

# San Antonio Basin Water District

## Board of Directors Regular Meeting June 15, 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. May 2021 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
  - a. Review and Approve May Financial Statement
  - b. Review May GSA Financial Statement
  - c. Consider Approval of GSA Fund Request
- 6) **2021-22 Budget and Assessment**
  - a. Discussion and Possible Action on Changes to the 2021-22 Assessment Roll
  - b. Discussion and Possible Action Regarding Delinquent Assessments
    - i. Contract with Santa Barbara County to Collect the Delinquent Assessments on the Santa Barbara County Tax Rolls
    - ii. Resolution Authorizing Santa Barbara County to Collect 2020-21 Delinquent Assessments on the Santa Barbara County Tax Roll
  - c. 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 next agenda.
- 9) **Next Meeting Date – July 20, 2021**
- 10) **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  
May 18, 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.

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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.

1) **Call to Order**

The meeting was called to order at 1:02 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  
Victor Schaff  
Craig Reade  
Ken Hunter

Directors absent: None

**Others in attendance:** Donna Glass - District Manager, Tracy Stone, GinaLisa Tamayo – Jackson Family Wines, Matt Frank – Sutter Home Wines and Louis.

- 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. **March and April 2021 Board Meeting Minutes – Board Approval Needed**

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

A roll call vote was taken and the motion carried.

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

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

5) **Financial Report**

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

Donna Glass reported on the Financials for April.

The April statement was included in the packet. As of April 30, 2021 83% of the year has elapsed. The SABWD has collected \$637,080 or 97% of the Assessments and received \$261,524.42 in carry over funds from the FSAWB. The expenses YTD for July-April have been \$414,922/47% of the budget. This includes \$315,000 transferred to the GSA or 69% of the GSA Budget. Net Income YTD has been \$483,683.

**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 Merrill, Sharer, Schaff, Reade and Hunter

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

b. **Review April GSA Financial Statement**

Donna Glass reported on the GSA Financials for April.

For review only, as of April 30, 2021 85% of the year has elapsed. The SABGSA accounts total \$67,199. The expenses YTD have been \$373,191. They have received \$315,000 from the SABWD YTD or 69% of the Budget.

They have (2) pending grant payments due totaling \$58,854. Grant A balance, including retention, remaining is \$134,658. Grant B balance, including retention, remaining is \$139,066.

The GSA is not requesting any funds this month.

6) **Consider Appointment of an Alternate Director to the SABGSA Board**

**Motion** was made by Director Hunter to appoint Richard Kline as the Alternate Director for the Cattle position on the SABGSA Board. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

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

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

**7) 2021-22 Budget and Assessment**

**a. Discussion and Possible Action on Other Changes to the 2021-22 Assessment Roll**

Donna Glass provided an update about letters sent by the Wallace Group to 3 landowners for a potential of 83.86 additional irrigated acres from approved cultivated county permits. The landowners have until June 4<sup>th</sup> to respond if changes have been made to irrigated acres.

**b. Review and Discuss Preliminary 2021-22 Budget and Assessment**

Donna Glass gave a brief overview of the preliminary 2021-22 Budget and Assessment Fee. The final review and approval will be at the July board meeting.

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

A brief discussion and review of the delinquent accounts. No action was taken.

**8) Informational Items**

**a. Management/Administration Report**

Updates were provided during agenda items.

**b. Director Training Report**

Everyone is current.

**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 GSA Authorities Groundwater Dependent Ecosystems, Monitoring Networks, & Preliminary Projects & Mgt. Actions from the April 2021 GSA Board Meeting

Director Sharer provided an overview of the presentation from the April 2021 GSA Board Meeting by GSI Consultants. Board members and landowners were encouraged to attend the GSA meeting. The recorded monthly presentations are also available on the GSA website.

**9) Closed Session**

Potential Litigation -- Government Code Section 54956.9(d)(2)

The Board did not meet in Closed Session.

**10) Report of Closed Session**

No report

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

No new business was requested.

**12) Next Meeting Date – June 15, 2021**

The next meeting date will be June 15, 2021.

**13) Adjournment**

Meeting was adjourned by Director Merrill at 1:50 p.m.

