



State of Idaho

Department of Water Resources

322 East Front St, PO Box 83720, Boise, ID 83720-0098 • 208-287-4800 • [www.idwr.idaho.gov](http://www.idwr.idaho.gov)

# *Certificate of Appointment*

This is to certify that I have appointed Richard Neal as **Watermaster** of **Water District** 61E, from this day until the 2017 annual meeting or until his/her successor is appointed and qualified under the provisions of Idaho Code Section 42-605, 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 day, March 25th, 2016.

Gary Spackman  
IDWR Director

SCANNED  
MAR 23 2016



State of Idaho

## DEPARTMENT OF WATER RESOURCES

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

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

C. L. "BUTCH" OTTER  
Governor

GARY SPACKMAN  
Director

March 25, 2016

RICHARD NEAL  
PO BOX 354  
GLENNS FERRY ID 83623

Dear Mr. Neal,

Enclosed is your certificate of appointment as watermaster of Water District 61E Cold Springs Creek. Per Idaho Code Section 42-608(1), the watermaster's term of service "*...is throughout the year, extending until the annual meeting for the ensuing year, or until a successor is appointed.*" Based on the code, the watermaster's appointment is from one annual meeting to the next, generally speaking.

Thank you for serving the State of Idaho and your community. Feel free to contact this office with any questions or concerns.

Sincerely,

Rachel Neely  
Administrative Assistant

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MAR 23 2016



State of Idaho

Department of Water Resources

322 East Front St, PO Box 83720, Boise, ID 83720-0098 • 208-287-4800 • www.idwr.idaho.gov

# *Certificate of Appointment*

This is to certify that I have appointed Paula Riggs as *Treasurer* of *Water District 61E*, from this day until the 2017 annual meeting or until his/her successor is appointed and qualified under the provisions of Idaho Code Section 42-605, 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 day, March 25th, 2016.

Gary Spackman  
IDWR Director

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MAR 23 2016





State of Idaho

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C. L. "BUTCH" OTTER  
Governor

GARY SPACKMAN  
Director

March 25, 2016

PAULA RIGGS  
5420 W DOUBLE ANCHOR DR  
GLENN'S FERRY ID 83623

Dear Ms. Riggs,

Enclosed is your certificate of appointment as treasurer of Water District 61E Cold Springs Creek. 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. Feel free to contact this office with any questions or concerns.

Sincerely,

Rachel Neely  
Administrative Assistant

SCANNED

MAR 23 2016

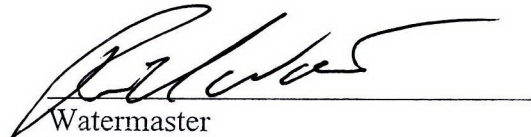


BEFORE THE DEPARTMENT OF WATER RESOURCES  
OF THE STATE OF IDAHO

State of Idaho )  
County of \_\_\_\_\_ ) ss

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 42-605 and 42-607, Idaho Code, and that I will faithfully discharge all the duties of the office of Watermaster of District \_\_\_\_\_ for the \_\_\_\_\_ irrigation season or \_\_\_\_\_ calendar year of \_\_\_\_\_ according to the best of my ability. So help me God.

  
Watermaster

SUBSCRIBED AND SWORN TO before me this 4 day of February, 2016.



  
Notary Public

Residing At 70 Commercial Street, Stry.  
Commission Expires 7-2-2019

WATERMASTER REQUIREMENT SHEET

WATER DISTRICT: 61E

2016

DATE/TIME OF ANNUAL MEETING: January 18, 2016

PLACE OF MEETING: Glenns Ferry City Hall

1/19/17  
8 PM

WATERMASTER: <u>Richard Neal</u>
ADDRESS:
PHONE:
OTHER:
SECRETARY/TREASURER: <u>Paula Riggs</u>
ADDRESS:
PHONE: <u>587-2173</u>
OTHER: <u>priggs@mountain-home.us</u>

ASSISTANT WATERMASTER:
ADDRESS:
PHONE:
OTHER:
CHAIRMAN
ADDRESS:
PHONE:
OTHER:

