DRAFT FOR REVIEW

How to Read Your Flow Meter & Report Groundwater Extraction

San Antonio Basin Groundwater Sustainability Agency

IMPORTANT:
Beginning April 1, 2026, monthly meter readings must occur between the 1st and 5th day of each month.
For each month, please record the cumulative total exactly as it appears on the meter totalizer.
Do not add or subtract previous readings.
The SABGSA is not asking you to calculate totals or convert units. Simply record the cumulative total, measurement unit and multiplier exactly as shown.
SABGSA will perform any necessary calculations.

Step 1 – Locate the Totalizer

The totalizer displays the total (cumulative) volume of water that has passed through the flow meter. As water flows through the meter, the numbers advance on either a mechanical (analog) or digital counter.

- Analog meters look similar to a car odometer and feature a row of rolling numbers.
- Digital meters display the total on an LCD screen, similar to a digital watch.

Step 2 – Record the Cumulative Volume Exactly as Shown

Write down the entire number displayed on the totalizer, from left to right.

- Record all digits, including any fixed zeros and decimal points.
- For analog meters, include numbers shown in yellow (if applicable).

You do not need to perform any calculations. Simply record the complete number displayed on the totalizer.

Step 3 – Record the Measure Unit & Multiplier

Measurement Unit – indicates the volumetric unit used by the flow meter. This information is displayed on the face of the totalizer, typically underneath or next to the mechanical or digital counter. Common measurement units include gallons (GAL), acre-feet (AF), or cubic feet (CF).

Multiplier – indicates the number by which the digits on the totalizer must be multiplied to determine the actual water volume measurement. Note: Not all meters use a multiplier. In some cases, the totalizer reading already represents the actual cumulative volume, so the multiplier is 1.

Gallons (GAL)

Meters that totalize in gallons often have a multiplier of times 10, times 100, or higher. The Unit of Measure & Multiplier could be:

- GAL × 100
- GAL × 1,000
- GAL × 10,000

Acre-Feet (AF)

Meters that totalize in acre-feet will often have a multiplier of times .01, times .001, times .0001, or smaller. The Unit of Measure & Multiplier could be:

- AF × .01
- AF × .001
- AF × .0001

Cubic Feet (CF)

Meters that totalize in cubic feet will often have a multiplier of times 10, times 100, times 1,000, or higher. The Unit of Measure & Multiplier could be:

- CF × 10
- CF × 100
- CF × 1,000

Step 4 – Take a Photograph (Recommended)

The SABGSA strongly recommends taking a clear photo of the meter face that legibly shows the totalizer numbers (cumulative volume), unit of measure, and multiplier.
This is especially helpful for the April 2026 reading.

Illustrative Examples

Examples of several makes and models of flow meter faces and digital displays are provided below, along with instructions describing the information shown by each meter and how to report that information on SABGSA's Groundwater Extraction/Flow Meter Reporting Form.

NOTE: The SABGSA does not recommend or endorse any specific flow meter manufacturer. Information in this document is simply provided for guidance purposes.

Example #1:

Instantaneous Rate of Flow: SABGSA is NOT asking for this number. Please do not add it to the cumulative total.

Cumulative Volume

Measurement Unit & Multiplier

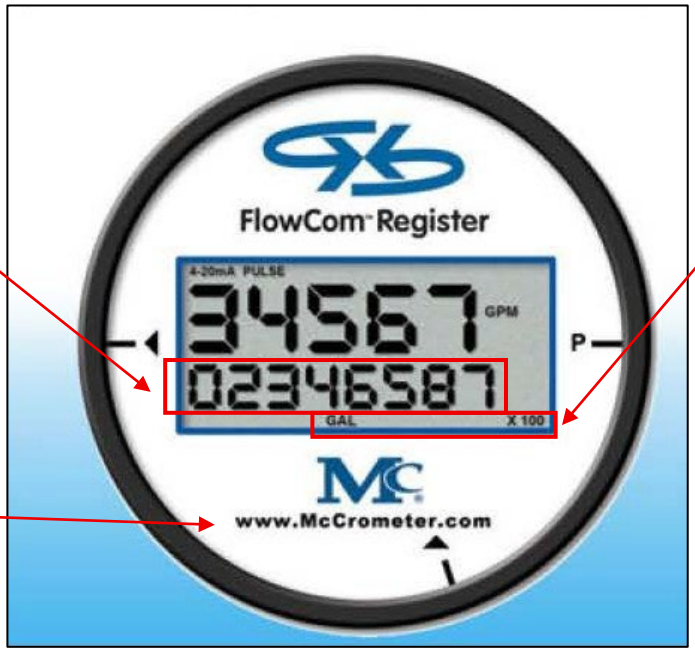
Make

Example #1 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	McCrometer
Model:	Read from meter body or cover
Serial Number:	Read from meter body or cover
Cumulative Volume:	003255
Measurement Unit & Multiplier:	GALLONS x 100

