

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 .96 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 .96 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 3/16/2016

Water District 29-D

Lower Portneuf River & Tributaries

Annual Meeting

Monday, March 14, 2016 at the Pocatello City Hall, 7:00 PM

AGENDA

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| 1. Call the Meeting to Order | Matthew Rendace, Advisory Committee |
| 2. Introduction of IDWR Advisory Committee | Matthew Rendace |
| 3. Selection of Meeting Chairman | Water Users |
| 4. Review of 2015 meeting minutes & accept | Gail Martin and Water Users |
| 5. IDWR Updates | IDWR Representative |
| a. Water Master Duties | |
| b. | |
| 6. Water Master's Report | Randy Smith |
| 7. 2015 Financial Report | Joyce Rendace, Willows West, LLC |
| 8. Present & Proposed Resolutions & Adoption | Meeting Chairman |
| a. Review Proposed Resolutions | |
| b. Election of Water Master | |
| i. Salary Increase | |
| c. Selection of Advisory Committee Chairman | |
| d. Selection of Secretary | |
| e. Award Bookkeeping Contract and Pay | |
| 9. 2016 Proposed Budget Discussion | Joyce Rendace, Willows West, LLC |
| a. 2016 Budget Decision | |
| 10. Other Items of Business | Meeting Chairman and Water Users |
| 11. Acknowledge 2017 Meeting Date | Meeting Chairman |
| a. Monday, March 13, 2017 at 7:00 PM | |
| 12. Adjournment of Meeting | |