

**WATER DISTRICT 29D**  
**Lower Portneuf River & Tributaries**

**ANNUAL MEETING**

Date: Monday, March 13, 2017

Time: 7:00 P.M.

Location: Pocatello City Hall

**AGENDA**

- |  |  |
|--|--|
| 1. Call to Order   | Norman Hill, Advisory Committee Member |
| 2. Introduction of IDWR Representatives & Advisory Committee | Norman Hill                            |
| 3. Selection of Meeting Chairman                             | Water Users                            |
| 4. Review of 2016 Meeting Minutes & Acceptance               | Gail Martin & Water Users              |
| 5. IDWR Updates  | IDWR Reps: Tim Luke & Steve Visosky    |
| a. Water Master Duties                                       |  |
| 6. Water Master's Report                                     | Randy Smith                            |
| 7. 2016 Financial Report                                     | Joyce Rendace, Willows West, LLC       |
| 8. Present Proposed Resolutions for Adoption                 | Meeting Chairman                       |
| a. Election of Water Master                                  |  |
| b. Selection of Advisory Committee Chair                     |  |
| c. Selection of Secretary/Treasurer                          |  |
| d. Award of Bookkeeping Contract and Pay                     |  |
| 9. 2017 Proposed Budget Discussion                           |  |
| a. 2017 Budget Decision                                      |  |
| 10. Other Items of Business                                  | Joyce Rendace, Willows West, LLC       |
| 11. Acknowledge 2018 Meeting Date                            |  |
| a. March 12, 2018  | Meeting Chairman                       |
| Pocatello City Hall @ 7:00 P.M.                              |  |
| 12. Adjournment of Meeting                                   |  |

**WATER DISTRICT NO. 29-D**  
**LOWER PORTNEUF & TRIBUTARIES**  
**~~2016~~ PROPOSED RESOLUTIONS**

*2017*

The water users of Water District No. 29-D, as part of the annual district meeting held on March 14, 2016, at the City of Pocatello Council Chambers in Pocatello, Idaho, HEREBY ADOPT THE FOLLOWING RESOLUTIONS:

**1. DISTRICT CREATION AND BOUNDARIES**

Water District 29-D, Lower Portneuf River and Tributaries, consists of the area and water rights as defined by the *Preliminary Order Creating a Water District for the Lower Portneuf River and Tributaries, and Combining Water Districts 29-C, 29-F, and 29-U, in the New District*, signed by the Director of the Idaho Department of Water Resources (IDWR) on June 22, 2009.

**2. WATERMASTER DUTIES**

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.

**3. ELECTION OF WATERMASTER**

It is herewith resolved that Randy Smith be elected as watermaster for Water District No.29-D for the ensuing year.

**4. RESOLUTION REGARDING WATERMASTER TERM OF SERVICE**

As provided in Idaho Code § 42-608(4), the Water District 29-D 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.

**5. BUDGET MATTERS**

**5a. 2016 BUDGET**

It is herewith resolved that the 201<sup>7</sup> operating budget for Water District No. 29-D shall be \$14,274.00 as shown in the attached itemized budget sheet.

**5b. ASSESSMENTS**

1. It is herewith resolved that the adopted budget for Water District No. 29-D be collected from the water users by the Water District No. 29-D Watermaster as provided by Idaho Code § 42-618. The Watermaster will make an assessment to each water right holder, except those holders of water rights meeting the criteria in item 3 below, in pro-rata amounts. All funds shall be deposited in a bank account maintained by the Water District. The Watermaster shall prepare annual assessments after the water users present at annual meeting have formally adopted the budget.
2. Whereas Idaho Code Sections 42-612 and 42-615 require that proposed water district budgets and annual assessments to individual right holders be prorated based upon the amount of water delivered or used by individual right holders during the past season or seasons (not to exceed five seasons) and, whereas no records of water delivery currently exist in the newly

## 7. ADVISORY COMMITTEE

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. Five water users shall comprise the advisory committee, which shall include two irrigation right holders that pay a regular assessment (i.e., assessed more than the minimum charge); two irrigation right holders who pay a minimum assessment; and one non-irrigation right holder who pays a regular assessment. The advisory committee members for the ensuing year shall be the following (to be selected at the meeting):

Member #1	<u>Dean Tranmer</u>	Member #2	<u>Matt Rendace</u>
Member #3	<u>Gail Martin</u>	Member #4	<u>Norman Hill</u>
Member #5	<u>Mary Spinner</u>		

