

*State of Idaho*  
*Department of Water Resources*

# *Certificate of Appointment*

*This is to certify that I have on this day appointed Andrea Christensen as  
**Treasurer** of Water District No. 13T Bancroft-Lund from this day until the 2024 annual meeting  
or until his/her successor is appointed and qualified under the provisions of Idaho Code Section 42-619,  
at such rate of compensation as established by applicable law.*



*This certificate has been issued and the seal of the  
Director fixed at Boise, Idaho, this 24<sup>th</sup>  
day of October, 2023.*

*Director - IDWR*



IDAHO DEPARTMENT OF  
**WATER RESOURCES**

Eastern Region • 900 N Skyline Drive, Suite A • Idaho Falls, ID 83402-1718

Phone: 208-525-7161 • Fax: 208-525-7177 • Email: [easterninfo@idwr.idaho.gov](mailto:easterninfo@idwr.idaho.gov) • Web: [idwr.idaho.gov](http://idwr.idaho.gov)

**Governor Brad Little**

**Director Gary Spackman**

October 24, 2023

ANDREA CHRISTENSEN  
1747 RICH RD  
GRACE, ID 83241

RE: Treasurer Appointment – Water District 13T Bancroft-Lund

Dear Treasurer,

Enclosed is your certificate of appointment as Treasurer of Water District 13T Bancroft-Lund. The treasurer's terms of service follows that of the watermaster: "throughout the year, extending until the annual meeting for the ensuing year, or until a successor is appointed" (Idaho Code §42-608(1)). Based on the code, the treasurer's appointment is from one annual meeting to the next, generally speaking.

Thank you for serving the State of Idaho and your community. If you have any questions or concerns related to this letter, please feel free to contact the Eastern Regional Office at 208-525-7161.

Regards,

Christina Henman  
Administrative Assistant I

OCT 23 2023

BEFORE THE DEPARTMENT OF WATER RESOURCES  
OF THE STATE OF IDAHO

Department of Water Resources  
Eastern Region

State of Idaho )

County of Caribou )

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## Official Oath

I do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution and laws of the State of Idaho, specifically including the provisions of Section 42-619, Idaho Code, and that I will faithfully discharge all the duties of the office of **Treasurer** of Water District No. 13T according to the best of my ability.  
So help me God.

Andrea Christensen 10/18/23  
Treasurer Date

SUBSCRIBED AND SWORN TO before me this 18 day of October, 2023

Billie Ann Straatman  
Notary Public

Residing At Grace Idaho

Commission Expires \_\_\_\_\_



## Henman, Christina

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**From:** Visosky, Steven  
**Sent:** Monday, October 23, 2023 5:00 PM  
**To:** Henman, Christina  
**Cc:** Lafortune, Thomas  
**Subject:** RE: WD13T Treasurer Replacement Info

Hi Christina,

Yes, let's go ahead and appoint her. I think we should make a copy of this email and include it in the WD13T file with her certificate of appointment in case someone wonders what happened. Thank you!  
Steve V.

**From:** Henman, Christina <Christina.Henman@idwr.idaho.gov>  
**Sent:** Monday, October 23, 2023 4:56 PM  
**To:** Visosky, Steven <Steven.Visosky@idwr.idaho.gov>  
**Cc:** Lafortune, Thomas <Thomas.Lafortune@idwr.idaho.gov>  
**Subject:** RE: WD13T Treasurer Replacement Info

Steve,

I got Andrea's oath today. Would you like me to go ahead and issue a certificate of appointment for her, or was there anything else we need before I do so?

Thank You,

Christina Henman  
*Administrative Assistant*

**From:** Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)>  
**Sent:** Tuesday, October 17, 2023 9:37 AM  
**To:** Bart Christensen <[bartc11@icloud.com](mailto:bartc11@icloud.com)>; [Achri07@gmail.com](mailto:Achri07@gmail.com)  
**Cc:** Henman, Christina <[Christina.Henman@idwr.idaho.gov](mailto:Christina.Henman@idwr.idaho.gov)>; Lafortune, Thomas <[Thomas.Lafortune@idwr.idaho.gov](mailto:Thomas.Lafortune@idwr.idaho.gov)>  
**Subject:** FW: WD13T Treasurer Replacement Info

Bart,

Thank you for the information. I've included Andrea in this email so she can access the attached documents and see the necessary action items. IDWR will issue her temporary appointment to the position after we receive her signed oath.

Thomas Lafortune and I are starting the process of reviewing the water rights on record in 13T so we can provide you a list, and a map, of current water owners on record as we discussed at the meeting.

Steve Visosky

**From:** Bart Christensen <[bartc11@icloud.com](mailto:bartc11@icloud.com)>  
**Sent:** Monday, October 16, 2023 8:16 PM

To: Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)>

Subject: Re: WD13T Treasurer Replacement Info

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Steve,

Thank you for returning the information on getting a temporary secretary appointed .

I visited with Tim today and he suggested asking, at least those at the meeting about using Andrea for the treasurer. I did that this afternoon and they were fine with asking Andrea Christensen to fill that position. Contact information:

Andrea Christensen  
1747 Rich Rd.  
Grace, ID. 83241  
Email. [Achri07@gmail.com](mailto:Achri07@gmail.com)  
208-547-7475

If you need anything else let me know. We don't have an advisory committee. Tim suggested we organize at the annual meeting.

Thanks,  
Bart Christensen

Sent from my iPad

> On Oct 16, 2023, at 1:53 PM, Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)> wrote:

>

> Good Afternoon Bart,

>

> I appreciate your efforts and willingness to improve the operations of Water District 13T (WD13T).

