

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, June 17, 2025, at 1:00 p.m. at

Los Alamos Community Services District, 82 St. Joseph Street, Los Alamos, CA 93440

Note: Public invited to join in person, or by videoconference

Approved Meeting Minutes

- 1) **Call to Order** - The meeting was called to order at 1:02 p.m. by President Merrill.
- 2) **Roll Call - Present: Directors** Kevin Merrill, Randy Sharer, Victor Schaff, and Andrew Reade.
Absent:. Ken Hunter. Board quorum present.

Others in Attendance: Donna Glass - District Manager, Kari Wagner and Olivia Williams - Wallace Group, and GinaLisa Tamayo – Jackson Family Wines.
- 3) **Public Comment:** No public comments.
- 4) **Minutes**
 - a. **March 2025 Board Meeting Minutes – Board Approval Needed**
A **motion** was made by Director Sharer to approve the March 18, 2025 Minutes as presented. **Motion seconded** by Director Schaff. **The motion carried.**
AYES: Director Merrill, Sharer, Schaff and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Hunter
- 5) **Discussion and Possible Action Regarding Amendments to the Policy for Evaluating Requests for Assessment Changes Adopted 7-16-2024**
After a brief review of the proposed changes, a **motion** was made by Director Sharer to approve the Amendments to the Policy for Evaluating Requests for Assessment Changes as presented. **Motion seconded** by Director Reade. **The motion carried.**
AYES: Director Merrill, Sharer, Schaff and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Hunter
- 6) **Discussion and Possible Action on Change Requests to the 2025-26 Assessment Roll**
Kari Wagner and Olivia Williams joined the meeting and reviewed the change order memorandum with the board for the 2025-26 Assessment Roll. After a brief discussion, a **motion** was made by Director Sharer to approve the Change Order Requests for the 2025-26 Assessment Roll as recommended by the Wallace Group.
Motion seconded by Director Merrill. **The motion carried.**
AYES: Director Merrill, Sharer, and Reade
NOES: None; **ABSTAIN:** Schaff; **ABSENT:** Hunter
- 7) **Discussion and Possible Action Regarding Past Change Verification and Assessment Back Charges**
Following a review of the details provided by Kari Wagner and Olivia Williams regarding the inaccurate reporting by several property owners of their irrigated acres discovered during the re-assessment process, Director Schaff made a **motion** to approve the back charges as recommended by

the Wallace Group and to incorporate these back charges into the relevant invoices for Assessment numbers 44, 94, and 201 on the 2025-26 Tax Roll. **Motion seconded** by Director Sharer. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

8) Financial Reports

a. Review and Approve March, April and May Financial Statements

The March, April and May statements were included in the packet. As of May 31, 2025, 92% of the year had elapsed. The SABWD collected \$520,375 or 93% of the 2024-25 Assessments, \$80,933 in interest and \$60,080 in Misc Payments from Santa Barbara County. The Operating Account balance was \$19,942. The expenses YTD were \$454,932 or 47% of the budget. Net Income was \$306,245 and \$1,663,793 is designated toward Reserves. Total Assets are \$1,970,250.

On May 19, 2025, a transfer of \$50,000 from the Operating account to California CLASS was completed by the District Manager.

On April 10, 2025, the District Manager withdrew \$50,000 from California CLASS for Operating expenses, which included \$12,139 for April District expenses and \$20,781.95 for the GSA Fund Request.

Santa Barbara County Deposits:

- April 30, 2025: \$58,348 received
- May 31, 2025: \$2.94 received
- June 13, 2025: \$46,533 received
- An additional payment may be forthcoming in June 2025. As of now, only **\$1,554** remains outstanding for prior years' delinquent assessments submitted to the County.

Following payment of the June District invoices totaling \$8,268.32 and approval of the GSA fund request in the amount of \$18,220.50, the Operating account balance will be \$39,986.22.

A **motion** was made by Director Schaff to approve March, April and May Financial Statements as presented. **Motion seconded** by Director Reade. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

b. Investment Report

The March, April and May California CLASS statements were included in the packet. Interest earned for the fiscal year to date was \$80,933. As of May 31, 2025, the account balance was \$1,950,308. The average monthly yield for May 2025 was 4.35%. Withdrawals and contributions are detailed in the financial statements report.

c. Review March, April and May GSA Financial Statements

The May statement was included in the board packet with the Vendor Details for March, April and May for review only. As of May 31, 2025, 93% of the year had elapsed. The GSA checking account balance was \$25,000. The expenses YTD were \$249,760 or 50% of the budget. Operating transfers from the District were \$269,875 or 40% of the budget.

d. Consider GSA Fund Request

May invoices total **\$18,220.50**. To pay May invoices and maintain their minimum balance of \$25,000, the GSA is requesting a fund transfer of \$18,220.50.

