

	WATER RIGHT OWNER	IDWR WATER RIGHT IDENT No.	DIVERSION NAME / REMARKS
1	Leon Anderson (sold) TIM Sullivan	13-00771 A	
2	Ralph Anderson	" 771 A	
3	Dave Bartholme	701	
4	Robert Bowman (sold) Justin Burrell	690	
5	Dixie Hunsker	688	
6	Doug Flagg	680	
7	Lyndon Evans	719	
8	Doc Farasworth	710	
9	Rouen Gunnell	706	
10	RON Hamm	771 A	
11	Phil Hansen	682	
12	Robert Harris	678	
13	Alan Hubbard	714	
14	Tod Jensen	722	
15	Mike Johnson	771 A	
16	Tod Kirby	684	
17	Roger Mickelson	708 A	
18	Vaughn Mickelson	708 B	
19	LYNN RASMUSSEN	675	
20	Boyd Raud	680	
21	Paul Shupe	727 A	
22	Charles Barlow / Mike Fitzey	708	
23	Tracy Woolsey	700	
24	Willis Wright / Ted Jensen	692	
25			
26			
27			
28			
29			
30			

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SECTION 42-606 IDAHO CODE

REPORTS OF WATERMASTERS. All watermasters shall make an annual report to the department of water resources prior to the expiration of the watermaster's appointment for the current year. This report shall show the total amount of water delivered by the watermaster during the preceding year, the amount delivered to each water user, the total expense of delivery and the apportionment of expenses among users and all debits and credits to be carried over to the following year. Such report shall also include records of stream flow the watermaster used or made in the process of distributing water supplies. The director may ask for other information deemed necessary in assuring proper distribution of water supplies within the district. The reports of watermasters to the department of water resources shall be filed and kept in the office of the department.

Instructions For Completing Annual Watermaster's Report

This form has been developed to assist the watermaster in complying with some of the annual reporting requirements of Section 42-606, Idaho Code. The form provides for summary of the amount of water delivered by the watermaster to each user, the total expense of delivery and the apportionment of expenses among water users, including debits and credits. Water distribution and hydrologic information including stream flow records, daily diversion data, water right information and water right priority cut summaries should be presented in a separate water distribution report.

Complete this annual report form of delivery and costs as follows:

- 1) Enter water right holder name, corresponding IDWR water right number or numbers, and corresponding diversion name and/or remarks on page 2;
- 2) Enter the total amount of water delivered to each user as total 24-hour second feet under column 1, page 3. Total **24-hour second feet** is a flow rate expressed in terms of one day or 24 hours. For example, a continuous diversion of 2 cfs over 20 days would equal 40 24-hour second feet.
- 3) Under column 3, page 3, enter the amount of money assessed or billed to each user at the beginning of the year. The assessment may be found in the previous year's adopted budget report.
- 4) In the work space provided on the right hand side of page 3, add up total watermaster salary costs and expenses and enter as 'TOTAL COST'. Then divide this total cost by the total number of 24-hour second feet delivered (sum of column 1) to obtain the cost per 24 hour second feet delivered, or the unit cost factor.
- 5) Under column 2, page 3, multiply the unit cost factor (obtained in step number 4 above) by each user's total 24-hour second feet delivery in column 1 to obtain the total cost against each user.
- 6) For each user, subtract the total cost amount in column 2 from the adopted budget in column 3 and enter the difference either as a credit or debit (negative differences entered as debits, positive differences entered as credits).
- 7) Sign the report before a notary public and submit the original to the appropriate regional office of the Department of Water Resources. Retain one copy for the Water District.

