



State of Idaho

DEPARTMENT OF WATER RESOURCES

900 N. Skyline Dr., Suite A, Idaho Falls, Idaho 83402-1718 - (208) 525-7161 - Fax (208) 525-7177

EASTERN REGION

JANUARY 24, 2001

RICHARD STOCKER  
PO BOX 187  
BLOOMINGTON ID 83223

WATER DISTRICT: 11-E  
PARIS CREEK

Dear Mr. Stocker:

In response to your telephone call requesting the necessary forms to conduct your annual meeting we are sending you the following forms: the Adopted Budget; the Recommendations For the Annual Meeting, the Petition For Watermaster's Services, the Official Oath for Watermaster, a note of explanation and Oath of Office for treasurer (if applicable to your district), and the Water District Information Sheet for your Water District's file for the current year.

Please note, we are not able to send you or the Bear Lake County Clerk the required Watermaster's Report for the year 2000 or the Proposed Budget. This is due to the problems found in the material submitted by the Watermaster that IDWR agent, Paul Meyer, discussed with you on the telephone this morning.

Mr. Meyer has directed me to send you the forms to assist you with your annual meeting with the understanding that the corrected material will be submitted to him at this office so we will be able to send the required Watermaster's Report for 2000 to the court clerk. We will also need this corrected material to complete the certification process for your Watermaster.

We have included a copy of the regular letter we normally send with the forms prior to the annual meetings. It is not signed nor is it on letterhead as we were not able to send the Watermaster's Report as indicated in the normal letter. The copy was sent to you so you would have the sections of the Idaho Code and the referenced requirements.

We are looking forward to receiving all needed information from Water District 11-E. Thank you very much for your time and help.

Yours truly,

A handwritten signature in cursive script that reads 'Darlene Newman'.

Darlene Newman  
Office Secretary

DIRK KEMPTHORNE  
GOVERNOR

KARL J. DREHER  
DIRECTOR

COPY

Dear Water District Secretary:

Enclosed herewith is a copy of the watermaster's Annual Report for the past season.

The same has been prepared by the watermaster and approved by this Department in conformity with Sections 42-610, 42-614 and 42-615, Idaho Code.

During the 1993 legislative session, the legislature enacted a new law which amends Section 42-619(9), Idaho Code and removes the independent financial audit requirement for most state water districts. The new law, referenced by Section 67-450B, Idaho Code (copy enclosed) identifies minimum audit requirements for all local government entities. Under the new statute, the governing body of any local government entity (i.e.; water district) whose annual budget does not exceed fifty thousand dollars (\$50,000) has no minimum audit requirements under this section. This means that any district which handles its own money and whose budget is fifty thousand dollars (\$50,000) or less does not have to have an independent public account firm conduct a financial audit every few years as previously required by Section 42-619(9).

Please note that only the statutory requirement regarding the independent financial audit has been changed. Districts handling their own fund (i.e.; districts who collect and/or disburse their own funds) must still submit their own statement of the water district's financial affairs at the end of each fiscal year. As recommended in the Department's February 16, 1993 letter and the 1993 Watermaster Handbook, a copy of the financial statement may be

submitted either with the annual water masters report or with the minutes of the annual meeting for the ensuing year. An example of an annual financial statement may be found in Appendix C of the 1993 Watermaster Handbook.

The purpose of this letter is to remind all water districts that workers compensation insurance is required for all water district employees. This requirement applies to all water districts in Idaho, regardless of annual budget. Insurance should be applicable at least to all paid water district staff, including the watermaster as well as watermaster assistants, advisory committee,

secretary and treasurer. The costs associated with workers compensation insurance is paid directly by the water district and should be considered an expense of the district. For information about obtaining insurance costs etc., please contact the Idaho State Insurance Fund. The State Insurance Fund has offices in Boise, Couer d'Alene, Idaho Falls, Pocatello and Twin Falls. Water Districts are also reminded that all paid water district staff may be subject to state and federal taxes. These tax requirements will vary depending on salaries and total income of each watermaster or employee. In many water districts, particularly smaller districts with part-time staff, payment of watermaster or each employee. Districts may wish to contact the State Tax Commission or the Internal Revenue Service for information about state and federal withholding taxes.

Sincerely,

Harold W. Jones  
Water Right Supervisor

HWJ:dn

Enclosure

Copy