102	\$ 1,901.62	\$ 1,901.62	\$ -
0103	\$ 50.00		\$ 50.00
0104	\$ 557.90		\$ 557.90
0105	\$ 5,838.96	\$ 5,838.96	\$ -
0106	\$ 495.25	\$ 495.25	\$ -
0107	\$ 12,001.41	\$ 12,001.42	\$ (0.01)
0108	\$ 1,822.00		\$ 1,822.00
0109	\$ 36,749.82	\$ 36,749.82	\$ -
0110	\$ 333.86		\$ 333.86
0111	\$ 528.70	\$ 528.71	\$ (0.01)
0112	\$ 50.00	\$ 50.00	\$ -
0113	\$ 10,116.18	\$ 10,116.18	\$ -
0114	\$ 23,992.42	\$ 23,992.42	\$ -
0115	\$ 1,951.53		\$ 1,951.53
0116	\$ 5,933.10	\$ 5,933.10	\$ -
0124	\$ 1,515.44	\$ 1,515.44	\$ -
0125	\$ 363.12	\$ 363.11	\$ 0.01
0126	\$ 4,530.72	\$ 4,530.72	\$ -
0127	\$ 236.80	\$ 236.79	\$ 0.01
0201	\$ 2,183.61	\$ 2,183.61	\$ -
0202	\$ 462.48	\$ 462.48	\$ -
0203	\$ 6,150.84		\$ 6,150.84
0204	\$ 50.00		\$ 50.00
0205	\$ 11,522.08	\$ 11,522.05	\$ 0.03
	<b>576,902.14</b>	<b>479,161.74</b>	<b>97,740.40</b>

**89% of the 2023-24 Assessment Collected**

## Profit & Loss Budget vs. Actual

July through October 2023

33% of the year has elapsed	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4-Interest Income	12.21			
<b>Total Income</b>	12.21			
<b>Expense</b>				
<b>Administration and Operation</b>				
01 Adminstrative Exp/Office Ex	15,645.34	76,000.00	-60,354.66	20.59%
02-Accountant	2,100.00	7,500.00	-5,400.00	28.0%
04-Monitoring	18,545.36	90,000.00	-71,454.64	20.61%
05-Legal Counsel	2,965.50	75,000.00	-72,034.50	3.95%
06-Insurance	1,733.00	3,000.00	-1,267.00	57.77%
07-Audit Fees	0.00	4,000.00	-4,000.00	0.0%
09-GSP Related Costs-Annual Rep	0.00	100,000.00	-100,000.00	0.0%
10-GSP Implementation / PMAs	4,290.00	142,500.00	-138,210.00	3.01%
11- Exec Order WellVerification	-197.50			
<b>Total Administration and Operation</b>	<u>45,081.70</u>	<u>498,000.00</u>	<u>-452,918.30</u>	<u>9.05%</u>
<b>Total Expense</b>	<u>45,081.70</u>	<u>498,000.00</u>	<u>-452,918.30</u>	<u>9.05%</u>
<b>Net Ordinary Income</b>	-45,069.49	-498,000.00	452,930.51	9.05%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
11 Operating Transfers	19,102.86	498,000.00	-478,897.14	3.84%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
<b>Total Other Income</b>	19,102.86	548,000.00	-528,897.14	3.49%
<b>Other Expense</b>				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
<b>Total Other Expense</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Net Other Income</b>	19,102.86	498,000.00	-478,897.14	3.84%
<b>Net Income</b>	<u><u>-25,966.63</u></u>	<u><u>0.00</u></u>	<u><u>-25,966.63</u></u>	<u><u>100.0%</u></u>

