

San Antonio Basin Water District

Board of Directors Regular Meeting

Tuesday, July 16, 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. June 2024 Board Meeting Minutes – **Board Approval Needed**
- 5) **Financial Report**
 - a. Review and Approve June Financial Statements
 - b. Investment Report
 - c. Review June GSA Financial Statements
 - d. Consider GSA Fund Request
- 6) **2024-25 Budget and Assessments**
 - a. Review and Approve 2024-25 Budget
 - b. Consider Resolution Authorizing Levy and Collection of 2024-25 Assessment
- 7) **Review and Consider Amendments to the Policy for Evaluating Requests for Assessment Changes Adopted 7-18-2023**
- 8) **Informational Items**
 - a. Management/Administration Report
 - b. Update on Election Process for 3 Director Positions
 - c. Director Training Report
 - d. Update on San Antonio Basin Groundwater Sustainability Agency

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

10) **Next Meeting Date – August 20, 2024**

11) **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 contracting Donna Glass, admin@sanantoniobasinwd.org or 805-928-8349.

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>

Draft Meeting 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
Craig Reade
Ken Hunter

Directors Absent: Victor Schaff

Others in Attendance: Donna Glass - District Manager, Kari Wagner – Wallace Group, 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. April 2024 Board Meeting Minutes – Board Approval Needed

A **motion** was made by Director Hunter to approve the April 2024 Minutes as presented.

Motion seconded by Director Sharer. **The motion carried.**

AYES: Director Merrill, Sharer, Hunter, and Reade

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

5) Discussion and Possible Action On Change Order Requests to the 2024-25 Assessment Roll

Kari Wagner joined the meeting and reviewed the change order memorandum with the board for the 2024-25 Assessment Roll. Recommendation was to approve all change requests listed in

the memorandum. Based on those changes in irrigated/non-irrigated acres, there will be an increase of 110.31 irrigated acres for a total of 13,330 irrigated acres.

A brief discussion was held regarding an update to the change order policy to add language pertaining to a re-verification of irrigated acres every 5 years. The first re-verification would be performed for the 2025-26 Assessment Roll. This will be included on the next agenda.

A **motion** was made by Director Reade to approve the Change Order Requests and corrections to the 2024-25 Assessment Roll as recommended by the Wallace Group in the memorandum.

Motion seconded by Director Sharer. **The motion carried.**

AYES: Director Merrill, Sharer, Hunter, and Reade

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

6) Financial Report

a. Review and Approve April and May Financial Statements

The April and May statements were included in the packet. As of May 31, 2024, 92% of the year had elapsed. The SABWD collected \$512,636 or 90% of the 2023-24 Assessments, \$76,497 in interest and \$8,679 in payments from Santa Barbara County Property Tax. The expenses YTD were \$235,107 or 35% of the budget. Net Income was \$362,705 and \$1,321,102 is designated toward Reserves. The Operating Account balance is \$26,729.

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

AYES: Director Merrill, Sharer, Hunter and Reade

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

b. Investment Report

The April and May California CLASS statements were included in the packet. Interest earned for April was \$7,375 and May was \$7,578. Interest earned FYTD was \$76,497. Account balance as of May 31, 2024, was \$1,657,007. The Average Monthly Yield was 5.39%. Withdrawals and transfers to the Operating Account were made to cover District monthly expenses and the GSA fund requests on:
May 17, 2024, for \$15,000
June 14, 2024, for \$15,000

c. Review April and May GSA Financial Statements

The April and May statements were included in the board packet for review only. As of May 31, 2024, 92% of the year had elapsed. The GSA checking account balance is \$25,000. The expenses YTD were \$199,720 or 40% of the budget. Operating transfers from the District were \$169,497 or 34% of the budget.

d. Consider GSA Fund Request

The GSA June invoices totaled \$13,564. To pay June invoices and maintain their minimum balance of \$25,000 the GSA requested a fund transfer of \$13,564. The May request for \$12,659.50 was approved by the SABWD District Manager as authorized when no board meeting is held.

A **motion** was made by Director Sharer to approve the accountant transfer funds from the SABWD Operating Account to the SABGSA Operating Account in the amount of \$13,564. **Motion seconded** by Director Reade. **The motion carried.**
AYES: Director Merrill, Sharer, Hunter, and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Director Schaff

7) 2024-25 Preliminary Budget and Assessments

The District Manager presented the preliminary budget line items to the Board and answered questions.

a. Review and Discuss Preliminary 2024-25 Budget and 2024-25 Assessment

A **motion** was made by Director Sharer to approve the Preliminary 2024-25 Budget and 2024-25 Assessment as presented. **Motion seconded** by Director Hunter. **The motion carried.**
AYES: Director Merrill, Sharer, Hunter, and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Director Schaff

b. Approve Designation to Reserves

A **motion** was made by Director Sharer to approve designating 100% of the Net Income to Reserves. **Motion seconded** by Director Reade. **The motion carried.**
AYES: Director Merrill, Sharer, Hunter, and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Director Schaff

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

The District Manager reported that the remaining unpaid assessments for the 2023-24 Assessment Tax Roll were \$64,226.65. The 5% penalty will be added and \$67,479.98 will be submitted to the Santa Barbara County Tax Roll for 2024-25.

