



## **SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY**

### **NOTICE OF PUBLIC MEETING**

**NOTICE IS HEREBY GIVEN** that the San Antonio Basin Groundwater Sustainability Agency (“Agency” or “SABGSA”) Board of Directors (“Board”) will hold its regular **Board Meeting** at **6:00 P.M.** on **Tuesday, November 15, 2022**, at the **Los Alamos Community Services District** located at **82 St. Joseph Street, Los Alamos, CA 93440**. Virtual options are available for public participation.<sup>1</sup>

Join Zoom Meeting:

<https://us06web.zoom.us/j/83252082959?pwd=SFhYWkxnaTJtZXlYQnE5VUNCUFc5QT09>

Meeting ID: 832 5208 2959 Passcode: 360900

Dial: (669) 900 6833

### **SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)**

#### **BOARD OF DIRECTORS MEETING AGENDA**

**Tuesday, November 15, 2022**

**1. CALL TO ORDER and ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

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

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion, answer questions, or take any action on any items presented during public comments. At the Board’s discretion, any issue raised during Public Comment may be referred to the Executive Director or other staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. The presiding Chair shall limit public comments to no more than three minutes.

**4. CONSENT ITEMS**

**a. Approve Minutes from October 18, 2022, Regular Meeting**

**b. Agency Finances, Budget, and Training**

- i. The Board will receive a report from the accountant regarding finances and expenses.
- ii. The Board will receive a report regarding training.

**c. Second Reading (by Title only) and Adoption of Ordinance No. 22-001 Establishing SABGSA Rules and Regulations and Requiring Landowners to Complete a Well Registration Form and making related findings for an exemption from the California Environmental Quality Act.**

**5. INFORMATIONAL ITEMS**

**a. Executive Director Update**

- Update on activities performed by the Executive Director

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

- Update on San Antonio Basin Water District activities

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<sup>1</sup> SABGSA will make reasonable efforts to make the meeting accessible virtually; however, if one of the virtual options are unavailable due to technological issues, you are invited to take advantage of the other options, including in-person attendance.

**c. Advisory Committee Updates**

- Update on Advisory Committee

**d. Board Member Updates**

- Board members will provide any updates relevant to the SABGSA

**6. DISCUSSION AND ACTION ITEMS**

**a. Discuss and Consider Landowner Correspondence Regarding Implementation of the Well Registration Program**

The Board will discuss and consider draft correspondence with landowners within the Basin regarding the implementation of the Well Registration Program including cover letters to landowners within the San Antonio Basin Water District and Los Alamos Community Services District boundaries, instructions to find the latitude/longitude of their well, and a Frequently Asked Questions document. The Board may take action and/or provide specific direction to the Ad Hoc Committee, SABGSA staff or SABGSA legal counsel related to this item.

**b. Consider a Proposal from Wallace Group to Provide Support for Landowner Communication and Data Storage for the Well Registration Program**

The Board will review and discuss the proposed scope of work and associated fees for Wallace Group to assist the SABGSA with the implementation of the Well Registration Program. The Board may take action and/or provide specific direction to SABGSA staff, the Ad Hoc Committee, and/or Wallace Group related to this item.

**c. Discuss SABGSA's Application to the Department of Water Resources (DWR) to Obtain a SGMA Implementation Grant Under the 2021 Sustainable Groundwater Management Grant (SGM) Program**

The Board will receive a presentation from GSI Water Solutions, Inc. on the status of the grant application. The Board may take action and/or provide specific direction to SABGSA staff, the Ad Hoc Committee, legal counsel, and/or GSI Water Solutions, Inc. related to this item.

**d. Discuss SABGSA Check Signing Authority and Bank Signature Card for New Accounts**

The Board will discuss and consider authorizing SABGSA's accountant to open a new checking account and money market account at Community Bank of Santa Maria, transferring funds from both existing accounts and then closing the existing accounts. The Board may also authorize SABGSA's accountant, officers, and directors as appropriate to be added to the new bank signature cards and to sign checks on behalf of the Agency consistent with the Agency's bylaws. The Board also may take other action or provide specific direction to the SABGSA President/Board Chair, Treasurer, Secretary, staff, and/or SABGSA's accountant related to this item.

**8. ADJOURN**

**NEXT MEETING: December 20, 2022, at 6pm**



**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY**  
**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)**  
**BOARD OF DIRECTORS MEETING**  
**UNAPPROVED MINUTES**  
**Tuesday, October 18, 2022**

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, 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, Kenny Pata, Randy Sharer, Chris Wrather

**Alternates present, but not acting on behalf of a Director:** Jim Stollberg and Patrice Mosby

**Directors Absent:** Pat Huguenard

2. **PLEDGE OF ALLEGIANCE**

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

No public comments received.

4. **CONSENT ITEMS**

- a. **Approve Minutes from September 20, 2022, SABGSA Board Meeting**

**Motion by *Director Durant*, second by *Director Wrather* to approve the minutes of the September 20, 2022, Board meeting as presented.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

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

**Motion by *Director Chabot*, second by *Director Pata* to approve the financial report as presented.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

5. **INFORMATIONAL ITEMS**

- a. **Executive Director Updates**

- Executive Director Stephanie Bertoux reported that the Q3 Monitoring Report has been received and is posted on SABGSA's website.
- Executive Director Stephanie Bertoux reported that the SABGSA is not eligible for funding for groundwater recharge under the USDA's Watershed Flood Prevention Operations program since SABGSA cannot levy taxes or enact eminent domain.