## 8. VOTING BY ALTERNATIVE METHOD

It is herewith resolved that in the event that a vote by the alternative method (as described in Idaho Code § 42-605(4)) is requested during any annual meeting, a credentials committee will be assembled to determine the number of votes cast by individual water users. The credentials committee shall be composed of the following parties:

- the current Water District No. 29-D Watermaster
- the current Water District No 29-D Secretary/Treasurer
- one member of the Water District No. 29-D Advisory Committee appointed by the meeting chairman

If either or both the watermaster or secretary/treasurer are not present, the meeting chairman may appoint a replacement from either the advisory committee or from the water users present at the meeting.

## 9. ANNUAL MEETING DATE

It is herewith resolved that the Annual Meeting for Water District 29-D shall be held on the Second (2<sup>nd</sup>) Monday of March 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 March 1~~2~~, 201~~7~~ 8

## 10. ANNUAL MEETING MINUTES AND REPORTS OF THE WATERMASTER AND WATER DISTRICT

- a. Copies of the minutes of the annual meeting, the budget as approved, all resolutions approved, and any report prepared in accordance with Idaho Code § 42-615, shall be filed with the director of the Department of Water Resources immediately after the annual meeting in accordance with Idaho Code § 42-617.
- b. The watermaster of Water District 29-D shall be responsible for submitting to IDWR annual reports and such other information that may be deemed necessary by the Director of IDWR in accordance with Idaho Code § 42-606, § 42-708, and § 42-709.

## 11. WATERMASTER ACCESS TO CONTROL STRUCTURES AND MEASURING DEVICES

**Water District 29D  
Lower Portneuf River & Tributaries  
2017 Annual Meeting Minutes  
Monday, March 13, 2017, 7:00 PM  
City of Pocatello Council Chambers**

**CALL MEETING TO ORDER & WELCOME**

Norman Hill, WD29D Advisory Committee member opened the meeting and introduced Idaho Department of Water Resources representatives, Tim Luke and Steve Visosky.

**REVIEW OF 2016 ANNUAL MEETING MINUTES & ACCEPTANCE**

The meeting minute of the 2016 Annual Meeting minutes was provided to participants. Mary Spinner motioned to approve the minutes with the correction of assessment from .96 to .93 per cfs for large users. Mathew Rendace seconded the motion. The minutes were approved by a majority in favor. See Attachment A.

**IDWR UPDATES**

Tim Luke, IDWR representative gave an update on the potential for regulation of the water rights, by priority in Water District 29D, with respect to the Snake River. Many water rights in the Portneuf and Marsh Creek are junior to Snake River senior rights. IDWR will be reviewing water rights in tributaries to Snake River. The first time the Portneuf River has ever been adjudicated is within the Snake River Basin Adjudication. A final unified decree was issued in August of 2014, which allows for the regulation of the tributary drainages. The Twin Falls Canal Company has a 1900 priority right on the Snake River which is senior to many of the Portneuf river diversions. The Idaho Department of Water Resources will need to ensure that the 1900 Snake River priority right is satisfied. There are concerns that tributary rights are diverting out of priority. There are 200 water rights on Marsh creek that are in need of regulation. Both Marsh Creek and Water District 29D are areas of concern. This will change the Watermaster's duties in the future, as there will be a potential of curtailing junior water rights. This will be the first year they will be looking at potential curtailments. Water users can contact Steve Visosky at IDWR's Boise office for more information.

Randy Smith asked what happens if the tributaries do not go all the way to the river. Tim stated that if the tributary does not go all the way to the river then it would be determined to be futile call. The Watermaster needs to keep a log of used and unused rights. The IDWR will be looking to meet with the Advisory Committee before requiring measurement devices are required in Water District 29D. Discussions would include implementation of measurement devices, additional assessments for measuring actual use of larger diversions, and the threshold of number of acres that would require a measuring device.

**MEETING CHAIRMAN SELECTION**

Nominations were opened for Meeting Chairman. Randy Smith nominated Norman Hill, with a second by Matt Rendace. A no other nominations were received. Norman Hill was voted as Chairman by a majority vote.

