

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

October 20, 2020 at 1:00 P.M.

Dial-in-number - 1-602-580-9349

Access Code – 6982471

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 1:05 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 – arrived about 1:10 pm

Victor Schaff

Craig Reade

Members absent: None

Others in attendance Kari Wagner - Wallace Group, Alan Doud – YoungWooldridge, Donna Glass - District Manager and Leta Spencer - Westchester Group Investment Management, Inc.

- 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.

1) Committee Report

a. Discussion and Possible Action on Policy to Changes to Finalized Assessment Roll

After a discussion about the committee report a **Motion** was made by Director Schaff to accept the committee recommendations for the policy to changes to the finalized Assessment Roll as presented. **Motion seconded** by Director Hunter. *(Committee Report attached)*

A roll call vote was taken and the motion carried.

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

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

A request was made to hold a Special Board Meeting to discuss and come up with a plan to verify/define irrigated acres for future assessment rolls. Kevin Merrill and Donna Glass will work on the special meeting plans.

b. Discussion on Landowner Correspondence Regarding Assessment Change Requests

Motion was made by Director Merrill to accept the committee recommendations for the letter to be sent regarding assessment change requests to the finalized Assessment Roll as presented. **Motion seconded** by Director Sharer. *(Letter attached)*

A roll call vote was taken and the motion carried.

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

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

2) Discussion and Possible Action on Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors

Motion was made by Director Merrill to approve a Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors as discussed. **Motion seconded** by Director Schaff. *(Process attached)*

A roll call vote was taken and the motion carried.

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

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

3) Minutes

a. September 15, 2020 Board Meeting Minutes – Board Approval Needed

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

4) Financial Report

a. Review and Approve September Financial Statement

Donna Glass reported on the Financials. As of September 30, 2020 the SABWD has \$182,021.54 in the account. The expenses YTD for July-September were \$169,454.71. This includes the \$115k transferred to the GSA. Net Income YTD was \$348,298.47.

Motion was made by Director Merrill to approve the Financials as presented. **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

b. Assessments Status Report

Donna Glass reported on the Assessment Status. As reported during the Financial Report, as of Oct, 16th \$434,328.68 of the assessments has been collected. \$224,821.09 balance remains to be collected for 2020/2021. All money collected will now go toward future years reserves. Landowners now have until Feb 8, 2021 before the assessment becomes delinquent.

c. Review September GSA Financial Statement

Donna Glass reported on the GSA Financials. After our last meeting Anna Olsen clarified from legal counsel that the request for the District to approve the GSA Financials was in error. The RCD was approving them because of the requirement imposed by the RCD that the GSA maintained a minimum balance of \$150,000. That was later lowered to \$75,000 until the SABWD replaced the RCD.

So for review only, as of September 30, 2020 the SABGSA account has \$-9,713.49 and \$24,990.41 in a MMKT account for a total of \$15,276.92. The expenses for YTD were \$93,894.70. The pre-approved \$40,000.00 was transferred to the GSA for a total of \$115,000.00 transferred from the SABWD YTD.

d. GSA Fund Request

Donna Glass reported that the Draft Fund Request Procedure was approved by the GSA on Sept 15th. The WD reviewed and approved the procedure at the last meeting pending approval at the GSA meeting. The District received a request from the GSA for \$50,000.

Motion was made by Director Merrill to approve the transfer of funds request for \$50,000 to the GSA by the accountant, Carrie Troup and to add the GSA funding Policy to next month's agenda to amend the timeline of the request. **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) Informational Items

a. Management/Administration Report

Donna Glass provided a brief update on various items including:

- Delay joining the ACWA due to conformation of membership cost/benefits.
- The Conflict of Interest Code was approved at the BOS meeting.
- Benefits of the joining the California Special Districts Association (CSDA) as an excellent source of info for Special District procedures and policy help/sample documents, etc. Dues for the first year would be \$186.

Motion was made by Director Merrill to join the CSDA. **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. Director Training Report

Donna Glass provided an update on who still needed to complete their courses and activate their Target Solutions accounts.

c. Update on San Antonio Basin Groundwater Sustainability Agency

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

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

Requests were made to put the GSA Funding Procedure and discussing options for investing the reserve funds on the next agenda.

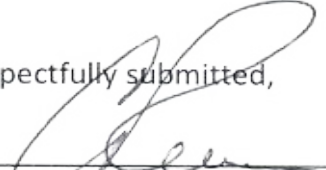
7) Next Meeting Date – November 17, 2020

Motion was made and **seconded** to set the next meeting date for November 17, 2020.

8) Adjournment

Meeting was adjourned by Director Merrill at 2:28 p.m.

Respectfully submitted,



Craig Reade, Secretary

Accepted:



Kevin Merrill, President

11-12020

Date

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Committee Meeting Report

September 25, 2020 at 1:30 P.M.

An ad hoc Committee meeting was called to order at 1:32 p.m. by Kevin Merrill, Committee Chair, via teleconference.

The following Committee Members were present: Kevin Merrill and Randy Sharer.

Absent: None

Others in attendance were staff members and recognized as attending in an advisory position only: Kari Wagner - Wallace Group, Alan Doud - YoungWooldridge and Donna Glass - District Manager.

Objective

At the San Antonio Basin Water District meeting held on September 15, 2020 a Committee was formed to make a recommendation to the board regarding change order requests received after the 2020/21 Assessment Roll was finalized and invoices were mailed to landowners.

Background

At the September 15, 2020 Board meeting, Kari Wagner provided an update on the calls and/or emails from landowners she had received that didn'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. The Landowners 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 upcoming board agenda.

