

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:

13N Mink Creek

RECEIVED

March 6, 2025

DEPT. OF WATER RESOURCES
EASTERN REGION

Meeting Date, Time and Location:

March 3, 2025 11:00 AM Preston City Office

☒ 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)

NA ☐ Elect water district treasurer*

NA ☐ 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 2nd, 2026 Time 11:00 AM Location Preston City Office

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

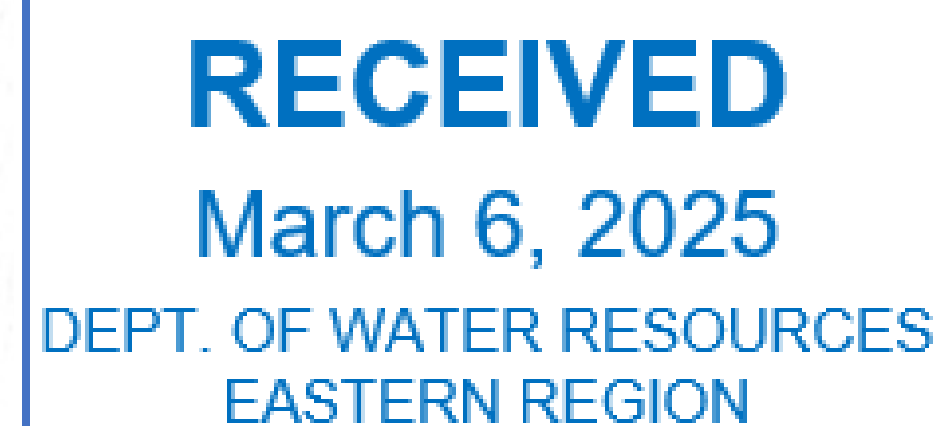
By signing below I verify that all required actions have been addressed at the water district annual meeting.

Completed by:

Shirahyn Bayle Secretary
Water District Representative / Title

3/4/2025
Date

Water District 13N
Annual Meeting
March 3, 2025



The Mink Creek water district met at 11:00 am in Preston, Idaho. The meeting was called to order by Richard Free with the following present: Chairman Richard Free from 13N, Secretary Sheralyn Bayles and Jonia Jackson 13N, Paul McKay and Robert Smith from Riverdale Canal Company, Justin Roberts, Jason Fellows, Andrew Beutler, Lynn Price and Hank Povey from Twin Lakes Canal Company. Kim Keller and Ross Wilde from Mink Creek #1. Easton Fellows, Kirk Iverson, and Robert Swainston from Consolidated Irrigation Company. Brett Rasmussen from Glencoe. Kyle McMurray and Christophe Holmes from IDWR. Jeff Seams from Birch Creek

The minutes of March 4, 2024 were read. Paul McKay made a motion to approve the minutes and Phil Smith seconded it. The motion passed.

Chris with IDWR asked for the floor. He has had a lot of questions about water districts during adjudication and wanted to take some time to explain the rules and regulations. A water district is a government entity that distributes water within water rights. Basically, a localized government that oversees water rights. Water district employees act independently of irrigation companies. All the assessments are collected by the watermaster and given to treasurer.

Elected duties: the manual is on the website. Watermaster – primary administrative officer. Mostly to open and close headgates, measure water, present budget and purpose budget. The treasurer keeps a record of all funds in the district. These positions must be elected each year at the annual meeting. A president doesn't exist in the water district. We have a chairman. Richard Free said we don't have a treasurer; the county collects the assessments and distributes the funds according to the budget. Chris said the state is worried about embezzlement. Brett R. asked for clarification on assessment and budget. The assessment is based on last years water delivery, the budget is determined by last year's expenses and purposed by the watermaster. The Treasurer collects the assessment in the first of the year and pays the watermaster for that year from the collect assessments.

Chris said the water district is required to send notice of meeting to IDWR 4 weeks prior to the meeting. The department then sends notice to the water right holders. This mailing is based on water right records. If you know someone who didn't get a meeting notice, let Chris know. Chris said the first step of the meeting is to elect the chairman and secretary for the coming year. The water district does not need to pass the resolution every year, they can pass it once and file the resolution.

He said it helps to have a copy of the budget or other handouts for others to look at.

He said part of the elected treasures role is to discuss the financial statement.

Everything in the meeting needs to be decided by vote. No absentee or proxy voting. One water user equals one vote. You must be a water user to vote.

