

# 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

January 19, 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.

**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

Victor Schaff

Members absent: None

**Others in attendance:** Donna Glass - District Manager, Leta Spencer - Westchester Group Investment Management, Inc., GinaLisa Tamayo - Jackson Family Winery and Matt Frank – Sutter Home Winery

- 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. November 17, 2020 Board Meeting Minutes – Board Approval Needed**

**Motion** was made by Director Hunter 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, Schaff, Reade and Sharer.

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

**5) Financial Report**

**a. Review and Approve November/December Financial Statement**

Donna Glass reported on the Financials. The November statement was included in the board packet. As of December 31, 2020 the SABWD has collected \$522,401.71 of the Assessments and received \$261,524.42 in carry over funds from the FSAWB. The expenses YTD for July-December have been \$285,914.55. This includes the \$215,000 transferred to the GSA. Net Income YTD has been \$498,011.58.

The FSAWB accounts have been closed. Remaining funds of \$36,524.42 was deposited into the SABWD account end of December.

50% of the year has elapsed and everything appears to be on or under budget with the exception of Contract Admin (Assessment Billing). This is due to added costs associated with landowner change orders/verification and Assessment Billing/banking set up. Between the contingency allotment and a number of budget items under projections it doesn't appear, at this time, it will affect the overall budget for this year.

**Motion** was made by Director Hunter 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. Assessments Status Report**

Donna Glass reported on the Assessment Status.

As of Jan, 8<sup>th</sup> \$524,565.46 of the assessments have been collected. \$134,534.31 balance remains to be collected for 2020/2021. Landowners have until Feb 8, 2021 before the assessment becomes delinquent.

Wallace Group will mail out a Letter to all that have not paid on January 20<sup>th</sup>.

**c. Review November/December GSA Financial Statement**

Donna Glass reported on the GSA Financials for December. For review only, as of December 31, 2020 the SABGSA account has \$3,746 in their operations account and \$24,994 in their MMKT account for a total of \$28,740. The expenses YTD have been

\$216,242. They have received \$215,000 from the SABWD YTD. They have (2) pending grant payments due totaling \$38,566. Grant balance, including retention, left available is \$189,416.

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

**Motion** was made by Director Schaff to approve the transfer of funds request for \$70,000 to the GSA by the accountant, Carrie Troup. **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

**6) Review and Approve Contract Amendment with Wallace Group to Prepare Tax Roll**

**Motion** was made by Director Sharer to approve the Contract Amendment with Wallace Group to prepare the 2021/22 Tax Roll. **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

**7) Review and Discuss Proposed Task Schedule for 2021/2022 Assessment Roll**

Donna Glass reported on the schedule. The District will need the GSA to provide their approved Budget before July 2021. The District will approve their budget and set the 2021/22 assessment fee at the July 20, 2021 meeting.

**8) Informational Items**

**a. Management/Administration Report**

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

The California Special Districts Association (CSDA) has been extremely helpful with the District requirements and has been a great resource. The local rep has called a number of times to review our needs or help in any way.

They had their District website specialist, Streamline, review our website to confirm it met all the requirements. They found only a few minor additions were needed. Per their recommendations, a link to the State Controller and Employee Compensation Reports was added. Also added was our Enterprise System Catalog using their free tool to create the link to the Catalog.

**b. Director Training Report**

Donna Glass reported that everyone is current with their courses. Two board members will need to complete their Ethics course before May 14, 2021.

Everyone's Form 700 is due to be renewed by April 1<sup>st</sup>. An email from the County should be sent out in the next week.

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

Director Sharer and Merrill provided a brief update on the SABGSA progress on the GSP and requested a review of the GSI presentation to be added to next month's agenda. District board members were encouraged to attend the GSA meeting to hear the Future Water Budget Presentation.

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

Director Sharer requested the GSI Future Water Budget Presentation planned for the GSA January 19<sup>th</sup> meeting is on the next agenda. No other new business was requested

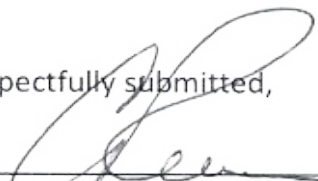
**10) Next Meeting Date – February 16, 2021**

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

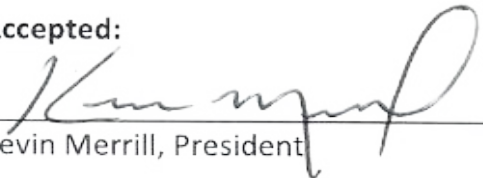
**11) Adjournment**

Meeting was adjourned by Director Merrill at 1:54 p.m.

Respectfully submitted,

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

Accepted:

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

2-16-2021  
Date