



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

February 9, 2026

Landowner Name

Address

City, State, Zip

**Subject: Ordinance 25-001 Requiring Meter Installation and Reporting of Groundwater Extraction  
Flow Meter Installation(s) and Compliance Form(s) Due by April 1, 2026**

This is the fourth notice regarding the San Antonio Basin Groundwater Sustainability Agency's (SABGSA) adoption of a mandatory Well Meter Installation & Groundwater Extraction Reporting Program under Ordinance 25-001 and upcoming April 1, 2026 compliance deadline. The Ordinance requires all well owners/operators within the San Antonio Creek Valley Basin (Basin) to install a flow meter with a visual, volume-recording totalizer on their wells, submit documentation of compliance by April 1, 2026, and report monthly groundwater extraction readings to the SABGSA on a twice-a-year basis. De minimis extractors – defined as those who extract two acre-feet or less per year solely for domestic purposes – are exempt from metering and reporting requirements. Additionally, inactive or abandoned wells may qualify for exemption if all criteria outlined in the Ordinance are met.

You are receiving this letter because the San Antonio Basin Groundwater Sustainability Agency's (SABGSA) available records indicate that you have one or more well(s) located on property that you own or you have been designated as an "operator" of a well under SABGSA's well registration program. For reference, a list of wells on your property registered with the SABGSA (or for which you are the designated "operator") is enclosed along with the forms as outlined below, and a condensed list of Frequently Asked Question (FAQ) to assist you as you work toward compliance. A copy of the Ordinance, service provider resource guide, reporting forms, and full-length FAQ can be found at <https://sanantoniobasingsa.org/metering-program/>.

**Flow Meter Requirements - Installation by April 1, 2026**

Basin landowners/well operators have the flexibility to select the specific type of flow meter for their wells based on production capacity, budget, and other factors provided all requirements set forth in the Ordinance are met. Existing meters are subject to the same requirements. The flow meter must be:

- Equipped with a direct reading rate-of-flow indicator showing instantaneous flow in gallons per minute or a sweep hand indicator for which rate-of-flow can be determined by timing.
- Equipped with a visual, volume-recording totalizer recorded in gallons, cubic feet, or acre-feet.
- Calibrated within an accuracy level of  $\pm 5\%$  by volume.
- Installed, operated, and maintained to the manufacturer's specifications, instructions, and recommendations.

**SABGSA's Flow Meter Installation & Calibration Compliance Form – due April 1, 2026**

Landowners are required to submit the SABGSA's Flow Meter Installation and Calibration Compliance Form, no later than April 1, 2026. A separate form must be completed for each flow meter installed. The form can also be found at: <https://sanantoniobasingsa.org/active-wells/>

**SABGSA's Inactive Well: Intention of Future Use Form – due April 1, 2026**

Operators of a well registered as inactive are required to submit the SABGSA's Inactive Well: Intention of Future Use Form, no later than April 1, 2026. The form can also be found at: <https://sanantoniobasingsa.org/inactive-wells/>

We appreciate your continued cooperation in helping to sustain our local groundwater resources. Please reach out with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Bertoux".

Stephanie Bertoux, Executive Director  
(805) 451-0841



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

### Well Metering & Extraction Reporting Program Frequently Asked Questions (FAQ) – Condensed Version for Reference

The full-length FAQ document can be found at: <https://sanantoniobasingsa.org/resources-faqs/>

**NOTE:** De minimis extractors – defined as those who extract two acre-feet or less per year solely for domestic purposes – are exempt from the SABGSA's metering and reporting requirements.

#### FLOW METER SELECTION, INSTALLATION, AND CALIBRATION

##### **What type of meter is required?**

Basin landowners/well operators have the flexibility to select the specific type of flow meter for their wells based on production capacity, budget, and other factors provided all requirements set forth in the Ordinance are met. Existing meters are subject to the same requirements.

The flow meter must be:

- Equipped with a direct reading rate-of-flow indicator showing instantaneous flow in gallons per minute or a sweep hand indicator for which rate-of-flow can be determined by timing.
- Equipped with a visual, volume-recording totalizer recorded in gallons, cubic feet, or acre-feet.
- Calibrated within an accuracy level of  $\pm 5\%$  by volume.
- Installed, operated, and maintained to the manufacturer's specifications, instructions, and recommendations.

##### **Who can install the flow meter?**

It is at the discretion of the landowner to select a qualified individual to install the flow meter per the manufacturer's specifications. The SABGSA recommends consulting a qualified professional to ensure appropriate meter selection, proper installation, and accurate ongoing measurement. A list of local service providers is posted on SABGSA's website as a resource at:

<https://sanantoniobasingsa.org/resources-faqs/>.

##### **What is the deadline for flow meter installation and documentation required by SABGSA?**

Landowners must install flow meters and submit SABGSA's Flow Meter Installation and Calibration Compliance Form, no later than April 1, 2026. Submission of the form via email is the preferred method. The form is enclosed and can also be found at: <https://sanantoniobasingsa.org/active-wells/>

##### **What is an acceptable method for satisfying the SABGSA's routine calibration requirement?**

Field accuracy testing and verification—performed as a non-invasive, on-site test comparing the installed flow meter's readings to those of a calibrated reference meter—is an acceptable method for satisfying the SABGSA's routine calibration requirement. Provided the flow meter's verified accuracy is within the  $\pm 5\%$  standard, removal of the flow meter for laboratory or manufacturer testing is not required. Field accuracy testing and verification can often be performed as part of a pump efficiency test or as a stand-alone service. A list of local service providers is posted on SABGSA's website as a resource at: <https://sanantoniobasingsa.org/resources-faqs/> Landowners and well operators are encouraged to independently verify the information provided and confirm the services offered.