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

SABWD Executive Director Donna Glass reported that \$554,256 has been collected to date for assessments levied for FY 2022-23.

**c. Advisory Committee Updates**

The Advisory Committee scheduled for October 4, 2022 was cancelled due to lack of a quorum.

**d. Board Member Updates**

No report.

**6. PUBLIC HEARING**

**a. Consider Ordinance No. 22-001 Establishing SABGSA Rules and Regulations and Requiring Landowners to Complete a Well Registration Form**

SABGSA's legal counsel reviewed proposed Ordinance (SABGSA Ordinance No. 22-001) establishing SABGSA Rules and Regulations, including requiring landowners to complete and submit a Well Registration Form. Executive Director Stephanie Bertoux reviewed the Well Registration Form. At 6:42pm, the SABGSA Board opened a public hearing to receive public comments on the proposed Ordinance (SABGSA Ordinance No. 22-001). No public comments were received and the hearing was closed at 6:43pm. SABGSA legal counsel read the title of the Ordinance into the record.

**Motion by Director Merrill, second by Director Durant to approve Ordinance 22-001 Establishing SABGSA Rules and Regulations and Requiring Landowners to Complete a Well Registration Form, as read by title only (first reading), waive further reading, and continue Ordinance 22-001 for adoption at the November 15, 2022 SABGSA Board meeting.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**Motion by Director Pata, second by Director Wrather to approve the Well Registration Form as presented.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**b. Discuss and Consider Submitting an Application to the Department of Water Resources (DWR) to Obtain a SGMA Implementation Grant Under the 2021 Sustainable Groundwater Management Grant (SGM) Program**

The funding cycle for the SGM Grant Program's SGMA Implementation Round 2 grant solicitation is open. The Board received a presentation from GSI Water Solutions, Inc. on the grant's proposal solicitation package, list of eligible projects in accordance with the SABGSA's GSP, and implementation guidelines. The Board discussed and agreed to pursue the grant to be used for Tier 1 GSP implementation projects including community outreach workshops.

**Motion by Director Merrill, second by Director Wrather to submit an application to obtain a SGMA Implementation Grant to fund Tier 1 implementation projects in accordance with SABGSA's GSP and to form an Ad Hoc Committee – comprised of Director Merrill, Director Wrather, and Director Sharer – to provide addition direction for the application, as needed.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**c. Consider Resolution No. 22-003 Designating an Authorized Representative to Submit an Application and Execute an Agreement with the State of California for the Round 2 SGMA Implementation Grant**

**Motion by Director Merrill, second by Director Durant to approve Resolution No. 22-003, as presented, and designate SABGSA Secretary Stephanie Bertoux as the authorized representative to submit the application to the Department of Water Resources and execute an agreement with the State of California upon award of the grant.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**d. Consider a Proposal from GSI Water Solutions, Inc. to Assist with Preparing the SGMA Implementation Grant Application for Round 2 Funding**

Mike McAlpin, GSI Water Solutions, Inc., reviewed the proposed scope of work and associated fees for GSI Water Solutions, Inc. to assist the SABGSA with preparing an application to obtain a SGMA Implementation Grant under the 2021 SGM Grant Program for Round 2 funding.

**Motion by Director Durant, second by Director Chabot to approve the proposal from GSI Water Solutions, Inc. to assist with preparing the SGMA grant application as presented.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**e. Consider a Proposal from GSI Water Solutions, Inc. for the GSP Annual Report**

Mike McAlpin, GSI Water Solutions, Inc., reviewed the proposed scope of work and associated fees for GSI Water Solutions, Inc. to prepare the San Antonio Creek Valley Groundwater Basin GSP Annual Report for Water Year 2022 in compliance with requirements under SGMA.

**Motion by Director Merrill, second by Director Chabot to approve the proposal from GSI Water Solutions to prepare the GSP Annual Report for Water Year 2022, as presented.**

**Ayes:** Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Kenny Pata, Randy Sharer, Chris Wrather

**Nos:** None; **Absent:** Pat Huguenard; **Abstain:** None.

**8. NEXT MEETING: November 15, 2022 at Los Alamos Community Services District**

**9. ADJOURN - 7:45pm**

Please contact Stephanie Bertoux at [admin@sanantoniobasinga.org](mailto:admin@sanantoniobasinga.org) with any questions.

