

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, March 19, 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. February 2024 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
 - a. Review and Approve February Financial Statements
 - i. Consider Fund Transfer from Investment Account to Operating Account
 - b. Investment Report
 - c. Assessments Status Report
 - d. Review February GSA Financial Statements
 - e. Consider GSA Fund Request
- 6) **Informational Items**
 - a. Management/Administration Report
 - b. Director Training Report
 - c. Update on San Antonio Basin Groundwater Sustainability Agency
- 7) **New Business**— requests for items to be placed on the next agenda.
- 8) **Next Meeting Date – April 16, 2024**
- 9) **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, February 20, 2024, at 1:00 p.m. at

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

DRAFT Meeting Minutes

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

<https://us02web.zoom.us/j/5896878298>

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1) **Call to Order**

The meeting was called to order at 1:03 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, 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. **January 2024 Board Meeting Minutes – Board Approval Needed**

A **motion** was made by Director Sharer to approve the January 2024 Minutes as amended.

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 January Financial Statements**

The January statement was included in the packet. As of January 31, 2024, 58% of the year had elapsed. The SABWD collected \$505,249 or 88% of the 2023-24 Assessments, \$46,286 in interest and \$3,615 in payments from Santa Barbara County Property Tax. The

expenses YTD were \$91,880 or 14% of the budget. Net Income was \$463,271 and \$1,321,102 is designated toward Reserves. The total of the checking and investment accounts was \$1,784,373. More information on California CLASS given during Agenda Item 5) b.

A **motion** was made by Director Sharer to approve the January Financial Statements as presented. **Motion seconded** by Director Merrill. 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 February 14, 2024, the operating account balance was \$34,314.75. February invoices for the Water District total \$4,817 and the GSA fund request is \$41,594.85. After paying the February invoices and approving the GSA fund request it would have left a negative balance of \$12,097.10. A fund transfer in the amount of \$35,000 from California CLASS to the operating account was made on February 14, 2024. After the invoices are paid the operating account will be \$22,902.90. The GSA is estimating a fund request of \$30k-35k for next month.

After some discussion the Board decided to leave the advance of the meeting fund transfer approved at the February meeting in place. It allows a fund transfer from the Investment Account to the Operating Account by the District Manager, not to exceed \$50,000, as needed before the next meeting.

b. Investment Report

The January California CLASS statement was included in the packet. Interest earned for January was \$7,651 and the account balance as of January 31, 2024, was \$1,751,866. The Average Monthly Yield was 5.49%.

c. Assessments Status Report

As of February 14, 2024, the SABWD collected \$507,056, or 88% of the 2023-24 Assessments. Balance remaining is \$69,845. Payment reminders were sent out on January 12, 2024, and payments became delinquent on February 4, 2024

Change Order Requests were mailed out on February 9, 2024. The deadline is April 1, 2024, for landowners to request any changes. The cover letter, policy and change request forms were mailed to all landowners and are available on the website.

To date we've received requests for address, ownership and/or manager changes and some increase in irrigated acres. All of the change requests will be brought to the board at the April or May meeting for review and approval.

d. Review January GSA Financial Statements

The January statement was included in the board packet for review only. As of January 31, 2024, 58% of the year had elapsed. The GSA checking account balance is \$25,000. The expenses YTD were \$52,144 or 10% of the budget. Operating transfers from the Water District to the GSA were \$52,144 or 10% of the budget.

e. Consider GSA Fund Request

As reported, the GSA account balance is \$25,000. Their February invoices total \$41,594.85. To pay this month's invoices and maintain their minimum balance of \$25,000 the GSA is requesting a fund transfer of \$41,594.85 this month.

A **motion** was made by Director Merrill to approve the SABGSA request and authorize the accountant to transfer \$41,594.85 from the SABWD operating account to the SABGSA account. **Motion seconded** by Director Sharer **The motion carried.**

AYES: Director Merrill, Sharer, and Reade

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

6) Review And Approve Contract Amendment With Wallace Group To Prepare Tax Roll

The District Manager reported that this contract amendment will add \$15,000 to the existing contract with a remaining balance of \$3,230.00. The new contract limit will be \$18,230. We budget \$20,000 for this expense.

