



State of Idaho

DEPARTMENT OF WATER RESOURCES

322 E Front Street, Suite 648 • PO Box 83720 • Boise ID 83720-0098

Phone: (208) 287-4800 • Fax: (208) 287-6700

Website: idwr.idaho.gov • Email: idwrinfo@idwr.idaho.gov

BRAD LITTLE
Governor

GARY SPACKMAN
Director

November 2, 2020

Distribution to State Water Districts – High Importance

RE: COVID-19 related guidance for conducting water district meetings

Dear Water District Official:

The COVID-19 pandemic has created new challenges for water districts that may influence the venue or processes associated with required annual meetings and advisory committee meetings. Enclosed is a guidance memo that contains pertinent information related to virtual meetings, open meeting requirements, and physical distancing.

The Idaho Department of Water Resources (IDWR) is advising all water districts to consider state and local COVID-19 related restrictions when planning for upcoming annual meetings and advisory committee meetings.

Some water districts hold annual meetings in January while others may not occur until late spring. Due to the uncertainties associated with COVID-19, it is difficult to predict how related conditions will evolve over the next several months. Please consider the following guidance as you plan for your respective meetings.

- Read the enclosed guidance memorandum from IDWR's Deputy Attorney General and distribute to other water district officials as appropriate.
- Hold advisory committee meetings at least six weeks in advance of the annual meeting so any changes in venue or meeting processes can be adequately described in the required annual meeting notice.
- Check with your county and regional health district for any COVID-19 related restrictions such as maximum size of gathering, mask requirements, or physical spacing requirements.
- Contact your prospective venue to determine if any COVID-19 related restrictions will impact your meeting, and to ensure availability of necessary technology such as telephone or internet access, if the meeting will be conducted virtually.

IDWR is committed to helping water districts conduct annual meetings safely and timely. Please feel free to contact me or IDWR's Water Distribution Section with any related question or concerns.

Regards,

A handwritten signature in cursive script that reads "Rob Whitney".

Rob Whitney
IDWR Water Distribution Section

cc: Meghan Carter, IDWR Deputy Attorney General
Mat Weaver, IDWR Deputy Director
Tim Luke, IDWR Water Compliance Bureau Chief
IDWR Regional Offices