



State of Idaho

## DEPARTMENT OF WATER RESOURCES

Western Region • 2735 Airport Way • Boise, Idaho 83705-5082

Phone: (208) 334-2190 • Fax: (208) 334-2348 • Website: [www.idwr.idaho.gov](http://www.idwr.idaho.gov)

BRAD LITTLE  
Governor

GARY SPACKMAN  
Director

January 21, 2021

RANDY & SANDY DAVISON  
2019 PRAIRIE RD  
PRAIRE ID 83647

Dear Water District Secretary, Treasurer and/or Watermaster,

The Idaho Department of Water Resources (IDWR) must obtain information from water districts to properly notify water users of annual meeting dates, times and locations. Enclosed are several documents related to annual water district meetings. **This package contains important information about holding water district meetings in consideration of the COVID-19 pandemic.** Please read and consider the enclosed COVID-19 guidance before completing and submitting the necessary *Annual Water District Meeting Information Form* (1a. below).

- 1) Documents to be completed before your upcoming annual water district meeting:
  - a. **Annual Water District Meeting Information Form** - Identifies the date, time, location, and any virtual components of the next annual water district meeting. **You must return the completed form to IDWR as soon as possible and at least 5 weeks before the meeting date to enable IDWR to send notice of the annual meeting at least 21 days before the meeting.**
  - b. **Annual Water District Meeting Checklist** - Fill this form out during the meeting to ensure your annual meeting includes the required actions.
  - c. **Certified Copy of Annual Meeting Minutes** (within 5 days of the annual meeting)
  - d. **Adopted Budget and Resolutions** (certified by watermaster and filed with IDWR immediately following the annual meeting)
  - e. **Water District Contact Information Sheet** (submit with annual meeting minutes)
  - f. **Treasurer Statement of Financial Affairs** (must be filed with IDWR at the end of water district fiscal year)

Please note that all correspondence from IDWR, including annual meeting notice, is sent to the water right owners mailing address currently on record. Address or ownership information can only be updated *by the owner* via the appropriate forms, found on the IDWR website: [idwr.idaho.gov](http://idwr.idaho.gov) → Forms → Water Right Forms.

If you are no longer the water district secretary or watermaster, please forward this to the current secretary or watermaster, or notify IDWR immediately so the information can be conveyed to the correct recipient(s).

**Additionally, the Department still needs all relevant information relating to Water District 63B's 2020 annual meeting. Please forward the meeting minutes, oaths, adopted resolutions and any other documentation from last year's meeting as soon as possible so our records can be updated in time for the 2021 meeting.**

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Jones", with a long horizontal flourish extending to the right.

Chad Jones  
Technical Records Specialist I  
(208) 334-2190  
chad.jones@idwr.idaho.gov  
Western Regional Office

Enclosures