

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, June 18, 2024, at 1:00 p.m. at

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

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>

Meeting and Agenda

- 1) **Call to Order**
- 2) **Roll Call**
- 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.
- 4) **Minutes**
 - a. April 2024 Board Meeting Minutes – **Board Approval Needed**
- 5) **Discussion and Possible Action On Change Order Requests to the 2024-25 Assessment Roll**
- 6) **Financial Report**
 - a. Review and Approve April and May Financial Statements
 - b. Investment Report
 - c. Review April and May GSA Financial Statements
 - d. Consider GSA Fund Request
- 7) **2024-25 Preliminary Budget and Assessments**
 - a. Review and Discuss Preliminary 2024-25 Budget and 2024-25 Assessment
 - b. Approve Designation to Reserves
 - c. Discussion and Possible Action Regarding Delinquent 2023-24 Assessments
 - i. Resolution Authorizing Santa Barbara County to Collect 2023-24 Delinquent Assessments on the Santa Barbara County Tax Roll
- 8) **Discussion and Possible Action on 2024 Election Process for 3 Board of Director Positions**
 - a. Resolution Announcing the November 2024 District Election And Procedures

- 9) **Discussion and Possible Action on CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Coastal Network**
- 10) **Informational Items**
 - a. Management/Administration Report
 - i. Annual Audit For FY 2022-23 – Completed
<https://sanantoniobasinwd.org/district-documents>
 - ii. LAFCO Approved 2024-2025 Budget/Notice of Invoice
 - b. Director Training Report
 - c. Update on San Antonio Basin Groundwater Sustainability Agency
- 11) **New Business**— requests for items to be placed on the next agenda.
- 12) **Next Meeting Date – July 16, 2024**
- 13) **Adjournment**

Note: In compliance with the American with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), if you need special assistance to access the meeting room or otherwise participate at this meeting, including auxiliary aids or services, please contact Donna Glass, admin@sanantoniobasinwd.org or 805-928-8349, 1005 S. Broadway, Santa Maria, CA 93454. Notifications of at least forty-eight (48) hours prior to the meeting will help enable reasonable arrangements to ensure accessibility to the meeting.

Note: Copies of Meeting Documents can be found on our District Webpage <https://sanantoniobasinwd.org/> or requested by contacting Donna Glass, admin@sanantoniobasinwd.org or 805-928-8349.

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, April 16, 2024, at 1:00 p.m. at

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

DRAFT 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 1:04 p.m. by Vice-President Sharer.

2) Roll Call

Kevin Merrill (arrived a few minutes late)

Randy Sharer

Victor Schaff

Ken Hunter

Directors Absent: Craig Reade

Others in Attendance: Donna Glass - District Manager, Carol Fornoff - Westchester Group Investment Management, Inc, GinaLisa Tamayo - Jackson Family Estate and Maritza Trujillo – Silverado.

- 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. February 2024 Board Meeting Minutes – Board Approval Needed

A **motion** was made by Director Hunter to approve the February 2024 Minutes as presented. **Motion seconded** by Director Schaff. The motion carried.

AYES: Director Merrill, Sharer, Hunter and Schaff

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

5) Financial Report

a. Review and Approve February and March Financial Statements

The February and March statements were included in the packet. As of March 31, 2024, 75% of the year had elapsed. The SABWD collected \$512,636 or 90% of the 2023-24 Assessments, \$61,543 in interest and \$3,615 in payments from Santa Barbara County Property Tax. The expenses YTD were \$138,322 or 21% of the budget. Net Income was \$431,688 and \$1,321,102 is designated toward Reserves. The total of the checking and investment accounts is \$1,710,598.

A **motion** was made by Director Sharer to approve the February and March Financial Statements as presented. **Motion seconded** by Director Merrill. The motion carried.

AYES: Director Merrill, Sharer, Hunter and Schaff

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

i. Consider Fund Transfer from Investment Account to Operating Account

The District Manager reported that as of March 13, 2024, the operating account balance was \$28,451. March invoices total \$6,810 and the GSA fund request was \$43,165.80. \$50,000 was transferred from California CLASS to the operating account on March 13, 2024. After the invoices are paid and GSA transfer is completed the operating account balance will be \$28,475.

As of April 10, 2024, the operating account balance was \$28,475. April invoices total \$7,153.42 and the GSA fund request was \$19,933. \$25,000 was transferred from California CLASS to the operation account on April 10, 2024. After the invoices are paid and GSA transfer is completed the operating account balance will be \$26,988.59.

At the February meeting the Board authorized the District Manager to continue to make transfers from California CLASS to the District Operating Account, as needed not to exceed \$50,000, for the monthly invoices and GSA fund request.

b. Investment Report

The February and March California CLASS statements were included in the packet. Interest earned for February was \$7,473 and March was \$7,784. Interest earned FYTD was \$53,759. Account balance as of March 31, 2024, was \$1,682,123. The Average Monthly Yield was 5.42%. The current balance as of April 16, 2024, was \$1,674,339.

Withdrawals from California CLASS and transferred to the SABWD Operating Account were made to cover SABWD Monthly expenses and the GSA Fund Requests on:

February 14, 2024, for \$35,000

March 13, 2024, for \$50,000

April 10, 2024, for \$25,000

c. Assessments Status Report

As of March 19, 2024, the SABWD collected \$512,636, or 90% of the 2023-24 Assessments. Balance remaining is \$64,266.

Payment reminders were sent out on January 12, 2024. Payments became delinquent on February 4, 2024. If not paid by June, these will be added to the Santa Barbara County

Property Taxes with the 5% penalty. The Board will consider approve for submittal at the June 18, 2024 meeting.

Change Order Requests were mailed out on February 9, 2024. The deadline to request changes was April 1, 2024. All of the change requests will be presented to the Board at the May meeting for review and to be considered for approval.

d. Review February and March GSA Financial Statements

The February and March statements were included in the board packet for review only. As of March 31, 2024, 75% of the year has elapsed. The GSA checking account balance is \$25,000. The expenses YTD were \$167,128 or 34% of the budget. Operating transfers from the Water District to the GSA were \$136,905 or 27% of the budget.

e. Consider GSA Fund Request

As reported, the GSA account balance was \$25,000. To pay April invoices and maintain their minimum balance of \$25,000 the GSA is requesting a fund transfer of \$19,933 for April.

A **motion** was made by Director Merrill to approve the SABGSA fund request already made for the March invoices of \$43,165.80, the April fund request of \$19,933 and authorize the accountant to transfer \$19,933 from the SABWD operating account to the SABGSA account. **Motion seconded** by Director Sharer **The motion carried.**

AYES: Director Merrill, Sharer, Hunter and Schaff

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

A **motion** was made by Director Merrill giving authorization to the District Manager to approve a GSA fund request, not to exceed \$50,000, and request the accountant to transfer the funds from the SABWD Operating Account to the SABGSA Operating Account if the SABWD Board is unable to meet or hold its Regular Board Meeting to approve the GSA fund request. **Motion seconded** by Director Sharer **The motion carried.**

AYES: Director Merrill, Sharer, Hunter and Schaff

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

6) Informational Items

a. Management/Administration Report

Updates were provided during agenda items.

b. Director Training Report

All Directors are up to date on Harassment and one needs 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 the GSA Agenda for discussion and/or action were:

- Presentation from the Center for Irrigation Technology, Fresno State University Sarge Green, Research Scientist, California Water Institute/Center for Irrigation Technology (CIT) at Fresno State University will provide an informational

presentation on metering programs implemented by other groundwater sustainability agencies and water districts throughout the State as well as highlight relevant research, studies, and resources published by the CIT. Mr. Green has worked with the public and private sectors to advance irrigation, water and energy technologies, and management practices.

- SABGSA Budget Priorities for Fiscal Year 2024-25. The Board of Directors will discuss priorities for the San Antonio Basin Groundwater Sustainability Agency's budget for fiscal year 2024-25. The Board may provide directions to SABGSA staff related to this item.

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

No new business was requested.

8) **Next Meeting Date – May 21, 2024**

The Next Meeting Date is May 21, 2024

9) **Adjournment**

The meeting was adjourned by President Merrill at 1:50 p.m.

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

DRAFT



MEMORANDUM

San Antonio Basin Water District

Date: June 13, 2024
To: Donna Glass, District Manager
From: Kari Wagner, PE
Subject: Assessment Roll Change Requests for 2024-25 Tax Roll

CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

Wallace Group mailed out a letter February 2024 to all property owners in the San Antonio Basin Water District to provide opportunity to make corrections to the assessment database for the upcoming 2024-25 Tax Roll. The requests were due by April 1, 2024, to be included in the upcoming Tax Roll. Based on the mailing, Wallace Group received responses from five (5) property owners affecting eleven (11) properties. Additional requests were submitted but were simply address changes and were handled administratively. The five (5) requests and the recommendation for approval or denial that affect the irrigated lands and the overall assessment roll are as follows:

Assmnt #	APN	Current Irrigated	Proposed Irrigated	Comments	Recommendation
0026**	101-300-010; 101-300-011; 101-300-012; 101-300-013; 101-300-014	77.14	191.98	Requesting increase	Approve
0034	133-110-040; 133-110-046 133-110-049*	214.09	177.06	Requesting decrease in irrigated acreage following reduction in planting area due to erosion. No plans to replant.	Approve
0076	095-030-010	7.5	10	Requesting increase	Approve
0115	101-080-098	45.18	55.18	Requesting increase following change of ownership	Approve
0127	101-080-086	0	20	Requesting increase	Approve
Total Acreage Change Approved				Increase of 110.31 acres	

Note, the increase of 110.31 irrigated acres will decrease the non-irrigated acreage by 110.31 acres.

