

**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.