A **motion** was made by Director Sharer to approve the Resolution Authorizing Santa Barbara County to Collect 2023-24 Delinquent Assessments on the Santa Barbara County Tax Roll. **Motion seconded** by Director Reade. **The motion carried.**
AYES: Director Merrill, Sharer, Hunter, and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Director Schaff

8) Discussion and Possible Action on 2024 Election Process for 3 Board of Director Positions

a. Resolution Announcing the November 2024 District Election And Procedure

After some discussion a **motion** was made by Director Reade to approve a Resolution Announcing the November 2024 District Election And Procedures. **Motion seconded** by Director Sharer. **The motion carried.**
AYES: Director Merrill, Sharer, Hunter, and Reade
NOES: None; **ABSTAIN:** None; **ABSENT:** Director Schaff

9) Discussion and Possible Action on CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Coastal Network

After some discussion a **motion** was made by Director Merrill to authorize the District Manager to vote on-line for candidate Scott Duffield. **Motion seconded** by Director Sharer. **The motion carried.**

AYES: Director Merrill, Sharer, Hunter, and Reade

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

10) Informational Items

a. Management/Administration Report

Updates were provided during agenda items.

i. Annual Audit For FY 2022-23 – Completed

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

The audit has been completed and uploaded to the Website.

ii. LAFCO Approved 2024-2025 Budget/Notice of Invoice

The budget was received but no invoice had been received.

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 tonight for discussion and/or action were:

Q2 2024 Groundwater Level Monitoring Report for the San Antonio Creek Valley

Groundwater Basin - The SABGSA has received the Q2 2024 Groundwater Level

Monitoring Report. The Board of Directors will review and discuss the recommendations listed in the report and may take action and/or provide specific direction to SABGSA staff and/or GSI Water Solutions, Inc. related to this item.

SABGSA Priorities and Budget for Fiscal Year 2024-25 - The Board of Directors will discuss priorities and review the budget for fiscal year 2024-25. The Board may take action and/or provide specific direction to SABGSA staff related to this item.

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

No new business was requested.

12) Next Meeting Date – July 16, 2024

13) Adjournment

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

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

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

Agenda Item 5) a.

| 100% of the year has elapsed | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|------------------|-------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 3380 Interest/Div Income | 83,799.38 | 40,000.00 | 43,799.38 | 209.5% |
| Assessments | 512,750.48 | 572,344.00 | -59,593.52 | 89.59% |
| Misc Payments | 9,575.90 | 50,441.00 | -40,865.10 | 18.98% |
| Total Income | 606,125.76 | 662,785.00 | -56,659.24 | 91.45% |
| Expense | | | | |
| 01 - General Manager | 42,900.00 | 60,800.00 | -17,900.00 | 70.56% |
| 03 - Audit & Financial Reporting | 8,560.00 | 12,480.00 | -3,920.00 | 68.59% |
| 04 - Contract Admin(Assesmt Billing) | 14,686.51 | 20,000.00 | -5,313.49 | 73.43% |
| 05 - Legal Services | 699.82 | 20,000.00 | -19,300.18 | 3.5% |
| 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 | 658.29 | 350.00 | 308.29 | 188.08% |
| 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 | 183,061.15 | 498,000.00 | -314,938.85 | 36.76% |
| 19 - Designation to District Reserve | 352,721.07 | 35,502.00 | 317,219.07 | 993.53% |
| Total Expense | 606,125.76 | 662,785.00 | -56,659.24 | 91.45% |
| Net Ordinary Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | 0.00 | 0.00 | 0.00 | 0.0% |

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

Jun 30, 24

ASSETS

Current Assets

Checking/Savings

California Class 1,649,379.12

Community Bank - Checking 24,443.79

Total Checking/Savings 1,673,822.91

Total Current Assets 1,673,822.91

TOTAL ASSETS 1,673,822.91

LIABILITIES & EQUITY

Equity

Board Designated Reserves 1,673,822.91

Total Equity 1,673,822.91

TOTAL LIABILITIES & EQUITY 1,673,822.91

**San Antonio Basin Water District
Transaction List by Vendor
June 2024**

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>Account</u> | <u>Amount</u> |
|--|-------------|-------------|------------|------------------|---------------------------|---------------|
| CARRIE TROUP | | | | | | |
| | Check | 06/14/2024 | 5195 | INV # 0624SABWD | Community Bank - Checking | -700.00 |
| Donna Glass | | | | | | |
| | Check | 06/14/2024 | 5196 | inv # 2406 | Community Bank - Checking | -3,900.00 |
| SAN ANTONIO BASIN GSA | | | | | | |
| | Check | 06/18/2024 | EFT | PER BOARD | Community Bank - Checking | -13,564.00 |
| The Law Offices of Young Wooldridge | | | | | | |
| | Check | 06/14/2024 | 5194 | CLIENT 21089 AFD | Community Bank - Checking | -103.82 |