## **WATERMASTER REPORT**

Randy Smith presented his Watermaster report. Watermaster Smith indicated that there were not many problems last year, and the problems he did run into were resolved. Some minor incidents of vandalism occurred this past year. The Watermaster indicated that the Lower Rock Creek flows in April, and stops in June, and that most of the flow does not make it to the river. Water supplies upstream were not bad, but downstream water supplies are bad.

Tim Luke, IDWR, requested that the Watermaster provide a record of use to determine who is exercising their water right. Along with the record of use, a description of diversion, pump size, and irrigation system, in lieu of measurement devices. He stated that the Watermaster can indicate whether there is water available to fill the right, or not, in the comment section of the record.

The Watermaster indicated that Upper Black Rock Creek runs once every fifteen years, and he had issues with a new owner, but their communication issue has been resolved. He also determined that there was no water theft on Indian Creek, but a blockage in the culvert.

Tim Luke, IDWR, stated that the Watermaster is expected to visit all water users to document the exercise of their water right. The Watermaster needs to coordinate his visits to all water users for the inventory.

Steve Visosky, IDWR, indicated that the Watermaster needs to indicate, on the sheets provide, if it appears that water is being diverted.

Tim Luke indicated that for their purposes forfeiture can only be decided by a Court. The only way IDWR can effectuate any forfeiture is through water right transfers. If someone assigns their unused water right to the water supply bank, it may not be accepted if it wasn't used. Currently, the Watermaster only documents the point of division.

Water users expressed their concern of increased costs for the Watermaster for additional documentation.

## **2016 FINANCIAL REPORT**

The 2016 financial report was presented by bookkeeper, Joyce Rendace. Joyce presented the balance sheet itemizing the bank account balance, accounts receivable, office supplies and checks not cleared for a total assets and liabilities of \$14,432.01, and current assets at 14,609.34, see Attachment B.

Joyce presented the water district's income statement, Attachment C. Water Assessments were received in the amount of \$11,597.23. Operating expenses were itemized for the Watermaster for a total of \$7,768.10 for 2016. The operating expenses for the employer payroll taxes included Idaho Unemployment tax, FICA, and Medicare for a total of \$408.80 in 2016. Joyce went on to explain the Analysis & Tax Prep fee of \$50.00 indicating that it is cheaper to have Engelson Accountants take care of this task rather than the district.

Joyce Rendace stated that there is one family with two assessments that have not pay into the district. They also do not receive water. A water users asked if lien could be put on the property. Tim Luke stated that the water district does not have the authority to put a liens on property.

It was also reported that certified letters were sent to fourteen individuals for non-payment. Certified fees are approximately \$8 each, but have been effective. Four of the fourteen still have not paid. Tim Luke, IDWR, stated that if people do not pay then the Watermaster can shut them off, and the district can take them to court for non-payment. He also stated that their office can draft letters on behalf of the district.

Harold Armstrong made a motion to accept the 2016 Financial Report, the motion was seconded, and was passed by a majority vote.

## **ELECTION OF WATERMASTER**

The advisory board recommended that Randy Smith be retained as the 2016 Watermaster. No nominations for new candidates were made. A motion was made by Gary Purkey to retain Randy Smith as Watermaster, the motion was seconded by Harold Armstrong. Randy Smith was elected as Watermaster by a majority vote.

## **ADVISORY COMMITTEE SELECTION**

Norman Hill introduced the 2016 advisory board members: Matt Rendace, Mary Spinner, Mike Diehl, representing Dean Tranmer, Norman Hill, Gail Martin, and bookkeeper Joyce Rendace.

Randy Smith nominated Norman Hill as Advisory Committee Chairman, the motion was seconded by Matthew Rendace. Norman Hill was elected as Advisory Committee Chairman by a majority vote.

Nominations were opened for Secretary/Treasurer. A motion to nominate Gail Martin was made by Mary Spinner, with a second by Matt Rendace. A motion was made to nominate Gary Purkey as Secretary Treasurer by Harold Armstrong, and was seconded. A vote was taken with Gail Martin receiving 9 votes, and Gary Purkey receiving 5 votes. Gail Martin remains Secretary/Treasurer for the water district.

Matt Rendace nominated Gary Purkey to the Advisory Committee, to replace his position on the Advisory board, the motion was seconded. Gary Purkey was elected to the Advisory Committee by a majority vote.

Discussion ensued regarding Dean Tranmer's upcoming retirement in June. Rich Diehl agreed to replace Dean Tranmer on the Advisory Board.

