

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, February 20, 2024, 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. January 2024 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
 - a. Review and Approve January Financial Statements
 - i. Consider Fund Transfer from Investment Account to Operating Account
 - b. Investment Report
 - c. Assessments Status Report
 - d. Review January GSA Financial Statements
 - e. Consider GSA Fund Request
- 6) **Review And Approve Contract Amendment With Wallace Group To Prepare Tax Roll**
- 7) **Informational Items**
 - a. Management/Administration Report
 - b. Director Training Report
 - c. 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 – March 19, 2024**

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

Board of Directors Regular Meeting

Tuesday, January 16, 2024, 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.

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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, Tracy Stone, Carol Fornoff - Westchester Group Investment Management, Inc and GinaLisa Tamayo - Jackson Family Estate

- 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. November 2023 Board Meeting Minutes – Board Approval Needed

Motion was made by Director Sharer to approve the November 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 November and December Financial Statements

The November and December statements were included in the packet. As of December 31, 2023, 50% of the year has elapsed. The SABWD collected \$479,162 or 84% of the 2023-24

Assessments, received \$38,162 in interest and \$3,615 in Misc Payments from Santa Barbara County. The SABWD was expecting about \$25k for the December County payment. However, there were a number of parcels that didn't pay their Property Taxes by December 10, 2024, so the payment was only \$3,566 on December 22, 2023.

The expenses YTD were \$75,141 or 11% of the budget. Net Income was \$445,802 and \$1,321,102 is designated toward Reserves. The total for the checking and investment accounts is \$1,766,904. More information on California CLASS given during agenda item 5) b.

A **motion** was made by Director Sharer to approve the November and December Financial Statements 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

i. Consider Fund Transfer from Investment Account to Operating Account

The District Manager reported that as of January 15, 2024, the checking account balance was \$27,422.73. January Invoices for the SABWD total \$5,167 and the GSA fund request is \$11,541.14. After paying the January invoices and approving the GSA fund request the remaining balance would be \$10,714.59. Reminder letters were recently sent to landowners that have not paid their assessment.

After some discussion a **motion** was made by Director Sharer to approve a fund transfer from the Investment Account to the Operating Account by the District Manager, not to exceed \$50,00, as needed before the next meeting. **Motion seconded** by Director Merrill. The motion carried.

AYES: Director Merrill, Sharer, and Reade

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

b. Investment Report

The November and December California CLASS statements were included in the packet. Interest earned for November 2023 was \$7,651 and December 2023 was \$8,169. Interest earned YTD was \$43,747. Account balance as of December 31, 2023, was \$1,743,747. The Average Monthly Yield was 5.54%.

c. Assessments Status Report

As of January 10, 2024, the SABWD has collected \$483,427, or 84% of the 2023-24 Assessments. Balance remaining is \$93,475. Payment reminders were sent out on January 12, 2024. Payments become delinquent on February 4, 2024.

d. Review November and December GSA Financial Statements

The November and December statements were included in the board packet for review only. As of December 31, 2023, 50% of the year had elapsed. The GSA checking account balance was \$30,681. The expenses YTD were \$65,145 or 13% of the budget.

e. Consider GSA Fund Request

As reported, the GSA account balance is \$30,681. January invoices total \$17,222.50. To pay this month's invoices and maintain a minimum balance of \$25,000 the GSA requested a fund transfer for only \$11,541.14 this month.

A **motion** was made by Director Sharer to approve the SABGSA request and authorize the accountant to transfer \$11,541.14 from the SABWD operating 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) Mailed Ballot Election For LAFCO Regular Special District Member

The LAFCO Executive Officer received three nominations for the Regular seat. The SABWD Presiding Officer needs to cast their vote for one candidate by February 19, 2024.

After some discussion a **motion** was made by Director Merrill to vote for Dorinne Lee Johnson.

Motion seconded by Director Sharer. The motion carried.

AYES: Director Merrill, Sharer, and Reade

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

7) Informational Items

a. Management/Administration Report

Most updates were included during agenda items.

b. Director Training Report

All Directors are up to date on Harassment and one needs their Ethics course.

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 GSA Agenda tonight for discussion and/or action are:

- Election of Officers for the 2024 Term
- Well Verification Request for a New Well – Hardship Exemption (Update - Director Sharer informed the board the agenda item had been postponed by the Landowner)
- Q4 2023 Quarterly Water Level Monitoring Report for the San Antonio Creek Valley Groundwater Basin

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

No new business was requested.

9) Next Meeting Date – February 20, 2024

The next meeting date is February 20, 2024.

10) Adjournment

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

Please contact Donna Glass at admin@sanantoniobasingwd.org with any questions.

**San Antonio Basin Water District
Profit & Loss Budget vs. Actual
July 2023 through January 2024**

Agenda Item 5) a.

