



Flowmeter Update Instructions

To report any flowmeter changes to the Agency – including, but not limited to, replacement, multiplier adjustment, unit adjustment, or reset – complete all fields on the Flowmeter Update Form and submit it together with required documentation via mail or email to FCGMA.Flowmeter@ventura.org. The Flowmeter Update Form must be signed by a registered well Owner or Operator.

Flowmeter Terms

Totalizer – the totalizer displays the total volume of water that has passed through the flowmeter.

Meter Units of Measure – these are the volumetric units of the flowmeter. The units of measure are typically displayed near the totalizer. Some examples include gallons (GAL), acre-feet (AF), and cubic feet (CF).

Meter Multiplier – the number by which the digits on the totalizer must be multiplied to obtain the actual water volume measurement. Some examples include gallons x 100, acre-feet x 0.001, etc.

For totalizers that include a decimal place in the flowmeter reading, for example 12.34 acre-feet, the meter multiplier is identified by the decimal placement (0.01 in this example). See the examples below, where “X” represents a digit:

X.X = 0.1 meter multiplier

X.XX = 0.01 meter multiplier

X.XXX = 0.001 meter multiplier

X.XXXX = 0.0001 meter multiplier

If you would like assistance with reading your flowmeter, please contact the flowmeter manufacturer or email Agency staff at FCGMA.Flowmeter@ventura.org for information.

Well and Account Information

State Well Number:	_____	CombCode:	_____
Well Owner:	_____	Well Operator:	_____
Owner Address:	_____	Operator Address:	_____
City, State, Zip:	_____	City, State, Zip:	_____
Owner Email:	_____	Operator Email:	_____
Contact Person:	_____	Contact Person:	_____

**If reported Owner and/or Operator differs from Owner and/or Operator registered with the Agency, submit a [Registration Form](#).*

Identify the **State Well Number** and **CombCode** of the well where the flowmeter update occurred. Complete all fields associated with the Well Owner and Well Operator.

If the CombCode, Owner, and/or Operator are different from the CombCode, Owner, and/or Operator currently registered with the Agency, please update your account by completing a [Groundwater Extraction Facility Registration Form](#) and emailing it to FCGMA.Register@ventura.org.

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Current Meter Information

Current Meter Information	
Current Flowmeter Is A <input type="checkbox"/> New From Manufacturer <input type="checkbox"/> Repaired/Refurbished <input type="checkbox"/> Transferred to Location <input type="checkbox"/> Other: _____	
Date of Installation B	Start Meter Reading C
Meter Manufacturer D	Meter Model Number E
Meter Serial Number F	
Meter Units of Measure G <input type="checkbox"/> AF <input type="checkbox"/> CF <input type="checkbox"/> Gal <input type="checkbox"/> Other	Meter Multiplier H
Meter Size (inches) I	Discharge Pipe Size (inches) J
Meter Use K <input type="checkbox"/> Agricultural <input type="checkbox"/> Domestic <input type="checkbox"/> Municipal/Industrial	
Well/Flowmeter Access L <input type="checkbox"/> Shed <input type="checkbox"/> Open <input type="checkbox"/> Behind Locked Gate <input type="checkbox"/> Underground Vault <input type="checkbox"/> Other	

Identify the updated flowmeter’s attributes in the *Current Meter Information* box.

- A. **Current Flowmeter Is** – select a category by checking the appropriate box.
- B. **Date of Installation** – identify the date when the flowmeter was installed. Note: If the Flowmeter Update Form is reporting a change in units, change in multiplier, or a reset, identify the date of the change in this field.
- C. **Start Meter Reading** – identify the totalizer read of the flowmeter when it was installed. Note: If the Flowmeter Update Form is reporting a change in units, change in multiplier, or a reset, identify the start read after the meter change occurred in this field.
- D. **Meter Manufacturer** – identify the manufacturer of the flowmeter.
- E. **Meter Model Number** – identify the flowmeter model number. This information is typically located in the flowmeter user manual, on flowmeter packaging, and/or on the flowmeter.
- F. **Meter Serial Number** – identify the flowmeter serial number.
- G. **Meter Units of Measure** – select the meter units of measure by checking the appropriate box. For assistance with this field, please refer to the Flowmeter Terms section at the beginning of this document.
- H. **Meter Multiplier** – identify the meter multiplier. For assistance with this field, please refer to the Flowmeter Terms section at the beginning of this document.
- I. **Meter Size (inches)** – identify the flowmeter size in inches.
- J. **Discharge Pipe Size** – identify the size of the discharge pipe in inches.

