

# Annual Water District Meeting Checklist

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

Water District Number and Name:

13Q Trout Stream Middle Fork

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MAR 29 2024

DEPT. OF WATER RESOURCES  
EASTERN REGION

Meeting Date, Time and Location:

3/18/2024 1:00 pm Grace Legion Hall

- Election of meeting chairman and secretary (*chairman facilitates meeting and secretary must record meeting minutes and submit to IDWR within 5 business days following the meeting*)
- Read and approve previous year annual meeting minutes
- Watermaster report and presentation of proposed budget
- Treasurer financial report
- Adopt budget (*must be submitted to IDWR immediately following the meeting*)
- Elect watermaster\*
- Elect assistant watermaster(s)\* (optional)
- Elect water district treasurer\*
- Select an advisory committee (optional)
- Adopt resolutions (*must be submitted to IDWR following the meeting*)
- Determine next year's meeting date, time and location

\* An oath is required before the first year of service.

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

Completed by:

Darlene J. Jannell, Secretary      3/18/2024  
Water District Representative / Title      Date

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MAR 29 2024

DEPT. OF WATER RESOURCES  
EASTERN REGION

**Trout Creek Middle Fork Water District 13Q**  
Minutes of the March 18, 2024 meeting  
Grace Legion Hall

In attendance: Alan Hubbard, Michael Tingey, Dr. Ron Hamm, Breck & Dixie Hunsaker, Lynn & Glenna Rasmussen, Danny Rasmussen, Jim Hamilton, Kimberly Nguyen & Tamera Barnes (Evan's Rep), Doug Flagg, Jefferey Anderson, Paul Shupe (Joe's Rep), Jeremy Taggart, Todd Kirby, Brooks Barthlome, Tracey Woolsey, Roven & Darlene Gunnell, Chris Holmes - and assistants Brian Wunsch & Marion Beck- IDWR

The meeting was called to order by Alan Hubbard at 1:00.

Collection of \$35 for the building fee. It was motioned, seconded, and approved to accept the 2023 minutes.

1st order of business: **Nomination and election of Chairman and Secretary.**

A motion was made by R. Gunnell and seconded by P. Shupe to nominate Alan Hubbard as Chairman. No other nominations were made, T. Kirby motioned for nominations to cease. A. Hubbard approved by majority. D. Rasmussen motioned and it was seconded to retain Darlene Gunnell as Treasure/Secretary. D. Gunnell nominated J. Anderson. A vote was made to keep D. Gunnell as Treasure with J. Anderson as co-Treasure to help when and if needed.

2<sup>nd</sup> order of business: **Watermaster's Report and Proposed Budget.**

At the beginning of this order of business, Dr. Hamm & J. Anderson suggested that the CFS be corrected. J. Anderson had recently compiled the information for the "Lago Lateral Ditch" and noticed the CFS is a little off from what is being reported on the proposed budget. After some discussion, it was proposed by A. Hubbard and seconded by R. Gunnell that we stay with the current CFS as listed in the budget and make corrections after the adjudication is completed. This proposal was accepted by membership vote. M. Tingey motioned to approve the proposed budget, T. Kirby seconded -passed by vote. M. Tingey made mention of his water rights being listed on the Treasures report as C/O in his name, when he is actually a part owner. Darlene agreed to correct this on the Treasures report.

3rd order of business: **Voting by Proxy.**

The discussion of voting by proxy was brought up before the election of the Water Master. A. Hubbard read the state statutes stating that it was not allowed. The discussion continued that proxy voting would be beneficial for our water district and to have it written in our by-laws. C. Holmes suggested contacting IDWR to make sure that it is allowable to be added to our by-laws. Comments were made of some restrictions and stipulations, such as, only a signed note by the shareholder being presented to the Chairman before the meeting takes place. For the meeting today, no proxy voting is going to be allowed.

