Annual Water District Meeting Checklist

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

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MAR 17 2021
Department of Water Resources
Eastern Region

Water District Number and Name:

WD 31 - Beaver-Camas Creek, Mud Lake

Meeting Date, Time and Location:

March 10, 2021 1:00 pm Annex Building Dubois. ID

- ☑ Election of meeting chairman and secretary (***chairman facilities meeting and secretary must record meeting minutes and submit to IDWR within 5 business days following the meeting***)
- ☑ Read and approve previous year annual meeting minutes
- ☑ Watermaster report and presentation of proposed budget
- ☑ Treasurer financial report
- ☑ Adopt budget (***must be submitted to IDWR immediately following the meeting***)
- ☑ Elect watermaster*
- ☑ Elect assistant watermaster(s)* (optional)
- ☑ Elect water district treasurer*
- ☑ Select an advisory committee (optional)
- ☑ Adopt resolutions (***must be submitted to IDWR following the meeting***)
- ☑ Determine next year's meeting date, time and location

* An oath is required before the first year of service.

By signing below I verify that all required actions have been addressed at the water district annual meeting.

Completed by:

Lauri Small secretary 3-10-21

Water District Representative / Title *Date*

v1.0 – 10-28-20