

Helen, here are some draft paragraphs that you may find to be of some use.

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December 20, 1994

Dear Mr. \_\_\_\_\_:

The Selection Committee for the Water District 65 Payette River Watermaster position has reviewed your application to be considered to appointment for the position, along with the other 27 applications.

While you appear to have many strong attributes, there are some other candidates whose qualifications more closely fit the needs of this position. Therefore, we thank you for your participation in this process, and wish you the best for this new year and in the future.

Sincerely,

Robert Henggeler, Chairman  
Water District 65

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December 20, 1994

Dear Mr. \_\_\_\_\_:

The Selection Committee for the Water District 65 Payette River Watermaster position has reviewed your application to be considered to appointment for the position, along with the other 27 applications.

I am pleased to inform you that you have been selected as one of the seven individuals who are the top contenders for the position. Accordingly, it is my privilege to invite you for a personal interview with the Committee.

In an effort to provide opportunities for interviews both during and after Christmas week we have established two time frames for interviews. The first is during the afternoon of Thursday, December 29th. The second is during the afternoon of Thursday, January 5th.

In order to set up an appointment for this interview I would request that you telephone me during business hours at (208) 642-3866. If you are unable to attend either of these two times, please advise me of dates when you are able to attend and I will convey this information to the Committee.

Congratulations on your strong resume. The Committee members look forward to meeting with you soon.

Sincerely,

Helen Bivins, Watermaster  
Water District 65

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Helen -- This letter could be sent to those who need to pay for storage water...

January 3, 1995

Dear Wateruser:

The Idaho Department of Water Resources has provided to this office an updated listing of waterusers who utilized storage water in the Payette River in excess of their accounts during the 1994 delivery season. Enclosed please find a copy of the listing. You will note that your water delivery is included.

The purpose of this letter is to advise you of this accounting and to request that you repay at a cost of \$2.70 per acre-foot the storage users who provided this water.

Please consider this letter to be a billing for the water as shown. Please remit to this office an amount computed as \$2.70 times the amount of water shown in the excess used column, no later than January 25, 1995. A water user who has not paid for water used during the previous year may be prevented from diverting storage water during subsequent years.

If you have questions about the process that has lead to the computation of your storage amounts, please feel free to contact either me at this office at 642-3866, or Mr. Dave Tuthill of the Idaho Department of Water Resources at 334-2190.

Sincerely,

Helen Bivins, Watermaster  
Water District 65