Respectfully submitted,

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

**Accepted:**

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

\_\_\_\_\_  
Date

DRAFT

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

92% of the year has elapsed	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Assessments	637,080.05	658,054.00	-20,973.95	96.81%
FSAWB Carry Over Funds	261,524.42	225,000.00	36,524.42	116.23%
<b>Total Income</b>	<u>898,604.47</u>	<u>883,054.00</u>	<u>15,550.47</u>	<u>101.76%</u>
<b>Expense</b>				
01 - General Manager	36,666.63	40,000.00	-3,333.37	91.67%
02 - Employment Taxes and Benefits	3,295.00	14,000.00	-10,705.00	23.54%
03 - Audit & Financial Reporting	6,875.00	7,500.00	-625.00	91.67%
04 - Contract Admin(Assesmt Billing)	38,794.53	25,000.00	13,794.53	155.18%
05 - Legal Services	16,533.15	30,000.00	-13,466.85	55.11%
06 - Meeting Room Lease	149.90	1,200.00	-1,050.10	12.49%
07 - Web Page Support	282.92	1,200.00	-917.08	23.58%
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	254.00	2,000.00	-1,746.00	12.7%
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	186.00	1,000.00	-814.00	18.6%
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	315,000.00	458,900.00	-143,900.00	68.64%
19 - Designation to District Reserve	0.00	259,854.00	-259,854.00	0.0%
<b>Total Expense</b>	<u>420,708.99</u>	<u>883,054.00</u>	<u>-462,345.01</u>	<u>47.64%</u>
<b>Net Ordinary Income</b>	<u>477,895.48</u>	<u>0.00</u>	<u>477,895.48</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>477,895.48</u></u>	<u><u>0.00</u></u>	<u><u>477,895.48</u></u>	<u><u>100.0%</u></u>

**San Antonio Basin Water District**  
**Balance Sheet**  
As of May 31, 2021

	<u>May 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Community Bank - Checking	<u>477,895.48</u>
Total Checking/Savings	<u>477,895.48</u>
Total Current Assets	<u>477,895.48</u>
<b>TOTAL ASSETS</b>	<u><b>477,895.48</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Net Income	<u>477,895.48</u>
Total Equity	<u>477,895.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>477,895.48</b></u>



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

	<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>CARRIE TROUP</b>	Check	05/06/2021	5042	INV # 0521SABWD	Community Bank - Checking	-625.00
<b>EDD</b>	Liability Check	05/20/2021	E-pay	136-2280-8 QB Tracking # 225097154	Community Bank - Checking	-126.41
<b>QuickBooks Payroll Service</b>	Liability Check	05/24/2021		Created by Payroll Service on 05/20/2021	Community Bank - Checking	-2,609.67
<b>The Law Offices of Young Wooldridge</b>	Check	05/06/2021	5043	CLIENT ID 21089	Community Bank - Checking	-737.50
<b>United States Treasury</b>	Liability Check	05/20/2021	E-pay	85-1380283 QB Tracking # 225052154	Community Bank - Checking	-854.00
<b>Wallace Group</b>	Check	05/06/2021	5044	# 1591-0002-00	Community Bank - Checking	-804.72



THE LAW OFFICES OF

A LIMITED LIABILITY PARTNERSHIP · EST. 1939  
 1800 30TH STREET, FOURTH FLOOR  
 BAKERSFIELD, CA. 93301

HTTP://WWW.YOUNGWOOLDRIDGE.COM  
 EMAIL: ACCOUNTING@YOUNGWOOLDRIDGE.COM  
 PHONE: (661) 327-9661  
 FACSIMILE: (661) 327-1087

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATIONS

CONFIDENTIAL  
 SAN ANTONIO BASIN WATER DISTRICT  
 1005 S. BROADWAY  
 SANTA MARIA, CA 93454

April 30, 2021

Client ID 21089 AFD

Statement for period through April 30, 2021

**Summary by Matter**

Matter	Description	Prior Balance	Payments & Adjustments	Current Charges	Total Due
2	ASSESSMENTS, TOLLS AND CHARGES	\$324.50	-\$324.50	\$206.50	\$206.50
4	BOARD MEETINGS AND MATTERS (INCL. BROWN ACT)	\$177.00	-\$177.00	\$531.00	\$531.00
PRIOR STATEMENT BALANCE					\$501.50
TOTAL PAYMENTS AND ADJUSTMENTS					-\$501.50
CURRENT CHARGES					\$737.50
<b>PAY THIS AMOUNT</b>					<b>\$737.50</b>