Donna Glass Administrative Services
Santa Maria, CA 93454

Invoice

| DATE | INVOICE # |
|----------|-----------|
| 6/4/2024 | 2406 |

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

| DESCRIPTION | AMOUNT |
|---|----------|
| Basic Monthly Administrative Services - May 1 through May 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 |



A LIMITED LIABILITY PARTNERSHIP • EST. 1939
1800 30TH STREET, FOURTH FLOOR
BAKERSFIELD . CA. 93301

HTTP://WWW.YOUNGWOOLDRIDGE.COM
EMAIL: ACCOUNTING@YOUNGWOOLDRIDGE.COM
PHONE: (661) 327-9661
FACSIMILE: (661) 327-1087

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATIONS

CONFIDENTIAL

SAN ANTONIO BASIN WATER DISTRICT
1005 S. BROADWAY
SANTA MARIA, CA 93454

May 31, 2024

Client ID 21089 AFD

Statement for period through May 31, 2024

Summary by Matter

| Matter | Description | Prior Balance | Payments & Adjustments | Current Charges | Total Due |
|-------------------------|------------------|------------------|---------------------------|--------------------|-----------------|
| 22 | ELECTION MATTERS | \$0.00 | \$0.00 | \$97.50 | \$97.50 |
| 100 | COSTS | \$0.00 | \$0.00 | \$6.32 | \$6.32 |
| PRIOR STATEMENT BALANCE | | | | | \$0.00 |
| CURRENT CHARGES | | | | | \$103.82 |
| PAY THIS AMOUNT | | | | | \$103.82 |

Any Payments Received After 05/31/24 Will Appear on Your Next Statement

Visa, MasterCard and Discover accepted

A FINANCE CHARGE OF 1.5% WILL BE ADDED TO YOUR BALANCE 30 DAYS AFTER STATEMENT DATE



Summary Statement

June 30, 2024

Page 1 of 3

Investor ID: CA-[REDACTED]

0000067-0000276 PDF 665067

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

Agenda 5) b.

California CLASS

California CLASS

Average Monthly Yield: 5.4006%

| | | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|---|---------------|----------------------|---------------|-------------|------------------|-------------------------|--------------------------|----------------------|
| CA-01- [REDACTED] | CA Class Fund | 1,657,077.07 | 0.00 | 15,000.00 | 7,302.05 | 45,632.49 | 1,649,307.28 | 1,649,379.12 |
| TOTAL | | 1,657,077.07 | 0.00 | 15,000.00 | 7,302.05 | 45,632.49 | 1,649,307.28 | 1,649,379.12 |



Account Statement

June 30, 2024

Page 2 of 3

Account Number: CA-01 [REDACTED]

CA Class Fund

Account Summary

Average Monthly Yield: 5.4006%

| | Beginning Balance | Contributions | Withdrawals | Income Earned | Income Earned YTD | Average Daily Balance | Month End Balance |
|------------------|-------------------|---------------|-------------|---------------|-------------------|-----------------------|-------------------|
| California CLASS | 1,657,077.07 | 0.00 | 15,000.00 | 7,302.05 | 45,632.49 | 1,649,307.28 | 1,649,379.12 |

Transaction Activity

| Transaction Date | Transaction Description | Contributions | Withdrawals | Balance | Transaction Number |
|------------------|------------------------------|---------------|-------------|--------------|--------------------|
| 06/01/2024 | Beginning Balance | | | 1,657,077.07 | |
| 06/14/2024 | Withdrawal | | 15,000.00 | | 5012 |
| 06/30/2024 | Income Dividend Reinvestment | 7,302.05 | | | |
| 06/30/2024 | Ending Balance | | | 1,649,379.12 | |

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

Agenda Item 5) c.

| 100% of the year has elapsed | Jul '23 - Jun 24 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4-Interest Income | 12.21 | | | |
| Total Income | 12.21 | | | |
| Expense | | | | |
| Administration and Operation | | | | |
| 01Admininstrative Exp/Office Ex | 60,745.34 | 76,000.00 | -15,254.66 | 79.93% |
| 02-Accountant | 8,400.00 | 7,500.00 | 900.00 | 112.0% |
| 03-Comm Eng Grant Wrtnng NonGSP | 0.00 | 0.00 | 0.00 | 0.0% |
| 04-Monitoring | 42,938.42 | 90,000.00 | -47,061.58 | 47.71% |
| 05-Legal Counsel | 18,562.50 | 75,000.00 | -56,437.50 | 24.75% |
| 06-Insurance | 3,498.00 | 3,000.00 | 498.00 | 116.6% |
| 07-Audit Fees | 2,920.00 | 4,000.00 | -1,080.00 | 73.0% |
| 09-GSP Related Costs-Annual Rep | 55,192.59 | 100,000.00 | -44,807.41 | 55.19% |
| 10-GSP Implementation / PMAs | 28,890.00 | 142,500.00 | -113,610.00 | 20.27% |
| 11- Exec Order WellVerification | -197.50 | | | |
| Total Administration and Operation | 220,949.35 | 498,000.00 | -277,050.65 | 44.37% |
| Total Expense | 220,949.35 | 498,000.00 | -277,050.65 | 44.37% |
| Net Ordinary Income | -220,937.14 | -498,000.00 | 277,062.86 | 44.37% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 11 Operating Transfers | 183,061.15 | 498,000.00 | -314,938.85 | 36.76% |
| 12 Carryover Funds | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Total Other Income | 183,061.15 | 548,000.00 | -364,938.85 | 33.41% |
| 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 | 183,061.15 | 498,000.00 | -314,938.85 | 36.76% |
| Net Income | -37,875.99 | 0.00 | -37,875.99 | 100.0% |

