

Keith Hadick, President (Division 3)
Randy Sharer, Vice President (Division 7)
Casey Conrad, Treasurer (Division 6)
Andrew Adam, Secretary (Division 2)
Gerald Mahoney, Director (Division 4)
Vacant, Director (Division 1)
Vacant, Director (Division 5)



SANTA MARIA VALLEY WATER CONSERVATION DISTRICT

REGULAR MEETING May 16, 2024 – 6:30 p.m.

District Office
2255 S. Broadway, Ste. 8E
Santa Maria, California

AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance

2. PUBLIC COMMENT

*Members of the public may address the Board on any subject within the jurisdiction of the Board and which is **not** on the agenda for Regular Meetings or that **is** on the agenda for Special Meetings. The public is encouraged to work through District staff to place items on the agenda for Board consideration. No action can be taken on matter not listed on the agenda. Comments are limited to five (5) minutes.*

3. ADDITIONS TO THE AGENDA

Items may be added to the agenda in accordance with Section 54954.2(b) of the Government Code, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action come to the attention of the District after the Agenda was posted.

4. APPROVAL OF AGENDA

Recommended Action: Motion to approve Agenda as published.

5. CONSENT CALENDAR

Items on the Consent Calendar are routine items that come before the Board of Directors on a regular basis. Unless a Director or member of the public requests separate discussion/action on an item, all items on the Consent Calendar will be considered for approval on one motion.

a. Approval of Minutes

Regular Meeting of April 18, 2024

6. FINANCIAL REPORTS

a. Financial Reports – Carrie Troup, CPA

Financial Reports are prepared and reviewed by the District's CPA.

Recommended Action: Motion to receive and file report(s)

- b. **Treasurer's Report** – Director Conrad (Treasurer/Chair)
Treasurer Conrad may provide an update on the District's monthly expenses not otherwise covered during Financial Reports.

7. APPROVAL OF INVESTMENT RECOMMENDATIONS WITH CALIFORNIA CLASS AND SANTA MARIA COMMUNITY BANK

Recommended Action: Motion to approve Financial Committee recommendation for investments in California CLASS and Santa Maria Community Bank

8. DISCUSSION OF WEED ABATEMENT SERVICES

Recommended Action: Direct staff to contract for weed abatement services at Twitchell Dam as an urgency matter.

9. REPORTS AND INFORMATION

a. Report on Operations at Twitchell Dam --

The Board of Directors will hear a report on dam conditions.

b. Twitchell Operations Committee (TOC) – Director Conrad (Chair)

The Board of Directors will hear an update from the TOC, which oversees all operational aspects of Twitchell Dam.

c. Report from Horne-Director Hadick

The Board of Directors will hear an update from Horne re Cal/OES and FEMA.

Recommended Action: Motion to receive and file report(s)

10. DIRECTOR & STAFF REPORTS

a. Director Reports

Directors will report on any events or items of note concerning their Division/the District during the prior month, if any. Directors may also request placement of items on future agendas for Board consideration.

b. General Manager's Report

The interim General Manager will report on new or pending District matters and activities.

c. District Counsel Report

District Counsel will report on any relevant legal matters that may impact the District.

11. NEXT MEETING: June 20, 2024

12. ADJOURNMENT

Upon request, agendas can be made available in appropriate alternative formats to persons with disabilities, as required by section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to observe and participate in a meeting should direct such a request to the District Office at (805) 925-5212 at least 48 hours before the meeting, if possible.