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



# 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.

RECEIVED

FEB 04 2016

WATER RESOURCES  
WESTERN REGION

Water District Number and Name:

61E Cold Springs Creek

Meeting Date:

01-18-16

☒ Election of meeting chairman and secretary Same

☒ Election of water district watermaster Same

N/A ☐ Election of water district assistant watermaster(s) (optional)

☒ Election of water district secretary/treasurer (optional) Same

☒ Approval of adopted budget

☒ Next year's meeting date, location, and time Jan. 9, 2017  
6:00 PM  
Glenn's Ferry City Hall

☒ Amended By-laws

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

Completed by:

Paula N. Riggs, Secretary  
208-599-0446

Water District Representative

SCANNED

MAR 11 2016



Water District 61E  
Cold Springs Creek  
Annual Meeting Minutes  
January 18, 2016  
6:00PM Glenns Ferry City Hall

The meeting was called to order by Teresa McCallum at 6:00PM. She stated that Ed Neuer would be voting for Susan Denny by proxy. In attendance were Teresa McCallum (CDN & ARK), Paula Riggs (Secretary/Treasurer), Rich Neal (Water Master), Nick Van Dyke & Nick Miller (IDWR), Harley & Shelley Riggs (DA), Lee Blackwell, Ed Neuer, Joann Hunt, Ann Wilson, Julio, Lou Anderson & Chuck Shenk (Mule Shoe) and Dave & Glenn Bean.

Paula read the minutes from the January 26, 2015 meeting. Teresa opened the floor for changes, Lou made a motion to approve, Ann second, motion passed. Teresa asked if there were any changes or additions to the agenda, she stated she would have an item to be added to new business. Paula gave the treasurer's report. Harley made a motion to approve, Lou second, motion passed.

Water Master Report: Teresa wanted everyone to know that the red on the water master report are items that Paula has added. Rich stated that he did not provide Paula with the working report he created on excel that he keeps a running record of water on a daily basis. He stated that he made call outs 2/wk during the summer so he had 2 readings so he would take the current reading and the last reading to determine water usage. At the end in November everyone was shut off except Charter Mountain and their stock water. Teresa wanted clarification that if he took a reading on July 15 and they were at 1.5 cfs and then a reading on August 8 and they were at .5 cfs did he average for that time period for billing purposes. Rich said yes that is the fair way to do it. He stated he was reading about every 3 days through the summer. Harley asked how Rich determines stock water and if it is being used appropriately. Rich said he just looks to see if there are cattle present but as far as figuring how many cows and how much water he does not figure that, as long as there are cattle there he gives the allotted water. Teresa wanted it noted that in the water report it stated Harley was concerned they were using more water than they are supposed to but they are only using their right. The water needs to travel 2 miles down the ditches to get to the cattle. It is not Rich's place to determine this. Harley said but if there are no stock in the field they should not be taking water so it is a concern and it is up to Rich to determine it is being used properly. Rich agreed. He said there was one time when he couldn't see the cows but Teresa said the cows were in the bottom of the field. Teresa also wanted to note one of Rich's remarks in his report about her letter to IDWR being inaccurate about unallocated water. She stated she showed Rich after that there was no clarification back to IDWR in writing that it was in fact going as she said. She asked for a clarification to the water report that the water was flowing away from the creek and that her letter was correct. Paula asked for the specific date which she stated was March 9<sup>th</sup>. Old Business: Paula stated that we needed to change the by-laws again because they were changed in 2015 to Lou Anderson's motion of how the assessments were to be billed for 2015. It was voted on in the last meeting to change the by-laws and that after a full water year of records we would charge accordingly for 2016. So, the by-laws need to be changed to reflect that. Lou made a motion to change the by-laws under the budget section to use 2015 records of actual use for 2016 assessment purposes and for 2017 we will use the average of 2015 & 2016 and in 2018 we will use an average of 2015, 2016 &

