



State of Utah
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATER RIGHTS

Michael O. Leavitt
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State Engineer

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March 18, 1994

MR JOHN E. MOESSER
3581 SOUTH 5600 WEST
WEST VALLEY CITY, UT 84120

Dear JOHN:

Re: Annual Distribution Report

The Division of Water Rights has begun compilation and review of the water usage data which you provided for the 1993 Annual Water Report for the Lower Jordan River Distribution System. We appreciate your hard work in obtaining this data and are particularly impressed with your efforts and input.

Many suggestions have been made for ways in which we can improve this coming year's data and report for your water distribution system. In an effort to standardize the reports between commissioners we would like you to follow the guidelines given in the attachment.

As you think of additional ways for improvements or if we can be of help to you, please feel free to contact either Lee Sim at (801) 538-7380 or myself at (801) 538-7384. Once again, we would like to thank you for the time and efforts you have spent in improving our water distribution systems. Your hard work and the excellent job you are doing is appreciated.

Sincerely,


Gertrudys Adkins, Ph.D
Distribution Engineer



COMMISSIONER REPORTS
STANDARD FORMAT FOR WATER DISTRIBUTION REPORTS
(BEGINNING 1994)

1. Cover Page
2. Letter of Submittal to State Engineer
3. Acknowledgment (optional)
4. Table of Contents
Include major heading and page numbers of where the subjects are located.
5. Minutes of Annual Meeting
Minutes of the annual meeting as well as the minutes from other important meetings held during the year should be included in the report.
6. Financial Report
(Provided by the Division of Water Rights)
7. Summary of Water Diverted for the Year by each Diversion Name
8. Streamflow and Storage Records --- Records of daily streamflow (cfs) and storage for the irrigation season, should be included in the report on the form provided (Daily Discharge Form) or computer generated form. Use one form for each surface water diversion.
9. Distribution System Status --- Describe problems, decisions, and solutions which arose during the year. This section could also be used to describe diversion structures and measuring devices used in the system (Use form provided in the back of the Daily Discharge Sheet or computer generated sheets).
10. Appendix
Include graphs, charts, tables, or any other type of information not covered above which the commissioner feels is important.