



State of Idaho
DEPARTMENT OF WATER RESOURCES

Western Region, 2735 Airport Way, Boise, Idaho 83705-5082 - (208) 334-2190
FAX (208) 334-2348

February 14, 2000

DIRK KEMPTHORNE
GOVERNOR

Leo T Oliver, Chairman
3357 Osprey Rd
Eagle, ID 83616

KARL J. DREHER
DIRECTOR

Don Rumsey, Secretary
311 4th Street N Ext
Nampa, ID 83687-3247

RE: Porter Creek Water District Records/Procedures

Dear Mr. Oliver & Mr Rumsey:

As you know there has been ample water in Porter Creek the past several years, and the Watermaster has not been called to regulate diversions to any extent. Because of this, the water district recording has been minimal other than the annual meeting minutes. However, when regulation is needed again, it is important the District Officers document operations correctly, as outlined in the Idaho Code. There has been some confusion in the past, and I would like to clarify the officers responsibilities regarding district records and operation. The responsibilities are:

Chairman

-Chair the annual meeting, oversee the election of officers and district operation. Make sure the water district statutes in the Idaho Code are followed.

Secretary

-Record the annual meeting minutes, submit a copy to IDWR following the meeting.

-Submit a copy of the adopted budget to the county assessor for assessment collection and to IDWR for files. Coordinate district financial matters with the county assessor.

-Keep the district wateruser assessment/mailing list up to date. Submit a copy to IDWR for sending annual meeting notices

-Arrange the annual meeting location and date.

Watermaster

-Keep a daily log of deliveries and district activity.

-Submit an annual watermaster report including the daily log to IDWR. IDWR will forward an approved copy to the District Secretary and the County for watermaster salary payment.

-Submit to IDWR and the District Secretary a proposed budget.

Although the officer duties in a small water district like Porter Creek are fairly straight forward, there is still commitment/work required. Well kept records/documentation are an invaluable tool in resolving future conflicts involving water management.

Should you have any questions, please contact me at the Western Regional Office, phone 334-2190.

Sincerely,

A handwritten signature in cursive script that reads "John Westra".

John Westra
Western Region

cc: H Bernsten, Watermaster