



State of Idaho

DEPARTMENT OF WATER RESOURCES

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C. L. "BUTCH" OTTER
Governor

DAVID R. TUTHILL, JR.
Director

March 2, 2009

<<Name>>

<<Street>>

<<City, ST ZIP>>

RE: STEERING COMMITTEE MEETING MARCH 11TH, 2009

Dear <<Name>>:

This letter is being sent to notify you that the first of a series of steering committee meetings has been scheduled to discuss the operational details of the newly-created Basin 71 sub-district within Water District No. 170. You are receiving this letter because you have expressed an interest in participating in the committee or have asked to be included in the notices.

The meeting has been scheduled as follows:

When: Wednesday, March 11th, 2009 5:00 P.M.

Where: Mountain Village Hotel Conference Room (Room #116)

A steering committee is needed to help water users prepare for the first annual water district meeting (to be held in the spring of 2009). IDWR anticipates the steering committee will draft proposed resolutions for the first annual meeting regarding election of a watermaster, advisory committee, and treasurer; proposed budget, collection of budget; and other resolutions pertinent to the operation of the district.

The purpose of the meetings is to accomplish the two main tasks listed below. IDWR anticipates several meetings will be held to accomplish these tasks.

- Schedule an annual meeting of the sub-district to be held in spring 2009. This task will involve selecting a meeting date and location. As you are aware, many of the water right holders are seasonal residents, so the committee's input is needed to determine a date for the meeting that considers that fact along with other timing considerations, such as any preparations that must be made prior to the start of the irrigation season.
- Formulate a proposed plan of operation for the sub-district. The steering committee's objective under this task is to formulate operational details that will ensure the district performs its duties in a way that best serves the users and is acceptable to IDWR. The proposed plan must result in the sub-district conforming to the list of performance standards attached to this letter and will be subject to approval and adoption by the sub-district users at the annual meeting. The plan will likely consist of a number of proposed resolutions that describe the operation of the sub-district and the proposed budget for the 2009 season. Users will vote whether to adopt the proposed resolutions, either as written or with revisions, at the annual meeting.

Two documents are attached to this letter. The first is a list of performance standards that details IDWR's expectations regarding the operation of the sub-district. The plan of operations for the sub-district should be developed consistent with these standards. The second is an agenda for the meeting that provides some additional information and considerations that may be useful to consider prior to the meeting.

Questions, concerns or needs related to the scheduled meeting may be directed to Nick Miller by calling 208-287-4956, or by e-mail at Nick.Miller@idwr.idaho.gov. You may also contact Bob Foster at the IDWR Field Office in Salmon, Idaho at 208-756-6644, or by e-mail at Bob.Foster@idwr.idaho.gov.

Sincerely,



Nick Miller, P.E.
Water Distribution Section, IDWR

ENCLOSURES:

- 1) *PERFORMANCE STANDARDS FOR SUB-DISTRICTS WITHIN WATER DISTRICT NO. 170, THE UPPER SALMON RIVER (2 PAGES)*
- 2) *AGENDA – SUB-DISTRICT NO. 71 STEERING COMMITTEE MEETING (1 PAGE)*

C:

Bob Foster – IDWR Salmon Office

James Bennetts – Challis, ID

Michael Humphreys – San Antonio, TX

Basin 71 Steering Committee:

Cliff Hansen – Challis, ID

Bob Jarrett – Stanley, ID

Bill Leavell – Stanley, ID

Doug MacNichol – McCall, ID

Jay Neider – Stanley, ID

Ken Smith – Stanley, ID

Margaret Watkins – Stanley, ID

Brett Woolley – Stanley, ID

Dan Woolley – Stanley, ID

PERFORMANCE STANDARDS FOR SUB-DISTRICTS WITHIN WATER DISTRICT No. 170, THE UPPER SALMON RIVER

To ensure fair and accurate water rights administration, the following minimum standards shall apply to sub-districts created in Water District No. 170, the Upper Salmon River. These standards are established in accordance with the provisions of Title 42, Idaho Code, particularly Chapter 6.