A **motion** was made by Director Sharer to approve the Contract Amendment with the Wallace Group to Prepare Tax Roll. **Motion seconded** by Director Reade. 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

The Financial Transaction Report was electronically submitted on January 27, 2024, by the Auditor. The Cover Letter was signed and mailed to the State Controller's office on January 29, 2024. Other updates were included during agenda items.

b. Director Training Report

All Directors are up to date on Harassment, one needs their Ethics course and one is due in March. Reminder was provided that the Form 700's are due April 1, 2024. Everyone should have received an email from the County.

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 for discussion and/or action are:

- Groundwater Sustainability Plan (GSP) Approval. The San Antonio Creek Valley Groundwater Basin's GSP was approved by the Department of Water Resources on January 18, 2024. The Board will review and discuss the recommendations and potential corrective actions outlined in the Staff Report.
- Groundwater Sustainability Plan Annual Report for Water Year 2023. The Board will receive a presentation from GSI Water Solutions on the first draft of the Groundwater Sustainability Plan Annual Report for Water Year 2023 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 – March 19, 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.

DRAFT

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

Agenda Item 5) a.

67% of the year has elapsed	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
3380 Interest/Div Income	53,758.97	40,000.00	13,758.97	134.4%
Assessments	512,635.50	572,344.00	-59,708.50	89.57%
Misc Payments	3,615.07	50,441.00	-46,825.93	7.17%
Total Income	<u>570,009.54</u>	<u>662,785.00</u>	<u>-92,775.46</u>	<u>86.0%</u>
Expense				
01 - General Manager	27,300.00	60,800.00	-33,500.00	44.9%
03 - Audit & Financial Reporting	5,600.00	12,480.00	-6,880.00	44.87%
04 - Contract Admin(Assesmt Billing)	8,449.01	20,000.00	-11,550.99	42.25%
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	567.00	500.00	67.00	113.4%
10 - Insurance E&O; Board	1,123.00	1,150.00	-27.00	97.65%
11 - Office Supplies	265.00	350.00	-85.00	75.71%
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	0.00	500.00	-500.00	0.0%
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	93,738.85	498,000.00	-404,261.15	18.82%
19 - Designation to District Reserve	0.00	35,502.00	-35,502.00	0.0%
Total Expense	<u>138,321.86</u>	<u>662,785.00</u>	<u>-524,463.14</u>	<u>20.87%</u>
Net Ordinary Income	<u>431,687.68</u>	<u>0.00</u>	<u>431,687.68</u>	<u>100.0%</u>
Net Income	<u><u>431,687.68</u></u>	<u><u>0.00</u></u>	<u><u>431,687.68</u></u>	<u><u>100.0%</u></u>

San Antonio Basin Water District

Balance Sheet

As of February 29, 2024

Feb 29, 24

ASSETS

Current Assets

Checking/Savings

California Class 1,724,338.71

Community Bank - Checking 28,450.81

Total Checking/Savings 1,752,789.52

Total Current Assets 1,752,789.52

TOTAL ASSETS 1,752,789.52

LIABILITIES & EQUITY

Equity

Board Designated Reserves 1,321,101.84

Net Income 431,687.68

Total Equity 1,752,789.52

TOTAL LIABILITIES & EQUITY 1,752,789.52

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
CARRIE TROUP	Check	02/01/2024	5179	INV # 0224SABWD	Community Bank - Checking	-700.00
Donna Glass	Check	02/02/2024	5180	inv # 2402	Community Bank - Checking	-3,900.00
SAN ANTONIO BASIN GSA	Check	02/20/2024	EFT		Community Bank - Checking	-41,594.85
Wallace Group	Check	02/13/2024	5181	PROJECT 1591-0002-00	Community Bank - Checking	-217.50

Donna Glass Administrative Services
 Santa Maria, CA 93454

Invoice

DATE	INVOICE #
2/2/2024	2402

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

DESCRIPTION	AMOUNT
<p>Basic Monthly Administrative Services - January 1 through January 31, 2024</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 GSA Well Registration Project. Review, compare and create excel file with landowner returns listed with inactive wells to WD Irrigated/Non-Irrigated acres per APN. Update file of APN's that have not returned their well registration form.</p>	3,900.00