Any Payments Received After 04/30/21 Will Appear on Your Next Statement

Visa, MasterCard and Discover accepted

A FINANCE CHARGE OF 1.5% WILL BE ADDED TO YOUR BALANCE 30 DAYS AFTER STATEMENT DATE



WALLACE GROUP

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

Friends of the San Antonio Water Basin  
 1005 S. Broadway  
 Santa Maria, CA 93454

May 2, 2021  
 Project No: 1591-0002-00  
 Invoice No: 53173  
**Invoice Total \$804.72**

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

**Professional services rendered through March 31, 2021**

Phase 00100 Tax Roll Preparation

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal	.75	230.00	172.50	
Senior Project Analyst I	1.00	145.00	145.00	
Senior Mechanical Engineer II	2.25	175.00	393.75	
Totals	4.00		711.25	
<b>Total Labor</b>				<b>711.25</b>

**Reimbursables**

Reimbursable Postage/Shipping/Delivery			93.47	
<b>Total Reimbursables</b>			<b>93.47</b>	<b>93.47</b>

**Total this Phase \$804.72**

**Budget**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Labor	711.25	17,071.25	17,782.50	
Limit			20,000.00	
Remaining			2,217.50	
<b>Total this Invoice</b>				<b>\$804.72</b>

# Billing Backup

Sunday, May 2, 2021

Wallace Group

Invoice 53173 Dated 5/2/2021

1:20:59 PM

Project	1591-0002-00	San Antonio Water Basin, Tax Roll Preparation
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Phase	00100	Tax Roll Preparation
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## Labor

			Hours	Rate	Amount	
Principal						
Wagner, Kari	3/8/2021		.50	230.00	115.00	
Mtg to Discuss Delinquent Payments						
Wagner, Kari	3/16/2021		.25	230.00	57.50	
Project Management						
Senior Project Analyst I						
Lepore, Lonnie	3/5/2021		.50	145.00	72.50	
A/R, Bank Dep						
Lepore, Lonnie	3/19/2021		.25	145.00	36.25	
A/R, Bank Deposit						
Lepore, Lonnie	3/25/2021		.25	145.00	36.25	
A/R, Bank Dep						
Senior Mechanical Engineer II						
Lindahl, Nels	3/1/2021		1.25	175.00	218.75	
Invoice Recalc 50% ownership;						
Lindahl, Nels	3/2/2021		1.00	175.00	175.00	
Invoice Recalc 50% ownership;						
Totals			4.00		711.25	
<b>Total Labor</b>						<b>711.25</b>

## Reimbursables

Reimbursable Postage/Shipping/Delivery						
0013121	1/31/2021	Postage Log January 2021 / 1/19/21 MW			18.98	
0022821	2/28/2021	Postage Log February 2021 / 2/22/21 KEW			74.49	
<b>Total Reimbursables</b>					<b>93.47</b>	<b>93.47</b>
					<b>Total this Phase</b>	<b>\$804.72</b>
					<b>Total this Project</b>	<b>\$804.72</b>
					<b>Total this Report</b>	<b>\$804.72</b>

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

92% of the year has elapsed	<u>Jul '20 - May 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	92,645.78	196,453.00	-103,807.22	47.16%
01 DWR Grant #2 Payments	36,804.73	200,000.00	-163,195.27	18.4%
4-Interest Income	8.73			
<b>Total Income</b>	<u>129,459.24</u>	<u>396,453.00</u>	<u>-266,993.76</u>	<u>32.65%</u>
<b>Expense</b>				
<b>Administration and Operation</b>				
01Administrative Exp/Office Ex	34,401.41	68,600.00	-34,198.59	50.15%
02-Accountant	6,750.00	12,600.00	-5,850.00	53.57%
03-Comm Eng Grant Wrtnng Non	0.00	25,000.00	-25,000.00	0.0%
04-Monitoring	29,812.13	45,153.00	-15,340.87	66.03%
05-Legal Counsel	3,054.00	42,000.00	-38,946.00	7.27%
06-Insurance	1,759.74	2,100.00	-340.26	83.8%
07-Audit Fees	2,590.00	3,000.00	-410.00	86.33%
08-GSP Development(GSIcontra	337,464.10	579,181.00	-241,716.90	58.27%
<b>Total Administration and Operation</b>	<u>415,831.38</u>	<u>777,634.00</u>	<u>-361,802.62</u>	<u>53.47%</u>
<b>Total Expense</b>	<u>415,831.38</u>	<u>777,634.00</u>	<u>-361,802.62</u>	<u>53.47%</u>
<b>Net Ordinary Income</b>	<u>-286,372.14</u>	<u>-381,181.00</u>	<u>94,808.86</u>	<u>75.13%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
11 Operating Transfers	315,000.00	458,944.00	-143,944.00	68.64%
<b>Total Other Income</b>	<u>315,000.00</u>	<u>458,944.00</u>	<u>-143,944.00</u>	<u>68.64%</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>315,000.00</u>	<u>381,181.00</u>	<u>-66,181.00</u>	<u>82.64%</u>
<b>Net Income</b>	<u><u>28,627.86</u></u>	<u><u>0.00</u></u>	<u><u>28,627.86</u></u>	<u><u>100.0%</u></u>