The Advisory Board members are as follows: Gary Purkey and Norman Hill representing the minimum users; Mary Spinner, Rich Diehl, and Gail Martin representing the large users. The Advisory Board members were affirmed by a majority vote.

## **BOOKKEEPER CONTRACT**

Discussion ensued regarding the bookkeeping contract with Willows West. Mary Spinner motioned that the Advisory Board Chairman enter into a contact with Willows West, for a bookkeeper contract, with Matt Rendace seconded the motion. Willows West was retained by a majority vote.

## **2017 PROPOSED BUDGET**

Joyce Rendace presented the proposed 2017 budget and how it compared from previous budgets, see Attachment D. Joyce also presented proposals for the water district assessment fees to meet the 2017 budget. Three scenarios were presented for discussion: a \$35 minimum fee with a \$1.34 per cfs charge for large users; a \$35 minimum fee with a \$1.01 cfs charge for larger users; or a \$35 minimum fee with a \$.90 cfs charge for large users.

Joyce indicated that last year the district made a decision that it did not want to hold a large reserve in the bank. Therefore, in order to reduce the bank reserve but retain enough funds for operations, the Committee is recommending the option of using \$2,000 of carry-over funds for a \$35 minimum fee with a .90 cfs charge for large users. A motion was made to accept a \$35 per minimum user with a .90 cfs charge for larger users. The motion was seconded. The motion passed.

## **OTHER ITEMS OF BUSINESS**

The chairman asked for any other items of business or comments? None new business was raised.

## ADJOURNMENT OF MEETING

Harold Armstrong motioned for adjournment of meeting at 8:23 pm, with Matt Rendace seconding the motion. The motion passed by a majority vote favor.

Signed 

Date 5/9/2017

Water District 29D  
Lower Portneuf River & Tributaries  
2016 Annual Meeting Minutes  
Monday, March 14, 2016, 6:30 PM  
City of Pocatello Council Chambers

## Call Meeting to Order & Welcome

Matt Rendace opened the meeting and introduced James Celalo of Idaho Department of Water Resources. Advisory board members present were: Mary Spinner, Dean Tranmer, Norman Hill, Gail Martin; Watermaster Randy Smith and bookkeeper Joyce Rendace.

## IDWR Updates

James Cefalo, IDWR representative gave an update on the potential for regulation of the water rights by priority in Basin 29D with respect to the Snake River. James described the extent of Water District 01 and stated that a number of years ago larger canal companies filed delivery calls under conjunctive management and they started creating groundwater districts. The groundwater users were to mitigate their impacts to the large surface water right holders via storage water, in most years mitigation was not needed however the drought has necessitated mitigation. The large canal users petitioned the IDWR director to look into expanding the boundaries to investigate impacts up the tributaries of the Snake River. James discussed the surface water and groundwater settlement agreement and indicated that Governor Otter had requested 16 million for groundwater recharge efforts. The funding will be used for infrastructure improvements such as culvert installation and gravel pit improvements.

## Chairman Selection

Nominations were opened for Chairman. A motion to nominate a chairperson was made by Randy Smith to nominate Matt Rendace with a second by Mary Spinner; all in favor. Matt Rendace chaired the remainder of the meeting starting with agenda.

## Review of 2015 Annual Meeting Minutes & Acceptance

The meeting minutes of the 2015 Annual Meeting minutes were read into the record. The minutes were approved by a majority in favor. See Attachment A

## Watermaster Report

Randy Smith presented his watermaster report. Randy indicated that last April the district was sitting at 43% of normal; however, due to April rains the irrigation season was good. Randy discussed water ownership changes and issues with water transfers outside the water district. He indicated he would like to work with the City of Pocatello and look into recharge projects. He indicated if we can store more water, maybe we can have more water.



## 2015 Financial Report

The 2015 financial report was presented by bookkeeper, Joyce Rendace. Joyce presented the balance sheet itemizing the Bank account balance, accounts receivable, office supplies and checks not cleared for a total assets and liabilities of \$15,091.79, see Attachment B.