San Antonio Basin GSA**Balance Sheet****As of June 30, 2024****Jun 30, 24****ASSETS****Current Assets****Checking/Savings****Community Bank of SM -ACCT 9006** 23,235.00**Total Checking/Savings** 23,235.00**Total Current Assets** 23,235.00**TOTAL ASSETS** **23,235.00****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities****Payables** 5,900.00**Total Other Current Liabilities** 5,900.00**Total Current Liabilities** 5,900.00**Total Liabilities** 5,900.00**Equity****Retained Earnings** 55,210.99**Net Income** -37,875.99**Total Equity** 17,335.00**TOTAL LIABILITIES & EQUITY** **23,235.00**

San Antonio Basin GSA
Expenses by Vendor Detail
June 2024

| | Type | Date | Num | Account | Split | Amount |
|---|-------|------------|------|--------------------------------|---------------------------------|------------------|
| BERTOUX & COMPANY | | | | | | |
| | Check | 06/14/2024 | 3117 | 01Administrative Exp/Office Ex | Community Bank of SM -ACCT 9006 | 5,000.00 |
| Total BERTOUX & COMPANY | | | | | | 5,000.00 |
| Brownstein Hyatt Farber Schreck | | | | | | |
| | Check | 06/14/2024 | 3118 | 05-Legal Counsel | Community Bank of SM -ACCT 9006 | 2,281.50 |
| Total Brownstein Hyatt Farber Schreck | | | | | | 2,281.50 |
| Carrie Troup, C.P.A. | | | | | | |
| | Check | 06/14/2024 | 3121 | 02-Accountant | Community Bank of SM -ACCT 9006 | 700.00 |
| Total Carrie Troup, C.P.A. | | | | | | 700.00 |
| GOLDEN STATE RISK MANAGEMENT AUTHORITY | | | | | | |
| | Check | 06/27/2024 | ACH | 06-Insurance | Community Bank of SM -ACCT 9006 | 1,765.00 |
| Total GOLDEN STATE RISK MANAGEMENT AUTHORITY | | | | | | 1,765.00 |
| GSI WATER SOLUTIONS, INC. | | | | | | |
| | Check | 06/14/2024 | 3119 | 10-GSP Implementation / PMAs | Community Bank of SM -ACCT 9006 | 1,605.00 |
| | Check | 06/14/2024 | 3120 | 04-Monitoring | Community Bank of SM -ACCT 9006 | 857.50 |
| Total GSI WATER SOLUTIONS, INC. | | | | | | 2,462.50 |
| Los Alamos CSD | | | | | | |
| | Check | 06/14/2024 | 3122 | 01Administrative Exp/Office Ex | Community Bank of SM -ACCT 9006 | 200.00 |
| Total Los Alamos CSD | | | | | | 200.00 |
| MOSS, LEVY & HARTZHEIM LLP | | | | | | |
| | Check | 06/14/2024 | 3123 | 07-Audit Fees | Community Bank of SM -ACCT 9006 | 2,920.00 |
| Total MOSS, LEVY & HARTZHEIM LLP | | | | | | 2,920.00 |
| TOTAL | | | | | | 15,329.00 |

Donna Glass

From: Director SABGSA <admin@sanantoniobasingsa.org>
Sent: Wednesday, July 10, 2024 10:37 AM
To: Donna Glass
Cc: Carrie Troup
Subject: SABGSA Fund Request + Invoices
Attachments: Bertoux & Co - Invoice 24-006 June 2024.pdf; Brownstein - Invoice #993171.pdf; GSI_Invoice_748.015-11 On-Call.pdf; GSI_Invoice_748.017-7 Quarterly Monitoring.pdf; GSRMA INV-003492.pdf; Inv_202319_from_Los_Alamos_Community_Services_District_15876.pdf; Invoice June 2024 TroupCPA.pdf; Reimbursemetnet to Cachuma RCD.pdf; SABGSA Invoices for Payment 07-10-24.xlsx

Agenda Item 5) d.

Hi Donna: The SABGSA's invoices for this month total \$21,880.58. 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.