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2		Month								Source									
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.										Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									
Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner				Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner			
WR#										WR#									
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method		Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	
1										1									
2										2									
3										3									
4										4									
5										5									
6										6									
7										7									
8										8									
9										9									
10										10									
11										11									
12										12									
13										13									
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15										15									
16										16									
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25										25									
26										26									
27										27									
28										28									
29										29									
30										30									
31										31									
Total in 24 hr sec ft										Total in 24 hr sec ft									
Remarks										Remarks									

2 Month									Month								
Source									Source								
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.								
Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner		
									Paul Shupe			Mike Finney			Bracy Woolsey		
															Willis/Ted Wright/Jensen		
WR#									WR#								
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method
1									1	1.0	weir	3.4		3.7	weir	6.8	weir
2									2								
3									3								
4									4								
5									5								
6									6								
7									7								
8									8								
9									9								
10									10								
11									11								
12									12								
13									13								
14									14								
15									15								
16									16								
17									17								
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24									24								
25									25								
26									26								
27									27								
28									28								
29									29								
30									30								
31									31								
Total in 24 hr sec ft									Total in 24 hr sec ft								
Remarks									Remarks								

2 Month		Source								Month		Source							
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.										Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									
Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner			
Roger Mickelson		Vaughn Mickelson		LYNN Rasmussen		Boyd Rind													
WR#									WR#										
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method		
1	1	-	1	-	3.2	Weir	1	-	1										
2									2										
3									3										
4									4										
5									5										
6									6										
7									7										
8									8										
9									9										
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29									29										
30									30										
31									31										
Total in 24 hr sec ft									Total in 24 hr sec ft										
Remarks									Remarks										

2 Month									Month											
Source									Source											
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.											
Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner					
									Alan Hubbard			Tod Jensen			Mike Johnson			Todd Kirby		
WR#									WR#											
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method			
1									1	13	Weir	4.6	Weir	.62	-	2.4	Weir			
2									2											
3									3											
4									4											
5									5											
6									6											
7									7											
8									8											
9									9											
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27									27											
28									28											
29									29											
30									30											
31									31											
Total in 24 hr sec ft									Total in 24 hr sec ft											
Remarks									Remarks											

2 Month		Source								Month		Source							
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner or water rights, not Tenant.										Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner or water rights, not Tenant.									
Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner			
Rouin Gunzell		Ron Hamm		Phil Hansen		Robert Harris													
WR#		WR#		WR#		WR#		WR#		WR#		WR#		WR#		WR#			
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method		
1	16	weir	15	weir	2.8	weir	14	P. Flume	1										
2									2										
3									3										
4									4										
5									5										
6									6										
7									7										
8									8										
9									9										
10									10										
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27									27										
28									28										
29									29										
30									30										
31									31										
Total in 24 hr sec ft										Total in 24 hr sec ft									
Remarks										Remarks									

2 Month									Month											
Source									Source											
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.											
Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner			Diversion Name or Owner					
									Dixie Hunziker			Doug Flaag			LYNDON EVANS			Dee Farsworth		
WR#									WR#											
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method			
1									1	1.6	Weir	1.5	Weir	2.8	RTU	1.8	Weir			
2									2											
3									3											
4									4											
5									5											
6									6	was delivered on April 10										
7									7	and utilized their Decree										
8									8	until Sept. 20 2017										
9									9											
10									10											
11									11											
12									12											
13									13											
14									14											
15									15											
16									16											
17									17											
18									18											
19									19											
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25									25											
26									26											
27									27											
28									28											
29									29											
30									30											
31									31											
Total in 24 hr sec ft									Total in 24 hr sec ft											
Remarks									Remarks											

Lynn Rasmussen
(Water Master)

2 Month		Source								Month		Source							
Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.										Use cubic ft. per sec. for 24-hr periods, or 24-hr second ft. List owner of water rights, not Tenant.									
Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner		Diversion Name or Owner			
Leon Anderson		Ralph Andersen		Paul Bartholme		Justin Burrell													
WR#		WR#		WR#		WR#		WR#		WR#		WR#		WR#		WR#			
Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Day	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method	Amount (cfs)	Meas. Method		
1	102	Weir	102	Weir	14	Weir	1.6	Weir	1										
2									2										
3									3										
4									4										
5									5										
6	LINE# 1 ON EVERY RIGHTOWER								6										
7									7										
8									8										
9									9										
10									10										
11									11										
12									12										
13									13										
14									14										
15									15										
16									16										
17									17										
18									18										
19									19										
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24									24										
25									25										
26									26										
27									27										
28									28										
29									29										
30									30										
31									31										
Total in 24 hr sec ft										Total in 24 hr sec ft									
Remarks										Remarks									

