

## STEPS TO COMPLETE GROUNDWATER METHOD C & STATEMENT

### 1. START WITH THE METHOD C WORKSHEET AND THE INSTRUCTIONS & INFORMATION PAMPHLET:

- a. **Section C-1 (Ag Water):** This section is used when crops are produced (if no crops are produced, line through Section C-1 and continue to Section C-2 steps below).

List the type of crop, locate the factor in the pamphlet and record. Then record the number of acres and multiply by the factor to determine the total acre-feet used for that crop; record in Acre-Foot Used column. Repeat as needed for each type of crop.

Total the number of acres and the acre-feet used for Ag Water and record.

➔ **Transfer the Total Acre-Foot Used for Ag Water to the Statement, Line 1, Column A.**

- b. **Section C-2 (Other Water):** This section is used for domestic water use (including landscaping and livestock).

List each residence, office, shop, winery, etc. and the number of occupants and circle the type of landscaping. Based on that information, find the appropriate factor in the pamphlet. Repeat as necessary for each residence, office, shop, winery, etc.

For extensive landscaping water use beyond what is reported above, briefly describe and record the associated acre-feet used in the "Report Other Water" area.

Report the number of head of livestock and record the associated factor from the pamphlet.

Total the number of Acre-Foot Used for Other Water.

➔ **Transfer the Total Acre-Foot Used for Other Water to the Statement, Line 3, Column A.**

### 2. COMPLETE THE GROUNDWATER STATEMENT:

- a. Verify name, address, property information and number of wells we recorded in the heading area. Make necessary changes. Record your telephone number.
- b. Calculate the groundwater fees due on Lines 1 and 3 and record the results in the appropriate Column C line. (Disregard Line 2 – Special Irrigation is used for parks, golf courses, schools, etc.)
- c. Total both Columns A and C and record the results on Line 4.
- d. If delinquent, calculate 10% of Line 4 and record the penalty on Line 5.
- e. If delinquent, calculate 1% of Line 4 for each month delinquent and record the interest on Line 6.
- f. Prior charges: For office use only.
- g. Total Column C Lines 4 through 7 and record the result on Line 8. **This is the total amount due.**
- h. Complete the bottom section: Print name and sign, title, date and email address.
- i. **Return the original Statement and Method forms to the District with your payment by the due date shown on the Statement. Retain the yellow copies for your records.**

If you would like assistance completing your groundwater forms, call us at 805-693-1156 or email us at [gwdept@syrwcd.com](mailto:gwdept@syrwcd.com).