**San Antonio Basin GSA**  
**Profit & Loss Budget vs. Actual**  
 July through October 2022

33% of the year has elapsed	<u>Jul - Oct 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01 DWR Grant #1 Payments	0.00	29,000.00	-29,000.00	0.0%
01 DWR Grant #2 Payments	40,852.88	63,000.00	-22,147.12	64.85%
4-Interest Income	4.21			
<b>Total Income</b>	<u>40,857.09</u>	<u>92,000.00</u>	<u>-51,142.91</u>	<u>44.41%</u>
<b>Expense</b>				
<b>Administration and Operation</b>				
01Administrative Exp/Office Ex	16,103.22	91,000.00	-74,896.78	17.7%
02-Accountant	1,910.00	10,000.00	-8,090.00	19.1%
03-Comm Eng Grant Wrtnng NonGSP	0.00	35,000.00	-35,000.00	0.0%
04-Monitoring	9,798.01	63,145.00	-53,346.99	15.52%
05-Legal Counsel	30,132.23	80,000.00	-49,867.77	37.67%
06-Insurance	1,783.00	2,500.00	-717.00	71.32%
07-Audit Fees	780.00	3,500.00	-2,720.00	22.29%
09-GSP Related Costs-Annual Rep	0.00	75,000.00	-75,000.00	0.0%
10-GSP Implementation / PMAs	23,080.00	226,500.00	-203,420.00	10.19%
11- Executive Order	0.00	25,000.00	-25,000.00	0.0%
<b>Total Administration and Operation</b>	<u>83,586.46</u>	<u>611,645.00</u>	<u>-528,058.54</u>	<u>13.67%</u>
<b>Total Expense</b>	<u>83,586.46</u>	<u>611,645.00</u>	<u>-528,058.54</u>	<u>13.67%</u>
<b>Net Ordinary Income</b>	<u>-42,729.37</u>	<u>-519,645.00</u>	<u>476,915.63</u>	<u>8.22%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
11 Operating Transfers	102,000.00	762,300.00	-660,300.00	13.38%
<b>Total Other Income</b>	<u>102,000.00</u>	<u>762,300.00</u>	<u>-660,300.00</u>	<u>13.38%</u>
<b>Other Expense</b>				
Contingency (10%)	0.00	242,655.00	-242,655.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>242,655.00</u>	<u>-242,655.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>102,000.00</u>	<u>519,645.00</u>	<u>-417,645.00</u>	<u>19.63%</u>
<b>Net Income</b>	<u><u>59,270.63</u></u>	<u><u>0.00</u></u>	<u><u>59,270.63</u></u>	<u><u>100.0%</u></u>

# San Antonio Basin GSA

## Balance Sheet

As of October 31, 2022

Oct 31, 22

### ASSETS

#### Current Assets

##### Checking/Savings

Community Bank of Santa Maria 61,892.91

Community Bank of SM MMKT -2449 25,021.23

Total Checking/Savings 86,914.14

Total Current Assets 86,914.14

**TOTAL ASSETS 86,914.14**

### LIABILITIES & EQUITY

#### Equity

Retained Earnings 27,643.51

Net Income 59,270.63

Total Equity 86,914.14

**TOTAL LIABILITIES & EQUITY 86,914.14**

# San Antonio Basin GSA Expenses by Vendor Detail

October 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
<b>BERTOUX &amp; COMPANY</b>						
	Check	10/17/2022	2342	01Administrative Exp/Office Ex	Community Bank of Santa Maria	247.32
	Check	10/17/2022	2344	01Administrative Exp/Office Ex	Community Bank of Santa Maria	<u>4,000.00</u>
Total BERTOUX & COMPANY						4,247.32
<b>Brownstein Hyatt Farber Schreck</b>						
	Check	10/17/2022	2343	05-Legal Counsel	Community Bank of Santa Maria	<u>6,982.00</u>
Total Brownstein Hyatt Farber Schreck						6,982.00
<b>Carrie Troup, C.P.A.</b>						
	Check	10/17/2022	2341	02-Accountant	Community Bank of Santa Maria	<u>645.00</u>
Total Carrie Troup, C.P.A.						645.00
<b>GSI WATER SOLUTIONS, INC.</b>						
	Check	10/17/2022	2338	04-Monitoring	Community Bank of Santa Maria	7,543.01
	Check	10/17/2022	2339	10-GSP Implementation / PMAs	Community Bank of Santa Maria	<u>2,970.00</u>
Total GSI WATER SOLUTIONS, INC.						10,513.01
<b>Los Alamos CSD</b>						
	Check	10/17/2022	2340	01Administrative Exp/Office Ex	Community Bank of Santa Maria	<u>200.00</u>
Total Los Alamos CSD						200.00
<b>TOTAL</b>						<u><u>22,587.33</u></u>



**ORDINANCE NO. 22-001**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN ANTONIO BASIN  
GROUNDWATER SUSTAINABILITY AGENCY REQUIRING LANDOWNERS TO  
COMPLETE A WELL REGISTRATION FORM**

**WHEREAS**, the San Antonio Basin Groundwater Sustainability Agency (“Agency”) was formed pursuant to a joint exercise of powers agency (“JPA”) executed on May 16, 2017 between the Cachuma Resource Conservation District and the Los Alamos Community Services District;

**WHEREAS**, the Agency decided to become the exclusive Groundwater Sustainability Agency (“GSA”) for the San Antonio Creek Valley Basin (“Basin”) on June 14, 2017;

**WHEREAS**, the San Antonio Basin Water District replaced the Cachuma Resource Conservation District as a member of the JPA on May 19, 2020;

**WHEREAS**, in compliance with the Sustainable Groundwater Management Act (“SGMA”), on December 7, 2021, the Agency adopted the San Antonio Basin Groundwater Sustainability Plan (“Plan”) that establishes the Agency’s groundwater management program and sustainability goal for the Basin;

**WHEREAS**, SGMA, authorizes a local GSA to manage a groundwater basin in a sustainable manner pursuant to its groundwater sustainability plan;

**WHEREAS**, to assist in its management, Water Code Section 10725.2 authorizes GSAs such as the Agency to adopt rules, regulations, ordinances, and resolutions for the purpose of complying with SGMA and perform any act necessary or proper to carry out the purposes of SGMA;

**WHEREAS**, to effectively implement sustainable groundwater management with the Basin, the Agency desires to adopt an ordinance establishing rules and regulations in accordance with SGMA;

**WHEREAS**, pursuant to Water Code Section 10725.6, a GSA may require registration of any groundwater extraction facility, such as groundwater wells, within the Agency’s management area;

**WHEREAS**, the Plan identifies development of a groundwater extraction facility registration regulations as a Tier 1 Management Action;

**WHEREAS**, to sustainably manage the Basin, the Agency requires accurate data regarding the location and number of groundwater extraction facilities, including information on current groundwater wells and new groundwater wells; and

**WHEREAS**, to implement the Plan, the Agency finds it necessary and in the best interest of both the Agency and the Basin to adopt an ordinance requiring all landowners within the Basin to register any and all groundwater extraction facility on their property.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1. Recitals Incorporated**

The above recitals are supported by substantial evidence, incorporated herein by reference and each relied upon independently by the SABGSA Board of Directors in its adoption of this Ordinance.