# San Antonio Basin GSA

## Balance Sheet

As of May 31, 2021

May 31, 21

### ASSETS

#### Current Assets

##### Checking/Savings

Community Bank of Santa Maria -2,222.92

Community Bank of SM MMKT -2449 24,998.73

Total Checking/Savings 22,775.81

##### Other Current Assets

Prepaid Insurance 1,783.00

Total Other Current Assets 1,783.00

Total Current Assets 24,558.81

**TOTAL ASSETS 24,558.81**

### LIABILITIES & EQUITY

#### Equity

Retained Earnings -4,069.05

Net Income 28,627.86

Total Equity 24,558.81

**TOTAL LIABILITIES & EQUITY 24,558.81**

**San Antonio Basin GSA  
Expenses by Vendor Detail  
May 2021**

	Type	Date	Num	Account	Split	Amount
<b>Brownstein Hyatt Farber Schreck</b>						
	Check	05/31/2021	2245	05-Legal Counsel	Community Bank of Santa Mari	42.00
Total Brownstein Hyatt Farber Schreck						<u>42.00</u>
<b>Cachuma Resource Conservation District</b>						
	Check	05/31/2021	2238	01Administrative Exp/Office Ex	Community Bank of Santa Mari	2,990.00
Total Cachuma Resource Conservation District						<u>2,990.00</u>
<b>Carrie Troup, C.P.A.</b>						
	Check	05/31/2021	2241	02-Accountant	Community Bank of Santa Mari	625.00
Total Carrie Troup, C.P.A.						<u>625.00</u>
<b>GOLDEN STATE RISK MANAGEMENT AUTHORITY</b>						
	Check	05/31/2021	2242	Prepaid Insurance	Community Bank of Santa Mari	1,783.00
Total GOLDEN STATE RISK MANAGEMENT AUTHORITY						<u>1,783.00</u>
<b>GSI WATER SOLUTIONS, INC.</b>						
	Check	05/31/2021	2239	04-Monitoring	Community Bank of Santa Mari	353.50
	Check	05/31/2021	2243	08-GSP Development(GSIcontract)	Community Bank of Santa Mari	33,615.38
Total GSI WATER SOLUTIONS, INC.						<u>33,968.88</u>
<b>MOSS, LEVY &amp; HARTZHEIM LLP</b>						
	Check	05/31/2021	2244	07-Audit Fees	Community Bank of Santa Mari	2,590.00
Total MOSS, LEVY & HARTZHEIM LLP						<u>2,590.00</u>
<b>U.S. GEOLOGICAL SURVEY</b>						
	Check	05/31/2021	2240	08-GSP Development(GSIcontract)	Community Bank of Santa Mari	2,425.00
Total U.S. GEOLOGICAL SURVEY						<u>2,425.00</u>
<b>TOTAL</b>						<u><u>44,423.88</u></u>

**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY- ACCOUNTS RECEIVABLE**

<b>Name</b>	<b>Total per agreement</b>	<b>Amount Invoiced</b>	<b>Amount Paid</b>	<b>Amount Due (Receivable)</b>
<b>DWR Agreement A</b>	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 #8A		30,533.31	30,533.31	-
DWR 4600012675 Inv #9A		28,065.35	28,065.35	-
DWR 4600012675 Inv #10A		34,725.16		34,725.16
Total Grant A	300,000.00			
		165,341.53	130,616.37	34,725.16