* A correction is required for Assessment 0034, on parcel 133-110-049. In the initial assessment, an irrigation pond and multiple areas occupied by trees were included in error. The total acreage included in error was 3.31 acres. As a result, a credit of \$682.19 is owed to the property owner of Assessment 0034 for all previous assessment years. Note, the 177.06 acres noted in the table above includes the

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A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



reduction of this 3.31 acres for Assessment Year 24/25 and therefore no additional changes for the upcoming assessment is required. The following table is a breakdown of the credit for each of the previous fiscal years.

	Irrigated Assessment	Non-irrigated Assessment	Charge Paid for Irrigated Acres	Actual Charge Owed	Credit
FY 23-24	\$40 per acre	\$0.40 per acre	\$132.40	\$1.32	\$131.08
FY 22-23	\$60 per acre	\$0.50 per acre	\$198.60	\$1.66	\$196.95
FY 21-22	\$60 per acre	\$0.50 per acre	\$198.60	\$1.66	\$196.95
FY 20-21	\$48 per acre	\$0.50 per acre	\$158.88	\$1.66	\$157.23
Total Credit Owed					\$682.19

** A correction is required for Assessment #0026. The property owner has noted that they increased their irrigated acreage from 77.14 acres to 109.0 acres in 2018 and did not alert the District in past assessment years. After discussing with the property owner, it was determined that a back-charge of the irrigated lands is required. The back charge would be for 31.86 acres which results in an assessment of \$6,575.90. The table below provides a breakdown of the assessment owed by assessment year for Assessment #0026.

	Irrigated Assessment	Non-irrigated Assessment	Irrigated Acres Back-Charge	Non-Irrigated Actual Charge Already Paid	Back-Charge Owed
FY 23-24	\$40 per acre	\$0.40 per acre	\$1,274.40	\$12.74	\$1,261.66
FY 22-23	\$60 per acre	\$0.50 per acre	\$1,911.60	\$12.74	\$1,898.86
FY 21-22	\$60 per acre	\$0.50 per acre	\$1,911.60	\$12.74	\$1,898.86
FY 20-21	\$48 per acre	\$0.50 per acre	\$1,529.28	\$12.74	\$1,516.54
Total Back-Charge Owed					\$6,575.90

San Antonio Basin Water District
Profit & Loss Budget vs. Actual
July 2023 through May 2024

Agenda Item 6) a.

92% of the year has elapsed	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3380 Interest/Div Income	76,497.33	40,000.00	36,497.33	191.24%
Assessments	512,635.50	572,344.00	-59,708.50	89.57%
Misc Payments	8,678.62	50,441.00	-41,762.38	17.21%
Total Income	597,811.45	662,785.00	-64,973.55	90.2%
Expense				
01 - General Manager	39,000.00	60,800.00	-21,800.00	64.15%
03 - Audit & Financial Reporting	7,860.00	12,480.00	-4,620.00	62.98%
04 - Contract Admin(Assesmt Billing)	14,686.51	20,000.00	-5,313.49	73.43%
05 - Legal Services	596.00	20,000.00	-19,404.00	2.98%
06 - Meeting Room Lease	0.00	150.00	-150.00	0.0%
07 - Web Page Support	335.92	500.00	-164.08	67.18%
10 - Insurance E&O; Board	1,123.00	1,150.00	-27.00	97.65%
11 - Office Supplies	628.29	350.00	278.29	179.51%
12 - Postage/Printing	0.00	150.00	-150.00	0.0%
13 - Board Elections	0.00	250.00	-250.00	0.0%
14 - CSDA Membership	567.00	500.00	67.00	113.4%
15 - LAFCO District Fees	813.00	1,200.00	-387.00	67.75%
17 - Contingency 10%	0.00	11,753.00	-11,753.00	0.0%
18 - GSA Budget	169,497.15	498,000.00	-328,502.85	34.04%
19 - Designation to District Reserve	0.00	35,502.00	-35,502.00	0.0%
Total Expense	235,106.87	662,785.00	-427,678.13	35.47%
Net Ordinary Income	362,704.58	0.00	362,704.58	100.0%
Net Income	362,704.58	0.00	362,704.58	100.0%

San Antonio Basin Water District
Balance Sheet
As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

California Class 1,657,077.07

Community Bank - Checking 26,729.35

Total Checking/Savings 1,683,806.42

Total Current Assets 1,683,806.42

TOTAL ASSETS 1,683,806.42

LIABILITIES & EQUITY

Equity

Board Designated Reserves 1,321,101.84

Net Income 362,704.58

Total Equity 1,683,806.42

TOTAL LIABILITIES & EQUITY 1,683,806.42

San Antonio Basin Water District
Transaction List by Vendor
May 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
CARRIE TROUP						
	Check	05/08/2024	5192	INV # 0524SABWD	Community Bank - Checking	-700.00
Donna Glass						
	Check	05/08/2024	5190	inv # 2405	Community Bank - Checking	-3,900.00
	Check	05/08/2024	5191	GoDaddy.Com - Website & email REIMBURSEMEI	Community Bank - Checking	-335.92
SAFEGUARD BUSINESS SYSTEMS						
	Check	05/22/2024	EFT	# R0TRRC	Community Bank - Checking	-273.29
SAN ANTONIO BASIN GSA						
	Check	05/15/2024	EFT		Community Bank - Checking	-12,659.50
Wallace Group						
	Check	05/20/2024	5193	PROJECT 1591-0002-00	Community Bank - Checking	-2,160.00

Donna Glass Administrative Services
Santa Maria, CA 93454

Invoice

DATE	INVOICE #
5/3/2024	2405

BILL TO
San Antonio Basin Water Disrict 1005 S Broadway Santa Maria, CA 93454

DESCRIPTION	AMOUNT
Basic Monthly Administrative Services - April 1 through April 30, 2024 Coordinate/attend board meetings, prepare agendas/board packets, review monthly financials, investments, accounts receivable, prepare meeting minutes, follow-up, general admin duties, coordinate with accountant/legal counsel/assessment engineer, compile/maintain records, update website and provide property owners with information regarding their groundwater interests. Attend SABGSA board/advisory committee meetings, if held.	3,900.00

Due On Reciept
Please remit to above address.
Thank you!!

Total	3,900.00
Balance Due	3,900.00

**San Antonio Basin Water District District
Expense Reimbursement Request**

Name: Donna Glass
Address: Santa Maria, CA
93454

4/1/2024

Santa Maria, CA 93454

From: 4/12/2024 To: 4/12/2025

Purpose: GoDaddy.Com - Website and email

Date(s): 4/1/2024

Miscellaneous Expenses:

(Describe) Website, Domain and Email Renewal - 1 year - See Receipt

\$ 335.92

Total Expenses \$ 335.92

I certify that the above is a true accounting of expenses allowed for reimbursement under District Policy. I understand that corresponding receipts must be attached to receive payment.

Signed Donna Glass

Receipt

No 3012534956

DATE:
4/1/2024

CUSTOMER #:
270510424

BILL TO:
Donna Glass

United States
San Antonio Basin Water District

PAYMENT:
Visa •••• 1701 \$240.04

Previous Balance \$240.04

Received Payment (\$240.04)

Balance Due (USD) \$0.00

Term	Product	Amount
1 yr	Websites + Marketing Standard Renewal sanantoniobasinwd.org	\$203.88

1 yr	.ORG Domain Renewal	\$22.99
	SANANTONIOBASINWD.ORG ¹	
1 yr	Full Domain Privacy and Protection - Renewal	\$12.99
	SANANTONIOBASINWD.ORG	
Subtotal		\$239.86
	Taxes	\$0.00
	Fees	\$0.18
Total (USD)		\$240.04

REFERENCE

	Taxes	\$0.00
	GoDaddy.com, LLC	\$0.00
	2155 E GoDaddy Way,	
	Tempe, Arizona 85284,	
	United States	
	Fees	\$0.18
1.	ICANN	\$0.18
	SANANTONIOBASINWD.ORG	\$0.18

Universal Terms of Service

Receipt

No 3012538888

DATE:
4/1/2024

CUSTOMER #:
270510424

BILL TO:
Donna Glass

United States
San Antonio Basin Water District

PAYMENT:
Visa •••• 1701 \$95.88

Previous Balance \$95.88

Received Payment (\$95.88)

Balance Due (USD) \$0.00

Term	Product	Amount
1 yr	Microsoft 365 Email Essentials Renewal admin@sanantoniobasinwd.org	\$95.88

Total (USD)

\$95.88

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

\$0.00

Fees

\$0.00

[Universal Terms of Service](#)



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

San Antonio Basin Water District
1005 South Broadway
Santa Maria, CA 93454

May 16, 2024

Project No: 1591-0002-00

Invoice No: 62241

Invoice Total \$2,160.00

Project 1591-0002-00 San Antonio Basin Water District, Tax Roll Preparation

Professional services rendered through April 30, 2024

Phase 00100 Tax Roll Preparation

Labor

	Hours	Rate	Amount	
Principal	3.25	270.00	877.50	
Associate Engineer I	9.50	135.00	1,282.50	
Totals	12.75		2,160.00	
Total Labor				2,160.00
		Total this Phase		\$2,160.00

Budget	Current	Prior	To-Date	
Labor	2,160.00	76,826.25	78,986.25	
Limit			91,000.00	
Remaining			12,013.75	
		Total this Invoice		\$2,160.00

Billing Backup

Thursday, May 16, 2024

Wallace Group

Invoice 62241 Dated 5/16/2024

4:35:36 PM

Project	1591-0002-00	San Antonio Basin Water District, Tax Roll Preparation
Phase	00100	Tax Roll Preparation