58% of the year has elapsed

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
3380 Interest/Div Income	46,286.38	40,000.00	6,286.38	115.72%
Assessments	505,249.29	572,344.00	-67,094.71	88.28%
Misc Payments	3,615.07	50,441.00	-46,825.93	7.17%
Total Income	<u>555,150.74</u>	<u>662,785.00</u>	<u>-107,634.26</u>	<u>83.76%</u>
Expense				
01 · General Manager	23,400.00	60,800.00	-37,400.00	38.49%
03 · Audit & Financial Reporting	4,900.00	12,480.00	-7,580.00	39.26%
04 · Contract Admin(Assesmt Billing)	8,231.51	20,000.00	-11,768.49	41.16%
05 · Legal Services	466.00	20,000.00	-19,534.00	2.33%
06 · Meeting Room Lease	0.00	150.00	-150.00	0.0%
07 · Web Page Support	0.00	500.00	-500.00	0.0%
10 · Insurance E&O; Board	1,123.00	1,150.00	-27.00	97.65%
11 · Office Supplies	235.00	350.00	-115.00	67.14%
12 · Postage/Printing	0.00	150.00	-150.00	0.0%
13 · Board Elections	0.00	250.00	-250.00	0.0%
14 · CSDA Membership	567.00	500.00	67.00	113.4%
15 · LAFCO District Fees	813.00	1,200.00	-387.00	67.75%
17 · Contingency 10%	0.00	11,753.00	-11,753.00	0.0%
18 · GSA Budget	52,144.00	498,000.00	-445,856.00	10.47%
19 · Designation to District Reserve	0.00	35,502.00	-35,502.00	0.0%
Total Expense	<u>91,879.51</u>	<u>662,785.00</u>	<u>-570,905.49</u>	<u>13.86%</u>
Net Ordinary Income	<u>463,271.23</u>	<u>0.00</u>	<u>463,271.23</u>	<u>100.0%</u>
Net Income	<u><u>463,271.23</u></u>	<u><u>0.00</u></u>	<u><u>463,271.23</u></u>	<u><u>100.0%</u></u>

San Antonio Basin Water District
Balance Sheet
As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

California Class 1,751,866.12

Community Bank - Checking 32,506.95

Total Checking/Savings 1,784,373.07

Total Current Assets 1,784,373.07

TOTAL ASSETS 1,784,373.07

LIABILITIES & EQUITY

Equity

Board Designated Reserves 1,321,101.84

Net Income 463,271.23

Total Equity 1,784,373.07

TOTAL LIABILITIES & EQUITY 1,784,373.07

**San Antonio Basin Water District
Transaction List by Vendor
January 2024**

	Type	Date	Num	Memo	Account	Amount
CARRIE TROUP	Check	01/07/2024	5176	INV # 0124SABWD	Community Bank - Checking	-700.00
Donna Glass	Check	01/07/2024	5175	inv # 2313	Community Bank - Checking	-3,900.00
	Check	01/07/2024	5178	CSDA MEMBERSHIP DUES REIMBURSEMENT 1/	Community Bank - Checking	-567.00
SAN ANTONIO BASIN GSA	Check	01/16/2024	EFT		Community Bank - Checking	-11,541.14

Donna Glass Administrative Services
 Santa Maria, CA 93454

Invoice

DATE	INVOICE #
1/5/2024	2313

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

DESCRIPTION	AMOUNT
<p>Basic Monthly Administrative Services - December 1 through December 31, 2023</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>Review SABWD formation process. Attend meeting with Steering Committee for Russian River Property Owners Association forming the Alexander Valley Water District. Share SABWD experience and answer questions.</p> <p>Review GSA Well Registration returns that follow up is required.</p>	3,900.00

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

Total	3,900.00
Balance Due	3,900.00



Summary Statement

January 31, 2024

Page 1 of 3

Investor ID: CA [REDACTED]

0000068-0000265 PDF 614029

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

Agenda Item 5) b.

California CLASS

California CLASS

Average Monthly Yield: 5.4981%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01 [REDACTED]	CA Class Fund	1,743,746.63	0.00	0.00	8,119.49	8,119.49	1,744,008.55	1,751,866.12
TOTAL		1,743,746.63	0.00	0.00	8,119.49	8,119.49	1,744,008.55	1,751,866.12



Account Statement

January 31, 2024

Page 2 of 3

Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.4981%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,743,746.63	0.00	0.00	8,119.49	8,119.49	1,744,008.55	1,751,866.12

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2024	Beginning Balance			1,743,746.63	
01/31/2024	Income Dividend Reinvestment	8,119.49			
01/31/2024	Ending Balance			1,751,866.12	

California CLASS Surpasses Major Milestone: Over \$1 Billion & 145+ Agency Participants!



