

RECEIVED
MAR 27 2019
DEPT. OF WATER RESOURCES
SOUTHERN REGION

Annual Meeting Minutes
Water Sub-District 71, Stanley Area
Monday March 18, 2019 1:00 P.M.
Stanley Community Library

Meeting was called to order by Cliff Hansen at approximately 1:05 p.m.

Present were: Morgan Miller (watermaster), Cliff Hansen (Advisory Committee Chair), Dan Woolley (Woolley Ranch), Rebecca Boil, Melinda Hadzer (Representing Marie Osborn), Amy Cassel (IWRB), Carl Thomas (Representing Emmy Blechmann), Jeff Ballas (Representing IRMR), Brett Woolley (Woolley Ranch), David Bennion (Representing the Stanley Lake Creek Water Users), Bill Leavell, Cindy Yenter, Jim Humphreys (H-Hook Ranch), and Ashley Reese (Representing Hans & Terry Carstensen).

Cliff Hansen was elected Chair of the meeting. The 2018 minutes were read and accepted with the caveat that water usage be reported in acre feet to avoid any confusion. Motion passed with a voice vote. Morgan Miller agreed to act as meeting secretary. The meeting was recorded by Cindy Yenter.

The Chairman asked for the Financial Report. Cindy Yenter presented in Melodie Baker's absence. There is a carryover of \$4,867.80 from 2018. At this point Amy Cassel presented on the \$14,800 lump sum payment offered by the Idaho Water Resource Board (IWRB). For this money to be distributed further work needs to be accomplished in the areas of water control and measurement compliance, and detailed water master instructions must be written.

Proposed Budget: Pursuant to suggestion made by Brett Woolley and group discussion, David Bennion made a motion to increase the watermaster budget to \$6,500. Seconded by Brett Woolley, passed unanimously. Secretary/treasurer salary to stay the same. The watermaster bonus of \$500.00 will be allocated throughout the pay period. Adopted budget for this year was determined to be \$15,640.00 and rollover \$2,500 of the 2018 carryover. Assessments this year will be \$13,140.00. Motion passes unanimously.

Watermaster: Morgan Miller would like to serve as watermaster again. Brett Woolley made the motion to keep Morgan Miller as the watermaster. Seconded by Jeff Ballas, passed unanimously.

Secretary/Treasurer: A motion was made to retain Melodie Baker as the secretary/treasurer. Motion passed unanimously.

A motion was made to accept the current resolutions, with budget changes, by Brett Woolley. Seconded by Jim Humphreys, motion passes unanimously.

New Business: Cindy Yenter discussed new legislation that allowed water districts to meet later in the year. Cliff Hansen brought new information about the lawsuit that concerns certain water users in the Stanley Basin.

Motion to adjourn made by Jeff Ballas, seconded by Jim Humphreys. Motion passed. Meeting adjourned at 2:25 p.m.

Respectfully Submitted,

Cindy Yenter & Morgan Miller

RECEIVED

MAR 27 2019

DEPT OF WATER RESOURCES
SOUTHERN REGION

1:29 PM

02/23/19

Cash Basis

SUB-DISTRICT NO. 71
Profit & Loss
March 1, 2018 through February 20, 2019

	Mar 1, '18 - Feb 20, 19
Income	
INTEREST INCOME	
CHECKING 4615	0.02
SAVINGS 2128	0.14
INTEREST INCOME - Other	2.36
Total INTEREST INCOME	2.52
Late Fee-Assessment	69.43
Water Assessment Fee	9,289.44
Total Income	9,361.39
Gross Profit	9,361.39
Expense	
Bank Fees	5.00
Insurance	
Workers Comp	428.00
Total Insurance	428.00
OFFICE EXPENSES	
BOOKKEEPING	1,668.75
Office Supplies	222.65
Post Office Box Cost-annual	72.00
Total OFFICE EXPENSES	1,963.40
WATER MASTER EXPENSES	
MILEAGE WM	1,953.83
Total WATER MASTER EXPENSES	1,953.83
Watermaster-Payroll Expenses	6,503.28
Total Expense	10,853.51
Net Income	-1,492.12

RECEIVED

MAR 27 2019

DEPT OF WATER & SEWER
SOUTHERN DISTRICT

**WATER DISTRICT 71
ADOPTED BUDGET 2019**

Date: March 18, 2019

Line Item Expenses

Watermaster Wages (\$25/hr, approximately 260 total hours)	\$6,500.00
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 3689 miles @ 0.58 / mile)	\$2,140.00
Supplies / misc	\$500.00
Contingency	\$2,500.00
<i>Watermaster Bonus</i>	\$500.00
TOTAL ADOPTED BUDGET	\$15,640.00
Carryover	\$2,500.00
TOTAL AMOUNT TO COLLECT	\$13,140.00

6:04 PM
03/26/19
Cash Basis

SUB-DISTRICT NO. 71
Balance Sheet Prev Year Comparison
As of February 20, 2019

	Feb 20, 19	Feb 20, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
WELLS FARGO CHECKING4615	435.03	578.83	-143.80	-24.8%
WELLS FARGO SAVING2128	4,432.77	6,143.20	-1,710.43	-27.8%
Total Checking/Savings	4,867.80	6,722.03	-1,854.23	-27.6%
Accounts Receivable				
Accounts Receivable	0.00	-4.50	4.50	100.0%
Total Accounts Receivable	0.00	-4.50	4.50	100.0%
Total Current Assets	4,867.80	6,717.53	-1,849.73	-27.5%
TOTAL ASSETS	4,867.80	6,717.53	-1,849.73	-27.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities	260.26	182.88	77.38	42.3%
Total Other Current Liabilities	260.26	182.88	77.38	42.3%
Total Current Liabilities	260.26	182.88	77.38	42.3%
Total Liabilities	260.26	182.88	77.38	42.3%
Equity				
Unrestricted Net Assets	6,468.42	9,404.61	-2,936.19	-31.2%
Net Income	-1,860.88	-2,869.96	1,009.08	35.2%
Total Equity	4,607.54	6,534.65	-1,927.11	-29.5%
TOTAL LIABILITIES & EQUITY	4,867.80	6,717.53	-1,849.73	-27.5%

**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 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 2019 BUDGET

Adopted 2019

It is resolved that the 2019 operating budget for Sub-district No. 71 is as follows (see attached worksheet):

- Watermaster Wages \$25/hour (\$6500 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 \$ 15,640

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the sub-district cannot exceed \$15,640 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.

**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.

RECEIVED
MAR 27 2019
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.