Alan H. has since contacted IDWR and was told absentee and proxy voting are prohibited at the water district meeting per statute . [§42-605(4)]

4th order of business: **Nomination and Election of Water Master.**

The floor was opened for nominations or volunteers for the office. M. Tingey motioned to retain Lynn Rasmussen, seconded by D. Rasmussen. R. Gunnell motioned to nominate D. Flagg, seconded by T. Kirby. D. Flagg expressed he would like to be considered as Assistant Water Master and withdrew his nomination for Water Master. B. Hunsaker nominated Jeff Anderson and seconded by Dr. Hamm. A vote was taken, and Lynn was retained with 9 votes and Jeff received 6 votes.

M. Tingey nominated D. Flagg for Assis. Water Master, seconded by P. Shupe. No other nominations were made, T. Woolsey motioned to cease nominations and D. Flagg was unanimously voted to the position. It was verified that he agreed to be non-compensated.

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B. Hunzeker asked the question: "Who does the Water Master report to?" C. Holmes reaffirmed that they are employed by the state, elected by the district. For any internal issues, the Advisor Committee is used, and if one is still not satisfied, you can contact IDWR.

5th order of business: **Election of By-Law Committee and Advisory Committee**

Dr. Hamm proposed that we have a committee to create our by-laws. A discussion ensued about using our current committee verses forming a new committee for that purpose. J. Hamilton commented that having volunteers who were willing to spend the time needed was better than nomination of persons who are not interested. After much discussion, the consent was unanimous for the forming of a "Committee for By-Law Development" with the following: Jeff Anderson, Doug Flagg, Danny Rasmussen, Alan Hubbard, and Dixie Hunsaker. It was also approved that the Advisory Committee be left the same as last year which is Tod Jensen, Ross Harris, Danny Rasmussen and John Andrus.

Topic of Discussions: **Lago Lateral Ditch Association**

Per Alan Hubbard, the necessity of forming the association was brought about because of the collapse of part of the ditch bank. To apply for grant money, an assoc. was needed. They are working with Chris Banks to facilitate those grants. They have held many meetings to determine the correct CFS and where it is delivered. The ditch has been engineered by a pipe company and they are looking at two phases for the project. 1) proposed to be completed this fall (2024). Run a 21" pipe to the cement box and a 3" pipe from the diversion point under the road by Andy Berg's. The 3" pipe will be for the Berg, Hansen and Hunsaker water rights. The cement box will be left there and will still be used until phase two is completed. 2) eliminate the cement box and replace the pipeline down to Woolsey's place. The association still needs to elect a lateral ditch manager and a maintenance manager.

Alan shared the information concerning the Lago Lateral Ditch to raise the awareness of people in 13Q water district of resources and options available to them if they wanted to improve their water systems.

Addressing the Water Master, Alan informed him that the water diverted into the Lago Lateral Ditch will need to be monitored closely as the overflow ditch has been blocked and a culvert is being used to direct any overflow after the cement box down the bank and back into Trout Creek. If not monitored, more ditch and bank damage could ensue.

There was a discussion of how the flow of water into the Sorenson ditch is not able to be reliably measured at the point of diversion. The water flows unevenly across the weir with the water flowing faster on one side of the weir than the other side. The pool above the weir is not adequately formed and doesn't allow the water to flow over the weir properly. D. Rasmussen stated that they often measure the flow in the Sorenson ditch at the weir by where Hunsaker's divert their water from the Sorensen ditch.

Chris Holmes, a representative from IDWR, gave an update and information for the Bear Lake adjudication. Letters will be sent out and he expressed the importance of responding with any water right claims. I.e. springs, wells, irrigation, stock cattle.

A motion was made and seconded for the meeting to adjourn. Next years meeting was set for the 3<sup>rd</sup> Monday in March, which will be March 17<sup>th</sup>, 2025 at 1:00.

Signed: Darlene Gunnell  
Darlene Gunnell, Secretary

Approved: Alan Hubbard  
Alan Hubbard, Chairman

March 22, 2024