

# San Antonio Basin Water District

Board of Directors Regular Meeting  
March 16, 2021 at 1:00 P.M.

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 below. You can join on your computer and/or call in.

Screen share 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

If you would like to speak during the public comment portion of the meeting, you have the following options:

**Online** – raise your hand, or use the Chat option

**Phone** – press \*9 to raise your hand, \*6 to mute or unmute to submit comments.

## 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) **Minutes**
  - a. February 16, 2020 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
  - a. Review and Approve February Financial Statement
  - b. Review February GSA Financial Statement
  - c. Consider Approval of GSA Fund Request
- 6) **Informational Items**
  - a. Management/Administration Report
  - b. Director Training Report
  - c. Update on San Antonio Basin Groundwater Sustainability Agency
    - i. Review and Discuss GSI Presentation on Basin Conditions - Groundwater Levels at February 2021 GSA Board Meeting
- 7) **New Business**— requests for items to be placed on next agenda.

**8) Next Meeting Date – April 20, 2021**

**9) 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](mailto:admin@sanantoniobasinwd.org) or 805-928-8349. 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](mailto:admin@sanantoniobasinwd.org) or 805-928-8349.*

# San Antonio Basin Water District

## Meeting Minutes

Board of Directors Regular Meeting  
February 16, 2021 at 1:00 P.M.

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**Online** – raise your hand, or use the Chat option

**Phone** – press \*9 to raise your hand, \*6 to mute or unmute to submit comments.

**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

Members absent: Victor Schaff

**Others in attendance:** Alan Doud – YoungWooldridge, Donna Glass - District Manager, Leta Spencer - Westchester Group Investment Management, Inc., Peter Stone, Tracy Stone, Tiffany Abeloe and Marissa Winchester, Diamond West Farming.

- 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.

4) **Minutes**

a. **January 19, 2020 Board Meeting Minutes – Board Approval Needed**

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

A roll call vote was taken and the motion carried.

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

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

5) **Financial Report**

a. **Review and Approve January Financial Statement**

Donna Glass reported on the Financials. The January statement was included in the packet. As of January 31, 2020 58% of the year has elapsed. The SABWD has collected \$555,391 or 89% of the Assessments and received \$261,524.42 in carry over funds from the FSAWB. The expenses YTD for July-January has been \$361,901. This includes the \$285,000 transferred to the GSA. This is 62% of the GSA Budget. Net Income YTD has been \$455,015.

**Motion** was made by Director Sharer to approve the Financials as presented. **Motion seconded** by Director Reade.

A roll call vote was taken and the motion carried.

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

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

b. **Assessments Status Report**

Donna Glass reported on the Assessment Status.

As of January 9, 2021 \$571,727 of the assessments has been collected. A balance of \$87,373 remains for 2020/2021. Wallace Group mailed out a reminder letter to all that had not paid on January 20<sup>th</sup>.

c. **Discussion and Possible Action Regarding Delinquent Assessments**

Donna Glass reported that assessments became delinquent on Feb 8, 2021. The balance remaining to be collected for 2020/2021 is \$79,514. A few of the unpaid parcel owners have indicated they will be sending in their payments soon. Staff will continue to work on collecting the balance owed and report back at the next meeting.

d. **Review January GSA Financial Statement**

Donna Glass reported on the GSA Financials for January.

For review only, as of January 31, 2021 53% of the year has elapsed. The SABGSA account has \$86,249 in their operations account and \$24,995 in their MMKT account for a total of \$111,243. The expenses YTD have been \$242,305. They have received \$285,000 from the SABWD YTD/62% of the budgeted funds have been provided by the District. They have (1) pending grant payment due totaling \$28,065. Grant balance, including retention, left available is \$161,351.

e. **Consider Approval of GSA Fund Request**

The GSA did not request any funds.

**6) Informational Items**

**a. Management/Administration Report**

Donna Glass gave a brief update. Most all updates were included during agenda items.

**b. Director Training Report**

Donna Glass reported that everyone is current with their training courses. 2 will need to complete their Ethics Course before May 15<sup>th</sup>.

Form 700 filing is due again by April 1<sup>st</sup> via your online web link. All should receive an email from the County. The District is the filing agency. 3 board members still need to complete.

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

Director Sharer and Merrill provided a brief update on the SABGSA progress on the GSP

**i. Review and Discuss GSI Presentation on Future Water Budget for GSP at Jan 2021 GSA Board Meeting**

Director Sharer provided an overview on the on Future Water Budget from the GSP presentation at the January 2021 GSA Board Meeting by GSI Consultants.

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

No new business was requested

**8) Next Meeting Date – March 16, 2021**

Motion was made and seconded to set the next meeting date for March 16, 2021

**9) Adjournment**

Meeting was adjourned by Director Merrill at 2:34 p.m.