Rules for Record Keeping

1. Use the daily record book or personal spreadsheet.
2. Use a separate daily record book for each stream you administer. Do not mix the users of several streams into one daily record.
3. If the Water being delivered is measured and the headgate set on a particular day, record the flow in cubic feet per second in the proper grid space. If water diverted at a particular diversion is not measured on a given day, but you believe that water continues to be delivered without a change in the flow or head gate setting, place an "A" in the grid space for that day. The "A" represents that the previous flow and head gate setting is "assumed." An "A" must always be preceded by an actual numerical flow rate.
4. If the water being delivered is not actually measured, enter an "E" in the grid space under the column meas method for the particular day that the flow rate is estimated. An "E" should always follow an estimated numerical flow that is observed and set in the field.
5. If water is not being delivered, enter a "0" (zero) in the proper grid space. If the water right is cut off because of unavailability of water, a zero may be entered in the grid space corresponding to the day the right could no longer be satisfied, and all subsequent days when water is not deliverable may be designated with a horizontal line through the grids that represent the days of non delivery.
6. A blank grid space; means that the watermaster has no knowledge of the amount of water being delivered on that day. A grid should never be blank while the watermaster is delivering water.
7. If possible, please list the water right no. in the daily record rather than a number assigned by the district or by the decree. Future users of the records will likely look for a water right reference. If there are multiple rights at diversion, please list the most senior right first. You may supplement this book with a list of water rights by priority for each diversion.
8. Record unusual or noteworthy happenings. For instance, if a senior downstream right holder's water right is no longer available because the creek dries up upstream, and junior upstream right holders are allowed to divert remaining water upstream, this event should be recorded on the day it happens.
9. If necessary or requested, watermasters should submit a separate water rights list or reference sheet that associates water rights with current owners or diversion names.

REMARKS

IDWR OFFICES

State
322 E Front St
Boise ID 83720

REGIONAL OFFICES

Western
2735 Airport Wy
Boise ID 83705
334-2190

Southern
1341 Fillmore St Ste 200
Twin Falls, ID 83301
736-3033

Eastern
900 N Skyline Dr Ste A
Idaho Falls, ID 83402
525-7161

Northern
7600 N Mineral Dr Ste 100
Coeur D'Alene, ID 83815

WATERMASTER'S DAILY RECORD

SOURCE Middle Fork Trout Cr.

WATER DISTRICT 13-Q

MONTH(S) OF AD-Sept YEAR 2017

WATERMASTER Lynn Rasmussen

ADDRESS 168 Lago-Liberty Rd
Grace ID
83241

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DEC 21 2017

Department of Water Resources
Eastern Region

After the irrigation season the Watermaster must forward record keeping information and the annual Watermaster report to the appropriate IDWR Regional Office

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DEC 21 2017

WATERMASTER'S PROPOSED BUDGET

FOR 2018

Water District No. 13, Q
Stream Mid Fk Trout Creek
Watermaster Name LYNN RASMUSSEN
Mailing Address 168 Lago - Liberty Rd Grace ID 83241
Name of Secretary Darlene Gunnell
Secretary Mailing Address 2347 Bench Lago Rd Grace ID 83241

SECTION 42-615, IDAHO CODE

PROPOSED BUDGET FOR SUCCEEDING YEAR. Each watermaster shall, at least fourteen (14) days prior to the annual meeting of the water users of the water district, also prepare a proposed budget for the succeeding year, together with a distribution of the amount of the budget to the respective water users, using the actual deliveries for the past irrigation season or seasons, as the basis for distribution. The proposed budget and distribution shall be submitted to the water users for consideration and approval at the next annual water meeting.

In conformity with the above statute, I hereby submit a Proposed Budget for 2018
(YEAR)


WATERMASTER

(This report must be forwarded to the Secretary of the last Annual Water User's Meeting of your District.)

