



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
Tuesday, November 28, 2023

1. **CALL TO ORDER and ROLL CALL** – The meeting was called to order by President Sharer at 6:00pm at the Los Alamos Community Services District, located at 82 St. Joseph Street, Los Alamos, CA. Members of the public had the option to participate virtually or in-person.

Board of Directors Present: Dan Chabot, Tom Durant, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Alternate Director Brad Vidro, Chris Wrather

Alternates present, but not acting on behalf of a Director: Jim Stollberg

Directors Absent: Juan Gomez

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

No public comment.

4. **CONSENT ITEMS**

- a. **Approve Minutes from October 17, 2023, SABGSA Board Meeting**

Motion by Director Wrather, second by Director Chabot to approve the minutes of the October 17, 2023 Board meeting, as presented.

Ayes: Dan Chabot, Tom Durant, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Nos: None; **Absent:** Juan Gomez; **Abstain:** Alternate Director Brad Vidro.

- b. **Agency Finances, Budgeting, and Training**

Motion by Director Durant, second by Director Pata to approve the financial report dated October 31, 2023, as presented.

Ayes: Dan Chabot, Tom Durant, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Alternate Director Brad Vidro, Chris Wrather

Nos: None; **Absent:** Juan Gomez; **Abstain:** None.

5. **INFORMATIONAL ITEMS**

- a. **Executive Director Updates:**

- SABGSA received a well verification request for a new well under the Hardship Exemption outlined in SABGSA's Well Verification Policy (adopted via Resolution 22-001). SABGSA communicated to the landowner the process, documents, and deposit fee required to review and process the request. As of November 28, 2023, SABGSA has not received all of the required documentation so there is no action to be taken at this time. This request will be placed on a future agenda for Board review and action.

- b. **San Antonio Basin Water District Update**

Executive Director Donna Glass reported that the San Antonio Basin Water District (SABWD) Board of Directors met on November 28, 2023.

- Invoices for the 2023-24 Assessments were sent out on August 8, 2023. To date, 89% of payments have been collected totaling \$479,162.
- The SABWD Board approved investing an additional \$50,000 with CA CLASS.
- The SABWD Board approved a fund transfer in the amount of \$21,500 to the SABGSA to cover invoices received in November and the estimated total for invoices that will be submitted in December. The estimate totals for December were included in the request since the next SABWD and SABGSA meetings will not occur until January 16, 2024.

c. Advisory Committee Updates

- The Advisory Committee did not meet in November 2023.

d. Board Member Updates

- None.

6. DISCUSSION AND ACTION ITEMS

a. Discuss and Consider Awarding a Contract for the GSP Annual Report for Water Year 2023

The SABGSA issued a Request for Proposals (RFP) for the GSP Annual Report for Water Year 2023. The SABGSA received one RFP response from GSI Water Solutions, Inc. The RFP response was reviewed by the Board appointed Ad Hoc Committee who recommended approval of the proposal, as presented. SABGSA Executive Director reviewed the scope of work and fees outlined in the proposal with the Board. Following a discussion, the Board took the following action.

Motion by Director Merrill, second by Director Durant to select GSI Water Solutions for the GSP Annual Report for WY 2023 for the scope of services listed in RFP response for \$55,200 and authorize SABGSA Executive Director to execute the contract pending a review by legal counsel.

Ayes: Dan Chabot, Tom Durant, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Alternate Director Brad Vidro, Chris Wrather

Nos: None; **Absent:** Juan Gomez; **Abstain:** None.

b. Discuss and Consider Awarding a Contract for Quarterly Groundwater Level Monitoring and Reporting for Calendar Year 2024

The SABGSA issued a Request for Proposals (RFP) for Quarterly Groundwater Level Monitoring and Reporting for calendar year 2024. The SABGSA received two RFP responses – one from Cleath Harris and one from GSI Water Solutions, Inc. Both RFP responses were reviewed by the Board appointed Ad Hoc Committee who recommended approval of the proposal from GSI Water Solutions, Inc., as presented. SABGSA Executive Director reviewed the scope of work and fees outlined in both proposals with the Board. Following a discussion, the Board took the following action.

Motion by Director Merrill, second by Director Mosby to select GSI Water Solutions for the Quarterly Groundwater Level Monitoring and Reporting for Calendar Year 2024 for the scope of services listed in RFP response for \$58,100 and authorize SABGSA Executive Director to execute the contract pending a review by legal counsel.

Ayes: Dan Chabot, Tom Durant, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Alternate Director Brad Vidro, Chris Wrather

Nos: None; **Absent:** Juan Gomez; **Abstain:** None.

c. SABGSA Metering Program Conceptual Framework

The Ad Hoc Committee presented the fourth draft of the [conceptual framework for the metering program](#) focused on the program’s components. The program’s objective, purpose, and overarching goal remain unchanged. The Board did not take action on this item. The Ad Hoc

Committee will continue to refine and add to the framework. Highlights of the presentation included the following recommendations:

- **Calibration:** The frequency of routine calibration will be done per the schedule outlined in the manufacturer's specifications. If the manufacturer does not specify a calibration schedule, flow meters will be calibrated every five years. SABGSA reserves the right to request verification/proof of accuracy if an issue arises.
- **Reporting Timeline:** Landowners record monthly flow meter readings within the first five days of the month rather than the first day of each month. Landowners will self-report the monthly readings to SABGSA twice per year. SABGSA has aligned the reporting schedule with the water year. SABGSA will provide a 60-day window for landowners to complete and submit the Flow Meter Reporting Form.
- **Reporting Mechanism:** The Ad Hoc Committee will continue to discuss the specific reporting mechanisms and recommended three options for consideration: hardcopy via US Mail, electronic (fillable pdf) via email, online form and/or cell phone app. The Ad Hoc Committee will explore the logistics and cost of the online form and/or cell phone app and report back to the Board.
- **Compliance Forms:** Drafts of the Flow Meter Installation & Calibration Compliance Form and the Groundwater Extraction / Flow Meter Reporting Form were presented. The Board did not propose any edits or revisions.
- **FAQ Document:** The Ad Hoc Committee will develop a draft Frequently Asked Questions (FAQ) document to be used as a communication tool with landowners. A draft will be presented to the Board in February or March.

7. NEXT MEETING: January 16, 2024 at 6pm at the Los Alamos Community Services District.

8. ADJOURN – 7:15pm

Please contact Stephanie Bertoux at admin@sanantoniobasingsa.org with any questions.