Respectfully submitted,

\_\_\_\_\_  
Craig Reade, Secretary

**Accepted:**

\_\_\_\_\_  
Kevin Merrill, President

\_\_\_\_\_  
Date

**San Antonio Basin Water District**  
**Profit & Loss Budget vs. Actual**  
 July 2020 through February 2021

67% of the year has elapsed	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Assessments</b>	594,489.36	626,236.00	-31,746.64	94.93%
<b>FSAWB Carry Over Funds</b>	261,524.42	225,000.00	36,524.42	116.23%
<b>Total Income</b>	<u>856,013.78</u>	<u>851,236.00</u>	<u>4,777.78</u>	<u>100.56%</u>
<b>Expense</b>				
<b>01 - General Manager</b>	26,666.64	40,000.00	-13,333.36	66.67%
<b>02 - Employment Taxes and Benefits</b>	2,518.34	14,000.00	-11,481.66	17.99%
<b>03 - Audit &amp; Financial Reporting</b>	4,375.00	7,500.00	-3,125.00	58.33%
<b>04 - Contract Admin(Assesmt Billing)</b>	31,302.76	25,000.00	6,302.76	125.21%
<b>05 - Legal Services</b>	13,233.65	30,000.00	-16,766.35	44.11%
<b>06 - Meeting Room Lease</b>	149.90	1,200.00	-1,050.10	12.49%
<b>07 - Web Page Support</b>	0.00	1,200.00	-1,200.00	0.0%
<b>08 - Conferences/Training</b>	0.00	5,000.00	-5,000.00	0.0%
<b>09 - Travel</b>	0.00	3,500.00	-3,500.00	0.0%
<b>10 - Insurance E&amp;O; Board</b>	2,288.00	8,000.00	-5,712.00	28.6%
<b>11 - Office Supplies</b>	158.75	2,000.00	-1,841.25	7.94%
<b>12 - Postage/Printing</b>	383.86	5,000.00	-4,616.14	7.68%
<b>13 - Board Elections</b>	0.00	2,000.00	-2,000.00	0.0%
<b>14 - CSDA Membership</b>	186.00	1,000.00	-814.00	18.6%
<b>15 - LAFCO District Fees</b>	0.00	1,000.00	-1,000.00	0.0%
<b>16 - Telephone/Computer/Internet</b>	0.00	3,000.00	-3,000.00	0.0%
<b>17 - Contingency 10%</b>	0.00	14,900.00	-14,900.00	0.0%
<b>18 - GSA Budget</b>	285,000.00	458,900.00	-173,900.00	62.11%
<b>19 - Designation to District Reserve</b>	0.00	228,036.00	-228,036.00	0.0%
<b>Total Expense</b>	<u>366,262.90</u>	<u>851,236.00</u>	<u>-484,973.10</u>	<u>43.03%</u>
<b>Net Ordinary Income</b>	<u>489,750.88</u>	<u>0.00</u>	<u>489,750.88</u>	<u>100.0%</u>

**San Antonio Basin Water District**  
**Balance Sheet**  
As of February 28, 2021

	<u>Feb 28, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Community Bank - Checking	<u>489,750.88</u>
<b>Total Checking/Savings</b>	<u>489,750.88</u>
<b>Total Current Assets</b>	<u>489,750.88</u>
<b>TOTAL ASSETS</b>	<u><b>489,750.88</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	<u>489,750.88</u>
<b>Total Equity</b>	<u>489,750.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>489,750.88</b></u>

**San Antonio Basin Water District  
Transaction List by Vendor  
February 2021**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>CARRIE TROUP</b>	Check	02/28/2021	5032	INV #0121SABWD	Community Bank - Checking	-625.00
<b>EDD</b>	Liability Check	02/18/2021	E-pay	136-2280-8 QB Tracking # -1065774042	Community Bank - Checking	-133.08
	Liability Check	02/18/2021	E-pay	136-2280-8 QB Tracking # -1065698042	Community Bank - Checking	-116.68
<b>QuickBooks Payroll Service</b>	Liability Check	02/24/2021		Created by Payroll Service on 02/18/2021	Community Bank - Checking	-2,603.00
<b>United States Treasury</b>	Liability Check	02/18/2021	E-pay	85-1380283 QB Tracking # -1065721042	Community Bank - Checking	-854.00