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MAR 11 2016



2017. And it will continue on a rolling 3 year average from that point forward for all future assessments. And the minimum charge for users that receive no water will remain at \$25 for that year. Ed second, Teresa asked for any discussion. Teresa stated that since they are at 82%, her and John don't like it but it is what it is. Lou said it is a fair way to do it, this way the users that use the most water and benefit from the most water pay for the water. If we get more water in the creek more people will be able to use the water and more people will share in the cost. He said if you figure this in acre feet it comes out to only .72 cents an acre foot most of our water rights are a maximum of 4 acre/ft which only comes out to \$3/acre and that is only if you used your maximum. We are running inexpensively and even though CDN's portion is high for the amount of water they get it is reasonable. Teresa agreed but hoped it did not come into a situation that it becomes harassment and they get to pay for it. Nick Miller from IDWR added that the way we are doing this is the way the Idaho Statute states so this is how it should be done. Harley stated that this is on a year with no water, so when we have a good water year and more people get water the budget allocation will adjust and we won't have to assess as much to just a few. Paula wanted to point out that the way it was decided to assess last year with CDN and DA taking 90% of the cost and then splitting it CDN was charged 55% = \$2,996 used 82% of the water which came to \$2,802 and DA was charged 45% = \$2,452 and only used 7% which came to \$239. So, that extra money that DA paid is what is in the account totaling \$3,107 which is what this years assessments are based off of. So in the end, that is a large portion of DA's money that is making this years assessments a lot lower than what they would have been or will be going forward. Lou said we probably budgeted more money for call outs than we need but it is better to have extra than to be short. Being no further discussion a vote was taken, motion passed to amend the by-laws as stated.

Paula wanted to point out that under the agenda item by-law change (attached) she was referring to the reports Rich provided with each user's total delivery amount, she wanted to show how she calculated the percentage of that number to arrive at the total assessments.

New Business: Teresa presented a letter that John wrote to the users (attached) making note that he and Teresa felt DA had an illegal diversion. She stated that from the west side of the Blackwell property there is a large bog that got water that came across the very bottom of their property and they had always thought that was DA's 2<sup>nd</sup> diversion we feel this is in our opinion illegal in the amount of somewhere between 2 to 4 cubic ft of water. That water was never measured and was watering some BLM ground from their observations and that is not part of DA's water usage. It was a spring within 20' of the confluence back into cold springs creek and had that water been put back into the creek it would have provided water to downstream users like DA & ARK. By the time it was found out it was too late. We discussed it with Rich, had IDWR out several times and a lot of the call outs done by CDN was for this. The water was put back into the creek. Harley stated he wanted to clarify this information because she was accusing DA of stealing water when in fact, the water comes off of Blackwells property but runs onto CDN for the entire 40 acres almost ½ mile. Teresa said that was a ditch they were not aware of and it got hung up on vegetation in the ditch then backed up ran across their field and then ran out onto DA's property. Harley clarified that when the water leaves blackwells it goes into CDN's ditch across their property which makes CDN have use of Blackwells water for over ½ mile and then it is cut back into the stream. Harley stated that it is not his job or the responsibility of DA to take CDN's waste water and put it back into the stream, it is their responsibility. Once the water hits their property it becomes their wastewater and it is their job to put it back into the stream for the lower creek users. Teresa stated that

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MAR 11 2016



they were never aware of this ditch for the past 15 years they have owned the property. Rich came out with the guidance of IDWR on the phone with him and made the determination where the easiest place to put the water back would be. She stated at no time did they divert or use the irrigation through their property. She said they do not have a diversion point for this so they could not legally use it. Lee was unaware of any of this, but if it is their water is it a spring? Teresa said there are springs coming up underground on the Blackwell property and they drain through natural things into an old channel. Lee wants to know since this is their spring can they apply for a water right? Nick from IDWR said yes but it would be a 2016 priority date. Lee said why don't they put a ditch from those springs right to the creek so it would fix all of this? Harley said yes he hopes they do, and then it doesn't run over CDN property for a ½ mile. Lou said this all sounds like it was handled like it should have been, Rich got called, the water got put back into the creek and the problem is solved. Rich agreed. Paula asked for a specific date in the water master report that the call being referenced to happened. Teresa noted Feb. 22 -27<sup>th</sup>. Harley said he would not stand for being accused of stealing water and wanted it made clear DA was not stealing water, it was CDN's ditch that Blackwell's water was running through and then backing up on their property running off onto DA. It is CDN's responsibility not DA. Teresa said she could not go on someone else's property to fix this, Harley said it is on your property, the ditch is on your property, you could have fixed this.

