

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, September 19, 2023, 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. 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>

1) Call to Order

The meeting was called to order at 1:00 p.m. by President Merrill

2) Roll Call

Kevin Merrill

Randy Sharer

Victor Schaff

Ken Hunter

Craig Reade (arrived at 1:02 p.m.)

Directors Absent: None

Others in Attendance: Donna Glass - District Manager, Tracy Stone, 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. August 2023 Board Meeting Minutes – Board Approval Needed

Motion was made by Director Hunter to approve the August 2023 Minutes as presented.

Motion seconded by Director Schaff. The motion carried.

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

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

5) Financial Report

a. Review and Approve August Financial Statements

The August statement was included in the packet. As of August 31, 2023, 17% of the year had elapsed. The SABWD collected \$332,032 or 58% of the 2023-24 Assessments and received

\$9,193 in interest. The expenses for YTD were \$21,385 or 3% of the budget. Net Income was \$319,839 and \$1,335,636 is designated toward reserves. The checking account and California CLASS balance is \$1,655,475. More information on California CLASS given during agenda item 5) b.

Motion was made by Director Schaff to approve the August Financial Statements as presented. **Motion seconded** by Director Reade. The motion carried.

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

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

i. Discuss and Consider Funds Transfer to Investment Account

The District Manager reported that as of September 15, 2023, the operating account balance was \$667,437. After current expenses of \$7,893 are paid, the balance would be \$659,545 with \$217,739 in assessments remaining to be collected.

After some discussion a **Motion** was made by Director Schaff to approve a transfer from the Operations Account to the Investment Account in the amount of the \$600,000.00

Motion seconded by Director Hunter. The motion carried.

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

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

b. Investment Report

The August California CLASS statement was included in the packet. Interest earned for August was \$4,520. Account balance is \$1,014,772. The Average Monthly Yield was 5.4471% and Net Asset Value (NAV) was \$1.00.

c. Assessments Status Report

As of September 15, 2023, the SABWD collected \$358,766 or 62% of the 2023-24 Assessments. Balance remaining is \$217,739.

d. Review August GSA Financial Statements

The August statement was included in the board packet for review only. 17% of the year had elapsed. The GSA bank accounts total \$39,011. The expenses YTD were \$43,206 or 9% of the budget.

e. GSA Fund Request

The GSA was going to request funds this month. However, they still had money in the operation account to pay the invoices. GSA Executive Director and WD District Manager discussed a plan going forward regarding a change in the fund request process. The evening GSA meeting agenda includes a discussion and possible action to close the Money Market Account and move \$25k to the General Checking.

Going forward the GSA will maintain \$25k as a buffer/minimum balance in the General Checking account. The fund request will be the amount of the GSA's monthly invoices. If for some reason the GSA needs to use any of the buffer between fund transfers, the next transfer request would replenish the buffer plus their expenses.

6) Informational Items

a. Management/Administration Report

Most updates were provided during the agenda items.

The District Manager is currently updating the landowner email contact list for the SABWD to include GSA well registration info recently submitted and tracked by the Wallace Group. Also updating the GSA interested party email list maintained by the WD. Both lists are used for sending out, via email, board meeting notices/agendas, etc. for the WD and/or GSA.

b. Director Training Report

All are up to date on Harassment and one Director needs to complete their Ethics course.

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 their Agenda for discussion and/or action are a Request for Proposal (RFP) for Quarterly Groundwater Level Monitoring and a RFP for the GSP Annual Report for Water Year 2023. The Board will also consider a Fund Transfer from their Money Market to General Checking and Close the Money Market Account and consider a Meeting Schedule change for their November meeting.

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

No new business was requested.

8) Next Meeting Date – October 17, 2023

The next meeting date will be October 17, 2023.

a. Discuss and Consider Date Change for November/December Meetings

The GSA is considering changing the November meeting as it falls the Tuesday before Thanksgiving. Dates considered are Tuesday, November 28th or Tuesday, December 5th. The SABWD agreed to consider following the same schedule as the GSA. Update on the new date to be discussed at the October meeting.

9) Adjournment

The meeting was adjourned by President Merrill at 1:25 p.m.

Please contact Donna Glass at admin@sanantoniobasingwd.org with any questions.