



November 22, 2021

Water District 161 Mountain Home Area

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Dear Water District Secretary/Treasurer and 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 the annual water district meeting.

Because COVID-19 concerns continue across Idaho, IDWR is advising all water districts to consider related state and local restrictions when planning water district and advisory committee meetings. Water districts are encouraged to consider remote attendance options to accommodate water users with health concerns. For assistance with conducting an annual meeting virtually, please contact IDWR prior to submitting the *Annual Water District Meeting Information Form* (1a. below). For additional COVID-19 related guidance, please visit IDWR's Water Districts web page.

- 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. **You must return the completed form to IDWR as soon as possible and no later than 5 weeks before the meeting date to enable IDWR to send notice of the annual meeting at least 21 days before the meeting.**
 - b. **Watermaster's Proposed Budget** - The watermaster must prepare 14 days before the annual meeting and present it to the water users for consideration and approval at the annual meeting.
 - c. **Watermasters Annual Report** – All watermasters must submit an annual report to IDWR before the expiration of their appointment for the current year.
- 2) Documents to be completed and returned following the annual meeting:
 - a. **Roster of Attendance** (submit with annual meeting minutes)

- 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 the annual meeting notice, is sent to the water right owner's 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).

Sincerely,



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Enclosures