Labor

		Hours	Rate	Amount	
Principal					
Wagner, Kari	3/8/2024	.50	270.00	135.00	
	Response to Email Request/Project Management				
Wagner, Kari	3/12/2024	.25	270.00	67.50	
	Scan Change Request Forms				
Wagner, Kari	4/8/2024	.25	270.00	67.50	
	Update				
Wagner, Kari	4/9/2024	.25	270.00	67.50	
	Project Management				
Wagner, Kari	4/18/2024	.25	270.00	67.50	
	Change Request Review				
Wagner, Kari	4/23/2024	.50	270.00	135.00	
	Change requests				
Wagner, Kari	4/25/2024	1.00	270.00	270.00	
	Change Request Review				
Wagner, Kari	4/26/2024	.25	270.00	67.50	
	Change Request Review				
Associate Engineer I					
Williams, Olivia	3/7/2024	1.25	135.00	168.75	
	Assessment 0034 Irrigated Acreage Exhibit				
Williams, Olivia	3/14/2024	.50	135.00	67.50	
	Change Request Filing and Well Registration Form Cross-Check				
Williams, Olivia	4/18/2024	2.25	135.00	303.75	
	Data Change Request Forms; Zaca Mesa Decreased Irrigated Acreage Review				
Williams, Olivia	4/19/2024	1.00	135.00	135.00	
	Decreased Irrigated Acreage Review				
Williams, Olivia	4/23/2024	1.50	135.00	202.50	
	Acreage Reduction Change Request				
Williams, Olivia	4/25/2024	1.25	135.00	168.75	
	Change Request Summary for Property Owner				
Williams, Olivia	4/26/2024	1.50	135.00	202.50	
	Re-Assessment				
Williams, Olivia	4/30/2024	.25	135.00	33.75	
	Photo Review				
	Totals	12.75		2,160.00	
	Total Labor				2,160.00
			Total this Phase		\$2,160.00
			Total this Project		\$2,160.00
			Total this Report		\$2,160.00

San Antonio Basin Water District

Profit & Loss Budget vs. Actual

July 2023 through April 2024

83% of the year has elapsed	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3380 Interest/Div Income	68,918.86	40,000.00	28,918.86	172.3%
Assessments	512,635.50	572,344.00	-59,708.50	89.57%
Misc Payments	8,670.94	50,441.00	-41,770.06	17.19%
Total Income	590,225.30	662,785.00	-72,559.70	89.05%
Expense				
01 - General Manager	35,100.00	60,800.00	-25,700.00	57.73%
03 - Audit & Financial Reporting	7,160.00	12,480.00	-5,320.00	57.37%
04 - Contract Admin(Assesmt Billing)	12,526.51	20,000.00	-7,473.49	62.63%
05 - Legal Services	596.00	20,000.00	-19,404.00	2.98%
06 - Meeting Room Lease	0.00	150.00	-150.00	0.0%
07 - Web Page Support	0.00	500.00	-500.00	0.0%
10 - Insurance E&O; Board	1,123.00	1,150.00	-27.00	97.65%
11 - Office Supplies	325.00	350.00	-25.00	92.86%
12 - Postage/Printing	0.00	150.00	-150.00	0.0%
13 - Board Elections	0.00	250.00	-250.00	0.0%
14 - CSDA Membership	567.00	500.00	67.00	113.4%
15 - LAFCO District Fees	813.00	1,200.00	-387.00	67.75%
17 - Contingency 10%	0.00	11,753.00	-11,753.00	0.0%
18 - GSA Budget	156,837.65	498,000.00	-341,162.35	31.49%
19 - Designation to District Reserve	0.00	35,502.00	-35,502.00	0.0%
Total Expense	215,048.16	662,785.00	-447,736.84	32.45%
Net Ordinary Income	375,177.14	0.00	375,177.14	100.0%
Net Income	375,177.14	0.00	375,177.14	100.0%

San Antonio Basin Water District
Balance Sheet
As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

California Class 1,664,498.60

Community Bank - Checking 31,780.38

Total Checking/Savings 1,696,278.98

Total Current Assets 1,696,278.98

TOTAL ASSETS 1,696,278.98

LIABILITIES & EQUITY

Equity

Board Designated Reserves 1,321,101.84

Net Income 375,177.14

Total Equity 1,696,278.98

TOTAL LIABILITIES & EQUITY 1,696,278.98

San Antonio Basin Water District Transaction List by Vendor

April 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
CARRIE TROUP						
	Check	04/08/2024	5189	INV # 0424SABWD	Community Bank - Checking	-700.00
Donna Glass						
	Check	04/08/2024	5188	inv # 2404	Community Bank - Checking	-3,900.00
SAN ANTONIO BASIN GSA						
	Check	04/16/2024	EFT		Community Bank - Checking	-19,933.00
Wallace Group						
	Check	04/08/2024	5187	PROJECT 1591-0002-00	Community Bank - Checking	-2,187.50

Donna Glass Administrative Services
Santa Maria, CA 93454

Invoice

DATE	INVOICE #
4/1/2024	2404

BILL TO
San Antonio Basin Water Disrict 1005 S Broadway Santa Maria, CA 93454

DESCRIPTION	AMOUNT
Basic Monthly Administrative Services - March 1 through March 31, 2024 Coordinate/attend board meetings, prepare agendas/board packets, review monthly financials, investments, accounts receivable, prepare meeting minutes, follow-up, general admin duties, coordinate with accountant/legal counsel/assessment engineer, compile/maintain records, update website and provide property owners with information regarding their groundwater interests. Attend SABGSA board/advisory committee meetings, if held.	3,900.00

Due On Reciept
Please remit to above address.
Thank you!!

Total	3,900.00
Balance Due	3,900.00



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

San Antonio Basin Water District
1005 South Broadway
Santa Maria, CA 93454

March 19, 2024

Project No: 1591-0002-00

Invoice No: 61890

Invoice Total \$2,187.50

Project 1591-0002-00 San Antonio Basin Water District, Tax Roll Preparation

Professional services rendered through February 29, 2024

Phase 00100 Tax Roll Preparation

Labor

	Hours	Rate	Amount	
Principal	1.25	270.00	337.50	
Senior Project Analyst I	1.50	155.00	232.50	
Project Analyst I	2.50	120.00	300.00	
Senior Mechanical Engineer II	2.50	205.00	512.50	
Associate Engineer I	5.50	135.00	742.50	
Project Assistant II	.50	125.00	62.50	
Totals	13.75		2,187.50	
Total Labor				2,187.50
		Total this Phase		\$2,187.50

Budget	Current	Prior	To-Date	
Labor	2,187.50	74,638.75	76,826.25	
Limit			91,000.00	
Remaining			14,173.75	
		Total this Invoice		\$2,187.50

Outstanding Invoices

Number	Date	Balance
61673	2/26/2024	1,890.00
Total		1,890.00

Project	1591-0002-00	SAN ANTONIO BASIN WTR TAX ROLL PREP	Invoice	61890
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Billing Backup

Tuesday, March 19, 2024

Wallace Group Invoice 61890 Dated 3/19/2024 4:33:12 PM

Project	1591-0002-00	San Antonio Basin Water District, Tax Roll Preparation
Phase	00100	Tax Roll Preparation

Labor

		Hours	Rate	Amount
Principal				
Wagner, Kari	2/16/2024	.50	270.00	135.00
Email Request Follow Up				
Wagner, Kari	2/20/2024	.75	270.00	202.50
Customer Follow Up Responses				
Senior Project Analyst I				
Richardson, Lonnie	2/7/2024	.50	155.00	77.50
A/R, Bank Dep				
Richardson, Lonnie	2/20/2024	.50	155.00	77.50
A/R, Bank Dep, updates to DG				
Richardson, Lonnie	2/28/2024	.50	155.00	77.50
A/R, Bank Dep, Updates to Donna				
Project Analyst I				
Johnson, Heather	2/9/2024	2.50	120.00	300.00
Project Assist per ONW				
Senior Mechanical Engineer II				
Lindahl, Nels	2/2/2024	.50	205.00	102.50
Ownership Change and Change Letter Strategy;				
Lindahl, Nels	2/5/2024	.75	205.00	153.75
Access functions for Change Request Mailing;				
Lindahl, Nels	2/15/2024	.75	205.00	153.75
Misc Change Request Questions and Tasks and Address changes;				
Lindahl, Nels	2/16/2024	.50	205.00	102.50
Misc Updates questions;				
Associate Engineer I				
Williams, Olivia	2/2/2024	.50	135.00	67.50
2024 Change Order Request Mail Out Preparation; Change of Address for Assessment No. 115				
Williams, Olivia	2/5/2024	1.00	135.00	135.00
Change Order Request Form Mail-Out Prep				
Williams, Olivia	2/8/2024	1.00	135.00	135.00
Change Order Request Mail-Out Prep				
Williams, Olivia	2/9/2024	.25	135.00	33.75
Change Order Request Mail-Out Items				
Williams, Olivia	2/15/2024	1.00	135.00	135.00
Mailing Address Change Request for [REDACTED]; Returned Envelope for Assessment No. 0084; Assessment No. 115 Change of Address/Owner				
Williams, Olivia	2/16/2024	1.50	135.00	202.50
[REDACTED] Properties Research; [REDACTED] Historical Correspondence Review				
Williams, Olivia	2/22/2024	.25	135.00	33.75
Filing Returned Mailers				
Project Assistant II				
Mendoza Pacheco, Gabriela	2/20/2024	.50	125.00	62.50
KEW Project Management Assistance.				
Totals		13.75		2,187.50
Total Labor				2,187.50

Project	1591-0002-00	SAN ANTONIO BASIN WTR TAX ROLL PREP	Invoice	61890
Total this Phase				\$2,187.50
Total this Project				\$2,187.50
Total this Report				\$2,187.50



Summary Statement

May 31, 2024

Page 1 of 3

Investor ID: CA-01[REDACTED]

0000067-0000276 PDF 655869

San Antonio Basin Water District
1005 S. Broadway
Santa Maria, CA 93454

Agenda Item 6) b.