Other new business: Harley brought up the IDWR meetings that he, Paula & Glenn attended about IDWR combining all the water districts together. Nick explained district 61 is being considered to be combined for ground water only at this time.

Proposed Budget: Paula went over the budget and the budget addendum showing what the 2015 assessments were and what the actual water percentages/amounts were along with how many call outs each water user did. Lou motioned to approve, Harley second, motion passed. Rich asked Teresa if he could get to the head of the creek right now, she said yes by 4 wheeler. Lou wanted to know what the water situation looked like for this year. Teresa said much better, they have water running across the road at Ross Rd. Harley said he thinks it will be good this year.

Election of Officers: Lou made a motion to retain current officers, water master and advisory committee as all users the same. Joann second, motion passed. Teresa asked Paula if the minutes are mailed out, Paula said yes. Teresa asked that 2 weeks prior to the annual meeting all users be mailed the agenda and any topics of discussion or by-law changes. Paula said yes but she would prefer to email these items to save on cost and on tonight's sign in sheet she asked for everyone's email addresses. Lou also asked that going forward if there are any resolutions/issues that need to be addressed that they be submitted back to Paula one month prior to the annual meeting so everyone has time to think about these prior to the meeting. That way everyone has an opportunity to have a say. Paula said she would also email everyone the water master report as she receives it so everyone is aware of what is going on on the creek throughout the year instead of only at the annual meeting.

Lou moved we adjourn the meeting to January 9<sup>th</sup>, 2017 at 6:00pm at Glenns Ferry City Hall, Ed second, motion passed.

Respectfully Submitted,  
Paula N. Riggs  
Secretary

SCANNED  
MAR 11 2016



BY-LAWS OF THE  
WATER DISTRICT  
61E COLD SPRINGS CREEK

ARTICLE I

Name, Location, Business

SECTION 1: **Name:** The name of this organization shall be Cold Springs Creek Water District 61E "it shall be referred to hereinafter as "the organization".

SECTION 2: **Location:** 5420 W. Double Anchor Dr., Glens Ferry, Idaho 83623 or with the current organization secretary.

SECTION 3: **Business:** This organization shall engage in the business of controlling and running the operations of Cold Springs Creek Water District 61E as prescribed by these By-Laws.

ARTICLE II

Purpose

SECTION 1: **Purpose:** The purpose for which this group is organized is civic in nature to control the operation of irrigation along Cold Springs Creek. The organization shall be and is empowered to cooperate and work in compliance with the State of Idaho governmental agencies to achieve its purpose. This organization shall act as the primary controlling agency for Cold Springs Creek Water District and shall promote just and equitable rules and controls in business, through the collection and dissemination of information, and through services that may be rendered in connection with subjects of general importance, through research and if needed direct action.

SECTION 2: **Limitations:** The organization in its activities shall be limited to insuring irrigators along Cold Springs Creek are in compliance with their water rights and controls are in place to enforce compliance as directed by Water District and the State of Idaho.

ARTICLE III

Membership

SECTION 1: **Eligibility:** Any person, firm, partnership, corporation/association, estate, or trust may apply for membership if they have water rights for taking water from Cold Springs Creek and agrees to conform to and abide by the By Laws of Water District 61E Cold Springs Creek and any amendments there to.

SECTION 2: **Classification of Members:** All active members in good standing shall be entitled to vote, to hold office, to serve on standing and special committees, to attend all regular and special membership meetings, to have the privileges of the floor at such meetings and to participate in all referenda conducted by the organization. A member in good standing is one that is in compliance with all requirements of this organization and is current in any and all assessments made by this organization.

