State of Idaho
DEPARTMENT OF WATER RESOURCES
Western Region • 2735 Airport Way • Boise, Idaho 83705-5082
Phone: (208) 334-2190 • Fax: (208) 334-2348 • Website: www.idwr.idaho.gov

BRAD LITTLE
Governor

GARY SPACKMAN
Director

January 10, 2019

MICHAEL MCVAY
322 E FRONT ST STE 648
BOISE ID 83720

ROSE & MARY RYAN
4504 FOOTHILL DR
BOISE ID 83703

Dear Water District Secretary or Watermaster,

Enclosed are several documents related to the annual water district meeting.

1) **Information form to provide the Idaho Department of Water Resources (IDWR) the date, time, and location of the next annual water district meeting.** Please complete the meeting information form and return it to IDWR. Upon receipt of the completed form, IDWR will send a meeting notice to each water user and interested party in the district. Meeting notices must be mailed no later than three weeks before to the meeting date. Therefore, to provide IDWR adequate time to create and mail the notices, please **return the completed form to IDWR as soon as possible or at least four weeks before the meeting dates.**

2) **List of water right owners within your district.** Look over the list and mark any name or address changes or additions. An accurate review of the list will ensure all users and interested parties are informed of the meeting. Return the corrected list with the completed meeting information form.

3) **Annual Meeting Checklist.** Per Idaho Code Title 42 Chapter 6 (Distribution of Water Among Appropriators), annual water district meetings must include (at a minimum) the actions outlined on the checklist. Fill out this form during the meeting and return with the meeting minutes or ensure your meeting minutes describe each of these actions.

If you are no longer the water district secretary or watermaster, please forward this to the current secretary or watermaster or return this correspondence to IDWR as soon as possible.

If you or water users have any questions or concerns about the annual water district meeting or ownership/address changes, please contact Chad Jones at (208)334-2190 or chad.jones@idwr.idaho.gov.

Sincerely,

Chad Jones
Technical Records Specialist I

Enclosures

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Brad Little
Governor

GARY SPACKMAN
Director

To: **63S Stewart Gulch**
From: Chad Jones
Date: January 10, 2019
Re: Annual Water District Meeting Information Form

Please **complete this annual water district meeting information form and return it to IDWR** (contact information below). Upon receipt of the completed form, IDWR sends meeting notices to each water user and interested party in the district. Notices must be mailed no later than three weeks prior to the meeting day. Therefore, to provide IDWR adequate time to create and mail the notices, please **return the completed form to IDWR by as soon as possible or no later than four weeks before the meeting day.**

Meeting Location

Facility Name _____

Room Name/Number _____

Street Address _____

City _____

Meeting Time/Day

Date (month, day, year) _____

Day of Week _____

Time _____

_____

Signature, Water District Representative *Title*

_____

Representative Phone Number

_____

Representative Email Address

Return this form via mail, fax, or email, attention Chad Jones - Western Region:

Mail
2735 Airport Way
Boise, ID 83705-5082

Fax
(208)334-2348

Email
chad.jones@idwr.idaho.gov

Annual Water District Meeting Checklist

Per Idaho Code Title 42 Chapter 6 (Distribution of Water Among Appropriators), annual water district meetings must include (at a minimum) the actions listed below.

IDWR wants to ensure each water district is meeting these minimum standards. Please return this completed checklist to the appropriate IDWR regional office with the annual meeting minutes (this list does not replace meeting minutes) *or* ensure that all of these actions are clearly addressed in the meeting minutes.

Water District Number and Name:

_____

Meeting Date:

_____

- ☐ Election of meeting chairman and secretary
- ☐ Election of water district watermaster
- ☐ Election of water district assistant watermaster(s) (optional)
- ☐ Election of water district secretary/treasurer (optional)
- ☐ Approval of adopted budget
- ☐ Next year's meeting date, location, and time

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

Completed by:

_____

Water District Representative

WaterDistr	Addressee	Organization	InCareOf	Address	City	StateC	ZipCode	Deliverable
63S	City of Boise Dept of Parks & Recreation	City of Boise Dept of Parks & Recreation		1104 Royal Blvd	Boise	ID	83706	Yes
63S	David Niznik and Diane Peck-Niznik			3911 Whitehead	Boise	ID	83703	Yes
63S	Edwards/ Erin Monnie	Edwards Family LLC		4106 Sand Creek	Boise	ID	83703	Yes
63S	Flinda F Terteling			3713 N Woody Dr	Boise	ID	83703	Yes
63S	Honsinger Law		Charlie Honsinger	PO Box 517	Boise	ID	83701	Yes
63S	Mary and Rose Ryan			4504 N Foothill Dr.	Boise	ID	83703	Yes
63S	Quail Hollow Golf Course		Scott Meachum	4720 N. 36th St	Boise	ID	83703	Yes
63S	T7 LLC	T7 LLC		3858 Garden Center Way Ste 300	Boise	ID	83703	Yes
63S	The Terteling Co Inc	The Terteling Co Inc		3858 N Garden Center Way Ste 300	Boise	ID	83703	Yes