By: [@NeilMcCormick](#)

In a testament to its rapid success and widespread adoption, CSDA Sponsored investment pool, California CLASS, has achieved an important milestone by exceeding \$1 billion in assets under management (AUM) within the initial 18 months since its launch. This achievement underscores the program's effectiveness and popularity among participating agencies, especially special districts.

One notable highlight is that over 80% of the 145+ participating agencies are special districts.

"We're literally adding multiple new agency participants to California CLASS every week. Districts, cities, JPAs and counties are seeing that we have designed California CLASS to meet the specific investment and service needs of public agencies. Agencies are seeing how our program is different and can't wait to be a part of it."


~Neil McCormick, CSDA Chief Executive Officer

As the program gains momentum and attracts new participants, its impact in helping participating agencies becomes increasingly evident. The achievement of surpassing \$1 billion in assets under management in a short amount of time demonstrates the trust and confidence special districts and other entities place in the California CLASS program, marking a significant chapter in its ongoing success story.

"CSDA is proud to be a co-sponsor of the California CLASS program along with the League of California Cities and we are grateful to have Public Trust Advisors (PTA) as the Administrator and Investment Advisor for the program. PTA's proven track record in effectively managing over \$80 Billion in public agency money nationwide, reinforces that we have the right partners in place to meet our member's investment and service needs," said McCormick.

Find out why so many special districts and other agencies are choosing California CLASS as their preferred investment partner.

Sign up today! www.californiaclass.com



Hits **\$1 billion*** in assets!
Contact us to learn how
California CLASS can
assist your special district.

*Information as of January 18, 2024.

PRIME CURRENT YIELD: 5.45%
AS OF FEBRUARY 2, 2024

For more information on historical yields and performance, please visit www.californiaclass.com/rates. Shown net of all fees and expenses and reflects the reinvestment of dividends and other earnings.

Data unaudited. The information presented should not be used in making any investment decisions and is not a recommendation to buy, sell, implement or change any securities or investment strategy, function or process. Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. Please click here for additional performance disclosures. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. Not a bank. Not FDIC insured.

[#FeatureNews](#)

Permalink

**San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 2-14-2024**

Agenda Item 5) c.

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
0044	\$ 238.00	\$ 238.00	\$ -

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 2-14-2024

Assessment No.	Invoiced	Paid	Balance
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	\$ 250.00	\$ -
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	\$ 6,537.27	\$ (0.01)
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
0091	\$ 3,539.72	\$ 3,539.72	\$ -

**San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 2-14-2024**

Assessment No.	Invoiced	Paid	Balance
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
	576,902.14	507,057.06	69,845.08

**As of Feb 14, 2024 collected 88%
of the 2023-24 Assessments**

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
 July 2023 through January 2024

Agenda Item 5) d.

58% of the year has elapsed	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4-Interest Income	12.21			
Total Income	12.21			
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	29,545.34	76,000.00	-46,454.66	38.88%
02-Accountant	4,200.00	7,500.00	-3,300.00	56.0%
04-Monitoring	25,986.11	90,000.00	-64,013.89	28.87%
05-Legal Counsel	7,164.00	75,000.00	-67,836.00	9.55%
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	4,630.00	100,000.00	-95,370.00	4.63%
10-GSP Implementation / PMAs	9,306.25	142,500.00	-133,193.75	6.53%
11- Exec Order WellVerification	-197.50			
Total Administration and Operation	82,367.20	498,000.00	-415,632.80	16.54%
Total Expense	82,367.20	498,000.00	-415,632.80	16.54%
Net Ordinary Income	-82,354.99	-498,000.00	415,645.01	16.54%
Other Income/Expense				
Other Income				
11 Operating Transfers	52,144.00	498,000.00	-445,856.00	10.47%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	52,144.00	548,000.00	-495,856.00	9.52%
Other Expense				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	0.00	50,000.00	-50,000.00	0.0%
Net Other Income	52,144.00	498,000.00	-445,856.00	10.47%
Net Income	-30,210.99	0.00	-30,210.99	100.0%