POSTED/PUBLISHED:
May 13, 2024

Keith Hadick, President (Division 3)
Randy Sharer, Vice President (Division 7)
Casey Conrad, Treasurer (Division 6)
Andrew Adam, Secretary (Division 2)
Gerald Mahoney, Director (Division 4)
Vacant, Director (Division 1)
Vacant, Director (Division 5)



SANTA MARIA VALLEY WATER CONSERVATION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES – April 18, 2024

District Office
2255 S. Broadway, Ste. 8E
Santa Maria, California

1. CALL TO ORDER: With a quorum present, the meeting was called to order at 6:31 p.m.

a. Roll Call: Present were Directors Hadick, Conrad, Mahoney, Adam, and Sharer. Also present were Carrie Troup, CPA; Sam Holloway; District Counsel Keith Lemieux; and Interim General Manager Carol Thomas-Keefer (attending remotely).

b. Pledge of Allegiance: President Hadick led the Pledge of Allegiance.

2. PUBLIC COMMENT: Sam Holloway of Barnett-Southern, urged the District to follow up with Cal OES regarding the appeal of the District's request for disaster recovery assistance.

3. ADDITIONS TO THE AGENDA: None

4. APPROVAL OF AGENDA: On motion by Director Mahoney and seconded by Director Sharer, the agenda was approved as presented. Motion carried: 5-0-0-2.

5. CONSENT CALENDAR: On motion by Director Sharer and seconded by Director Adam, the minutes of the Regular Meeting of March 21, 2024 were approved. Motion carried 5-0-0-2.

6. FINANCIAL ACTION ITEMS AND REPORTS

a. Financial Reports: Ms. Carrie Troup, CPA, reviewed financial statements and accounts payable for March. On motion by Director Mahoney and seconded by Director Adam, the Financial Reports for March were received and filed. Motion carried 5-0-0-2.

b. Finance Committee/Treasurer Report: Directors Conrad and Sharer reported on presentations to the committee from California CLASS investment pool and from Santa Maria Community Bank. The community bank is offering a 6-month

certificate of deposit at 5.25 percent interest, and Cal CLASS investments are currently earning 5.45 percent without term limitations. The Board requested that the committee return next month with a recommendation for investment amounts for both opportunities.

7. APPROVAL OF CONTRACT FOR TEMPORARY DAM MONITORING SERVICES:

Ms. Thomas-Keefer presented an extended contract with Gaedeke Hydrologic Services LLC for temporary dam monitoring services. The contract extends the short-term agreement previously approved by the Interim General Manager. Following discussion, on motion by Director Adam, seconded by Director Mahoney, with Director Conrad abstaining, the Board approved the contract with Gaedeke Hydrologic Services LLC in an amount not to exceed \$21,700. Motion carried 4-0-1-2.

8. APPROVAL OF POLICY FOR STORAGE ON DISTRICT PROPERTY: Following review and discussion of the proposed policy, Director Adam moved to approve the policy as presented, and Director Sharer seconded. The motion failed on a vote of 3-0-2-2. Following additional discussion, on motion by Director Sharer and seconded by Director Mahoney, the Board approved the proposed policy with direction to staff to work out a reasonable timeframe with property owners for removal of items currently on property, and the understanding that the policy procedures would be applied going forward. The motion carried on a 4-0-1-2 vote with Director Conrad abstaining.

9. DISCUSSION OF FACILITY ACCESS POLICY: Following review and discussion of the proposed policy, it was agreed that staff should add access provisions for the dam as well as staff access guidelines for all district facilities, and bring the policy back for consideration at a future meeting.

10. APPROVAL AND TIMING OF LIDAR AMERICA AERIAL SURVEY PROPOSAL:

Following discussion, the Board requested that the Twitchell Operations Committee review this item to determine if the data set from the previous survey was available to provide to the consultant.

11. APPROVAL OF RECORDS RELOCATION: President Hadick and Director Adam will review, identify and determine the amount of files and records to be relocated from the dam facility and provide a report back to the Board.

12. APPROVAL OF PROPOSAL FOR CLEAN-UP AND DISPOSAL SERVICES: This item was deferred to a future meeting.

13. REPORTS AND INFORMATION

Report on Operations at Twitchell Dam- President Hadick reported that, as of today, the elevation was 576.8 feet; storage was 29,346 acre-feet.

