



# SHANDON-SAN JUAN WATER DISTRICT SHANDON-SAN JUAN GSA

## MEETING AGENDA June 27, 2025

**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Shandon-San Juan Water District/Shandon-San Juan Groundwater Sustainability Agency will hold a special meeting at **9:00 A.M. on Friday, June 27, 2025**, at the Illy Lodge at Illy Sunnyslope Farms located at 3385 Truesdale Rd., Shandon, CA 93461. Virtual options are available for public participation.<sup>1</sup>

**Alternate Locations:** Director Cunha will participate in the meeting via video conference from 670 Dolores Lane, Templeton, CA 93465. Director Miller will participate in the meeting via video conference from 132 E. Carrillo Street, Santa Barbara, CA 93101.

### Virtual Options for Public Participation:

<https://us06web.zoom.us/j/81384828713?pwd=5jBzq7ATL9rAdRzK7GvzsBG7p6r5qg.1>

**Meeting ID:** 813 8482 8713 **Passcode:** 511022 **Dial:** (669) 900-6833

**To view supporting documents, go to:** <https://www.ssjwd.org/agendas-minutes>

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Consent Agenda**
  - a. Meeting Minutes – April 25, 2025 SSJWD Special Meeting
  - b. Secretary/Treasurer’s Report – June 20, 2025
5. **Director’s Reports**
  - a. SLO County Water Resources Advisory Committee
6. **Paso Robles Area Groundwater Authority and SGMA Implementation Updates**
  - a. Update from SSJWD Staff – Randy Diffenbaugh and Confluence Engineering Solutions
  - b. Update on Cost of Service Rate Study & 5-Year Budget – Prop 218 Notices
  - c. Next Paso Robles Area Groundwater Authority Meeting on July 23, 2025
7. **Review and Consider Adoption of SSJWD Budget for FY 2025-26**
  - a. Review Draft Budget for FY 2025-26
  - b. Discuss Assessment Levels for FY 2025-26 – Levy in July or August 2025
8. **Consider Approval of Resolution 25-002 Announcing the November 2025 District Election and Related Procedures**
9. **Nomination for LAFCO Special District Alternate Member**
  - a. The nomination period is June 23, 2025 - August 22, 2025, at 5:00 p.m.
10. **Next Regularly Scheduled Meeting – July 23, 2025 at 9am**

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<sup>1</sup> SSJGSA/SSJWD will make reasonable efforts to make the meeting accessible virtually; however, if one of the virtual options are unavailable due to technological issues, you are invited to take advantage of the other options, including in-person attendance.

## 11. Adjourn

*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 Bertoux & Co. 930 Nysted Dr. St. A Solvang, CA 93463 805-451-0841 [admin@ssjwd.org](mailto:admin@ssjwd.org). Notification of at least forty-eight (48) hours prior to the meeting will help enable reasonable arrangements to ensure accessibility to the meeting. Copies of Meeting Documents can be found on our District Website <https://www.ssjwd.org/> or requested by contacting Bertoux & Co. 930 Nysted Dr. St. A Solvang, CA 93463 805-451-0841 [admin@ssjwd.org](mailto:admin@ssjwd.org).*



# SHANDON-SAN JUAN WATER DISTRICT

## SHANDON-SAN JUAN GSA

### UNAPPROVED MEETING MINUTES

#### April 29, 2025 Special Meeting

The Board of Directors of the Shandon-San Juan Water District (SSJWD) and Shandon-San Juan Groundwater Sustainability Agency (SSJGSA) held a special meeting on Tuesday, April 29, 2025, at 8:30am at the Illy Lodge at Illy Sunnyslope Farms located at 3385 Truesdale Rd., Shandon, CA 93461. As a courtesy, virtual options were made available for public participation. The agenda and all supporting documents were posted at <https://www.ssjwd.org/agendas-minutes>.

#### **I. Call to Order**

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Vice President Sinton called the meeting to order at 8:30am on Tuesday, April 29, 2025.

#### **II. Roll Call**

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Directors Present:                      Ray Shady  
   Steve Sinton  
   Matt Turrentine

#### **III. Public Comment**

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No public comment.

#### **IV. Consent Agenda**

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The following motion was made by Director Turrentine, seconded by Director Shady, and passed 3-0 with a roll call vote.

