

MEETING AGENDA
SUB-DISTRICT 71
2014 ANNUAL MEETING
Wednesday, March, 19 1:00 PM
Stanley Ranger Station Conference Room
Stanley, ID

CALL MEETING TO ORDER	NICK MILLER
SELECTION OF MEETING CHAIRMAN AND SECRETARY	NICK MILLER
APPROVE MEETING MINUTES FROM 2013	CHAIRMAN
PRESENT PROPOSED RESOLUTIONS AND BUDGET – READ 2014 PROPOSED RESOLUTIONS – REVISION/ ADOPTION OF RESOLUTIONS, BUDGET – ELECTION OF WATERMASTER	CHAIRMAN
OTHER ITEMS OF BUSINESS	CHAIRMAN
DETERMINE TIME AND LOCATION OF NEXT ANNUAL MEETING	CHAIRMAN
ADJOURNMENT OF MEETING	CHAIRMAN

BUDGET ADOPTED AT THE 2013 ANNUAL MEETING OF THE WATER USERS WATER DISTRICT No. 71 - STANLEY AREA SUB-DISTRICT	
Watermaster Wages	\$ 5,520.00
Secretary/Treasurer Wages	\$ 2,500.00
FICA/Medicare/Workers Comp	\$ 730.00
Vehicle Mileage (est. <u>4,496</u> miles @ <u>\$0.556</u> /mi.)	\$ 2,500.00
Supplies/misc	\$ 500.00
Unemployment/contingency	\$ 2,500.00
TOTAL EXPENSES	\$ 14,250.00
* Budget line item totals shown are estimates; actual line item costs may vary, but the total expense for the district cannot exceed the total shown prior to the next annual meeting.	

Apportionment of 2013 budget:	
Total Adopted Budget	\$ 14,250.00
Carryover	\$ 5,912.36
Total to Collect	\$ 8,337.64
Cost Factor	\$ 0.184
Minimum Charge	\$ 50.00
Total Delivery (24-hr cfs)	28,358.96

PROPOSED BUDGET

Proposed apportionment of 2014 budget:

Total Proposed Budget	\$ 14,250.00
Carryover	\$ 2,598.40
Total to Collect	\$ 11,651.60
Cost Factor	\$ 0.361
Minimum Charge	\$ 50.00
Total Delivery (24-hr cfs)	24,098.22

Proposed Budget for 2014 :	
Watermaster Wages	\$ 5,520.00
Secretary/Treasurer Wages	\$ 2,500.00
FICA/Medicare/Workers Comp	\$ 730.00
Vehicle Mileage (est. <u>4,464</u> miles @ <u>\$0.56</u> /mi.)	\$ 2,500.00
Supplies/misc	\$ 500.00
Unemployment/contingency	\$ 2,500.00
Total	\$ 14,250.00
* Budget line item totals shown are estimates; actual line item costs may vary, but the total expense for the district cannot exceed the total shown prior to the next annual meeting.	

ANNUAL MEETING MINUTES

WATER DISTRICT No. 71 - Stanley Area Sub-District

MEETING DATE: March 18, 2013

MEETING LOCATION: Stanley Ranger Station conference room

MEETING SECRETARY NAME: Jan Skrukrud

ADDRESS: P.O. Box 163 Stanley ID 83278

An attempt was made to open a conference call connection. There was trouble with connecting to the meeting. Jim Mitchell and Wayne Hughes were able to connect. Katie Breckenridge requested that the minutes reflect several attempts to start the conference call were unsuccessful.

Meeting called to order at 1315.

Nick Miller - chairman by voice approval

Jan Skrukrud - secretary by voice approval

2012 Annual Meeting minutes were read. Motion by Jeff Ballas to accept as read. Second by Gary Gadwa. Motion approved.

Presentation of Proposed Resolutions

BUDGET Nick gave a brief budget history. Set budget for 2013. Motion by Dan Woolley to accept the 2013 proposed budget. Second by Gary Gadwa. Motion approved.

Comment: Katie Breckenridge feels that all water right owners should pay the base assessment even if the water is used by the State Water Board or the water is not used at all and requested this be entered into the minutes.

ELECTION of the Watermaster. Gary Gadwa nominated Jan Skrukrud. Second by Dan Woolley. Elected.

ELECTION of Secretary/Treasurer. Wayne Hughes nominated Melodie Baker. Second by Jim Mitchell. Elected.

Selection of Advisory Committee to remain the same as last year. Sherrill Baird, Cliff Hansen, Bill Leavell, Dan Woolley, Jay Neider, Brett Woolley.

