

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

APPROVED Meeting Minutes

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.

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To view supporting documents, go to: <https://sanantoniobasinwd.org/agendas-%26-minutes>

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 March 19, 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.