### SUGGESTED ANNUAL MEETING AGENDA

- -Meeting called to order by the Chairman
- -Reading of last years meeting minutes- Secretary
- -Old Business
- -New Business
- -Elections

Chairman

Secretary

Treasure

Watermaster

**Advisory Committee** 

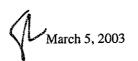
- -Treasurer Report
- -Presentation of previous year Watermaster Report- Watermaster
- -Proposed budget for the new year- Watermaster

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-Adoption of a Budget

- -Adoption of District Resolutions
  - -Time and place for next years meeting
  - -Adjournment

\* SEE Attached



## SUGGESTED RESOLUTIONS

#### 3 SUGGESTED FOR PAYMENTS & WATER DELIVERY, 42-613 & 42-617

- 1 resolve date annual payments due 1
- 2. resolve maximum 10% interest penalty at 1% per month for non-payment
- 3 resolve no delivery without complete payments.

#### IF ASSESS MINIMUM PAYMENT, 42-612

- 1. resolve amount for minimum charge per user with \$50 maximum
- 2 minimum charge applicable if exceeds regular assessment

# **DOCUMENTING BUDGET & RESOLUTIONS**

Sec'ty files copies of APPROVED BUDGET & ADOPTED RESOLUTIONS with IDWR & County.  $^{2}\,$ 

Use back of "adopted budget" form to record resolutions approved at annual District meeting.

<sup>&</sup>lt;sup>1</sup> 42-613 previously specified June 1 as date payments were due, but that amended statute omits a specific date. Currently 42-613 & 42-617 state payments are due by date resolved by district, even though 42-617 refers to date mandated in 42-613 as if June 1 were not currently omitted in the language. This appears to be an error in the statutes, resulting in no default date by which payments are due. Result: district should adopt a resolution to specify deadline for paying assessments.

<sup>&</sup>lt;sup>2</sup> Assume copies to County n/a if District uses a treasurer instead of County per 42-618 & 42-619. Sec'ty provides copy of budget to treasurer plus sends to IDWR. Use of a treasurer requires periodic financial statements & can include independent audits.