SECTION 3: **Membership dues:** The minimum annual membership dues for active members of this organization shall be reviewed annually by the board of officers and any proposed assessment shall be voted on by organization membership.

SECTION 4: **Voting:** Each individual member in good standing shall be entitled to one vote. Votes shall be by individual persons only, one vote person, and not by proxy unless done so in writing. Every firm shall designate a voting representative for each vote authorized.

SECTION: **Termination of membership:** Upon termination of any membership by death, resignation, sale or transfer of water rights in Cold Springs Creek or expulsion, the interests of such member in and to the property of this organization and his/her rights and privileges shall be forfeited. In the event of termination of membership, assessments shall not be refundable.

#### ARTICLE IV

##### Membership Meetings

SECTION 1: **Annual Meetings:** The annual membership meeting of this organization shall be held the second Monday of January each year at such time and place as may be designated by the President. At such annual meeting, the newly elected officers shall be installed.

SECTION 2: **Special Meetings:** The President may call such special meeting of the membership as he/she may deem necessary, and shall call a membership meeting upon the request of ten percent of the members in good standing.

SECTION 3: **Quorum:** Ten percent of the active members in good standing of the organization shall constitute a quorum for the transaction of any business at a membership meeting.

#### ARTICLE V

##### Officers

SECTION 1: **President's Office:** The President shall preside at all meetings of this organization and perform all duties incident to that office. He/She shall, as he/she may deem proper, commend to the membership such matters and make suggestions as may tend to promote the prosperity and increase the usefulness of the organization.

SECTION 2: **Secretary/Treasurer's Office:** It shall be the duties of the secretary to conduct the official correspondence, communication, and maintain an accurate record of the proceedings of this organization. The treasurer shall receive and disburse the funds of this organization. He/She shall keep all monies of this organization deposited in the name of this organization. All disbursements shall be made by check duly signed by the Treasurer and counter signed by the President if over \$500.00

SECTION 3: **Vacancies:** Vacancies occurring in the offices herein provided for shall be filled by interim appointment by a Resolution of the membership. The interim appointment shall be until the vacancies' term has expired.

SECTION 4: **Hold Harmless:** The Officers of this organization shall not be held personally liable for any of the actions of the membership of this organization unless criminal intent is shown.

SECTION 5: **Term of officers:** The term of elected officers shall be one calendar year.

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MAR 11 2016



## ARTICLE VI

### Representatives

SECTION 1: Any person or persons appointed to act as the official representative or representatives of this organization at conventions, hearings, or public meetings of any kind, shall so act only after receiving specific instructions from the President. Upon completion of such an assignment the representative(s) shall make a full report to the President.

SECTION 2: Watermaster as Representative of the Organization has the ability to set time limits for response to call outs not to exceed 48 hours.

SECTION 3: The Watermaster is to immediately notify the District Secretary when 10 call outs are performed. Then again when the budgeted callouts are reached, in any one year.

## ARTICLE VII

### Budgeting

SECTION 1: **Fiscal Year:** The fiscal year of this organization shall be January 1 through December 31.

SECTION 2: **Budget:** The President shall constitute the Budget Committee and adopt a budget in January each year for the following year. At the annual meeting the President shall present the budget to the membership for approval and or adjustments. The President shall adjust and/or revise the annual budget to conform to any limitations or expenses created by changing conditions throughout the year.

SECTION 3: **Dues/Assessments:** The Dues/Assessments shall be assessed in the following method beginning January 2016:

Water Masters 2015 records of actual use for 2016 assessments. Beginning 2017 the average of the Water Masters record of actual use in the years 2015 & 2016. Beginning 2018 the average of 2015, 2016 & 2017 continuing on a rolling 3 year average from that point forward for all future assessments. Users of Cold Springs Creek Water District 61E that received no water in the rolling average will be assessed a minimum user fee of \$25.00.

