

MEETING AGENDA
WATER DISTRICT 161
2018 ANNUAL MEETING
Tuesday, January, 16
Junior High Common Area
Mountain Home, ID

V1.1 052011

Call Meeting to Order	David Ascuena
Select meeting chair and secretary	All
Review and approve 2017 minutes	Chair
Watermaster Report - Review events of 2017 - Preview events of 2018	Nick Miller
Financial Report	Chris Alzola
Review/Adopt Proposed Resolutions/budget/Elections	All
Set next meeting - Time and Location	All
Other Items of Business	All
Adjourn Meeting	Chair

**Water District No. 161
Annual Meeting Minutes
January 17, 2017**

Water District No. 161 annual meeting was held at the Mountain Home Elks Lodge on Tuesday January 17, 2017 at 7:00 p.m... Refer to attached sign in sheet for attendees.

Watermaster Nick Miller called annual meeting to order.

Motion was made by David Ascuena to elect Chris Alzola as secretary/treasurer. Seconded by Larry Jewett. Vote taken, all in favor, none opposed, motion passed.

Motion was made by Larry Jewett to elect David Ascuena as Chairman. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Motion was made by Jim Blanton to approve June 28, 2016 minutes as written. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Nick Miller discussed watermaster report as follows:

Accomplishments at the June 28, 2016 meeting were:

2016 resolutions were adopted, advisory committee was selected, and watermaster was elected.

Advisory committee & Nick met in July to discuss measuring order.

Advisory committee & Nick met in September to discuss preliminary order requiring measuring devices for ground water diversions that was mailed to all ground water right holders. About 365 wells will need meters. Must have meters on by 2019.

Advisory committee & Nick met in November to discuss 2017 year

January 17, 2017 advisory committee, Nick & Tim met to discuss 2017 proposed resolutions and 2017 budget.

David Ascuena wanted everyone to know that the role of the advisory committee is to advise.

2017 Proposed Resolutions:

Item # 1 Deputy Watermaster – Motion by Geoff Schroeder to adopt as written.

Seconded by Larry Jewett. Vote taken, all in favor, none opposed, motion passed.

Item # 2 Deputy Watermaster Compensation – Motion by Larry Jewett to adopt as written. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Item # 3 Treasurer Compensation – Motion by Larry Jewett to amend by adding the word “annually” after \$3,500. and to adopt with amendment. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Item # 4 Collection of the Budget and Disbursement of Funds – Motion by Geoff Schroeder to adopt as written. Seconded by Jim Blanton. Vote taken, all in favor, none opposed, motion passed.

Item # 5 Resolution Setting the 2017 Budget, Item # 6 Minimum User Fee, and # 7 Final Assessment Determination to be discussed further down in resolutions.

Item # 8 District Payment Terms – Motion made by Jim Blanton to adopt as written. Discussion about who has enforcement power. Tim Luke said enforcement is by watermaster. Watermaster is covered under the state for enforcement. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Item # 9 District Fiscal Year – Motion by Larry Jewett to adopt with change to define fiscal year as “February 1st to January 31st” following the annual meeting. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Item # 10 2017 Watermaster Services – Motion by Geoff Schroeder to adopt as written. Seconded by Jim Blanton. Vote taken, all in favor, none opposed, motion passed.

Item # 11 District Treasurer – Motion by Larry Jewett to adopt as written. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Discussion back to Item # 6 Minimum User Fee – Motion made by Larry Jewett to adopt as written. Discussion about individuals with water right in water bank going to cost them \$75.00 for minimum fee for non use of water right and why they have to pay minimum charge if not costing the district anything to monitor. Discussion about minimum fee each year could go up or down depending on the budget. Discussion about \$75.00 fee being an assurance for control of everyone else not using too much. Seconded by Jim Blanton. Vote taken, all in favor, none opposed, motion passed.

Discussion back to Item # 5 Resolution Setting The 2017 Budget – Motion by Larry Jewett to adopt as written. Discussion about IDWR is paying for watermaster this year. No money will go to IDWR this year. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Discussion back to Item # 7 Final Assessment Determination – Motion made by Larry Jewett to adopt as written. Discussion about methods of payment. Checks or cash will be accepted. Credit cards will not be accepted. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

David Ascuena made motion to select Larry Jewett, Brad Bowen, Eric Orr, David Ascuena, Geoff Schroeder, Jim Blanton, and Tom Kendall to the advisory committee.

Tom Kendall said he would be representing the MHAFB with no voting power. Everyone agreed that was fine because the advisory committee gives advice does not vote. Seconded by Geoff Schroeder. Vote taken, all in favor, none opposed, motion passed.

Discussion about process if someone believes someone else is using more water than their water right. Nick would like the complainant to provide a written report to the water master so the watermaster can follow up.