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### **What is the timeline for routine flow meter calibration?**

Flow meters should be routinely calibrated per the schedule outlined in the manufacturer's specifications. If no such schedule exists, the SABGSA requires routine calibration to be performed once every five years. If the verification error exceeds 5%, then the flow meter must be repaired, recalibrated, or replaced with a flow meter meeting the requirements outlined in Section 3C of the Ordinance.

For existing flow meters: If the manufacturer's specifications do not include a recommended calibration schedule, the most recent calibration (field accuracy testing and verification as described above) must have occurred between April 1, 2021 and April 1, 2026.

### **FLOW METER REPORTING**

#### **How often will flow meters need to be read and recorded?**

Beginning April 1, 2026, flow meters are required to be read and recorded monthly between the 1<sup>st</sup> and 5<sup>th</sup> day of each month.

#### **When are the monthly readings due to SABGSA and how do I report them?**

Monthly flow meter readings must be reported twice per year on May 1<sup>st</sup> and November 1<sup>st</sup> each year using the SABGSA's Groundwater Extraction / Flow Meter Reporting Form. Submission of the form via email is the preferred method.

- **Reporting Period #1:**
  - Reporting Period #1 is for monthly readings taken between the 1<sup>st</sup> and 5<sup>th</sup> day of each month from April 2026 through September 2026.
  - Landowners must submit the SABGSA's Groundwater Extraction / Flow Meter Reporting Form for Reporting Period #1 no later than November 1, 2026.
- **Reporting Period #2:**
  - Reporting Period #2 is for monthly readings taken between the 1<sup>st</sup> and 5<sup>th</sup> day of each month from October 2026 through March 2027.
  - Landowners must submit the SABGSA's Groundwater Extraction / Flow Meter Reporting Form for Reporting Period #2 no later than May 1, 2027.

### **INACTIVE WELL REPORTING**

#### **What are the reporting requirements for inactive wells?**

By April 1, 2026, and on each November 1st thereafter, the Operator of an inactive well must submit SABGSA's Inactive Well: Intention of Future Use Form. Submission of the form via email is the preferred method. Provided the well is registered with the SABGSA and remains inactive, installation of a flow meter is not required nor are landowners required to submit SABGSA's Meter Installation & Calibration Compliance Form.



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY FLOW METER INSTALLATION AND CALIBRATION COMPLIANCE FORM

**Due to SABGSA by April 1, 2026**

**This form should be completed for EACH flow meter installed in the San Antonio Creek Valley Groundwater Basin.** A fillable pdf version of this form can be downloaded at:  
<https://sanantoniobasingsa.org/metering-program/>

Please return your form(s) to the San Antonio Basin Groundwater Sustainability Agency ("SABGSA") via email to [admin@sanantoniobasingsa.org](mailto:admin@sanantoniobasingsa.org) or by mail to P.O. Box 196, Solvang, CA 93464.

### 1. Landowner and Well Operator Information

Property Owner Information

Landowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Well Operator Information (if different than above)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

### 2. Well and Meter Location

Assessor's Parcel No. (APN): \_\_\_\_\_

Well Name/Numer (if applicable): \_\_\_\_\_

Geographical Coordinates for Well (decimal degree): [Instructions to find coordinates.](#)

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

### 3. Meter Information

Flow Meter Make and Model: \_\_\_\_\_

Flow Meter Serial Number: \_\_\_\_\_

Well Use:  Agricultural  Domestic  Municipal  Industrial  Livestock Watering

Meter Units of Measure:  Acre-feet  Cubic-feet  Gal  Other: \_\_\_\_\_

Schedule for Routine Calibration (per Manufacturer's Specifications):

Annually  Every 3 Years  Every 5 Years  Other: \_\_\_\_\_

### 4. Installation Information

Installation Date: \_\_\_\_\_ Date of Last Calibration: \_\_\_\_\_

### 5. Attestation and Signature of Property Owner or Property Owner's Legal Designee

I attest to and certify that each of the following statements are true and correct.

- The flow meter with totalizer is installed per the manufacturer's specifications.
- The flow meter is calibrated within an accuracy range of +/- 5%.
- Supporting documentation will be provided to SABGSA upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA) INACTIVE WELL: INTENTION OF FUTURE USE FORM

**Due to SABGSA by April 1, 2026**

**This form should be completed for EACH well that has been registered as inactive with the San Antonio Basin Groundwater Sustainability Agency.** A fillable pdf version of this form can be downloaded at: <https://sanantoniobasingsa.org/metering-program/>

Please return your form(s) to the San Antonio Basin Groundwater Sustainability Agency ("SABGSA") by mail to P.O. Box 196, Solvang, CA 93464 or via email to [admin@sanantoniobasingsa.org](mailto:admin@sanantoniobasingsa.org).

### **1. Landowner and Well Information**

Property Owner Information

Landowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Well Operator Information (if different than above)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### **2. Well Location**

Assessor's Parcel No. (APN): \_\_\_\_\_

Geographical Coordinates for Well (decimal degree): [Instructions to find coordinates](#).

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

### **3. SABGSA Criteria for Inactive Well**

**Well Must Meet ALL Criteria below to be classified as Inactive.**

- The well has NOT produced groundwater for a period of 1 year or more.
- The well is maintained in a condition that demonstrates Intention of Future Use. Please check the box only if a. through d. below is accurate:
  - a. The well does not have any defects that would impair water quality.
  - b. The well has been fitted with a water-tight cover (if the pump has been removed) to prevent the entrance of debris or contamination.
  - c. The well is clearly marked.
  - d. The area surrounding the well is clear of brush or debris.

### **4. Attestation and Signature of Property Owner or Property Owner's Legal Designee**

*I certify and attest that the information provided on this form is true to the best of my knowledge.*

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Signature

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Date