California CLASS

California CLASS

Average Monthly Yield: 5.3943%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01[REDACTED]	CA Class Fund	1,664,498.60	0.00	15,000.00	7,578.47	38,330.44	1,657,485.00	1,657,077.07
TOTAL		1,664,498.60	0.00	15,000.00	7,578.47	38,330.44	1,657,485.00	1,657,077.07



Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.3943%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,664,498.60	0.00	15,000.00	7,578.47	38,330.44	1,657,485.00	1,657,077.07

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2024	Beginning Balance			1,664,498.60	
05/17/2024	Withdrawal		15,000.00		4583
05/31/2024	Income Dividend Reinvestment	7,578.47			
05/31/2024	Ending Balance			1,657,077.07	



0000067-0000275 PDF 645113

San Antonio Basin Water District
1005 S. Broadway
Santa Maria, CA 93454

California CLASS

California CLASS		Average Monthly Yield: 5.4028%						
		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01- [REDACTED]	CA Class Fund	1,682,123.00	0.00	25,000.00	7,375.60	30,751.97	1,664,868.85	1,664,498.60
TOTAL		1,682,123.00	0.00	25,000.00	7,375.60	30,751.97	1,664,868.85	1,664,498.60



Account Statement

April 30, 2024

Page 2 of 3

Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.4028%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,682,123.00	0.00	25,000.00	7,375.60	30,751.97	1,664,868.85	1,664,498.60

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2024	Beginning Balance			1,682,123.00	
04/10/2024	Withdrawal		25,000.00		4103
04/30/2024	Income Dividend Reinvestment	7,375.60			
04/30/2024	Ending Balance			1,664,498.60	

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
July 2023 through May 2024

Agenda Item 6) c.

92% of the year has elapsed	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4-Interest Income	12.21			
Total Income	12.21			
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	50,345.34	76,000.00	-25,654.66	66.24%
02-Accountant	7,000.00	7,500.00	-500.00	93.33%
04-Monitoring	42,080.92	90,000.00	-47,919.08	46.76%
05-Legal Counsel	16,281.00	75,000.00	-58,719.00	21.71%
06-Insurance	1,733.00	3,000.00	-1,267.00	57.77%
07-Audit Fees	0.00	4,000.00	-4,000.00	0.0%
09-GSP Related Costs-Annual Rep	55,192.59	100,000.00	-44,807.41	55.19%
10-GSP Implementation / PMAs	27,285.00	142,500.00	-115,215.00	19.15%
11- Exec Order WellVerification	-197.50			
Total Administration and Operation	199,720.35	498,000.00	-298,279.65	40.1%
Total Expense	199,720.35	498,000.00	-298,279.65	40.1%
Net Ordinary Income	-199,708.14	-498,000.00	298,291.86	40.1%
Other Income/Expense				
Other Income				
11 Operating Transfers	169,497.15	498,000.00	-328,502.85	34.04%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	169,497.15	548,000.00	-378,502.85	30.93%
Other Expense				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	0.00	50,000.00	-50,000.00	0.0%
Net Other Income	169,497.15	498,000.00	-328,502.85	34.04%
Net Income	-30,210.99	0.00	-30,210.99	100.0%

San Antonio Basin GSA

Balance Sheet

As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006	25,000.00
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Total Checking/Savings	25,000.00
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Total Current Assets	25,000.00
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TOTAL ASSETS	<u>25,000.00</u>
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LIABILITIES & EQUITY

Equity

Retained Earnings	55,210.99
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Net Income	-30,210.99
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Total Equity	25,000.00
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TOTAL LIABILITIES & EQUITY	<u>25,000.00</u>
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San Antonio Basin GSA
Expenses by Vendor Detail
May 2024

	Type	Date	Num	Account	Split	Amount
BERTOUX & COMPANY						
	Check	05/17/2024	3111	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						5,000.00
Brownstein Hyatt Farber Schreck						
	Check	05/17/2024	3112	05-Legal Counsel	Community Bank of SM -ACCT 9006	2,639.50
Total Brownstein Hyatt Farber Schreck						2,639.50
Carrie Troup, C.P.A.						
	Check	05/17/2024	3115	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						700.00
GSI WATER SOLUTIONS, INC.						
	Check	05/17/2024	3113	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	3,582.50
	Check	05/17/2024	3114	04-Monitoring	Community Bank of SM -ACCT 9006	537.50
Total GSI WATER SOLUTIONS, INC.						4,120.00
Los Alamos CSD						
	Check	05/17/2024	3116	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						200.00
TOTAL						12,659.50

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
July 2023 through April 2024

83% of the year has elapsed		Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
4-Interest Income		12.21			
Total Income		12.21			
Expense					
Administration and Operation					
01Administrative Exp/Office Ex		45,145.34	76,000.00	-30,854.66	59.4%
02-Accountant		6,300.00	7,500.00	-1,200.00	84.0%
04-Monitoring		41,543.42	90,000.00	-48,456.58	46.16%
05-Legal Counsel		13,641.50	75,000.00	-61,358.50	18.19%
06-Insurance		1,733.00	3,000.00	-1,267.00	57.77%
07-Audit Fees		0.00	4,000.00	-4,000.00	0.0%
09-GSP Related Costs-Annual Rep		55,192.59	100,000.00	-44,807.41	55.19%
10-GSP Implementation / PMAs		23,702.50	142,500.00	-118,797.50	16.63%
11- Exec Order WellVerification		-197.50			
Total Administration and Operation		187,060.85	498,000.00	-310,939.15	37.56%
Total Expense		187,060.85	498,000.00	-310,939.15	37.56%
Net Ordinary Income		-187,048.64	-498,000.00	310,951.36	37.56%
Other Income/Expense					
Other Income					
11 Operating Transfers		156,837.65	498,000.00	-341,162.35	31.49%
12 Carryover Funds		0.00	50,000.00	-50,000.00	0.0%
Total Other Income		156,837.65	548,000.00	-391,162.35	28.62%
Other Expense					
Contingency (10%)		0.00	50,000.00	-50,000.00	0.0%
Total Other Expense		0.00	50,000.00	-50,000.00	0.0%
Net Other Income		156,837.65	498,000.00	-341,162.35	31.49%
Net Income		-30,210.99	0.00	-30,210.99	100.0%

San Antonio Basin GSA

Balance Sheet

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006	25,000.00
---------------------------------	-----------

Total Checking/Savings	25,000.00
------------------------	-----------

Total Current Assets	25,000.00
----------------------	-----------

TOTAL ASSETS	<u>25,000.00</u>
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LIABILITIES & EQUITY

Equity

Retained Earnings	55,210.99
-------------------	-----------

Net Income	-30,210.99
------------	------------

Total Equity	25,000.00
--------------	-----------

TOTAL LIABILITIES & EQUITY	<u>25,000.00</u>
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San Antonio Basin GSA
Expenses by Vendor Detail
April 2024

	Type	Date	Num	Account	Split	Amount
BERTOUX & COMPANY						
	Check	04/11/2024	3104	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						5,000.00
Brownstein Hyatt Farber Schreck						
	Check	04/11/2024	3105	05-Legal Counsel	Community Bank of SM -ACCT 9006	1,053.00
Total Brownstein Hyatt Farber Schreck						1,053.00
Carrie Troup, C.P.A.						
	Check	04/11/2024	3109	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						700.00
GSI WATER SOLUTIONS, INC.						
	Check	04/11/2024	3106	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	6,205.00
	Check	04/11/2024	3107	04-Monitoring	Community Bank of SM -ACCT 9006	3,673.75
	Check	04/11/2024	3108	09-GSP Related Costs-Annual Rep	Community Bank of SM -ACCT 9006	3,101.25
Total GSI WATER SOLUTIONS, INC.						12,980.00
Los Alamos CSD						
	Check	04/11/2024	3110	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						200.00
TOTAL						19,933.00

Donna Glass

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Thursday, June 13, 2024 3:50 PM
To: Donna Glass; Carrie Troup
Subject: SABGSA Fund Request + Invoices
Attachments: Bertoux & Co - Invoice #24-005.pdf; BHFS Invoice 06-06-24.pdf; GSI Invoice #748.015-10 On-Call Services.pdf; GSI Invoice #748.017-6 Quarterly Monitoring.pdf; LACSD - Invoice # 202317.pdf; MLH Invoice for Audit.pdf; SABGSA Invoices for Payment 06-13-24.xlsx

Agenda Item 6) d.

Hi Donna: The SABGSA's invoices for this month total \$13,564.00. I'd like to request a fund transfer for that amount, please. The invoices and my spreadsheet are attached. Let me know if you have any questions.

Thanks,
Stephanie

Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
10-Jun	Bertoux & Co	\$5,000.00	24-005	01 - Administrative	Payroll
6-Jun	Brownstein, Hyatt, Farber & Schreck	\$2,281.50	988210	05 - Legal Counsel	Legal Counsel
13-Jun	GSI Water Solutions	\$1,605.00	0748.015-10	10 - GSP Implementation	On-Call Hydrogeological Consulting
13-Jun	GSI Water Solutions	\$857.50	0748.017-6	04 - Monitoring	2024 Quarterly Monitoring & Reporting
31-May	Troup CPA	\$700.00	0524GSA	02 - Accountant	Accounting
11-Jun	LACSD	\$200.00	2023-17	01 - Administrative	Facilities Use & Support Services
30-Apr	Moss Levy & Hartzheim	\$2,920.00	I-4478	07 - Audit Fees	Audit for FY 22-23
	Invoice Total	\$13,564.00			

Donna Glass

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Thursday, May 9, 2024 1:26 PM
To: Donna Glass
Subject: SABGSA Fund Request + Invoices
Attachments: Bertoux & Co - Invoice 24-004 April 2024.pdf; BHFS - Invoice #984000 05-06-24.pdf; GSI Invoice #748.015-9 On-Call Contract 05-08-24.pdf; GSI Invoice #748.017-5 Qtrly Monitoring 05-07-24.pdf; Invoice April 2024 Troup.pdf; LACSD Invoice - April 2024.pdf; SABGSA Invoices for Payment 05-10-24.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Donna,

The SABGSA's invoices for this month total \$12,659.50 so I'd like to request a fund transfer for that amount, please. The invoices and my spreadsheet are attached. Let me know if you have any questions. I don't have the April financials yet, but will forward once they come in.

