

Water District Quick Reference

– General Information –

CONDUCTING ANNUAL MEETINGS

Meetings typically follow Robert's Rules of Order. Voting on all issues is by hands unless one or more users request voting by dollars. Meetings are conducted in the order presented below:

- Chair of last year's meeting opens the annual meeting (or last year's secretary, if Chairman is not present) and presides over selection of meeting officers for the current meeting to preside and take minutes.
- Read and approve last year's meeting minutes.
- Users adopt resolutions to govern the district,
- Adopt a budget and set a due date for payments.
- Election of a watermaster and treasurer. If budget is more than \$3,000, the watermaster cannot also serve as treasurer.
- Other business, such as selection of an advisory committee.

ACCEPTABLE MANAGEMENT GUIDELINES

The only water rights eligible for Watermaster delivery are those identified by a decree, license, or permit. The proper list of deliverable rights will be supplied to the Watermaster by IDWR.

Ideally, all diversions calling for Watermaster delivery of water during water shortage periods will have standard measuring devices and lockable diversion works - typically a screw-valve metal headgate at the creek and a weir in the ditch near the headgate to allow practical adjustment and measurement by Watermaster.

If measuring devices are installed for all diversions, Watermaster delivers available water on priority basis, totally delivering most senior right first, then next senior right and so on until all available water is delivered. Junior diversions where no water is available are totally closed.

In the above scenario, Watermaster records water deliveries and then sums total amount of water per right delivered in one irrigation season. The total flows delivered form the basis for determining costs per water user for water district expenses.

Without measuring devices, Watermaster uses recorded water rights as the basis for water-delivery billing purposes. Watermaster makes best effort to see that each water user receives a fair share of water based on priority dates. This is acceptable as long as all water users are satisfied.

Informal agreement or arrangement is acceptable where all water users are satisfied with water delivery situation. Any method you choose to meet this goal is acceptable to IDWR if it is acceptable to all of you.

WATER DELIVERY PROBLEMS

A water delivery problem should first be referred to the local Watermaster to see if it can be successfully resolved to everyone's satisfaction and in accordance with Idaho law and IDWR guidelines. Water users and/or the Watermaster can call on the Advisory Committee for advice or to help mediate certain problems. If the problem cannot be solved locally, or if the watermaster needs assistance, the Watermaster should contact the appropriate IDWR regional office or the IDWR Water Distribution Section at the state office.

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BUDGET APPORTIONMENT

Both the proposed and adopted budgets must be apportioned among the users on a pro rata basis using each user's actual deliveries during the past season or seasons (not to exceed 5 seasons). The apportionment is done as in the following example:

Total budget = \$10,000 and average deliveries for the past several seasons for each user as follows:

User1 = 800 24-hr second feet	_____
User2 = 200 24-hr second feet	_____
User3 = 40 24-hr second feet	_____
User4 = 8,000 24-hr second feet	_____
User5 = 150 24-hr second feet	_____
User6 = 500 24-hr second feet	_____
Total = 9,690 24-hr second feet	

Begin by dividing the total budget by the total deliveries to get a unit cost for delivery of each 24-hr second foot:

$$\text{\$10,000} / \text{9,690 24-hr second feet} = \text{\$1.032 per 24-hr second foot}$$

Next, multiply each user's average use by the cost factor to determine each user's portion of the \$10,000 total:

User1	800	*	1.032	=	\$825.60	_____
User2	200	*	1.032	=	\$206.40	_____
User3	40	*	1.032	=	\$41.28	_____
User4	8,000	*	1.032	=	\$8256.00	_____
User5	150	*	1.032	=	\$154.80	_____
User6	500	*	1.032	=	\$516.00	_____
Total budget collected				=	\$10,000.08	

If the users have adopted a minimum charge, another step is necessary. If the minimum charge is \$50, User 3 should be charged \$50, since the pro rate share is less than the minimum. However, increasing User3's assessment would result in the district collecting more than \$10,000, so the cost factor must be adjusted to bring down the rest of the assessments so the total collected is \$10,000. Using a trial and error method or a computer spreadsheet, the new cost factor is found to be \$1.031

So the final assessments are as follows:

User1	800	*	1.031	=	\$824.87	_____
User2	200	*	1.031	=	\$206.22	_____
User3	40	*	1.031	=	\$50.00	_____
User4	8,000	*	1.031	=	\$8248.71	_____
User5	150	*	1.031	=	\$154.66	_____
User6	500	*	1.031	=	\$515.54	_____
Total budget collected				=	\$10,000.00	

See IDWR Watermaster Handbook for additional examples and information for completing annual budget and watermaster reports. The handbook is available from the IDWR Internet site at the following URL:

http://www.idwr.idaho.gov/water/districts/Water%20District%20Publications/watermaster_handbook.pdf