**MOTION – Approve the minutes from the March 26, 2025 Board meeting and the Secretary/Treasurer’s Report dated April 23, 2025, as presented.**

#### **V. Director’s Reports**

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Water Resources Advisory Committee (WRAC): Director Sinton attended the SLO County WRAC meeting on April 2, 2025. The WRAC received a [presentation from Stantec](#) on one component of SB-552, County Drought Planning Requirements - the system consolidation analysis. The State, via a DWR Technical Assistance program, is providing funding for Stantec to perform this analysis for the County.

#### **VI. Paso Robles Area Groundwater Authority & SGMA Implementation Updates**

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The Paso Robles Area Groundwater Authority (Authority) held their first meeting on April 7, 2025. A special meeting is scheduled for April 30, 2025.

- a. Process for Selecting the Interim Executive Director, Executive Director and Legal Counsel: At its first meeting on April 7, 2025, the Authority established a temporary ad hoc advisory subcommittee pursuant to Section 6.11 of the Joint Exercise of Powers Agreement (JPA Agreement) composed of Directors Reaugh and Gibson (subcommittee) to commence work on the process of retaining legal counsel and an executive director and to provide recommendations to the Authority Board. At its April 30, 2025 meeting, the Authority will consider a proposal from and execution of an engagement letter with Hanson Bridgett, LLP for legal services. The Authority will also consider execution of a contract with Hallmark Group Capital

Program Management, Inc. for Interim Administrative Services through the end of the calendar year for an amount not to exceed \$158,000.

- b. Budget & Funding Plan for FY 25-26. The proposed operating budget for the Authority for FY 25-26 is \$1,603,000. This draft budget reflects the anticipation that the Prop 218 vote will pass. Pursuant to Section 7.1 of the JPA Agreement, the GSA members already agreed to contribute their share of costs allocated under the FY 24-25 PBCC budget previously approved by each of the members under the terms of the Memorandum of Agreement to the Authority's initial and Fiscal Year 2025-2026 budgets. The Authority will consider adopting the budget at the April 30, 2025 meeting.
- c. Cost of Service Rate Study & 5-Year Budget – The Cost of Service Rate Study is anticipated to be complete in early May. The Paso Robles Area Groundwater Authority may hold a special meeting in May to review the final study including the five-year budget.

## **VII. Consider Proposals for SSJGSA Consultants to Attend Paso Robles Area Groundwater Authority Staff**

### **Meetings**

- a. Proposal from Randy Diffenbaugh: The Board reviewed and discussed a proposal, dated April 29, 2025, from Randy Diffenbaugh to serve as SSJWD/SSJGSA Lead Staff at the Paso Robles Area Groundwater Authority staff meetings. The proposed hourly rate is \$100 per hour. Mr. Diffenbaugh estimates spending 15-16 hours per month.
- b. Proposal from Confluence Engineering Solutions : The Board reviewed and discussed an hourly proposal from Confluence Engineering Solutions, dated April 29, 2025, to provide on-call hydrogeological support to SSJWD/SSJGSA. The on-call services include attending Paso Robles Area Groundwater Authority staff meetings, reports and attendance at SSJWD staff meetings as requested, and hydrogeological support services as needed. Confluence Engineering Solutions estimates spending 15-16 hours per month.

The following motion was made by Director Shady, seconded by Director Turrentine, and passed 3-0 with a roll call vote.

**MOTION – Approve the hourly consulting proposal from Randy Diffenbaugh, dated April 29, 2025, and the hourly on-call services proposal from Confluence Engineering Solutions, dated April 29, 2025, as presented.**

## **VIII. Update on Applications Submitted to the State Water Resources Control Board**

No update.

## **IX. Next Meeting**

The next regularly scheduled Board of Directors meeting is Wednesday, May 28, 2025 at 9am.

## **X. Adjourn**

Vice President Sinton adjourned the meeting at 9:09am.