Joyce presented the water districts 2015 Profit & Loss Report, Attachment C. Water Assessments were received in the amount of \$11,068.42 for revenues. Operating expenses were itemized for the watermaster for a total of \$8,827.29 for 2015. The operating expenses for the employer payroll taxes included Idaho Unemployment tax, FICA, and Medicare for a total of \$1,379.71 in 2015. Office expenses were itemized and included envelopes, postage, PO Box Rental, and Analysis & Tax Prep for a total of \$391.41 in 2015. Joyce went on to explain the Analysis & Tax Prep fee of \$50.00, indicating that it is cheaper to have Engelson Accountants take care of this task than the district. The Bookkeeping contract was \$3,500 for 2015, therefore the total operating expenses for 2015 were \$12,720.39. She further indicated that we spent more than we brought in by approximately \$1,652.

Discussion ensued regarding removal of bad debt. Joyce indicated that when land is purchased it is expected that the new landowner will assume assessments. However, they have not been required to pay past assessments that are in arrears. There was an inquiry as to how can people acquire a clean title when assessments are not paid. The water district does not have the authority to put a lien on the title.

It was noted that the postal box cost was incorrect and needed to be changed from \$50 to \$48 in 2015. Mike Vestal made a motion to accept the 2015 Financial Report with one correction, and seconded by Harold Armstrong. The motion was passed.

## Watermaster Rate

Discussion began regarding increasing the Watermaster's wages. Joyce Rendace provided a spreadsheet of FY2015 Watermaster expenses, Attachment D. Dean Tranmer indicated that Tim Luke has requested that the Watermaster provide more reporting on water right matters. Such as whether or not the water right diversion matches the places of use. Also reporting whether groundwater is being over used, etc. IDWR is requesting more and more data from the water district. The water district contains up to 33 tributaries and creeks, providing more information from the Watermaster will require more time. A motion was made to increase the Watermaster's rate from \$17 per hour to \$18 per hour. Mary Spinner seconded the motion. A vote was taken with one opposed. The motion was passed by a majority vote

## Selection of Advisory Committee

The chairman identified the current advisory board as Mary Spinner, Norman Hill, Gail Martin, Dean Tranmer and Matt Rendace. No new nominations were made and Joyce Rendace moved that the current members continue as the 2016 advisory board. Harold Armstrong seconded the motion, and all were in favor.

## Selection Secretary/Treasurer

Harold Armstrong nominated Gail Martin as the Secretary/Treasurer. Mary Spinner seconded the motion and all were in favor.

## Selection of Bookkeeper

The chairman opened nominations for bookkeeper, Mary Spinner motioned to keep the current bookkeeper, Joyce Rendace. Harold Armstrong seconded the motion, and all were in favor.

## Election of Watermaster

The advisory board recommended Randy Smith as the 2016 watermaster. No nominations for new candidates were made. All voted in favor of keeping Randy Smith as watermaster.

## 2016 Proposed Budget

Matt Rendace raised the issue of retention of extra funds in the bank. He indicated at the onset it was recommended that the water district have one year of funding in the bank. Joyce indicated that at the present time the water district does not have a need to have funds for large unforeseen expenses. Mike Curry asked if there was a potential for any legal costs to the water district. James Cefalo indicated that in those cases the State of Idaho would cover the costs of any legal fees for the district. James Cefalo indicated that it was at the water district's discretion to what it has available in the bank. He has seen it go both ways, some districts have a lot of money available where other smaller districts have opted to have a minimal amount available. Mary Spinner asked what the excess was. Joyce replied it was approximately \$15,000. A water user asked if there were any provisions for the district to make emergency loans. James Cefalo indicated that he was unaware if there were any provisions for that. Joyce stated that the district had \$170 of bad debt. It was asked how much more bad debt was out there. Joyce indicated \$280.

Joyce presented the proposed 2016 budget and how it compared to previous budgets, see Attachment E. The Watermaster worked a total of 343.5 hours in 2015, with additional requests from IDWR it is proposed to budget 400 hours at \$18.00/hour for a total of \$7,000. The mileage rate was updated to the 2016 federal mileage rate of \$.54/mile, proposing \$1,620 based on 2015 costs, with a \$100 field supplies expense line item. This created a total of \$8,720 for proposed Watermaster expenses. Joyce stated that there was an error in the Idaho State Insurance Fund that increased it from \$606 to \$906. The total of Employer Payroll Expenses will increase to \$1,526.00 for a total of \$14,271.00 for 2016. A motion was made by Harold Armstrong to accept the 2016 Proposed Budget. Norman Hill seconded the motion, with all in favor.