Watermaster duties: opens and closes headgates. Not for cost sharing or Maintenance of ditches. The only person allowed to divert water. As soon as it goes down the lateral, it is not the water districts responsibility. Prepares and submits annual report and proposed budget. Jonia said 13N self operates. Chris said we need to balance things. The goal of the process is that it is written in law. The water district is to distribute water with no bias and communicate with the water users. Chris suggests having the watermaster to work with the ditch companies and solve any dispute before it goes to the state and costs more money and work. A water owner said the watermaster records the water flow. Chris said the watermaster should be the only one opening and closing headgates. Water users need to communicate with the watermaster as they are the ones who keep records and allocate the water.

Chris said our water is about 100%. A little less than last year. It depends on soil moisture.

Richard reviewed the financial report, all the funds are collected and distributed by the county treasurer according to our budget.

Richard said our next item of business is to elect a new chairman. He will be stepping down from the position.

Bret nominated Paul McKay as chairman and Hank seconded. It has been moved and seconded to stop nominations. The motion passed unanimously to have Paul as the new chairman. Paul presided over the remainder of the meeting with assistance from Mr. Free.

Hank nominated Sheralyn Bayles for secretary. It was seconded. It was moved and seconded to close nominations. There was no opposition.

Jonia, the watermaster reported last year's water use.

Last year the budget was \$4,535.

Jonia said it was a good year. She worked hard to communicate with the different ditch companies through the summer via text. Jonia said the Claus ditch doesn't have a measurable device, but the ditch company is working on it. Jonia mostly felt like a meter reader, but she felt like the state didn't think she was meeting standards as they want the position more involved. Chris said the goal is to work over the coming years to make it more compliable. It can't be fixed overnight.

A water user asked about the 60/40 split and said there needs to be some clarification. Jonia said all those involved need to agree on one formula.

She calculated the time she put into the position and calculated her mileage off the state reimbursement of .67 per mile along with using her phone and other office supplies. She proposes a salary of \$7,000, \$402 workers comp, the Franklin County collection fee \$223 to make the total cost for the 2025 year \$7,625. She thinks \$20 an hour is fair. Chris said if the water district goes above \$7,500, the state has different regulations.

Paul said the watermaster report was more accurate this year than it was. There are 3 areas, the Barber pump meter, will need to be more accurate next year as it is acre feet not cfs. The Birch creek is gallons per minute so that must be averaged into cfs and needs to be more

accurate next year. The Strawberry culinary system is not being measured at all. Jonia said the people who own the meters do not know how to read them. Overall, Paul felt we were much more accurate and will get better in the future.

Hank asked about the frequency of the watermaster taking the readings. Jonia said she would text the group chat every time she would check it. She was out 3 times a week when it was busier, 2 times during average flow, and 1 time during slow flow. It is best if someone puts it in the system weekly. Hank asked with her new proposal, how often will she go out? Jonia said she would probably go out less because more time needs to be spent on paperwork. It would be as needed. Chris confirmed that the watermaster is only at the headgate.

A water user asked if we wanted to have the watermaster the same as the 13N watermaster. The Chairman said we need to vote on the budget and then decide on who to vote in as a watermaster.

A water user asked if it is bad to not have the meter checked every day? Paul said he doesn't know if measuring it every day is necessary as everyone pretty much self regulates. Jonia said with adjudication we need to record highest usage to keep water right, but you are also charged for all water used.

Hank said he appreciates all the companies using the water the best they can. He said TL's wants to utilize the resources the best we can and not waste any water. Chris said you won't lose water rights until 5 years of not using water. His role is not to disprove water rights.

A water user asked for more information on the 60/40 split. Paul said he has a handout for them.

Brett Rasmussen moved to keep the budget as last year with \$4,535. There was no second. Robert proposed a watermaster salary of 5,500 plus fees. Brett seconded. Motion passed.

Jonia declined the salary.

Jason Fellows asked if a Twin Lakes watermaster could read the meters and the secretary could help with the paperwork. Chris said if a watermaster was not appointed, the state would appoint a watermaster and decide on a salary. He said we could appoint an assistant watermaster to help with the paperwork.

Hank said if we are going to pay the ditch rider more money to read the meters, now we have to pay the secretary more money to input the numbers. Robert said the budget was set so the district can decide who to give the money to.

Brett said we can resend the motion for the budget and raise the rate.

Hank made the motion to nominate Phil Smith as the watermaster and Sheralyn Bayles as the assistant watermaster. Robert seconded. Paul asked for other nominations 3 times. No other nominations. Motion passed.

Hank made a motion to split the salary \$4,000 to Phil and \$1,500 to Sheralyn as assistant watermaster. It was seconded. Motion passed with no objection.

Robert asked why the Clause ditch does not have a reading device. Jonia said there is one but it is not up to IDWR standard. Paul said they can put in a reading device that is up to standard.

