

**Instructions for completing and sending the SGMA interested party letter:**

Completing and sending a formal letter of interest in the implementation of the Sustainable Groundwater Management Act (SGMA) is one way you can ensure that you receive updated information on the subject.

To complete the letter template provided: Add the County you live in and the name of your community or city in the two blanks in the third paragraph. Fill out the contact information at the bottom with your full name, phone number, address, email (if you have one) and how you wish to be contacted (phone, mail, email). If you are an elected board member or a staff member of a local water agency, add that information after your name. Finally sign the letter. If you want to, you could add additional information explaining your interest in SGMA or how you are impacted by groundwater management (you are a well owner, farmer, drought impacted resident, water provider etc.).

To send your letter: Who should you contact to be included as an “interested stakeholder”? That depends on how much you know about the implementation of the law in your area. If you know which local agency is working on forming a GSA in your area, mail the letter to that agency. If there is more than one involved, it would be a good idea to send a copy of the letter to each of these agencies. You can also send a copy of the letter to your County Board of Supervisors. If you are unsure which local agencies are working on forming a GSA in your area, send the letter of interest to your local water provider and to your County Board of Supervisors.

It is a good idea to keep a copy for your records

**Board of Supervisors addresses for Tulare, Fresno, Kings and Kern Counties:**

Tulare County Board of Supervisors C/O Clerk  
2800 W. Burrel Avenue  
Visalia, CA 93291

Fresno County Board of Supervisors C/O Clerk  
2281 Tulare Street, #301, Hall of Records,  
Fresno, CA 93721-2198

Kings County Board of Supervisors C/O Clerk  
Board of Supervisors  
1400 W. Lacey Blvd  
Hanford, CA 93230

Kern County Board of Supervisors C/O Clerk  
1115 Truxtun Avenue, 5th floor  
Bakersfield, CA 93301

To Whom It May Concern,

I am writing to notify you that I am an interested in receiving information related to the development of a Groundwater Sustainability Agency or any Groundwater Sustainability Plans in the area.

The Sustainable Groundwater Management Act of 2014 (SGMA) provides a framework for the sustainable management of groundwater supplies by local authorities. The SGMA acknowledges the importance of ensuring that persons interested in Groundwater Sustainability Agency and Groundwater Sustainability Plan development are informed of the relevant processes. Specifically the SGMA requires that interested persons be notified of relevant notices, meetings, announcements, draft plans and other relevant documents and further requires that all such interested persons be placed on a list to receive such notifications upon their written request. (Cal. Water Code 10723.4)

As a local stakeholder of \_\_\_\_\_ County, from the community of \_\_\_\_\_, I wish to be included on the list of interested stakeholders that will receive further information on ways to meaningfully participate in processes related to GSA and Plan development in my area.

Since I am not yet aware of the formation of a groundwater sustainability agency for this region, I am writing to request that your agency and your staff provide me with notifications as outlined above until such time that a GSA is formed. Please do not hesitate to contact me with any questions. Thanks so much.

*Name:*

*Phone:*

*Address:*

*Email:*

*Preferred method of contact:*

*Additional information:*

Sincerely,