**SECTION 2. SABGSA Rules and Regulations**

The SABGSA Board of Directors adopts the “San Antonio Basin Groundwater Sustainability Agency Rules and Regulations” (“SABGSA Rules and Regulations”), attached hereto as Exhibit A and incorporated herein by reference, and finds the SABGSA Rules and Regulations are consistent with the Plan and shall promote implementation of the Plan in accordance with SGMA.

**SECTION 3. Amendment**

This Ordinance may be added to, amended, and/or repealed at any time by adoption of a subsequent ordinance of the SABGSA Board of Directors.

**SECTION 4. Effective Date**

This Ordinance shall become effective thirty (30) days after the second reading.

**SECTION 5. Actions Against SABGSA**

Nothing contained in this Ordinance shall constitute a waiver by the Agency or estop the Agency from asserting any defenses or immunities from liability as provided in law, including, but not limited to, those provided in Division 3.6 of Title 1 of the Government Code.

**SECTION 6. Administrative Authorization.**

The Agency Executive Director or designee is hereby authorized and directed to take any such actions as may be necessary and appropriate to implement the intent of this Ordinance.

**SECTION 7. Severability.**

If any section, subsection, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decisions shall not affect the validity of the remaining portions of this resolution. The Agency Board of Directors hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

**SECTION 8. California Environmental Quality Act**

The SABGSA Board of Directors finds that adoption of this Ordinance, including the SABGSA Rules and Regulations, is exempt from the California Environmental Quality Act pursuant to Sections 15307, 15308 and 15061 subdivision (b)(3) of Title 14 of the California Code of Regulations (“CEQA Guidelines”) because the Ordinance will support implementation of the Plan by establishing rules and regulations to support groundwater management in order to prevent environmental degradation associated with groundwater overdraft and said rules and regulations will not have a significant effect on the environment.

**WE, THE UNDERSIGNED**, do hereby certify that the above and foregoing Ordinance No. 22-001 was duly adopted and passed by the Board of Directors of the San Antonio Basin Groundwater Sustainability Agency at a meeting held on the \_\_\_\_ day of \_\_\_\_, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Randy Sharer, Board President  
San Antonio Basin Groundwater Sustainability Agency

ATTEST:

\_\_\_\_\_  
Stephanie Bertoux, Secretary  
San Antonio Basin Groundwater Sustainability Agency

**EXHIBIT A**

# **San Antonio Basin Groundwater Sustainability Agency**

## **Rules and Regulations**

### **SECTION 1. Definitions**

- A. For purposes of these Rules and Regulations, the following definitions apply:
1. “AF” means acre-foot.
  2. “APN” means the Santa Barbara County Assessor’s Parcel Number for a property.
  3. “Agency” or “SABGSA” shall refer to the San Antonio Basin Groundwater Sustainability Agency.
  4. “Groundwater Extraction Facility” shall mean a groundwater well or any device or method for extraction of groundwater within the Basin.
  5. “Operator” shall mean the person responsible for operating a Groundwater Extraction Facility. The owner of the property containing the Groundwater Extraction Facility shall be conclusively presumed to be the operator unless otherwise declared on the Registration.
  6. “Property Owner” shall mean the fee title owner of land within the Agency’s boundaries, including all San Antonio Basin Water District landowners and all Los Alamos Community Services District customers, or the owner’s legal designee.
  7. “Registration” shall mean submission of the groundwater well registration information as specified in Section 2 of these Rules and Regulations to the Agency.

### **SECTION 2. Groundwater Well Registration**

The Property Owner and/or Operator of each Groundwater Extraction Facility within the Basin shall provide the Agency with groundwater well registration information (to the extent known to the Property Owner and/or Operator at the time of registration) by filling out and submitting a registration form issued by the Agency and returned to the Agency’s PO Box or via email.

#### **A. Existing Wells**

All existing Groundwater Extraction Facilities located within the boundaries of SABGSA shall be registered with the Agency within sixty (60) days of receiving a registration form and no later than March 31, 2023, whichever occurs later. The Property Owner and/or Operator of a Groundwater Extraction Facility must provide, in full, the information requested on the Agency’s registration form, which shall include but not be limited to the following:

1. Name and contact information of the Property Owner;
2. Name and contact information of the Operator, if different than the Property Owner;
3. If appropriate, a certification that the Property Owner does not have a Groundwater Extraction Facility located on their property;
4. Type of Groundwater Extraction Facility and water use;
5. Annual water use information;
6. Groundwater Extraction Facility APN and State Well Number;
7. Physical address and geographic location of each Groundwater Extraction Facility;
8. Date of construction;
9. Well depth;
10. Activity status of the Groundwater Extraction Facility;
11. List of APNs that the Groundwater Extraction Facility serves;
12. Manufacturer/model and type of Groundwater Extraction Facility measuring device, such as a flow meter (for certain users);
13. Recording units of the measuring device (for certain users);
14. Signature of the Property Owner.