**San Antonio Basin GSA**  
**Profit & Loss Budget vs. Actual**  
 July 2020 through February 2021

67% of the year has elapsed	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01 DWR Grant #1 Payments	72,613.00	196,453.00	-123,840.00	36.96%
01 DWR Grant #2 Payments	0.00	200,000.00	-200,000.00	0.0%
4-Interest Income	5.58			
<b>Total Income</b>	<u>72,618.58</u>	<u>396,453.00</u>	<u>-323,834.42</u>	<u>18.32%</u>
<b>Expense</b>				
<b>Administration and Operation</b>				
01 Administrative Exp/Office Ex	25,561.41	68,600.00	-43,038.59	37.26%
02-Accountant	4,875.00	12,600.00	-7,725.00	38.69%
03-Comm Eng Grant Wrtnng NonGSP	0.00	25,000.00	-25,000.00	0.0%
04-Monitoring	27,197.38	45,153.00	-17,955.62	60.23%
05-Legal Counsel	2,928.00	42,000.00	-39,072.00	6.97%
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)	225,215.67	579,181.00	-353,965.33	38.89%
<b>Total Administration and Operation</b>	<u>287,537.20</u>	<u>777,634.00</u>	<u>-490,096.80</u>	<u>36.98%</u>
<b>Total Expense</b>	<u>287,537.20</u>	<u>777,634.00</u>	<u>-490,096.80</u>	<u>36.98%</u>
<b>Net Ordinary Income</b>	<u>-214,918.62</u>	<u>-381,181.00</u>	<u>166,262.38</u>	<u>56.38%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
11 Operating Transfers	285,000.00	458,944.00	-173,944.00	62.1%
<b>Total Other Income</b>	<u>285,000.00</u>	<u>458,944.00</u>	<u>-173,944.00</u>	<u>62.1%</u>
<b>Other Expense</b>				
Contingency (10%)	0.00	77,763.00	-77,763.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>77,763.00</u>	<u>-77,763.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>285,000.00</u>	<u>381,181.00</u>	<u>-96,181.00</u>	<u>74.77%</u>
<b>Net Income</b>	<u><u>70,081.38</u></u>	<u><u>0.00</u></u>	<u><u>70,081.38</u></u>	<u><u>100.0%</u></u>

# San Antonio Basin GSA

## Balance Sheet

As of February 28, 2021

Feb 28, 21

### ASSETS

#### Current Assets

##### Checking/Savings

Community Bank of Santa Maria 41,016.75

Community Bank of SM MMKT -2449 24,995.58

Total Checking/Savings 66,012.33

Total Current Assets 66,012.33

**TOTAL ASSETS 66,012.33**

### LIABILITIES & EQUITY

#### Equity

Retained Earnings -4,069.05

Net Income 70,081.38

Total Equity 66,012.33

**TOTAL LIABILITIES & EQUITY 66,012.33**

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

February 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
<b>Brownstein Hyatt Farber Schreck</b>						
	Check	02/28/2021	2227	05-Legal Counsel	Community Bank of Santa Maria	42.00
Total Brownstein Hyatt Farber Schreck						<u>42.00</u>
<b>Cachuma Resource Conservation District</b>						
	Check	02/28/2021	2223	01Administrative Exp/Office Ex	Community Bank of Santa Maria	2,730.00
Total Cachuma Resource Conservation District						<u>2,730.00</u>
<b>Carrie Troup, C.P.A.</b>						
	Check	02/28/2021	2224	02-Accountant	Community Bank of Santa Maria	625.00
Total Carrie Troup, C.P.A.						<u>625.00</u>
<b>GSI WATER SOLUTIONS, INC.</b>						
	Check	02/28/2021	2225	08-GSP Development(GSIcontract)	Community Bank of Santa Maria	35,506.75
	Check	02/28/2021	2226	04-Monitoring	Community Bank of Santa Maria	6,328.36
Total GSI WATER SOLUTIONS, INC.						<u>41,835.11</u>
<b>TOTAL</b>						<u><u>45,232.11</u></u>

<b>SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY- ACCOUNTS RECEIVABLE</b>				
<b>Name</b>	<b>Total per agreement</b>	<b>Amount Invoiced</b>	<b>Amount Paid</b>	<b>Amount Due (Receivable)</b>
<b>DWR Agreement</b>	300,000.00			
<b>DWR 4600012675 Inv #1</b>		16,690.68	16,690.68	-
<b>DWR 4600012675 Inv #2</b>		8,118.26	8,118.26	-
<b>DWR 4600012675 Inv #3</b>		3,312.97	3,312.97	-
<b>DWR 4600012675 Inv #4</b>		2,750.75	2,750.75	-
<b>DWR 4600012675 Inv #5</b>		1,968.90	1,968.90	-
<b>DWR 4600012675 Inv #6</b>		5,129.04	5,129.04	-
<b>DWR 4600012675 Inv #7</b>		34,047.11	34,047.11	-
<b>DWR 4600012675 Inv #8A</b>		30,533.31	30,533.31	-
<b>DWR 4600012675 Inv #8B</b>		8,032.57	8,032.57	-
<b>DWR 4600012675 Inv #9A</b>		28,065.35	28,065.35	-
<b>DWR 4600012675 Inv #9B</b>		28,772.16	28,772.16	-
<b>Total</b>	<b>300,000.00</b>	<b>167,421.10</b>	<b>167,421.10</b>	<b>-</b>

Paid March 2021  
Paid March 2021

Amount Remaining Available  
(includes retention) 132,578.90

## SABGSA Funds Request

Anna Olsen <aolsen@sanantoniobasingsa.org>

Thu 3/11/2021 11:42 AM

To: Donna Glass <admin@sanantoniobasinwd.org>

Cc: Carrie Troup, CPA (carrie@troupcpa.com) <carrie@troupcpa.com>; Anna Olsen <aolsen@sanantoniobasingsa.org>

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.

Thanks!

Anna Olsen

Executive Director

San Antonio Basin Groundwater Sustainability Agency

920 East Stowell Rd

Santa Maria, CA 93454

805.868.4013

[aolsen@sanantoniobasingsa.org](mailto:aolsen@sanantoniobasingsa.org)