



State of Idaho

DEPARTMENT OF WATER RESOURCES

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C. L. "BUTCH" OTTER  
Governor

DAVID R. TUTHILL, JR.  
Director

FEBRUARY 14, 2008

LOY PEHRSON  
WD34 ADVISORY COMMITTEE CHAIRMAN  
RT 1 BOX 48  
DARLINGTON, ID 83255

**RE: WATERMASTER JOB DESCRIPTION**

Dear Mr. Pehrson:

This letter is a follow up to our telephone discussion this morning and is intended to provide a summary of our discussion. The main topics we discussed are listed and summarized below.

**1. Job description for the Water District No. 34 watermaster.**

You indicated that a formal job description for the watermaster should be prepared and asked whether that is the responsibility of the water district or IDWR.

The watermaster's primary responsibilities are defined in Chapter 6, Title 42, Idaho Code. These include delivering water in priority, developing a budget, reporting to IDWR, etc. A "job description", as I understand the term, describes specific responsibilities in support of the statutory requirements and any additional responsibilities required by the Director of IDWR or as required in the day to day operation of the district office.

To a large extent, the intent of the document, "Water District No. 34 Guidelines for Operation" is to provide these specifics. If that document requires revision, please provide specific comments to that affect, and it will be revised and an updated version will be provided to the Watermaster and posted on the Internet.

**2. Watermaster and ditch rider training.**

You expressed an interest in providing funds in the water district budget for watermaster training. IDWR is willing to meet with the watermaster and others to provide watermaster training. As such, the water district will not need to collect a budget to fund such training.

I agree that some training would be beneficial, but it should not be limited to only the watermaster. Rather, to be effective, the watermaster, ditch riders, and staff of the water district and irrigation district should all participate in a training/planning meeting.

Please discuss this concept with the Advisory Committee and the Watermaster during your meeting tomorrow, and then please contact me to discuss scheduling this training meeting, if appropriate.

**3. Improved accounting tools.**

The third item we discussed was the need for better tools to record and account for water deliveries. Presently, the records and calculations associated with water delivery are performed by hand in some cases, with a computer spreadsheet in other cases, or through the use of a database application maintained by the Big Lost River Irrigation District in other cases. The Watermaster has expressed an interest in developing a computer application to be used by the water district for performing calculations and maintaining delivery records.

I agree that the water district could benefit from improving the accounting system. A well-designed computer application, supported by a thorough system of data collection, can add accuracy and transparency to the operations of the water district.

I enjoyed talking with you this morning and I look forward to hearing back from you regarding edits to the "*Water District No. 34 Guidelines for Operation*", as well as whether or not to schedule a training meeting. In the mean time, if I can provide any further assistance, please feel free to contact me.

Sincerely,



Nick Miller  
Water Distribution Section

cc:

Bob Shaffer – Watermaster, Water District 34, PO Box 53, Mackay, ID 83251  
IDWR Eastern Region, Idaho Falls