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Governor

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Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Water Rights

KENT L. JONES
State Engineer/Division Director

November 16, 2010

April McKeon
PO Box 555
Milford, Utah 84751

Dear April:

Congratulations on reaching the end of another successful water year. I hope you had a good year. Next comes the preparation of the annual report and anticipating the annual system meeting in February. As a reminder, the **Annual Meeting for the Milford System is scheduled for Thursday, February 17, 2011 at 11:00 AM.**

The attached **USGS Report for Spring of 2010**, This report just came out. I am forwarding you a copy to include in your Annual water report for your system. I am also attaching a copy of the recommended report format as a reference, for your review and use when you are compiling your annual report. Also included is the Distribution Engineer's report for your inclusion in the annual report. Please look it over if it needs to be updated. I may provide a newer version prior to the printing of the annual report.

This is the time of the year when you should be entering your water data to your spreadsheet for the annual report of water use- Acres.

As you probably know, the Cedar City office recently completed the mapping based regulation for the Parowan area; in the process we learned a few things. One significant aspect is the consolidation of accounts under a single owner. If this works for you, we should consider consolidating accounts like Diamond H, Circle 4, Keith James, Pearson, McKeon and Highline; before we send out the annual assessments. We can discuss this by phone, to do this I need to have the consolidated acreage for the accounts being lumped together, along with which accounts should be inactivated.

Again this year we are trying to standardize the commissioner's report to flow better with the meeting. We encourage you to follow this report format guideline, It should mimic's last year's report.

I have included the following to assist in the report preparation:

1. Report format and explanation.
2. 2010 Meeting minutes from the last annual meeting:
 - a. Alice Smith was not there to keep the minutes; We do not have a copy of them.
 - b. I am not sure who kept the minutes last year in 2010. They may need to be transcribed.
 - c. You can listen to the minutes recorded from the Division Website at:
 - i. <http://waterrights.utah.gov/docImport/0530/05309641.mp3>
3. Roster or sign in sheet from last years meeting is provided as an attachment, this should be included into the annual report.
4. Distribution Engineer's notes: This may be updated just before the meeting.



Page 2
November 16, 2010
Subject:

5. As far as delinquent accounts, there are 3:
I have called Alan Mayer and Reed Carter about their outstanding amounts shown below:
Alan Mayer: 309.83 Left a message again 11/16/2010
Reed Carter: 215.71 Talked with his wife today (11/16/10)
Maurice Gray: 36.95 (nothing done)
6. I have included the returned mail envelopes, if you have any insight... like a address or ownership change, we should resolve before the Assessment Mailing Let me know.

As with every year, the Financial reports (once reviewed and signed) are mailed in early January, and should be included in the master report before you make the multiple copies to hand out at the meeting.

You should submit your final pink slip billing to our office not later than December 14th. Our accounting department needs to have these vouchers entered so the books can be balanced for accounting and process end of year payments. Submittals received after that time are too late to be entered into the division accounting and will not be reimbursed. You can also fax forms to the number below, be sure to send hard copies by mail.

If you have any questions, or if I can be of further assistance, do not hesitate to contact me at (801) 538-7430 or by Email at MikeSilva@Utah.Gov

Sincerely,



Mike Silva
Distribution Engineer

Enclosures

Cover Page:

- Include: "Year" Annual Report, System Name, Water (or River) Distribution System
- Prepared For: State of Utah, Office of the State Engineer, Division of Water Rights
- Prepared by: Name, Water Commissioner

Letter of Transmittal:

Address Letter to:

State Engineer, Division of Water Rights, 1594 North West Temple, Suite 220, SLC, UT 84116

This letter should state:

- You are hereby transmitting the letter to the State Engineer
- Acting in you capacity as Water Commissioner for the ____ Distribution System, you have prepared this report based on you field examinations and water measurements.
- The data contained in the report is accurate within the limitations of the measured devices used on the distribution system
- The information present is a true representation of water distribution and regulation during the year 2010.
- Be sure to sign you name at the bottom of the letter

Acknowledgement:

An acknowledgement is optional and not required, but can be inserted here as a separate page. The acknowledgement is used to recognize key participants that have provided assistance in monitoring and operation of the system. This would include assistants, deputies, staff in the division, water users, irrigation companies or organizations, etc.

Table of Contents:

- Include major headings and page numbers of where the subjects are located
- TOC should include all the major numbered headings that follow below:

1) Minutes of Annual Meeting:

Minutes of the previous year's annual meeting.

Include the attendance roster sign in sheet or list the names of attendees.

Include the minutes or summary of other meetings held during the past year.

Minutes are usually kept by the secretary of the committee and should be typed.

2) Financial Report: (Provided by the Division of Water Rights)

This includes reserve account balance sheet, report of expenditures, delinquent assessment accounts and a budget worksheet for upcoming year. (Usually 3 pages total) This is mailed from the division and arrives sometime in last half of January

3) Commissioner's Summary and Distribution System Status:

Describe the irrigation season in general, water availability and delivery, problems, decisions, solutions and significant events that arose during the year. This section could also be used to describe the system's diversion structures, and measuring devices and their status. You can also include a summary of your notes from your daily log or diary to support your summary. If the Water Rights- Distribution section provides information, include those pages here, after your summary.

4) Summary of Water Diverted for the Year by Diversion Name:

This table is a summary is compiled from data contained in the individual diversion records presented in #7 below. Some WC's provide the previous year data for comparison. This can be ordered alphabetically by diversion name or by largest water user to smallest water user, or from the top of the system to the bottom of the system. In most cases, this summary should correspond with the list of distribution assessment accounts

5) Records of Daily Diversion Amounts:

Present this in CFS or acre-feet separate page fore each diversion name along with record of storage in reservoirs for the irrigation season. This must be included in the report. The Water Commissioner should enter this data either on the form provided (Daily Discharge Form) or computer generated form (preferably generated from the Water Rights web site). Use one page print for each surface water diversion. This data should be entered first, then printed directly from the Division of Water Rights Website. See the instructions below*. If you need assistance for on line access to enter water diversion data, please contact the distribution engineer assigned to your system.

6) Reference Materials:

Include graphs, charts, tables, or any other types of information not covered above which the commissioner feels are important. We suggest you include a System Map/Schematic and a Priority Schedule. If only a few pages, insert these before or after #5 as appropriate, or as attachments at the end of the report.

Binding:

When you bind the report, the original or one unbound copy should be provided to the division staff before the meeting, this becomes the public record and scanned into the database record.

*** Entering and Printing Diversion Data:**

When Printing Daily Diversion Data from the Division of water rights Website, first enter your diversion data from your records. Then go back to your system, click on the station you want to print, then under the pull down (select to view records) select daily values table. Then follow the numbered instructions below.