

WATER DISTRICT INFORMATION SHEET

RECEIVED

MAR 25 2019

Department of Water Resources  
Eastern Region

2019

Year

29D Lower Portneuf River & Tributaries  
Water District # / Stream Name

Harold (Hal) Armstrong  
Watermaster Name

2771 Banock Hwy Pocatello Id 83204  
Address

208-233-4346 halam@gmail.com  
Phone Number, Home / Cell E-Mail Address

Dianna Burden  
~~Assistant Watermaster Name~~ Treasurer

PO Box 144 Downey ID  
Address

208-251-3723 dianna@portneuf-mercan  
Phone Number, Home / Cell E-Mail Address

meeting Secretary Name Mary Spinner

2641 E Two Mile Rd McClannon Id 83250  
Address

208-241-7258 maryspinner@yahoo.com  
Phone Number, Home / Cell E-Mail Address

Please print in the blank information above and return it to the Idaho Department of Water Resources. Your cooperation on this matter would be greatly appreciated. If you have any questions, please feel free to contact me.

Respectfully Submitted,

Sharla Cox  
Administrative Assistant

Water District 29-D  
Lower Portneuf River & Tributaries  
Annual Meeting Minutes  
March 11, 2019

Water District 29-D met on March 11, 2019 at 6:30 p.m. at the Pocatello City Hall Council Chambers.

**Call to Order:** Norman Hill called the meeting to order at 6:30 p.m.

**Introduction of IDWR staff:** Norman Hill introduced Steve Visosky with IDWR

**Selection of meeting chairman:** Norman Hill and Rich Diehl were nominated to serve as chairman of the meeting. Rich Diehl was elected.

**Selection of meeting secretary:** Mary Spinner was nominated by Joyce Rendace. There were no further nominations. Mary was elected as meeting secretary.

**Approval of minutes from the 2018 annual meetings:** George Chandler made a motion to approve the minutes as written. Randy Smith seconded the motion and the motion passed.

**Watermaster report for 2018:** Harold (Hal) Armstrong reported that 80% of the surveys have been completed. He had prepared a binder of the completed surveys. Hal asked if there were any questions about the completed surveys. His goal is to complete the remaining surveys and determine how much water is being used. Water measuring devices need to be installed by the start of the 2021 irrigation season. Extensions can be requested by July 1, 2019. Water calls may start in the 2021 water season. Hal reported he has not been able to get hold of everyone on the remaining calls.

Randy Smith asked how doing the surveys will make doing the water deliveries better. He said many of the users are not using all of their water. If users are using 50% or more cfs, maybe a water call can be mediated.

A question was raised about people who are using water illegally. Hal said to let him know if someone is using the water illegally.

If a water right holder has not used their water in 5 years, a judge has to decide if that water right holder loses the water right. It is not IDWR who decides if a holder loses the right.

Another question was raised if a holder has one right but 3 pumps if a measuring device has to be installed on each pump. Steve Visosky said a holder can apply for an exemption and there are also variance requests.

**Treasurer report for 2018:** Joyce Rendace presented the Water District 29D Balance Sheet, the Profit and Loss Statement, the Payroll Expense Report and the Budget Proposal for 2019. Joyce reviewed the proposed budget. She said the Watermaster is the biggest expense. The proposed budget would reduce the total assets by \$1,000 in order to keep the water assessment increases to 14% for minimum users and 13% for large users. If the assets were not reduced by \$1,000, the increase for large users would be 30%. Assessments for 2019 for minimum users will be \$40, and for large users it will be .959 per cfs. Joyce reported she is going to resign as bookkeeper. The advisory committee members have someone who will do the job who is a CPA and would be less expensive. Randy Smith made a motion to accept the proposed budget as written. Dennis Hill seconded the motion. A question was asked what would happen if the district exceeds the budget, and Joyce said the additional expenses would come out of reserve. The motion passed.

Water District 29-D  
Lower Portneuf River & Tributaries  
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**Election of Watermaster:** Randy Smith nominated Hal Armstrong and Joyce Rendace seconded the motion. Dennis Hill made a motion to close the nominations. Hal Armstrong was elected watermaster.

