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JAN 08 2024
DEPT OF WATER RESOURCES
SOUTHERN REGION

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:

45B Birch Creek

Meeting Date, Time and Location:

1-8-24 @ 11:00 a.m. Oakley Canal Office

- ☒ Election of meeting chairman and secretary (***chairman facilities 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 1-6-25 Time 11:00 am Location Oakley Canal 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:

[signature] / Treasurer 1/8/24

Water District Representative / Title *Date*

v1.0 – 10-27-21

Annual Water District Meeting Checklist

Items to include in Minutes if applicable:

- **Water District Number and Name**
- **Meeting Date**
- **Chairman**
- **Watermaster** Chantry
- **Assistant Watermaster(s)**
- **Secretary** Heidi meeting secretary
- **Treasurer**
- **Advisory Committee**
- **Approved adopted budget**
- **Date, Time and Location of next annual meeting**

Please submit to Nathan Erickson, Idaho Department of Water Resources, 650 Addison Ave E Ste 500, Twin Falls ID 83301, Phone (208)736-3033, Fax (208)736-3037 the following items:

1. **Annual meeting Minutes (including all details listed above)**
2. **Adopted budgets, including a list of assessed users, amount each user is being assessed, and how assessment is being calculated.**
3. **Resolutions**
4. **Meeting sign-ins**

62% Cranney
34% Manning
4% Matthews

* Chantry for ET project
Gloria Vernet Gee did not sign
towns → agreement
* not paying assessments