**B. New Wells**

All new Groundwater Extraction Facilities located within the Boundaries of SABGSA shall be registered with the Agency, via the same form described above in Section 2.A, no later than March 31, 2023 or within sixty (60) days of well completion, whichever occurs later.

**C. Changes to Registration**

Any change to the information provided in the well registration form described above in Section 2.A, including but not limited to, a change to the Property Owner or Operator of a Groundwater Extraction Facility, must be reported within thirty (30) days of when the change takes effect.

**D. Registration Confidentiality**

The Agency shall keep the information contained in a Registration confidential to the extent permissible under applicable law.

**SECTION 3. Reserved.**

**SECTION 4. Reserved.**

**SECTION 5. Reserved.**

**SECTION 6. Reserved.**

**SECTION 7. Reserved.**

**SECTION 8. Reserved.**

**SECTION 9. Reserved.**

**SECTION 10. Penalties.**

Failure to comply with these Rules and Regulations may result in administrative and civil penalties, in accordance with Water Code Section 10732, as may be determined by the Board. Remedies identified in these Rules and Regulations are not intended to be exclusive. Any other remedy available to the Agency in law or equity may be employed at the discretion of the Board to address any circumstance related to the management of the Basin in accordance with SGMA, the Agency Plan, or other SABGSA Rules and Regulations.



**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY  
WELL REGISTRATION FORM**

**Please return by March 31, 2023**

Please fill out one form per well. 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).

**If you do not have a well located on your property, you are still required to fill out items 1, 2, and 5 below and return the registration form.** The SABGSA encourages all property owners to submit their registration forms in advance of the March 31, 2023 deadline. Failure to submit a completed form by March 31, 2023, or within 60 days of the date of the well completion report for any well constructed after March 31, 2023, may result in a penalty.

**1. Contact Information**

**a. Property Owner Information**

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

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

Address(es): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

SAB Water District Assessment Number (if applicable):  
\_\_\_\_\_

**b. Operator Information (if different than above)**

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Well Located on Property**

If you do not have a well located on your property, please check the box below. You may skip items #3 and #4. Please sign item #5 and return both pages of this registration form to SABGSA.

I certify that I do not have a well located on the property listed above in item #1.a.





**SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY  
WELL REGISTRATION FORM**

**3. Well and Current Type of Water Use Information (mark all that apply)**

**Type of Well**

- Domestic  Municipal or Industrial  
 Agricultural / Irrigation  Livestock Watering  
 Other (Specify use): \_\_\_\_\_

**Annual Water Use Information**

- I declare that I am a de minimis user extracting less than 2 acre-feet per year for domestic purposes only.  
 I declare that I use more than 2 acre-feet per year.

**4. Well Information and Location**

- a. APN: \_\_\_\_\_ State Well No. (if known): \_\_\_\_\_  
b. Well Location (Physical Address): \_\_\_\_\_  
c. Well Location (Lat/Long): \_\_\_\_\_  
d. Date of Construction (if known): \_\_\_\_\_  
e. Well Depth (below surface, if known): \_\_\_\_\_  
f. Status:  Active  Inactive  Abandon - Date Abandon (if known): \_\_\_\_\_  
g. Who does this well serve:  Only the APN listed above  Additional APNs. Please list additional APNs: \_\_\_\_\_  
 Check this box if the well has a water meter and complete the information below.  
Manufacturer/Model: \_\_\_\_\_  
Type:  
 Propeller  Ultrasonic  Electromagnetic  
 Other: \_\_\_\_\_  
Does the meter have a totalizer?  Yes  No  
Meter Recording Units:  
 Gallons  100s of Gallons  1000s of Gallons  
 Cubic Feet  HCF (hundred cubic feet)  Cubic Meters

**5. Signature of Property Owner or Property Owner's Legal Designee**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



DRAFT Letter to SABWD  
Landowners

## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

January 5, 2023

Landowner Name  
Address  
City, State, Zip

**Subject: SABGSA Mandatory Well Registration Program  
Registration(s) Due by March 31, 2023 – One Form per Well**

You are receiving this letter because our available records indicate that you own property within the San Antonio Creek Valley Groundwater Basin (Basin). For reference, a list of known Assessor Parcel Numbers (APNs) under your ownership within the Basin (according to our available records) is provided below.

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) is working to position you, neighboring landowners, and all groundwater users to achieve groundwater sustainability together by 2042 as mandated by California law under the Sustainable Groundwater Management Act. With the completion of the San Antonio Creek Valley Basin Groundwater Sustainability Plan (GSP), the SABGSA is now turning to implementation strategies. Well registration is an important first step and an essential undertaking to better manage groundwater resources for current and future uses.

As outlined in the GSP, the need for all groundwater production wells, including wells used by “de minimis” pumpers, to be registered with the SABGSA is identified as a Tier 1 Management Action and is a pre-cursor to the implementation of other projects and management actions vital to achieving sustainability. SABGSA’s Well Registration program is intended to establish the location and type of each well located within the Basin and help us gain an accurate count and a better understanding of the wells in active use. We need your help.

