

DRAFT

Minimum Standards for Operation of Water Districts

The following minimum standards apply to water districts created in the Upper Salmon River Basin (USRB) or the Eastern Snake Plain Aquifer (ESPA) for the purpose of ensuring fair and accurate water rights administration, under the supervision and direction of the Idaho Department of Water Resources (IDWR). These standards are established in accordance with the provisions of Title 42, Idaho Code, particularly Chapter 6. Water Districts formed for this purpose shall meet the following minimum standards.

1. Conduct a Water District meeting at least once per year in accordance with Section 42-605, Idaho Code and provide a certified copy of the minutes to IDWR.
2. Set a budget with sufficient funds to provide for accomplishment of all minimum standards described herein.
3. Establish resolutions necessary for conducting meetings, collecting assessments and delivering water within the Water District.
 - a. Watermaster shall serve all year.
 - b. Voting/Assessment procedures including those for non-consumptive uses.
 - c. Water not to be delivered if assessment not paid.
 - d. Watermaster shall acquire and hold property for district.
 - e. Annual meeting dates and locations.
 - f. Method for choosing advisory board.
4. Select an Advisory Committee.
5. Coordinate with IDWR.
 - a. Water District meetings.
 - b. Advisory Committee meetings.
 - c. Coordination meetings with IDWR, users, & Fed. Govt. representatives
 - d. Special events.
6. Provide an annual statement of Water District finances, and provide for independent financial audits of Water District finances in accordance with minimum requirements of Section 67-450B.
7. Elect a watermaster that meets the following standards:
 - a. Ability to manage the Water District office, including preparation and maintenance of district budgets, preparation and collection of assessments, and to hire, train and supervise all employees of the Water District.
 - b. Ability to operate, or supervise the operation of, all office and field equipment utilized by the Water District.
 - c. Ability to analyze water measurement data, and to apply the data to make water delivery determinations in accordance with IDWR guidelines.
 - d. Ability to coordinate with IDWR in receipt and transmittal of all pertinent water right and water use data or information.
 - e. Ability to analyze spatial data, including use of GIS for monitoring irrigated place of use, calculating area, incorporating GPS data.
 - f. Ability to conduct water rights administration enforcement actions:
 - i. Distribute water to rights in accordance with IDWR direction using information provided by IDWR based upon decrees, partial decrees, Director's Reports, permits, licenses and transfers.

DRAFT

- ii. Until otherwise instructed (after a determination by IDWR that diversion and use of a junior ground water user is injuring a senior water right or upon adoption of ESPA rules) administration of ground water rights will not be based upon priority. (ESPA)
 - iii. Curtail out-of-priority diversions determined by IDWR to be causing injury to senior water rights that are not covered by a stipulated agreement or a mitigation plan approved by IDWR. (ESPA)
 - iv. Distribute water to Federal Reserved water rights in accordance with Wild and Scenic River agreement/stipulation (USRB)
 - v. Curtail unauthorized or excessive diversions.
 - 1. Use a database compatible to IDWR, including a functional spatial interface, to assist in the location and tracking of illegal diversions.
 - 2. Be capable of regulating water rights by both point of diversion and place of use.
 - 3. Be capable of assisting IDWR to issue and follow-up on Notices of Violation as required, and following other curtailment provisions in accordance with instructions issued by IDWR.
 - vi. Curtail diversions for which assessments have not been paid.
 - g. Ability to conduct Water District reporting, in a format and medium approved by IDWR (or in accordance with instructions from IDWR) including:
 - i. Quarterly reporting for diversions in the USWD
 - ii. An annual report, showing:
 - 1. Water usage of each water user, by diversion.
 - 2. Expenses and budget for the Water District, plus apportionment of expenses among users.
 - 3. Unauthorized and excessive diversions.
 - 4. Other information as deemed necessary by the Director of IDWR.
 - iii. A proposed and adopted annual budget for the following year, including an annual work plan.
 - iv. Posting Water District information to the Internet, in coordination with IDWR.
 - h. Expectancy to work longer hours during the irrigation season.
 - i. Ability to maintain good working relationships with water users, advisory committee, IDWR and other agencies.
 - j. Ability to communicate orally (large meetings) and in writing.
 - i. Participate in and/or coordinate periodic meetings with IDWR, water district advisory committee, water users, and representatives of the federal government regarding management goals and progress of the district and implementation of the Wild and Scenic Rivers agreement/stipulation.
8. Provide for the acquisition and maintenance of the following:
- a. An office to provide an address for the district with adequate space for employees, equipment and district activities. The office shall comply with applicable safety and access requirements.
 - b. Office equipment.
 - i. Standard office equipment (furniture, file storage, copier).
 - ii. Communication equipment.
 - 1. Telephone, facsimile, answering machine.
 - 2. Internet access with DSL or better connection.

DRAFT

3. Interconnection with IDWR Wide Area Network.
 - iii. Automation equipment (Maintain, operate, and be proficient in computer software and hardware that is compatible with IDWR systems).
 1. PCs with minimum speed of 500MHz.
 2. Windows 2000 XP Operating System or newer.
 3. Office 2000 or XP Software or newer.
 4. ArcView 3.2 or ArcGIS 8.0 or newer.
 5. Global Positioning System receivers with capability to download information that is compatible with ArcView or ArcGIS.
 6. PC compatible printers with color capability.
 - b. Field equipment.
 - i. Transportation (4X4 trucks).
 - ii. Communication (cell phone).
 - iii. Measurement.
 1. Surface water (AA and Pygmy Meters, or other current meters acceptable to IDWR, with topsetter rod, display devices, or data loggers).
 2. Ground water.
 - a. Portable non-invasive flow measurement device such as Polysonic Transit-Time meter, and pipe thickness gage or meter.
 - b. Portable depth to water probes (steel tape and electronic) for use in wells.
 3. Periodically calibrate flow-measuring equipment in a manner acceptable to IDWR.
 4. Measure and record diversions under water rights and depths to water in an approved monitoring network with a frequency rights administration acceptable to IDWR.
9. Elect a treasurer that meets the following standards:
 - a. Ability to establish and supervise an automated accounting system.
 - b. Ability to develop or utilize a system compatible with systems used by IDWR that will provide for updating ownership records utilized by both the Water District and IDWR.
 - c. Ability to ensure that billing is conducted in a fair and equitable manner.
 - d. Ability to prepare a financial statement of the district at the end of each year and file with IDWR.
 - e. Ability to oversee collection of assessments.
 - f. Ability to work with watermaster to pay district obligations.
 10. Comply with all applicable employment requirements (IRS, FICA, Workman's Comp, etc).