Thanks,
Stephanie

Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

Date	Vendor/Consultant	Amount	Invoice #	Budget Category	Line Item
10-May	Bertoux & Co	\$5,000.00	24-004	01 - Administrative	Payroll
6-May	Brownstein, Hyatt, Farber & Schreck	\$2,639.50	984000	05 - Legal Counsel	Legal Counsel
7-May	GSI Water Solutions	\$3,582.50	0748.015-9	10 - GSP Implementation	On-Call Hydrogeological Consulting
7-May	GSI Water Solutions	\$537.50	0748.017-5	04 - Monitoring	2024 Quarterly Monitoring & Reporting
30-Apr	Troup CPA	\$700.00	0424GSA	02 - Accountant	Accounting
22-Apr	LACSD	\$200.00	2023-15	01 - Administrative	Facilities Use & Support Services
	Invoice Total	\$12,659.50			

DRAFT 2024-25 / 5 Year Proposed Budget as of 6-14-2024**Descriptions and Notes of Budget Items**

*The Board will need to review and tentatively approve the proposed 2024-25 Budget prior to the end of the fiscal year (at the June meeting). **The final Budget will be officially approved at the July 16, 2024, Board Meeting.***

Total Assessments - \$557,900 - This includes the projected irrigated/non-irrigated acreage after the approval of the recommended change order requests for 2024-25. Income is based on these acres and leaving the assessment at \$40 per irrigated acre and \$0.40 per non-irrigated acre. While the past forecasted 5-year budget has shown a projected decline in irrigated acres, historical data indicates this has not been the case. Therefore, the projected 4 additional years shown projects the irrigated acres remaining the same as 2024-25. After the acreage re-verification in 2025, the District may want to re-evaluate its future projections.

Interest Income - \$90,000 – This is the interest income from California CLASS. This forecasts conservatively that the District maintains \$1,500,000 in the account and earns \$7,500 per month. 4 year forecasted budget conservatively projects the balance will remain approximately \$1,500,000 however interest rates could decline.

Misc. Income - \$108,371 – Includes balances remaining to be collected from past years and the 2023-24 submittal for the 2024-25 Santa Barbara County property tax bill.

Operating Expenses

1 - General Manager (part-time) - \$54,700 – Administrative Monthly Fixed Fee according to contract and some projected overtime hours to assist GSA, if needed. Reduced budget amount by \$6,100 from 2023-24 budget. Extra applied to Contract Administration.

3 - Audit & Financial Reporting (Accountant) - \$13,000 – CPA - Currently \$700 per month. Increase to \$750 per contract. Also includes annual audit as required with separate accounting firm. Estimate is \$4,000.

4 - Contract Administration (Assessment Billing) - \$30,000 – This is for the routine Assessment Engineer services that include the annual change order requests, acreage verification, accounting, assessment billing, mailing, check deposits, etc. For the year 2025-26 the plan is to perform a 5-year re-verification of the landowners irrigated/non-irrigated acres on file beginning in January 2025 that would be included as part of this budget cycle. Current budgeted amount is an estimate. Wallace Group to provide an estimate prior to budget approval at the July 2024 meeting.

5 - Legal Services - \$12,000 – General Counsel for the District. Not anticipating any out-of-the-ordinary legal costs so the budget was reduced from \$20,000 to \$12,000.

6 - Meeting Room Lease – Original item in budget. Originally included Zoom membership during Covid, however when General Manager changed from employee to independent contractor, Zoom costs are now included in the independent contractor's monthly fee.

7 - Web Page Support - \$500 – GoDaddy webpage, domain & email address.

10 - Insurance Errors and Omissions & Board - \$3,500 - Increase due to ending of fixed 3-year rate.

11 - Office Supplies/Bank Charges - \$450 - Includes \$30 per month bank charge for rapid deposit for Wallace Group deposits. Checks ordered in 2024 increase costs.

12 - Postage/Printing - \$150 – Typically included in Contract Administration budget item. If the District had to hold election, could be additional costs.

13 - Board Elections - \$250 - If the District had to hold election, could be additional costs.

14 - CSDA Membership - \$600 – California Special Districts Association Membership. Fee based on annual income after initial introductory membership fee.

15 - LAFCO District Fees - \$1,200 – Have not received the invoice for 2024-25 so this is still an estimate.

17 - Contingency 10 % - \$11,650 – 10% of the budget to cover any budget items that might go over budgeted amount.

18 - GSA Budget (Contingency Included) - \$550,000 – Operational transfers to the GSA. It is anticipated that the SABGSA's budget will not exceed \$550,00 including a 10% contingency.

19 – Designation to/from District Reserves – Approximately \$325,462 or 100% of the net income – This is the balance remaining that the GSA (\$314,939) did NOT use of their 2023-24 budget and the balance remaining that the District (\$10,523) did NOT use of their 2023-24 budget. **Agenda Item 7) b.**

San Antonio Basin Water District
DRAFT 2024-25 / 5 Year Proposed Budget as of 6-18-2024

Agenda Item 7) a.

Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '23 - Jun '24	Jul '23 - Jun '24	Jul '23 - Jun '24	Jul '24 - Jun '25	Jul '25 - Jun '26	Jul '26 - Jun '27	Jul '27 - Jun '28	Jul '28 - Jun '29
Actual Year End	Actual Year End	Actual Year End	Approved Budget	Projected Year End	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget

Ordinary Income										
Irrigated Acres - Prop 218 max = \$60.00			12,926 @ \$60.00	13,220 @ \$40.00	13,220 @ \$40.00	13,330 @ \$40.00	13,330 @ \$40.00	13,330 @ \$40.00	13,330 @ \$40.00	13,330 @ \$40.00
Income from Irrigated Acres			\$775,560	\$528,800	\$528,800	\$533,200	\$533,200	\$533,200	\$533,200	\$533,200
Non-Irrigated Acres - Prop 218 max = \$0.50			47,452 @ \$0.50	47,126 @ \$0.40	47,126 @ \$0.40	47,016 @ \$0.40	47,016 @ \$0.40	47,016 @ \$0.40	47,016 @ \$0.40	47,016 @ \$0.40
Income from Non-Irrigated Acres			\$23,726	\$18,850	\$18,850	\$18,806	\$18,806	\$18,806	\$18,806	\$18,806
Annual Assessments		\$744,720	\$799,286	\$547,650	\$547,650	\$552,006	\$552,006	\$552,006	\$552,006	\$552,006
Past Assessments Verification	\$0	\$0	\$0	\$24,694	\$0	\$5,894	\$0	\$0	\$0	\$0
Total Assessments	\$637,130	\$744,720	\$754,766	\$572,344	\$512,636	\$557,900	\$552,006	\$552,006	\$552,006	\$552,006
Interest Income	\$0	\$0	\$5,861	\$42,622	\$84,147	\$90,000	\$75,000	\$75,000	\$75,000	\$75,000
Misc Income		\$4								
Santa Barbara Co. Tax Bill 2020-21 (\$23,121)		\$22,717	\$71	\$280	\$280	\$53				
Santa Barbara Co. Tax Bill 2021-22 (\$55,773)			\$52,875	\$49	\$49	\$2,849				
Santa Barbara Co. Tax Bill 2022-23 (\$47,490)				\$47,490	\$9,501	\$37,989				
Santa Barbara Co. Tax Bill 2023-24 (\$67,480)						\$67,480				
Total Income	\$898,654	\$767,840	\$813,573	\$662,785	\$597,112	\$688,791	\$627,006	\$627,006	\$627,006	\$627,006
Operating Expenses										
1 General Manager (part-time)	\$40,000	\$41,488	\$46,900	\$60,800	\$50,700	\$54,700	\$54,700	\$54,700	\$54,700	\$54,700
3 Audit & Financial Reporting (Accountant)	\$7,500	\$7,800	\$8,600	\$12,480	\$11,085	\$13,000	\$13,520	\$14,061	\$14,623	\$15,208
4 Contract Administration (Assessment Billing)	\$40,615	\$18,426	\$15,835	\$20,000	\$21,857	\$30,000	\$18,000	\$18,720	\$19,469	\$20,248
5 Legal Services	\$17,005	\$6,430	\$4,252	\$20,000	\$1,480	\$12,000	\$12,480	\$12,979	\$13,498	\$14,038
6 Meeting Room Lease	\$150	\$150	\$0	\$150	\$0	\$150	\$150	\$150	\$150	\$150
7 Web Page Support	\$283	\$295	\$295	\$500	\$336	\$500	\$500	\$500	\$500	\$500
10 Insurance Errors and Omissions & Board	\$2,288	\$2,577	\$1,982	\$1,150	\$1,123	\$3,500	\$3,640	\$3,786	\$3,937	\$4,095
11 Office Supplies/Bank Charges	\$286	\$371	\$385	\$350	\$628	\$450	\$468	\$487	\$506	\$526
12 Postage/Printing	\$384	\$26	\$20	\$150	\$0	\$150	\$156	\$162	\$169	\$175
13 Board Elections	\$0	\$0	\$114	\$250	\$0	\$250	\$260	\$270	\$281	\$292
14 CSDA Membership	\$186	\$200	\$215	\$500	\$567	\$600	\$624	\$649	\$675	\$702
15 LAFCO District Fees	\$0	\$0	\$0	\$1,200	\$813	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404
SUBTOTAL	\$112,247	\$79,344	\$78,598	\$117,530	\$88,589	\$116,500	\$105,746	\$107,762	\$109,858	\$112,039
17 Contingency 10 %	\$0	\$0	\$0	\$11,753	\$0	\$11,650	\$10,575	\$10,776	\$10,986	\$11,204
SUBTOTAL	\$112,247	\$79,344	\$78,598	\$129,283	\$88,589	\$128,150	\$116,321	\$118,538	\$120,844	\$123,243