Hi Carrie: I've uploaded these to your Dropbox folder - July 2024 under Invoices.

Thanks,
Stephanie

Stephanie Bertoux

Executive Director, San Antonio Basin GSA



(805) 451-0841

<https://sanantoniobasingsa.org/>

| 1 | Date | Vendor/Consultant | Amount | Invoice # | Budget Category | Line Item |
|----|--------|--|--------------------|-------------|-------------------------|---------------------------------------|
| 2 | 10-Jul | Bertoux & Co | \$5,000.00 | 24-006 | 01 - Administrative | Payroll |
| 3 | 10-Jul | Brownstein, Hyatt, Farber & Schreck | \$2,451.50 | 993171 | 05 - Legal Counsel | Legal Counsel |
| 4 | 24-Jun | Cachuma RCD | \$239.88 | 3152927818 | 01 - Administrative | Website |
| 5 | 8-Jul | GSI Water Solutions | \$962.50 | 0748.015-11 | 10 - GSP Implementation | On-Call Hydrogeological Consulting |
| 6 | 8-Jul | GSI Water Solutions | \$10,561.70 | 0748.017-7 | 04 - Monitoring | 2024 Quarterly Monitoring & Reporting |
| 7 | 30-Jun | Troup CPA | \$700.00 | 0624GSA | 02 - Accountant | Accounting |
| 8 | 1-Jul | LACSD | \$200.00 | 2023-19 | 01 - Administrative | Facilities Use & Support Services |
| 9 | 4-Jun | Golden State Risk Management Authority | \$1,765.00 | I-4478 | 06 - Insurance | Paid via ACH |
| 10 | | Invoice Total | \$21,880.58 | | | |

San Antonio Basin Water District
DRAFT 2024-25 / 5 Year Proposed Budget as of 7-11-2024

Agenda 6) a.

| Jul '20 - Jun '21 | Jul '21 - Jun '22 | 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 | Actual Year End | Proposed Budget | Proposed Budget | Proposed Budget | Proposed Budget | Proposed Budget |

| Ordinary Income | | | | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Irrigated Acres - Prop 218 max = \$60.00 | | 12,926 @ | 13,220 @ | 13,330 @ | 13,330 @ | 13,330 @ | 13,330 @ | 13,330 @ | |
| | | \$60.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | |
| Income from Irrigated Acres | | \$775,560 | \$528,800 | \$533,200 | \$533,200 | \$533,200 | \$533,200 | \$533,200 | |
| Non-Irrigated Acres - Prop 218 max = \$0.50 | | 47,452 @ | 47,126 @ | 47,016 @ | 47,016 @ | 47,016 @ | 47,016 @ | 47,016 @ | |
| | | \$0.50 | \$0.40 | \$0.40 | \$0.40 | \$0.40 | \$0.40 | \$0.40 | |
| Income from Non-Irrigated Acres | | \$23,726 | \$18,850 | \$18,806 | \$18,806 | \$18,806 | \$18,806 | \$18,806 | |
| Annual Assessments | | \$744,720 | \$799,286 | \$547,650 | \$552,006 | \$552,006 | \$552,006 | \$552,006 | |
| Past Assessments Verification | | \$0 | \$0 | \$0 | \$5,894 | \$0 | \$0 | \$0 | |
| Total Assessments | \$637,130 | \$744,720 | \$754,766 | \$512,750 | \$557,900 | \$552,006 | \$552,006 | \$552,006 | \$552,006 |
| Interest Income | \$0 | \$0 | \$5,861 | \$83,799 | \$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 | \$26 | \$307 | | | | |
| Santa Barbara Co. Tax Bill 2021-22 (\$55,773) | | | \$52,875 | \$49 | \$2,849 | | | | |
| Santa Barbara Co. Tax Bill 2022-23 (\$47,490) | | | | \$9,501 | \$37,989 | | | | |
| Santa Barbara Co. Tax Bill 2023-24 (\$67,480) | | | | | \$67,359 | | | | |
| Total Income | \$898,654 | \$767,840 | \$813,573 | \$606,125 | \$756,404 | \$627,006 | \$627,006 | \$627,006 | \$627,006 |
| Operating Expenses | | | | | | | | | |
| 1 General Manager (part-time) | \$40,000 | \$41,488 | \$46,900 | \$42,900 | \$54,700 | \$54,700 | \$54,700 | \$54,700 | \$54,700 |
| 3 Audit & Financial Reporting (Accountant) | \$7,500 | \$7,800 | \$8,600 | \$8,560 | \$13,000 | \$13,520 | \$14,061 | \$14,623 | \$15,208 |
| 4 Contract Administration (Assessment Billing) | \$40,615 | \$18,426 | \$15,835 | \$14,687 | \$30,000 | \$18,000 | \$18,720 | \$19,469 | \$20,248 |
| 5 Legal Services | \$17,005 | \$6,430 | \$4,252 | \$700 | \$12,000 | \$12,480 | \$12,979 | \$13,498 | \$14,038 |
| 6 Meeting Room Lease | \$150 | \$150 | \$0 | \$0 | \$150 | \$150 | \$150 | \$150 | \$150 |
| 7 Web Page Support | \$283 | \$295 | \$295 | \$336 | \$500 | \$500 | \$500 | \$500 | \$500 |
| 10 Insurance Errors and Omissions & Board | \$2,288 | \$2,577 | \$1,982 | \$1,123 | \$3,500 | \$3,640 | \$3,786 | \$3,937 | \$4,095 |
| 11 Office Supplies/Bank Charges | \$286 | \$371 | \$385 | \$658 | \$450 | \$468 | \$487 | \$506 | \$526 |
| 12 Postage/Printing | \$384 | \$26 | \$20 | \$0 | \$150 | \$156 | \$162 | \$169 | \$175 |
| 13 Board Elections | \$0 | \$0 | \$114 | \$0 | \$250 | \$260 | \$270 | \$281 | \$292 |
| 14 CSDA Membership | \$186 | \$200 | \$215 | \$567 | \$600 | \$624 | \$649 | \$675 | \$702 |
| 15 LAFCO District Fees | \$0 | \$0 | \$0 | \$813 | \$1,200 | \$1,248 | \$1,298 | \$1,350 | \$1,404 |
| SUBTOTAL | \$112,247 | \$79,344 | \$78,598 | \$70,344 | \$116,500 | \$105,746 | \$107,762 | \$109,858 | \$112,039 |