2018 annual meeting will be held January 16, 2018. Tentative location and time Mountain Home Junior High common area at 7:00. IDWR will send out notices of annual meeting in December 2017.

John Kieffer said that there may be some funding assistance for measuring devices through Elmore Soil & Water Conservation District / NRCS. Call Stefanie 696-3090 for information.

Before installing measuring devices contact watermaster Nick Miller 334-2190 for approved devices.

Discussion if telemetry system is being considered. Tim Luke from IDWR said if you want to use telemetry it would be at your own cost for installation and maintenance.

Motion by John Kieffer to adjourn. Seconded by Larry Jewett. Vote taken, all in favor, none opposed, motion passed. Meeting adjourned at 8:40 p.m..


Chris Alzola, Secretary/Treasurer

DISTRICT No. 161, MOUNTAIN HOME AREA WATER DISTRICT

**PREVIOUSLY ADOPTED RESOLUTIONS THAT WILL REMAIN IN EFFECT UNTIL
CHANGED BY SUBSEQUENT RESOLUTION OR OTHERWISE ALTERED BY MAJORITY
VOTE OF THE WATER RIGHT OWNERS IN THEIR ANNUAL MEETING OR SPECIAL
MEETING CALLED FOR SUCH PURPOSE**

DISTRICT CREATION AND BOUNDARIES

Adopted 2016

Water District 161 consists of the area and water rights as defined by the Preliminary Order Creating Water District No. 161 ("Order"), dated February 29, 2016. The district includes all ground water rights in the Administrative Basin 61 and a portion of Basin 63 as shown in the map attached to the Order, except rights used for domestic and stock water purposes as defined by Idaho Code § 42-111 and 42-1401A.

ADVISORY COMMITTEE STRUCTURE

Adopted 2016

It is herewith resolved that an advisory committee shall be selected to provide input to the watermaster and the Director of IDWR. The advisory committee will meet as often as needed to address the structure, governance and operation of the district. Seven water users or water right owners, or representatives of entities owning water rights within the district shall comprise the advisory committee. The advisory committee members for the ensuing year shall represent all water users within the district and should represent the following types of water uses:

- Small irrigation (less than 10 acres)
 - Large Irrigation (2 members)
 - Commercial/Industrial (includes Dairy use)
 - Municipal (cities)
 - Domestic
- (non-exempt domestic use such as sub-divisions, community wells, mobile home parks etc.)
- Mtn. Home Air Force Base

ADVISORY COMMITTEE MEMBERS

Adopted 2016

The advisory committee members for the ensuing year shall be the following:

Member #1: David Ascuena
Member #2: Jim Blanton
Member #3: Jon Bowling
Member #4: Larry Jewett
Member #5: Jeff O'Donnell
Member #6: Eric Orr
Member #7: Geoff Schroeder

ANNUAL MEETING DATE

Adopted 2016

It is herewith resolved that the Annual Meeting for Water District 161 shall be held on the third Tuesday of January of each year at a time and place to be determined each successive year unless the Director of IDWR should find it necessary to change the meeting date or unless changed by resolution of the district at any annual meeting. The next Annual Meeting will be held on January 17, 2017.

ANNUAL MEETING MINUTES

Adopted 2016

Copies of the minutes of the annual meeting and all approved resolutions shall be filed with the Director of IDWR immediately after the annual meeting in accordance with Idaho Code § 42-605 (5).

WATERMASTER DUTIES

Adopted 2016

The Watermaster shall perform his or her duties as required by Chapter 6, Title 42, Idaho Code and in accordance with:

- a. Direction and guidance provided by the Director of IDWR;
- b. The annual water district resolutions adopted herein;
- c. Guidance and input from the WD161 Advisory Committee.

WATERMASTER TERM OF SERVICE

Adopted 2016

As provided in Idaho Code § 42-608(4), watermaster's term of service shall begin upon appointment by the Director of IDWR immediately following the annual meeting election and continue until the next annual meeting, or until a successor is appointed and qualified under the provision of Section 42-604, Idaho Code.

ENTRY OF LANDS BY WATERMASTER

Adopted 2016

It is herewith resolved that the watermaster and any watermaster assistants are authorized as employees of IDWR under Idaho Code § 42-1701(5) to make reasonable entry on lands within the district, in accordance with IDWR policy, to carry out the duties of the watermaster as instructed by IDWR. These duties include but are not limited to:

1. Inventory of diversions in the district, including inspection of conveyance infrastructure and place of use of water.
2. Measuring and recording rates of diversions, and regulating diversions as necessary.
3. Monitoring the place, period, and nature of use of water to identify unauthorized diversion and use and/or to determine compliance required by any agreement or order of IDWR.

DEPUTY WATERMASTER

Adopted 2017

The Watermaster is authorized to select one person who, upon appointment by the Director of IDWR, shall be employed by Water District No. 161 as a Deputy Watermaster to assist the Watermaster in performing his duties and responsibilities as provided by Idaho law.