**Balance Sheet**

As of October 31, 2023

Oct 31, 23

**ASSETS**

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006 29,244.36

Total Checking/Savings 29,244.36

Total Current Assets 29,244.36

**TOTAL ASSETS** 29,244.36

**LIABILITIES & EQUITY**

Equity

Retained Earnings 55,210.99

Net Income -25,966.63

Total Equity 29,244.36

**TOTAL LIABILITIES & EQUITY** 29,244.36

**San Antonio Basin GSA**

**Expenses by Vendor Detail**

October 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
<b>BERTOUX &amp; COMPANY</b>						
	Check	10/16/2023	3058	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						<u>5,000.00</u>
<b>Brownstein Hyatt Farber Schreck</b>						
	Check	10/16/2023	3059	05-Legal Counsel	Community Bank of SM -ACCT 9006	787.50
Total Brownstein Hyatt Farber Schreck						<u>787.50</u>
<b>Carrie Troup, C.P.A.</b>						
	Check	10/16/2023	3064	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						<u>700.00</u>
<b>GSI WATER SOLUTIONS, INC.</b>						
	Check	10/16/2023	3060	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	740.00
	Check	10/16/2023	3061	04-Monitoring	Community Bank of SM -ACCT 9006	3,591.12
	Check	10/16/2023	3062	04-Monitoring	Community Bank of SM -ACCT 9006	6,914.24
Total GSI WATER SOLUTIONS, INC.						<u>11,245.36</u>
<b>Los Alamos CSD</b>						
	Check	10/16/2023	3063	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						<u>200.00</u>
<b>WALLACE GROUP</b>						
	Check	10/16/2023	3065	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	1,170.00
Total WALLACE GROUP						<u>1,170.00</u>
<b>TOTAL</b>						<u><u><b>19,102.86</b></u></u>

## Donna Glass

**From:** Director SABGSA <admin@sanantoniobasingsa.org>  
**Sent:** Thursday, November 16, 2023 2:47 PM  
**To:** Donna Glass  
**Subject:** Fund Request for November Board Meeting  
**Attachments:** Bertoux & Co - Invoice 23-010 October 2023.pdf; BHFS Invoice #960689 - Legal.pdf; GSI Invoice #748.012-10 GWL Monitoring.pdf; GSI Invoice #748.015-3 On-Call Services.pdf; LACSD - Facilities Use 10-17-2023.pdf; SABGSA October 2023 Invoices for Payment 11-16-23.xlsx; SABGSA WAG for November 2023 Invoices for Payment 11-16-23.xlsx; Troup Invoice - Oct 2023.pdf

Hi Donna,

Here are the October invoices. The total is \$8,400. My best guess for November invoices is \$13,100. I'd like to request a total fund transfer of \$21,500 to carry us until the January meeting. That should suffice, especially now that the GSA made the transfer of funds from MM to checking.

Thanks,  
Stephanie

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## Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
15-Nov	Bertoux & Co	\$5,000.00	23-010	01 - Administrative	Payroll
6-Nov	Brownstein, Hyatt, Farber & Schreck	\$945.00	960689	05 - Legal Counsel	Legal Counsel
6-Nov	GSI Water Solutions	\$1,233.75	0748.015-3	10 - GSP Implementation	On-Call Hydrogeological Consulting
6-Nov	GSI Water Solutions	\$321.25	0748.012-10	04 - Monitoring	Quarterly Monitoring & Reporting
24-Oct	LACSD	\$200.00	2023-9	01 - Administrative	Facilities Use & Support Services
31-Oct	Troup CPA	\$700.00	1023GSA	02 - Accountant	Accounting
	<b>Invoice Total</b>	<b>\$8,400.00</b>			

Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
Nov	Bertoux & Co	\$5,000.00	TBD	01 - Administrative	Payroll
Nov	Brownstein, Hyatt, Farber & Schreck	\$3,700.00	TBD	05 - Legal Counsel	Legal Counsel
Nov	GSI Water Solutions	\$3,000.00	TBD	10 - GSP Implementation	On-Call Hydrogeological Consulting
Nov	GSI Water Solutions	\$500.00	TBD	04 - Monitoring	Quarterly Monitoring & Reporting
Nov	LACSD	\$200.00	TBD	01 - Administrative	Facilities Use & Support Services
Nov	Troup CPA	\$700.00	TBD	02 - Accountant	Accounting
	<b>Invoice Total</b>	<b>\$13,100.00</b>			

