

# 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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Water District Number and Name:

Carmen Creek WD 75 D

MAR 12 2021

Department of Water Resources  
Eastern Region

Meeting Date, Time and Location:

1:30 P 3/1/21 Carmen Heritage Hall

☒ Election of meeting chairman and secretary (*chairman facilities meeting and secretary must*  
*have McFarland chairman Vicki Steppert secretary*  
*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 *same as last year \$10 more to Treasurer*  
*Carmen.* *\$10 2000 to office*

☒ Treasurer financial report

☒ Adopt budget (*must be submitted to IDWR immediately following the meeting*)

☒ Elect watermaster\* *Ron Johnson*

☒ Elect assistant watermaster(s)\* (optional) *N/A*

☒ Elect water district treasurer\* *N/A*

☒ Select an advisory committee (optional) *John Burns Silsman*  
*Brambleton*

☐ Adopt resolutions (*must be submitted to IDWR following the meeting*)

☐ Determine next year's meeting date, time and location - *March 7*  
*500 extra collection*  
*County Treasurer to collect \$*  
*Bill off 5 year average and returned.*

\* 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:

*Wane McFarland chairman*

Water District Representative / Title

*3/1/2021*

Date