On December 15, 2022, SABGSA’s Ordinance 22-001 took effect requiring that all landowners within the Basin complete the enclosed Well Registration Form and return it no later than March 31, 2023 (please see the form for submission information). Please also note:

- **If you have a well located on your property, one form per well within the Basin must be submitted.**
- **If you do not have a well located on your property, you are still required to return the Well Registration Form, with sections 1,2, and 5 completed.**
- Instructions for identifying the location of your well by latitude/longitude are enclosed.
- Frequently Asked Questions as well as an electronic version of the Well Registration Form are available on our website at: <https://sanantoniobasingsa.org/well-registration>.
- SABGSA understands and respects the privacy concerns of the landowners it serves and is committed to keeping your personal and well information confidential to the greatest extent possible under applicable law.

Thank you for your cooperation with this important endeavor.

Sincerely,

Stephanie Bertoux, Executive Director  
[admin@sanantoniobasingsa.org](mailto:admin@sanantoniobasingsa.org)

List of APNs:



DRAFT Letter to LACSD  
Landowners

## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

January 5, 2023

Landowner Name  
Address  
City, State, Zip

**Subject: SABGSA Mandatory Well Registration Program  
Registration(s) Due by March 31, 2023 – To Be Returned Even If No Well On Property**

You are receiving this letter because our records indicate that you own property within the San Antonio Creek Valley Groundwater Basin (Basin). The San Antonio Basin Groundwater Sustainability Agency (SABGSA) is working to position all groundwater users to achieve groundwater sustainability together by 2042 as mandated by California law under the Sustainable Groundwater Management Act. With the completion of the San Antonio Creek Valley Basin Groundwater Sustainability Plan (GSP), the SABGSA is now turning to implementation strategies. Well registration is an important first step and an essential undertaking to better manage groundwater resources.

Even property owners who receive water service from the Los Alamos Community Services District and have no well are required to submit the enclosed form. This is to help us gain an accurate count and better understanding of the wells in active use to best manage groundwater for current and future uses, and we sincerely appreciate your time and cooperation.

On December 15, 2022, SABGSA's Ordinance 22-001 took effect requiring that all landowners within the Basin complete the enclosed Well Registration Form and return it no later than March 31, 2023.

- **If you do not have a well located on your property, you are still required to return the Well Registration Form**, with sections 1,2, and 5 completed.
- **If you do have a well on your property within the Basin:**
  - **Please fill out one form per well.**
  - For reference, a list of known Assessor Parcel Numbers (APNs) under your ownership within the Basin (according to our available records) is provided below.
  - Instructions for identifying the location of your well by latitude/longitude are enclosed.

Frequently Asked Questions and an electronic version of the Well Registration Form are located on our website at: <https://sanantoniobasingsa.org/well-registration>.

SABGSA understands and respects property owners' privacy concerns and is committed to keeping your personal and well information confidential to the greatest extent possible by applicable law.

Sincerely,

Stephanie Bertoux, Executive Director  
[admin@sanantoniobasingsa.org](mailto:admin@sanantoniobasingsa.org)

List of APNs:



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

### Well Registration Program **DRAFT** Frequently Asked Questions

November 10, 2022

#### Key Acronyms

- Sustainable Groundwater Management Act (SGMA)
- Groundwater Sustainability Plan (GSP)
- San Antonio Basin Groundwater Sustainability Agency (SABGSA)
- San Antonio Creek Valley Groundwater Basin (Basin)

#### GENERAL QUESTIONS

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##### **What is the Sustainable Groundwater Management Act (SGMA)?**

The Sustainable Groundwater Management Act (SGMA) was enacted in 2014 and became effective January 1, 2015. The objective of this state law is to ensure the long-term sustainable management of groundwater resources in California. SGMA requires designated medium-and high-priority groundwater basins to form locally controlled Groundwater Sustainability Agencies (GSA) to develop Groundwater Sustainability Plans (GSP).

##### **What is a Groundwater Sustainability Plan (GSP)?**

A Groundwater Sustainability Plan (GSP) contains an assessment of groundwater conditions in the basin, describes plans for monitoring conditions, and explains how the Groundwater Sustainability Agency will implement and measure specific actions to achieve or maintain sustainability within 20 years. The [San Antonio Creek Valley Groundwater Basin's GSP can be viewed here](#).

#### WELL REGISTRATION PROGRAM QUESTIONS

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##### **What is the purpose of the Well Registration Program?**

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) is working to position you, neighboring landowners, and all groundwater users to achieve groundwater sustainability together as mandated by California's Sustainable Groundwater Management Act. With the completion of the San Antonio Creek Valley Basin Groundwater Sustainability Plan (GSP) in January 2022, the SABGSA is now turning to implementation strategies. Well registration is an important first step and an essential undertaking to better manage groundwater resources for current and future uses.

As outlined in the GSP, the need for all groundwater production wells, including wells used by "de minimis" pumpers, to be registered with the SABGSA is identified as a Tier 1 Management Action and is a pre-cursor to the implementation of other projects and management actions vital to achieving sustainability. The SABGSA's Well Registration Program is intended to establish the location and type of each well located within Basin and help us gain an accurate count and a better understanding of the wells in active use.



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

### **Is my participation mandatory?**

Yes. On December 15, 2022, SABGSA's Ordinance No. 22-001 took effect requiring that all landowners within the Basin complete a Well Registration Form – one form per well – and return it no later than March 31, 2023. Pursuant to California Water Code Section 10725.6, a Groundwater Sustainability Agency may require registration of groundwater wells, within the Agency's jurisdictional boundaries.

### **Is there a penalty for non-compliance?**

The SABGSA is asking for your assistance and cooperation as we work together toward achieving sustainability within the Basin. In accordance with California Water Code Section 10732, the SABGSA's Board of Directors reserves the right to enact administrative or civil penalties for failure to comply.