San Antonio Basin Water District
DRAFT 2024-25 / 5 Year Proposed Budget as of 6-18-2024

		Jul '20 - Jun '21	Jul '21 - Jun '22	Jul '23 - Jun '24	Jul '23 - Jun '24	Jul '23 - Jun '24	Jul '24 - Jun '25	Jul '25 - Jun '26	Jul '26 - Jun '27	Jul '27 - Jun '28	Jul '28 - Jun '29
		Actual Year End	Actual Year End	Actual Year End	Approved Budget	Projected Year End	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
18	GSA Budget (Contingency Included)	\$315,000	\$260,000	\$287,000	\$498,000	\$183,061	\$550,000	\$600,000	\$600,000	\$600,000	\$600,000
19	Designation to/from District Reserve:										
	Approved Budget	\$427,247	\$314,708	\$0	\$35,502	\$0	\$10,641	-\$89,314	-\$91,532	-\$93,838	-\$96,236
	Leftover GSA Funds	\$0	\$77,839	\$424,346	\$0	\$314,939	\$0	\$0	\$0	\$0	\$0
	Additional Net Income	\$44,160	\$35,950	\$23,629	\$0	\$10,523	\$0	\$0	\$0	\$0	\$0
	Total Designation to/from District Reserve	\$471,407	\$428,497	\$447,975	\$35,502	\$325,462	\$10,641	-\$89,314	-\$91,532	-\$93,838	-\$96,236
	Total Operating Expenses	\$898,654	\$767,841	\$813,573	\$662,785	\$597,112	\$688,791	\$627,007	\$627,006	\$627,006	\$627,007
	Net Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Reserve Account Balance										
	Actual / Projected Reserve Balance	\$471,407	\$887,662	\$1,335,637	\$1,371,139	\$1,661,099	\$1,671,740	\$1,582,426	\$1,490,894	\$1,397,056	\$1,300,820

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 6-18-2024

Assessment No.	Invoiced	Paid	Balance
0001	\$ 3,726.61	\$ 3,726.61	\$ -
0002	\$ 192.09		\$ 192.09
0003	\$ 5,409.98	\$ 5,409.98	\$ -
0004	\$ 50.00	\$ 50.00	\$ -
0005	\$ 50.00	\$ 50.00	\$ -
0006	\$ 50.00	\$ 50.00	\$ -
0007	\$ 656.68	\$ 656.68	\$ -
0008	\$ 4,148.78	\$ 4,148.78	\$ -
0009	\$ 200.91	\$ 200.91	\$ -
0010	\$ 50.00	\$ 50.00	\$ -
0011	\$ 179.03	\$ 179.03	\$ -
0012	\$ 90.33	\$ 90.33	\$ -
0013	\$ 58,577.48		\$ 58,577.48
0014	\$ 50.00	\$ 50.00	\$ -
0015	\$ 36,452.37	\$ 36,452.37	\$ -
0016	\$ 1,426.26	\$ 1,426.26	\$ -
0017	\$ 50.00	\$ 50.00	\$ -
0018	\$ 50.00	\$ 50.00	\$ -
0019	\$ 50.00	\$ 50.00	\$ -
0020	\$ 1,619.68	\$ 1,619.68	\$ -
0021	\$ -		\$ -
0022	\$ 58.69	\$ 58.69	\$ -
0023	\$ 50.00	\$ 50.00	\$ -
0024	\$ 50.00	\$ 50.00	\$ -
0025	\$ 16,894.24	\$ 16,894.24	\$ -
0026	\$ 3,199.39	\$ 3,199.39	\$ -
0027	\$ 931.00	\$ 931.00	\$ -
0028	\$ 651.76	\$ 651.76	\$ -
0029	\$ 1,338.24	\$ 1,338.24	\$ -
0030	\$ 50.00		\$ 50.00
0031	\$ 1,726.27	\$ 1,726.27	\$ -
0032	\$ 714.92	\$ 714.92	\$ -
0033	\$ 50.00	\$ 50.00	\$ -
0034	\$ 8,715.74	\$ 8,715.74	\$ -
0035	\$ 2,108.52		\$ 2,108.52
0036	\$ 50.00	\$ 50.00	\$ -
0037	\$ 1,999.88	\$ 1,999.88	\$ -
0038	\$ 538.54	\$ 538.54	\$ -
0039	\$ 2,420.45	\$ 2,420.45	\$ -
0040	\$ 304.62	\$ 304.62	\$ -
0041	\$ 50.00	\$ 50.00	\$ -
0042	\$ 375.43	\$ 375.43	\$ -
0043	\$ 50.00		\$ 50.00
0044	\$ 238.00	\$ 238.00	\$ -

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 6-18-2024

Assessment No.	Invoiced	Paid	Balance
0045	\$ 50.00	\$ 50.00	\$ -
0046	\$ 50.00		\$ 50.00
0047	\$ 51.08	\$ 51.08	\$ -
0048	\$ 1,758.16	\$ 1,758.16	\$ -
0049	\$ 1,188.14	\$ 1,188.14	\$ -
0050	\$ 1,136.59		\$ 1,136.59
0051	\$ 50.00	\$ 50.00	\$ -
0052	\$ 57,554.48	\$ 57,554.48	\$ -
0053	\$ 9,817.08	\$ 9,817.08	\$ -
0054	\$ 50.00	\$ 50.00	\$ -
0055	\$ 6,363.64	\$ 6,363.64	\$ -
0056	\$ 50.00	\$ 50.00	\$ -
0057	\$ 1,975.55	\$ 1,975.55	\$ -
0058	\$ 1,529.34	\$ 1,529.34	\$ -
0059	\$ 5,496.04	\$ 5,496.04	\$ -
0060	\$ 935.63	\$ 935.63	\$ -
0062	\$ 50.00	\$ 50.00	\$ -
0064	\$ 388.42	\$ 388.42	\$ -
0065	\$ 7,726.05	\$ 7,726.05	\$ -
0066	\$ 845.52	\$ 845.52	\$ -
0067	\$ 504.67	\$ 504.67	\$ -
0068	\$ 165.95	\$ 165.95	\$ -
0070	\$ 3,728.24	\$ 3,728.24	\$ -
0071	\$ 3,148.15	\$ 3,148.15	\$ -
0072	\$ 3,472.71	\$ 3,472.71	\$ -
0073	\$ 2,406.11	\$ 2,406.11	\$ -
0074	\$ 50.00	\$ 50.00	\$ -
0075	\$ 250.00	\$ 250.00	\$ -
0076	\$ 313.44	\$ 313.44	\$ -
0077	\$ 64.99		\$ 64.99
0078	\$ 50.00	\$ 50.00	\$ -
0079	\$ 1,618.41	\$ 1,618.41	\$ -
0080	\$ 3,395.00	\$ 3,395.00	\$ -
0081	\$ 6,537.26	\$ 6,537.27	\$ (0.01)
0082	\$ 114.98		\$ 114.98
0083	\$ 310.53	\$ 310.53	\$ -
0084	\$ 7,890.04	\$ 7,890.04	\$ -
0085	\$ 176.14	\$ 176.14	\$ -
0086	\$ 1,207.82	\$ 1,207.82	\$ -
0087	\$ 50.00		\$ 50.00
0088	\$ 50.00	\$ 50.00	\$ -
0089	\$ 1,229.74	\$ 1,229.74	\$ -
0090	\$ 50.00		\$ 50.00
0091	\$ 3,539.72	\$ 3,539.72	\$ -

San Antonio Basin Water District
Transaction List by Customer
All Transactions as of 6-18-2024

Assessment No.	Invoiced	Paid	Balance
0092	\$ 140,279.80	\$ 140,279.80	\$ -
0093	\$ 234.53	\$ 234.53	\$ -
0094	\$ 4,164.08	\$ 4,164.08	\$ -
0095	\$ 50.00	\$ 50.00	\$ -
0097	\$ 490.90	\$ 490.90	\$ -
0098	\$ 8,027.76	\$ 8,027.76	\$ -
0099	\$ -		\$ -
0100	\$ 1,196.02	\$ 1,196.02	\$ -
0101	\$ 85.70	\$ 85.70	\$ -
0102	\$ 1,901.62	\$ 1,901.62	\$ -
0103	\$ 50.00	\$ 50.00	\$ -
0104	\$ 557.90	\$ 557.90	\$ -
0105	\$ 5,838.96	\$ 5,838.96	\$ -
0106	\$ 495.25	\$ 495.25	\$ -
0107	\$ 12,001.41	\$ 12,001.42	\$ (0.01)
0108	\$ 1,822.00		\$ 1,822.00
0109	\$ 36,749.82	\$ 36,749.82	\$ -
0110	\$ 333.86	\$ 333.86	\$ -
0111	\$ 528.70	\$ 528.71	\$ (0.01)
0112	\$ 50.00	\$ 50.00	\$ -
0113	\$ 10,116.18	\$ 10,116.18	\$ -
0114	\$ 23,992.42	\$ 23,992.42	\$ -
0115	\$ 1,951.53	\$ 1,951.53	\$ -
0116	\$ 5,933.10	\$ 5,933.10	\$ -
0124	\$ 1,515.44	\$ 1,515.44	\$ -
0125	\$ 363.12	\$ 363.11	\$ 0.01
0126	\$ 4,530.72	\$ 4,530.72	\$ -
0127	\$ 236.80	\$ 236.79	\$ 0.01
0201	\$ 2,183.61	\$ 2,183.61	\$ -
0202	\$ 462.48	\$ 462.48	\$ -
0203	\$ 6,150.84	\$ 6,150.84	\$ -
0204	\$ 50.00	\$ 50.00	\$ -
0205	\$ 11,522.08	\$ 11,522.05	\$ 0.03
Corrections over/under payment			\$ (0.02)
	576,902.14	512,635.47	64,266.65
Total Delinquent			\$ 64,266.65

Amount to be submitted for the Santa Barbara County Tax Roll with 5% delinquent fee to be added. See Agenda Item 7) c.