**Election of Treasurer:** Jim Guthrie and Joyce Rendace introduced Dianna Burden, and nominated her for Treasurer. Dianna is currently the treasurer for canal districts and also Water District 29H. She is also a CPA. Rich Diehl made a motion to close the nominations and Dennis Hill seconded the motion. The motion passed and Dianna Burden was elected treasurer.

**Selection of Advisory Committee members:** A discussion was held about what the Advisory Committee does. In 2017 there were 14 or 15 water calls.

Dennis Chandler nominated Jim Guthrie – Jim was elected

Dan Bull nominated Jeremy Stanger – Jeremy was elected

Mike Vestal nominated Dennis Hill – Dennis was elected

Mike Vestal nominated Randy Smith – Randy was elected

Dennis Chandler nominated Rich Diehl – Rich was elected

**Adoption of Resolutions, Changes and Updates:** A set of the proposed resolutions was available to water users attending the Water District 29D meeting at the start of the meeting for them to review. Steve Visosky noted a correction to the Summary of Proposed Expenses and Budget FY 2019. The correction would show \$1,000 for District Reserves Applied to Expenses and the Total to Collect By Assessment would be \$13,580 instead of \$14,580. Dennis Hill made a motion to approve the resolutions as corrected and Dennis Chandler seconded the motion. The motion passed.

**IDWR Update:** Steve Visosky said there were 4 points to cover:

1. **Update on curtailment** – The IDWR director met with some of the larger canal companies on the Snake River. Water users in WD29D will not be curtailed based on priority dates being delivered on the Snake River before the spring of 2021. Meaning, the Department has issued a reprieve of curtailment for the 2019 and 2020 season. Water users that will be affected by the curtailment in the future should start exploring options to mitigate out of priority diversion. One option to consider is the rental of storage water from the Water District 01 rental pool.
2. **Status of District** – Steve gave kudos to Water District 29D, to Hal Armstrong as the watermaster and to the advisory committee. Steve recognized Hal transitioning to recording how much water is being used and assessing water used over a rolling 5-year average. Water users are to be assessed on the amount of water they use. There can be a deficit in the assessments following dry years. Steve also reported what is happening in other districts.
3. **Measuring Devices** – Steve reported that almost all the other water districts have measuring devices in place. District 29D was given 3 years in order to be aligned with District 29H. The measuring devices need to be installed and running by Spring 2021. Users can apply for an extension of time or variance by July 1, 2019. There have already been applications for extension of time and some have been approved and some denied.

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4. Ground water – Steve said part of the districts is already measuring ground water. There will be public meetings this fall. Domestic wells with ½ acre will most likely be exempt. There may be one ground water district or the same districts. When ground water rights in WD29D are first brought into a water district, they will not be administered the same as ground water rights within the Snake River plain nor will they be curtailed with Snake River priority dates.

Several questions were raised which Steve addressed. Randy Smith asked if the tribes can take any of the water because of a 1990 agreement between the Tribe and the Bureau of Reclamation. Randy asked IDWR to explain. He asked Steve to look into it.

The question was again brought up about illegal diversion. The watermaster is the first one to contact and he lets the IDWR enforcement section know. They can send out a notice of violation by each day. The watermaster can not make arrests.

Every water right has a place of use and point of diversion. A question was asked if a holder buys adjoining property if the water can be used on the new property. Steve said a water right owner can apply to change the point of diversion or place of use described on the water right.

Steve stated the water district should not use district funds to pay for legal fees. Steve said the state has attorneys who can help and represent the district if the district is operating as it should.

A question was asked why the Milner Dam was built in 1905 but their water right priority is 1900.

Steve discussed a couple of ideas that could benefit users who will be affected by the curtailment, such as piping canals in WD29H. Steve suggested users affected by the curtailment should come together as a group for discussions with Water District 1. Dennis Chandler asked about combining districts because he believes more can get done in a big district. Steve said the boundaries of a district can be changed.

Tearsa Burke commended the IDWR director for owning up to the problem with the water calls in 2017.

**Other Items of Business:** The district thanked Joyce Rendace for 10 years of service as treasurer and bookkeeper.

**2020 Meeting Date:** March 9, 2020

**Adjournment of Meeting:** Dennis Chandler made a motion for the meeting to adjourn, Dennis Hill seconded the motion and the motion passed. The meeting adjourned at 8 p.m.