Due On Receipt
 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

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

January 22, 2024
 Project No: 1591-0002-00
 Invoice No: 61444
Invoice Total \$217.50

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

Professional services rendered through December 31, 2023

Phase 00100 Tax Roll Preparation

Labor

	Hours	Rate	Amount	
Senior Project Analyst I	.50	150.00	75.00	
Project Analyst II	.50	125.00	62.50	
Senior Mechanical Engineer II	.25	190.00	47.50	
Associate Engineer I	.25	130.00	32.50	
Totals	1.50		217.50	
Total Labor				217.50

Total this Phase \$217.50

Budget

	Current	Prior	To-Date	
Labor	217.50	72,552.50	72,770.00	
Limit			76,000.00	
Remaining			3,230.00	
				Total this Invoice \$217.50

Billing Backup

Monday, January 22, 2024

Wallace Group

Invoice 61444 Dated 1/22/2024

3:55:26 PM

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
Senior Project Analyst I			
Richardson, Lonnie	.50	150.00	75.00
A/R, Bank Dep, QB Updates			
Project Analyst II			
Metzger, Jennifer	.50	125.00	62.50
Process deposit			
Senior Mechanical Engineer II			
Lindahl, Nels	.25	190.00	47.50
Address Change;			
Associate Engineer I			
Williams, Olivia	.25	130.00	32.50
Assessment No. 111: Name and Mailing Address Update			
Totals	1.50		217.50
Total Labor			217.50
		Total this Phase	\$217.50
		Total this Project	\$217.50
		Total this Report	\$217.50



Agenda Item 5) a. i.

Order Details

Confirmation Number: 3747
 Transaction Status: Pending Processing
 From Account: CA-01-
 From Account Name: CA Class Fund
 Fund Name: CACCLASS
 Transaction Type: Withdrawal
 Method: ACH

Amount: \$50,000.00

Internal Memo:
 Bank Memo: Per Board Approval
 To Account: 04**5418
 Trade Date: 03/13/2024
 Settlement Date: 03/14/2024
 Entered By: donna.glass
 Approved By: N/A



Summary Statement

February 29, 2024

Page 1 of 3

Investor ID: CA-01 [REDACTED]

0000067-0000269 PDF 623465

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

Agenda Item 5) b.

California CLASS

California CLASS

Average Monthly Yield: 5.4395%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01 [REDACTED]	CA Class Fund	1,751,866.12	0.00	35,000.00	7,472.59	15,592.08	1,732,813.45	1,724,338.71
TOTAL		1,751,866.12	0.00	35,000.00	7,472.59	15,592.08	1,732,813.45	1,724,338.71



Account Statement

February 29, 2024

Page 2 of 3

Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.4395%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,751,866.12	0.00	35,000.00	7,472.59	15,592.08	1,732,813.45	1,724,338.71

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2024	Beginning Balance			1,751,866.12	
02/14/2024	Withdrawal		35,000.00		3398
02/29/2024	Income Dividend Reinvestment	7,472.59			
02/29/2024	Ending Balance			1,724,338.71	

**San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 3-13-2024**

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 3-13-2024**

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	\$ 7,890.04	\$ -
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 3-13-2024

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	512,635.47	64,266.67

89% of the Assessments have been Collected for 2023-24

Profit & Loss Budget vs. Actual
July 2023 through February 2024

Agenda Item 5) d.

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
67% of the year has elapsed				
Ordinary Income/Expense				
Income				
4-Interest Income	12.21			
Total Income	<u>12.21</u>			
Expense				
Administration and Operation				
01 Adminstrative Exp/Office Ex	34,745.34	76,000.00	-41,254.66	45.72%
02-Accountant	4,900.00	7,500.00	-2,600.00	65.33%
04-Monitoring	27,712.36	90,000.00	-62,287.64	30.79%
05-Legal Counsel	12,196.50	75,000.00	-62,803.50	16.26%
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	32,049.85	100,000.00	-67,950.15	32.05%
10-GSP Implementation / PMAs	10,822.50	142,500.00	-131,677.50	7.6%
11- Exec Order WellVerification	-197.50			
Total Administration and Operation	<u>123,962.05</u>	<u>498,000.00</u>	<u>-374,037.95</u>	<u>24.89%</u>
Total Expense	<u>123,962.05</u>	<u>498,000.00</u>	<u>-374,037.95</u>	<u>24.89%</u>
Net Ordinary Income	<u>-123,949.84</u>	<u>-498,000.00</u>	<u>374,050.16</u>	<u>24.89%</u>
Other Income/Expense				
Other Income				
11 Operating Transfers	93,738.85	498,000.00	-404,261.15	18.82%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	<u>93,738.85</u>	<u>548,000.00</u>	<u>-454,261.15</u>	<u>17.11%</u>
Other Expense				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
Net Other Income	<u>93,738.85</u>	<u>498,000.00</u>	<u>-404,261.15</u>	<u>18.82%</u>
Net Income	<u><u>-30,210.99</u></u>	<u><u>0.00</u></u>	<u><u>-30,210.99</u></u>	<u><u>100.0%</u></u>