San Antonio Basin Water District
DRAFT 2024-25 / 5 Year Proposed Budget as of 7-11-2024

| | | Jul '20 - Jun '21 | Jul '21 - Jun '22 | 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 | Actual Year End | Proposed Budget | Proposed Budget | Proposed Budget | Proposed Budget | Proposed Budget |
| 17 | Contingency 10 % | \$0 | \$0 | \$0 | \$0 | \$11,650 | \$10,575 | \$10,776 | \$10,986 | \$11,204 |
| | | | | | | | | | | |
| | SUBTOTAL | \$112,247 | \$79,344 | \$78,598 | \$70,344 | \$128,150 | \$116,321 | \$118,538 | \$120,844 | \$123,243 |
| | | | | | | | | | | |
| 18 | GSA Budget (Contingency Included) | \$315,000 | \$260,000 | \$287,000 | \$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 | \$0 | \$78,254 | -\$89,314 | -\$91,532 | -\$93,838 | -\$96,236 |
| | Leftover GSA Funds | \$0 | \$77,839 | \$424,346 | \$314,939 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Additional Net Income | \$44,160 | \$35,950 | \$23,629 | \$37,781 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | |
| | Total Designation to/from District Reserve | \$471,407 | \$428,497 | \$447,975 | \$352,720 | \$78,254 | -\$89,314 | -\$91,532 | -\$93,838 | -\$96,236 |
| | | | | | | | | | | |
| | Total Operating Expenses | \$898,654 | \$767,841 | \$813,573 | \$606,125 | \$756,404 | \$627,007 | \$627,006 | \$627,006 | \$627,007 |
| | | | | | | | | | | |
| | Net Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | |
| | Reserve Account Balance | | | | | | | | | |
| | Actual / Projected Reserve Balance | \$471,407 | \$887,662 | \$1,335,637 | \$1,688,357 | \$1,766,611 | \$1,677,297 | \$1,585,765 | \$1,491,927 | \$1,395,691 |

San Antonio Basin Water District

DRAFT - 2024-25 Budget @ \$40.00 per Irrigated Acre

| Ordinary Income | | |
|---------------------------------|---|--------------------|
| | Total Assessments | \$557,900 |
| | Interest Income | \$90,000 |
| | Misc Income | |
| | Santa Barbara Co. Tax Bill 2021-22 | \$307 |
| | Santa Barbara Co. Tax Bill 2022-23 | \$2,849 |
| | Santa Barbara Co. Tax Bill 2023-24 | \$37,989 |
| | Santa Barbara Co. Tax Bill 2024-25 | \$67,359 |
| Total Income | | \$756,404 |
| Operating Expenses | | |
| 1 | General Manager (part-time) | \$54,700 |
| 3 | Audit & Financial Reporting (Accountant) | \$13,000 |
| 4 | Contract Administration (Assessment Billing) | \$30,000 |
| 5 | Legal Services | \$12,000 |
| 6 | Meeting Room Lease | \$150 |
| 7 | Web Page Support | \$500 |
| 10 | Insurance Errors and Omissions & Board | \$3,500 |
| 11 | Office Supplies/Bank Charges | \$450 |
| 12 | Postage/Printing | \$150 |
| 13 | Board Elections | \$250 |
| 14 | CSDA Membership | \$600 |
| 15 | LAFCO District Fees | \$1,200 |
| SUBTOTAL | | \$116,500 |
| 17 | Contingency 10 % | \$11,650 |
| SUBTOTAL | | \$128,150 |
| 18 | GSA Budget (Contingency Included) | \$550,000 |
| 19 | Designation to/used from District Reserve Account | \$78,254 |
| Total Operating Expenses | | \$756,404 |
| | | |
| Net Income | | \$0 |
| | | |
| Reserve Account Balance | | \$1,766,611 |