### **What is the deadline for well registration?**

Well Registration Forms are due no later than March 31, 2023.

### **How do I return the form?**

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). A hard copy of the form and return envelope with postage was mailed to each landowner.

### **Can I download an electronic copy of the form?**

Yes, an electronic copy of the Well Registration Form can be found at: <https://sanantoniobasingsa.org/>

## **WELL REGISTRATION FORM – SECTION 2**

### **I don't have a well on my property. Why do I need to return the Well Registration Form?**

An important objective of the Well Registration Program is to fill existing gaps in the SABGSA's data set. To avoid making assumptions and eliminate uncertainty, the SABGSA is asking all landowners within the Basin—including property owners within the Los Alamos Community Services District's service area—to certify whether a well exists on their property. If you don't have a well on your property, simply fill out items 1, 2, and 5 and return the Well Registration Form. We sincerely appreciate your time and cooperation.

## **WELL REGISTRATION FORM – SECTION 3**

### **What is a de minimis user/extractor?**

Domestic (i.e., residential) well users generally fall within the Sustainable Groundwater Management Act's (SGMA) definition of a de minimis extractor. SGMA defines a de minimis extractor as "a person who extracts, for domestic purposes, two acre-feet or less (of groundwater) per year." (Cal. Water Code § 10721(e).) An acre-foot is enough water to cover one acre of land with one foot of water. Most private (i.e., non-commercial and non-municipal) users with domestic wells use less than two acre-feet of water per year. If your house relies on a single domestic well and you are not watering crops or large areas of landscape, it is likely that you are a de minimis extractor.



## SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

### How much is 2 acre-feet per year?

2 acre-feet per year = 651,703 gallons per year = 54,309 gallons per month = 1,785 gallons per day

2 acre-feet per year = 871.2 hundred cubic feet (HCF)/year = 72.60 HCF/month = 2.39 HCF/day

Irrigation: As a general rule of thumb (not necessarily applicable to all crop types or all properties), if a domestic well is being used to irrigate one acre or less for non-commercial purposes, the water use is likely less than 2 acre-feet per year.

Residential Use: Two acre-feet per year is typically enough water to supply the reasonable indoor and outdoor needs for a single-family residence. Homes and apartments with standard water efficiency measures often use  $\frac{1}{4}$  to  $\frac{1}{2}$  acre-feet per year. The current statewide median indoor residential water use is 48 gallons per capita per day.

### I'm still not sure if I am a de minimis user/extractor. What should I do?

Please contact the SABGSA Executive Director for assistance at: [admin@sanantoniobasingsa.org](mailto:admin@sanantoniobasingsa.org)

## WELL REGISTRATION FORM – SECTION 4

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### How do I find the latitude/longitude coordinates for my well location?

The SABGSA has developed written instructions for how to find the coordinates for your well location.

[Link to instructions sheet.](#) Links to a few helpful YouTube video tutorials are provided below.

How to Find GPS Longitude and Latitude Coordinates with Google Maps (Desktop only)

<https://www.youtube.com/watch?v=2yOX7soSPeQ>

Using GPS Coordinates with Google Maps (Desktop and Mobile Device)

<https://www.youtube.com/watch?v=yFavleiWmO8>

Finding Coordinates Using an iPhone, On-site

<https://www.youtube.com/watch?v=hsAkUP31UiY>

Finding Coordinates Using an Android Phone, On-site

[https://www.youtube.com/watch?v=MT4\\_U1MzNA](https://www.youtube.com/watch?v=MT4_U1MzNA)

### Why is SABGSA asking for information about my meter?

As outlined in the GSP, the SABGSA will eventually require metering and annual extraction reporting (except for de minimis extractors who are exempt from metering requirements). The “Well Registration and Metering Program” is identified as a Tier 1 Management Action in the GSP. Well Registration is the first step. There will be community outreach and engagement conducted prior to implementing the metering portion of the program. At this point, the SABGSA is simply trying to ascertain which wells currently have meters and what type, to help design a metering program that helps meet the practical needs of landowners while also facilitating groundwater sustainability.

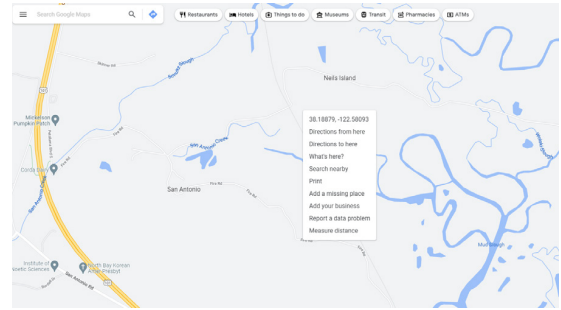


## SAN ANTONIO GROUNDWATER SUSTAINABILITY AGENCY

# DRAFT How to Find the GPS Coordinates for Your Well

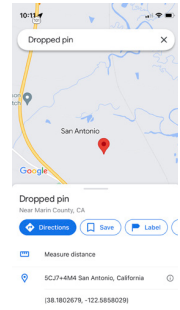
## Finding Coordinates Using a Computer, Remote Location

1. Open Google Maps from your web browser.
2. Navigate to the location.
3. Place the cursor over the location where you want the lat/long.
4. Right click, then left click on the lat/long. This will save it to your clipboard.
5. Paste the lat/long where needed.