The sub-district shall:

1. Hold an annual meeting to select a deputy watermaster, adopt a budget, and establish resolutions necessary for conducting meetings, collecting assessments and delivering water within the sub-district.
2. Elect and fund one or more deputy watermasters to measure and regulate diversions in the sub-district. The deputy watermaster shall:
 - a. Deliver water to water rights in accordance with the prior appropriation doctrine, Idaho Law, and all elements of the water rights.
 - b. Analyze water measurement data to make water delivery determinations in accordance with IDWR guidelines and Idaho Law.
 - c. Visit each diversion that is not equipped with a totalizing measuring device at least once per week to inspect the measuring device, record the diversion rate and adjust the diversion as necessary.
 - d. Visit each diversion that is equipped with a totalizing measuring device at least once per month to inspect the measuring device, record the diversion rate and adjust the diversion as necessary.
 - e. Manage the sub-district clerical duties, including preparation and maintenance of district budgets, preparation and collection of assessments, as well as hire, train, and supervise any employees of the sub-district
 - f. Maintain good working relationships with water users, advisory committee, IDWR and other agencies.
3. Set a budget with sufficient funds to provide for accomplishment of all minimum standards described herein. The budget shall include funds to:
 - a. Compensate the deputy watermaster(s), and other sub-district staff if necessary. Compensation shall be salary or on an hourly basis.
 - b. Comply with all applicable employment requirements (IRS, FICA, Workman's Comp, etc)
 - c. Pay any additional expenses the sub-district may incur.

4. Ensure that the deputy watermaster and staff have or have access to, and are using the following minimum facilities and equipment:
 - a. An effective means for users to contact the deputy watermaster, such as a cellular telephone, pager, or home phone with an answering machine.
 - b. A mailing address for the district, such as an office or post office box.
 - c. Transportation for the Deputy Watermaster and assistants.
 - d. Access to a personal computer with internet access and email.
5. Form an Advisory Committee and establish resolutions defining the method of member selection.
6. Keep records of diversion measurements in a paper format acceptable to the Water District No. 170 Watermaster and IDWR and shall input diversion measurements to the IDWR internet application monthly or more frequently upon request by IDWR or the Water District No. 170 Watermaster.
7. Provide an annual report in a format and medium approved by IDWR and the Water District No. 170 Watermaster, showing:
 - a. Water usage of each water user, by diversion.
 - b. Expenses and budget for the sub-district, plus apportionment of expenses among users.
 - c. Other information as deemed necessary by the Director of IDWR or the Water District No. 170 Watermaster.
 - d. A proposed and adopted annual budget for the following year.
8. Provide an annual statement of sub-district finances, and provide for independent financial audits of sub-district finances in accordance with minimum requirements of Section 67-450B¹.
9. Elect a treasurer to hold and disperse sub-district funds.

¹ Section 67-450B requires financial audits based on the budget amount as follows:

The governing body of a local governmental entity whose annual budget (from all sources) is:

- More than \$250,000 shall audit each fiscal year.
- \$50,000 - \$250,000 shall audit on a biennial basis.
- Under \$50,000 has no minimum audit requirements under this section.

**SUB-DISTRICT No. 71
STEERING COMMITTEE
MEETING AGENDA**

March 11, 2009

5:00 p.m.

Mountain Village Hotel Conference Room, Stanley

- I. Description of the purpose of the meeting
- II. Set a date and location for the 2009 Annual Meeting

Considerations:

- Late enough to ensure reasonable attendance
- Soon enough to provide time to implement plan of operations prior to start of the irrigation season
- Select a location of suitable size and cost

- III. Determine operational details

Specific items to be considered:

- Number of deputy watermasters & assistants - who will it be?
- Deputy WM's tasks and responsibilities.
- Other district officers - treasurer
- Record keeping and reporting – forms, etc..
- Compensation – by the hour, or lump sum? What kind of employment?
- Equipment/facilities – Cell phone, vehicle or mileage, bank account, PO Box, computer, internet access.
- Proposed budget
- Assessments – who gets assessed, how to calculate, need a minimum fee?
- Voting policy
- Advisory committee
- Dispute resolution and chain of command w/ WD170 and IDWR
- Draft proposed resolutions

- III. Schedule next meeting and adjournment