Balance Sheet

As of February 29, 2024

Feb 29, 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
February 2024

Type	Date	Num	Memo	Account	Amount
BERTOUX & COMPANY					
Check	02/12/2024	3095	INVOICE # 24-001	01Administrative Exp/Office Ex	5,000.00
Total BERTOUX & COMPANY					5,000.00
Brownstein Hyatt Farber Schreck					
Check	02/05/2024	3091	INVOICE # 972255	05-Legal Counsel	5,032.50
Total Brownstein Hyatt Farber Schreck					5,032.50
Carrie Troup, C.P.A.					
Check	02/05/2024	3090	INV # 0124GSA	02-Accountant	700.00
Total Carrie Troup, C.P.A.					700.00
GSI WATER SOLUTIONS, INC.					
Check	02/08/2024	3092	INV# 0748.015-6	10-GSP Implementation / PMAs	1,516.25
Check	02/08/2024	3093	INV# 0748.017-2	04-Monitoring	1,726.25
Check	02/08/2024	3094	INV# 0748.016-2	09-GSP Related Costs-Annual Rep	27,419.85
Total GSI WATER SOLUTIONS, INC.					30,662.35
Los Alamos CSD					
Check	02/13/2024	3096	INV # 2023-11	01Administrative Exp/Office Ex	200.00
Total Los Alamos CSD					200.00
TOTAL					41,594.85

Donna Glass

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Tuesday, March 12, 2024 1:57 PM
To: Donna Glass
Subject: Fund Transfer Request
Attachments: Bertoux & Co - Invoice 24-002 February 2024 03-06-24.pdf; BHFS - Invoice #976555 03-06-24.pdf; GSI - Invoice #748.016-3 GSP Annual Report 03-12-24.pdf; GSI - Invoice #748.017-3 Quarterly Monitoring 03-12-24.pdf; GSI Invoice #748.015-7 On Call Services 03-12-24.pdf; LACSD - Facilities Use Invoice for 02-20-24.pdf; SABGSA February 2024 Invoices for Payment 03-12-24.xlsx; Troup - Invoice Feb 2024 03-01-24.pdf; GSA Financial Report 02 29 24.pdf

Agenda Item 5) e.

Hi Donna,

Our invoices for this month total \$43,165.80 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 February financial report, invoices, and my spreadsheet are attached. Let me know if you have any questions.

Thanks so much,
Stephanie

Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

1	Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
2	6-Mar	Bertoux & Co	\$5,000.00	24-002	01 - Administrative	Payroll
3	6-Mar	Brownstein, Hyatt, Farber & Schreck	\$392.00	976555	05 - Legal Counsel	Legal Counsel
4	12-Mar	GSI Water Solutions	\$6,675.00	0748.015-7	10 - GSP Implementation	On-Call Hydrogeological Consulting
5	12-Mar	GSI Water Solutions	\$10,157.31	0748.017-3	04 - Monitoring	2024 Quarterly Monitoring & Reporting
6	12-Mar	GSI Water Solutions	\$20,041.49	0748.016-3	09 - GSP Related Costs	GSP Annual Report
7	29-Feb	Troup CPA	\$700.00	0224GSA	02 - Accountant	Accounting
8	28-Feb	LACSD	\$200.00	2023-12	01 - Administrative	Facilities Use & Support Services
9		Invoice Total	\$43,165.80			