



State of Idaho

DEPARTMENT OF WATER RESOURCES

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DIRK KEMPTHORNE
Governor

KARL J. DREHER
Director

December 9, 2004

WATERMASTER LYNN GRAMKOW
196 PORTER CREEK RD
HORSESHOE BEND ID 83629

Re: Annual Documentation for Porter Creek Water District

Dear Lynn:

I have resumed my role as IDWR advisor to the water district because Scott King is no longer available. This letter discusses the annual documents necessary to administer the water district and to complete payments dispersed by Boise County under Idaho law. Both the Idaho Department of Water Resources (IDWR) and the County need these documents to help administer the district in accordance with the law.

Enclosed are sample documents for your use. The samples are based on the idea that water deliveries will not occur but that minimum expenses will continue. These annual minimum expenses include a \$200 watermaster salary and approximately \$300 for workers compensation insurance for a total of about \$500 per year.

The latest balance for the district is about \$1685. This is enough to cover expenses from 2004 through 2006 if water does not need to be delivered. Additional assessments can be made in the next year or two if the situation changes and/or district funds become too depleted to meet the expected expenses.

Two documents are needed every year. The Watermaster Report should be completed at the end of the irrigation season and sent to IDWR before the end of the calendar year. A copy should be kept for the next annual meeting. The Watermaster's Proposed Budget should be presented to the district membership at the annual meeting, and a copy of that document can be given to IDWR staff at that meeting.

You are welcome to prepare your own templates if you prefer. Templates must include the information shown on the first two pages of each document. Templates must include some form of the information shown on the remaining pages. Those remaining pages can be shortened by using something like the suggested language in the enclosed samples, assuming water deliveries do not occur. More complete information as noted in the forms is required if water deliveries do occur.

December 9, 2004
Page 2

In order for the water district to function smoothly and for the County to pay you and the state insurance fund, these two documents must be submitted every year. Your annual report should be sent to this office before the end of each calendar year. IDWR will forward that information to the County to allow payments to be made. Your proposed budget should be submitted to the members at each annual meeting. The members will adopt a budget each year. Following the annual meeting, the district secretary should send the adopted budget to the County with a copy to IDWR.

Failure to complete these steps required by Idaho law will result in two unfortunate actions. One, the watermaster will not be paid the minimum salary. Two, the district will be in violation of state insurance laws. I assume the state insurance agency would independently pursue that matter with the district (IDWR has no role in insurance matters).

Please complete a Watermaster Report for 2004 and send it to me before December 31, 2004. Please complete a Watermaster's Proposed Budget for 2005 and provide it to the members with a copy to IDWR at the March 2005 meeting.

I will be glad to assist you in any way I can. Thanks for your attention to these important documents.

Sincerely,



Steve Lester
Water Rights Supervisor

Enclosure

Copy (without enclosures) Steve Dobson, Porter Creek Water District Chairman
Barbara Balding, Boise County Treasurer