

# 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:

#74 J Withington Creek

Meeting Date, Time and Location:

March 6, 24 - 1:00 pm - Brooklyn Annex #202

- ☒ 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 immediately following the meeting*)
- ☒ Determine next year's meeting date, time and location

Date March 5, 2025 Time 1:00 pm Location Brooklyn Annex #202

\* 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:

Sharon Johnson, Secretary  
Water District Representative / Title

3-6-2024  
Date

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DEPT. OF WATER RESOURCES  
EASTERN REGION

**Annual Meeting:**

Water district: 74J Withington Creek  
March 6, 2024 – 1:00 pm  
Brooklyn annex, Room 202

**Attendance:** Jack Jakovac, Sharon Jakovac, Vicki Colston, Lynn Thomas, Heather Thomas, David Greybill, Wayne Anderson, Alfonso Martinez, Morgan Peets.

Nomination for chairman is Jack Jakovac, with no other nominees elected by acclamation.

Nomination for Secretary is Sharon Jakovac, with no other nominees elected by acclamation.

The 2023 meeting minutes were passed out, reviewed and approved.

The Watermaster report and proposed budget were discussed. David Greybill gave some explanations and will meet with Sharon Jakovac to help update the report with correct names and the diversions that go with them along with any other corrections.

The Treasurer financial report was handed out & approved.

The 2024 budget was discussed and \$3000 approved.

**Watermaster election:** Chairman Jakovac nominated Wayne Anderson & seconded by Morgan Peets, with no other nominees Wayne Anderson was elected. Wayne's salary will be \$30 an hour and current Federal standard mileage rate of 67 cents.

**Assistant Watermaster:** Per phone conversation with David Greybill, Jeremy Drake has agreed to help train Wayne at the rate of \$50 per hour which includes his travel mileage. Jeremy Drake will also fill in if Wayne is unavailable at any time.

Sharon Jakovac was elected to include the Treasurer duties.

Morgan Peets and RJ Stephenson will continue as an advisory committee.

The resolutions were adopted with an addition of: If the Watermaster becomes unable to continue his job the Advisory Committee shall find another Watermaster.

The 2025 meeting will be Wednesday, March 5, 1:00 pm at the Brooklyn Annex room 202.

Submitted by,  
Sharon Jakovac, secretary