Craig Reade, Secretary

Date

Kevin Merrill, President

Date

SAN ANTONIO BASIN WATER DISTRICT

RESOLUTION 2024-03

RESOLUTION AUTHORIZING LEVY AND COLLECTION OF 2024-25 ASSESSMENT

WHEREAS, as authorized by Water Code Section 36550 *et seq.*, and pursuant to Proposition 218 (Article XIII D, Section 4 of the California Constitution), this Board has determined that it is necessary to adopt 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 passed and adopted a Resolution that, among other things, (1) outlined procedures to be used in an assessment ballot proceeding for adopting the proposed Assessment, (2) adopted the Engineer's Report and called for an assessment ballot proceeding, (3) scheduled the Assessment hearing, and (4) directed district personnel to prepare and send notices and ballots for the proceeding; and

WHEREAS, in furtherance of said Resolution, this Board received an Engineer's Report, entitled "Engineer's Report For the San Antonio Basin Water District," dated May 19, 2020, 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, the Engineer's Report discusses the District's anticipated costs and required revenues; and

WHEREAS, the Engineer's Report recommended splitting lands within the District into three classes: Irrigated Agriculture, Non-Irrigated Agriculture, and Non-Overlying as authorized by Water Code Section 36578; and

WHEREAS, Upon tabulating the votes at the conclusion of the assessment hearing conducted on July 20, 2020, the weighted ballots in favor of the proposed Assessment outweigh the weighted ballots in opposition, with the results being 590,401.03 votes in favor of the assessment and 50 votes in opposition; and

WHEREAS, the Assessment Ballot Proceeding was carried out in accordance with the Board of director's May 19, 2020 Resolution, including a hearing conducted on July 21, 2020; 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, these proceedings with respect to notice, protest, and hearing requirements have been conducted in accordance with the Omnibus Implementation Act, rather than the Water Code; and

WHEREAS, as provided by Water Code Section 36578(d), the proposed Assessment having been levied under the alternate provisions of Section 36577 through 36579, the proceedings for carrying out the Assessment shall be carried out by the Board and the Secretary of the District, rather than the clerk of the Board of Supervisors;

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

- 1) Proceedings to Levy and Collect Assessment.** The following procedures shall be used by the District in levying and collecting the Assessment, as required by Division 13, Part 7 of the Water Code and Article XIID, Section 4, of the California Constitution:
 - a. 2024-25 Assessment:** The Board determines that the amount of the Assessment for 2024-25, authorized by the Assessment Ballot Proceedings, shall be \$40.00 per acre for Irrigated Agriculture, \$0.40 per acre for Non-Irrigated Agriculture, and \$0.00 for Non-Overlying; provided, however, this Board determines that if the aggregate assessment of any owner of Irrigated Agriculture or Non-Irrigated Agriculture results in an assessment of less than \$50, that owner shall be subject to a minimum assessment of \$50.
 - b. Assessment Book:** The Secretary has caused to be prepared an integrated version of the roll and Assessment Book (the "Integrated Roll"). As provided by Water Code Section 36725, within 10 days, the President and Secretary shall sign duplicate copies of the following documents, which shall be attached to the Assessment Book:
 - 1.** A list of all parcels of land subject to the Assessment, that being the Integrated Roll. The list shall specify within each parcel the number of acres of Irrigated Agriculture, the number of acres of Non-Irrigated Agriculture, and the number of acres of Non-Overlying;
 - 2.** The order of the Board of Directors fixing the assessment, that being a copy of this Resolution; and

3. The annual estimate of the board of directors, that being the District's 2024-25 Budget.

- c. **Charging the Assessment:** Within 10 days after the obligations in the previous paragraph are completed, the Assessor and Tax Collector (since the offices of Treasurer, Assessor and Tax Collector may be combined as authorized by Water Code Section 34711) shall compute the assessment due on each parcel, and file the Assessment Book, that being the Integrated Roll which identifies by landowner and parcels of each landowner the acreage subject to the Assessment and the amount of the Assessment levied with respect to each parcel. Once the Assessment Book has been filed, the Assessment listed shall be due and payable to the Tax Collector of the District.
- d. **Lien:** Pursuant to Water Code Section 36825, upon filing the Assessment Book with the Tax Collector the assessment and any penalties for delinquencies shall constitute a lien on the lands that are the subject of the Assessment.
- e. **Notice of Assessment:** Within 10 days of the Assessment being due and payable, the Assessor shall publish a notice as specified by Water Code Section 36826, including the date the Assessments are due and payable, the time when Assessments are delinquent, which is six months from when they become due as provided by Water Code Section 36950, and that a delinquency penalty of five percent (5%) of the amount delinquent will be applicable; provided, however, landowners will be asked to make payment of Assessments within 60 days of the date due and payable.