*Mary Spinner*

Meeting Secretary

Prepared March 20, 2019

# WATER DISTRICT NO. 29-D, LOWER PORTNEUF & TRIBUTARIES 2019 ADOPTED RESOLUTIONS

The water users of Water District No. 29-D (“WD29D”), as part of the annual district meeting held on March 11, 2019, at the City of Pocatello Council Chambers in Pocatello, Idaho, HEREBY ADOPT THE FOLLOWING RESOLUTIONS:

## 1. DISTRICT CREATION AND BOUNDARIES

WD29D, 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 WD29D Resolutions adopted herein.

## 3. ELECTION OF WATERMASTER

It is herewith resolved that **Harold (Hal) Armstrong** be elected as watermaster of WD29D for the ensuing year.

## 4. WATERMASTER TERM OF SERVICE

Under Idaho Code § 42-608(4), the WD29D watermaster’s term of service shall begin upon appointment by the Director of IDWR and continue until the next annual meeting, or until a successor is appointed pursuant to Idaho Code § 42-604.

## 5. WD29D ANNUAL BUDGET AND ASSESSMENT

### 5a. 2019 BUDGET

It is herewith resolved that the FY2019 approved budget for WD29D shall be **\$14,580** as shown in the “Summary of Proposed Expenses and Budget FY2019”.

### 5b. ASSESSMENTS AND WATER DELIVERY RECORDS

Whereas Idaho Code §§ 42-612 and 42-615 require that water district budgets and annual assessments to individual right holders be prorated based upon the amount of water delivered to the individual right holders during the past season or seasons (not to exceed five seasons) and, complete water delivery records do not exist for diversions in WD29D; it is hereby resolved that the Watermaster of WD29D shall determine the amount delivered to the individual water users consistent with the following methodology, until the required measuring devices have been installed:

- Deliveries of irrigation water rights (irrigation season of use) shall be calculated based on an 85 day delivery period multiplied by the sum total of the water right authorized rate for the diversion.
- Deliveries of non-irrigation rights (year-round season of use) shall be calculated based on a 180 day delivery period multiplied by the sum total of the water right authorized rate for the diversion.
- Deliveries from the diversions that have IDWR approved measuring devices shall be calculated based on the watermaster’s measurement and delivery records.

Water rights meeting the definition of Idaho Code §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 **\$40.00** per water right owner shall be assessed. Whenever the prorated charge to a user is less than **\$40.00**, 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 **\$40.00**.

### **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 adopted budget shall constitute a final determination of the amount due.

### **5e. DISTRICT PAYMENT TERMS AND FISCAL YEAR**

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

1. Annual assessments shall be payable on or before June 1. The postmark date will be considered the date of payment. Accounts not paid within thirty (30) days of the due date 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. Water users shall reimburse WD29D for any overdraft item fee assessed by the bank for a returned check.
2. The Watermaster is authorized pursuant to Idaho Code § 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 due 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.
4. The fiscal year for WD29D shall be defined as the calendar year.

### **6. ELECTION OF A DISTRICT TREASURER**

It is herewith resolved that **Dianna Burden** be appointed as treasurer for WD29D until a successor is elected and appointed. The duties of the treasurer will be to prepare and collect annual assessments in coordination with and on behalf of the watermaster, maintain the WD29D checking account, approve expenses adopted in the budget, disperse 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. COLLECTION OF THE BUDGET AND DISBURSEMENT OF FUNDS**

It is herewith resolved that the adopted budget for WD29D be collected from the water users by the WD29D treasurer as provided by Idaho Code § 42-618. The treasurer will make an assessment in coordination with and on behalf of the watermaster 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 bank account maintained by the water district. The WD29D checking account is maintained at: DL EVANS BANK, Pocatello, ID. The treasurer shall disperse funds from the water district bank account using two-party signature checks when the amount is greater than \$1,000, signed by the treasurer and one member of the advisory committee.

### **8. 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 (Irrigation regular assessment)	Jim Guthrie
Member #2 (Irrigation regular assessment)	Jeromey Stanger
Member #3 (Irrigation minimum assessment)	Dennis Hill
Member #4 (Irrigation minimum assessment)	Randy Smith
Member #5 (Non-irrigation regular assessment)	Rich Diehl

#### **9. 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 WD29D Watermaster
- the current WD29D Treasurer
- one member of the WD29D Advisory Committee appointed by the meeting chairman

If either or both the watermaster or 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.