San Antonio Basin Water District - 2023-24 Delinquent Assessments Prop Tax List

Assessment Number	APN	Delinquent Balance Due	Balance due with 5% Penalty
0002	101 100 035	\$192.09	\$201.69
0013	101 060 055	\$1,903.37	\$1,998.54
0013	101 060 056	\$6,539.31	\$6,866.28
0013	101 060 058	\$20,037.00	\$21,038.85
0013	101 060 059	\$15,278.30	\$16,042.21
0013	101 100 034	\$14,819.50	\$15,560.47
0030	099 050 005	\$50.00	\$52.50
0035	133 110 039	\$2,108.52	\$2,213.95
0043	133 110 045	\$50.00	\$52.50
0046	101 270 046	\$50.00	\$52.50
0050	099 030 048	\$ 1,103.10	\$1,158.26
0050	101 480 010	\$ 33.49	\$35.17
0077	133 100 074	\$64.99	\$68.24
0082	133 100 053	\$114.98	\$120.73
0087	101 100 023	\$50.00	\$52.50
0090	101 100 044	\$50.00	\$52.50
0108	101 300 008	\$1,822.00	\$1,913.10
Total Parcels	17	\$ 64,266.65	\$67,479.98

Agenda Item 7) c.

Amount to be submitted for the Santa Barbara County Tax Roll with 5% delinquent fee to be added.

**RESOLUTION OF THE
BOARD OF DIRECTORS OF
THE SAN ANTONIO BASIN WATER DISTRICT**

Agenda Item 7) c.

**RESOLUTION AUTHORIZING
COLLECTION OF 2023-24
DELINQUENT ASSESSMENTS
BY COUNTY TAX COLLECTORS**)
)
)
)
)
)

RESOLUTION NO. 2024-01

WHEREAS, as authorized by Water Code Section 36550 *et seq.* and pursuant to Proposition 218 (Article XIID, Section 4 of the California Constitution), this Board has adopted an assessment to cover certain of the District's estimated costs in order to confer special benefits to the assessed property; and

WHEREAS, on May 19, 2020, this Board of Directors adopted an Engineer's Report, entitled "Engineer's Report for the San Antonio Basin Water District" prepared for the District in compliance with Proposition 218 by the Wallace Group, which includes a detailed roll of the parcels within the District that would be subject to the proposed assessment; and

WHEREAS, an Assessment Ballot Proceeding was carried out in accordance with the Board of Directors' May 19, 2020, Resolution, including a hearing conducted July 21, 2020, at which the weighted ballots in favor of the proposed Assessment outweighed the weighted ballots in opposition; and

WHEREAS, Government Code section 53753 of the Proposition 218 Omnibus Implementation Act provides that any agency that complies with the notice, protest, and hearing requirements of that Act is not required to comply with any other statutory notice, protest, and hearing requirements, and accordingly, the proceedings conducted in 2020 were conducted in accordance with the Omnibus Implementation Act, rather than the Water Code, with respect to notice, protest, and hearing requirements; and

WHEREAS, certain parcels are delinquent for 2023-24 assessments as of the date of this resolution.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF SAN ANTONIO BASIN WATER DISTRICT does hereby resolve, declare and order as follows:

- 1) Election to Proceed Under Part 7.5.** The District hereby elects to proceed under Division 13, Part 7.5 of the Water Code only for the collection and enforcement of delinquent 2023-24 assessments, as authorized by Water Code section 37203, subdivision (b).
- 2) Procedures for Collection.** Pursuant to Water Code section 37212, the delinquent assessments shall be collected in the following manner.
 - A. Delinquency List.** The Secretary shall prepare lists of the delinquent parcels in Santa Barbara County for which 2023-24 assessments remain unpaid, certify that the lists are true and correct, and transmit a copy of each list to the County auditor of the appropriate county along with a certified copy of this resolution.

B. **Lien.** Pursuant to Water Code section 37212, subdivision (b), the unpaid charges shall be a special assessment and lien on the parcel upon receipt of the list and resolution by the County auditor.

C. **Collection.** The assessment shall be collected at the same time and in the same manner as ordinary municipal ad valorem taxes are collected, and shall be subject to the same penalties, and the same procedure and sale in case of delinquency as provided for those taxes.

D. **Remittance.** The County shall deduct from the charges an amount sufficient to compensate the County for the costs incurred in collecting the delinquent assessments following the same policies as applicable to similar collections with County ad valorem taxes. The remaining funds shall be remitted to the District.

2. **Other Matters.** The District's staff and officers are authorized and directed to do all thing necessary to collect the assessments consistent with applicable law, including the District Manager signing any forms or agreements which the respective County may require to facilitate collection of the 2023-24 assessment, consistent with the foregoing.

All the foregoing being on motion of Director seconded by Director and authorized by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing resolution is the resolution of said District as duly passed and adopted by said Board of Directors on June 18, 2024.

WITNESS my hand of said Board of Directors, June 18, 2024.

Craig Reade
Secretary of the Board of Directors

**BEFORE THE BOARD OF DIRECTORS OF THE
SAN ANTONIO BASIN WATER DISTRICT**

IN THE MATTER OF:

Resolution No. 2024-02

**RESOLUTION ANNOUNCING THE NOVEMBER 2024 DISTRICT ELECTION AND
PROCEDURES RELATED THERETO**

WHEREAS, Water Code section 35100 provides that the District's elections are to be conducted in conformity with the Uniform District Election Law ("UDEL") (Elections Code sections 10500 et seq.). Under Elections Code section 10502(a), as a landowner voting district, the District is to conduct its own election under the UDEL.

WHEREAS, Directors Merril, Sharer, and Reade currently occupy and hold seats on the District's Board of Directors, and their terms are set to expire in 2024.

NOW, THEREFORE, BE IT RESOLVED that the District shall utilize the following schedule and procedures for implementing and carrying out the November 5, 2024 election:

1. The District shall carry out this election to the fullest extent possible, and the District's Secretary shall serve as the Election Official.

2. On July 3, 2024, the District's Secretary shall cause to be delivered a Notice to the County Elections Official in substantially the form attached hereto.

3. No earlier than July 8, 2024, but no later than August 6, 2024, the District's Secretary shall cause a Notice of Election to be published in a newspaper of general circulation published in the District or, if none exists, in a newspaper having general circulation within the District that is published in any affected County in the District, in substantially the form attached hereto.

4. The District's Secretary shall ensure that Official Declaration of Candidacy Forms are available in the District Manager's office between July 15, 2024 and August 9, 2024. Official Declaration of Candidacy Forms shall be filed by no later than 5 p.m. on August 9, 2024 (the "Filing Deadline"), the 88th day prior to the election. The Official Declaration of Candidacy Forms may be filed in the District Manager's office during regular hours prior to the Filing Deadline, or filed by certified mail so long as the candidate ensures that it reaches the District's Secretary by no later than the Filing Deadline. Candidates are not permitted to withdraw their candidacy after 5 p.m. on August 9, 2024, the 88th day prior to the election. However, if the incumbent does not file an Official Declaration of Candidacy Form by the Filing Deadline, any person other than the incumbent shall have until 5 p.m. on August 14, 2024 to file an Official Declaration of Candidacy Form for the incumbent's elective office, and the deadline to withdraw an Official Declaration of Candidacy Form for that office shall also extend to 5 p.m. on August 14, 2024.

5. If, by 5 p.m. on August 14, 2024, the 83rd day prior to the election, only one person, or no person, has filed a declaration of candidacy for any elective office to be filled at that election, no election shall be held unless a petition signed by 10 percent of the voters, or 50 voters, whichever is smaller, requesting that the election be held has not been presented to the Board. If

no election is to be held, the District Secretary shall prepare and submit a certificate of these facts to the County Board of Supervisors as provided in Elections Code section 10515.

6. In the event it is necessary to hold an election, the District shall enact another resolution setting forth the requirements and procedures for holding such an election. Should any activity be required to be performed prior to the date the District will meet and adopt such a resolution, the District's Secretary is authorized to perform such steps and acts as are necessary to ensure compliance with California elections law.

7. The District's officers, employees and consultants are authorized and directed to do all things necessary and appropriate to carry out the foregoing.

ALL THE FOREGOING, being on motion of Director _____ and seconded by Director _____ was authorized by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing is the resolution of said District as duly passed and adopted by said Board of Directors at a meeting thereof duly called and held on this 18th day of June, 2024.

WITNESS my hand and seal of said Board of Directors this 18th day of June, 2024.

Secretary,
San Antonio Basin Water District

**NOTICE OF ELECTIVE OFFICES TO BE FILLED AND
TRANSMITTAL OF MAP AND BOUNDARIES**
(Elections Code sections 10509 and 10524)

San Antonio Basin Water District

To Santa Barbara County Elections Office:

1. Notice is hereby given that three (3) seats on the Board of Directors of the District are 3 seats to be filled at the general district election on November 5, 2024. The seats to be filled are at-large.
2. A map showing the boundaries of the District within this county is attached hereto.
3. The qualifications for Directors of the District are as follows:
“Each director shall be one of the following:
(a) A holder of title to land within the district.
(b) The legal representative of a holder of title to land within the district in accordance with Section 34030.
(c) A representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation.” (Wat. Code, § 34700)
4. Candidates are to pay for the publication of a Candidate’s Statement under Elections Code section 13307.

