

MAY 22 2023

WATER RESOURCES
WESTERN REGIONSTATE OF IDAHO
DEPARTMENT OF WATER RESOURCES

NOTICE OF CHANGE IN WATER RIGHT OWNERSHIP

1. List the numbers of all water rights and/or adjudication claim records to be changed. If you only acquired a portion of the water right or adjudication claim, check "Yes" in the "Split?" column. If the water right is leased to the Water Supply Bank, check "Yes". If you are not sure if the water right is leased to the Water Supply Bank, see #7 of the instructions.

Water Right/Claim No.	Split?	Leased to Water Supply Bank?	Water Right/Claim No.	Split?	Leased to Water Supply Bank?
63-9845	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐

2. Previous Owner's Name: Frank Senn

Name of current water right holder/claimant

3. New Owner(s)/Claimant(s): Tracy & Tasha Shabnow

New owner(s) as listed on the conveyance document

Name connector ☒ and ☐ or18804 80th Ave NE

Mailing address

Kenmore WA 98028

City

State

Zip

425 802 1213

Telephone

KUNA KabinS @Gmail.com

Email

4. If the water rights and/or adjudication claims were split, how did the division occur?

- ☐ The water rights or claims were divided as specifically identified in a deed, contract, or other conveyance document.
☐ The water rights or claims were divided proportionately based on the portion of their place(s) of use acquired by the new owner.

5. Date you acquired the water rights and/or claims listed above: _____

6. Do you own the land identified as the water right place of use? Yes ☒ No ☐

- o If no, attach evidence that written notice of the change of water right ownership has been delivered to the landowner of record.

7. This form must be signed and submitted with the following **REQUIRED** items:

- ☒ A copy of the conveyance document – warranty deed, quitclaim deed, court decree, contract of sale, etc. The conveyance document must include a legal description of the property or description of the water right(s) if no land is conveyed.
☐ Plat map, survey map or aerial photograph which clearly shows the place of use and point of diversion for each water right and/or claim listed above (if necessary to clarify division of water rights or complex property descriptions).
☒ Filing fee (see instructions for further explanation):
o \$25 per undivided water right.
o \$100 per split water right.
o No fee is required for pending adjudication claims.
☐ If water right(s) are leased to the Water Supply Bank AND there are multiple owners, a Lessor Designation form is required.
☐ If water right(s) are leased to the Water Supply Bank, the individual owner or designated lessor must complete, sign and submit an IRS Form W-9.

8. Signature: Tracy Shabnow
Signature of new owner/claimant
Tracy Shabnow
Print name

Owner
Title, if applicable
4/17/23
Date

Signature: Tasha Shabnow
Signature of new owner/claimant
Tasha Shabnow
Print name

Owner
Title, if applicable
4/17/23
Date

For IDWR Office Use Only:

Received by DM Date 5-22-2023Receipt No. W051255Receipt Amt. \$25.00Active in the Water Supply Bank? Yes ☐ No ☒

If yes, forward to the State Office for processing

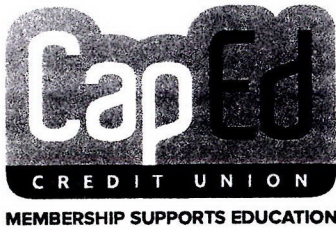
W-9 received? Yes ☐ No ☐

Name on W-9 _____

Approved by _____

Processed by _____

Date _____



CapEd Credit Union
75 S. Stratford Drive
P.O. Box 570
Meridian, ID 83680-0570
(208) 884-0150
(800) 223-7283 (Toll Free)