DEPUTY WATERMASTER COMPENSATION

Adopted 2017

Deputy Watermasters are employees of Water District No. 161, to be paid a monthly salary as specified in the adopted budget and will be reimbursed for mileage at the federal reimbursement rate in effect at the time the mileage was incurred. Monthly Salary will be pro-rated for portions of months worked at the beginning and ending of service.

TREASURER COMPENSATION

Adopted 2017

The Treasurer will be paid as independent contractor on a flat fee of \$3,500 annually.

COLLECTION OF THE BUDGET AND DISBURSEMENT OF FUNDS

Adopted 2017

It is herewith resolved that the adopted budget for Water District No. 161 be collected from the water users by the Water District No. 161 Watermaster as provided by Idaho Code § 42-618. The Watermaster will make an assessment to each water user in pro-rata amounts as determined by the budget which is formally adopted at the annual meeting. All funds shall be deposited in a bank account maintained by the water district at US BANK in Mountain Home, ID. Treasurer shall disperse funds from water district bank account using two-party signature checks signed by Treasurer and one member of the Advisory Committee.

MINIMUM USER FEE

Adopted 2017

It is herewith resolved that a minimum charge of \$75.00 per water right owner shall be assessed. Whenever the prorated charge to a user is less than \$75.00, that user will be assessed \$75.00.

FINAL ASSESSMENT DETERMINATION

Adopted 2017

It is herewith resolved that, in accordance with Idaho Code § 42-612 (5), the assessment amount for each user as shown in the adopted budget shall constitute a final determination of the amount due for that year.

DISTRICT PAYMENT TERMS

Adopted 2017

It is herewith resolved that the following payment terms be put into effect:

1. Annual Assessments shall be payable on or before April 1. Any other billing is due within thirty (30) days of the billing date. The postmark date will be considered the date of payment. Accounts not paid by the due date shall be charged in accordance with Idaho Code § 42-617 which provides for a late fee of 10% of the amount due and interest of 1% per month.

2. The Watermaster will terminate water delivery to any water user whose assessments are not paid in full within sixty (60) days of the billing date and will not resume delivery until that user's amount due is paid in full.

DISTRICT FISCAL YEAR

Adopted 2017

It is herewith resolved that the fiscal year for Water district No. 161 be defined as February 1st to January 31st. The fiscal years shall be referred to using the year of the meeting during which the budget for that fiscal year was adopted.

RESOLUTION SETTING THE 2017 BUDGET

Adopted 2017

It is herewith resolved that the 2017 operating budget for Water District No. 161 is as follows:

Deputy Watermaster Wages \$1,395/month (\$16,740 total)
Secretary/Treasurer Wages - \$3,500
FICA/Medicare/Workers Comp. \$2,733
Cell phone, Computer, Internet \$2,200
Vehicle Mileage for Deputy Watermaster \$5,753
Office Supplies/misc \$500
Contingency \$15,000

Total \$ 46,426

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the district cannot exceed \$ 46,426 during this fiscal year.

2017 WATERMASTER SERVICES

Adopted 2017

It is herewith resolved that the Idaho Department of Water Resources (IDWR) be elected to provide watermaster services for Water District 161 at no cost to the district and that the Director of IDWR appoint Nick Miller, an employee of IDWR, or other employees of IDWR as may be necessary, to serve as the watermaster for the ensuing year.

DISTRICT TREASURER

Adopted 2017

It is herewith resolved that Chris Alzola be appointed as secretary/treasurer for Water District No. 161 until a successor is elected or appointed. The duties of the treasurer will be to maintain financial records, disburse water district funds, and to prepare or authorize a review of financial affairs of the district at the end of each fiscal year, in accordance with Idaho Code § 42-619.

DISTRICT No. 161, MOUNTAIN HOME AREA WATER DISTRICT

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CHANGED BY SUBSEQUENT RESOLUTION OR OTHERWISE ALTERED BY MAJORITY
VOTE OF THE WATER RIGHT OWNERS IN THEIR ANNUAL MEETING OR SPECIAL
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2018 DISTRICT TREASURER

Proposed 2018

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ADVISORY COMMITTEE REPLACEMENTS

Proposed 2018

It is herewith resolved that, in the event a member of the WD161 Advisory Committee resigns or is otherwise unable to continue to serve on the committee, the remaining members of the water district 161 advisory committee are authorized to select a replacement member to serve until a successor is selected by the users at the next annual meeting.

ADVISORY COMMITTEE MEMBERS

Proposed 2018

The advisory committee members for the ensuing year shall be the following:

Member #1: David Ascuena

Member #2: Jim Blanton

Member #3: _____ to replace Jon Bowling

Member #4: Larry Jewett

Member #5: _____ to replace Tom Kendall

Member #6: Eric Orr

Member #7: _____ to replace Geoff Schroeder