**Accepted:**

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Stephanie Bertoux, Secretary  
June 27, 2025



# SHANDON-SAN JUAN WATER DISTRICT

## SHANDON-SAN JUAN GSA

### Secretary/Treasurer's Report: April 24, 2025 – June 20, 2025

Date: June 20, 2025

To: Shandon-San Juan Water District Board of Directors

From: Stephanie Bertoux, District Secretary/Treasurer/Assessor

#### Assessments and Income:

On July 24, 2024, SSJWD levied assessments for FY 2024-25 totaling \$401,140.26. Invoices were sent to landowners on August 15, 2024, November 15, 2024, and January 10, 2025. Assessments are due by January 24, 2025 after which time a 5% penalty and costs will be added.

FY 2024-25 Assessments collected for the period totaled \$0.

#### Account Receivable:

The A/R total for FY 2024-25 Assessments to-date is \$762.10.

#### Expenses

Expenses for the period totaled \$76,369.92. This includes payment of Invoice #25-004 for \$47,719 to the Paso Robles Area Groundwater Authority for SSJGSA contribution of previously approved PBCC funding per the JPA Agreement executed March 14, 2025.

#### FY 2024-25 Budget Summary – Year to Date

	FY 24-25 Budget	FY 24-25 YTD
Income	\$401,140.26	\$400,378.16
Expenses	\$351,085.28	\$328,284.03
Contingency (10%)	\$35,108.53	\$0
YE Balance	\$14,946.45	N/A

#### District Assets as of June 20, 2025:

Total Cash Position: \$739,477.84

- Bank Balance: After paying expenses noted above, the District has a cash position of \$201,220.04
- Investment Account Balance: \$538,257.80
  - \$400,000 – initial investment on July 1, 2024.
  - \$120,000 – investment authorized by SSJWD Board on January 22, 2025.
  - \$18,257.80 – earned July 1, 2024 – May 30, 2025 (reinvested)

**Board Training & Certifications**

- Form 700s (Conflict of Interest Statements) are due April 1 of each year. Directors must file with the County of SLO and the FPPC.
  - County of SLO – file electronically with Netfile. Each Director should have received an email from the County. <https://www.netfile.com/filer> Select Local Filer Log In from the white, pull down Log-In Button in top right corner.
  - With SB1156 now in effect (as of January 1, 2025), Board members are required to file Form 700s with the Fair Political Practices Commission (FPPC) in addition to the County of SLO. The SSJWD account is set up. Each Director should have received an email from FPPC with log-in information. <https://form700.fppc.ca.gov/>
- Ethics Training is required every two years. <https://localethics.fppc.ca.gov/login.aspx>.
- Anti-Sexual Harassment Training is required every two years. <https://calcivilrights.ca.gov/shpt/>

Director	COI – Form 700 FPPC <i>(Due by April 1, 2025)</i>	COI – Form 700 County of SLO <i>(Due by April 1, 2025)</i>	Ethics Training <i>(Required Every 2 Years)</i>	Anti-Sexual Harassment Training <i>(Required Every 2 Years)</i>
Willy Cunha	DONE	DONE	Next Due Date 03/18/27	Next Due Date 03/18/27
Marshall Miller	DONE	DONE	<b>NEED TO COMPLETE</b>	<b>NEED TO COMPLETE</b>
Ray Shady	DONE	DONE	Next Due Date 09/23/25	Next Due Date 09/23/26
Steve Sinton	DONE	DONE	<b>NEED TO COMPLETE</b>	<b>NEED TO COMPLETE</b>
Matt Turrentine	DONE	DONE	Next Due Date 05/07/27	Next Due Date 05/07/27