## 2016 Assessments

Joyce presented the water district assessment fee proposals to meet the 2016 budget, Attachment F. Various scenarios were presented for discussion: a \$35 minimum fee with \$1.44 per cfs charge for large users; or a \$35 minimum fee with a .73 cfs charge for larger users. Mary Spinner asked if all 226 users paid \$35. Joyce answered that the minimum users number changes.

Holly Bambolo asked if people pay on how much they use. James Cefalo indicated that the charge is on the water right itself. Harold Armstrong stated that between the options presented and past cost an average was about \$1.12, and asked that number that could be considered. Joyce indicated she did not know if that number would work on IDWR's assessment spreadsheet. James Cefalo recommended Option B, at \$35 per minimum user, with a .93 cfs charge for larger users. Joyce indicated the district could probably operate on that option for about four years. Harold Armstrong made a motion to accept Option B, at a \$35 per minimum user, with a .93 cfs charge for larger users. Norman Hill seconded the motion. The motion passed.

## Other Items of Business

The chairman asked for any other items of business or comments? No new business was raised.

## Adjournment of Meeting

Harold Armstrong motioned for adjournment of meeting at 8:51 pm, another water user seconded, all in favor.

Signed  Date 5/9/2017

Water District 29-D			
March 8, 2016 Balance Sheet			
<b>Current Assets</b>			
Bank Account Balance	\$	14,115.28	
Accounts Receivable	\$	419.06	
Office Supplies	\$	75.00	
Undeposited Checks	\$	-	
<b>Total Current Assets</b>			<b>\$ 14,609.34</b>
<b>Current Liabilities</b>			
Checks not cleared	\$	(177.33)	
<b>Total Current Liabilities</b>			<b>\$ (177.33)</b>
<b>Total Assets and Liabilities</b>			<b>\$ 14,432.01</b>

Prepared by Willows West, LLC March 8, 2017-jr

We also have \$ 886.04 in uncollectable assessments

Water District 29-D  
Profit Loss Statement  
January 1, 2016 through December 31, 2016  
With 2014 and 2015 Comparison

Ordinary Income/Expense	2016	2015 Comparison	2014 Comparison
Income			
Water Right	\$ 11,597.23	\$ 11,068.42	
Gross Revenues	\$ 11,597.23	\$ 11,068.42	14378.67
Operating Expense			
OFFICE EXPENSES			
Bank Service Charges	\$ 6.60	\$ 2.20	
Contract Bookkeeping Services	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00
Envelopes, paper Etc	\$ 124.83	\$ 97.41	\$ 209.66
Postage	\$ 263.17	\$ 196.00	\$ 196.00
PO Box Rent	\$ 50.00	\$ 48.00	\$ 48.00
Account Analysis & Tax Prep	\$ 50.00	\$ 50.00	\$ 50.00
Total - OFFICE EXPENSES	\$ 3,994.60	\$ 3,893.61	\$ 3,503.66
Payroll Expenses			
Watermaster Wages	\$ 5,823.00	\$ 5,839.50	\$ 4,071.50
Watermaster Mileage	\$ 1,536.30	\$ 1,608.08	\$ 1,079.68
FICA Employee's Share	\$ 361.03	\$ 362.05	\$ 251.43
Medicare Employer's Share	\$ 84.44	\$ 59.04	\$ 59.40
Idaho State Insurance Fund	\$ (117.00)	\$ 891.00	\$ 583.00
Idaho State Unemployment Insurance	\$ 80.33	\$ 67.62	\$ 52.76
Total - Payroll Expenses	\$ 7,768.10	\$ 8,827.29	\$ 6,097.77
Field Supplies	\$ 57.66		\$ 71.00
Total Operating Expenses	\$ 11,820.36	\$ 12,720.90	\$ 9,601.43
Net Income	\$ (223.13)	\$ (1,652.48)	\$ 4,777.24