Twitchell Operations Committee (TOC): Director Conrad reported that Mr. Brooks had contacted him regarding installation of new fencing starting at the gate. Director

Conrad said installation should start once the area dries out and should not be a problem.

Report from Horne: The Board received a report from Horne's representative, Sam Hurst, regarding discussions with Cal OES, noting that a meeting to discuss the appeal would be scheduled soon. He also stated that FEMA had requested a site inspection of dam facilities, and he would coordinate with District personnel. The Board also discussed the District's Authorized Agent for purposes of working with Cal OES, and it was determined that Director Conrad should remain the primary Authorized Agent, while the Interim General Manager should be included in communications and meetings as feasible.

14. DIRECTOR AND STAFF REPORTS

Director Reports: None.

General Manager's Report: None.

District Counsel Report: None.

15. NEXT MEETING: May 16, 2024

16. ADJOURNMENT: It was moved and seconded by Director Sharer and Director Adam to adjourn at 9:38 p.m.

Minutes approved on _____

Keith Hadick, President

Submitted by Carol Thomas-Keefer

Santa Maria Valley Water Conservation 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				
Charges for Services				
4877 · Other Special Assessment	746,838.25	800,000.00	-53,161.75	93.36%
Total Charges for Services	746,838.25	800,000.00	-53,161.75	93.36%
Intergovernmental Revenue				
4220 · Homeowners Prop Tax-Stat	711.18	1,200.00	-488.82	59.27%
4690 · Homeownrs Prop Tx/pymts in Lieu	0.00	250.00	-250.00	0.0%
Total Intergovernmental Revenue	711.18	1,450.00	-738.82	49.05%
Taxes				
3011 - Property Tax-Unitary	3,294.94	3,200.00	94.94	102.97%
3015 - PT Prior Yr Escapes Sec	673.10	1,000.00	-326.90	67.31%
3020 - Property Tax-Current Uns	14,605.73	13,100.00	1,505.73	111.49%
3028 - RDA Pass-Through Payment	1,154.53	925.00	229.53	124.81%
3010 · Property Tax-Current Sec	385,845.50	370,000.00	15,845.50	104.28%
3023 · PT PY Corr/Escapes Unsec	454.64	275.00	179.64	165.32%
3025 · Property Tax-Other Cnty	152,291.83	120,000.00	32,291.83	126.91%
3029 · RDA RPTTF Distributions	5,134.41	4,600.00	534.41	111.62%
3040 · Property Tax-Prior Secured	-71.38			
3050 · Property Tax- Prior Unsecured	461.26	250.00	211.26	184.5%
3054 · Supplemental Prop Tax	4,257.83	5,000.00	-742.17	85.16%
3056 · Supplemental Prop- Prior	83.44			
3057 · PT-506 INT,480 CIOS/CIC	31.15	30.00	1.15	103.83%
Total Taxes	568,216.98	518,380.00	49,836.98	109.61%
Use of Money and Property				
3382-Interest Savings Acct	395.99	400.00	-4.01	99.0%
3380 · Interest Income	932.95	220.00	712.95	424.07%
Total Use of Money and Property	1,328.94	620.00	708.94	214.35%
5909 · Other Miscellaneous Revenue	7,014.18			
Total Income	1,324,109.53	1,320,450.00	3,659.53	100.28%
Expense				
1 · Salaries & Employee Benefits				
6100 · Regular Salaries	35,773.49	142,000.00	-106,226.51	25.19%
6500 · FICA Contribution	2,364.62	8,850.00	-6,485.38	26.72%
6550 · FICA/Medicare	553.02	2,100.00	-1,546.98	26.33%
6600 · Health Insurance Contrib	0.00	27,000.00	-27,000.00	0.0%
6700 · Unemployment Ins Contrib	434.00	1,000.00	-566.00	43.4%
6900 · Workers Compensation	2,242.43	8,000.00	-5,757.57	28.03%
Total 1 · Salaries & Employee Benefits	41,367.56	188,950.00	-147,582.44	21.89%
2 · Services and Supplies				
7050 · Communications	6,171.06	12,000.00	-5,828.94	51.43%
7060 · Food	522.50	6,000.00	-5,477.50	8.71%