The Landowners were not added to the board agenda unless Kari Wagner 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 2021 to reduce their acreage for the next fiscal year budget.

Discussion Topics

- Landowners requesting reduction/increase of irrigated acres after receiving their 2020/21 Assessment invoices.
 - Property owner claims the irrigated land is less than what is being assessed.
 - Property owner claims the property has no well and therefore cannot be irrigated and should not be assessed for any irrigated acreage.
- Landowner reduced their irrigated acres by removing lawn around the house and road/alleyways between crops/pasture. Sent a check for only the remaining acreage

however the balance is still due and collectable according to legal counsel. Any unpaid balance becomes a lien against the property.

- Questions from landowners with the minimum \$50 charge with no well or dwelling on small parcels (i.e. 1.5 acres).
- Ongoing costs associated with irrigated acre verification and the option to switch to pumping fees down the road. This was a discussion for a later time as it was not part of this committee's task.

Recommendation

After discussion between the Committee Members and advisory staff about accepting change orders after the Assessment Roll had been finalized and the impact any changes would have to the budget the Committee is recommending:

- No change orders will be accepted after the Assessment Roll has been finalized. Landowners will be given an opportunity to reduce/increase their acreage before each fiscal year budget in a January/February timeframe. With the following exception:
 - Property owners that can demonstrate non-irrigated land and no well on the property will be corrected to all non-irrigated and re-assessed accordingly.
- Any Landowner that sends in a payment based on recalculating and reducing their irrigated acres will be sent a letter with an updated invoice crediting the partial payment and showing the remaining balance as still due. (draft letter attached)
- Waving the minimum \$50 charge on small parcels (i.e. 1.5 acres) with no well/irrigation/dwellings.

Meeting was adjourned by Kevin Merrill, Committee Chair, at 1:58 p.m.

Respectfully submitted,

Kevin Merrill, Committee Chair

October ____, 2020



WALLACE GROUP®

Subject: San Antonio Basin Water District: 2020-2021 Assessment Payment for APN _____

Dear _____,

Wallace Group was in receipt of your payment for the 2020-2021 Assessment to the San Antonio Basin Water District (District) on September 10, 2020, for your property designated as APN _____. Your payment in the amount of \$_____ does not cover the full amount of the Assessment the District levied on your property consistent with the tax roll prepared and approved by the Board for San Antonio Basin Water District. The full amount of your Assessment is \$_____, meaning that \$_____ remains outstanding.

We also acknowledge receipt of the documentation you submitted noting a discrepancy in the irrigated versus non-irrigated acreage on your property. The District made several attempts to confirm the irrigated and non-irrigated acreage on your property prior to and in connection with the District's assessment ballot proceeding. The District did not receive a response from you correcting the information that District had on file. The District's Board has taken your updated information under consideration and has determined that it cannot now adjust its budget and the amount of the Assessment, those items having been duly noticed, approved, levied based on the information in the record. You will have the opportunity to modify your acreage information for the 2021-2022 Assessment Roll when the District Board sends out new requests for any property corrections, which will occur sometime in early 2021.

Please note that the full amount of the Assessment constitutes a lien on your property and the difference of \$_____ remains due and payable. Please submit payment as soon as possible, and in any event no later than February 8, 2021, to prevent the Assessment from becoming delinquent.

If you have any questions, please feel free to contact me at kariw@wallacegroup.us or at (805) 544-4011. Thank you!

Sincerely,

WALLACE GROUP

Kari Wagner, PE
Principal

CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

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SAN ANTONIO BASIN WATER DISTRICT

1005 S. Broadway - Santa Maria, California 93454

Process for Appointing Directors and Alternate Directors to the San Antonio Basin GSA Board of Directors

Adopted - October 20, 2020

The Board of Directors of the San Antonio Basin Water District (the “District”) has the exclusive authority and obligation to appoint seven (7) Directors to the San Antonio Basin Groundwater Water Sustainability Agency (“GSA”) Board and the Los Alamos Community Services District (“LACSD”) has the exclusive authority to appoint one (1) Director to the GSA Board.

Under the express terms of the Joint Exercise of Powers Agreement (the “JPA”) by and between the District (substituted CRCD May 2020) and Los Alamos Community Services District creating the San Antonio Basin Groundwater Sustainability Agency any such Director can only be appointed by a majority vote of the District’s Board. The Directors shall include owners or designated representatives of owners of land overlying the Basin that is dedicated to and used for the following Representation Categories:

- a) Vineyards: Two (2) Directors;
- b) Row crops: Two (2) Directors;
- c) Orchards or other permanent crops: One (1) Director;
- d) Cattle: One (1) Director; and
- e) Transitional land uses: One (1) Director. Term shall refer to lands suitable for productive cultivation that are not in agricultural production, fallowed, or used solely for livestock grazing.

On October 20, 2020 the Board of Directors of the San Antonio Basin Water District adopted the following process in which members are appointed to the Board of Directors of the GSA by the District:

- The GSA will notify the District Manager of any vacancy on the GSA Board of Directors for a Director or Alternate Director position and their Representation Category.
- The GSA will provide recommendations of any potential Director or Alternate Director candidates to the District Manager who would be interested and willing to be appointed.
- The recommendation shall be accompanied by a report from the GSA explaining the grounds on which the GSA Board of Directors has assessed the competence, experience and merits of each candidate.
- Candidates may submit information to the GSA or District Manager to be considered for the Director or Alternate Director position.
- The District Board of Directors will have the option to meet and evaluate the potential Director or Alternate Director candidate individually or during a board meeting.
- The Director or Alternate Director must be appointed by a majority vote of the District’s Board.
- The District Manager will notify the GSA Administrative Director of the Director or Alternate Director appointment.