

**Water District 29D
Lower Portneuf River & Tributaries
2015 Annual Meeting Minutes
Monday, March 9, 2015, 7:00 PM
City of Pocatello Council Chambers**

Call Meeting to Order & Welcome

Tim Luke of Idaho Department of Water Resources opened the meeting and introduced the advisory board members Matt Rendace, Else Teton, Mary Spinner, Dean Tranmer, and Norman Hill; Water Master Randy Smith and bookkeeper Joyce Rendace.

Chairman Selection

Nominations were opened for Chairman, Motion to nominate a chairperson was made by Else Teton to nominate Matt Rendace with a second by Mary Spinner; all in favor. Matt Rendace chaired the remainder of the meeting starting with agenda.

Secretary Selection

Nominations for Secretary to take minutes; nomination for Else Teton was made by Mary Spinner and Joyce Rendace seconded the motion; all in favor.

Review of 2014 Annual Meeting Minutes & Acceptance

The water users were given a copy of the 2014 Annual Meeting minutes that were taken on March 10, 2014. Else Teton read the minutes to the water users. Ethleen Rock stated the incorrect spelling of Engelson Accountants under the 2013 financial report section. Sue Ackerson made a motion to accept the minutes and Mary Spinner second motion; all in favor. See Attachment A

2014 Financial Report

The 2014 financial report was presented by bookkeeper, Joyce Rendace. Joyce presented the balance sheet itemizing the Bank account balance, accounts receivable, office supplies and checks not cleared for a total assets and liabilities of \$17,900.65, see Attachment B.

Joyce presented the water districts income statement, Attachment C. Water Assessments were received in the amount of \$14,378.67 for revenues. Operating expenses were itemized for the watermaster for a total of \$5,222.18 for 2014. The operating expenses for the employer payroll taxes included Idaho Unemployment tax, FICA, and Medicare for a total of \$538.51 in 2014. The Office expenses were itemized and included envelopes, postage, PO Box Rental, and Analysis & Tax Prep for a total of \$503.66 in 2014. Joyce went on to explain the Analysis & Tax Prep fee of \$50.00 indicating that it is cheaper to have Engelson Accountants take care of this task than the district. The Bookkeeping contract was \$3,000 for 2014, therefore the total operating expenses for 2014 were \$9,264.35. She further indicated that we took in more than we spent by \$5,114.32.

Joyce presented another handout showing the water master, Randy Smiths payroll Expenses for 2014, See Attachment D, explaining each column. Ethleen Rock asked the question of the discrepancies of check numbers in the last column of 296 and 224. Joyce indicating that she had misplaced the check book and started a new one which made the check numbers to not continue consecutively. There was a question as to whether the 2014 financial report needed formal approval, Tim Luke of IDWR didn't think so.

2015 Proposed Budget

Joyce presented the 2015 budget and would compare from previous budgets, see Attachment E. The water master worked a total of 232 hours in 2014 so it is proposed to budget 300 hours at \$17.00/hour for a total of \$5,100. The mileage rate was updated to the 2015 federal mileage rate of \$0.575/mile, proposing \$1,400 based on 2013 costs, with a \$200 field supplies expense line item. For a total of \$6,700 for proposed water master expenses.

Employer payroll expenses are proposed at \$700.00 in 2015 a little more than in previous years for assurance. The Office expenses are proposed at \$600.00 even though the prior years was less, there have been splits of water rights so more assessments are being sent out. Joyce requested a \$500 increase from last year because the work has become more administrative than the original intent. Joyce explained the total revenues taken in for 2014 and 2013 and the revenues in excess and the bank balances at the end of each year and the differences. Joyce went on to explain the water costs for a minimum user versus a larger user for the 2014 irrigation season, they were \$35.00 for minimum users and \$1.47/cfs for larger users and it ended up leaving us with more than we wanted in the bank, about \$5,100. The proposed budget for 2015 in the amount of \$11,500 will need a \$35.00 per minimum water users and \$0.73/cfs for larger water users. A water user indicated that those rates would yield a \$11,000 budget not a \$11,500, however Joyce indicated that the additional \$500 can be taken from the bank from carryover from the last year. Joyce would like the books to be audited this year because it is public money and she is the only one that deals primarily with the budget and would like someone else to review the books, she is not sure what that would cost but would like it taken out of the carryover money from the year before. Ethleen Rock asked the question to Joyce about how many hours she spends on the books? Joyce indicated about 250 to 300 hours, the job is becoming more intense every year. Ethleen Rock indicated that when she did the books it took her about 500 hours.

The chairman opened it up for questions and concerns. He mentioned that in last years, 2014 discussion it was mentioned that the group wanted to keep one year's budget in the bank for assurance and has those thoughts changed since that time, because that is the goal with this proposed budget. A water user asked if there was a website to look up all of the water users. Time Luke of IDWR said there are a couple of ways to accomplish this, IDWR site you can look up water rights and then you can also look up water district records. He was not sure if there was just a quick listing of Water District right holders on the website but it can be provided. There are other ways to search such as by watershed, water right number, source etc. Joyce and Tim described the water right calculated spreadsheet to determine budget with estimated assessments. Joyce asked Tim to clarify when do you go from a minimum user to a large user? Tim said it depends on the water right cfs and explained how the spreadsheet worked between the larger user and smaller water user. Generally he said if you are watering around 15 to 20 acres you are probably not paying the minimum assessment. Mr Sprenkler notice the large amount of \$73.00 for the assessment however he noted last year it was a lot less. Joyce indicated it was an error in the placing of the decimal and it should be \$0.73. Joyce explained that we have a few years of experience with the budget now which allows us to better budget. Mary Spinner motioned to approve the proposed 2015 budget, Joe Short seconded the motion, and all were in favor.