#### **10. ANNUAL MEETING DATE**

It is herewith resolved that the annual meeting for WD29D shall be held on the second (2<sup>nd</sup>) 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 09, 2020**.

#### **11. ANNUAL MEETING MINUTES AND REPORTS OF THE WATERMASTER AND WATER DISTRICT**

- a. Copies of the minutes of the annual meeting, the budget as approved, and adopted resolutions shall be filed with the Director of IDWR immediately after the annual meeting in accordance with Idaho Code § 42-617.
- b. The watermaster of WD29D 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.
- c. The watermaster, working with the advisory committee, shall prepare a proposed budget, including the proportionate amount proposed to be assessed to the respective water users, 14 days prior to the annual meeting of WD29D in accordance with Idaho Code §§ 42-605(A), 42-612, and 42-615.

#### **12. 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.

#### **13. 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.

**Summary of Proposed Expenses and Budget FY 2019**

**Expenses:**

Watermaster compensation	\$ 6,500 (\$18/hr.)
Treasurer compensation	\$ 2,500
Payroll expenses	\$ 1,100
Vehicle mileage for watermaster	\$ 2,000 (\$0.58/mile)
Office supplies	\$ 700
Field supplies (watermaster phone)	\$ 780
Contingency	<u>\$ 1,000</u>
<b>Total Expenses</b>	<b>\$ 14,580*</b>

Total expenses approved	\$ 14,580
Previous year cash forward (district reserves)	\$ 9,000
District reserves applied to expenses	\$ 1,000
<b>Total to collect by assessment</b>	<b>\$ 13,580</b>

\*Budget line item totals shown are estimates; actual line item costs may vary but the total cost incurred for the district cannot exceed \$ 14,580 during the fiscal year.



ADOPTED BUDGET AND RESOLUTIONS  
PERTAINING TO THE COLLECTION THEREOF

FOR 20 19

RECEIVED  
MAR 25 2019  
Department of Water Resources  
Eastern Region

WATER DISTRICT NO. 29D  
STREAM Lower Portneuf River & Tributaries  
COUNTY Bannock  
NAME OF SECRETARY Mary Spinner  
ADDRESS OF SECRETARY 2041 E Two Mile Rd McCannan Id 83250

COLLECTION AND HOLDING OF WATER DISTRICT FUNDS

Please check the appropriate box regarding the collection and holding of Water District funds.

- The Water District collects and holds its own funds.
- \_\_\_\_\_ County collects and holds funds for the Water District.  
(county name)
- \_\_\_\_\_ County collects the Water District's funds and deposits the funds in an account  
(county name) held by the Water District.

(This report must be certified and made in duplicate, one copy to be forwarded to the appropriate regional office of the Idaho Department of Water Resources., and one copy to the Secretary of the Annual Water User's Meeting of the Water District. If a designated county collects funds for the water, then a third copy must be sent to the auditor of the designated county.)

\_\_\_\_\_ Downey \_\_\_\_\_ Idaho, March, 2019

I HEREBY CERTIFY that the within is true and correct copy of the budget as adopted at the annual Water User's Meeting of Water District No. 29D, held at Pocatello City Hall on the 11 day of March, 2019 and all resolutions adopted at said meeting pertaining to the time and the manner of collecting the amounts provided for in the said budget.

\_\_\_\_\_  
Diana Burden  
Secretary, Water District No. 29D  
Treasurer

RESOLUTIONS PERTAINING TO THE TIME AND MANNER OF COLLECTING THE BUDGET AS  
ADOPTED AT THE ANNUAL MEETING OF THE USERS OF

WATER DISTRICT No. 29D

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### Water District 29D Budget Proposal Worksheet 2019