Santa Maria Valley Water Conservation 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
7090 · Insurance	21,200.10	22,000.00	-799.90	96.36%
7110 · Directors Fees	16,600.00	40,000.00	-23,400.00	41.5%
7120 · Maintenance-Equipment	9,122.97	22,000.00	-12,877.03	41.47%
7121 · Operating Supplies	2,701.32	26,000.00	-23,298.68	10.39%
7200 · MTC-Struct/Impr & Ground	9,227.24	65,000.00	-55,772.76	14.2%
7324 · Audit Fees	2,000.00	6,300.00	-4,300.00	31.75%
7430 · Memberships	3,651.00	3,300.00	351.00	110.64%
7450 · Office Expense	11,142.42	12,000.00	-857.58	92.85%
7460 · Professional & Spec Svcs	216,000.75	325,000.00	-108,999.25	66.46%
7506 · Administration Fees	6,936.00	7,000.00	-64.00	99.09%
7507 · ADP Fees	2,704.47	3,400.00	-695.53	79.54%
7508 · Legal Fees	134,791.11	146,500.00	-11,708.89	92.01%
7509 · Other Expense - BOE	18,524.20	22,000.00	-3,475.80	84.2%
7510 · Contractual Services	37,492.00	70,000.00	-32,508.00	53.56%
7580 · Rents/Leases-Structure	13,200.00	16,000.00	-2,800.00	82.5%
7710 · Watershed Planning	0.00	19,000.00	-19,000.00	0.0%
7711 · Groundwater Planning	3,850.00	12,000.00	-8,150.00	32.08%
7731 · Gasoline, Oil, Fuel	7,645.72	20,000.00	-12,354.28	38.23%
7732 · Training & Travel	0.00	3,000.00	-3,000.00	0.0%
7760 · Utilities	6,041.24	8,000.00	-1,958.76	75.52%
Total 2 · Services and Supplies	529,524.10	866,500.00	-336,975.90	61.11%
3 · Fixed Assets				
8100 · Structures/Structure Imprvmnts	0.00	40,000.00	-40,000.00	0.0%
8200 · Land Improvements (Roads)	0.00	180,000.00	-180,000.00	0.0%
8300 · Equipment	14,373.75	45,000.00	-30,626.25	31.94%
8400 · Sediment Management	375,000.00			
Total 3 · Fixed Assets	389,373.75	265,000.00	124,373.75	146.93%
Total Expense	960,265.41	1,320,450.00	-360,184.59	72.72%
Net Ordinary Income	363,844.12	0.00	363,844.12	100.0%
Net Income	363,844.12	0.00	363,844.12	100.0%

The financial report omits substantially all disclosures required by accounting principles generally accepted in the United States of America; no assurance is provided on them.

Santa Maria Valley Water Conservation District
Cash Balances Report
As of April 30, 2024

	<u>TOTAL</u>
Current Assets	
Checking/Savings	
Community Bank of Santa Maria	1,275,427.52
Community Bank of SM-Saving	1,052,317.29
Community Bank SM-Agency Fund	<u>100.00</u>
Total Checking/Savings	2,327,844.81