IDWR Updates

Tim Luke, IDWR representative gave an update on the potential for regulation of the water rights by priority in Basin 29D with respect to the Snake River. They thought it may be necessary and Tim was directed to research the

issue for further regulation up in to the tributaries of Snake River. Tim went on to explain why he was directed to conduct this research. He had described the extent of Water District 01 and stated that a number of years ago larger canal companies filed delivery calls under conjunctive management and they started creating groundwater districts. The groundwater users were to mitigate their impacts to the large surface water right holders via storage water, in most years mitigation was not needed however the drought has necessitated mitigation. The large canal users petitioned the IDWR director to look into expanding the boundaries to investigate impacts up the tributaries of the Snake River. Conjunctive management means you regulate groundwater right respective to senior surface water rights. Twin Falls Canal Company is usually short of water in early July their surface water right. There are about 62 water rights that are pre 1900 that add up to 16 cfs and 300 rights that add up to 85cfs that are junior to 1900 in the district. Which means in July if Twin Falls Canal company is short water then those water rights that are junior to 1900 could be curtailed in Basin 29D. Tim is not sure if they will curtail this year, 2015 in district 29D but it is possible. But next year it is likely. In the upper Portneuf, District 29, the water master is already only delivering water to water rights earlier than 1900 so there would not be a need to curtail in that district. Marsh Creek district will be reactivated, notices will go out this spring or summer to start organizing the district like this district. Other districts like Blackfoot River have Tribal rights which are very senior and senior rights are already taking all of the available water. Other basins are very similar, like rock creek, raft river etc. some of the basin with junior rights there isn't enough water come July or August so it would not be worth curtailment for so little water. A water user asked what the break off range was for priority dates, in this district were it would be the 1880s as late as 1970 or 1980s. Curtailment is based on priority. Tim was not sure what territorial rights meant, but his explanation used the Twin Falls Canal company water right priority. He explained a curtailment issue in water district 29D on rock creek, explaining the disputes. Therefore the creation of district 29D and personnel were necessary for regulation. Joe Short mentioned that the city takes most of the water and would like to see the code and it's not fair. Randy Smith made a curtailment and Joe wants to know what the regulations state, they should be posted. Tim stated there is a web page for the water district and he can post a spreadsheet of water rights with priorities.

Watermaster Duties Briefing

Tim mentioned that he worked with Randy last year to develop a field sheet to document observations, site visits, and diversions on or off than just taking a log book to document more information. This will provide more documentation on water use. They haven't mandated a measurement device order yet in the district, the majority of water rights are small. A water user asked if the watermaster had any authority over people taking water without water rights or is it a civil matter. Tim stated that it was one of the duties of the watermaster and one of the reasons we created a district to regulate illegal taking of water. The watermaster should do his best to work with them, and if the illegal action continues then IDWR would issue a notice of violation. There has not been any notices of violations to his knowledge in our basin yet. The watermaster measures and reports diversions and delivers according to water right priority. Most of the time it is not necessary to measure the diversions because the water rights are so small but yet the watermaster needs to ensure delivery of senior water rights. It is necessary the watermaster keep notes on when diversions are on and off to keep a history for use when someone files a transfer, the documents could be used in a forfeiture investigation and the transfer would not be approved. One of the other duties of the watermaster would be to keep the water right ownership updated. Not all of the water rights holders keep their information updated and between the assessment and watermaster they can get the ownership figured out. It's just part of the water right administration.

Watermaster Report

Randy Smith presented his watermaster report, see Attachment F. Randy would like to meet everyone and he stated that all of the creeks never make it to River because it seeps into the ground. Randy would like to include the groundwater users in the future. Randy stated it was a good year and this year we may be short this year. If anyone has problems give him a call and he will try to help out. There was a discussion of domestic surface water

rights and that we can't assess them. Shelly Lish asked what a domestic surface water right was? Tim explained the state law that if you use groundwater that you are exempt and you don't need to get a water right if it's a single household and up to a ½ acre irrigation. Other deminimis type uses include a diversion of less than 18 gal/min and less than 2500 gal/day do not require a water right. In this district it includes all surface water domestic use. Randy indicated that some of those individuals apply water for irrigation, it is okay per Tim as long as they don't exceed ½ acre. The district in the past has chosen not to assess these types of uses but has the option of assessing them in the future and charging the minimum rate however this would double the assessments and a lot more time would be spent collecting assessments. Tim has asked Randy to check the domestic diversions that are using surface water to ensure a water right is warranted. Randy explained the argument of individuals with a domestic type use versus the assessed water rights and it doesn't make any sense, we should be assessing the domestic type water uses as well and it needs to be fair. Tim asked that they look more into those uses and get something figured out for the future. There needs to be clarification on the type of use and determine whether assessments will be needed. Bill Eckerson made a comment about how complex this discussion was and that is there a simple comprehensive overview explanation somewhere that people can understand. Aaron Spreckler indicated that there is new housing coming up in green canyon and it can become expensive to protest and what does the protest \$25.00 fee used for? Tim stated that the fee is used for administration of a protest and its process. It happens quite often and there is one at least every month. The charge was initiated because there were a lot of frivolous protests and the IDWR staff was spending way too much time on them. The protests have lessened since the fee was put in place. The water right applicant also pays a fee and that covers administrative costs as well as including advertisement. Tim is curious of why new applications are being approved in this basin. A discussion of the well drilling moratorium took place but domestics are okay.