	WATER RIGHT OWNER	IDWR WATER RIGHT IDENT No.	DIVERSION NAME/REMARKS
1	Tim Sullivan	13-00771A	Middle FK Trout Cr
2	Ralph Anderson	771A	↓
3	Dave Barthlome	701	
4	Justin Burrell	690	
5	Dixie Hanzker	688	
6	Doug Flagg	680	
7	Lyndon Evans	719	
8	Des Farnsworth	710	
9	Rovin Gunnell	706	
10	Ron Hamm	771A	
11	Phil Hansen (Lee)	682	
12	Robert Harris	678	
13	Alan Hubbard	714	
14	Tod Jensen	722	
15	Mike Johnson	771A	
16	Todd Kirby	684	
17	Roger Mickelson	708A	
18	Vaughn Mickelson	708B	
19	Lydon Rasmussen	675	
20	Boyd Raud	680	
21	Paul Shupe	724A	
22	Mike Tingey/Charles Barlow	708	
23	Tracy Woulsey	700	
24	Willis Wright/Tod	692	
25	Jensen		
26			
27			
28			
29			
30			

	PAST SEASON DELIVERIES					AVE. DELIVERY FOR PAST SEASONS	ESTIMATED BILLING		ADJUSTED BILLING	
	1	2	3	4	5		6	7	8	
	20__	20__	20__	20__	20__					
1	1.02						10	00		
2	1.02						10	00		
3	.4						10	00		
4	1.6						35	78		
5	1.6						35	78		
6	1.5						33	55		
7	2.8						62	62		
8	.8						17	89		
9	.6						13	42		
10	.5						11	18		
11	2.8						62	62		
12	.4						10	00		
13	.3						10	00		
14	4.6						102	88		
15	.62						10	00		
16	2.4						53	68		
17	.1						10	00		
18	.1						10	00		
19	3.2						71	57		
20	.1						10	00		
21	1.0						22	37		
22	3.4						76	04		
23	3.7						82	75		
24	.8						17	89		
25										
26										
27										
28										
29										
30										

WATERMASTER				ASSISTANT WATERMASTER, SECRETARY, STAFF, ETC.				OTHER EXPENSES	TOTAL COSTS	
YEAR	DAYS	SALARY	TOTAL	DAYS	SALARY	TOTAL				
2017	164	690 ⁰²		164	100 ⁰⁰					
WATERMASTER'S PROPOSED BUDGET 500										
NEXT YEAR	164	690 ⁰²		164	100 ⁰⁰					

Complete this proposed budget report form as follows:

- 1) Enter water right holder name, corresponding IDWR water right number or numbers, and corresponding diversion name and/or remarks on page 2;
- 2) If you wish to estimate next season's assessments based on the average delivery of past seasons, then enter the actual water deliveries to each user for the past two to five seasons on page 3. You have the option of using at least the past two seasons or up to five seasons for averaging. You also have the option of using last year's delivery or one year's delivery as a basis of determining assessments for the next season. Enter deliveries as total 24-hour second feet. Total 24-hour second feet is a flow rate expressed in terms of one day or 24 hours. For example, a continuous diversion of 2 cfs over 20 days would equal 40 24-hour second feet.
- 3) If using the averaging method, enter the average delivery for past seasons in column 6 of page 3. If you are not averaging, then enter each user's delivery from last year in column 5 and skip column 6.
- 4) In the work space provided at the top of this page, enter next year's proposed watermaster salary, secretary and/or staff salaries, and expenses. You may use the past season costs and expenses, or average past seasons' costs and expenses as an aid in determining next year's budget. A more detailed listing or itemization of expenses and salaries can be attached to this form.
- 5) Divide the total proposed budget amount for next year by the total past season delivery (total of column 5, page 3) or average past seasons deliveries (total of column 6, page 3) to obtain a unit cost factor.
- 6) Under column 7, page 3, multiply the unit cost factor by each user's past season or average past seasons deliveries to obtain the estimated billing for the next year.
- 7) Use column 8, page 3, to enter the adjusted billing amount if the district wishes to carryover debits and credits from the previous season. (Refer to the last watermaster report. If a user had a credit, subtract that credit from his or her estimated billing in column 7 of this report, and enter the difference or adjusted amount in column 8. If a user had a debit, then add that debit to his or her billing amount shown in column 7 and show as adjusted billing in column 8.
- 8) Sign the report and retain to present to the water users at the next annual meeting for the water district.