Cliff Hansen to remain the representative for SD71 to District 170.

Annual Meeting date for 2014 will be the third Wednesday of March. There will be a working conference line. Motion by Melinda Hadzor to include the proposed budget be mailed with the annual meeting notification. Second by Herb Mumford. approved.

All business having been addressed the meeting was adjourned at 1410.

Submitted April 1, 2013 by Jan Skrukrud

TREASURER'S REPORT

2013 Financial Report

Sub-district No. 71

The purpose of this form is to document the income and expenses for the fiscal year just completed.

Fiscal Year Start date: 03/01/2013
 Fiscal Year End date: 02/28/2014

Starting Balance	<u>\$ 7,051.19</u>
Ending Balance	<u>\$ 3,628.14</u>
Unpaid Expenses	<u>\$ 1,029.74</u>
Carryover	<u>\$ 2,598.40</u>

Income

Total Budget Adopted	<u>\$ 14,250.00</u>
Amount to be collected	<u>\$ 8,337.64</u>
Total Budget Collected	<u>\$ 8,352.12</u>
Other Income (late fees, interest, etc..)	<u>\$ 52.51</u>
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Total Income	<u>\$ 8,404.63</u>

Expenses

(Include all expenses incurred during this period, even if they have not yet been paid)

Watermaster Salary	<u>\$ 5,522.53</u>	
Watermaster Mileage	<u>\$2,017.62</u>	3,571 Miles @ \$0.565 /mile
Deputy Watermaster(s)/Assistant(s) Salary	<u>\$ 0.00</u>	
Deputy Watermaster(s)/Assistant(s) Mileage	<u>\$0.00</u>	0 Miles @ \$0.565 /mile
Treasurer Salary	<u>\$ 1,722.06</u>	
Salary Expenses (FICA, Medicare, SS, WC)	<u>\$ 3,238.07</u>	
Other Expenses (PO Box, Supplies)	<u>\$ 357.14</u>	
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Total Expenses	<u>\$ 12,857.42</u>	

Starting Balance	<u>\$ 7,051.19</u>
+ Income	<u>\$ 8,404.63</u>
- Expenses	<u>\$ 11,827.68</u>
- Ending Balance	<u>\$ 3,628.14</u>

Balance (will equal 0 if all values are correct) \$ 0.00

DISTRICT No. 71, THE STANLEY AREA SUB-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**

ANNUAL MEETING DATE

Adopted 2012

It is herewith resolved that the Annual Meeting for the Basin 71 Sub-Water district shall be held the third (3rd) Monday in March at a time and place to be determined each successive year.

Note: This is the latest date allowed by statute.

PROPOSED BUDGET DISTRIBUTION

Adopted 2013

It is herewith resolved that the proposed budget for the ensuing year be provided to users with the notice of the annual meeting each year.

WATERMASTER TERM OF SERVICE

Adopted 2009

It is herewith resolved that the Basin 71 Sub-district watermaster's term of service shall begin upon annual meeting election and continue until the next annual meeting.

WATERMASTER ACCESS TO CONTROL STRUCTURES AND MEASURING DEVICES

Adopted 2009

Recognizing that watermaster access to control structures and measuring devices is essential for providing watermaster services and limiting expense, all users shall provide for watermaster access where access to control structures and measuring devices is through a locked gate and other reasonable means of access are not available. The user shall, upon request by the watermaster, provide to the watermaster or deputy watermaster a key or combination to any such locks.

DISTRICT FISCAL YEAR

Adopted 2012

It is herewith resolved that the fiscal year for Sub-district No. 71 be defined as starting on the first of the month following the annual meeting, and ending on the last day of the month following the annual meeting. The fiscal years shall be referred to using the year of the meeting during which the budget for that fiscal year was adopted.

WATERMASTER EMPLOYMENT AND COMPENSATION

Adopted 2012

Watermaster is an employee of the Sub-district, to be paid \$460 per month and be reimbursed for mileage at the federal reimbursement rate in effect at the time the mileage was incurred.

TREASURER COMPENSATION

Adopted 2012

The Treasurer will be paid as independent contractor at \$25/hr, plus mileage reimbursement for travel at the federal reimbursement rate in effect on the date the mileage was incurred. Total compensation not to exceed \$2,500 for work and mileage incurred during the ensuing fiscal year. To be paid monthly based on actual hours worked and mileage incurred during the previous 30-day pay cycle.