Election of Watermaster

The advisory board recommended Randy Smith as the 2015 watermaster. No nominations for new candidates were made and Mike Vestal made a motion to re-elect Randy Smith for watermaster and seconded by Shelley Lish and all were in favor.

Selection of Advisory Committee

The chairman identified the current advisory board as Mary Spinner, Norman Hill, Else Teton, Dean Tranmer, and Matt Rendace. No new nominations were made and Rose Sterner moved that the current members continue as the 2015 advisory board and the current members were okay with continuing. Harold Armstrong seconded the motion and all were in favor.

Selection of Bookkeeper

The chairman opened nominations for bookkeeper, Mary Spinner motioned to keep the current bookkeeper, Joyce Rendace and Monte Lish seconded the motion and all were in favor.

Selection of Chairman

The chairman opened nominations for chairman of the existing advisory board. Randy Smith motioned Matt Rendace as the chairman, the motion was seconded by Shelly Lish and all were in favor.

Selection Secretary/Treasurer

Mary Spinner nominated Else Teton as the Secretary/Treasurer. Matt Rendace seconded the motion and all were in favor.

Resolution 5b3. Assessment Resolution Modification

The chairman indicated because of the in depth discussion in the watermaster report regarding no assessments for domestic surface water users that apply water for irrigation, there is a proposed change in the language of resolution 5b3, Assessments as outlined and discussion took place to propose the following change:

*3. Surface water rights that are used solely for domestic and stock water purposes or other small uses that are consistent with the use limits defined by Idaho Code Section 42-111 shall be exempt from any water district assessments. **Except that any use of water for irrigation regardless of size shall be subject to the minimum assessment.***

A motion to accept the change as presented was made by Mike Vestel, seconded by Monte Lish, more discussion took place about the definition of domestic and irrigation and the purpose of why an assessment should be implemented. The language presented above is attempting to narrow the use and charge those that use their domestic water right for irrigation will be assessed the minimum fee. There was confusion on the domestic definition and Tim Luke of IDWR attempted to provide clarification. The Chairman called for a vote; all in favor except 1 oppose because it wasn't clear to them of what the language was attempting to do and would like to see it in writing.

Proposed Resolutions

The chairman requested approval of all other resolutions presented with changes, see Attachment G. Randy Smith made a motion to approve the remaining resolutions with a second from Monte Lish; all in favor.

Other Items of Business

The chairman asked for any other items of business or comments? Water user made a comment of "make it rain."

Adjournment of Meeting

Randy Smith motioned for adjournment of meeting at 8:51 pm, another water user seconded, all in favor.

Signed  Date April 24, 2015

WATER DISTRICT 29D
Lower Portneuf River & Tributaries
Annual Meeting

Monday, March 9, 2015
City of Pocatello
7:00 PM

AGENDA

- | | |
|--|----------------------------------|
| 1. Call Meeting to Order | Dean Tranmer, Advisory Committee |
| 2. Selection of Meeting Chairman & Secretary | Water Users |
| a. Secretary to take meeting minutes | |
| 3. Introduction of Advisory Committee & IDWR Rep | Dean Tranmer, Advisory Committee |
| 4. Review of 2014 meeting minutes & acceptance | Water Users |
| 5. 2014 Financial Report | Joyce Rendace |
| 6. 2015 Proposed Budget - Discussion | Joyce Rendace |
| 7. IDWR Updates | IDWR Representative |
| 8. Watermaster Duties – Brief | IDWR Representative |
| 9. Watermaster Report | Randy Smith, Watermaster |
| 10. Present Proposed Resolutions & Adopt | Meeting Chairman |
| a. Election of Watermaster | |
| b. 2015 Budget | |
| c. Selection of Advisory Committee | |
| d. Selection of Chairman, Secretary, and
Bookkeeper | |
| 11. Other Items of Business | Meeting Chairman/Water Users |
| 12. Adjournment of Meeting | |

ATTACHMENT A
WATER DISTRICT 29D
LOWER PORTNEUF RIVER & TRIBUTARIES
ANNUAL MEETING MINUTES
MONDAY, MARCH 10, 2014, 7:00 PM
CITY OF POCATELLO COUNCIL CHAMBERS

CALL MEETING TO ORDER & WELCOME

Dean Tranmer, member of the Water District 29D Advisory Committee welcomed the water users and called the meeting to order on Monday, March 10 at 7:00PM.

CHAIRMAN SELECTION

Mr. Tranmer indicated that George Chandler resigned and a selection of new chairman will need to take place. Dean Tranmer was elected by Randy Smith and seconded by Mary Spinner. All were in favor.

SECRETARY SELECTION

The Chairman indicated Else Teton served as the secretary last year and asked if she was willing to serve again, Else Teton indicated yes. Else Teton was nominated by Lyndon Smith and seconded by Matt Rendace and all were in favor.

INTRODUCTION OF THE ADVISORY COMMITTEE

The Chairman introduced the current advisory committee stating that George Chandler resigned due to family health reasons and that later on we will need to select a replacement. Matt Rendace, Else Teton, Dean Tranmer, and Lyndon Smith were also introduced. The chairman also described the criteria to sit on the advisory committee which consists of 2 irrigation right holders that pay regular assessments and 2 irrigation right holders that pay minimum assessments and 1 non-irrigation right holder that pays a regular assessment. Tim Luke, the Idaho Department of Water Resources Representative was introduced.

REVIEW OF 2013 MEETING MINUTES & ACCEPTANCE

The water users were presented with the 2013 minutes in there handouts to review, a motion was made by Norm Hill and seconded by Shelley Lish and all were in favor.