DEC 21 2017



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

C.L. "BUTCH" OTTER
Governor

December 21, 2017

GARY SPACKMAN
Director

Lynn Rasmussen
168 Lago-Liberty Rd
Grace ID 83241

WATER DISTRICT #13Q

Dear Watermaster:

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

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

During the 1993 legislative session, the legislature enacted a new law which amends Section 42-619(9), Idaho Code and removes the independent financial audit requirement for most state water districts. The new law, referenced by Section 67-450B, Idaho Code (copy enclosed) identifies minimum audit requirements for all local government entities. Under the new statute, the governing body of any local government entity (i.e.; water district) whose annual budget does not exceed one hundred thousand dollars (\$100,000) has no minimum audit requirements under this section. This means that any district which handles its own money and whose budget is one hundred thousand dollars (\$100,000) or less does not have to have an independent public account firm conduct a financial audit every few years as previously required by Section 42-619(9).

Please note that only the statutory requirement regarding the independent financial audit has been changed. Districts handling their own fund (i.e.; districts who collect and / or disburse their own funds) must still submit their own statement of the water district's financial affairs at the end of each fiscal year. As recommended in the Department's February 16, 1993 letter and the 1993 Watermaster Handbook, a copy of the financial statement may be submitted either with the annual water masters report or with the minutes of the annual meeting for the ensuing year. An example of an annual financial statement may be found in Appendix C of the 1993 Watermaster Handbook.

SCANNED
DEC 21 2017

The purpose of this letter is to remind all water districts that workers compensation insurance is required for all water district employees. This requirement applies to all water districts in Idaho, regardless of annual budget. Insurance should be applicable at least to all paid water district staff, including the water master as well as watermaster assistants, advisory committee, secretary and treasurer. The costs associated with workers compensation insurance is paid directly by the water district and should be considered an expense of the district. For information about obtaining insurance costs etc., please contact the Idaho State Insurance Fund. The State Insurance Fund has offices in Boise, Coeur d'Alene, Idaho Falls, Pocatello and Twin Falls. Water Districts are also reminded that all paid water district staff may be subject to state and federal taxes. These tax requirements will vary depending on salaries and total income of each watermaster or employee. In many water districts, particularly smaller districts with part-time staff, payment of watermaster or each employee. Districts may wish to contact the State Tax Commission or the Internal Revenue Service for information about state and federal withholding taxes.

Sincerely,

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

Enclosure

SCANNED
DEC 21 2000



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

C.L. "BUTCH" OTTER
Governor

GARY SPACKMAN
Director

December 21, 2017

Darlene Gunnell
2347 Bench Lago Rd
Grace ID 83241

WATER DISTRICT #13Q

Dear Secretary:

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

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

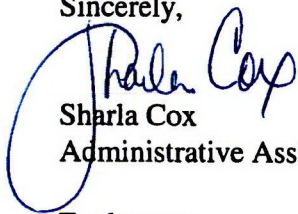
During the 1993 legislative session, the legislature enacted a new law which amends Section 42-619(9), Idaho Code and removes the independent financial audit requirement for most state water districts. The new law, referenced by Section 67-450B, Idaho Code (copy enclosed) identifies minimum audit requirements for all local government entities. Under the new statute, the governing body of any local government entity (i.e.; water district) whose annual budget does not exceed one hundred thousand dollars (\$100,000) has no minimum audit requirements under this section. This means that any district which handles its own money and whose budget is one hundred thousand dollars (\$100,000) or less does not have to have an independent public account firm conduct a financial audit every few years as previously required by Section 42-619(9).

Please note that only the statutory requirement regarding the independent financial audit has been changed. Districts handling their own fund (i.e.; districts who collect and/or disburse their own funds) must still submit their own statement of the water district's financial affairs at the end of each fiscal year. As recommended in the Department's February 16, 1993 letter and the 1993 Watermaster Handbook, a copy of the financial statement may be submitted either with the annual water masters report or with the minutes of the annual meeting for the ensuing year. An example of an annual financial statement may be found in Appendix C of the 1993 Watermaster Handbook.