The GSA fund request for May 2025 in the amount of \$13,715.50 and April in the amount of \$20,781.95 was approved by the District Manager as authorized if no board meeting is held.

A **motion** was made by Director Merrill to approve the accountant transferring funds from the SABWD Operating Account to the SABGSA Operating Account in the amount of \$18,220.50. **Motion seconded** by Director Reade. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

9) 2025-26 Preliminary Budget and Assessments

a. Review and Discuss Preliminary 2025-26 Budget and 2025-26 Assessment

The District Manager provided the preliminary budget and went through each line item, proposing a reduction in the 2025-26 Irrigated/Non-Irrigated Assessment to \$30/\$0.30, respectively. Following discussion, the Board decided to bring the final draft budget with the revised assessment fee to the July 15, 2025 meeting for approval.

b. Approve Designation to Reserves

Following a brief discussion, Director Schaff made a **motion** to approve the designation of 100% of the 2024-25 Net Income (approximately \$333,496) to Reserves. **Motion seconded** by Director Reade. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

c. Discussion and Possible Action Regarding Delinquent 2024-25 Assessments

i. Resolution Authorizing Santa Barbara County to Collect 2024-25 Delinquent Assessments on the Santa Barbara County Tax Roll

The outstanding balance of unpaid assessments for 2024-25 is \$39,056.61. Including a 5% penalty, a total amount of \$41,009.44 will be submitted to the Santa Barbara County Tax Roll.

A **motion** was made by Director Merrill to approve the Resolution Authorizing Santa Barbara County to Collect the 2024-25 Delinquent Assessments on the Santa Barbara County Tax Roll. **Motion seconded** by Director Sharer. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

10) Discussion and Possible Action on 2025 Election Process for 2 Board of Director Positions

a. Resolution Announcing the November 2025 District Election and Procedures

After a brief review and discussion about the election process a **motion** was made by Director Sharer to approve a Resolution announcing the November 2025 District Election and Procedures for 2 Board of Director Positions. **Motion seconded** by Director Schaff. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

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

11) Other Business – Discussion and Possible Action

a. Call for Nominations of One Regular Special District Member to Serve the Unexpired Term as the Special District Member on LAFCO

This item was included on the agenda at the request of LAFCO to determine if any SABWD board member wished to seek election to the LAFCO board. **No action was taken.**

b. CSDA Board of Directors Election Ballot - Term 2026 - 2028; Seat B - Coastal Network

After a brief discussion, Director Merrill **moved** to authorize the District Manager to cast an online vote for candidate J. Brett Marymee for CSDA Board of Directors, Term 2026 - 2028; Seat B - Coastal Network, as selected by the District. **Motion seconded** by Director Schaff. **The motion carried.**

AYES: Director Merrill, Sharer, Schaff and Reade

NOES: None; ABSTAIN: None; ABSENT: Hunter

12) Informational Items

a. Management/Administration Report

Most updates were addressed during the agenda items.

The Grand Jury Report has been published and is available on the Grand Jury website. Legal counsel is currently conducting a review and will provide a proposed response at the July meeting.

i. Annual Audit For FY 2023-24 – Completed

<https://sanantoniobasinwd.org/district-documents>

The 2023-24 audit has been completed and uploaded to the Website.

ii. LAFCO Approved 2025-2026 Budget/Notice of Invoice

The budget has been received, but the invoice is still pending.

b. Director Training Report

The list of members required to complete the training and their respective due dates was reviewed and discussed.

c. Update on San Antonio Basin Groundwater Sustainability Agency

Director Sharer provided an update and address questions.

The Items on the GSA Agenda at the evening meeting for discussion and/or action were:

- Presentation from Geoff Cromwell, the U.S. Geological Survey (USGS), Regarding the Simulated Effects of Future Water Availability and Protected Species Habitat in the San Antonio Creek Valley Watershed
- Presentation from Matt Scrudato, Santa Barbara County Water Agency, Regarding The Well Metering Assistance Program
- Consider Adoption of SABGSA Priorities and Budget for Fiscal Year 2025-26

13) New Business— No new business was requested.

14) Next Meeting Date – July 15, 2025

Next meeting date is scheduled for July 15, 2025.

15) Adjournment The meeting was adjourned by President Merrill at 2:14 p.m.