



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**

**Submitted on:**  
**(COB Stamp)**

**Department Name:** County Executive Office  
**Department No.:** 012  
**Agenda Date:** November 18, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Mona Miyasato, County Executive Officer  
Contact: Jacquelyne Alexander, Chief Deputy Clerk of the Board  
**SUBJECT: Appointments in Lieu of Election to the San Antonio Basin Water District Board of Directors**

DocuSigned by:  
*Mona Miyasato*  
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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Appoint two (2) Directors to the Board of the San Antonio Basin Water District in lieu of election pursuant to California Elections Code Section 10515(a), with four-year terms expiring in December 2029:
  - i) Ken Hunter
  - ii) Victor Schaff; and
- b) Determine that these activities are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(5) since the recommended actions are government administrative activities which do not involve commitment to any specific project which may result in potentially significant physical impact on the environment.

**Summary Text:**

The item before the Board is to appoint two (2) directors to the Board of the San Antonio Basin Water District (District) in lieu of election pursuant to California Elections Code Section 10515(a). The District has identified two individuals who filed Declarations of Candidacy for the two elective offices that were scheduled to be filled at the November 4, 2025 election. The candidates are Ken Hunter and Victor Schaff, each seeking a four-year term ending in December 2029. The Declarations of Candidacy are included as Attachment A. The term of office for the Directors of the District is four years or until

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the successor qualifies and takes office. Pursuant to Section 10515(a) of the California Elections Code, we recommend that the Board of Supervisors appoint the two (2) candidates to the two Director offices.

**Discussion:**

In a letter to the Board of Supervisors dated August 14, 2025 (Attachment B), the District requested that the Board of Supervisors make appointments to the District Board. California Elections Code Section 10515 requires the Board of Supervisors to make the requested appointments in cases where the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election. The Board is required to make these appointments under the Elections Code if the candidates are eligible for candidacy. Specifically, Elections Code Section 10515(a) states “The supervising authority shall make these appointments.” In this instance the Board of Supervisors is the supervising authority.

Pursuant to Water Code Section 34700, 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; or 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.

The Certificate of Filing Declaration of Candidacy submitted by the District states that each candidate has filed a Declaration of Candidacy and all other required forms and materials on or before the date required by law, that each candidate has taken and subscribed to the Oath of Allegiance, and that each candidate is a holder of title to land in the District or the legal representative of a holder of title to land in the District.

**Background:**

The San Antonio Basin Water District (District) was established in 2020, along with its Board of Directors, following a formation election conducted by the County. In 2022, the District held an election for its Class 1 directors, as designated by Elections Code Section 10505(c). While preparing for the 2024 election of Class 2 directors, the District was reminded of a provision in the California Water District Law (WC Sec. 34025) requiring district elections to be held in odd-numbered years. Additionally, the District became aware that if a district is formed in an even-numbered year, the officers elected during formation serve until the “second next following odd-numbered year” (Election Code Sec. 10505(b)).

Based on this provision, the District determined that the Class 1 directors’ election should have occurred in 2023 rather than 2022. To maintain the odd-year election cycle, the District held the Class 2 directors’ election in 2024 for three-year terms. The District held the Class 1 directors’ election in 2025, which will be followed by the next Class 2 election in 2027, continuing this alternating pattern in subsequent years.

The Board of Directors submitted a Certificate of Filing Declaration of Candidacy dated August 14, 2025, requesting that the Board of Supervisors of the County of Santa Barbara appoint the District’s directors as provided for in California Elections Code Section 10515 (Attachment B). In the letter submitted to the Clerk of the Board, the District requested appointments in lieu of election since only two (2) candidates filed Declarations of Candidacy.

Prior to submitting this letter, the District sent a Notice of Elective Offices to the County (Attachment C), and published the notice of election dated July 12, 2025 (Attachment D). There are two (2) Board

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seats to be filled at this election. The District's letter requesting appointments to these two (2) offices was sent to the County following the expiration of the candidate filing deadline. Appointments must be made by the Monday preceding the first Friday in December, which falls on Monday, December 1, 2025. In accordance with Section 10515 of the California Elections Code, staff recommends that the Board of Supervisors appoint the two individuals who filed Declarations of Candidacy, Ken Hunter and Victor Schaff, as Directors of the San Antonio Basin Water District.

**Special Instructions:**

Please send a copy of the minute order to:

San Antonio Basin Water District  
Attn: Donna Glass  
[admin@sanantoniobasicwd.org](mailto:admin@sanantoniobasicwd.org)

**Attachments:**

**Attachment A** - Declarations of Candidacy

**Attachment B** - Letter from the San Antonio Basin Water District dated August 14, 2025

**Attachment C** - Notice of Elective Offices to be Filled

**Attachment D** - Notice of Election for Publication

**Contact Information:**

Jacquelyne Alexander  
Chief Deputy Clerk of the Board  
[Jralexander@countyofsb.org](mailto:Jralexander@countyofsb.org)