Amount Remaining  
(includes retention) 134,658.47

<b>DWR Agreement B</b>	200,000.00			
DWR 4600012675 Inv #8B		8,032.57	8,032.57	-
DWR 4600012675 Inv #9B		28,772.16	28,772.16	-
DWR 4600012675 Inv #10B		24,128.96		24,128.96
Total Grant A	200,000.00			
		60,933.69	36,804.73	24,128.96

Amount Remaining -  
(includes retention) 139,066.31

<b>Total Grants A and B</b>	<b>500,000.00</b>	<b>226,275.22</b>	<b>167,421.10</b>	<b>58,854.12</b>
	<b>Total per agreement</b>	<b>Amount Invoiced</b>	<b>Amount Paid</b>	<b>Amount Due (Receivable)</b>



**CONTRACT FOR COLLECTION OF  
SPECIAL TAXES, ASSESSMENTS and OTHER CHARGES**

THIS CONTRACT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **COUNTY OF SANTA BARBARA**, (hereinafter referred to as “COUNTY”), and **SAN ANTONIO BASIN WATER DISTRICT**, (hereinafter referred to as “PUBLIC AGENCY”), a public agency, located in the County of Santa Barbara, State of California (hereinafter referred to as “PUBLIC AGENCY”).

WHEREAS, California Government Code Sections 29304, 50077, 51800 and 61115 provide for the COUNTY to collect special taxes, assessments and/or rates and other charges for services and facilities on the COUNTY tax rolls for cities and/or districts located in the County of Santa Barbara; and

WHEREAS, PUBLIC AGENCY is such a city or district; and

WHEREAS, Proposition 218 passed in 1996 added Articles XIII C and XIII D to the California Constitution introducing new requirements and constraints on local governments’ ability to impose taxes, property-related fees and charges, and assessments for the financing of public facilities and services; and

WHEREAS, due to the desire to keep the tax administration as efficient and cost effective as possible it is in the public interest that COUNTY collect on the COUNTY tax rolls the special taxes, assessments and/or rates and other charges for PUBLIC AGENCY; and

WHEREAS, PUBLIC AGENCY may determine that it is in the public interest to utilize the assistance of a third-party consultant/contractor at the sole cost of the PUBLIC AGENCY to prepare and submit special taxes, assessments and/or rates and other charges to the COUNTY on PUBLIC AGENCY’s behalf;

NOW, THEREFORE, in consideration of the foregoing, COUNTY and PUBLIC AGENCY hereby agree as follows:

1. That the recitals set forth hereinabove are true and correct.
2. Provided that PUBLIC AGENCY first notifies COUNTY on or before the 10th day of August of the fiscal year for which PUBLIC AGENCY desires that COUNTY collect PUBLIC AGENCY’s special taxes, assessments and other charges on the COUNTY tax rolls by providing a listing of

the Assessor's parcel numbers to be charged that indicates the amount of each special tax, assessment and other charge to be collected for each parcel, COUNTY shall so collect such listed special taxes, assessments and other charges for PUBLIC AGENCY.

3. PUBLIC AGENCY agrees to comply with applicable law authorizing such special taxes, assessments and other charges with the provisions of Proposition 218. In doing such, PUBLIC AGENCY agrees to annually provide a copy of the PUBLIC AGENCY Board's certified Resolution or Ordinance authorizing the special taxes, assessments and other charges to be collected on the secured tax bill. Such resolution will reference the underlying code or legal parameters allowing the special taxes, assessments and other charges levy, the underlying code or legal parameters to place the special taxes, assessments and other charges on the tax bill, and the "order" to the Auditor-Controller to place the special taxes, assessments and other charges on the tax bill for the current tax year. PUBLIC AGENCY will also certify that the special taxes, assessments and other charges comply with applicable law and the requirements of Proposition 218. PUBLIC AGENCY further agrees to provide any other documentation, such as a certified ballot measure, supporting the authority to levy the special taxes, assessments and other charges as requested by COUNTY and that without this documentation it is the Auditor-Controller's discretion whether to place the special taxes, assessments and other charges on the secured tax roll.
4. PUBLIC AGENCY agrees to release and forever discharge the COUNTY and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of any of the PUBLIC AGENCY's responsibilities for special taxes, assessments and other charges. PUBLIC AGENCY further agrees to defend, indemnifies and saves harmless the COUNTY and its officers, agents and employees ("indemnified parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of any of the PUBLIC AGENCY's responsibilities for special taxes, assessments and other charges. If any judgment is entered against any indemnified party as a result of action taken to implement this agreement by the COUNTY for the benefit of the PUBLIC AGENCY, the Auditor-Controller may offset the amount of any judgment paid by COUNTY or by any indemnified party from any monies collected by COUNTY on the PUBLIC AGENCY's behalf, including property taxes, special taxes, fees, assessments or other charges. The COUNTY may, but is not required to, notify the PUBLIC AGENCY of its intent to implement any offset. PUBLIC AGENCY will be responsible for any refunds required in connection with the special taxes, assessments and other charges and for any costs incurred by COUNTY in making any corrections to tax bills whether or not resulting in refunds.