Prepared March 8, 2017 by Willows West, LLC



Water District 29-D Payroll Expense FY 2016															
PO Box 354, Inkom, ID 83245															
for Randy Smith, Sole Employee															
	Hours Worked x \$18.00	Gross Pay	Medicare Withholding	FICA Withholding	Employer FICA	Federal Tax	Idaho Tax	Net Pay	Mileage = Miles x \$ .54	Other Expenses	Amount of Check	Miles traveled	Date Paid	Check Number	
January		\$ -						\$ -	\$ -	\$ -	\$ -				
February		\$ -						\$ -	\$ -	\$ -	\$ -				
March	27.5	\$ 495.00	\$ 7.18	\$ 30.69	\$ 30.69	\$ 40.70	\$ 19.00	\$ 397.43	\$ 129.06	\$ 13.67	\$ 540.16	239	4/1/2016	255	
1st Qtr Total	27.5	\$ 495.00	\$ 7.18	\$ 30.69	\$ 30.69	\$ 40.70	\$ 19.00	\$ 397.43	\$ 129.06	\$ 13.67	\$ 540.16	239			
April	37	\$ 666.00	\$ 9.66	\$ 41.29	\$ 41.29	\$ 57.80	\$ 27.00	\$ 530.25	\$ 170.10	\$ -	\$ 700.35	315	5/2/2016	258	
May	37.5	\$ 675.00	\$ 9.79	\$ 41.85	\$ 41.85	\$ 58.70	\$ 27.00	\$ 537.66	\$ 216.54	\$ -	\$ 754.20	401	6/1/2016	301	
June	31	\$ 558.00	\$ 8.09	\$ 34.60	\$ 34.60	\$ 10.00	\$ 10.00	\$ 495.31	\$ 193.32	\$ -	\$ 688.63	358	7/7/2016	306	
2nd Qtr Total	105.5	\$1,899.00	\$ 27.54	\$ 117.74	\$ 117.74	\$ 126.50	\$ 64.00	\$1,563.22	\$ 579.96	\$ -	\$ 2,143.18	1074			
July	44.5	\$ 801.00	\$ 11.61	\$ 49.66	\$ 49.66	\$ 71.30	\$ 36.00	\$ 632.43	\$ 288.90	\$ 43.99	\$ 965.32	535	8/1/2016	310	
August	40	\$ 720.00	\$ 10.44	\$ 44.64	\$ 44.64	\$ 63.20	\$ 30.00	\$ 571.72	\$ 220.32		\$ 792.04	408	9/2/2016	313	
September	64.5	\$ 1,161.00	\$ 16.83	\$ 71.98	\$ 71.98	\$ 117.35	\$ 61.00	\$ 893.84	\$ 203.04		\$ 1,096.88	376	10/3/2016	316	
3rd Qtr Total	149	\$2,682.00	\$ 38.88	\$ 166.28	\$ 166.28	\$ 251.85	\$ 127.00	\$2,097.99	\$ 712.26	\$ 43.99	\$ 2,854.24	1319			
October	36	\$ 648.00	\$ 9.40	\$ 40.18	\$ 40.18	\$ 56.00	\$ 26.00	\$ 516.42	\$ 93.42		\$ 609.84	173	10/27/2016	320	
November	5.5	\$ 99.00	\$ 1.44	\$ 6.14	\$ 6.14	\$ 10.00	\$ 10.00	\$ 71.42	\$ 21.60		\$ 93.02	40	12/7/2016	324	
December	0	\$ -						\$ -	\$ -		\$ -				
4th Qtr Total	41.5	\$ 747.00	\$ 10.84	\$ 46.32	\$ 46.32	\$ 66.00	\$ 36.00	\$87.84	\$ 115.02	\$ -	\$ 702.86	213			
2016 Total	323.50	\$ 5,823.00	\$ 84.44	\$ 361.03	\$ 361.03	\$ 485.05	\$ 246.00	\$ 4,646.48	\$ 1,536.30	\$ 57.66	\$ 6,240.44	2845			

Note: January miles were paid at \$.56/mile, the 2015 Federal rate. Starting Feb. Randy asked to have \$10 addition withheld for State Tax. ALSO in Feb. the mileage rate was changed to the 2016 Federal rate of \$.54/mile.

