



State of Idaho

DEPARTMENT OF WATER RESOURCES

Eastern Region, 900 North Skyline Drive, Suite A • Idaho Falls, Idaho 83402-1718
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March 12, 2010

C. L. "BUTCH" OTTER
Governor

GARY SPACKMAN
Interim Director

David Matthews
Box 222
Paris ID 83261

RE: Secretary / Treasurer Appointment for Water District 11E

Dear David:

A treasurer is not required if the County Treasurer provides collection and payment services for the district. The District must elect a treasurer if the Water District collects and pay expenses on its own, or if the county collects expenses but does not provide payment of expenses. Prior to assuming the duties of office, a treasurer must complete an Oath of Office and sign it before a notary and return the oath to the Department of Water Resources if their adopted budget is over \$3000.00 a year. The State will issue a certificate to the treasurer confirming an appointment once the signed and notarized has been received.

Any Water District having an annual budget of \$3000.00 or less may adopt a resolution at the annual meeting to authorize the Watermaster to serve as Water District Treasurer. Only one Oath of Office is required if the Watermaster also serves as treasurer. Watermasters in Water District with annual budges exceeding \$3000.00 shall not be authorized to act as Water District treasurer.

If your budget is over \$3000.00, please sign the enclosed Oath of Office in front of a notary and return to us as soon as possible.

If you have any questions, please feel free to contact me.

Respectfully submitted,

Sharla Cox
Administrative Assistant

Enclosure