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DEC 21 2017

The purpose of this letter is to remind all water districts that workers compensation insurance is required for all water district employees. This requirement applies to all water districts in Idaho, regardless of annual budget. Insurance should be applicable at least to all paid water district staff, including the watermaster as well as watermaster assistants, advisory committee, secretary and treasurer. The costs associated with workers compensation insurance is paid directly by the water district and should be considered an expense of the district. For information about obtaining insurance costs etc., please contact the Idaho State Insurance Fund. The State Insurance Fund has offices in Boise, Coeur d'Alene, Idaho Falls, Pocatello and Twin Falls. Water Districts are also reminded that all paid water district staff may be subject to state and federal taxes. These tax requirements will vary depending on salaries and total income of each watermaster or employee. In many water districts, particularly smaller districts with part-time staff, payment of watermaster or each employee. Districts may wish to contact the State Tax Commission or the Internal Revenue Service for information about state and federal withholding taxes.

Sincerely,



Sharla Cox
Administrative Assistant

Enclosures

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DEC 21 2017



State of Idaho
DEPARTMENT OF WATER RESOURCES
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C.L. "BUTCH" OTTER
Governor

December 21, 2017

GARY SPACKMAN
Director

Caribou County Treasurer / Auditor
PO Box 507
Soda Springs Id 83276

RE: Water District No. #13Q

Dear County Treasurer / Auditor:

Transmitted herewith is the 2016 Watermaster's Report and claim for services for the above mentioned Water District.

The various times in this report have been checked and have been found to be proper charges against the water users therein named. Section 42-612, 42-613 and 42-614 of the Idaho Code provides the procedure under which this claim shall be paid from the funds of the above named district.

If you have any questions, please contact us at once.

Sincerely,

A handwritten signature in blue ink that reads "Sharla Cox". The signature is written in a cursive, flowing style.

Sharla Cox
Administrative Assistant

Enclosure

SCANNED
DEC 21 2017



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

C.L. "BUTCH" OTTER
 Governor

GARY SPACKMAN
 Director

October 25, 2017



Water District 13Q
 Lynn Rasmussen
 168 Lago-Liberty Rd
 Grace ID 83241-5352

RE: Requesting Watermaster's Report / Daily Record Books

Dear Watermaster:

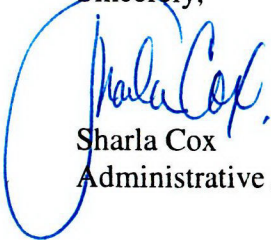
In accordance with Chapter 6, Section 42-614 of the Idaho Code, and department regulations, **the Watermaster of each district is required to submit an annual report to the Department of Water Resources, at 900 N Skyline Dr Ste A, Idaho Falls ID 83402 by December 31, 2017.** You should forward a copy to the County Treasurer, if applicable. Please be certain all of the report is complete.

In accordance with Chapter 6, Section 42-615 of the Idaho Code: Proposed budget for succeeding year. Each watermaster shall, at least fourteen (14) days prior to the annual meeting of the water users of the water district, also prepare a proposed budget for the succeeding year, together with a distribution of the amount of the budget to the respective water users, using the actual deliveries for the past irrigation season or seasons, as the basis for distribution. The proposed budget and distribution shall be submitted to the water users for consideration and approval at the next annual water meeting.

We are enclosing sufficient forms for filling out the Watermaster's Report and the Proposed Budget.

Do not fail to send the Watermaster's Daily Record Books along with the Watermaster Report.

Sincerely,



Sharla Cox
 Administrative Assistant

SCANNED
 DEC 21 2017

SCANNED
APR 25 2017

State of Idaho
Department of Water Resources
Certificate of Appointment

*This is to certify that I have on this day appointed Lynn Rasmussen as
Watermaster of Water District 13Q from this day until the 2018 annual
meeting or until his/her successor is appointed and qualified under the provisions of Idaho Code Section
42-607, at such rate of compensation as established by applicable law.*



*This certificate has been issued and the seal of the
Director fixed at Boise, Idaho, this 25th
day of April, 2017.*

Gary Spackman

Director - IDWR



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

C.L. "BUTCH" OTTER
Governor

April 25, 2017

GARY SPACKMAN
Director

Lynn Rasmussen
168 Lago-Liberty Rd
Grace ID 83241-5352

RE: WATER DISTRICT #13Q

Dear Watermaster:

Your **CERTIFICATE OF APPOINTMENT** is enclosed herewith. You will, therefore, take charge of the waters of such district and distribute the same in accordance with the law and the decrees of the courts to the various users in such district in accordance with the terms and conditions of their respective rights, and perform such other duties as may be required by the Department of Water Resources, under the laws of the State of Idaho. You are hereby requested to assume your duties at once and continue thereat until the necessity therefore shall cease.