RESOLUTION SETTING THE 2013 BUDGET

Adopted 2013

It is herewith resolved that the 2013 operating budget for Sub-district No. 71 is as follows:

Watermaster Wages \$460/month (\$5,520 total)
Secretary/Treasurer Wages - (\$25/hr) not to exceed \$2,500
FICA/Medicare (est. 7.65%) \$430
Workers Comp. \$300
Unemployment/contingency \$2,500
Vehicle Mileage for Watermaster not to exceed \$2,500
Office Supplies/misc \$500
Total \$ 14,250

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the sub-district cannot exceed \$14,250 during this fiscal year.

RESOLUTION TO COLLECT BUDGET

Adopted 2009

It is herewith resolved that the adopted budget for Sub-district No. 71 be collected from the water users by the Sub-district No. 71 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 separate bank account maintained by the sub-district.

MINIMUM USER FEE

Adopted 2009

It is herewith resolved that a minimum charge of \$50.00 per water right owner shall be assessed. Whenever the prorated charge to a user is less than \$50.00, that user will be assessed \$50.00.

FINAL ASSESSMENT DETERMINATION

Adopted 2010

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 2009

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

1. Assessments shall be payable within thirty (30) days of the billing date. The postmark date will be considered the date of payment. Accounts not paid within thirty (30) days shall be charged in accordance with Idaho Code § 42-613 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.

VOTING BY ALTERNATIVE METHOD

Adopted 2009

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. 170 Watermaster
- the current Sub-district No. 71 Watermaster
- at least one member of the Sub-district No. 71 Advisory Committee

DISTRICT TREASURER

Adopted 2013

It is herewith resolved that Melodie Baker be appointed as secretary/treasurer for Sub-district No. 71 until a successor is elected or appointed. The duties of the treasurer will be to approve expenses and disburse sub-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.

WATERMASTER

Adopted 2013

It is herewith resolved that Jan Skrukud be appointed as watermaster for Sub-district No. 71 until a successor is elected or appointed.

ADVISORY COMMITTEE STRUCTURE

Adopted 2011

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. Six water users shall comprise the advisory committee. The advisory committee members for the ensuing year shall be appointed at the annual meeting.

SUB-DISTRICT 71 ADVISORY COMMITTEE MEMBERS

Adopted 2013

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

Member #1: Cliff Hansen Member #2: Brett Woolley Member #3: Dan Woolley
Member #4: Bill Leavell Member #5: Jay Neider Member #6: Sherrill Baird

WD170 ADVISORY COMMITTEE REPRESENTATIVE

Adopted 2013

It is herewith resolved that Cliff Hansen be appointed as the Basin 71 representative on the Water District No. 170 Advisory Committee for 2011.

DISTRICT No. 71, THE STANLEY AREA SUB-DISTRICT

**PROPOSED 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**

RESOLUTION SETTING THE 2014 BUDGET

Proposed 2014

It is herewith resolved that the 2014 operating budget for Sub-district No. 71 is as follows:

Watermaster Wages \$460/month (\$5,520 total)
Secretary/Treasurer Wages - (\$25/hr) not to exceed \$2,500
FICA/Medicare (est. 7.65%) \$ 430
Workers Comp. \$300
Unemployment/contingency \$2,500
Vehicle Mileage for Watermaster and Treasurer \$ 2,500
Office Supplies/misc \$ 500
Total \$ 14,250

* Budget line item totals shown are estimates; actual line item costs may vary, but the total cost incurred for the sub-district cannot exceed \$14,250 during this fiscal year.

WATERMASTER

Proposed 2014

It is herewith resolved that _____ be appointed as watermaster for Sub-district No. 71 until a successor is elected or appointed.

DISTRICT TREASURER

Proposed 2014

It is herewith resolved that _____ be appointed as secretary/treasurer for Sub-district No. 71 until a successor is elected or appointed. The duties of the treasurer will be to approve expenses and disburse sub-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.

SUB-DISTRICT 71 ADVISORY COMMITTEE MEMBERS

Proposed 2014

The advisory committee members for the ensuing year shall be the following (to be appointed at the meeting - 2011 members shown for reference):

Member #1: Cliff Hansen Member #2: Brett Woolley Member #3: Dan Woolley
Member #4: Bill Leavell Member #5: Jay Neider Member #6: Sherrill Baird

WD170 ADVISORY COMMITTEE REPRESENTATIVE

Proposed 2014

It is herewith resolved that _____ be appointed as the Basin 71 representative on the Water District No. 170 Advisory Committee for 2012.