Example #2:

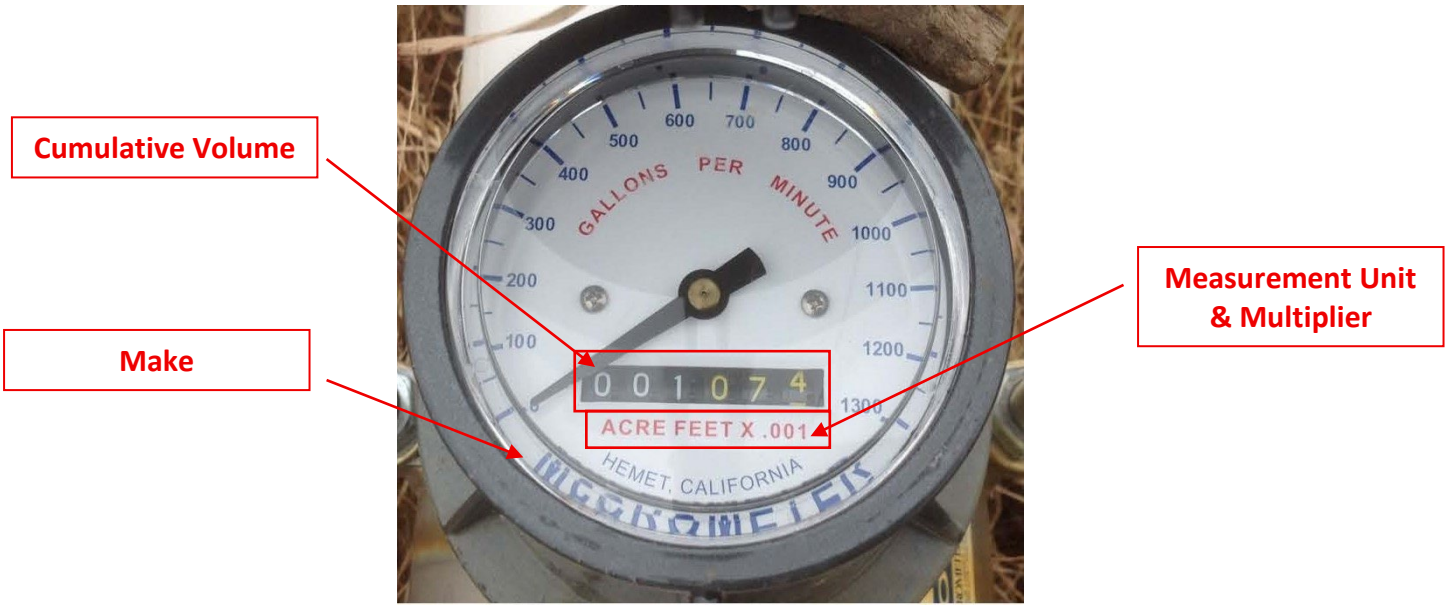
Example #2 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	Seametrics
Model:	Read from meter body or cover
Serial Number:	Read from meter body or cover
Cumulative Volume:	17481001
Measurement Unit & Multiplier:	CUBIC FEET x 1

Example #3



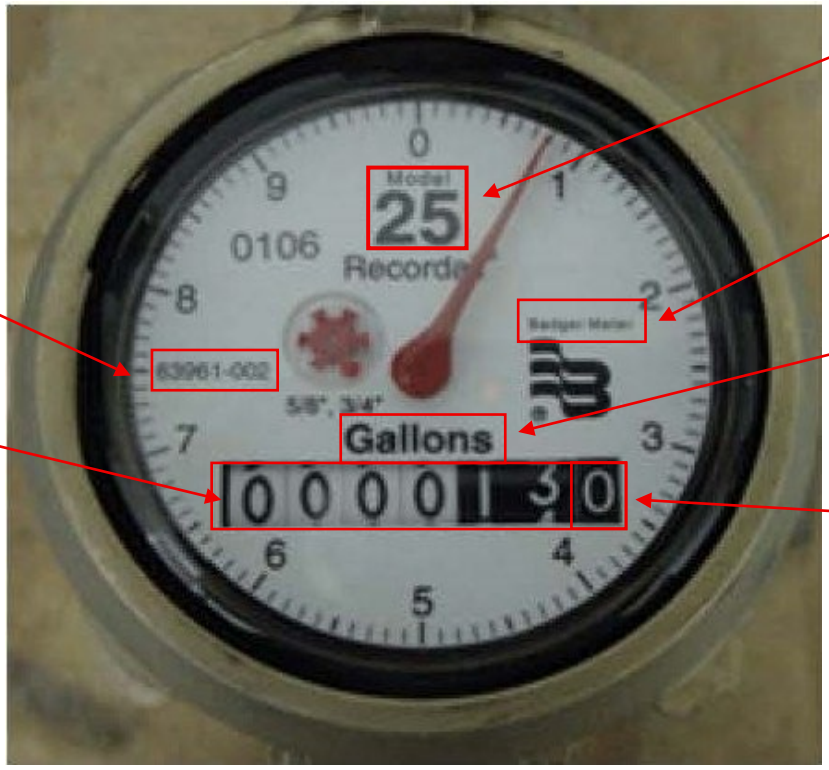
Example #3 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	McCrometer
Model:	Read from meter body or cover
Serial Number:	Read from meter body or cover
Cumulative Volume:	02346587
Measurement Unit & Multiplier:	GALLONS x 100