2013 FINANCIAL REPORT

The 2013 financial report was presented by contractor, Joyce Rendace. Joyce reviews the balance sheet; the district has an account balance of \$12,764. Individuals that have not paid is in the amount of \$1,252. The District office supply expense is \$90.00 and an un-deposited check of \$50.00. The district currently has \$14,000 in the bank currently.

Last year the income statement indicates that we took in \$8,708. District water master expenses were \$7,325.00 based on hours he worked and 55 cents per mile. We don't own any equipment. Payroll

taxes also have to be paid of 496.00. District office expenses were 658.00, ~~Ingelson Engelson~~ accountants send out our w-4 and 1099 forms which is less than for us to do. Bookkeeping contract is 3000, total operating expenses \$11,480. \$2,772. More than we took in.

The Advisory Board is proposing a budget of 14,000 for this year. In the past meetings we have talked about having a full budget for each year. Randy's hours will go up this year and will be out more. Description of last years budget, expenses will go up a bit mostly in the water master expenses. Joyce explained the assessments. Mary Spinner requested clarification on what is the current budget, Joyce answered approximately \$12,000. Lyndon Smith stated a years worth of budget being kept in place for safe keeping a cushion incase we have a bad year or crisis. Another water user stated it makes sense to take in what you spend. Lyndon Smith clarified that we use the budget up in one season. Tim Luke of IDWR explains how the water bank works to keep your water right safe and how to process it for inclusion into the bank. This was do to some of the water users not being able to get water and may be at risk for forfeiture. There is an application fee and you can get up to \$17.00 per acre-ft and that also IDWR will also charge an administrative fee per acre-ft leased. The chairman asked if there were any other questions on the financial report. A motion was made by Matt Rendace to approve and accept the 2013 financial statement with a second by Al Armstrong and all were in favor.

2014 PROPOSED BUDGET

Joyce Rendace explained the proposed budget by the advisory committee and that the committee was proposing an approximately \$14,000 budget to cover all expenses. Joyce explained how the assessments would be for the \$14,000 budget. Mary Spinner would like to see the budget come in between and not such a large jump. This can be a large charge upon the large water users. This would amount to \$30.00 as a minimum assessment and about \$1.10 per cfs for larger users. Mary Spinner asked the number of larger versus minimum users within the district. Tim Luke explained what the difference between the 2 users is, anyone who does not pay the minimum assessment is the large assessment payer. Last year minimum assessments came from 208 of 270 water user total assessments. 2013 assessments were collected in the amount of \$8,900 and around \$5,275 was from the minimum users and roughly \$3,700 from the large water users. Majority of budget is coming from minimum assessments. Differing rates was discussed as they were entered into the spreadsheet. A motion to approve budget of \$13,972.00 for 2014 made by Gary Seymour and seconded by Matt Rendace. All in favor, opposed by Randy Smith. Another motioned was made for a \$35.00 minimum charge by Gary Seymour and seconded by Matt Rendace. Mary Spinner understands but that there was no mention that the large irrigators will pay more. All in favor and Mary Spinner abstained and Randy Smith opposed. Randy will spend the funds where you want it and you can have any rate you want and that is why he is opposes. Water User wants to give Randy the water master the green light to do his job and advises him to spend it wisely. Last year, 2013 the rates were low because we had a lower rate and elected to use some of the carry over as part of the budget stated by Tim Luke. What was the reasoning for the increase in water master rate from \$16.00 to \$17.00? Joyce explained we have always had \$16.00 per wage since the beginning of water district. Joyce proposed the wage raised, he worked more on past due accounts, and assisted in transfers and done a lot of footwork and deserves a raise. Randy is engaged more and assisting in getting the names changed and records need to be straightened out. Tim was to give his opinion on the budget. Tim stated, most districts keep an extra year and some keep what they need, larger has more reserves and we are medium size. Majority of the minimum assessments is in the district. It is almost split between the larger users and the minimum users. Maximum can go up to \$50.00 by statute but there is a bill in place that can assess up to \$250.00 if needed. The higher the minimum assessments and the regular assessments will decrease somewhat.

2013 WATER MASTER REPORT

Randy Smith, presented the water master report, Randy stated he spent a lot of time on the IDWR website. The website gave all of the information of a water right and he did his best to take care of all the people, he helped with water right name changes, he went to a water master workshop and realized that we are very different from other districts. He stated we have a lot of little problems... He thanked everyone that worked with him and to tell Bart of the Shoshone-Bannock Tribes, thank you for not watering at the end of the crops so that he did not make him turn off others. Randy keeps a log of what he does and what we are paying him for. He is learning and wants to learn. He changes the diversions himself but was okay with it. A Motion to approve the water master report was made by John Tanner, seconded by Shelly Lish, and all were in favor. The Water master report will also be available on the IDWR website.

2014 PROPOSED RESOLUTIONS

Tim Luke of IDWR stated to review the resolutions except the water master and advisory board. A water user asked if we should be concerned about the new legislation that was proposed on the fee increase to \$250.00? Tim stated that we did originally but it does need to be higher to cover the budgets. If they did pass it, can we get an exception? Tim stated we have the option of adopting that amount at an annual meeting of this form and have control of the fee. A motion was made to approve all other resolutions by Al Armstrong and seconded by Matt Rendace and all were in favor.

ELECTION OF WATER MASTER FOR 2014

Nomination of Randy Smith for 2014 water master was made by Harold Armstrong and seconded by John Tanner and all were in favor by acclamation.