	Proposed Budget for 2019	Actual Costs 2018	Proposed Budget for 2018	Actual Costs for 2017	Actual Costs of 2016	Actual Costs for 2015
<b>Watermaster Expenses</b>						
Watermaster Hours ( \$18.00/hr.)	\$ 6,500.00	\$ 8,514.00	\$ 6,500.00	\$ 5,715.00	\$ 5,823.00	\$ 5,839.50
Watermaster Mileage (\$ .54/mile)	\$ 2,000.00	\$ 1,515.65	\$ 2,000.00	\$ 1,857.06	\$ 1,536.30	\$ 1,079.68
Field Supplies (\$500 Tablet & \$500 Data Plan in 2018; Data in 2019)	\$ 780.00	\$ 547.93	\$ 1,100.00	\$ -	\$ 57.66	\$ -
<b>Total Watermaster Expenses</b>	<b>\$ 9,280.00</b>	<b>\$ 10,577.58</b>	<b>\$ 9,600.00</b>	<b>\$ 7,572.06</b>	<b>\$ 7,416.96</b>	<b>\$ 6,919.18</b>
<b>Employer Payroll Expenses</b>						
Idaho State Unemployment	\$ 30.00	\$ 22.91	\$ 200.00	\$ 22.80	\$ 80.33	\$ 67.62
FICA (Employer Share)	\$ 475.00	\$ 527.86	\$ 403.00	\$ 354.33	\$ 361.03	\$ 362.05
Medicare (Employer Share)	\$ 150.00	\$ 123.45	\$ 94.25	\$ 82.87	\$ 84.44	\$ 59.04
Idaho State Insurance Fund	\$ 325.00	\$ 328.00	\$ 400.00	\$ 279.00	\$ (117.00)	\$ 891.00
<b>Total Employer Payroll Expenses</b>	<b>\$ 980.00</b>	<b>\$ 1,002.22</b>	<b>\$ 1,097.25</b>	<b>\$ 739.00</b>	<b>\$ 408.80</b>	<b>\$ 1,379.71</b>
<b>Office Expenses</b>						
Envelopes/Paper/Toner Etc.	\$ 400.00	\$ 257.11	\$ 250.00	\$ 199.68	\$ 124.83	\$ 209.66
Postage	\$ 250.00	\$ 321.55	\$ 275.00	\$ 248.72	\$ 263.17	\$ 196.00
PO Box Rent	\$ 70.00	\$ 54.00	\$ 54.00	\$ 52.00	\$ 50.00	\$ 50.00
Account Analysis & Tax Prep	\$ -	\$ 78.00	\$ 70.00	\$ 50.00	\$ 50.00	\$ 50.00
Bank Service Charge	\$ -	\$ 15.80			\$ 6.60	
Advertise for Water Master		\$ 133.21				
<b>Total Office Expenses</b>	<b>\$ 720.00</b>	<b>\$ 859.67</b>	<b>\$ 649.00</b>	<b>\$ 550.40</b>	<b>\$ 494.60</b>	<b>\$ 505.66</b>
<b>Bookkeeping Services</b>	<b>\$ 2,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>
<b>Contengency Fund</b>	<b>\$ 1,100.00</b>					
<b>Total Operating Expenses</b>	<b>\$ 14,580.00</b>	<b>\$ 15,939.47</b>	<b>\$ 14,846.25</b>	<b>\$ 12,361.46</b>	<b>\$ 11,820.36</b>	<b>\$ 12,304.55</b>
<b>Total Revenues</b>	<b>\$ 14,579.84</b>	<b>\$ 11,825.47</b>		<b>\$ 11,959.42</b>	<b>\$ 11,597.23</b>	<b>\$ 11,959.42</b>
<b>Revenues in Excess of or (less than) Expenses</b>	<b>\$ (0.16)</b>	<b>\$ (4,114.00)</b>		<b>\$ (402.04)</b>	<b>\$ (223.13)</b>	<b>\$ (402.04)</b>
<b>Bank Balance at End of Year</b>		<b>\$ 9,098.07</b>				<b>\$ 13,852.69</b>
<b>Water Costs Minimum Users</b>		<b>\$ 35.00</b>	<b>\$ 35.00</b>	<b>\$ 35.00</b>	<b>\$ 35.00</b>	<b>\$ 35.00</b>
<b>Water Costs per CFS for Larger Users</b>		<b>\$ 0.88700</b>	<b>\$ 0.8870</b>	<b>\$ 0.8730</b>	<b>\$ 0.8820</b>	<b>\$ 0.8730</b>

Prepared by Willows West LLC on February 11, 2019- jr

Notes:

Year 2014	Year 2013
\$ 11,068.42	\$ 14,378.67
\$ (1,652.48)	
\$ 14,768.78	\$ 16,649.17
\$35.00	\$35.00
0.7300	\$1.47

# Water District 29-D Payroll Expense FY 2018

## For Randy Smith, Watermaster

	Hours Worked x \$18.00	Gross Pay	Medicare Withholding	FICA Withholding	Employer FICA	Federal Tax	Idaho Tax	Net Pay	Mileage = Miles x \$ .545	Other Expences	Amount of Check	Miles traveled	Date Paid	Check Number
January	10	\$ 180.00	\$ 2.61	\$ 11.16	\$ 11.16	\$ 10.00	\$ 10.00	\$ 146.23	\$ -		\$ 146.23	0	2/17/2018/	online
February	17	\$ 306.00	\$ 4.44	\$ 18.97	\$ 18.97	\$ 10.00	\$ 12.00	\$ 260.59	\$ 25.07	\$ -	\$ 285.66	46	3/5/2018	online
March	48	\$ 864.00	\$ 12.53	\$ 53.57	\$ 53.57	\$ 65.60	\$ 39.00	\$ 693.30	\$ 254.52	\$ -	\$ 947.82	467	4/8/2018	to Board
1st Qtr Total	75	\$ 1,350.00	\$ 19.58	\$ 83.70	\$ 83.70	\$ 85.60	\$ 61.00	\$ 1,100.12	\$ 279.59	\$ -	1379.705	513		

## For Harold Armstrong, Watermaster

April	20	\$ 360.00	\$ 5.22	\$ 22.32	\$ 22.32	\$ -	\$ -	\$ 332.46	\$ 24.53		\$ 356.99	45	5/1/2018	356
May	50	\$ 900.00	\$ 13.05	\$ 55.80	\$ 55.80	\$ 24.62	\$ -	\$ 806.53	\$ 109.00		\$ 915.53	200	5/31/2018	359
June	90	\$ 1,620.00	\$ 23.49	\$ 100.44	\$ 100.44	\$ 100.06	\$ 9.00	\$ 1,387.01	\$ 264.33	\$ 12.70	\$ 1,664.04	485	6/29/2018	361
2nd Qtr Total	160	2880	41.76	178.56	178.56	124.68	9	2526	397.85	12.7	2936.55	730		
July	102	\$ 1,836.00	\$ 26.62	\$ 113.83	\$ 113.83	\$ 125.98	\$ 21.00	\$ 1,548.57	\$ 342.26	\$ 12.70	\$ 1,903.53	628	7/30/2018	363,364&367
August	70	\$ 1,260.00	\$ 18.27	\$ 78.12	\$ 78.12	\$ 60.62	\$ -	\$ 1,102.99	\$ 258.88		\$ 1,361.87	475	8/30/2018	366
September	40	\$ 720.00	\$ 10.44	\$ 44.64	\$ 44.64	\$ 6.62	\$ -	\$ 658.30	\$ 125.35		\$ 783.65	230	9/26/2018	369
3rd Qtr Total	212	\$ 3,816.00	\$ 55.33	\$ 236.59	\$ 236.59	\$ 193.22	\$ 21.00	\$ 3,309.86	\$ 726.49	\$ 12.70	\$ 4,049.05	1333		
October	12	\$ 216.00	\$ 3.13	\$ 13.39	\$ 13.39	\$ -	\$ -	\$ 199.48	\$ 65.40		\$ 264.88	120	10/30/2018	370
November	10	\$ 180.00	\$ 2.61	\$ 11.16	\$ 11.16	\$ -	\$ -	\$ 166.23	\$ 46.33		\$ 212.56	85	11/25/2018	371
December	4	\$ 72.00	\$ 1.04	\$ 4.46	\$ 4.46			\$ 66.50	\$ -		\$ 66.50	0	1/7/2019	373
4th Qtr Total	26	\$ 468.00	\$ 6.78	\$ 29.01	\$ 29.01	\$ -	\$ -	432.21	\$ 111.73	\$ -	\$ 543.94	205		
<b>2018 Total</b>	<b>473.00</b>	<b>\$ 8,514.00</b>	<b>\$ 123.45</b>	<b>\$ 527.86</b>	<b>\$ 527.86</b>	<b>\$ 403.50</b>	<b>\$ 91.00</b>	<b>\$ 7,368.19</b>	<b>\$ 1,515.65</b>	<b>\$ 25.40</b>	<b>\$ 8,909.24</b>	<b>2781</b>		

Note: January miles were paid at \$.56/mile. Starting Feb. Randy asked to have \$10 addition withheld for State Tax.

