

WATERMASTER'S ANNUAL REPORT

From: _____, 20____ **To:** _____, 20____

Water District No. _____

Water District Name: _____

Name of Watermaster: _____

Mailing Address: _____

AFFIDAVIT OF WATERMASTER

As the appointed watermaster of water district no. _____, I hereby certify that the information contained in this report is true and correct to the best of my knowledge.

Watermaster signature

Date

Pursuant to Section 42-606 Idaho Code, this Watermaster's Annual Report shall be filed prior to the end of the watermaster's appointment for the current year, and kept in the office of the Idaho Department of Water Resources (IDWR). The Watermaster's Daily Diversion Records should be attached to this report if those records are not submitted electronically to IDWR.

	WATER RIGHT OWNER	IDWR WATER RIGHT NO (S)	DIVERSION NAME / REMARKS
1			
2			
3			
4			
5			
6			
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24			
25			
26			
27			
28			
29			
30			

YEAR

1

2

3

4

5

Total 24-Hour Sec Feet Delivered			Total Delivery to water user 24-Hr Sec Ft	Water User Total Cost		<i>See instruction no. 3, page 4</i>						
						Initial Assessment		Credits		Debits		
Total Days Watermaster		1										
days at \$/day	\$	2										
Total Days Asst. Watermaster		3										
days at \$/day	\$	4										
Other expenses charged pro rata	\$	5										
TOTAL COST	\$	6										
Cost per 24-Hour Sec Ft Delivered	\$	7										
		8										
Notes and Calculations:		9										
		10										
		11										
		12										
		13										
		14										
		15										
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		30										

SECTION 42-606 IDAHO CODE

REPORTS OF WATERMASTERS. All watermasters shall make an annual report to the department of water resources prior to the expiration of the watermaster's appointment for the current year. This report shall show the total amount of water delivered by the watermaster during the preceding year, the volume delivered to each water user, the total expense of delivery and the apportionment of expenses among users and all debits and credits to be carried over to the following year. Such report shall also include the number of days the watermaster and watermaster assistants have devoted to the distribution of such water and any records of stream flow the watermaster used or made in the process of distributing water supplies. The director may ask for other information deemed necessary in assuring proper distribution of water supplies within the district. The reports of watermasters to the department of water resources shall be filed and kept in the office of the department.

Instructions for Completing Annual Watermaster's Report

This form has been developed to assist the watermaster in complying with some of the annual reporting requirements of Section 42-606, Idaho Code. The form provides for summary of the amount of water delivered by the watermaster to each user, the total expense of delivery and the apportionment of expenses among water users, including debits and credits. Water distribution and hydrologic information including stream flow records, daily diversion data, water right information and water right priority cut summaries should be presented in a separate water distribution report.

Complete this annual report form of delivery and costs as follows:

- 1) Enter water right holder name, corresponding IDWR water right number or numbers, and corresponding diversion name and/or remarks on page 2;
- 2) Enter the total amount of water delivered to each user as total 24-hour second feet under column 1, page 3. Total 24-hour second feet is a flow rate expressed in terms of one day or 24 hours. For example, a continuous diversion of 2 cfs over 20 days would equal 40 24-hour second feet.
- 3) In the work space provided on the left hand side of page 3, add up total watermaster salary costs and expenses and enter as 'TOTAL COST'. Then divide this total cost by the total number of 24-hour second feet delivered (sum of column 1) to obtain the cost per 24 hour second feet delivered, or the unit cost factor.
- 4) Under column 2, page 3, multiply the unit cost factor (obtained in step number 3 above) by each user's total 24-hour second feet delivery in column 1 to obtain the total cost against each user for the current season.
- 5) Under column 3, page 3, enter the amount of money assessed or billed to each user at the beginning of the year. The assessment may be found in the previous year's adopted budget report. **If the district has adopted a resolution pursuant to I.C 42-612 that amounts shown in the adopted budget constitute a final amount due in the coming year, columns 3, 4 and 5 will not be used. Skip to Step 7.**
- 6) For each user, subtract the total cost amount in column 2 from the adopted budget in column 3 and enter the difference either as a credit or debit (negative differences entered as debits, positive differences entered as credits).
- 7) Sign and date the report and submit the original to the appropriate regional office of the Department of Water Resources. Retain one copy for the Water District.