Statement

Log in to eBanking to see current information

Member Number	Period Ending	Page
XXXXXX0260	04/01/23 - 04/30/23	1 of 2

ACCOUNT SUMMARY

0000 Basic Business Savings	\$	5.00
0110 Basic Business Checking	\$	606.36
0301 Business 360	\$	937,252.52



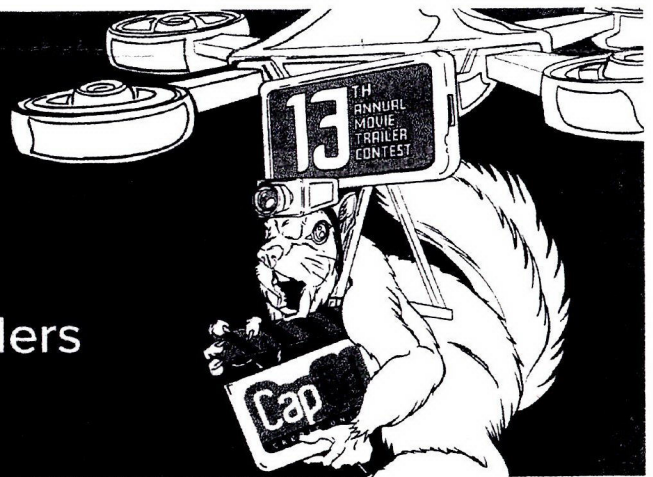
Kuna Kabins, LLC
18804 80th Ave NE
Kenmore WA 98028-2809



COPY

CONGRATULATIONS TO THE
WINNERS OF THE 13TH ANNUAL
MOVIE TRAILER CONTEST!

Check out this year's winning trailers
at: capedcu.com/movie



Basic Business Savings (ACCT #0000)

Beginning Balance	Credits / Deposits	Debits / Withdrawals	Ending Balance	YTD Dividends
\$ 5.00	\$ 0.00	\$ 0.00	\$ 5.00	\$ 0.00

Joint Owner(s): Tasha Shabnow, Tracey G Shabnow

Date	Credit	Debit	Balance	Description
04/01			\$ 5.00	Beginning Balance
04/30			\$ 5.00	No Transactions This Period Ending Balance

Basic Business Checking (ACCT #0110)

Beginning Balance	Credits / Deposits	Debits / Withdrawals	Ending Balance	YTD Dividends
\$ 606.36	\$ 0.00	\$ 0.00	\$ 606.36	\$ 0.00

Joint Owner(s): Tasha Shabnow, Tracey G Shabnow

Date	Credit	Debit	Balance	Description
04/01			\$ 606.36	Beginning Balance
04/30			\$ 606.36	No Transactions This Period Ending Balance

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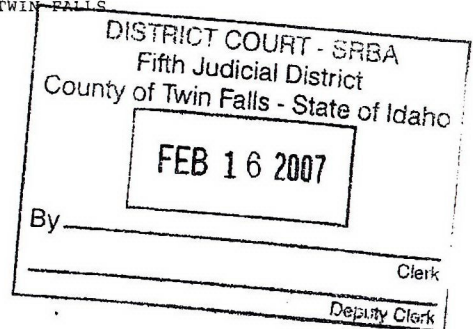
JUN 22 2023

17855 S
pleasant valley
rd
kuna

IN THE DISTRICT COURT OF THE FIFTH JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF TWIN FALLS

In Re SRBA)
Case No. 39576)
_____)

PARTIAL DECREE PURSUANT TO
I.R.C.P. 54(b) FOR
Water Right 63-09845



NAME AND ADDRESS: FRANK A SENN
KATHLEEN M SENN
1029 N COVE COLONY WAY
EAGLE, ID 83616

SOURCE: GROUND WATER

QUANTITY: 0.17 CFS
16.50 AFY

PRIORITY DATE: 12/07/1981

POINT OF DIVERSION: T01N R02E S08 SENE Within Ada County
SENE

PURPOSE AND PERIOD OF USE:	PURPOSE OF USE	PERIOD OF USE	QUANTITY
Irrigation		03-15 TO 11-15	0.09 CFS 13.50 AFY
		01-01 TO 12-31	0.08 CFS 3.00 AFY
Domestic			

THE USE OF WATER FOR IRRIGATION UNDER THIS RIGHT MAY BEGIN AS
EARLY AS MARCH 1, PROVIDED OTHER ELEMENTS OF THE RIGHT ARE NOT
EXCEEDED. THE USE OF WATER BEFORE MARCH 15, UNDER THIS REMARK
IS SUBORDINATE TO ALL WATER RIGHTS HAVING NO SUBORDINATED EARLY
IRRIGATION USE AND A PRIORITY DATE EARLIER THAN THE DATE A
PARTIAL DECREE IS ENTERED FOR THIS RIGHT.
DOMESTIC USE IS FOR 5 HOMES.