Example #4:



Example #4 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	McCrometer
Model:	Read from meter body or cover
Serial Number:	Read from meter body or cover
Cumulative Volume:	001074
Measurement Unit & Multiplier:	ACRE FEET x .001

Example #5:



Example #5 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	Badger
Model:	25
Serial Number:	63961-002
Cumulative Volume:	0000130
Measurement Unit & Multiplier:	GALLONS X 1

Example #6:

Example #6 - SABGSA Groundwater Extraction / Flow Meter Reporting Form	
Make:	Neptune
Model:	T-10
Serial Number:	Read from meter body or cover
Cumulative Volume:	0091754.17
Measurement Unit & Multiplier:	CUBIC FEET X 1

Flow Meter Installation and Calibration Compliance Form

San Antonio Basin Groundwater Sustainability Agency

Due by April 1, 2026

Please complete **one form per flow meter** installed in the San Antonio Creek Valley Groundwater Basin. A fillable PDF is available at sanantoniobasingsa.org/active-wells. For ease of reporting, **Owners/operators of multiple wells may instead use the Excel version** available at the same link.

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

1. Landowner and Well Operator Information

Property Owner Information

Business/Ranch Name: _____ SABGSA Number: _____

Landowner Name: _____ Email: _____

Mailing Address: _____

Well Operator Information (if different than above)

Contact Name: _____ Email: _____

Business Name: _____

2. Well and Flow Meter Location

Assessor's Parcel No. (APN): _____

Well Name/Number (your internal Well ID, if applicable): _____

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

Latitude: _____ Longitude: _____

3. Flow Meter Information

Flow Meter Make and Model: _____ Serial Number: _____

Well Use: ☐ Agricultural ☐ Domestic ☐ Municipal ☐ Industrial ☐ Livestock Watering

Measurement Unit & Multiplier (GAL x 1,000, AF x .001, etc): _____

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: _____

Groundwater Extraction/Flow Meter Reporting Form – Period #1

San Antonio Basin Groundwater Sustainability Agency

Due by November 1, 2026

This form must be completed for each flow meter installed in the San Antonio Creek Valley Groundwater Basin on all non-de minimis production (> 2AFY) wells. Monthly readings are required to occur within the first 5 days of each month. A fillable PDF is available at sanantoniobasingsa.org/active-wells. For ease of reporting, Owners/operators of multiple wells may instead use the Excel version available at the same link.

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

1. Landowner and Well Operator Information

Property Owner Information

Business/Ranch Name: _____ SABGSA Number: _____

Landowner Name: _____ Email: _____

Mailing Address: _____

Well Operator Information (if different than above):

Contact Name: _____ Email: _____

Business Name: _____

2. Well and Flow Meter Information

Assessor's Parcel No. (APN): _____

Well Name/Number (your internal Well ID, if applicable): _____

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

Latitude: _____ Longitude: _____

Flow Meter Make and Model: _____ Serial Number: _____

3. Flow Meter Readings and Measurement Data

Flow meter readings must be taken within the first five (5) days of each month, even if no extraction occurs that month. The SABGSA encourages taking a photograph of the meter when recording the first reading.

Reporting Period #1 (April 2026 - September 2026)	**Cumulative Volume** (listed on face)	**Measurement Unit & Multiplier** (Gallon x 1,000, Acre-Feet x ,001, etc.)	**Notes/Comments**
April 2026			
May 2026			
June 2026			
July 2026			
August 2026			
September 2026			

The SABGSA reserves the right to request supporting documentation including, but not limited to, proof of flow meter accuracy, photographs, etc.