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- K. **Meter Use** – select a category by checking the appropriate box.
- L. **Well/Flowmeter Access** – select the category that most accurately describes the access conditions of the well/flowmeter.

Old Meter Information

Old Meter Information		
<i>For first time meter installations, leave this section blank.</i>		
Date of Failure* A	Date of Removal B	End Meter Reading C
*If failure was discovered during a flowmeter calibration test, submit the failed Flowmeter Calibration Test Report.		
Meter Manufacturer D	Meter Model Number E	
Meter Serial Number		F
Meter Units of Measure G		
<input type="checkbox"/> AF <input type="checkbox"/> CF <input type="checkbox"/> Gal <input type="checkbox"/> Other		
Meter Multiplier H	Meter Size (inches) I	
Comments		J
<input type="checkbox"/> Check here if groundwater was extracted between the date of meter failure and the date of installation of the repaired / refurbished / new meter and complete the Groundwater Usage Estimate form on page 2.		K

Identify the old flowmeter’s attributes in the *Old Meter Information* box. If the Flowmeter Update Form is reporting a first-time meter installation, leave the *Old Meter Information* box blank.

- A. **Date of Failure** – If the old meter was removed due to flowmeter failure, identify the date when the meter failure was discovered. If the meter failure was discovered during a flowmeter calibration test, submit the failed Flowmeter Calibration Test report.
- B. **Date of Removal** – identify the date when the flowmeter was removed. Note: If the Flowmeter Update Form is reporting a change in units, change in multiplier, or a reset, identify the date of the change in this field.
- C. **End Meter Reading** – identify the totalizer read of the flowmeter when it was removed. Note: If the Flowmeter Update Form is reporting a change in units, change in multiplier, or a reset, identify the end read before the meter change occurred in this field.
- D. **Meter Manufacturer** – identify the manufacturer of the flowmeter.
- E. **Meter Model Number** – identify the flowmeter model number.
- F. **Meter Serial Number** – identify the flowmeter serial number.

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- G. **Meter Units of Measure** – select the meter units of measure by checking the appropriate box. For assistance with this field, please refer to the Flowmeter Terms section at the beginning of this document.
- H. **Meter Multiplier** – identify the meter multiplier. For assistance with this field, please refer to the Flowmeter Terms section at the beginning of this document.
- I. **Meter Size (inches)** – identify the flowmeter size in inches.
- J. **Comments** – Include any comments regarding the flowmeter update here.
- K. If unmetered groundwater use occurred between the date of flowmeter failure and the installation date of the repaired/refurbished/new flowmeter, check the box in this field and complete the Groundwater Usage Estimate Form on page 2. See the Groundwater Usage Estimate Instructions section of this document.

Required Documentation

The following documentation is required to be submitted with the Flowmeter Update Form:

Proof of flowmeter accuracy – [Resolution No. 2019-2](#) requires that all groundwater extraction flowmeters are tested for accuracy every three years to demonstrate accuracy within a range of plus or minus 5%.

If the flowmeter is new from the manufacturer, provide a copy of the manufacturer’s calibration report. The calibration report is typically included with flowmeter documentation enclosed with the new flowmeter or a copy of the report can be requested from the manufacturer. Please provide a copy of the full report showing individual results of the calibration test(s). Calibration stickers/tags containing limited information will not be accepted.

If the flowmeter is not new from the manufacturer, or the manufacturer’s calibration report is not available, use an [Agency-approved calibration contractor](#) to perform a calibration test on the flowmeter and submit the [Flowmeter Calibration Test Form](#).

Note: If the subject flowmeter has a current calibration on file with the Agency and the Flowmeter Update Form is reporting only a change in units, change in multiplier, or a reset, proof of flowmeter accuracy is not required.

Flowmeter invoice or installation work order – provide a copy of the invoice for the flowmeter or a copy of the work order for the installation of the flowmeter. **Note:** If the Flowmeter Update Form is reporting only a change in units, change in multiplier, or a reset, a copy of the flowmeter invoice or installation work order is not required.

Photographs – provide the following photographs of the flowmeter:

- Photograph of the flowmeter installation showing the location of the flowmeter and the piping to the well in the same frame.
- Clear photograph(s) of the flowmeter face with the totalizer, units, and multiplier visible. Some digital flowmeter models may require multiple photographs to show all these features.
- Clear photograph of the meter serial number.