PLACE OF USE: Irrigation T01N R02E S08 SENE 3.0 Within Ada County
3.0 Acres Total
Domestic Within Ada County
Same as Irrigation

OTHER PROVISIONS NECESSARY FOR DEFINITION OR ADMINISTRATION OF THIS WATER RIGHT:

THIS PARTIAL DECREE IS SUBJECT TO SUCH GENERAL PROVISIONS
NECESSARY FOR THE DEFINITION OF THE RIGHTS OR FOR THE EFFICIENT
ADMINISTRATION OF THE WATER RIGHTS AS MAY BE ULTIMATELY
DETERMINED BY THE COURT AT A POINT IN TIME NO LATER THAN THE
ENTRY OF A FINAL UNIFIED DECREE. I.C. SECTION 42-1412(6).

208-334-2190
Western office
2735 West Airport Way
Boise ID 83725

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JUN 22 2023

OWNERSHIP CHANGE (O/C)Transfer # _____ WR #(s) 63-9845 Reviewer DH Date 5-22-23**OS2 – INITIAL REVIEW & FILE PREP**☒ **O/C Tracking Record**

Add new record(s) in Ownership Change Tracking workflow if not already recorded. If there are multiple incomplete records for same WR(s), coordinate with O/C processing staff.

☒ **Receipt Correct**

Fee is appropriate for number and split status of WRs. Receipt reflects correct amount and PCA code.

❖ **For Corrections:** Email Fiscal to request receipt corrections. Date Request Sent: _____

❖ **For Overpayments:** Note amount of overpayment to be refunded after processing: _____

☒ **NA If Transfer, give to WRA with transfer, otherwise continue review.**☒ **WR Status in Info Search**

Basis is Licensed or Decreed and Status is Active.

☒ **WR Water Supply Bank Status no**

Review docs via Info Search to see if WSB Lease associated with WR(s). If WSB Lease, review agreement doc for expiration date. If current, send email to WSB State Office staff to coordinate processing O/C.

☒ **WR Owner in Info Search**

Compare current owner name(s) to new owner(s) on O/C form. If same, confirm O/C process already complete, then request refund, create return letter, mark Returned in O/C Tracking.

☒ **SRBA Decree Status Kathleen M + Frank A SENN - 2-16-2007**

Check the SRBA website (<http://srba.idaho.gov/SREPT.HTM>) to confirm the decree hasn't been rescinded or amended.

☐ **Note Relative Dates of License/Decree vs Ownership Document**

If ownership document dated prior to decree/license see WR Supervisor.

☐ **Review Conveyance Documentation and Signatures**

Confirm type of deed/document(s) submitted and signature(s) acceptable per Admin Memo Records Memo No. 9. Request any necessary additional information.

☐ **Create GIS shape of legal property description on deed/document(s)**

Use Deed Plotter to map property descriptions and create shape files for ArcMap as needed.

❖ **Save files to:** N:\WRPROCESSING\Ownership Change Processing\Deed Plotter Shapes

❖ **File name:** Date received & applicant name: _____

☐ **Compare legal property description to WR POU legal to ArcMap WR POU shape**

If split, forward the notice, this checklist, and any notes to the next WRA in line to process.

OS2 or WRA – PROCESS NOTICE☐ **Compare POU and Legal Description for Other Possible WRs**

If other WR(s) found to match deed, list them here to be included in acknowledgement letter:

☐ **For Splits: Print Proof Report and POD & POU Map BEFORE Split**

Use WR/Layouts tool to print map(s) including all POU shapes. Write "BEFORE SPLIT" at tops of documents.