Please feel free to call upon this office whenever we can be of assistance to you. We have a personal interest in the success of your year's work and desire to keep in as close touch with you as conditions will permit.

Respectfully submitted,

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

Enclosure

SCANNED
APR 25 2017

WATER DISTRICT INFORMATION SHEET

2017

Year

Middle Fork Trout Creek 13Q
Water District # / Stream Name

Lynn Rasmussen
Watermaster Name

168 Lago Liberty Rd., Grace ID 83241
Address

208-427-6637 Home
Phone Number, Home / Cell E-Mail Address

Assistant Watermaster Name

Address

Phone Number, Home / Cell E-Mail Address

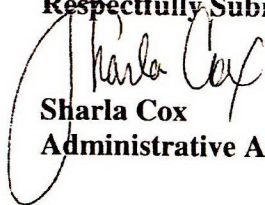
Darlene Gonnell
Secretary Name


2347 Bench Lago Rd., Grace ID 83241
Address

208-427-0099 Home * hillbillydar2@aol.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

* Changed from last year - but I believe you have already updated this


SCANNED
APR 25 2017

Trout Creek Middle Fork Water District 13Q

Minutes of the March 20th, 2017 meeting

Grace Legion Hall

Attendance sign-in sheet and minutes of the 2016 meeting were handed out as members arrived.

In attendance: Tod Jensen, Lynn Rasmussen, Danny Rasmussen, Robert Harris, Glenna Rasmussen, Dixie Hunsaker, Michael Tingey, Dr. Ronald Hamm, Darlene Gunnell.

The meeting was called to order by Chairman Ron Hamm at 1:15. Motion was made and seconded to accept the 2016 minutes. Approved by a show of hands.

1st order of business: Selection of Advisory Committee. The confirming of prior Advisory Committee who are: Tod Jensen, Todd Kirby, Robert Harris, and Ron Hamm, was presented. Motion was made by M. Tingey to leave committee as is and seconded by L. Rasmussen. Approved by verbal ayes.

2nd order of business: Nomination and election of Chairman and Secretary. The floor was opened for nominations or volunteers for the offices. A motion was made by T. Jensen and seconded by M. Tingey to retain R. Hamm as Chairman. Approved by verbal ayes. A motion was made by R. Harris and seconded by T. Jensen to retain D. Gunnell as Secretary. Approved by verbal ayes.

3rd order of business: nomination and election of Water Master. The floor was opened for nominations or volunteers for the office. T. Jensen motioned to retain Lynn Rasmussen, seconded by D. Hunsaker. Approved by verbal ayes.


4th order of business: compensation for Water Master and Secretary. The floor was opened for discussion on the amount paid for fees. The amount was agreeable but delinquent accounts were a problem. In February it was discovered that there were 4 people that had not paid their dues. One was the error of the county and as of today's meeting there was still one that was delinquent. Money had not yet been dispersed to the Water Master for 2016 compensation because of the delinquent account. L. Rasmussen proposed that dues be collected by the secretary. Pros and cons were discussed and it was conceded to remain with the county but with follow-ups in 2017 to check on delinquent accounts and to not deliver water to those who have not paid.

SCANNED
APR 25 2017

R. Hamm presented L. Rasmussen with the papers of the Lateral Ditch Association which was formed for the 'Prescott line' with a notation that Woolsey was the manager for that association.

Further items discussed was that it is the water right owner's responsibility to inform the water master when they are turning their water "off" so that the water can be diverted to others when water is being rationed.

A motion was made and seconded for the meeting to adjourn. Meeting was adjourned at 2:30.