Santa Maria Valley Water Conservation District

Vendors

April 2024

	Type	Date	Num	Memo	Debit
ALESHIRE & WYNDER LLP					
	Check	04/29/2024	6244	BILL# 85753	2,109.53
	Check	04/29/2024	6244	BILL# 85658	1,220.00
	Check	04/29/2024	6244	BILL# 85659	183.00
Total ALESHIRE & WYNDER LLP					<u>3,512.53</u>
ANDY ADAM					
	Check	04/13/2024	6234	MARCH 2024	200.00
	Check	04/29/2024	6240	APRIL 2024	200.00
Total ANDY ADAM					<u>400.00</u>
CARRIE TROUP, CPA					
	Check	04/11/2024	6222	INV # 0324W	2,940.00
	Check	04/29/2024	6242	INV # 0424W	2,940.00
Total CARRIE TROUP, CPA					<u>5,880.00</u>
CASEY CONRAD					
	Check	04/13/2024	6231	MARCH 2024	300.00
	Check	04/29/2024	6238	APRIL 2024	300.00
Total CASEY CONRAD					<u>600.00</u>
COMCAST					
	Check	04/03/2024	6217	ACCT # 815700061223922	106.91
Total COMCAST					<u>106.91</u>
DMV RENEWAL					
	Check	04/03/2024	6213	LICENSE # DT5A99	54.00
	Check	04/03/2024	6214	LICENSE # DT6A02	54.00
Total DMV RENEWAL					<u>108.00</u>

Santa Maria Valley Water Conservation District

Vendors

April 2024

	Type	Date	Num	Memo	Debit
DOMAIN LISTINGS					
	Check	04/03/2024	6218		288.00
Total DOMAIN LISTINGS					<u>288.00</u>
FRONTIER					
	Check	04/11/2024	6225	805-925-8989-010168-5	185.37
	Check	04/13/2024	6230	805-925-5212-092512-5	283.64
Total FRONTIER					<u>469.01</u>
GERALD MAHONEY					
	Check	04/13/2024	6233	MARCH 2024	200.00
	Check	04/29/2024	6239	APRIL 2024	200.00
Total GERALD MAHONEY					<u>400.00</u>
JB DEWAR					
	Check	04/08/2024	6220	80541 INV 303775	151.65
Total JB DEWAR					<u>151.65</u>
JUAREZ ADAM & FARLEY LLP					
	Check	04/11/2024	6223	INV # 8968	1,749.75
Total JUAREZ ADAM & FARLEY LLP					<u>1,749.75</u>
KEITH HADICK					
	Check	04/13/2024	6232	MARCH 2024	200.00
	Check	04/29/2024	6237	APRIL 2024	200.00
Total KEITH HADICK					<u>400.00</u>
LINDE GAS & EQUIPMENT INC.					
	Check	04/11/2024	6224	41830664	96.62
Total LINDE GAS & EQUIPMENT INC.					<u>96.62</u>

Santa Maria Valley Water Conservation District

Vendors

April 2024

	Type	Date	Num	Memo	Debit
NOBLE SAW INC.					
	Check	04/11/2024	6221	CUST# 20127	26.00
Total NOBLE SAW INC.					<u>26.00</u>
PG&E					
	Check	04/03/2024	6216	ACCT # 5386134685-5	53.44
	Check	04/03/2024	6219	ACCT # 2084099541-7	472.04
	Check	04/11/2024	6226	INV 0008284836-7	44.43
	Check	04/11/2024	6228	9469185104-5	39.24
	Check	04/11/2024	6229	ACCT # 5386134685-5	26.62
Total PG&E					<u>635.77</u>
RANDY SHARER					
	Check	04/13/2024	6235	MARCH 2024	200.00
	Check	04/29/2024	6241	APRIL 2024	200.00
Total RANDY SHARER					<u>400.00</u>
STREAMLINE					
	Check	04/03/2024	6215	INV #533E046E-0026	126.00
Total STREAMLINE					<u>126.00</u>
TEIXEIRA FARMS					
	Check	04/29/2024	6245	RENT MAY 2024	1,200.00
Total TEIXEIRA FARMS					<u>1,200.00</u>
U.S. GEOLOGICAL SURVEY					
	Check	04/29/2024	6243	BILL# 91156118	8,950.00
Total U.S. GEOLOGICAL SURVEY					<u>8,950.00</u>