Complete O/C in Workflow

See Workflow Water Rights Process and confirm "Completion" status. Ensure all new owners are correctly listed, previous Representatives removed from WR record.

For Splits: Update WR in AdHoc

WR Status is Active and Draft is set to No. Conditions, POU shapes, and rates are correct for parent and child WR(s).

For Splits: Print Parent WR Proof Report and POD & POU Map AFTER Split

Use WR/Layouts tool to print map(s) including all POU shapes. Write "AFTER SPLIT" at tops of documents.

For Splits: Print Child WR Proof Report and POD & POU Map

Use WR/Layouts tool to print map(s) including all POU shapes. Write "CREATED BY SPLIT" at tops of documents.

Refund Overpayment

If applicable, email Fiscal to request refund as notated above in Initial Review section. Print 1 copy of refund request to be profiled into WR file.

❖ Date Request Sent: _____

OS2 or WRA – CORRESPONDENCE & PROFILING

Copies of the below documents should be prepared for:

- ❖ **WR Record** – 1 copy to be profiled as part of O/C correspondence
- ❖ **New Owner(s)** – 1 copy for each new owner at different mailing addresses
- ❖ **Split Parent Right Owner(s)** – 1 copy for parent right owners. Report & map for PARENT WR, not child WR.
- ❖ **Other Contacts** – If applicable, 1 copy for each Representative or Security Interest on WR.

Print Proof Report and POD & POU Map for WR Owners

Create Cover Letters

Generate "O/C Complete" or "O/C Split Complete" letter in O/C Tracking, including all affected WRs in one letter.

- ❖ **Additional WR(s):** If applicable, include information about other possible WRs found during review.
- ❖ **Refunds:** If applicable, include information about refund for any overpayment (see template).

Mail Documents to Owner(s)

Mail the above prepared cover letters, proof reports, and maps to all applicable contacts.

Initial and Date Bottom of Notice

Initial "Approved by" (if blank) and "Processed by" fields at bottom of Notice, and write in date of completion.

Organize Paperwork

Top to Bottom: Checklist, Transfer Memo, Notice & attachments, correspondence to owners, Split proof reports & maps

Prepare Internal Notes & Research (optional—for complex splits)

- ❖ Paperclip notes together at the back of the O/C packet with a sticky note indicating that they should be saved.
- ❖ Create a new folder in N:\WRPROCESSING\Ownership Change Processing\Complex Splits, using the O/C date received & applicant name for the folder name. Ex: 2021-12-31_JohnDoeRanch
- ❖ OS2 will scan notes to this folder, they will not be profiled with the rest of the O/C.

Return File to OS2 for Verification, Scanning and Profiling

OS2 will verify that all appropriate letters and documentation have been created and mailed, and O/C Tracking record is closed, completing any steps as necessary.

PROCESSING NOTES:

Mansfield, Debra

From: Mansfield, Debra
Sent: Monday, May 22, 2023 1:24 PM
To: 'kunakabins@gmail.com'
Subject: RE: Submitted Notice of Change in Water Right Ownership for Water Right No. 63-9845
Attachments: Notice of Change in Water Right Ownership for Water Right 63-9845, Additional Information Required.pdf

Good Afternoon,

The Department has Received your Notice of Change in Ownership for Water Right 63-9845. This email is to inform you that we require more information before your Notice can be processed.

Please read the attached letter in full. I have also mailed out a physical copy of this letter, per Department procedure. Once the Department receives the requested documentation, we will continue the review process for your Notice.

PLEASE NOTE: If you would like to submit the required documentation electronically you may do so. PLEASE SUBMIT ALL DOCUMENTATION ELECTRONICALLY TO file@idwr.idaho.gov. Please reference the Water Right No. 63-9845 in your email and it will be properly routed for processing. Otherwise, you may physically mail in the required documentation.

