

ANNUAL MEETING MINUTES
WATER DISTRICT 71, STANLEY AREA
MONDAY MARCH 21, 2016, 1:00 PM
STANLEY RANGER STATION

RECEIVED
APR 22 2016
DEPT OF WATER RESOURCES
SOUTHERN REGION

The meeting was called to order by Brett Woolley at approximately 1:10 pm. In attendance were water users Guy Hudson, Katie Breckenridge, Rob Struthers, Cliff Hansen, Brett Woolley, Jim Humphreys, Jeff Ballas, Bill Leavell, Barbara Garcia, and Melinda Hadzer (representing Marie Osborn), Water District 170 Watermaster Cindy Yenter, and IDWR transactions program staff Amy Cassel.

Introductions were made and Cliff Hansen asked Amy to explain the Water Supply Bank. A short discussion followed about uses of the bank to avoid forfeiture of water rights.

Brett asked for nominations for meeting chairman. Cliff Hansen volunteered to chair the meeting. Cindy Yenter offered to act as secretary. No one opposed.

No minutes were submitted from the 2015 meeting.

Jim Humphreys was nominated to take Jay Neider's place on the Advisory Committee. Motion was seconded and passed on voice vote. Katie Breckenridge nominated Cliff Hansen as chair of the Advisory Committee, and representative to Water District 170. Passed on voice vote.

Cindy Yenter gave the Financial Report for Melodie Baker, who could not attend the meeting. The district had a carryover of about \$4000 from 2015 but did need to get into the contingency fund last year. Cindy had prepared the watermaster report from Ashley Baker's delivery records, and presented a proposed budget. Mel is willing to serve again as district Secretary/Treasurer but has asked for more hours because of some increased work load. Ashley is resigning from the Watermaster position. The watermaster salary was kept the same. Cindy intends to get the Advisory Committee more involved next year in setting the budget. A total budget of \$14,180.00 was proposed.

Chairman Hansen suggested that the Resolutions be discussed prior to voting on the budget, since the budget is included in the resolutions. Minor changes in the wording of resolutions related to District Fiscal Year, Watermaster and Treasurer compensation were discussed. The flat rate basis for payment of the watermaster is no longer necessary, but should still be an option. The resolution was changed to include both an hourly and a flat rate payment option. A statement requiring all assessments be paid in US Funds was added to District Payment Terms.

A discussion ensued regarding watermaster election and the possibility of combining the watermaster position with the IDFG screen tender position. Jim had talked with IDFG but there is no firm plan to move forward with this idea.

Morgan Miller had been recommended for watermaster by both Ashley and Melodie. Morgan has been in contact with Cindy and is very interested in the position. No other candidates were suggested. Jim asked if the selection could be delayed while the district recruited candidates; Cindy indicated it could but there may have to be a special meeting called for the election. Katie made a motion that Morgan be elected watermaster. The motion was seconded and passed on a voice vote.

There is an issue with Morgan needing to return to school in August and she may not be able to be on call for the entire season. Katie suggested that a deputy watermaster could be trained and appointed to take over toward the end of the season if necessary. This was agreeable to all.

Bill made a motion that all modified resolutions be adopted, including the previously discussed budget and the continuing appointment of Melodie Baker as Secretary/Treasurer. Motion was seconded and passed on a voice vote.

Katie made a motion that the meeting be adjourned. Bill seconded, and the motion was passed. Meeting was adjourned at approximately 1:45 pm.

Respectfully submitted,

Cindy Yenter

TREASURER'S REPORT

2015 Financial Report

Sub-District 71

RECEIVED
APR 22 2016
 DEPT OF WATER RESOURCES
 SOUTHERN REGION

Fiscal Year Start Date: 3/1/2015
 Fiscal Year End Date: 2/29/2016

Starting Balance \$7,161.82
 Ending Balance \$4,091.52
 Unpaid Expenses \$32.18
 Carryover \$4,059.34

Income

Total Budget Adopted \$14,250.00
 Amount to be Collected \$7,093.18
 Total Budget Collected \$7,088.18
 Other income (late fees, interest, etc.) \$197.07

 Total Income \$7,285.25

Expenses

(Including all expenses incurred during this period, even if they have not yet been paid)

Watermaster Salary \$4,953.29
 Watermaster Mileage \$2,212.03 3847 Miles@ \$0.575 /mile
 Treasurer Salary \$1,653.75
 Salary Expenses (FICA, Medicare, SS, WC) \$1,198.80
 Other Expenses (PO Box, Supplies) \$369.86