ELECTION OF ADVISORY COMMITTEE FOR 2014

The chairman explained that George Chandler and Lyndon Smith have resigned. Randy Smith nominated Mary Spinner as an advisory committee member and Elese D Teton seconded it. Norman Hill volunteered to sit on committee, Matt Rendace seconded and all were in favor. Mary Spinner motioned that all other incumbents stay part of the advisory committee and Shelly Lish seconded the motion and all were in favor.

ELECTION OF SECRETARY-TREASURER FOR 2014

A motion by Mary Spinner was made to nominate Elese D Teton as the Secretary-Treasurer and seconded by Matt Rendace and all were in favor by acclamation.

OTHER ITEMS OF BUSINESS

Water master duties: Tim Luke stated that one of the reasons this district was created because there was a lot of chaos back in the IDWR office from this area and it would be continuous. Since the district has been created the issues have not surfaced. Randy Smith does a good job about asking questions and we are accomplishing the objective of what the district was setup for. It is working.... We are not measuring like Randy said, Tim wants to look at his books and maybe add to the areas that are measured. Tim appreciates the cooperation from others. SRBA is coming to a close in September of this year. Concern in the future of calls up the tributaries from Snake River water users perhaps in the future, it would be a big task to enforce the curtailment. GW use is not in the district and may be included in the future. Marsh creek may be added to this district, only if disputes arrive. Sometimes GW districts are included within current districts or separate. Due to the delivery calls in the basin and there was not enough manpower to do enforcement. Tim explained the mitigation between the surface water users and GW users.

Lyndon Smith thanked the secretary-treasurer, Else D Teton for the work she has done as the secretary-treasurer and George Chandler for sitting on the Advisory Committee.

ADJOURNMENT OF MEETING

A Motion to adjourn was made by Gary Seymor and seconded by Matt Rendace and all were in favor.

ATTACHMENT B

Water District 29-D		
March 9, 2015 Balance Sheet		
Current Assets		
Bank Account Balance	\$	16,649.17
Accounts Receivable	\$	1,291.83
Office Supplies	\$	80.00
Undeposited Checks	\$	-
Total Current Assets		\$ 18,021.00
Current Liabilities		
Checks not cleared	\$	(120.35)
Total Current Liabilities		\$ (120.35)
Total Assets and Liabilities		\$ 17,900.65

Prepared by Willows West, LLC March 9, 2015-jr

NOTES:

ATTACHMENT C

Water District 29-D	
2014 Income Statement	
Revenues	
Water Assessments	\$ 14,378.67
Total Revenues	\$ 14,378.67
Operating Expenses	
Watermaster Expenses	
Watermaster Wages	\$ 4,071.50
Watermaster Mileage	\$ 1,079.68
Field Supplies	\$ 71.00
Total Watermaster Exp.	\$ 5,222.18
Employer Payroll Taxes	
Idaho Unemployment Tax	\$ 228.04
FICA Employer's Share	\$ 251.43
Medicare Employer's Share	\$ 59.04
Total Payroll Taxes	\$ 538.51
Office Expenses	
Envelopes/Pater-etc	\$ 209.66
Postage	\$ 196.00
PO Box Rent	\$ 48.00
Accountant Analysis & Tax Prep	\$ 50.00
Total Office Expenses	\$ 503.66
Bookkeeping Contract	\$ 3,000.00
Total Operating Expenses	\$ 9,264.35
Revenue Exceeds Expenses by	\$ 5,114.32

Reported by Willows West LLC - March 9, 2015 -jr

ATTACHMENT D

Water District 29-D Payroll Expense FY 2014														
for Randy Smith, Sole Employee														
	Hours Worked x \$17.00	Gross Pay	Medicare Withholding	FICA Withholding	Employer FICA	Federal Tax	Idaho Tax	Net Pay	Mileage = Miles x \$.56	Other Expenses	Amount of Check	Miles traveled	Date Paid	Check Number
January	0	\$ -				\$ -	\$ -	\$ -	\$ -		\$ -	0		
February & Jan.	13.5	\$ 229.50	\$ 3.33	\$ 14.23	\$ 14.23	\$ 14.15	\$ -	\$ 197.79	\$ 36.96		\$ 234.75	66	4/2/2014	268
March	11	\$ 187.00	\$ 2.71	\$ 11.59	\$ 11.59	\$ 10.00	\$ -	\$ 162.70	\$ 53.20		\$ 215.90	95	4/2/2014	269
1st Qtr Total	24.5	\$ 416.50	\$ 6.04	\$ 25.82	\$ 25.82	\$ 24.15	\$ -	\$ 360.49	\$ 90.16	\$ -	\$ 450.65	161		
April	28.5	\$ 484.50	\$ 7.03	\$ 30.04	\$ 30.04	\$ 39.65	\$ 9.00	\$ 398.78	\$ 124.32		\$ 523.10	222	5/5/2014	272
May	35	\$ 595.00	\$ 8.63	\$ 36.89	\$ 36.89	\$ 50.70	\$ 14.00	\$ 484.78	\$ 122.08		\$ 606.86	218	6/11/2014	278
June	23.5	\$ 399.50	\$ 5.79	\$ 24.77	\$ 24.77	\$ 31.15	\$ 5.00	\$ 332.79	\$ 107.52		\$ 440.31	192	7/1/2014	280
2nd Qtr Total	87	\$ 1,479.00	\$ 21.45	\$ 91.70	\$ 91.70	\$ 121.50	\$ 28.00	\$ 1,216.35	\$ 359.92	\$ -	\$ 1,576.27	632		
July	51.5	\$ 875.50	\$ 12.69	\$ 54.28	\$ 54.28	\$ 78.75	\$ 31.00	\$ 698.78	\$ 245.28		\$ 944.06	438	7/30/2014	285
August	36	\$ 612.00	\$ 8.87	\$ 37.94	\$ 37.94	\$ 52.40	\$ 14.00	\$ 498.79	\$ 180.32		\$ 679.11	322	9/3/2014	287
September	23.5	\$ 399.50	\$ 5.79	\$ 24.77	\$ 24.77	\$ 10.00	\$ -	\$ 358.94	\$ 111.44		\$ 470.38	199	10/6/2014	292
3rd Qtr Total	111	\$ 1,887.00	\$ 27.35	\$ 116.99	\$ 116.99	\$ 141.15	\$ 45.00	\$ 1,556.51	\$ 537.04	\$ -	\$ 2,093.55	959		
October	10	\$ 170.00	\$ 2.47	\$ 10.54	\$ 10.54	\$ 10.00	\$ -	\$ 146.99	\$ 64.96		\$ 211.95	116	11/15/2014	296
November		\$ 119.00	\$ 1.73	\$ 7.38	\$ 7.38	\$ 10.00	\$ -	\$ 99.89	\$ 33.60		\$ 133.49	60	12/11/2014	224
December	0	\$ -						\$ -	\$ -		\$ -	0		
4th Qtr Total	10	\$ 289.00	\$ 4.20	\$ 17.92	\$ 17.92	\$ 20.00	\$ -	\$ 246.88	\$ 98.56	\$ -	\$ 345.44	176		
2014 Total	232.50	\$ 4,071.50	\$ 59.04	\$ 252.43	\$ 252.43	\$ 306.80	\$ 73.00	\$ 3,380.23	\$ 1,079.68	\$ -	\$ 4,459.91	1928		