Prepared by Willows West LLC, Signed: Joyce Rendace

ATTACHMENT C

Water District 29-D March 7, 2017					
	Proposed Budget for 2017	Proposed Budget for 2016	Actual Costs for 2016	Actual Costs for 2015	Actual Costs for 2014
<b>Watermaster Expenses</b>					
Watermaster Hours (\$17.00/hr) 388 Hrs X \$18 = \$7200 <small>Last Year 325 hrs</small>	\$ 7,000.00	\$ 7,000.00	\$ 5,823.00	\$ 5,899.50	\$4,071.50
Watermaster Mileage (\$ .54/mile) 3240 miles X .54 = \$1620	\$ 1,750.00	\$ 1,620.00	\$ 1,536.30	\$ 1,079.68	\$1,079.68
Field Supplies	\$ 100.00	\$ 100.00	\$ 57.66	\$ -	\$71.00
<b>Total Watermaster Expenses</b>	\$ 8,850.00	\$ 8,720.00	\$ 7,416.96	\$ 6,979.18	\$ 5,222.18
<b>Employer Payroll Expenses</b>					
Idaho State Unemployment	\$ 100.00	\$ 150.00	\$ 80.33	\$ 67.62	\$228.04
FICA	\$ 400.00	\$ 400.00	\$ 361.03	\$ 362.05	\$251.43
Medicare	\$ 90.00	\$ 70.00	\$ 84.44	\$ 59.04	\$59.04
Idaho State Insurance Fund	\$ 400.00	\$ 606.00	\$ (117.00)	\$ 891.00	\$583.00
<b>Total Employer Payroll Expenses</b>	\$ 990.00	\$ 1,226.00	\$ 408.80	\$ 1,379.71	\$ 1,121.51
<b>Office Expenses</b>					
Envelopes/Paper/Toner Etc.	\$ 200.00	\$ 225.00	\$ 124.83	\$ 209.66	\$209.66
Postage	\$ 280.00	\$ 200.00	\$ 263.17	\$ 196.00	\$196.00
PO Box Rent	\$ 52.00	\$ 50.00	\$ 50.00	\$ 50.00	\$48.00
Account Analysis & Tax Prep	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$50.00
Bank Service Charge			\$ 6.60		
<b>Total Office Expenses</b>	\$ 582.00	\$ 525.00	\$ 494.60	\$ 505.66	\$ 503.66
<b>Bookkeeping Contract</b>	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00
<b>Total Operating Expenses</b>	\$ 13,922.00	\$ 13,971.00	\$ 11,820.36	\$ 12,304.55	\$ 9,847.35
<b>Total Revenues</b>			\$ 11,597.23	\$ 11,068.42	\$ 14,378.57
<b>Revenues in Excess of Expenses</b>			\$ (223.13)	\$ (1,657.48)	\$ 4,531.32
<b>Bank Balance at End of Year (Carryover)</b>			\$ 14,324.10	\$ 14,768.78	\$ 16,649.17
<b>Water Costs Minimum Users</b>			\$ 35.00	\$ 35.00	\$ 35.00
<b>Water Costs per CFS for Larger Users</b>			\$ 0.93	\$ 0.73	\$ 1.47
					2013 FY 2012 FY
					\$ 12,754.71 \$ 95.00 \$1,46

Prepared by Wilkows West March 13, 2017

2017 Budget Proposal Options		
Using No Carry Over	Proposed Minimum User Assessment	Proposed Cost per CFS for Larger Users
Using \$1,500 Carryover	\$35.00	\$1,337
Using \$2,000 Carryover	\$35.00	\$1,016
Using \$2,500 Carryover	\$35.00	\$0,904



**State of Idaho**

**DEPARTMENT OF WATER RESOURCES**

900 N Skyline Dr., Ste A, Idaho Falls, Idaho 83402-1718

Phone: (208) 525-7161 FAX: (208) 525-7177 [www.idwr.idaho.gov](http://www.idwr.idaho.gov)

May 10, 2017

**C.L. "BUTCH" OTTER**  
Governor

**GARY SPACKMAN**  
Director

Gail Martin  
PO Box 306  
Fort Hall ID 83203-0306

RE: WATER DISTRICT #29D

Dear Secretary / Treasurer:

We acknowledge receipt of the Minutes of the Annual Watermaster's Election Meeting held in your district. The Watermaster Certificate will be sent under separate cover.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Sharla Cox". The signature is fluid and cursive, with the first name "Sharla" and last name "Cox" clearly distinguishable.

Sharla Cox  
Administrative Assistant



State of Idaho  
Department of Water Resources

# Certificate of Appointment

This is to certify that I have on this day appointed Joy Rendance as  
Treasurer of Water District 29D from this day until the 2018 annual  
meeting or until his/her successor is appointed and qualified under the provisions of Idaho Code Section  
42-619, at such rate of compensation as established by applicable law.

This certificate has been issued and the seal of the  
Director fixed at Boise, Idaho, this 10th  
day of May, 2017.



Director - IDWR

