

# 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:

11-B Soda Creek

Meeting Date, Time and Location:

03-06-2023 10:00am Caribou County Court House Room 104  
Soda Springs ID 83276

- 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 03-07-2024 Time 10:00 AM Location Caribou County Court House  
Soda Springs ID 83276  
Room 104

\* 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:

Bonnie J. Ferriss / Treasurer 03-07-2023  
Water District Representative / Title Date

Annual Water District 11-B Meeting Minutes

March 6, 2023, 10:06 AM

Held at Caribou County Court House Room 104

Opening

The annual meeting of the Water District 11-B was called to order at 10:06 am on March 6, 2023, in Soda Springs at the Caribou County Courthouse room 104 by Chairman, Kristen Skinner.

Roll Call

Christopher Holmes	IDWR – Preston Office
Kristin Skinner	Water District Chairman; water user
Alan Skinner	Soda Springs City Engineer/Planner
Justin Hansen	City
Trevin Barfuss	Watermaster
Eric Simonson	Farmer's Land & Irrigation Company
Bonnie Barfuss	Water District Secretary/Treasurer; water user

See roster of attendance

Election of chairman and secretary/treasurer

Motion was made by Eric Simonson to keep the officers of this district the same, Kristen Skinner as chairman and Bonnie Barfuss as secretary/treasurer. Motion was seconded by Alan Skinner. Vote unanimously passed.

Approval of Minutes

The minutes of the previous meeting were read and approved by the committee. Eric made the motion to accept 2022 minutes and Alan seconded the motion. No one opposed the motion.

Watermaster Report and presentation of proposed budget

Trevin Barfuss reported there is a slack in and cracks headgate to the reservoir. Eric said there is a dam inspection this year. Eric will get with Trevin and Jeremy and possibly the city to check on the headgate. We have had from 80% to 140% snowfall in the valley. There will be close checks on flood control this year. Trevin does not get an accurate reading from #5 flume. He will check into other ways to get an accurate reading. Budget will remain the same. See Adoption of budget.

Election of Watermaster

Trevin Barfuss was voted as watermaster. Kristen made to motion to keep Trevin as the watermaster. Alan seconded the motion.

Treasurer financial report

Currented budget has remained at \$2,220.00 for many years now as reflected in watermaster's reports and financial statement. Alan made a motion to keep the accept the financial report and was seconded by Eric.

Adoption of budget

Motion to approve unchanged budged was made by Alan Skinner and seconded by Eric. Motion passed. Currented budget has remained at \$2,220.00 for many years now. Salaries for watermaster and Treasurer/secretary have not increased. Kendall Presbytery have not paid their assessment fees five years now which shows a negative in the balance in our budget, but they do not use any water either. It was suggested to keep reflecting a negative balance in the financial report. The current budget was approved by Alan and seconded by Eric.

Election of water district treasurer

Eric made a motion to retain Bonnie Barfuss as current treasurer/secretary. Motion was seconded by Alan Skinner.

Selection of advisory committee

Kristen Skinner and Bonnie Barfuss will be retained to the advisory committee

Adoption of resolutions

There are no new resolutions. Still invoices will be mailed after meeting with the watermaster guidance and funds are to be collected by April 15<sup>th</sup>. Dates of service for watermaster for April 15 through September 30<sup>th</sup>.

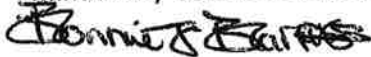
Agenda for next meeting

March 4, 2024, at the Caribou County Courthouse room 104 at 10:00 AM. Secretary/Treasurer must get the meeting information for Idaho Falls within the 21-day deadline.

Adjournment

Meeting was by adjourned by Kristen Skinner adjourned at 11:00 AM.

Minutes by Bonnie J Barfuss, District Secretary/Treasurer



# ROSTER OF ATTENDANCE

20 23 ANNUAL MEETING

WATER DISTRICT NO. 11-B )

ANNUAL MEETING

WATER DISTRICT AREA Soda Creek )

Date 03-06-2023 Time 10:00 am/pm

Location Caribou County Courthouse

Address 159 S. Main Room 104  
Soda Springs ID 83376

NAME	ADDRESS	REPRESENTING
<u>Alan Skinner</u>	<u>9 W 2<sup>nd</sup> South</u>	<u>City of Soda Springs</u>
<u>Justin Hansen</u>	<u>9 W 2<sup>nd</sup> South</u>	<u>City of Soda Springs</u>
<u>Christopher Holmes</u>	<u>Preston ID</u>	<u>IDWR</u>
<u>Kristen Skinner</u>	<u>PO Box 432</u>	<u>Chairman, water user</u>
<u>Eric Simonson</u>	<u>Grace ID</u>	<u>Farmers Land &amp; Irrigation</u>
<u>Bonnie Barfuss</u>	<u>Box 8 Soda Springs</u>	<u>District Treasurer water user</u>
<u>Trevin Barfuss</u>	<u>Box 8 Soda Springs</u>	<u>Water Master</u>