>

> Water districts have two officials that are elected annually at the annual meeting by the water users present at the meeting: a watermaster and a treasurer. A meeting secretary is different from the treasurer as the meeting secretary is selected (not elected) at the annual meeting and their primary role is to record minutes of the meeting and submit the meeting minutes to IDWR. A meeting chairman is selected (not elected) at the annual meeting and their only role is to chair the annual meeting and follow the published meeting agenda. An Advisory Committee may also be selected (not elected) at the annual meeting and their role is to advise the watermaster and Director of IDWR of matters related to distribution in the water district. If an advisory committee was selected by the water users of WD13T, there would be a specific process to replace the treasurer or watermaster when they resign before the next annual meeting. I didn't find any WD13T resolutions recording advisory committee members, so we will proceed with appointing a temporary treasurer until your next annual meeting to be in January 2024.

>

> IDWR received WD13T Treasurer Dale Wistisen's resignation on 10/10/2023. We will appoint a temporary treasurer for WD13T with the following action items:

> 1. Please send me, Christina Henman, and Thomas Lafortune (both CC' d on this email) an email specifically requesting that IDWR appoint (the person's name you had in mind) as the temporary treasurer of WD13T until the next annual meeting to be held in January of 2024 because your elected treasurer resigned. Ideally, we would like to see a request from a majority of the advisory committee members.

> 2. Have your treasurer candidate read the duties and responsibilities of the position in the attached Water District Operations Manual (WDOM-Part-II-WD-Admin-Processes\_Final Updated-3\_28\_2023) so they understand what they are

signing up for.

> 3. Have your treasurer candidate sign the official oath (which needs to be notarized) and send it to the IDWR office in Idaho Falls (IDWR Eastern Regional Office, 900 N SKYLINE DR STE A, IDAHO FALLS ID 83402-1718)

> Once we receive the two items (your email and their oath), we will send the treasurer their official appointment from the Director.

>

> The watermaster of WD13T should have access to a computer and have some computer skills to be successful. The watermaster is responsible for putting together budgets, assessments, recording use in an IDWR database, and various other reports that are typically done on a computer. A fair number of watermasters around the state now use their smartphone or a tablet to record well use and diversion information. Additionally, being able to communicate and share water district documents electronically can make the job much easier and more efficient for water users, water district staff, and IDWR. Your concerns about Craig's ability to perform his job with little or no computer skills are valid.

>

> I will be coordinating with Thomas Lafortune from the Eastern Regional Office to provide you, and anyone else you suggest, with additional training and resources to improve the operations of WD13T. Typically, the advisory committee meets a few weeks ahead of the annual meeting to nail down the details and documents to be covered at the meeting. This would include a proposed meeting agenda, budget, assessments, resolutions, etc. Please let Thomas and me know what you think would be the most productive way for us to provide these resources to the district. In the meantime, the attached Water District Operations Manual is an excellent resource to learn some of the basics of water district operations. Additionally, the link below takes you to some of the other water district resources we have on our IDWR website that may be helpful.

> <https://idwr.idaho.gov/water-rights/water-districts/operations-manual/>

>

> Please let me know if you have any questions.

>

> Steve Visosky

> Water Resource Agent, Principal | Compliance Bureau

> [steven.visosky@idwr.idaho.gov](mailto:steven.visosky@idwr.idaho.gov) | 208-287-4933

>

>

>

> -----Original Message-----

> From: Bart Christensen <[bartc11@icloud.com](mailto:bartc11@icloud.com)>

> Sent: Friday, October 13, 2023 5:55 PM

> To: Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)>

> Subject: Re: IDWR Visosky contact

>

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>

> We have a candidate for the secretary. My son that presented the water meters at the meetings wife would be willing to take that job. She is very computer literate and really understands well. Let me know the process to get her appointed.

> Also I feel we'll need a different water master. I didn't realize Craig had no computer skills. I think with him coming up with the budget numbers and all the reports it might be out of his abilities. Great man but the digital age is past him.

> Let me know. Was good to meet you and get some direction. I feel we are on the right path.

> Thanks again,

> Bart.

>

> Sent from my iPad

>

>> On Oct 13, 2023, at 3:13 PM, Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)> wrote:

>>  
>> Bart,  
>>  
>> Thank you for sharing your contact information. It was a pleasure to meet you yesterday and I look forward to working with you in the future.  
>>  
>> Steve Visosky  
>> Idaho Department of Water Resources  
>> Water Resource Agent, Principal | Compliance Bureau  
>> [steven.visosky@idwr.idaho.gov](mailto:steven.visosky@idwr.idaho.gov) | 208-287-4933  
>>  
>>  
>>  
>>  
>> -----Original Message-----  
>> From: Bart Christensen <[bartc11@icloud.com](mailto:bartc11@icloud.com)>  
>> Sent: Thursday, October 12, 2023 5:49 PM  
>> To: Visosky, Steven <[Steven.Visosky@idwr.idaho.gov](mailto:Steven.Visosky@idwr.idaho.gov)>  
>> Subject: Email  
>>  
>> CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.  
>>  
>> Steven,  
>> Bart Christensen here from our meeting today Email address.  
>> [Bartc11@me.Com](mailto:Bartc11@me.Com) Cell phone. 208-547-7239  
>>  
>> Sent from my iPhone  
>>  
>  
> <WDOM-Part-II-WD-Admin-Processes\_Final-Updated-3\_28\_2023.pdf>  
> <Treasurer\_Official\_Oath.pdf>