



**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)
BOARD OF DIRECTORS MEETING**

APPROVED MINUTES

Tuesday, October 17, 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, Juan Gomez, Kevin Merrill, Patrice Mosby, Randy Sharer, Chris Wrather

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

Directors Absent: Kenny Pata

- 2. PLEDGE OF ALLEGIANCE**

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

No public comment.

- 4. CONSENT ITEMS**

- a. Approve Minutes from September 19, 2023, SABGSA Board Meeting**

Motion by Director Merrill, second by Director Chabot to approve the minutes of the September 19, 2023 Board meeting, as presented.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Randy Sharer, Chris Wrather

Nos: None; **Absent:** Kenny Pata; **Abstain:** None.

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

Motion by Director Durant, second by Director Wrather to approve the financial report dated September 30, 2023, as presented.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Randy Sharer, Chris Wrather

Nos: None; **Absent:** Kenny Pata; **Abstain:** None.

- 5. INFORMATIONAL ITEMS**

- a. Executive Director Updates:**

- Funds from SABGSA's money market account were transferred to the checking account. The money market account is closed, and the transfer is reflected in the September 30, 2023 financial report.
- SABGSA issued two RFPs on September 21, 2023. RFP responses for the Annual Report for WY 2023 and the Groundwater Level Monitoring and Reporting for calendar year 2024 are both due on October 20, 2023 by 5pm. The RFPs were sent to 9 firms, the County of Santa Barbara, and posted on SABGSA's website. The Board appointed Ad Hoc Committee will make a recommendation for award at the November 28, 2023 board meeting.

- SABGSA was approached by a landowner who may submit a Well Verification Request. SABGSA communicated the process, documents, and deposit fee required to review and process the request. As of October 17, 2023, SABGSA has not received a formal request with the required documentation so there is no action to be taken at this time.

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 October 17, 2023.

- Invoices for the 2023-24 Assessments were sent out on August 8, 2023. To date, 76% of payments have been collected totaling \$435,744.
- The SABWD Board approved investing an additional \$50,000 with CA CLASS.
- The SABWD Board approved a fund transfer in the amount of \$19,106.82 to the GSA to cover invoices received in October.
- The SABWD Board approved the addition of 10 irrigated acres. The updated acreage total is 13,229.56 irrigated acres and 47,116.16 non-irrigated acres.
- The landowner email contact list for both the SABWD and GSA has been updated to include GSA well registration info submitted and interested parties' lists. Both lists are used for sending out, via email, board meeting notices/agendas, etc. for the WD and/or GSA. The WD has 229 active APNs which includes 125 Assessment #'s/Owners. We have email addresses for 105 of the Owners or 84%.
- Due to the Thanksgiving holiday, the SABWD will reschedule the November 21, 2023 board of directors meeting to November 28, 2023 to be the same date as the GSA board meeting.

c. Advisory Committee Updates

- The Advisory Committee did not meet in October 2023.

d. Board Member Updates

- None.

6. DISCUSSION AND ACTION ITEMS

a. Q3 2023 Quarterly Groundwater Level Monitoring Report

President Randy Sharer provided an overview of the Q3 2023 Quarterly Water Level Monitoring Report prepared by GSI Water Solutions, Inc. The [Q3 2023 report](#) is posted on SABGSA's website. The Board did not take action on this item.

b. SABGSA Metering Program Conceptual Framework

The Ad Hoc Committee presented a third 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.

- Specifications: Flow meter with totalizer calibrated to an accuracy level of +/- 5%.
- Installation: Per manufacturers specifications. The Ad Hoc Committee does not recommend a licensed well driller or professional engineer be required for installation.
- 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. The Ad Hoc Committee will develop a draft Installation and Calibration Compliance form to be discussed at the November board meeting. The Ad Hoc Committee will make a recommendation regarding the supporting documentation required to accompany the form.

- Reporting Timeline: Landowners record monthly flow meter readings on 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 reporting form. The Ad Hoc Committee will develop a draft Flow Meter Reporting form to be discussed at the November board meeting. The Ad Hoc Committee will make a recommendation regarding the supporting documentation required to accompany the forms.
 - April 1 – September 1 readings are due on November 1
 - October 1 – March 1 readings are due on May 1
- Reporting Mechanism: The Ad Hoc Committee will continue to discuss the specific reporting mechanism (paper submission v. digital or some combination). While an all-digital format would streamline data collection for SABGSA, it could be a barrier to compliance for landowners. Internal data management does not need to be addressed in an Ordinance or Rules & Regs. However, landowners should be given notice of their reporting obligations concurrently with the requirement to install meters. That way they can form a plan for compliance.
- Informational Interviews: The Ad Hoc Committee interviewed representatives from Cuyama Basin GSA and Upper River Ventura GSA to learn more about their metering programs.

7. NEXT MEETING: November 28, 2023, at 6pm at the Los Alamos Community Services District.

8. ADJOURN – 7:16pm

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