

# 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:

RECEIVED

29 Portneuf River Water Users

MAR 26 2025

DEPT. OF WATER RESOURCES  
EASTERN REGION

Meeting Date, Time and Location:

March 3, 2025 2:00 p.m. Lava Seniors Building

- ☒ 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 \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

\* 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:

Wayne Avery Secretary  
Water District Representative / Title

3-23-25  
Date

Board present Craig Crandall, President, Jim Andrus, Vice President, Randy Morris, Bradie Hanson, Bryon Allen and Wayne Avery Secretary/Treasurer.

Craig Crandall called the meeting to order at 2:00 P.M. and welcomed everyone and reminded everyone to be sure too sign attendance roll.

Craig Crandall asked for the minutes to be read, John Labrousche made the motion to accept minutes as read, David Banks seconded it, **Motion Passed.**

Craig Crandall asked for the financial statement to be read. Jody Phillips made the motion to accept financial statement as read, Tiffany Labrousche seconded it **Motion passed, with Daniel Davids opposing it.**

Craig Crandall recommended Jim Andrus, Randy Morris and Wayne Avery to serve on the Credentials committee. Corey Fly made the motion, Tiffany Labrousche seconded it, **Motion passed.**

Craig Crandall asked for the proposed budget to be read, John Labrousche made the motion to accept the proposed budget, Lynn Stewart seconded it, **Motion Passed.**

Craig Crandall stated the Board recommends we hire Steve Hebdon as the water master for 2025 with a 2 year contract and a one year renewal for the year 2025, Kevin Hebdon and Linda Hebdon to serve as assistant water masters at no additional cost to the river district, John Labrousche made that motion, Wilder Hatch seconded it, **Motion Passed.**

Craig Crandall stated the Board recommends we round the water assessments to the nearest dollar and do not use the Credit and debit system. John Labrousche made the motion, David Banks seconded it, **Motion Passed.**

Craig Crandall state the Board recommends resolution B for collections and use 2024 water figures for the billing in 2025, John Labrousche made that motion, Corey Fly seconded it, **Motion Passed.**

Craig Crandall open the meeting for Election of advisory committee, Corey Fly made the motion to leave the Board same with Craig Crandall, President, Jim Andrus, Vice President, Board members Randy Morris, Bryon Allen, Bradie Hanson With Wayne Avery as Secretary/Treasurer. David Banks seconded it, **Motion Passed.**

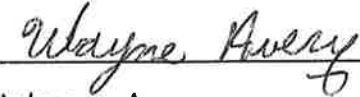
Bradie Hanson advised the spillway at the reservoir is about 90% complete.


John Hyde stated the reservoir is 57.6% full. Bradie Hanson and John Hyde went over some of the things that need to be completed on the spill way, then it will be ready for a final inspection and hopefully be able to be filled to full capacity.

Craig Crandall turned to time over to Chris from IDWR. Chris stated that changes need to be done by resolution. Discussed ground water and meters on wells.

Craig Crandall asked for a motion to adjourn, David Banks made the motion, Tiffany Labrousche seconded it. **Motion Passed.**

Adjourned at 2:40 P.M.

  
Wayne Avery,  
Secretary/Treasurer

  
Jim Andrus,  
Vice President

# ROSTER OF ATTENDANCE 20 25 ANNUAL MEETING

WATER DISTRICT NO. 29 )

WATER DISTRICT AREA Caribou - Bannock )

## ANNUAL MEETING

Date 3-3-25 Time 2:00 am/pm )

Location Lava Seniors Building

Address 150 center Street  
Lava Hot Springs, Idaho

NAME	ADDRESS	REPRESENTING
Craig Crandall	Chesterfield	Self
Bryan Allen	McCammon	McCammon Ditch Co
Ken Andrus	Lava	Bob Smith
Jim Andrus	Lava	Bob Smith
Molander Rizza	Lava	Dempsey creek
BRADIE HANSEN DOWNER		canal P.M.V.C.C.
Susan Thomas	LAVA	INTERMT. VAPORASA Assoc
Lowell Allen	McCammon	McCammon Ditch
Leoly Phillips	Aberdeen	Carl Phillips
Labronche	Chesterfield	self - Labronche H
Steven Toly	Blazer Hwy	L.H.S. canal co.
Abner Christensen	Blaze Hwy	SELF
Larry Fly	LAVA	West Bobo Smith
Robert Bagley	Chesterfield	Toponce Canal

## NAME

## ADDRESS

## REPRESENTING

BERT HARLEY	McCANNON	McCANNON DITCH CO
Christopher Seal	McCannons	Cutler Ditch Co
Tyler Pratt	Pocatello	TUB Engineers
Christopher	385 E 600 S Ste 300, Preston	IDWR
Kristen Powell	5920 E Old Oregon Trail Rd	Lava Hot Springs
WILDER HATCH	2787 KELLY TOPPLE RD	TOPPLE CEC KING CREEK
DAVID BANKS	3229 BANKS RD BRUNNEN	POTOMAC
John Hyde	169 E 1 <sup>st</sup> S Downey	Porterfield MV
DANIEL DAVIDS		24 mile / Thompson
Wayne Avery	Lava	Secretary / treasury
Lynn Stewart	Lava	
Bryon Allen	McCannons	west Bob Smith
Steve Heddon	Arimo	Water master