Signed:  Approved: 
Darlene Gunnell, Secretary Ronald Hamm, Chairman

SCANNED
APR 25 2017

ADOPTED BUDGET AND RESOLUTIONS
PERTAINING TO THE COLLECTION THEREOF
FOR 20 17

WATER DISTRICT NO. 13Q
STREAM Middle Fork Trout Creek
COUNTY Caribou
NAME OF SECRETARY Darlene Gunnell
ADDRESS OF SECRETARY 2347 Bench Lago Rd

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.

Caribou 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 held by the Water District.
(county name)

(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.)

Grace, Idaho, March 20, 2017

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. 13Q, held at Legion Hall, Grace, Id on the 20th day of March, 2017 and all resolutions adopted at said meeting pertaining to the time and the manner of collecting the amounts provided for in the said budget.

Darlene Gunnell

Secretary, Water District No. 13Q

SCANNED
APR 25 2017

**BUDGET ADOPTED AT THE ANNUAL MEETING
OF THE WATER USERS**

WATER DISTRICT No. 13Q

Estimated Amount for Watermaster's Salary	\$	<u>690.02</u>
Estimated Amount for Assistant Watermaster and other Water District Officials	\$	<u>100.00</u>
Estimated Amount for Other Expenses	\$	_____
TOTAL ESTIMATED EXPENSES FOR 20	\$	<u>790.02</u>

DISTRIBUTION OF THE BUDGET AMONG USERS

Individual, Ditch or Canal Company, assessed	Water Right Ident. No.	Address	Amount of Budget	
			\$	
<u>See Attached</u>				

WD 13Q
MARCH 2017

Water Right Owner	IDWR No.	ID	CFS	amount of budget
Anderson, Char	771 A		0.02	\$10.00
Anderson, Ralph	771 A		0.02	\$10.00
Charles Barlow	708		3.4	\$76.04
C/O Michael Tingey				
Barthlome, Dave	701		0.4	\$10.00
Benson, Vaughn and Cecilia	771 A			\$0.00
Berg, Andrew	771 A			\$0.00
Boman, Robert and Diane	690		1.6	\$35.78
CAMA SDIRA, LLC	680		1.5	\$33.55
C/O Scott Brinkmeyer				
Evans, LeeAnn	719		2.8	\$62.62
Farnsworth, Dee	710		0.8	\$17.89
Gunnell, Roven	706		0.6	\$13.42
Hall, Jon	771			\$0.00
Hamm, Ronald	771 A		0.5	\$11.18
Hansen, Barry and Sandra	771			\$0.00
Hansen, Phil	682		2.8	\$62.62
Harris, Ross & Robert	678		0.4	\$10.00
Hill, Matt and Suzanne	690			\$0.00
Hubbard, Alan	714		0.3	\$10.00
Hunsaker, Breck and Dixie	688		1.6	\$35.78
Jensen, Tod	722		4.6	\$102.88
Johnson, Mike	771 A		0.02	\$10.00
Kirby, Todd	684		2.4	\$53.68
Mickelson, Roger	708 A		0.1	\$10.00
Mickelson, Vaughn	708 B		0.1	\$10.00
Rasmussen, Lynn	675		3.2	\$71.57
Ruud, Boyd	680		0.1	\$10.00
Shupe, Paul	772 A		1.0	\$22.37
Warnes, Paul	690			\$0.00
Woolsey, Tracy	700		3.7	\$82.75
Wright, Willis	692		0.8	\$17.89
(Tod Jensen)				
			32.76	\$790.02

SCANNED
APR 25 2017



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 25, 2017

C.L. "BUTCH" OTTER
Governor

GARY SPACKMAN
Director

Darlene Gunnell
2347 Bench Lago Rd
Grace Id 83241

RE: WATER DISTRICT #13Q

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

SCANNED
APR 25 2017



State of Idaho
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C.L. "BUTCH" OTTER
Governor

GARY SPACKMAN
Director

April 25, 2017

Caribou County Treasurer / Auditor
Box 507
Soda Springs ID 83276

RE: Water District No. #13Q

Dear Treasurer / Auditor:

Enclosed please find copies of the Adopted Budget and Minutes of the above Water District. They have been read and approved by this office.

If you have any questions concerning this matter, please feel free to contact this office.

Respectfully submitted,

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

SCANNED
APR 25 2017