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Groundwater Usage Estimate Instructions

The well operator is required to complete the Groundwater Usage Estimate Form if unmetered groundwater use occurred between the date of flowmeter failure and the installation date of the repaired/refurbished/new flowmeter. The Groundwater Usage Estimate Form must be signed by a registered well Owner or Operator. Complete all fields and submit along with required documentation via mail or email to FCGMA.Flowmeter@ventura.org.

Groundwater Usage Estimate Information

State Well Number: _____ CombCode: _____

Start Date of Estimate A	End Date of Estimate B	Estimated Groundwater Use C <input type="checkbox"/> gallons <input type="checkbox"/> acre-feet
Identify the Data Sources Used for the Groundwater Usage Estimate D		
<input type="checkbox"/> Advanced Metering Infrastructure (AMI) Data	<input type="checkbox"/> Irrigation Logs	<input type="checkbox"/> Southern California Edison Pump Test and Bill Data
<input type="checkbox"/> Average of Previous Extraction Reporting	<input type="checkbox"/> Backup Flowmeter	<input type="checkbox"/> Other: _____
Describe the Nature of the Meter Failure E		
Describe How the Groundwater Usage Estimate Was Calculated F		

Identify the **State Well Number** and **CombCode** of the well where the unmetered groundwater use occurred and describe how the groundwater usage estimate was calculated.

- A. **Start Date of Estimate** – identify the start date of the groundwater usage estimate period. This is typically the date when the old meter failed.
- B. **End Date of Estimate** – identify the end date of the groundwater usage estimate period. This is typically the date when the repaired/refurbished/new flowmeter was installed.
- C. **Estimated Groundwater Use** – identify the total estimated volume of water extracted between the start date and end date of the estimate period. Check the appropriate box (gallons or acre-feet) to identify the volumetric units.
- D. **Identify the Data Sources Used for the Groundwater Usage Estimate** – select the data source(s) used for the groundwater usage estimate calculation by checking the appropriate box(es). Some examples of sources used in groundwater usage estimate calculations include, but are not limited to, the following:

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- Average of previous Semi-Annual Extraction Statement extraction reporting from comparable time periods
 - Southern California Edison (SCE) Hydraulic Pump Test results (no older than three years old) and copies of SCE bills identifying daily electricity usage
 - Irrigation runtime logs and pump flowrate capacity
 - Advanced Metering Infrastructure (AMI) runtime and flowrate data
 - Historical usage recorded by AMI
 - Flowmeter reads from a temporary or backup flowmeter
- E. **Describe the Nature of the Meter Failure** – describe how the old flowmeter failed.
- F. **Describe How the Groundwater Usage Estimate Was Calculated** – describe how the groundwater usage estimate was calculated in detail. Identify any data sources and equations that were used in the estimate.

Required Documentation

Provide copies of data, calculation spreadsheets, or any other resources that were used to support the groundwater usage estimate calculation. Submit all required documentation together with the completed Flowmeter Update Form and Groundwater Usage Estimate Form via mail or email to FCGMA.Flowmeter@ventura.org for staff processing.

Groundwater Usage Estimate Approval

<i>(For Agency Use Only)</i>				
<i>Approved Total (AF)</i>	<i>Date Range of Estimate</i>	<i>Reviewed By</i>	<i>Approval Signature</i>	<i>Date</i>

Do not enter information in the (For Agency Use Only) box. This section is for Fox Canyon Groundwater Management Agency staff use only.

Groundwater usage estimates are reviewed and approved by Fox Canyon Groundwater Management Agency staff. Staff will provide estimate reporting instructions to the registered well Operator once the groundwater usage estimate has been approved. The Operator must report the approved groundwater usage estimate on the Semi-Annual Extraction Statement(s) that correspond(s) to the date range of the approved estimate.

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Additional Information

Please direct flowmeter-related inquiries to FCGMA.Flowmeter@ventura.org or call (805) 654-2014.

- Completed and signed Flowmeter Update/Groundwater Usage Estimate Forms may be submitted together with required documentation via mail or email to FCGMA.Flowmeter@ventura.org.
- For information regarding flowmeter accuracy requirements, see [Resolution No. 2019-2](#).
- For a list of Agency-approved calibration contractors and flowmeter-related forms, visit FCGMA.org.
- For information regarding the flowmeter installation requirement and groundwater usage estimates, see [Agency Ordinance Code Section 3](#).