SHANDON-SAN JUAN WATER DISTRICT

**DRAFT BUDGET FOR FY 2025-26**

June 20, 2025

INCOME	2024-25 BUDGET \$35/Irr. Acre	2024-25 YTD	2025-26 BUDGET \$35/Irr. Acre
Assessments (Collected)	\$401,140.26	\$400,378.16	\$401,140.26
Interest Earned (Bank Account)	\$0.00	\$26.33	\$0.00
PRIOR	\$5,635.17	\$5,635.17	\$0.00
<b>Total Income</b>	<b>\$406,775.43</b>	<b>\$406,039.66</b>	<b>\$401,140.26</b>
ANNUAL EXPENSES	2024-25 BUDGET	2024-25 YTD	2025-26 BUDGET
Accounting / Annual Audit	\$6,200.00	\$6,050.00	\$6,200.00
Administration / Contract Labor			
Stephanie Bertoux	\$15,000.00	\$14,250.00	\$17,500.00
Randy Diffenbaugh	\$0.00	\$0.00	\$25,000.00
Bank Fees	\$30.00	\$30.00	\$30.00
Board Training	\$1,000.00	\$0.00	\$0.00
Checks/Stamps/QBO	\$105.00	\$483.69	\$105.00
District General Election	\$0.00	\$0.00	\$0.00
Insurance	\$2,700.00	\$2,478.84	\$2,600.00
LAFCO Fees for Special Districts	\$884.78	\$884.78	\$910.00
Legal Fees	\$45,000.00	\$18,885.25	\$25,000.00
P.O. Box Fees	\$0.00	\$0.00	\$0.00
Public Notices	\$108.00	\$60.00	\$108.00
Taxes Withheld (Bank Account)	\$50.00	\$6.28	\$10.00
Website Fees/Email Accounts/Domain Name	\$925.00	\$1,067.70	\$1,067.70
<b>TOTAL OPERATING</b>	<b>\$72,002.78</b>	<b>\$44,196.54</b>	<b>\$78,530.70</b>
<b>Percentage of Expenses</b>	<b>21%</b>	<b>13%</b>	<b>34%</b>
GSP IMP., STUDIES, AND PROJECTS	2024-25 BUDGET	2024-25 YTD	2025-26 BUDGET
Applications to SWRCB	\$0.00	\$0.00	\$0.00
Project Consulting	\$50,000.00	\$90,947.60	\$50,000.00
Flood Water Capture & Recharge Study	\$0.00	\$0.00	\$0.00
GSP Economic Impact Study	\$0.00	\$0.00	\$0.00
Monitoring Network	\$65,000.00	\$50,700.00	\$55,000.00
On-Call Hydrogeologic Services	\$30,000.00	\$12,557.75	\$30,000.00
**PBCC/PRAGA Budget - SSJGSA Share			
GSP Annual Report	\$20,141.00	\$20,141.00	\$0.00
Periodic Evaluation (5-Year Update)	\$53,342.14	\$53,342.14	\$0.00
Unused PBCC Funds to PRAGA	\$47,719.00	\$47,719.00	\$0.00
PRAGA - Rural Domestic/De Minimis Users	\$0.00	\$0.00	\$2,500.00
Public Outreach	\$12,882.50	\$8,680.00	\$12,882.50
Public Funding Consultant	\$0.00	\$0.00	\$0.00
<b>TOTAL PMAs AND STUDIES</b>	<b>\$279,084.64</b>	<b>\$284,087.49</b>	<b>\$150,382.50</b>
<b>Percentage of Expenses</b>	<b>79%</b>	<b>87%</b>	<b>66%</b>
TOTAL	2024-25 BUDGET	2024-25 YTD	2025-26 BUDGET
Total Income	\$406,775.43	\$406,039.66	\$401,140.26
Expenses	\$351,087.42	\$328,284.03	\$228,913.20
Contingency (10% of Expenses)	\$35,108.74	\$0.00	\$22,891.32
<b>Total Expenses</b>	<b>\$386,196.16</b>	<b>\$328,284.03</b>	<b>\$251,804.52</b>
YE Balance	\$20,579.27	\$77,755.63	\$149,335.74

\*\*SSJGSA Share of PBCC/PRAGA Budget for FY 24-25 - 20.2% - \$121,202.14. No Contribution for FY 25-26.

GSP Annual Report - \$20,141

Periodic Evaluation (5 Year Update) - \$53,342.14

Unspent Funds to PRAGA per JPA Agreement - \$47,719

**SHANDON-SAN JUAN WATER DISTRICT  
SHANDON-SAN JUAN GROUNDWATER SUSTAINABILITY AGENCY**

**RESOLUTION 25-002  
RESOLUTION ANNOUNCING THE NOVEMBER 2025 DISTRICT  
ELECTION AND PROCEDURES RELATED THERETO**

**WHEREAS**, Water Code section 34025 provides that the District is required to conduct its election on the first Tuesday after the first Monday in November in each odd-numbered year, which will be November 4, 2025.