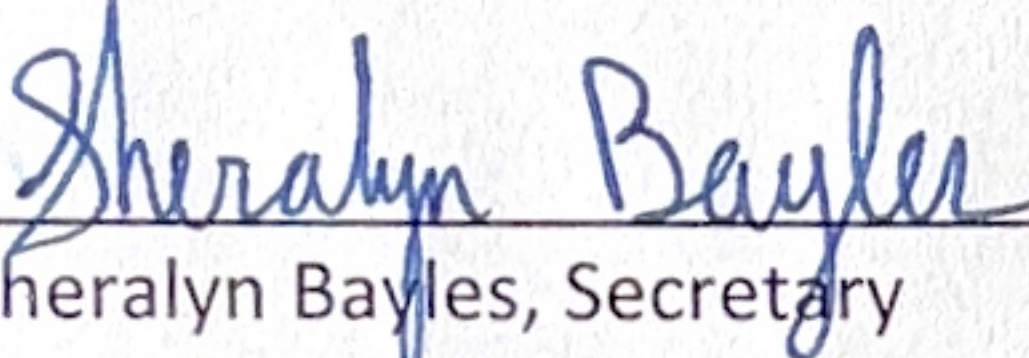
Robert made resolution #1 that Franklin County Treasure collect our assessments and disperse them according to our budget. It was seconded and passed unanimously. This will be a continuing resolution until otherwise stated.

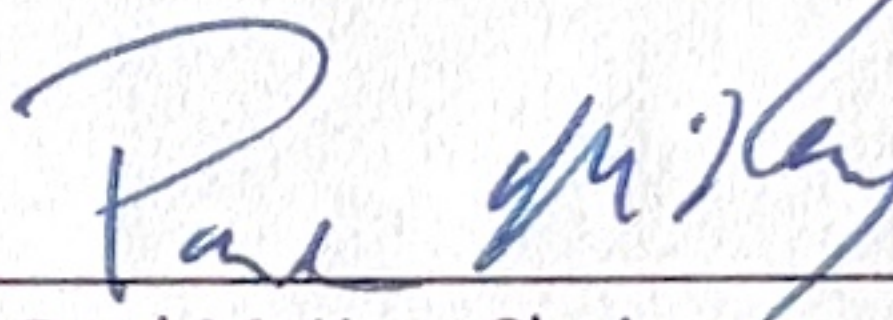
The chairman opened the floor to other business and there was none.

Paul passed out a handout for the 60/40 split. Whenever it gets to 60 second feet, the split comes into affect. TL's has a water right for 4 second feet. It is subject to cuts. The Glencoe water also goes into TL's and Riverdale and is subject to cuts. The document was reviewed. The key is watching Twin Lakes gauge reading.

It was moved by Robert to keep next year's meeting on the 1st Monday, March 2nd 2026 at 11:00 am. It was seconded by Jason, and it passed unanimously.

Hank made a motion to dismiss the meeting. Phil seconded it. The meeting was adjourned.


Sheralyn Bayles, Secretary


Paul McKay, Chairman

ROSTER OF ATTENDANCE 20 25 ANNUAL MEETING

WATER DISTRICT NO. 13N)

WATER DISTRICT AREA Mink Creek)

ANNUAL MEETING

Date March 3 Time 11:00 am/pm

Location Preston City Office

Address 70 W. Oneida St.
Preston ID

NAME	ADDRESS	REPRESENTING
Sheralyn Bayles	958 S. Hwy 36 Weston ID	13N
Paul McKay	4598 E. Station Cr. Rd Preston ID	RCC
Robert Phitts	2088 E Rivendale Rd Preston ID	RCC
JUSTIN ROBERTS	2187 S 3200 W Weston ID	TWIN LAKES
Jason Fellows	2592 W 800 S Weston ID	Twin Lakes
ANDREW BEUTLER	882 N 3200 W DAYTON ID	TWIN LAKES
Lynn Price	W Hot Springs Rd Preston ID	Twin Lakes
Kim Keller	6287 E. Hwy 36 Preston ID	MC#1
Ross Wilde	6633 E. Hwy 36	
Easton Fellows	975 N 1400 W	CIC
KIRK IVERSON	8787 S 1400 W Preston ID	CIC
Robert Swainston	77 E 1600 N Preston, ID	CIC
Tonia Jackson	5207 E Hwy 36 Preston ID	13N
Brett Rasmussen	6852 N 5600 E Preston	Alenco

NAME

ADDRESS

REPRESENTING

Kyle McMurray		IDWR
Christopher Holmes	325 E 600 S Ste 300 Preston	IDWR
Jeff Seamons	E Birch Creek Rd	Birch Creek
Hank Pouchy	Clefflow	Two Lakes
Richard Free	6843 E. Hwy 36 Preston	13N/Mink Creek #3