



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

BRAD LITTLE
Governor

GARY SPACKMAN
Director

January 21, 2021

MICHAEL MCVAY (via email)

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 → 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).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chad Jones', with a stylized, cursive script.

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

Enclosures

Jones, Chad

From: Jones, Chad
Sent: Thursday, January 21, 2021 10:57 AM
To: McVay, Michael
Subject: WD 63S Meeting Information Request 2021
Attachments: COVID19 Meeting Info Request Form Master - WESTERN.docx; FILLABLE Treasurer Statement of Financial Affairs.pdf; FILLABLE Watermaster Annual Report Form Master.pdf; FILLABLE WD Budget Form Master with Delivery Averaging Worksheet.pdf; FILLABLE WD Contact Information Sheet.pdf; Annual Meeting Checklist.pdf; Annual Meeting Roster of Attendance.pdf; Budget Form with Delivery Averaging Worksheet.pdf; Contact Information Sheet.pdf; Treasurer Statement of Financial Affairs.pdf; Watermaster Annual Report Form.pdf; AG Guidance Cover Letter.pdf; AG Memo Virtual Meetings.pdf; WD63C MailingList (01-21-21).xls; 63C Annual Meeting Information Request.pdf; WD63S MailingList (01-21-21).xls; 63S Annual Meeting Information Request.pdf

Mike,

Please see the attached documents regarding upcoming the 2021 Water District Meetings. There are several new documents included along with information regarding COVID-19. If you'd like me to mail the forms to you, please let me know.

Additional info needed from 63S:

Oaths for all water district positions. The watermaster position has not been updated since 2019 and the secretary/treasurer position since 2018. Please make sure we receive current oaths so certificates can be issued after the 2021 meeting.

Thank You

Chad Jones
Idaho Dept. of Water Resources - Western Region
chad.jones@idwr.idaho.gov