

WATERMASTER REQUIREMENT SHEET

WATER DISTRICT: 76A

2016

DATE/TIME OF ANNUAL MEETING: 4/8/2016 @ 2pm

PLACE OF MEETING: New Meadows United Methodist Church

<b>WATERMASTER:</b>  <b>ADDRESS:</b>   <b>PHONE:</b>  <b>OTHER:</b>
<b>SECRETARY/TREASURER:</b>  <b>ADDRESS:</b>   <b>PHONE:</b>  <b>OTHER:</b>

<b>ASSISTANT WATERMASTER:</b>  <b>ADDRESS:</b>   <b>PHONE:</b>  <b>OTHER:</b>
<b>CHAIRMAN</b>  <b>ADDRESS:</b>   <b>PHONE:</b>  <b>OTHER:</b>

SENT

CERTIFICATE OF APPOINTMENT

- ☐ WATERMASTER
- ☐ ASSISTANT WATERMASTER
- ☐ SECRETARY/TREASURER
  
- ☐ DAILEY RECORD BOOKS & INTSTRUCTIONS

RECEIVED

- ☐ ANNUAL MEETING MINUTES
- ☐ ADOPTED BUDGET
- ☐ OATH(S)
  - ☐ WATERMASTER
  - ☐ ASSISTANT WATERMASTER
  - ☐ SECRETARY/TREASURER
- ☐ WATERMASTER REPORT
- ☐ DAILEY RECORD BOOKS





State of Idaho

## DEPARTMENT OF WATER RESOURCES

Western Region • 2735 Airport Way • Boise, Idaho 83705-5082

Phone: (208) 334-2190 • Fax: (208) 334-2348 • Website: [www.idwr.idaho.gov](http://www.idwr.idaho.gov)

C.L. "BUTCH" OTTER  
Governor

RECEIVED  
GARY SPACKMAN  
Director

To: 78A Big Creek  
From: Rachel Neely  
Date: January 22, 2016  
Re: Annual Water District Meeting Information Form

FEB 12 2016

WATER RESOURCES  
WESTERN REGION

Please **complete this annual water district meeting information form and return it to IDWR** (contact information below). Upon receipt of the completed form, IDWR sends meeting notices to each water user and interested party in the district. Notices must be mailed no later than three weeks prior to the meeting day. Therefore, to provide IDWR adequate time to create and mail the notices, please **return the completed form to IDWR by as soon as possible or no later than four weeks before the meeting day.**

### Meeting Location

Facility Name Med. Church

Room Name/Number \_\_\_\_\_

Street Address \_\_\_\_\_

City New Meadows, Idaho 83654

### Meeting Time/Day

Date (month, day, year) April 3 -

Day of Week Sunday

Time 2 o'clock

Ruth Raney  
Signature, Water District Representative Title

Representative Phone Number

1-208-347-2228

Representative Email Address

Return this form via mail, fax, or email, attention Rachel Neely- Western Region:

#### Mail

2735 Airport Way  
Boise, ID 83705-5082

#### Fax

(208)334-2348

#### Email

[Rachel.Neely@idwr.idaho.gov](mailto:Rachel.Neely@idwr.idaho.gov)

SCANNED

FEB 13 2016

# Annual Water District Meeting Checklist

Per Idaho Code Title 42 Chapter 6 (Distribution of Water Among Appropriators), annual water district meetings must include (at a minimum) the actions listed below.

IDWR wants to ensure each water district is meeting these minimum standards. Please return this completed checklist to the appropriate IDWR regional office with the annual meeting minutes (this list does not replace meeting minutes) *or* ensure that all of these actions are clearly addressed in the meeting minutes.

Water District Number and Name:

98A Big Creek

RECEIVED

FEB 12 2016

WATER RESOURCES  
WESTERN REGION

Meeting Date:

Sunday - April 3 -

the same

- ☐ Election of meeting chairman and secretary
- ☐ Election of water district watermaster
- ☐ Election of water district assistant watermaster(s) (optional)
- ☐ Election of water district secretary/treasurer (optional)
- ☐ Approval of adopted budget
- ☐ Next year's meeting date, location, and time - Hasn't been set yet!

By signing below I verify that all required actions have been addressed at the water district annual meeting

Completed by:

Rita Raney

Water District Representative

SCANNED

MAR 11 2016





State of Idaho

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C.L. "BUTCH" OTTER  
Governor

GARY SPACKMAN  
Director

January 22, 2016

RUTH RANEY  
3498 RANEY RD  
NEW MEADOWS ID

Dear Water District Secretary or Watermaster,

Enclosed are several documents related to the annual water district meeting.

- 1) **Information form to provide the Idaho Department of Water Resources (IDWR) the date, time, and location of the next annual water district meeting.** Please complete the meeting information form and return it to IDWR. Upon receipt of the completed form, IDWR will send a meeting notice to each water user and interested party in the district. Meeting notices must be mailed no later than three weeks before to the meeting date. Therefore, to provide IDWR adequate time to create and mail the notices, please **return the completed form to IDWR as soon as possible or at least four weeks before the meeting dates.**
- 2) **List of water right owners within your district.** Look over the list and mark any name or address changes or additions. An accurate review of the list will ensure all users and interested parties are informed of the meeting. Return the corrected list with the completed meeting information form.
- 3) **Annual Meeting Checklist.** Per Idaho Code Title 42 Chapter 6 (Distribution of Water Among Appropriators), annual water district meetings must include (at a minimum) the actions outlined on the checklist. Fill out this form during the meeting and return with the meeting minutes or ensure your meeting minutes describe each of these actions.

If you are no longer the water district secretary or watermaster, please forward this to the current secretary or watermaster or return this correspondence to IDWR as soon as possible.

If you or water users have any questions or concerns about the annual water district meeting or ownership/address changes, please contact Rachel Neely at (208)334-2190 or [Rachel.Neely@idwr.idaho.gov](mailto:Rachel.Neely@idwr.idaho.gov).

Sincerely,

Rachel Neely  
Administrative Assistant

Enclosures

SCANNED  
JAN 22 2016