San Antonio Basin Water District

Donna Glass, District Manager

NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN that a general election is scheduled to be held in **SAN ANTONIO BASIN WATER DISTRICT** (“District”) on November 5, 2024 for the office of Director. There are three four-year terms to be filled. To be qualified, a candidate must be over the age of 18 years and either a holder of title to land within the District or the legal representative of a holder of title to land within the District.

Official declaration of candidacy forms for eligible candidates desiring to file for these offices may be obtained from the office of the District’s Manager at 82 North St. Joseph Street, Los Alamos, CA 93440. The forms are available beginning July 15, 2024 and must be filed in the District office no later than August 9, 2024, at 5:00 p.m. This election shall be at large, rather than by divisions.

Appointment to each elective office will be made as prescribed by Section 10515 of the Elections Code in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time prescribed by Section 10515 of the Elections Code.

Anyone desiring further information regarding filing for these elective District offices should contact the District at 805-928-8349.

SAN ANTONIO BASIN WATER
DISTRICT

Donna Glass, District Manager



CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Coastal Network

Please vote for your choice

Choose one of the following candidates:

- Elaine Magner, Director, Pleasant Valley Recreation & Park District *
- Scott Duffield, General Manager, Heritage Ranch Community Services District

*Incumbent

☐ Elaine Magner* [\[view details\]](#)

☐ Scott Duffield [\[hide details\]](#)

[Please click here for the candidate information sheet.](#)

Continue

Cancel



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Scott Duffield

District/Company: Heritage Ranch Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: Seven years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently the Vice President of the San Luis Obispo County Chapter of the CSDA. I attend conferences and trainings regularly.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am a registered civil engineer in California and was previously a member of the American Society of Engineers (ASCE). I am a current member of the American Water Works Association (AWWA).

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I previously served as staff for County government including the County of Riverside for sixteen years and the County of San Luis Obispo for twelve years. During the time as staff for the County of San Luis Obispo, I was involved in numerous advisory committees including the Nacimiento Water Project Commission, the Paso Basin Advisory Committee, and the Water Resources Advisory Committee to name a few (and still involved in the latter in my current role).

- 4. List civic organization involvement:**

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Elaine Magner

District/Company: Pleasant Valley Recreation and Park District

Title: Board Director - Past Board Chairperson

Elected/Appointed/Staff: Elected

Length of Service with District: 16 Years (Feb 2008)

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have been on the CSDA Board of Directors since 2018 and am currently serving as the President for the second year. In the past I have served as the Vice President and Treasurer on the Executive Committee, the Chairperson of the Membership, and the Fiscal Committee. Also, one of the three CSDA board directors on the Special Districts Leadership Foundation (SDLF) and the CSDA representative on the SDLF Scholarship Committee.

I attend CSDA Legislative Days and Conference and Showcase annually. Have completed the SDLF Governance Academy and provide input to many of the CSDA Expert Feedback Teams including the Human Resources and Personnel, Governance, and Revenue Teams.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Currently serving on the CARPD legislative committee.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Have served as the Pleasant Valley Recreation and Park District representative to the Ventura County Special Districts Association. Am one of the PVRPD Board members on the City of Camarillo/PVRPD Liaison Committee working on a joint needs assessment focusing on senior needs including facilities.

4. List civic organization involvement:

None.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



Fellow Coastal Network Members,

Having represented the Coastal Network as a CSDA Board member since 2016, I'm requesting your support for re-election.

I am currently the President of the CSDA Board of Directors. I have served as on the Executive Committee as the Vice President, Secretary and Treasurer. now an ex-officio on all CSDA committees. I am one of the CSDA representatives to the Special Districts Leadership Foundation and their Scholarship Committee. I've completed the SDLF Leadership Academy, and regularly attend the annual Legislative Days, Annual Conference and Exhibitor Showcases.

As a Director for the Pleasant Valley Recreation and Park District Board since 2008, I've served as Board Chair, on the Personnel and Liaison Committees, and as PVRPD's representative to the Ventura County Special Districts Association and CSDA. I have been honored by VCSDA as Director of the Year.

My career in Public Service for 31 years was in law enforcement Human Resources. Following my retirement, I worked as a contract investigator for the Department of Justice.

My experience on the PVRPD Board and my work as a public servant has provided me with a solid foundation of experience, enabling me to represent your District's interests on the CSDA Board.

As a board member, I represent all special districts in the Coastal Network, supporting CSDA's on-going efforts to offer educational classes and informative conferences and their pro-active legislative advocacy and policy proposals that impact all Special Districts.

If re-elected, I will continue to work with board members and staff to further advocacy efforts at the state and national level, increase membership, and further enhance services provided to member agencies.

I would appreciate your district's support in my re-election as the Coastal Network representative on the CSDA Board of Directors. I respectfully ask for your vote.

Sincerely,

Elaine L. Wagner, Director
Pleasant Valley Recreation and Park District

LAFCO MEMORANDUM

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
105 East Anapamu Street • Santa Barbara CA 93101 • (805) 568-3391 + Fax (805) 568-2249

May 3, 2024

TO: Each City Manager
Each Special District Manager
Board of Supervisors (Clerk of the Board)
County Administrator's Office

FROM: Mike Prater
Executive Officer

SUBJECT: TRANSMITTAL OF ADOPTED FISCAL YEAR 2024-25 LAFCO BUDGET

Attached is a copy of the Final Fiscal Year 2024-25 LAFCO Budget adopted by the Commission in May 2024. The Commission considered and approved the budget at its regular meeting on May 2, 2024. The County Auditor will prepare an invoice for each agency based on the revenues reported in the State Controllers latest annual report.

Please contact me at 805-568-3391 if you have any questions. Thank you.

Enc.
cc. LAFCO Commissioners
Betsy Schaffer, Auditor, Santa Barbara County
Amber Holderness, LAFCO Legal Counsel

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815

ADOPTED FINAL 2024-2025 BUDGET - MAY 2, 2024

Final 5/2/2024

Account Name and Number	2023-24 Final Budget	As of 3/31/24	Projected Year-End	2024-25 Recommended Budget	Inc/Dec	% Inc/Dec
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REVENUES

Interest Income - 3380	2,000	3,545	3,545	3,000	1,000	50%
Unrealized Gain/Loss - 3381	0	0	0	0	0	0%
Other Gov't Agencies - 4840	540,236	550,792	550,792	560,000	19,764	4%
Planning Studies Service - 5738	18,000	8,750	10,750	20,000	2,000	11%
Misc. Revenue - 5909	11,000	4,512	6,430	9,000	-2,000	-18%
Total Revenues	571,236	567,599	571,517	592,000	20,764	4%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	22,000	11,891	18,936	22,000	0	0%
Regular Salary - 6100	293,731	193,401	257,703	293,078	-653	0%
FICA Contribution - 6500	15,861	11,698	16,647	15,826	-35	0%
FICA/Medicare - 6550	6,462	3,053	4,211	6,448	-14	0%
Retirement-Employer Contribution - 6400	23,866	15,341	22,125	25,581	1,715	7%
Retirement - Employee Contribution - 5771	23,866	15,341	22,125	25,581	1,715	7%
Unemployment Insurance - 6700	6,630	30,351	31,206	3,466	-3,164	-48%
Fed Unemploy Tax-Employer Cont - 6700	300	827	870	550	250	83%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	26,215	23,946	33,119	33,680	7,465	28%
Life/Disability Insurance - 6610	3,000	1,976	2,965	3,000	0	0%
Def Comp - EO Employer - 6100	4,200	3,150	4,200	4,200	0	0%
Phone/Cash Allowance - 7811	2,450	1,624	2,436	2,450	0	0%
Auto Allowance - 7326	7,000	4,666	7,000	7,000	0	0%
Total Salaries and Benefits	411,715	301,924	401,418	417,279	5,564	1%

Services and Supplies

Audit Fees - 7324	12,000	0	6,000	12,900	900	8%
Memberships - 7430	9,540	9,564	9,564	9,750	210	2%
Office Expense - 7450	1,500	334	334	1,500	0	0%
Equipment Maintenance - 7120	0	0	0	0	0	0%
Copier Expense - 7453	2,000	0	650	1,000	-1,000	0%
Prof & Special Services - 7460	50,000	32,216	50,000	50,000	0	0%
Payroll Fees - 7507	2,750	1,615	2,119	2,400	-350	-13%
Legal Services -7508	50,000	38,948	57,000	65,000	15,000	30%
Pubs & Legal Notices - 7530	2,000	1,564	2,564	3,000	1,000	50%
Postage - 7451	1,000	225	725	1,000	0	0%
Gen Fund Cost Allocation - 7669	-245	255	255	19,051	19,296	-7876%
Training and Travel - 7732	26,000	16,565	20,164	26,000	0	0%
Total Services and Supplies	156,545	101,286	149,375	191,601	35,056	22%

Other Charges

Electricity - 7801	500	460	600	500	0	0%
Natural Gas - 7802	175	118	225	175	0	0%
Water - 7803	150	69	150	150	0	0%
Refuse - 7804	200	107	200	200	0	0%
Utility Services - 7806	100	34	100	100	0	0%
Liability Insurance - 6900	1,400	0	1,544	1,545	145	0%
Telephone Services - 7897	450	342	450	450	0	0%
Total Other Charges	2,975	1,130	3,269	3,120	145	5%

Contingency Reserve - 9600	-1,722	-1,722	-1,722	-20,000	0	0
Total Contingency Reserve	287,339		303,072	0	283,072	-1.5%
Total Exp/Appropriations	571,236	406,062	555,784	592,000	20,764	3.6%
Net Financial Impact	0	161,537	15,733	0	0	0.0%

*\$20,000 contingency will be deducted from reserves in FY 24/25. The estimated contingency reserve balance will be \$283,000