**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 Sinton, Miller, and Shady currently occupy and hold seats on the District's Board of Directors, and their terms are set to expire on November 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the District shall utilize the following schedule and procedures for implementing and carrying out the November 4, 2025 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 2, 2025, 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 7, 2025, but no later than August 6, 2025, 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 office between July 14, 2025 and August 8, 2025. Official Declaration of Candidacy Forms shall be filed by no later than 5 p.m. on August 8, 2025 (the "Filing Deadline"), the 88<sup>th</sup> day prior to the election. The Official Declaration of Candidacy Forms may be filed in the District'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 8, 2025, the 88<sup>th</sup> 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 13, 2025 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 13, 2025.



5. If, by 5 p.m. on August 13, 2025, the 83<sup>rd</sup> 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 \_\_\_\_\_ day of \_\_\_\_\_, 2025.

WITNESS my hand and seal of said Board of Directors this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Stephanie Bertoux,  
Secretary of the Board of Directors



LAFCO - San Luis Obispo - Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**TO: INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE**

**FROM: ROB FITZROY, EXECUTIVE OFFICER**

**DATE: JUNE 23, 2025**

**RE: REQUEST FOR NOMINATIONS FOR LAFCO SEATS**

**Background.** A new nomination period will commence for the Alternate Special District seat on LAFCO. Recently, Commissioner Ed Eby was voted into the Regular Special District seat, thereby creating a vacancy in the Alternate Special District Seat. The term for this Alternate Special District seat is four years and will commence January 1, 2026, to December 31, 2030.

**Instructions.** Each Special District may nominate one candidate for the seat. The nominated candidate must be an elected Board of Director of your respective District. If your District wishes to nominate a candidate, please schedule this request for nominations on an agenda for a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your District, you may submit a nomination on behalf of your District. Nomination forms are required to be submitted by the end of the nomination period. **The nomination period is 60 days and begins on June 23, 2025, and ends on August 22, 2025, at 5:00 p.m.** The completed nomination form may be submitted to the LAFCO office via mail or [e-mail: mmorris@slo.lafco.ca.gov](mailto:mmorris@slo.lafco.ca.gov). Please make sure the form is signed by the Board President or General Manager and the Nominee.

If more than one nomination for the open position is received, it is required by law to hold an election. The Executive Officer shall prepare a ballot election and send it by email to each Special District with voting instructions at the conclusion of the nomination period. If an election is required, the governing body of each Special District will have the opportunity to cast a vote for any of the nominees. Further communications will be provided based on the results of the nomination period if an election is required. If only one nomination is received, that person will automatically be appointed to the seat.

A nomination form is attached to assist your District in the nomination process. Also, please view the LAFCO website ([slo.lafco.ca.gov](http://slo.lafco.ca.gov)) for additional information about LAFCO. Please call 805-781-5795 if you have any questions.

cc: Members of the Commission  
Holly Whatley, LAFCO Legal Counsel

**COMMISSIONERS**

Chairperson  
STEVE GREGORY  
City Member

Vice-Chair  
HEATHER MORENO  
County Member

DAWN ORTIZ-LEGG  
County Member

ED WAAGE  
City Member

ED EBY  
Special District Member

NAVID FARDANESH  
Special District Member

DAVID WATSON  
Public Member

**ALTERNATES**  
BRUCE GIBSON  
County Member

CARLA WIXOM  
City Member

VACANT  
Special District Member

MICHAEL DRAZE  
Public Member

**STAFF**  
ROB FITZROY  
Executive Officer

IMELDA MARQUEZ-VAWTER  
Analyst

MORGAN BING  
Analyst

MELISSA MORRIS  
Commission Clerk

HOLLY WHATLEY  
Legal Counsel



**San Luis Obispo Local Agency Formation Commission**  
*SLO LAFCO - Serving the Area of San Luis Obispo County*

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**NOMINATION FOR LAFCO**

**SPECIAL DISTRICT ALTERNATE MEMBER**

The \_\_\_\_\_  
(Insert Name of Special District)

Hereby nominates \_\_\_\_\_ as a nominee to serve as the  
(Insert Name of Nominee)

Special District Alternate Member on the San Luis Obispo Local Agency Formation Commission  
(SLOLAFCO).

The Board of Director's action was taken on an agenda item on:

\_\_\_\_\_  
(Insert Date of Board Agenda and Action)

\_\_\_\_\_  
(General Manager or Chairman/President)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Signature-Nominee)