 Total Expenses \$10,387.73

Starting Balance \$7,161.82
 + Income \$7,285.25
 - Expenses \$10,355.55
 - Ending Balance \$4,091.52

 Balance (will equal 0 if all values are correct) \$0.00

SUB-DISTRICT NO. 71
Profit & Loss
March 2015 through February 2016

	<u>Mar '15 - Feb 16</u>
Ordinary Income/Expense	
Income	
Late Fee	36.88
OTHER INCOME	121.59
Water Assessment Fee	7,093.18
Total Income	<u>7,251.65</u>
Gross Profit	7,251.65
Expense	
EXPENSE-REIMBURSEMENT	121.59
Insurance	
Workers Comp	346.00
Total Insurance	<u>346.00</u>
OFFICE EXPENSES	
BOOKKEEPING	1,653.75
Office Supplies	138.77
Total OFFICE EXPENSES	<u>1,792.52</u>
Payroll Expenses	5,806.09
Post Office Box Cost-annual	68.00
WATER MASTER EXPENSES	
MILEAGE WM	2,212.03
Total WATER MASTER EXPENSES	<u>2,212.03</u>
Total Expense	<u>10,346.23</u>
Net Ordinary Income	-3,094.58
Other Income/Expense	
Other Income	
INTEREST INCOME	2.60
REIMBURSEMENT	36.00
Total Other Income	<u>38.60</u>
Other Expense	
Bank Fees	41.50
Total Other Expense	<u>41.50</u>
Net Other Income	<u>-2.90</u>
Net Income	<u><u>-3,097.48</u></u>

WATER DISTRICT 71
ADOPTED BUDGET 2016

Date: March 21, 2016

RECEIVED
APR 22 2016
DEPT OF WATER RESOURCES
SOUTHERN REGION

Proposed Expenses

Watermaster Wages	\$5,520.00
(\$25/hr, approximately 220 total hours)	
Secretary/Treasurer Wages	\$2,500.00
(\$25/hour not to exceed 100 hours)	
FICA/Medicare/Workers Comp	\$1,000.00
(est 7.65% of wages + \$350 WC)	
Vehicle Mileage	\$2,160.00
(4000 miles @ 0.54 / mile)	
Supplies / misc	\$500.00
Contingency	\$2,500.00

TOTAL PROPOSED BUDGET **\$14,180.00**

Carryover **\$4,091.52**

TOTAL AMOUNT TO COLLECT **\$10,088.48**

Budget Apportionment

Total 2015 Delivery (24-hr cfs)	18,645.3
Assessment Cost Factor (per 24-hr cfs)	0.54
Minimum Charge	\$50.00

RECEIVED

APR 22 2016

DEPT OF WATER RESOURCES
SOUTHERN REGION

**WATER DISTRICT 71
STANLEY AREA SUB-DISTRICT**

**PREVIOUSLY ADOPTED RESOLUTIONS WILL REMAIN IN EFFECT UNTIL
CHANGED BY SUBSEQUENT RESOLUTION OR OTHERWISE ALTERED BY
MAJORITY VOTE OF THE WATER RIGHT OWNERS IN THEIR ANNUAL MEETING
OR SPECIAL MEETING CALLED FOR SUCH PURPOSE**

ANNUAL MEETING DATE

Adopted 2012

It is resolved that the Annual Meeting for the Basin 71 Sub-Water district shall be held the third (3rd) Monday in March at a time and place to be determined each successive year.

Note: This is the latest date allowed by statute.

PROPOSED BUDGET DISTRIBUTION

Adopted 2013

It is resolved that the proposed budget for the ensuing year be provided to users with the notice of the annual meeting each year.

WATERMASTER TERM OF SERVICE

Adopted 2009

It is resolved that the Basin 71 Sub-district watermaster's term of service shall begin upon annual meeting election and continue until the next annual meeting.

**WATERMASTER ACCESS TO CONTROL STRUCTURES AND
MEASURING DEVICES**

Adopted 2009

Recognizing that watermaster access to control structures and measuring devices is essential for providing watermaster services and limiting expense, 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 or deputy watermaster a key or combination to any such locks.

DISTRICT FISCAL YEAR

Adopted 2016

It is resolved that the fiscal year for Sub-district No. 71 be defined as starting on the first of the month following the annual meeting, and ending on the last day of the month of the annual meeting. The fiscal years shall be referred to using the year of the meeting during which the budget for that fiscal year was adopted.

