



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

[Date]

Via certified mail and e-mail

[Name]

[Mailing Address]

[City, State ZIP]

Re: **Warning Letter - Non-Compliance with SABGSA Well Registration, Metering, and Reporting Requirements**

Dear [REDACTED]:

You are receiving this warning letter because our records indicate that you are the current owner of property within the San Antonio Creek Valley Groundwater Basin ("Basin"), and have not complied with one or more requirements under the Rules and Regulations of the San Antonio Basin Groundwater Sustainability Agency ("SABGSA").

Based on SABGSA's records, the following actions require your immediate attention. For each Assessor Parcel Number ("APN") shown on Attachment A, you must complete the following items:

Step 1: Submit the enclosed *Well Registration Form*, which was due March 31, 2023.

This is required even if there is no groundwater well on the APN(s) shown on Attachment A.

Step 2: If there is an active, inactive, or abandoned groundwater well on any APN shown on Attachment A, submit the appropriate meter installation documentation, as listed below. Please see SABGSA's Rules and Regulations for the definition of an "Inactive Well" or "Abandoned Well" to ensure compliance with the applicable rules.

- **For Active Wells:** Submit the enclosed *Flow Meter Installation & Calibration Compliance Form*, which was due April 1, 2026.
- **For Inactive Wells:** Submit an *Inactive Well: Intention of Future Use Form*, which was due April 1, 2026 (if applicable).
- **For Abandoned Wells:** Submit a *Verification of Well Abandonment Form*, which was due April 1, 2026 (if applicable).

Deadline(s):

- **Step 1** must be completed within thirty (30) days of the date of this letter.
- **Step 2** must be completed within sixty (60) days of the date of this letter, if applicable.



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Further Background on SABGSA's Rules and Regulations:

On November 18, 2022, the SABGSA Board of Directors adopted Ordinance No. 22-001, requiring that all wells within the Basin be registered. A copy of the Well Registration Form, the notification letter sent to landowners within the Basin, and more information on SABGSA's well registration program can be found here: <https://sanantoniobasingsa.org/well-registration/>.

On March 18, 2025, the SABGSA Board of Directors adopted Ordinance No. 25-001 Requiring Metering And Reporting of Groundwater Extraction. That ordinance requires well owners or operators to install measuring devices (i.e., meters) on groundwater wells, document compliance on the forms provided by the SABGSA, and file reports of groundwater extraction on a biannual basis with SABGSA. Information and resources on the metering and reporting program, along with the required documentation for Inactive Wells and Abandoned Wells, can be found here: <https://sanantoniobasingsa.org/metering-program/>.

This letter is intended to provide you with an opportunity to correct non-compliance before SABGSA proceeds further in its enforcement process, which includes the issuance of a formal Notice of Violation and associated monetary penalties. Pursuant to SABGSA Resolution No. 25-001, and consistent with California Water Code Section 10732, these penalties may include a \$1,000 fine plus an additional \$100 for each additional day a violation continues, or \$500 per acre-foot extracted in excess of the amount a person is authorized to extract. SABGSA has the discretion to utilize judicial or non-judicial methods to ensure compliance.

If you believe SABGSA's records are incomplete or inaccurate, please provide any supporting information by the same deadline so SABGSA can review your response. SABGSA prefers to resolve compliance issues without the need for formal enforcement action. Accordingly, please contact SABGSA's Executive Director at admin@sanantoniobasingsa.org promptly if you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Bertoux".

Stephanie Bertoux, Executive Director
San Antonio Basin Groundwater Sustainability Agency