

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Phone: (805) 937-0511 - Fax: (805) 754-2874

Meeting Minutes

Board of Directors Regular Meeting

September 15, 2020 at 1:00 P.M.

Dial-in-number - 1-605-472-5736

Access Code – 186891

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 above.

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

Craig Reade

Ken Hunter – arrived about 1:10 pm

Victor Schaff

Craig Reade

Members absent: None

Others in attendance: Kari Wagner, Wallace Group, LLC, Donna Glass, District Manager and Peter Nolan.

- 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 one public comment from Peter Nolan. He asked about the agenda item for reducing the irrigated acres on the assessment invoice he received. The board moved agenda item 9) a. Consider Amending the 2020 Assessment Roll up to discuss first.

4) Minutes

- a. August 18, 2020 Board Meeting Minutes – Board Approval Needed**

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

A roll call vote was taken and the motion carried.

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

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

5) Financial Report

a. Review and Approve August Financial Statement

Donna Glass reported on the Financials. As of August 31, 2020 the SABWD account has \$128,366 in the account. The expenses YTD for July-August were \$96,684. This included the \$75k transferred to the GSA. Net Income YTD was \$225,050.00

Donna Glass also reported that on September 3rd a deposit for \$25,448 was made that will show up on our September statements and there have been a few requests for the SABWD W-9. One landowner sent a check with their ballot and also sent a check with the invoice. A refund will be issued. On September 14th another deposit was made for \$15,871.82.

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

A roll call vote was taken and the motion carried.

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

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

b. Review and Approve August GSA Financial Statement

Donna Glass reported on the GSA Financials. As of July 31, 2020 the SABGSA account has \$12,577.68 and \$-10.00 in a MMKT account for a total of \$12,567.68. The expenses for August were \$27,919.53. There was no income for August. The District board pre-approved \$40,000.00, if requested, until a request for funds procedure is approved.

Director Sharer questioned why the Board was approving the GSA Financials. Donna Glass explained that SABGSA Executive Director, Anna Olsen, had instructed us to include them on the agenda for approval. After a brief discussion a **Motion** was made by Director Merrill to table the approval until the District is provided an explanation about why they were asked to approve them. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

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

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

c. Review GSA Draft Fund Request Procedure

i. Discuss and Provide Feedback to the GSA on the Procedure for the GSA to Request Funds from the SABWD

After a brief review and discussion a **Motion** was made by Director Sharer to accept the Fund Request Procedure pending SABGSA changes/approval. **Motion seconded** by Director Merrill.

A roll call vote was taken and the motion carried.

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

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

6) Informational items

a. Management/Administration Report

Donna Glass reported that informational items would be covered during each agenda item.

b. Director Training Report

Donna Glass reported that the District will be responsible for the Director training. She had attended two administrator trainings sessions with Target Solutions for the use of the website. Each board member was sent a link to set up their training account. The training courses for each Director are now available for them to take. Director Merrill and Sharer are current with both of their courses through the SABGSA, also provided by Target Solutions.

c. Update on San Antonio Basin Groundwater Sustainability Agency

Director Sharer provided a brief update on the SABGSA progress on the GSP.

7) Consideration of Appointment of Director and Alternate Director to the San Antonio Basin GSA Board of Directors

A discussion took place about appointing a Director to fill one Director position for Brandy Branquinho. It was vacated because she is no longer an owner of a parcel in the District. Director Sharer suggested appointing her Alternate, Dan Chabot, for the vacant cattle position. Director Hunter and Schaff questioned if this was a District responsibility that maybe more time should be taken to review the potential Directors qualifications before appointment.

Motion was made by Director Sharer to table any Director or Alternate Director appointment for the SABGSA until more information is provided by potential candidates for the position. **Motion seconded** by Director Schaff.

A roll call vote was taken and the motion carried.

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

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

8) Consideration of Resolution No. 20-08 Approving San Antonio Basin Water District's Conflict of Interest Code

Motion was made by Director Schaff to approve Resolution No. 20-08 approving the San Antonio Basin Water District's Conflict of Interest Code. **Motion seconded** by Director Sharer.

A roll call vote was taken and the motion carried.

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

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

9) Other Business Matters

a. Consider Amending the 2020 Assessment Roll

This agenda item was moved up to the beginning of the meeting to accommodate an attending landowner. Kari Wagner, Wallace Group, provided an update on the calls and/or emails from landowners received that don't agree with their assessment invoice. She explained that landowners were informed that the District sent several written communications to every property owner discussing the irrigated lands and provided opportunities to make corrections if they had any. In addition, the Board had set their fiscal year budget based on the irrigated acres and the anticipated funds that they would receive based on those numbers. They were provided a change request form and informed they would need to fill out a form and provide documentation/proof of the reduction of the irrigated land to be placed on the agenda.

They were not added to the board agenda unless she heard back from them. In addition, they were informed that going to the board for this reduction request would not necessarily be approved. It would be up to the Board to approve or not approve as all property owners were given multiple opportunities to make changes. They would have an opportunity in January/February to reduce their acreage for the next fiscal year budget.

i. Consider Change Order Requests

A lengthy discussion took place between the board members and Peter Nolan regarding accepting change orders after the Assessment Roll had been finalized and the impact any changes would have to the budget.

Motion was made by Director Sharer to table the discussion for this meeting and to form a committee to come up with a recommendation for change order requests after the Assessment Roll had been finalized. The Committee members will be Director Merrill and Sharer, with Kari Wagner, Alan Doud and Donna Glass to attend in an advisory position only. **Motion seconded** by Director Hunter.

A roll call vote was taken and the motion carried.

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

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

b. Review and Approve Amended Contract with Wallace Group to Prepare Tax Roll

After a brief review of the contract and discussion a **Motion** was made by Director Hunter to approve the amended contract with Wallace Group to Prepare the Tax Roll. **Motion seconded** by Director Merrill.

c. Approve the California State Mandated Sick Time Accrual Calculation

A **Motion** was made by Director Sharer to approve the California State Mandated Sick Time Accrual Calculation for 40 hours per month at the rate required for part-time employees to earn a minimum of 1 hour of sick leave for every 30 hours worked. **Motion seconded** by Director Reade.

A roll call vote was taken and the motion carried.

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

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

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

A request was made to put the recommendation from the Committee formed for the change requests on the next agenda.

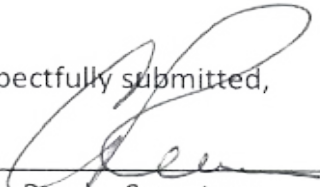
11) Next Meeting Date – October 20, 2020

Motion was made and seconded to set the next meeting date for October 20, 2020.

12) Adjournment

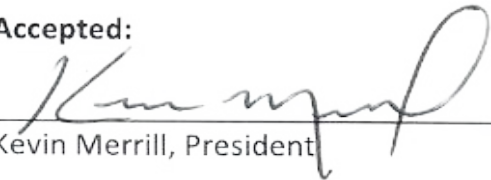
Meeting was adjourned by Director Merrill at 2:13 p.m.

Respectfully submitted,



Craig Reade, Secretary

Accepted:



Kevin Merrill, President

10/20/2020
Date