5. In order to promote and maintain efficient property tax administration PUBLIC AGENCY agrees:
  - a) To respond to taxpayers' inquiries in a timely manner and not refer taxpayers to COUNTY regarding the removal or correction of special taxes, assessments and other charges.
  - b) To follow all administrative procedures as established by the COUNTY, including, submitting all documents including but not limited to annual certifications and data in the required formats to COUNTY by established deadlines, and providing all requests for removal or correction of special taxes, assessments and other charges in writing.
  - c) PUBLIC AGENCY is responsible for the validity and accuracy of the amount of the special taxes, assessments and other charges as well as the assessor parcel numbers to which they are being charged regardless if such data is submitted by the PUBLIC AGENCY itself or by a third-party consultant/contractor on its behalf.
  - d) For each fiscal year, PUBLIC AGENCY must notify the County Auditor no later than February 10 of that year of any changes or corrections to the assessments being charged. COUNTY will not be required to collect any special taxes, assessments or other charges which are subject to correction or change for which COUNTY has been notified after that date.
  - e) That administrative citations and fines and other charges of this nature will not be placed on the secured roll.
  - f) That special taxes, assessments and other charges will not be permitted to be placed on the secured tax bills of government owned parcels, other parcels without sufficient assessed values and parcels not appearing on the tax roll. If such special taxes, assessments or other charges are discovered by COUNTY to be levied by PUBLIC AGENCY, PUBLIC AGENCY gives the Auditor-Controller the authority to remove the special taxes, assessments or other charges and relieve COUNTY from any further responsibility of collection making PUBLIC AGENCY solely responsible for their collection. Should this situation occur the Auditor-Controller will promptly notify the PUBLIC AGENCY.
  - g) That PUBLIC AGENCY gives the Auditor-Controller the authority to process and handle at his/her discretion special situations and unusual items not addressed elsewhere in this Contract. Such actions may include removal of the special taxes, assessments and other charges from the tax bill and relieving COUNTY from any further responsibility of collection making PUBLIC AGENCY solely responsible for their collection. Should this situation occur the Auditor-Controller will promptly notify the PUBLIC AGENCY.
  
6. In order to promote and maintain efficient property tax administration COUNTY agrees:
  - a) To timely address questions and issues brought forward by PUBLIC AGENCY.

- b) To timely process all changes, removals and corrections to special taxes, assessments and other charges provided such requests are received in writing within stipulated timeframes and follow established procedures.
  - c) To apportion and distribute collected special taxes, assessments and other charges at the same time as other secured taxes. Apportionment of uncollected special taxes, assessments and other charges will be governed by PUBLIC AGENCY's participation in the Alternative Tax Distribution Method (TEETER Plan).
  - d) To notify PUBLIC AGENCY of any special situations or unusual items as they arise and to work with PUBLIC AGENCY for timely resolution.
7. PUBLIC AGENCY and COUNTY hereby agree that COUNTY may charge up to One Dollar (\$1.00) per Assessor's parcel number for each special tax, assessment and other charge that is to be collected on the COUNTY tax rolls by COUNTY for PUBLIC AGENCY, all pursuant to Government Code Sections 29304, 50077, 51800 and 61115, and that COUNTY may collect such charge by adding it to each special tax, assessment and other charge on the COUNTY tax rolls to be collected for each parcel.
8. PUBLIC AGENCY and COUNTY hereby agree that the total annual charge in Section 7 of this Contract be paid to the COUNTY will be deducted in two equal parts from the total amounts collected for the special taxes, assessments or other charges prior to the distribution of their collections to the PUBLIC AGENCY.
9. PUBLIC AGENCY and COUNTY hereby agree that for any extended services requested by PUBLIC AGENCY, COUNTY may charge a fee sufficient to recover actual costs.
10. PUBLIC AGENCY agrees to waive any right it may have under Government Code Section 907 to protest the deduction of the amount in Section 7 of this Contract. PUBLIC AGENCY acknowledges and agrees that COUNTY will not be required to notify PUBLIC AGENCY of its intent to deduct such amount except by execution of this Contract.
11. PUBLIC AGENCY shall not assign or transfer this Contract or any interest herein without the written consent of COUNTY, and any such assignment or transfer or attempted assignment or attempted transfer of this Contract or any interest herein by PUBLIC AGENCY shall immediately and automatically terminate this Contract and this Contract shall thereupon be of no further legal force or effect; and, subject to the above provisions of this paragraph, this Contract shall be binding upon the assigns, transferees, successors and trustees of the parties hereto.