Prepared by Willows West LLC, Signed: Joyce Rendace

## 2018 Profit and Loss Statement

	2018	2017 Comparison	2016 Comparison	2015 Comparison
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Water Right	\$ 11,746.16	\$ 11,712.25	\$ 11,597.23	\$ 11,068.42
Finance Charges	\$ 79.31	\$ 247.17		
Total Income	\$ 11,825.47	\$ 11,959.42	\$ 11,597.23	\$ 11,068.42
Gross Revenues	\$ 11,825.47	\$ 11,959.42	\$ 11,597.23	\$ 11,068.42
<b>Operating Expense</b>				
<b>OFFICE EXPENSES</b>				
Bank Service Charges	\$ 15.80		\$ 6.60	\$ 2.20
Contract Bookkeeping Services	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Envelopes, Paper, Toner Etc	\$ 257.11	\$ 199.68	\$ 124.83	\$ 97.41
Postage	\$ 321.55	\$ 248.72	\$ 263.17	\$ 196.00
PO Box Rent	\$ 54.00	\$ 52.00	\$ 50.00	\$ 48.00
Account Analysis & Tax Prep	\$ 78.00	\$ 50.00	\$ 50.00	\$ 50.00
Advertise for WaterMaster	\$ 133.21			
Total OFFICE EXPENSES	\$ 4,359.67	\$ 4,050.40	\$ 3,994.60	\$ 3,893.61
<b>Payroll Expenses</b>				
Watermaster Wages	\$ 8,514.00	\$ 5,715.00	\$ 5,823.00	\$ 5,839.50
Watermaster Mileage	\$ 1,515.65	\$ 1,857.06	\$ 1,536.30	\$ 1,608.08
FICA Employer's Share	\$ 527.86	\$ 354.33	\$ 361.03	\$ 362.05
Medicare Employer's Share	\$ 123.45	\$ 82.87	\$ 84.44	\$ 59.04
Idaho State Insurance Fund	\$ 328.00	\$ 279.00	\$ (117.00)	\$ 891.00
Idaho State Unemployment Insurance	\$ 22.91	\$ 22.80	\$ 80.33	\$ 67.62
Total Payroll Expenses	\$ 11,031.87	\$ 8,311.06	\$ 7,768.10	\$ 8,827.29
Field Supplies Comp.Batteries,Data	\$ 547.93		\$ 57.66	
Total Expense	\$ 15,939.47	\$ 12,361.46	\$ 11,820.36	\$ 12,723.10
Net Income	\$ (4,114.00)	\$ (402.04)	\$ (223.13)	\$ (1,654.68)

Prepared March 9, 2016 by Willows West, LLC

<b>Water District 29D</b>		
<b>Balance Sheet</b>		
<b>Monday, March 11, 2019</b>		
<b>Current Assets</b>		
Bank Account Balance 2/28/19 Statement	\$	9,098.07
Accounts Recievable	\$	654.79
Office Supplies on Hand	\$	20.00
Undeposited Checks since 2/28/19 Statement	\$	35.00
<b>Total Current Assets</b>	<b>\$</b>	<b>9,807.86</b>
<b>Current Liabilities</b>		
State & Federal Payroll Taxes <i>(Due April 10)</i>	\$	71.58
Idaho Unemployment Tax	\$	-
Checks not cleared since 2/28/19 Statement	\$	269.40
<b>Total Current Liabilities</b>	<b>\$</b>	<b>340.98</b>
<b>Total Assets and Liabilities</b>	<b>\$</b>	<b>9,466.88</b>

