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MAR 24 2018

DEPT OF WATER RESOURCES
SOUTHERN REGION

ANNUAL MEETING MINUTES
WATER SUB-DISTRICT 71, STANLEY AREA
MONDAY MARCH 19, 2018 1:00 PM
STANLEY RANGER STATION

The meeting was called to order by Cliff Hansen at approximately 1:09 pm.

Present were: Cliff Hansen (Advisory Committee Member for 71 and 170), Jim Humphreys-H-Hook Ranch, Brett Woolley and Dan Woolley-Woolley Ranch, Jeff Ballas- Fisher Creek Partners/Rocky Mountain Ranch, Sherrill Baird-Stanley Lake WUA, Mike Miller, Carl Thomas – Blechman Estate, Cindy Yenter-170 watermaster, and Brian Anderson-USFS/SNRA.

Jeff Ballas made the motion that Cliff Hansen Chair the meeting, Jim Humphreys seconded the motion. Motion passed unanimously. Cindy Yenter agreed to act as meeting secretary.

The 2017 minutes were read. Motion to accept the minutes was made by Jim Humphreys, seconded by Brett Woolley. Motion passed unanimously.

Sherrill Baird made a motion to leave the Advisory Committee composition and members as represented in the Resolutions. Jeff Ballas seconded and motion passed on voice vote.

The Chairman asked for the Financial Report. Cindy Yenter presented this in Melodie Baker's absence. There is a carryover of \$6,287.04 from 2017. There was brief discussion about applying a portion of the carryover to this year's assessment and carrying over the rest. Cindy took this opportunity to remind members of the \$14,800 lump sum payment offered by the Idaho Water Resource Board (IWRB) to offset lost assessments due to the sale of the Fury-Racine property. The IWRB has now acquired the Fury-Racine water rights and those rights are rented to help meet minimum instream flows on Goat and Meadow creeks. The WD71 watermaster will be obligated beginning in 2018 to administer these instream flows, which cannot be assessed by the District. The District passed a resolution in 2017 which authorized the Advisory Committee to accept this payment on behalf of the District. Members of the Advisory Committee indicated they are ready to accept the payment, and the group agreed the money should be placed in a separate money market account until needed.

The Chairman asked for the Watermaster's Report. Cindy presented in Morgan Miller's absence. A total of 26,533 sec-ft of water was diverted in the Stanley Basin during 2017. Of this amount, 11,466 sec-feet were non-consumptive diversions.

Proposed budget - the proposed budget made no changes to watermaster or secretary/treasurer salary. Brett Woolley would like to be able to offer the watermaster a \$500 bonus at the end of the season. This was written into the budget resulting in a total budget amount of \$14,660. Motion was made by Jim Humphreys to adopt the budget at \$14,660 and rollover \$5,000 of the 2017 carryover. Assessments to collect this year will be \$9,660. Second by Jeff Ballas. Motion passed unanimously.

Watermaster- Morgan Miller would like to serve as watermaster again. Jim Humphreys made the motion to keep Morgan Miller as the Watermaster. Seconded by Brett Woolley, passed unanimously.

Treasurer- Jim Humphreys made the motion to retain Melody Baker as the Secretary-Treasurer. Seconded by Brett Woolley, passed unanimously.

There being no additional changes to the resolutions, there was no need for an additional motion to approved them.

The Chairman asked if there was any other business. Cindy offered a brief update of pending legislation.

Motion to adjourn made by Brett Woolley, seconded by Jim Humphreys. Motion passed. Meeting adjourned 2:00 pm.

Respectfully submitted,

Cindy Yenter

SUB-DISTRICT NO. 71 TREASURER'S REPORT 2017

March 2017 through February 2018

Mar '17 - Feb 18

Income	
INTEREST INCOME	\$ 2.62
Late Fee-Assessment	\$ 108.40
REIMBURSEMENT	\$ 5.00
Water Assessment Fee	\$ 11,880.06
Total Income	<u>\$ 11,996.08</u>
Paid in too much by Graham Interest Feb 2016 NOT included on last year's report	\$ 4.50
	\$ 0.10
Gross Profit	\$ 12,000.68
Expense	
Bank Fees	\$ 5.00
Insurance	
Workers Comp	\$ 319.00
Total Insurance	<u>\$ 319.00</u>
OFFICE EXPENSES	
BOOKKEEPING	\$ 1,696.25
Office Supplies	\$ 174.23
Post Office Box Cost-annual	\$ 70.00
Total OFFICE EXPENSES	<u>\$ 1,940.48</u>
WATER MASTER EXPENSES	
MILEAGE WM	\$ 1,876.25
Total WATER MASTER EXPENSES	<u>\$ 1,876.25</u>
Watermaster-Payroll Expenses	\$ 5,973.28
FUTA not paid by district	\$ 105.38
Total Expense	<u>\$ 10,219.39</u>
Net Income	<u><u>\$ 1,781.29</u></u>
Starting Balance	\$ 4,505.75
Income	\$ 12,000.68
Expenses	<u>\$ 10,219.39</u>
Ending Balance	\$ 6,287.04

**WATER DISTRICT 71
ADOPTED BUDGET 2018**

Date: March 19, 2018

Proposed Expenses

Watermaster Wages (\$25/hr, approximately 220 total hours)	\$5,520.00
Secretary/Treasurer Wages (\$25/hour not to exceed 100 hours)	\$2,500.00
FICA/Medicare/Workers Comp (est 7.65% of wages + \$350 WC)	\$1,000.00
Vehicle Mileage (4000 miles @ 0.535 / mile)	\$2,140.00
Supplies / misc	\$500.00
Contingency	\$2,500.00
<i>Watermaster Bonus</i>	\$500.00
TOTAL PROPOSED BUDGET	\$14,660.00
Carryover	\$5,000.00
TOTAL AMOUNT TO COLLECT	\$9,660.00

**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.

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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.

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SUB-DISTRICT 71 ADVISORY COMMITTEE MEMBERS

Adopted 2017

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: Jeff Ballas
- Member #5: Jim Humphreys
- Member #6: David Bennion

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.

ADVISORY COMMITTEE POWERS AND DUTIES

Adopted 2017

It is resolved that the Advisory Committee of Water District 71 shall have the authority to negotiate with the Idaho Water Resource Board on the Western Rivers transaction project. The chairman of the advisory committee may execute any necessary documents.

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 2018 BUDGET

Adopted 2018

It is resolved that the 2017 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 \$2140
- Office Supplies/misc \$500
- Contingency \$2,500
- Watermaster Bonus \$500
- Total \$ 14,660

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the sub-district cannot exceed \$14,660 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.