12. All existing Contracts between the COUNTY and PUBLIC AGENCY pertaining to the collection of special taxes, assessments and/or rates and other charges for services and facilities shall be terminated upon the execution of this Contract. Either party hereto may terminate this Contract at any time for any reason whatsoever by giving the other party at least (90) days written notice thereof.

IN WITNESS WHEREOF, COUNTY and PUBLIC AGENCY have executed this Contract effective on the day and year first hereinabove set forth.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATED: \_\_\_\_\_

COUNTY OF SANTA BARBARA

BY: \_\_\_\_\_

Auditor-Controller

**RESOLUTION OF THE  
BOARD OF DIRECTORS OF  
THE SAN ANTONIO BASIN WATER DISTRICT**

**RESOLUTION AUTHORIZING )  
COLLECTION OF 2020-21 )  
DELINQUENT ASSESSMENTS )  
BY COUNTY TAX COLLECTORS )  
)  
)**

**RESOLUTION NO. 2021-01**

**WHEREAS**, as authorized by Water Code Section 36550 *et seq.* and pursuant to Proposition 218 (Article XIIIID, Section 4 of the California Constitution), this Board has adopted an assessment to cover certain of the District’s estimated costs in order to confer special benefits to the assessed property; and

**WHEREAS**, on May 19, 2020, this Board of Directors adopted an Engineer’s Report, entitled “Engineer’s Report for the San Antonio Basin Water District” prepared for the District in compliance with Proposition 218 by the Wallace Group, which includes a detailed roll of the parcels within the District that would be subject to the proposed assessment; and

**WHEREAS**, an Assessment Ballot Proceeding was carried out in accordance with the Board of Directors’ May 19, 2020, Resolution, including a hearing conducted July 21, 2020, at which the weighted ballots in favor of the proposed Assessment outweighed the weighted ballots in opposition; and

**WHEREAS**, Government Code section 53753 of the Proposition 218 Omnibus Implementation Act provides that any agency that complies with the notice, protest, and hearing requirements of that Act is not required to comply with any other statutory notice, protest, and hearing requirements, and accordingly, the proceedings conducted in 2020 were conducted in accordance with the Omnibus Implementation Act, rather than the Water Code, with respect to notice, protest, and hearing requirements; and

**WHEREAS**, certain parcels are delinquent for 2020-21 assessments as of the date of this resolution.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF SAN ANTONIO BASIN WATER DISTRICT** does hereby resolve, declare and order as follows:

- 1) **Election to Proceed Under Part 7.5.** The District hereby elects to proceed under Division 13, Part 7.5 of the Water Code only for the collection and enforcement of delinquent 2020-21 assessments, as authorized by Water Code section 37203, subdivision (b).
- 2) **Procedures for Collection.** Pursuant to Water Code section 37212, the delinquent assessments shall be collected in the following manner.
  - A. **Delinquency List.** The Secretary shall prepare lists of the delinquent parcels in Santa Barbara County for which 2020-21 assessments remain unpaid, certify that the lists are true and correct, and transmit a copy of each list to the County auditor of the appropriate county along with a certified copy of this resolution.