Prepared by Willows West LLC, Signed: Joyce Rendace

ATTACHMENT E

Water District 29-D March 9, 2015			
	Proposed Budget for 2015	Actual Costs for 2014	Actual Costs for 2013
Watermaster Expenses			
Watermaster Hours (\$17.00/hr)	\$5100.-	\$4,071.50	\$ 5,424.00
Watermaster Mileage (\$.56/mile)	\$1400.-	\$1,079.68	1,385.45
Field Supplies	200.-	\$71.00	101.10
Total Watermaster Expenses	6700.-	\$ 5,222.18	\$ 6,910.55
Employer Payroll Expenses			
Idaho State Unemployment	\$300.-	\$228.04	127.28
FICA	\$300.-	\$251.43	336.38
Medicare	\$100.-	\$59.04	78.64
Total Employer Payroll Expenses	700.-	\$ 538.51	\$ 542.30
Office Expenses			
Envelopes/Paper/Toner Etc.	250.-	\$209.66	377.50
Postage	250.-	\$196.00	187.00
PO Box Rent	50.-	\$48.00	44.00
Account Analysis & Tax Prep	50.-	\$50.00	50.00
Total Office Expenses		\$ 503.66	\$ 658.50
Bookkeeping Contract	\$ 3500.-	\$ 3,000.00	\$ 3,000.00
Total Operating Expenses	\$11,500.-	\$9,264.35	\$11,111.35
Total Revenues		\$ 14,378.67	\$ 8,708.19
Revenues In Excess of Expenses		\$ 5,114.32	(2,403.16)
Bank Balance at End of Year		\$ 16,649.17	\$ 12,754.71
Water Costs Minimum Users	36.-	\$35.00	\$ 25.00
Water Costs per CFS for Larger Users	73.-	\$1.47	\$ 0.80
			\$ 35.00
			\$1.46

ATTACHMENT F

March 3rd, 2015

Watermaster summary 2014:

It was a good year to be the water master in district 29D. The snowpack for the year started at 109%.

The beginning of the water season I received several calls about water not running in creeks. After investigating, I found no water was being stolen, the creeks would not run to the valley floor. We finally got water to the bottom of Lower Rock Creek at the end of April. Cussick Creek did not make it to the Portneuf river all year. I received several calls from people concerned about no water flow. As soon as I explained that I had investigated, and no one but the ground was taking the water, the people concerned were satisfied.

There was a few problems between water users last year, but nothing major, that cost a lot of time or money to resolve. The late summer rains that we had last year made the watermaster job a lot easier. I think we had one of the greenest valleys in the state. There was quite a bit of paperwork related to changes in ownership; point of diversion changes; splitting of water rights; water rights put in the waterbank, and applications for domestic surface water rights (which were denied).

As always I keep a daily log of my water master activities; which is available upon request. Anyone wishing to view the water master log should contact me.

Randy Smith
Watermaster
District 29D

ATTACHMENT G

WATER DISTRICT NO. 29-D LOWER PORTNEUF & TRIBUTARIES 2015 PROPOSED RESOLUTIONS

The water users of Water District No. 29-D, as part of the annual district meeting held on March 9, 2015, at the City of Pocatello Council Chambers in Pocatello, Idaho, HEREBY ADOPT THE FOLLOWING RESOLUTIONS:

1. DISTRICT CREATION AND BOUNDARIES

Water District 29-D, Lower Portneuf River and Tributaries, consists of the area and water rights as defined by the *Preliminary Order Creating a Water District for the Lower Portneuf River and Tributaries, and Combining Water Districts 29-C, 29-F, and 29-U, in the New District*, signed by the Director of the Idaho Department of Water Resources (IDWR) on June 22, 2009.