Santa Maria Valley Water Conservation District

Vendors

April 2024

	Type	Date	Num	Memo	Debit
US BANK					
	Check	04/13/2024	6236	USPS	68.00
	Check	04/13/2024	6236	MSFT	25.00
	Check	04/13/2024	6236	MSFT	54.00
	Check	04/13/2024	6236	ADT	80.89
	Check	04/13/2024	6236	FREE CONFERENCE	3.00
	Check	04/13/2024	6236	ADT	51.99
	Check	04/13/2024	6236	MINERS ACE HARDWARE	11.78
	Check	04/13/2024	6236	E&J AUTOMOTIVE	41.75
	Check	04/13/2024	6236	E&J AUTOMOTIVE	<u>537.17</u>
Total US BANK					873.58
VERIZON					
	Check	04/11/2024	6227	INV # 9959893660	<u>103.28</u>
Total VERIZON					<u>103.28</u>
TOTAL					<u><u>26,477.10</u></u>

STAFF REPORT

TO: SMVWCD Board of Directors
FROM: Carol Thomas-Keefer, Interim General Manager
DATE: May 15, 2024
RE: Financial Committee Investment Recommendations

Background:

At its April meeting, the Financial Committee received presentations from both California CLASS, a local agency investment pool, and the Community Bank of Santa Maria. The Cal CLASS investment pool, which is managed by a joint powers agency, is available to local agencies within the state, has no specific investment terms, can issue funds within 24 hours, and has a recent average yield of 5.45 percent on investments. The Community Bank of Santa Maria holds the District's checking and savings accounts and is offering a special offer for a certificate of deposit (any amount between \$50,000 and \$500,000) for 6 months with a 5.25 percent earnings rate.

At the Board's regular April meeting, the committee reported on the presentations and the Board directed the committee to return with recommendations for investments in the two banking opportunities. As of the end of April, the District had approximately \$2.3 million available to consider for investment.

The committee met on May 14 and recommends the following:

California CLASS: invest \$1 million for an indefinite term;

Community Bank: invest \$500,000 into a 6-month CD under the 5.25 percent investment offer (contingent on the opportunity still being available).

Recommendation:

The Board should consider approving the Financial Committee's recommendation for investments in Cal CLASS and in the Community Bank, with the Community Bank CD investment subject to verification that the opportunity remains available.

Fiscal Impact:

The proposed investments in Cal CLASS and in the Community Bank's CD opportunity should result in an increase in interest income. The amount of that increase will be subject to the amount of time that the funds remain in the investment account but should be considerably greater than the interest normally received in the District's regular banking accounts. The upcoming budget for fiscal year 2024-25 will include estimates for the increased income.

STAFF REPORT

TO: SMVWCD Board of Directors
FROM: Carol Thomas-Keefer, Interim General Manager
DATE: May 15, 2024
RE: Weed Abatement Services

Background:

Seasonal grasses and weeds have now grown at the dam facilities and require abatement. In recent years, mowing has been done by the District's dam tender, often with board member assistance. This year, in the absence of a full-time dam tender, the District should consider contract services to perform mowing and weed abatement. This work should be performed as soon as reasonably possible due to the potential hazards posed by overgrown and dried weeds and grasses.

Following discussion with the Twitchell Operations Committee earlier this month, staff is currently contacting area contractors to obtain estimates for mowing and weed abatement. Due to the urgent need for this work, the District may authorize the Interim General Manager to procure these services as an urgency matter under the District's procurement policy.

Recommendation:

The Board should consider authorizing the Interim General Manager to work with the Twitchell Operations Committee to select and contract with a qualified and appropriate provider of weed abatement services at the dam as an urgency matter.

Fiscal Impact:

The cost of these services is not yet known, but sufficient funds should be available within budget item 7200 – Maintenance of structures and grounds.