- B. **Lien.** Pursuant to Water Code section 37212, subdivision (b), the unpaid charges shall be a special assessment and lien on the parcel upon receipt of the list and resolution by the County auditor.
  - C. **Collection.** The assessment shall be collected at the same time and in the same manner as ordinary municipal ad valorem taxes are collected, and shall be subject to the same penalties, and the same procedure and sale in case of delinquency as provided for those taxes.
  - D. **Remittance.** The County shall deduct from the charges an amount sufficient to compensate the County for the costs incurred in collecting the delinquent assessments following the same policies as applicable to similar collections with County ad valorem taxes. The remaining funds shall be remitted to the District.
2. **Other Matters.** The District's staff and officers are authorized and directed to do all thing necessary to collect the assessments consistent with applicable law, including the District Manager signing any forms or agreements which the respective County may require to facilitate collection of the 2020-21 assessment, consistent with the foregoing.

All the foregoing being on motion of Director \_\_\_\_\_ seconded by Director \_\_\_\_\_ and authorized by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing resolution is the resolution of said District as duly passed and adopted by said Board of Directors on June \_\_, 2021.

WITNESS my hand of said Board of Directors, June \_\_, 2021.

\_\_\_\_\_  
 Craig Reade  
 Secretary of the Board of Directors

## San Antonio Basin Water District 2020-21 Delinquent Assessments

Assessment Number	APN	Balance Due	Balance due with 5% Penalty
2	101-100-035	\$ 240.12	\$ 252.13
7	133-130-043	\$ 138.20	\$ 145.11
11	133-100-072	\$ 214.95	\$ 225.70
13	101-060-058	\$ 6,911.26	\$ 7,256.82
13	101-060-059	\$ 3,194.38	\$ 3,354.10
13	101-100-034	\$ 2,729.36	\$ 2,865.82
30	099-050-005	\$ 50.00	\$ 52.50
35	133-110-03	\$ 2,533.13	\$ 2,659.79
43	133-110-045	\$ 50.00	\$ 52.50
50	099-030-048	\$ 1,325.14	\$ 1,391.40
50	101-480-010	\$ 50.17	\$ 52.68
54	101-120-040	\$ 50.00	\$ 52.50
67	133-110-048	\$ 612.32	\$ 642.94
79	099-020-016	\$ 1,942.19	\$ 2,039.30
82	133-100-053	\$ 141.96	\$ 149.06
84	133-110-061	\$ 1,786.47	\$ 1,875.79
90	101-100-044	\$ 50.00	\$ 52.50

**17            \$22,019.64    \$23,120.62**





WALLACE GROUP®

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

TRANSMITTAL

Date: June 10, 2021

Project Number: 1591-0002

To: Donna Glass  
 San Antonio Basin Water District  
 1005 South Broadway  
 Santa Maria, California 93454

VIA Email

Phone: (805) 928-8349

Fax:

Email: [admin@sanantoniobasinwd.org](mailto:admin@sanantoniobasinwd.org)

From: Kari Wagner  
 Principal  
**WALLACE GROUP**  
 612 Clarion Court  
 San Luis Obispo, CA 93401

Phone: 805 544-4011

Fax: 805 544-4294

Email: [kariw@wallacegroup.us](mailto:kariw@wallacegroup.us)

Subject: Contract Amendment for Tax Roll Preparation

Please find attached our Contract Amendment #3 for the above referenced project. If this meets with your approval, please sign where indicated and return one copy to our office, **to the attention of Kylie Castle (kyliec@wallacegroup.us), Marketing Coordinator,** which will serve as our notice-to-proceed on your project.

Please call me if you have any questions at 805 544-4011.

Thank you.

ATTACHMENT  
CA 3

WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)

**CONTRACT AMENDMENT**



<b>Project Name:</b> Tax Roll Preparation	<b>CA No.</b> 3
<b>Client Name:</b> San Antonio Basin Water District	<b>Project/Phase No.</b> 1591-0002/0100
<b>Attention:</b> Donna Glass	<b>Date:</b> June 10, 2021
<b>Address:</b> 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 San Antonio Basin Water District (SABWD) for their tax roll.

This includes:

- Responding to customer questions
- Updating the database with changes and updating Board as needed
- Prepare FY 2021/22 tax roll and invoice and distribute to property owners
- Continue receiving payment from property owners, maintaining records, and making bank deposits
- Attend meetings with SABWD BOD as requested
- On-call support as needed at SABWD's request

CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

**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: \$28,000

**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

WALLACE GROUP  
 A California Corporation

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 F 805 544-4294