

# 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:

13Q Trout Creek Middle Fork

RECEIVED

March 27, 2025

DEPT. OF WATER RESOURCES  
EASTERN REGION

Meeting Date, Time and Location:

3/17/25 1:00 Grace Legion Hall

☒ Administrative Process

☒ 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 3/16/2026 Time 1:00 Location Legion Hall, Grace

\* 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.

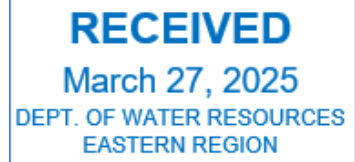
Completed by:

Alan Hubbard Chairman March 17th 2025

Water District Representative / Title

Date

**Water District 13Q Middle Fork Trout Creek**  
Minutes of the March 19, 2025 Annual Meeting  
Grace Legion Hall



In attendance: Alan Hubbard, Michael Tingey, Dixie Hunsaker, Lynn Rasmussen, Danny Rasmussen, Jeff Anderson, Tod Jensen, John Andrus, Shane Harris (Ross Harris Representative), Roven & Darlene Gunnell, and two representatives from IDWR.

The meeting was called to order by Alan Hubbard at 1:10.

Collection of \$35 for the building fee. 2024 minutes were read by D. Gunnell. A. Hubbard motioned to accept, seconded by J. Anderson – approved by majority.

The floor was given to IDWR representatives for any information/updates. No updates were given and the meeting proceeded.

**1st order of business: A Reading of Administrative Process**

The new Administrative Process that was approved by the 13Q By-laws Committee was read by Alan Hubbard with a brief explanation. These were copied from the IDWR to help us to become more organized as a water district. A copy of the 13Q Administrative Process will be emailed to all members after the meeting.

**Key points of changes/clarifications:**

1. Voting by proxy is not allowed. We had agreed upon this in the 2024 annual meeting, but state statutes clearly state that it is not allowed. Voting can be done in one of two ways-1) one vote per corporation or "farm" or 2) one vote per assessment. Approval/acceptance is by majority vote. Alternative voting must be requested before voting.
2. Individuals need to be present to be nominated into office in order to voice their acceptance and acknowledgment of that nomination. Also, that present staff/committee members need to be present or notify the chairman prior to the annual meeting concerning acceptance of re-election to their position.
3. Water Master, Assistant W. M, President and Secretary / Treasurer are elected positions of one year. 13Q, at this time, compensates for Water Master and Treasurer.
4. The primary duty of the Advisory Committee is to advise and direct the W.M in water distribution. The committee can also be responsible to implement designated actions adopted by resolutions. Alan made a motion that we add a 5<sup>th</sup> member to the Advisory Committee to avoid a voting deadlock of 2 vs 2. Also, that a Chairman of the committee be elected to run the advisory committee meeting and be in charge of tasks getting taken care of. The vote was unanimous.

5. The Water Master shall prepare a final budget. A proposed budget needs to be prepared at least 14 days prior to the annual meeting and reviewed in a meeting with the Treasurer and Advisory Committee before the annual meeting.
6. Resolutions need to be clearly stated in meeting minutes to more clearly keep track of them.
7. Assessment amounts starting next year will be determined by actual/best estimate of CFS amounts. Minimum \$10 charge. It could be as long as 12 years before we have adjudication results. Jeff Anderson and Lynn Rasmussen has been working on and agreed to update our assessments to the best information that we have. Currently, our assessments have been determined by the earliest CFS. Water Master can refuse delivery of water if assessments are not paid.

**2<sup>nd</sup> order of business: : Nomination and election of Chairman and Treasurer**

A motion was made by L. Rasmussen and seconded by R. Gunnell to nominate Alan Hubbard as Chairman. No other nominations were made, approved by majority. A motion was made by D. Hunsaker and seconded by M. Tingey to retain Darlene Gunnell as Treasure/Secretary, approved by majority

**3<sup>rd</sup> order of business: Nomination and Election of Water Master.**

A nomination to retain Lynn Rasmussen as Water Master was made by D. Rasmussen and seconded by T. Jensen. No other nominations were made, approved by majority. D. Flagg had notified the chairman of approval for him remaining the Assistant Water Master, he was approved by majority.

**4<sup>th</sup> order of business: Workman's Comp and Liability Insurance**

The discussion was held for needing WC and liability insurance. Treasurer is to proceed with procuring an EIN, WC policy and liability insurance. It is believed that we can get liability "through the state" at no cost.

**5<sup>th</sup> order of business: Budget Approval**

The budget was corrected from last year by adding a couple names that had been left off. Added to the budget was \$400 for Workman's Comp. An increase in compensation for the Treasurer was proposed by M. Tingey. \$300 was added to the compensation of the Treasurer, making a total proposed budget of \$1,500. This was seconded and approved by majority vote. The decision was made to have the Treasurer collect dues this year. Approved by vote.

**6<sup>th</sup> order of business: Election of Advisory Committee**

Since it had been discussed in the Admin Process that individuals need to be present to be nominated, it was discussed to start that for the Advisory Committee in 2026 since they were not notified of that requirement and one of them was not present. A motion was made by M.

Tingey and seconded by J. Andrus to implement that requirement in 2026. The committee members were retained: Tod Jensen, Ross Harris, Danny Rasmussen and John Andrus by a majority vote. For our fifth member, M. Tingey nominated Roven Gunnell, seconded by J. Andrus. D. Rasmussen nominated J. Anderson, who refused at this time. R. Gunnell was passed by unanimous vote. D. Rasmussen was nominated as Chairman of the committee by D. Hunsaker and seconded by M. Tingey. Approved by majority vote. The Advisory Committee was commissioned to work with J. Anderson and Lynn Rasmussen to update assessments for next year's budget.

7<sup>th</sup> order of business: **Change of Assessment Collection**

It was proposed that the 13Q Treasurer will invoice and collect assessments.

This would end having the county treasurer invoice and collect 13Q water district assessments. Approved by Vote


8<sup>th</sup> Order of business: **Request Reduction of Assessment**


Water users participating in government conservation programs that will reduce the amount of water delivered to them must notify the water master before the district budget is developed. If the water user doesn't notify the water master before the budget is developed there will be no reduction in their assessment for that year.

**Stated within and voted on Resolutions and Decisions:**

- Must be in attendance to be nominated.
- Water assessments will be updated prior to next year's budget.
- Add a 5<sup>th</sup> member and a Chairman to the Advisory Committee .
- Compensation for Water Master was set at \$700.
- Compensation for Treasurer was set at \$400.
- Workman's Comp and Liability Insurance to be attained.
- Advisory Committee to work with J. Anderson and Lynn Rasmussen to have assessments update to the best of our ability by next year.

A motion was made and seconded for the meeting to adjourn. Next years meeting was set for the 3<sup>rd</sup> Monday in March, which will be March 16<sup>th</sup>, 2026, 1:00 at the Legion Hall.

Signed:   
Darlene Gunnell, Secretary

Approved:   
Alan Hubbard, Chairman

13Q Water District Meeting  
Attendance Sheet

Monday March 17th 1:00PM  
2025

Name

1	Alan Hubbard
2	Danny Rasmussen
3	Lynn Rasmussen
4	Ross Harris
5	Dixie Hunsaker
6	Jeff Anderson
7	Michael Tingey
8	Tod Jensen
9	Brian Winslow
10	Kyle McMurray
11	Raven Gannell
12	John Andrews
13	Doune Gannell
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