*Prepared by Willows West, LLC March 9, 2019 jr*

**Notes: Last year our Total Assets & Liabilities were: \$13,773.65. ( \$4080.21 less than 2018) .**

**ROSTER OF ATTENDANCE**  
**2019 WATER DISTRICT 29D ANNUAL MEETING March 11, 2019**

NAME	ADDRESS	PHONE (Best contact for watermaster, i.e. cell phone)	EMAIL	R th
Norm Hill	6900 W Portneuf Rd Poc	208-241-5716	bethnorm@cableone.net	
Beth Hill	✓	✓	✓	
Joyce Rendace	2704 W. Portneuf Ink	208-241-5922	joy.rendace@gmail.com	
Randy Smith	S Grant			
Kip Smith	5172 W. Portneuf Ink	208-604-3298		
Harold (Hal) Armstrong	2771 Bannock Hwy, Poc, ID	(208) 233-4346	halarm@gmail.com	
Dennis Hill	3399 S Old Hwy 91 W Cammon ID	241 9519	laurafrankold@gmail.com	
Sue & Lynda	2766 Bannock Hwy	208-233-4240	Sue & Lynda@gmail.com	
Rose Sterner	1936 Sold Hwy 91	208 7751900	sterner@ida.net	
Ray Onstine	2498 S Old Hwy 91	208-360-4515		
Mary Spinner	2641 E Two Mile Rd McCammon	(208) 241-7258	maryspinner@yahoo.com	
Man & Judy	6919 W Park Rd	208-251-1850		
GARRY L. PURKEY	2334 N. FT HALL MINER D	Poc 208, 244-1461	garrypurkey@aol.com	
Monte Leigh	2263 Inkorn Rd	208-775-3775		
Quin Gilbert	POB 194 Inkorn Id	208 251-4860	Quin. Gilbert@yaho.com	
Dan Bull	3408 W. Portneuf rd. Ink	208-251-3165	Danbullidaho@gmail.com	
Jim Guthrie & Carol Guthrie	P.O. Box 12 Inkorn, Id. 83245	208-241-1362	eguthrie1954@gmail.com	
Tearsa & Drew Burke	7288 W Portneuf Road	503 883 3098	drewcburke@yahoo.com	
Jim Shaw	2072 N. Mink Creek Rd	208-234-1758		
Sue Vender Brode	630 N. Mink Co. Rd.	208-232-5463	akersue@gmail.com	

**ROSTER OF ATTENDANCE**  
**2019 WATER DISTRICT 29D ANNUAL MEETING March 11, 2019**

NAME	ADDRESS	PHONE (Best contact for watermaster, i.e. cell phone)	EMAIL
RICH DIETR	CITY OF POCATELLO	(208) 234-6148	rdietr@pocatello.us
Bill Akersten	640 W. Mink Linn	(208) 232-5463	akerwill@isu.edu
Lawrence Nestor	1679 Nestor Road		nestorinKom@gmail.com
Kent Jenkins	2151 Bannock Hwy Poc	208 232 8447	LippyLavell@msn.com
Kristyn CALDWELL	2958 W. PORTNEUF RD INKOM	208-244-4934	
Jeromey Stanger	1747 N Indian Creek Rd Inkom	208-339-4522	MRJLS1@MSN.COM
Tanae Nelson	2382 N. Apple Ln poc.	208-705-3035	nelstana@gmail
Dellor Gilbert	PO Box 6 Inkom	208 775 3692	
MIKE VESTAL	2490 S. GRANT	208 241-6844	POC
Cory Lamb	2026 S. Grant	208 233 1858	POC
Steven Hall	3800 Tech Farm	541-778-6906	skimhall@gmail.com
Dianna Burden	PO Box 144 Downey Id	208-251-3723	dianna@portneuf-mercant
Smith	PO BOX 195 Inkom	208 317-1808	
Kevin Pelt	PO Box 392 Inkom	909 499 0161	







State of Idaho

**DEPARTMENT OF WATER RESOURCES**

Eastern Region • 900 N Skyline Drive, Suite A • Idaho Falls ID 83402-1718

Phone: (208) 525-7161 • Fax: (208) 525-7177

Website: [idwr.idaho.gov](http://idwr.idaho.gov) • Email: [easterninfo@idwr.idaho.gov](mailto:easterninfo@idwr.idaho.gov)

BRAD LITTLE

Governor

March 26, 2019

GARY SPACKMAN

Director

Water District #29D

Dianna Burden

PO Box 144

Downey ID 83234

RE: 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,

Sharla Cox

Administrative Assistant