

December 15, 2022

WD 57R – Reynolds Creek & Tributaries

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Dear Water District Staff,

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.

- 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 related virtual attendance information (if any). **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. **Annual Meeting Agenda** - Submit to IDWR with the meeting information form noted above so IDWR can post to Townhall Idaho website prior to the annual meeting.
  - c. **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.
  - d. **Watermaster's 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. **Annual Meeting Minutes** - Must be signed by the meeting secretary and returned within 5 days of the annual meeting.
  - b. **Roster of Attendance**
  - c. **Annual Water District Meeting Checklist** - Fill this form out during the meeting to ensure your annual meeting includes the required actions.

- d. **Adopted Budget and Resolutions** – Must be signed by the watermaster and submitted to IDWR immediately following the annual meeting.
- e. **Water District Contact Information Sheet**
- f. **Treasurer Statement of Financial Affairs** - Must be submitted to IDWR at the end of water district fiscal year.

Please note that IDWR sends the annual meeting notice to the water right owners and mailing address currently on record. The owner can only update address or ownership information by submitting the appropriate forms available on the IDWR website: [idwr.idaho.gov](http://idwr.idaho.gov) → Forms → Water Right Forms.

If you are no longer employed by the water district, please forward this information to the current secretary/treasurer and watermaster, or notify IDWR immediately.

Sincerely,



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Enclosures