WATERMASTER EMPLOYMENT AND COMPENSATION

Adopted 2016

Watermaster is an employee of the Sub-district, to be paid monthly based on actual hours worked and to be reimbursed for mileage at the federal reimbursement rate in effect at the time the mileage was incurred.

TREASURER COMPENSATION

Adopted 2016

The Treasurer will be paid as independent contractor at \$25/hr, plus mileage reimbursement for travel at the federal reimbursement rate in effect on the date the mileage was incurred. Treasurer shall be paid monthly based on actual hours worked and mileage incurred during the previous 30-day pay cycle.

WATER DISTRICT 71 STANLEY AREA SUB-DISTRICT

**PREVIOUSLY ADOPTED RESOLUTIONS WILL REMAIN IN EFFECT UNTIL
CHANGED BY SUBSEQUENT RESOLUTION OR OTHERWISE ALTERED BY
MAJORITY VOTE OF THE WATER RIGHT OWNERS IN THEIR ANNUAL MEETING
OR SPECIAL MEETING CALLED FOR SUCH PURPOSE**

RESOLUTION TO COLLECT BUDGET

Adopted 2009

It is resolved that the adopted budget for Sub-district No. 71 be collected from the water users by the Sub-district No. 71 Watermaster as provided by Idaho Code § 42-618. The Watermaster will make an assessment to each water user in pro-rata amounts as determined by the budget which is formally adopted at the annual meeting. All funds shall be deposited in a separate bank account maintained by the sub-district.

MINIMUM USER FEE

Adopted 2009

It is resolved that a minimum charge of \$50.00 per water right owner shall be assessed. Whenever the prorated charge to a user is less than \$50.00, that user will be assessed \$50.00.

FINAL ASSESSMENT DETERMINATION

Adopted 2010

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

DISTRICT PAYMENT TERMS

Adopted 2016

It is 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. All assessments shall be paid in United States funds.
3. The Watermaster will terminate water delivery to any water user whose assessments are not paid in full within sixty (60) days of the billing date and will not resume delivery until that user's amount due is paid in full.

VOTING BY ALTERNATIVE METHOD

Adopted 2009

It is 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. 170 Watermaster
- the current Sub-district No. 71 Watermaster
- at least one member of the Sub-district No. 71 Advisory Committee

ADVISORY COMMITTEE STRUCTURE

Adopted 2013

It is 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. Six water users shall comprise the advisory committee. The advisory committee members for the ensuing year shall be appointed at the annual meeting.

**WATER DISTRICT 71
STANLEY AREA SUB-DISTRICT**

**PREVIOUSLY ADOPTED RESOLUTIONS WILL REMAIN IN EFFECT UNTIL
CHANGED BY SUBSEQUENT RESOLUTION OR OTHERWISE ALTERED BY
MAJORITY VOTE OF THE WATER RIGHT OWNERS IN THEIR ANNUAL MEETING
OR SPECIAL MEETING CALLED FOR SUCH PURPOSE**

SUB-DISTRICT 71 ADVISORY COMMITTEE MEMBERS

Adopted 2016

The advisory committee members for the ensuing year shall be the following :

Member #1: Cliff Hansen
Member #2: Brett Woolley
Member #3: Dan Woolley
Member #4: Bill Leavell
Member #5: Jim Humphreys
Member #6: Sherrill Baird

WD170 ADVISORY COMMITTEE REPRESENTATIVE

Adopted 2015

It is herewith resolved that Cliff Hansen be appointed as the Basin 71 representative on the Water District No. 170 Advisory Committee for the ensuing year.

DISTRICT TREASURER

Adopted 2013

It is resolved that Melodie Baker be appointed as secretary/treasurer for Sub-district No. 71 until a successor is elected or appointed. The duties of the treasurer will be to approve expenses and disburse sub-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.

RESOLUTION SETTING THE 2016 BUDGET

Adopted 2016

It is resolved that the 2016 operating budget for Sub-district No. 71 is as follows (see attached worksheet):

Watermaster Wages \$25/hour (\$5,520 total)
Secretary/Treasurer Wages \$25/hr not to exceed 100 hours (\$2,500 total)
FICA/Medicare (est. 7.65%) \$650
Workers Comp. \$350
Vehicle Mileage for Watermaster and Treasurer \$2,160
Office Supplies/misc \$500
Contingency \$2,500
Total \$ 14,180

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the sub-district cannot exceed \$14,180 during this fiscal year.

WATERMASTER

Adopted 2016

It is resolved that Morgan Miller be appointed as watermaster for Sub-district No. 71 until a successor is elected or appointed.