2. WATERMASTER DUTIES

The Watermaster shall perform his or her duties as required by Chapter 6, Title 42, Idaho Code and in accordance with:

- a. Direction and guidance provided by the Director of IDWR;
- b. The annual water district resolutions adopted herein.

3. ELECTION OF WATERMASTER

It is herewith resolved that **Randy Smith** be elected as watermaster for Water District No.29-D for the ensuing year.

4. RESOLUTION REGARDING WATERMASTER TERM OF SERVICE

As provided in Idaho Code § 42-608(4), the Water District 29-D watermaster's term of service shall begin upon appointment by the Director of IDWR immediately following the annual meeting election and continue until the next annual meeting, or until a successor is appointed and qualified under the provision of Section 42-604, Idaho Code.

5. BUDGET MATTERS

5a. 2015 BUDGET

It is herewith resolved that the 2015 operating budget for Water District No. 29-D be:

DESCRIPTION	AMOUNT
Watermaster hours (\$17.00/hr for 300hrs)	\$5,100.00
Watermaster mileage (\$0.575/mile – 2015 federal rate)	\$1,400.00
Field Supplies	\$200.00
Idaho State Unemployment	\$300.00
FICA	\$300.00
Medicare	\$100.00
Envelopes/Paper/Toner etc.	\$250.00
Postage	\$250.00
PO Box Rental fee	\$50.00
Accountant Analysis & Tax Prep	\$50.00
Bookkeeping Contract (Joyce Rendace – Willows West, LLC)	\$3,500.00
Total 2015 Water District 29-D Budget	\$11,500.00

5b. ASSESSMENTS

1. It is herewith resolved that the adopted budget for Water District No. 29-D be collected from the water users by the Water District No. 29-D Watermaster as provided by Idaho Code § 42-618. The Watermaster will make an assessment to each water right holder, except those holders of water rights meeting the criteria in item 3 below, in pro-rata amounts. All funds shall be deposited in a bank account maintained by the Water District. The Watermaster shall prepare annual assessments after the water users present at annual meeting have formally adopted the budget.
2. Whereas Idaho Code Sections 42-612 and 42-615 require that proposed water district budgets and annual assessments to individual right holders be prorated based upon the amount of water delivered or used by individual right holders during the past season or seasons (not to exceed five seasons) and, whereas no records of water delivery currently exist in the newly created Water District 29-D; it is therefore resolved that Water District 29-D will estimate annual water use for all irrigation rights using the following formula:

Estimated seasonal use (total 24 hr-cfs) = Total authorized water right diversion rate (cfs) multiplied by 85 days per season

Estimated annual water use for municipal and other non-irrigation consumptive use water rights shall be based on actual records of water use maintained by the right holders, subject to approval by the watermaster and IDWR. In the event that water measurement records do not exist for such uses, water use shall then be estimated using the same formula above except that the number of days per season shall be 180 days (approximately six months of continuous use at the full authorized diversion rate), or the number of days authorized by the water right season of use if the season of use is less than 180 days.
3. Surface water rights that are used solely for domestic and stock water purposes or other small uses that are consistent with the use limits defined by Idaho Code Section 42-111 shall be exempt from any water district assessments. **Except that any use of water for irrigation regardless of size shall be subject to the minimum assessment.**

5c. MINIMUM USER ASSESSMENTS

It is herewith resolved that a minimum charge of up to **\$35.00** per water right owner shall be assessed. Whenever the prorated charge to a user is less than **\$35.00**, that user will be assessed the minimum charge.

It is further resolved that holders of non-consumptive water rights in excess of 0.25 cubic feet per second (cfs), including but not limited to water rights used for hydropower or fish propagation purposes, shall be subject to a minimum assessment of **\$35.00**.

5d. FINAL ASSESSMENT DETERMINATION

It is herewith resolved that, in accordance with Idaho Code § 42-612 (5), the assessment amount for each user as shown in the 2015 adopted budget shall constitute a final determination of the amount due for 2015.

5e. DISTRICT PAYMENT TERMS

It is herewith resolved that the following payment terms be put into effect:

1. Assessments shall be payable within thirty (30) days of the billing date. The postmark date will be considered the date of payment. Accounts not paid within thirty (30) days shall be charged in accordance with Idaho Code § 42-613 which provides for a late fee of 10% of the amount due and interest of 1% per month.

2. The Watermaster is authorized pursuant to Idaho Code Section 42-618, to withhold or suspend deliveries of water to any water user who has not paid their assessment charges within 60 days of the billing date.
3. The holder of any water right(s) who acquired the right(s) at any time between the last annual meeting date and the end of the last irrigation season (or December 31 for non-irrigation use rights) shall be responsible for payment of the assessment and all late charges from the prior year, but shall not be responsible for payment of unpaid assessments from prior years under a different owner or owners.

6. ELECTION OF A DISTRICT SECRETARY/TREASURER

It is herewith resolved that Else Teton be appointed as Secretary/Treasurer for Water District No. 29-D until a successor is elected and appointed. The duties of the treasurer will be to approve expenses and disburse water district funds, and to prepare or authorize a review of financial affairs of the district at the end of each fiscal year, in accordance with Idaho Code § 42-619.

