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

November 27, 2020

REX BARRIE (via email)

MIKE MEYERS (via email)

Dear Water District Secretary, Treasurer and/or Watermaster,

The Idaho Department of Water Resources (IDWR) must obtain information from water districts to properly notify water users of annual meeting dates, times and locations. Enclosed are several documents related to annual water district meetings. **This package contains important information about holding water district meetings in consideration of the COVID-19 pandemic.** Please read and consider the enclosed COVID-19 guidance before completing and submitting the necessary *Annual Water District Meeting Information Form* (1a. below).

1) Documents to be completed before your upcoming annual water district meeting:
   a. **Annual Water District Meeting Information Form** - Identifies the date, time, location, and any virtual components of the next annual water district meeting. <u>You must return the completed form to IDWR as soon as possible and at least 5 weeks before the meeting date to enable IDWR to send notice of the annual meeting at least 21 days before the meeting</u>.

   b. **Annual Water District Meeting Checklist** - Fill this form out during the meeting to ensure your annual meeting includes the required actions.

   c. **Certified Copy of Annual Meeting Minutes** (within 5 days of the annual meeting)

   d. **Adopted Budget and Resolutions** (certified by watermaster and filed with IDWR immediately following the annual meeting)

   e. **Water District Contact Information Sheet** (submit with annual meeting minutes)

   f. **Treasurer Statement of Financial Affairs** (must be filed with IDWR at the end of water district fiscal year)

Please note that all correspondence from IDWR, including annual meeting notice, is sent to the water right owners mailing address currently on record. Address or ownership information can only be updated *by the owner* via the appropriate forms, found on the IDWR website: idwr.idaho.gov → Forms → Water Right Forms.

If you are no longer the water district secretary or watermaster, please forward this to the current secretary or watermaster, or notify IDWR immediately so the information can be conveyed to the correct recipient(s).

The Department still needs all relevant information relating to Water District 57D's 2020 annual meeting. Please forward the information from last year's meeting as soon as possible so our records can be updated in time for the 2021 meeting.

Sincerely,

Chad Jones
Technical Records Specialist I
(208) 334-2190
chad.jones@idwr.idaho.gov
Western Regional Office

Enclosures

From:	Jones, Chad
Sent:	Friday, November 27, 2020 10:31 AM
To:	'WATERDISTRICT63@QWESTOFFICE.NET'; mikemeyerswd63@gmail.com
Subject:	WD 63 2021 Annual Meeting
Attachments:	63 Meeting Info Request Letter.docx; WD 63 Info RE: CV-19 Guidance for Water Districts; WD63 MailingList (11-27-20).xls; AG Memo Virtual Meetings.pdf; Annual Meeting Checklist.pdf; Annual Meeting Roster of Attendance.pdf; Budget Form with Delivery Averaging Worksheet.pdf; Contact Information Sheet.pdf; Treasurer Statement of Financial Affairs.pdf; Watermaster Annual Report Form.pdf; 2021 COVID19 Meeting Info Request Form - 57D.docx; AG Guidance Cover Letter.pdf

Rex / Mike,

Please see the attached documents regarding upcoming the 2021 Water District Meetings. There are several new documents included along with information regarding COVID-19.
Also attached is the Zoom information relating to conducting a virtual meeting. Additionally, the Department still needs all relevant information relating to Water District 63's 2020 annual meeting. Please forward the information from last year's meeting as soon as possible so our records can be updated in time for the 2021 meeting.

Thank You,

Chad Jones
Idaho Dept. of Water Resources - Western Region
chad.jones@idwr.idaho.gov