Sincerely,

Debra Mansfield | Office Specialist II
IDWR - Western Region
2735 W Airport Way, Boise ID 83705
(208) 334-2190 | Debra.Mansfield@idwr.idaho.gov

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JUN 22 2023



Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

May 22, 2023

TRACEY & TASHA SHABNOW
18804 80TH AVE NE
KENMORE WA 98028-2809

SCANNED

JUN 22 2023

RE: Notice of Change in Water Right Ownership for Water Right No(s): 63-9845

Dear Interested Parties:

The Department of Water Resources (Department) acknowledges receipt of your Notice of Change in Water Right Ownership (Notice).

Our review of your Notice indicates that additional information is required before the Department can process the change. The information required is indicated below:

- Evidence of Water Right Ownership: copy of Deed, Title Policy, Contract of Sale, or other legal document indicating your ownership of the property and/or water rights in question.

During our review of the Notice and attachments you submitted we found that we did not receive supporting documents proving ownership. We received the front page of a banking statement and a copy of a court decree naming Frank A Senn & Kathleen M Senn as the owners of this Water Right.

Please read the following excerpt from the Instructions For Filing A Notice Of Change In Water Right Ownership which outlines the documentation that the Department can accept for this process:

7. REQUIRED ITEMS:

IDWR cannot process this change without **documentation of ownership**. The documentation may be in the form of a deed, court decree or other conveyance document. If you are submitting a quitclaim deed and the grantor's name does not match the water right holder of record, you will need to provide a chain of title that goes back to the water right holder/claimant of record. You may obtain this information from the assessor's office in the county where the property is located. Items that are **not** conveyance documents are deeds of trust, mortgages, purchase and sales agreements, and property tax notices.

~

Because the Department cannot process the Notice without proper documentation, we will hold any action on your notice pending receipt of the necessary information. If we do not receive the necessary information within 30 days we will return your notice and all attachments and your notice will not be processed.

Also, please note that permit holders are required to report any change of ownership and/or mailing address to the Department within 120 days of the change. Forms to assign ownership or update your

address are available from any office of the Department or on the Department's website.

If you have any questions regarding this matter, please contact me at (208)605-4620.

Sincerely,

Debra Mansfield
Office Specialist II

Enclosure(s)

SCANNED

JUN 22 2023



Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

June 22, 2023

TRACEY SHABNOW
18804 80TH AVE NE
KENMORE WA 98028-2809

RE: Notice of Change in Water Right Ownership for Water Right No(s): **63-9845**

Dear Interested Parties:

The Idaho Department of Water Resources (Department) received a Notice of Change in Water Right Ownership (Notice) from you on May 22, 2023 for the above referenced water rights. The Notice could not be processed because we did not receive proper evidence of water right ownership from you.

On May 22, 2023, the Department requested the required information from you. As of the date of this letter, the Department has not received the required information.

The Department is returning your Notice of Change in Water Right Ownership and the attachments. A refund of \$25.00 has been requested and will be mailed to under separate cover from the Idaho State Controller's Office. You may re-submit your request with the appropriate documents and fees.

If you have any questions regarding this matter, please contact me at (208)605-4620.

Sincerely,

Debra Mansfield
Office Specialist II

Enclosure(s)

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JUN 22 2023

Mansfield, Debra

From: Mansfield, Debra
Sent: Thursday, June 22, 2023 3:05 PM
To: IdwrPayable
Subject: Refund Request - Tracey Shabnow

TO: Sascha Marston, Susan Steed

FROM: Debra Mansfield

DATE: June 22, 2023

RE: Refund: Notice Of Change In Water Right Ownership

Tracey & Tasha Shabnow submitted a Notice Of Change In Water Right Ownership but did not provide proper evidence of water right ownership.

Please issue a refund of \$25.00 to:

TRACEY SHABNOW
18804 80TH AVE NE
KENMORE WA 98028-2809

RECEIPT #

W051255

Thank you,

Debra Mansfield | Office Specialist II
IDWR - Western Region
2735 W Airport Way, Boise ID 83705
(208) 334-2190 | Debra.Mansfield@idwr.idaho.gov