7. ADVISORY COMMITTEE

It is herewith resolved that an advisory committee shall be selected to provide input to the watermaster and the Director of IDWR. The advisory committee will meet as often as needed to address the structure, governance and operation of the district. Five water users shall comprise the advisory committee, which shall include two irrigation right holders that pay a regular assessment (i.e., assessed more than the minimum charge); two irrigation right holders who pay a minimum assessment; and one non-irrigation right holder who pays a regular assessment. The advisory committee members for the ensuing year shall be the following (to be selected at the meeting):

Member #1	<u>Dean Tranmer</u>	Member #2	<u>Matt Rendace</u>
Member #3	<u>Else Teton</u>	Member #4	<u>Norman Hill</u>
Member #5	<u>Mary Spinner</u>		

8. VOTING BY ALTERNATIVE METHOD

It is herewith resolved that in the event that a vote by the alternative method (as described in Idaho Code § 42-605(4)) is requested during any annual meeting, a credentials committee will be assembled to determine the number of votes cast by individual water users. The credentials committee shall be composed of the following parties:

- the current Water District No. 29-D Watermaster
- the current Water District No 29-D Secretary/Treasurer
- one member of the Water District No. 29-D Advisory Committee appointed by the meeting chairman

If either or both the watermaster or secretary/treasurer are not present, the meeting chairman may appoint a replacement from either the advisory committee or from the water users present at the meeting.

9. ANNUAL MEETING DATE

It is herewith resolved that the Annual Meeting for Water District 29-D shall be held on the Second (2nd) Monday of March of each year at a time and place to be determined each successive year unless the Director of IDWR should find it necessary to change the meeting date or unless changed by resolution of the district at any annual meeting. The next Annual Meeting will be held on March 14, 2016.

10. ANNUAL MEETING MINUTES AND REPORTS OF THE WATERMASTER AND WATER DISTRICT

- a. Copies of the minutes of the annual meeting, the budget as approved, all resolutions approved, and any report prepared in accordance with Idaho Code § 42-615, shall be filed with the director of the Department of Water Resources immediately after the annual meeting in accordance with Idaho Code § 42-617.
- b. The watermaster of Water District 29-D shall be responsible for submitting to IDWR annual reports and such other information that may be deemed necessary by the Director of IDWR in accordance with Idaho Code § 42-606, § 42-708, and § 42-709.

11. WATERMASTER ACCESS TO CONTROL STRUCTURES AND MEASURING DEVICES

Whereas watermaster access to control structures and measuring devices is essential for providing watermaster services and limiting expense, it is herewith resolved that all users shall provide for watermaster access where access to control structures and measuring devices is through a locked gate and other reasonable means of access are not available. The user shall, upon request by the watermaster, provide to the watermaster a key or combination to any such locks.

12. ENTRY ON LANDS BY WATERMASTER

It is herewith resolved that the watermaster and any watermaster assistants are authorized as employees of IDWR under Idaho Code § 42-1701(5) to make reasonable entry on lands within the district, in accordance with IDWR policy, to carry out the duties of the watermaster as instructed by IDWR. These duties include but are not limited to:

- a. Inventory of diversions in the district, including inspection of conveyance infrastructure and place of use of water.
- b. Measuring and recording rates of diversions, and regulating diversions as necessary from the surface water sources within the district.
- c. Monitoring the place, period, and nature of use of water to identify unauthorized diversion and use and/or to determine compliance required by any agreement or order of IDWR.

Sign In Form

Water District 29D Annual Meeting, City of Pocatello Chambers

March 9, 2015 7:00 pm

	Name (Printed)	Address	Phone Number	Email
1	William Reed	4615 W. Old Hwy 91	251-4535	erock@srs Ltl.com
2	Mary Spinner	2641 E Juw. Melard	254-3487	maryspinner@yahoo.com
3	JEFF SHOR	1138 N. MARIE	307-267-8118	JEFFSHORT41@Comcast
4	Monte Lusk	2263 Jackson Rd	775-3795	
5	John Spunham	244 N Old Hwy 91	775-3440	
6	Rose Sterner	1936 Old Hwy 91 - Ink	775-1900	
7	Debra Gilbert	PO Box 6 Tunkan ID	775-3692	
8	R.M. VESTAL	2490 S. GRANT	241-6844	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Sign In Form

Water District 29D Annual Meeting, City of Pocatello Chambers

March 9, 2015 7:00 pm

	Name (Printed)	Address	Phone Number	Email
1	Harold A. Armstrong	2771 Bannock Hwy	208-233-4346	halarm@gmail.com
2	Jerome Stanger	1747 W. Edison Creek	208-339-4522	
3	Bill Akers / Sue VanderBeek	630 N. Mink Creek	208-232-5463	akersue@isu.edu
4	Wayne Johnson	1248 N. Mink Creek	480 241 9129	denny@creagan.com
5	Gary Lamb	2026 S Grant	208 233 1858	
6	Patricia Wynn	5937 N. Rapid CR Yonkon	208-775-3736	
7	Steen Thyberg (W. J. Crawford)	6900 W. Fortness Rd	(208) 237-4343	STANTHYBERG@GMAIL
8	Norman Hill	EDWR - 13072	(208) 133-0490	
9	Tim Luke			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				



State of Idaho

DEPARTMENT OF WATER RESOURCES

900 N Skyline Dr., Ste A, Idaho Falls, Idaho 83402-1718

Phone: (208) 525-7161 FAX: (208) 525-7177 www.idwr.idaho.gov

April 27, 2015

C.L. "BUTCH" OTTER
Governor

GARY SPACKMAN
Director

Elise D Teton
PO Box 306
Fort Hall ID 83203

WATER DISTRICT #29D

Dear Secretary / Treasurer:

We acknowledge receipt of the Minutes of the Annual Watermaster's Election Meeting held in your district. The Watermaster Certificate will be sent under separate cover.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Sharla Cox". The signature is written in a cursive style with a large, looping initial 'S'.

Sharla Cox
Administrative Assistant