San Antonio Basin GSA

Balance Sheet

As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006 25,000.00

Total Checking/Savings 25,000.00

Total Current Assets 25,000.00

TOTAL ASSETS 25,000.00

LIABILITIES & EQUITY

Equity

Retained Earnings 55,210.99

Net Income -30,210.99

Total Equity 25,000.00

TOTAL LIABILITIES & EQUITY 25,000.00

San Antonio Basin GSA Expenses by Vendor Detail

January 2024

	Type	Date	Num	Account	Split	Amount
BERTOUX & COMPANY						
	Check	01/13/2024	3082	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	3,500.00
Total BERTOUX & COMPANY						3,500.00
Brownstein Hyatt Farber Schreck						
	Check	01/13/2024	3083	05-Legal Counsel	Community Bank of SM -ACCT 9006	1,285.50
Total Brownstein Hyatt Farber Schreck						1,285.50
Carrie Troup, C.P.A.						
	Check	01/13/2024	3088	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						700.00
GSI WATER SOLUTIONS, INC.						
	Check	01/13/2024	3084	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	252.50
	Check	01/13/2024	3085	04-Monitoring	Community Bank of SM -ACCT 9006	5,179.50
	Check	01/13/2024	3086	04-Monitoring	Community Bank of SM -ACCT 9006	1,285.00
	Check	01/13/2024	3087	09-GSP Related Costs-Annual Rep	Community Bank of SM -ACCT 9006	4,630.00
Total GSI WATER SOLUTIONS, INC.						11,347.00
WALLACE GROUP						
	Check	01/13/2024	3089	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	390.00
Total WALLACE GROUP						390.00
TOTAL						17,222.50

Donna Glass

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Tuesday, February 13, 2024 12:17 PM
To: Donna Glass
Subject: Fund Transfer Request
Attachments: Bertoux & Co - Invoice 24-001 January 2024.pdf; BHFS - Invoice #972255 02-05-24.pdf; GSI - Invoice #748.015-6 for On-Call 02-08-24.pdf; GSI - Invoice #748.016-2 for GSP Annual Report.pdf; GSI - Invoice #748.017-2 for Quarterly GW Monitoring 02-08-24.pdf; Invoice Jan 2024 Troup.pdf; SABGSA January 2024 Invoices for Payment 02-09-24.xlsx; GSA Financial Report 01 31 24.pdf

Agenda Item 5) e.

Hi Donna,

Our invoices for this month total \$41,594.85 so I'd like to request a fund transfer for that amount, please. After paying these, that will leave the GSA with \$25,000 in the checking account. The January financial report, invoices, and my spreadsheet are attached with the exception of the invoice from LACSD for \$200. I haven't received it yet, but that amount is outlined in our agreement with them so I went ahead and included it in the total.

Thanks,
Stephanie

Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
12-Feb	Bertoux & Co	\$5,000.00	24-001	01 - Administrative	Payroll
5-Feb	Brownstein, Hyatt, Farber & Schreck	\$5,032.50	972255	05 - Legal Counsel	Legal Counsel
8-Feb	GSI Water Solutions	\$1,516.25	0748.015-6	10 - GSP Implementation	On-Call Hydrogeological Consulting
8-Feb	GSI Water Solutions	\$1,726.25	0748.017-2	04 - Monitoring	2024 Quarterly Monitoring & Reporting
8-Feb	GSI Water Solutions	\$27,419.85	0748.016-2	09 - GSP Related Costs	GSP Annual Report
31-Jan	Troup CPA	\$700.00	31-Jan	02 - Accountant	Accounting
	LACSD	\$200.00		01 - Administrative	Facilities Use & Support Services
	Invoice Total	\$41,594.85			

Agenda Item 6)

CONTRACT AMENDMENT

Project Name: Tax Roll Preparation	CA No. 6
Client Name: San Antonio Basin Water District	Project/Phase No. 1591-0002
Attention: Donna Glass	Date: January 24, 2024
Address: 1005 South Broadway, Santa Maria, California, 93454	



Wallace Group requests the Client’s authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed July 22, 2020. If approved, please return one signed original Contract Amendment to Wallace Group.

Description and Purpose of the Revision(s)

Wallace Group continues to provide support to San Antonio Basin Water District (SABWD) for their tax roll.

This includes:

- Responding to customer questions
- Mail out Property Change Request letters and follow up with any requested changes
- Updating the database with changes and updating Board as needed
- Prepare FY 2024/25 tax roll and invoice and distribute to property owners
- Continue receiving payment from property owners, maintaining records, and making bank deposits
- Follow up with delinquent assessments
- Attend meetings with SABWD BOD as requested
- On-call support as needed at SABWD’s request

Revision(s) Represent:

- a change in previous instructions
- a change in Scope of Services
- other:

Revision(s) Fee:

- hourly (time & materials) \$
- progress billing: \$
- not-to-exceed w/o authorization: **\$15,000**

Revision(s) will be invoiced as:

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,
WALLACE GROUP, a California Corporation

APPROVED BY CLIENT:

Kari E. Wagner, PE C66026
Principal
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

- CIVIL AND TRANSPORTATION ENGINEERING
- CONSTRUCTION MANAGEMENT
- LANDSCAPE ARCHITECTURE
- MECHANICAL ENGINEERING
- PLANNING
- PUBLIC WORKS ADMINISTRATION
- SURVEYING / GIS SOLUTIONS
- WATER RESOURCES

WALLACE GROUP
A California Corporation

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