



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 28, 2023** at the **Los Alamos Community Services District** located at **82 St. Joseph Street, Los Alamos, CA 93440**. Virtual options are available for public participation.¹

Join Zoom Meeting:

<https://us06web.zoom.us/j/83127401605?pwd=WHplQmZTR2hoY2NWa3J2MDc3bnhtUT09>

Meeting ID: 831 2740 1605 Passcode: 203727

Dial: (669) 900 6833

SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, November 28, 2023

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 17, 2023, 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.

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

c. Advisory Committee Updates

- Update on Advisory Committee

d. Board Member Updates

- Board members will provide any updates relevant to the SABGSA

¹ 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.

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. RFP responses were reviewed by the Ad Hoc Committee appointed by the Board. The Board will receive a recommendation from the Ad Hoc Committee. The Board may take action and/or provide specific direction to SABGSA staff and/or legal counsel related to this item.

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. RFP responses were reviewed by the Ad Hoc Committee appointed by the Board. The Board will receive a recommendation from the Ad Hoc Committee. The Board may take action and/or provide specific direction to SABGSA staff and/or legal counsel related to this item.

c. SABGSA Metering Program Conceptual Framework

The Board of Directors will receive an update on the draft conceptual framework for the Metering Program developed by the Ad Hoc Committee and will review the first draft of the proposed compliance forms for installation and reporting. The Board may take action or provide specific direction to the Ad Hoc Committee, staff and/or SABGSA's legal counsel related to this item.

7. ADJOURN

NEXT MEETING: January 16, 2024, at 6pm



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)
BOARD OF DIRECTORS MEETING
UNAPPROVED 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@sanantoniobasingsa.org with any questions.

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
July through October 2023

33% of the year has elapsed	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4-Interest Income	12.21			
Total Income	12.21			
Expense				
Administration and Operation				
01 Admininstrative Exp/Office Ex	15,645.34	76,000.00	-60,354.66	20.59%
02-Accountant	2,100.00	7,500.00	-5,400.00	28.0%
04-Monitoring	18,545.36	90,000.00	-71,454.64	20.61%
05-Legal Counsel	2,965.50	75,000.00	-72,034.50	3.95%
06-Insurance	1,733.00	3,000.00	-1,267.00	57.77%
07-Audit Fees	0.00	4,000.00	-4,000.00	0.0%
09-GSP Related Costs-Annual Rep	0.00	100,000.00	-100,000.00	0.0%
10-GSP Implementation / PMAs	4,290.00	142,500.00	-138,210.00	3.01%
11- Exec Order WellVerification	-197.50			
Total Administration and Operation	<u>45,081.70</u>	<u>498,000.00</u>	<u>-452,918.30</u>	<u>9.05%</u>
Total Expense	<u>45,081.70</u>	<u>498,000.00</u>	<u>-452,918.30</u>	<u>9.05%</u>
Net Ordinary Income	-45,069.49	-498,000.00	452,930.51	9.05%
Other Income/Expense				
Other Income				
11 Operating Transfers	19,102.86	498,000.00	-478,897.14	3.84%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	19,102.86	548,000.00	-528,897.14	3.49%
Other Expense				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	0.00	50,000.00	-50,000.00	0.0%
Net Other Income	19,102.86	498,000.00	-478,897.14	3.84%
Net Income	<u><u>-25,966.63</u></u>	<u><u>0.00</u></u>	<u><u>-25,966.63</u></u>	<u><u>100.0%</u></u>

San Antonio Basin GSA

Balance Sheet

As of October 31, 2023

Oct 31, 23

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006 29,244.36

Total Checking/Savings 29,244.36

Total Current Assets 29,244.36

TOTAL ASSETS 29,244.36

LIABILITIES & EQUITY

Equity

Retained Earnings 55,210.99

Net Income -25,966.63

Total Equity 29,244.36

TOTAL LIABILITIES & EQUITY 29,244.36

San Antonio Basin GSA Expenses by Vendor Detail

October 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
BERTOUX & COMPANY						
	Check	10/16/2023	3058	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						<u>5,000.00</u>
Brownstein Hyatt Farber Schreck						
	Check	10/16/2023	3059	05-Legal Counsel	Community Bank of SM -ACCT 9006	787.50
Total Brownstein Hyatt Farber Schreck						<u>787.50</u>
Carrie Troup, C.P.A.						
	Check	10/16/2023	3064	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						<u>700.00</u>
GSI WATER SOLUTIONS, INC.						
	Check	10/16/2023	3060	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	740.00
	Check	10/16/2023	3061	04-Monitoring	Community Bank of SM -ACCT 9006	3,591.12
	Check	10/16/2023	3062	04-Monitoring	Community Bank of SM -ACCT 9006	6,914.24
Total GSI WATER SOLUTIONS, INC.						<u>11,245.36</u>
Los Alamos CSD						
	Check	10/16/2023	3063	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						<u>200.00</u>
WALLACE GROUP						
	Check	10/16/2023	3065	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	1,170.00
Total WALLACE GROUP						<u>1,170.00</u>
TOTAL						<u><u>19,102.86</u></u>



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

Due to SABGSA by XXXXXX

This form should be completed for EACH flow meter installed in the San Antonio Creek Valley Groundwater Basin, unless your annual groundwater production is less than 2 AFY. 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.

1. Landowner and Well Information

Property Owner Information

Landowner Name: _____ Email: _____

Well Operator Information (if different than above)

Contact Name: _____ Email: _____

2. Well and Meter Location

Assessor's Parcel No. (APN): _____

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

Latitude: _____ Longitude: _____

3. Meter Information

Flow Meter Make and Model: _____

Flow Meter Serial Number: _____

Flow Meter Size (inches): _____ Discharge Pipe Size: _____

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
GROUNDWATER EXTRACTION / FLOW METER REPORTING FORM**

Due to SABGSA by November 1, 2025

(Reporting Period: Monthly readings for April 1, 2025 – September 1, 2025)

This form should 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.** Complete and accurate responses are critical for an equitable and data driven approach to groundwater management in the 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") by mail to P.O. Box 196, Solvang, CA 93464 or via email to admin@sanantoniobasingsa.org.

1. Landowner Contact Information

Property Owner Information

Landowner Name: _____ Email: _____

Well Operator Information (if different than above):

Contact Name: _____ Email: _____

2. Well and Flow Meter Information

Assessor's Parcel No. (APN): _____

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

Latitude: _____ Longitude: _____

Flow Meter Make and Model: _____ Serial Number: _____

3. Flow Meter Measurement Data

Month	Measurement Date	Totalizing Flow Meter Reading (listed on face)	Flow Measurement Unit (acre-feet, cubic feet, etc.)	Total Extracted (by Month)
April 2025				
May 2025				
June 2025				
July 2025				
August 2025				
September 2025				

Notes: _____

4. Supporting Documentation:

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