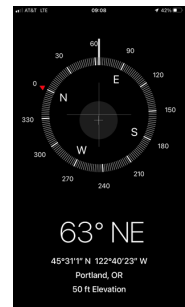
## Finding Coordinates Using a Cell Phone, Remote Location

1. Open Google Maps.
2. Place a pin.
3. Scroll down to lat/long, then copy.
4. Paste the lat/long where needed.



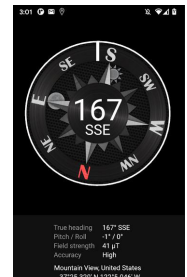
## Finding Coordinates Using an iPhone, On-site

1. Open the Compass application.
2. Walk to the location to record an accurate reading.
3. Record the lat/long.



## Finding Coordinates Using an Android Phone, On-site

1. Use or download your preferred compass application.
2. Walk to the location to record an accurate reading.
3. Record the lat/long.





November 10, 2022

Stephanie Bertoux  
San Antonio Basin GSA  
1005 South Broadway  
Santa Maria, California 93454

Subject: GSA Support

Dear Ms. Bertoux:

Wallace Group appreciates the opportunity to provide you with our proposal for engineering services for the above referenced project.

### PROJECT UNDERSTANDING

The San Antonio Basin GSA is in the process of implementing updates to their database with new well information. The GSA is requesting assistance from Wallace Group to provide mailers to the landowners in the GSA and assistance with updating the GIS files with this new information. Based on our discussion, the following Scope of Services has been prepared for your consideration:

### SCOPE OF SERVICES

#### Task 1: GSA Support

Wallace Group will provide on-call support to the GSA up to the budget approved. Additional requests may require a contract amendment. This support includes the following:

**Data Storage:** We will use the SABWD GIS file as the base and add layers/tables to store data for well registration data. Well registration data will be relatable to but stored separately from parcel data based on the registration form information provided by the property owners.

- Create a separate file (layer) for the wells and a table for the owner/operator information. The GIS well layer would have a point for each well. Associated with this point would be the data about the well we collect via the form, primarily sections 1, 2 and 3.
- Since the WD APN maps and data get updated annually, we would keep those separate so that we can be confident that the acreage data and ownership is accurate when the GSA needs to access it. The GSA would need on-going access to the WD APN maps.
- Asking for all SABWD landowners as well as all LACSD landowners to return the form to SABGSA. We would need a copy of the WD landowner list so that we can track responses. LACSD has something like 600 customers however, this data will only be updated for well owners, which is less than the total customer list.
- SABGSA will collect all of the forms and then Wallace Group will do batch updates.

**Mailing to SABWD and LACSD Landowners: Mailed Week of January 9, 2023, and due back to SABGSA March 31, 2023**

- SABGSA would provide base cover letter, registration form and instructions for finding lat/long well coordinates.
- Wallace Group would personalize/address cover letters, and similar to assessment mailings, insert list of APNs and WD assessment # for each landowner, print, and mail.
- Addressed and stamped return envelope would need to be included addressed to SABGSA.



CIVIL AND  
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WATER RESOURCES

WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)





Wallace Group will update GIS files with new well information from LACSD landowners which is anticipated to be a dozen or less.

**Deliverables:**

- To be determine if required

**SCHEDULE**

To be determined based on tasks provided.

**PROJECT FEES**

Wallace Group will perform the services denoted in Task 1 of the proposed Scope of Services in accordance with the attached Standard Billing Rates (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursables will not exceed our estimated fee of \$11,000 without receiving written authorization from the Client.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

**TERMS AND CONDITIONS**

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for engineering services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

**WALLACE GROUP, a California Corporation**

Kari E. Wagner, PE C66026  
Principal  
612 Clarion Court  
San Luis Obispo  
California 93401  
T 805 544-4011  
F 805 544-4294  
www.wallacegroup.us  
Attachments  
GGM: PP22-7586, 2022, std  
Exhibit A  
Exhibit B

**TERMS AND CONDITIONS ACCEPTED:**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

Exhibit A  
Standard Billing Rates



**Engineering, Design & Support Services:**

Assistant Designer/Technician .....	\$110
Designer/Technician I - IV .....	\$115/\$125/\$135/\$145
Senior Designer/Technician I - III .....	\$158/\$165/\$172
GIS Technical Specialist .....	\$150
Senior GIS Technical Specialist .....	\$160
Associate Engineer I - III .....	\$130/\$140/\$150
Engineer I - IV .....	\$160/\$165/\$170/\$175
Senior Engineer I - III .....	\$185/\$190/\$195
Director .....	\$200
Principal Engineer/Consulting Engineer .....	\$240
Principal .....	\$260

**Public Works Administration Services:**

Project Analyst I - IV .....	\$115/\$125/\$135/\$145
Senior Project Analyst I - III .....	\$150/\$155/\$160
Senior Environmental Compliance Specialist I - III .....	\$165/\$170/\$175

**Support Services:**

Office Assistant .....	\$100
Project Assistant I - III .....	\$110/\$115/\$125

**\*Prevailing Wage:**

State established prevailing wage rates will apply to some services based on state law, prevailing wage rates are subject to change over time and geographic location.

**Right to Revisions:**

Wallace Group reserves the right to revise our standard billing rates on an annual basis, personnel classifications may be added as necessary.

**Additional Professional Services:**

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$400 an hour. If required to meet schedule requests, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

**Direct Expenses:**

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- delivery/copy services
- sub-consultant services
- mileage (per IRS rates)
- agency fees
- other direct expenses

**Invoicing and Interest Charges:**

Invoices are submitted monthly on an accrued cost basis. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.