# LAFCO

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**Santa Barbara Local Agency Formation Commission**  
105 East Anapamu Street ♦ Santa Barbara CA 93101  
805/568-3391 ♦ FAX 805/568-2249  
www.sblafco.org ♦ lafco@sblafco.org

November 1, 2023

TO: Members of the Independent Special District Selection Committee

SUBJECT: Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO;

## CALL FOR NOMINATIONS FOR AND NOTICE OF ELECTION FOR LAFCO

### REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBERS

This is a Call for Nominations of one Regular and one Alternate Special District Member to serve as the special district members on LAFCO. It is recommended that this be placed on your Board's Agenda. The Committee is made up of the presiding officer of each district; however, if a presiding officer is unable to participate, a district board may appoint one of its members as an alternate to participate in the presiding officer's place, a copy of the meeting minutes showing the appointment needs to be presented along with your nomination form.

A Nomination Form is attached and must be filled out and signed by the presiding officer of a district or, if that person is unable to participate, then by his or her alternate as designated by the district board. (See GC § 56332.) **Nominations are requested by no later than January 4, 2024.**

1. **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The current term of office of the current Regular Special District Member and the Alternate Special District Member ends on March 1, 2024. The term of office shall be four years or until the appointment and qualification of his or her successor. The new term of office ends on March 1, 2028.
2. **Voting Requirements.** The Independent Special District Selection Committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in the nomination process or an election, the legislative body of the district may appoint one of its members as an alternate to participate in the presiding officer's

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**Commissioners:** Cynthia Allen ♦ Jay Freeman, Vice-Chair ♦ Craig Geyer ♦ Joan Hartmann, Chair ♦ James Kyriaco ♦ Bob Nelson ♦ Jenelle Osborne ♦ Alice Patino ♦ Jim Richardson ♦ Shane Stark ♦ Das Williams **Executive Officer:** Mike Prater

place. A copy of the meeting minutes showing the appointment needs to be presented along with your nomination form and future ballot.

3. **Nomination Period and Voting Period.** The Nomination Period will end on January 4, 2024. Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to 45-days.
4. **Quorum; Majority Vote; Possible Runoff Election.** There are 39 special districts. For the election to be valid, at least 20 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

**Notice:** There will be no election if pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

Nominations for one Regular Special District Member and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed by **January 4, 2024** Nomination Forms are attached to this notice.

Santa Barbara Local Agency Formation Commission  
105 East Anapamu Street, Santa Barbara CA 93101  
FAX 805/568-2249  
Email Address: [lafco@sblafco.org](mailto:lafco@sblafco.org)

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater  
Executive Officer

Enc.

# **SAN ANTONIO BASIN WATER DISTRICT**

1005 S. Broadway - Santa Maria, California 93454

## **BOARD OF DIRECTORS – 2024 MEETING CALENDAR**

### **Time and Place**

Regular meetings of the Board of Directors of the San Antonio Basin Water District are held at 1:00 pm at the Los Alamos Community Service District Office, located at 82 North Saint Joseph St - Los Alamos, CA.

*The public is invited to join in person, or by videoconference.*

### **Meeting Dates**

**Meetings are held on the third Tuesday of each month:**

**January 16, 2024**

**February 20, 2024**

**March 19, 2024**

**April 16, 2024**

**May 21, 2024**

**June 18, 2024**

**July 16, 2024**

**August 20, 2024**

**September 17, 2024**

**October 15, 2024**

**November 19, 2024**

**December 17, 2024**

**The San Antonio Basin Groundwater Sustainability Agency  
holds their meeting on the same day at 6:00 pm.**