[This Space Left Intentionally Blank]

- f. **Other Matters:** The District's staff and officers are authorized and directed to do all things necessary to collect the assessments consistent with applicable law.

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 July 16, 2024.

WITNESS my hand of said Board of Directors, July 16, 2024.

Craig Reade
Secretary of the Board of Directors

Kevin Merrill
President of the Board of Directors

San Antonio Basin Water District

1005 S. Broadway - Santa Maria, California 93454

Agenda Item 7)

Policy for Evaluating Requests for Assessment Changes

Adopted November 17, 2020

Amended and Adopted July 18, 2023

Amended and Adopted July 16, 2024

PURPOSE

Proposed changes/additions in red

This *Policy for Evaluating Requests for Assessment Changes* (this “Policy”) is intended to provide guidelines for the Board of Directors of the District when considering requests from District landowners for a change in the amount of the District’s Assessment levied on a landowner’s property. The District has developed this policy in the interest of maintaining fair, consistent and orderly administration of District finances.

BACKGROUND

Upon its formation the District adopted and levied a special benefit assessment (the “Assessment”). The District landowners approved the Assessment pursuant to the Assessment Ballot Proceeding that the District conducted consistent with the requirements of Proposition 218. The purpose of the Assessment is to fund the District’s operations and activities, which mostly pertain to the implementation and enforcement of the Sustainable Groundwater Management Act through the District’s participation in the San Antonio Basin Groundwater Sustainability Agency.

The District Board commissioned and approved an “Engineer’s Report” in connection with its adoption and levy of the Assessment. The Engineer’s Report explained the various categories of parcels within the District and how the parcels in each category would be assessed. Two of those categories are Irrigated Agriculture and Non-Irrigated Agriculture. Lands within each category are assessed at different rates. The Engineer’s Report provides that the Board will develop a process to adjust assessments from time to time based on variations in land use on particular parcels (i.e. land brought into agricultural production or taken out of agricultural production).

POLICY GUIDELINES

The District will re-evaluate all parcels within the District to verify Irrigated versus Non-Irrigated lands, based on the most current, readily available aerial imagery every 5 years.

Landowners may also request an Assessment adjustment, up or down, based on variations in land use on particular parcels no later than March 31st of each year. The Board will evaluate and render a decision on such requests prior to issuing any assessments for the upcoming assessment year. The Board shall give full consideration to requests and take into account the facts and circumstances related to the subject parcels. The Board intends to grant reductions in Assessments based on change in land use from Irrigated Agriculture to Non-Irrigated Agriculture where the requesting landowner can demonstrate that the subject parcel either (i) (a) has not

been irrigated or maintained for potential crop production within the past assessment year or (b) has recently been fallowed during the past assessment year and will not be maintained for production or brought back into production within 5 years. The irrigated acreage is considered irrigated if the parcel or portion of the parcel is irrigated or has been maintained for potential irrigation for crop production at any time within the assessment year. By way of example only, and without committing the Board to a determination regarding a particular request, the Board will consider granting requests for Assessment reductions in the following cases:

1. A landowner can demonstrate that parcels subject to Irrigated Agriculture Assessments are non-irrigated and were improperly designated by the District based on faulty data such as inaccurate satellite imagery, inaccurate Assessor Parcel Map boundaries, well location, and the like.
2. A landowner can demonstrate that the landowner recently purchased the subject parcels, and can further demonstrate actions taken to substantially alter the land use on a long-term basis from Irrigated to Non-Irrigated.
3. A landowner can demonstrate that the subject parcels that were previously Irrigated have been fallowed and are no longer being maintained for potential crop production, and that substantial changes to the water distribution systems serving the subject parcels have become altered in a manner that the subject parcels are not likely to return to Irrigated status within 5 years.
4. A landowner can demonstrate a change in zoning regulations that would preclude the use of the subject parcels in a manner that would qualify them for designation as Irrigation Agriculture for purposes of the Assessment.

Property owner shall provide visual documentation of any modifications or changes in land uses to qualify for any reduction in irrigated land assessments. In the absence of a demonstrable showing that the subject parcels have become and will remain Non-Irrigated for an extended period of time, the Board will not grant a request for a reduction in the Assessment. In no event will the Board authorize reductions in Assessments to account for **internal** roads, ditches, landscape/**internal small oak preserves**, and similar uses of land that occur within and among parcels properly designated as Irrigated Agriculture. **Drainage basins are excluded from the acreage.**

The District will invoice the requesting landowner for the actual costs of work performed by the District's Assessment Engineer consultant to verify requests and make adjustments to the District's Assessment Roll. The requesting landowner must remit payment to the District for such costs before the District will grant a request for an Assessment reduction.

In the event that the District grants a request for a reduction in the Assessment and the subject parcels are later returned to Irrigated Agriculture, the District will reinstate the Irrigated Agriculture Assessment retroactive to the beginning of the Assessment year in which the land use conversion occurs and the landowner will be responsible for any costs incurred by the District to verify the assessment.