## ARTICLE VIII

### Amendments

These Bylaws may be altered, amended, or repealed by one of the following:

- A. By the affirmative vote of two-thirds of the members of this organization at any regular or special meeting, provided the proposed action be presented in writing at



- the meeting to the membership preceding such vote, or notice in writing be sent to each member of this organization at least fifteen (15) days prior to such vote;
- B. By a two-thirds affirmative vote of the members entitled to vote there at, at the Annual meeting of the members, or any other meeting of the members called for that purpose by the President.

#### ARTICLE IX

##### Dissolution

On dissolution of this organization any funds remaining shall be distributed to the current members by the same method as the collection of funds.

Amended: January 26, 2015  
January 18, 2016

DATE ADOPTED: 1/18/2016

Teresa M. McCallum  
Teresa M. McCallum, President

Paula Riggs  
Paula Riggs, Secretary/Treasurer

SCANNED

MAR 11 2016

**Neely, Rachel**

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**From:** Paula Riggs [PRiggs@mountain-home.us]  
**Sent:** Thursday, December 03, 2015 1:05 PM  
**To:** Neely, Rachel  
**Subject:** FW: 61E Cold Springs Creek Water Meeting Notice  
**Attachments:** Meeting Notice.pdf

Rachel,

We would like to move the meeting to the following Monday if that works for the IDWR rep. It is Martin Luther King holiday so I don't know if that is an issue?

Paula N. Riggs  
Economic Development Director  
City of Mountain Home  
208-587-2173  
[priggs@mountain-home.us](mailto:priggs@mountain-home.us)

**From:** Paula Riggs  
**Sent:** Thursday, December 03, 2015 10:12 AM  
**To:** 'rachel.neely@idwr.idaho.gov' <[rachel.neely@idwr.idaho.gov](mailto:rachel.neely@idwr.idaho.gov)>  
**Subject:** FW: 61E Cold Springs Creek Water Meeting Notice

Rachel, please hold off on this. I need to change the date!

Paula N. Riggs  
Economic Development Director  
City of Mountain Home  
208-587-2173  
[priggs@mountain-home.us](mailto:priggs@mountain-home.us)

**From:** Paula Riggs  
**Sent:** Monday, November 30, 2015 4:35 PM  
**To:** 'rachel.neely@idwr.idaho.gov' <[rachel.neely@idwr.idaho.gov](mailto:rachel.neely@idwr.idaho.gov)>  
**Subject:** 61E Cold Springs Creek Water Meeting Notice

Attached is the meeting information you requested. Please confirm receipt, thanks!

Paula N. Riggs  
Economic Development Director  
City of Mountain Home  
208-587-2173  
[priggs@mountain-home.us](mailto:priggs@mountain-home.us)



State of Idaho

DEPARTMENT OF WATER RESOURCES

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C.L. "BUTCH" OTTER  
Governor

GARY SPACKMAN  
Director

To: 61E Cold Springs Creek  
From: Rachel Neely  
Date: November 25, 2015  
Re: Annual Water District Meeting Information Form

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 Glenns Ferry City Hall  
Room Name/Number Back Room (Use side door)  
Street Address 110 E. 2nd Ave.  
City Glenns Ferry

Meeting Time/Day

Date (month, day, year) January 11, 2016 *1/18/16 (changed per email 12/3/15)*  
Day of Week Monday  
Time 6:00 pm

Paula N. Riggs  
Signature, Water District Representative

Secretary/Treasurer  
Title

208-587-2173  
Representative Phone Number

priggs@mountain-home.us  
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)

RECEIVED

DEC 02 2015

WATER RESOURCES  
WESTERN REGION

SCANNED

JAN 07 2016





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

GARY SPACKMAN  
Director

November 25, 2015

PAULA RIGGS  
5420 W DOUBLE ANCHOR DR  
GLENNS FERRY ID 83623

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,

A handwritten signature in black ink, appearing to be 'Rachel Neely', written over a horizontal line.

Rachel Neely  
Administrative Assistant

Enclosures

SCANNED  
JAN 12 2016