


ADMINISTRATOR'S MEMORANDUM

To: IDWR Staff
From: Gary Spackman 
Date: April 15, 2022

Multiple Programs No. 3

Re: TOWNHALL IDAHO: Posting of Public Meetings

The Idaho State Controller's Office and the Governor's Office jointly unveiled a central public website for posting public notices. The website name is "TOWNHALL IDAHO." State agencies are instructed to actively post agency public meetings to the website by April 15, 2022.

IDWR management compiled a list of meetings for which a notice should be posted to the Town Hall Idaho website. The list is dynamic and may require several amendments in the future. Notices of meetings for the following entities and activities need to be posted to the TOWNHALL IDAHO:

- Idaho Water Resource Board, including Water Board committees
- Advisory Committees formed by IDWR – Examples are Big Wood River Ground Water Management Area Advisory Committee, Ground Water Modeling Technical Advisory Committees, Water Supply Committee, Swan Falls Technical Advisory Committee, Bruneau Ground Water Management Area Advisory Committee, Lewiston Orchards Ground Water Management Area Advisory Committee.
- Water District annual meetings, including advisory committee meetings
- Bear River Commission including Bear River Technical Advisory Committee
- GIS Technical Working Group
- Swan Falls Implementation Group
- Agency rule making
- Public meetings and hearings to propose, create, modify, or designate regulatory districts or areas – Examples are designation of ground water management areas, designation of areas of drilling concern, creation or modification of water districts and, creation or modification of water measurement districts.

Notice of meetings other than those listed above may also be published to the TOWNHALL IDAHO website if publication of notice would result in positive public outreach.

IDWR has arranged TOWNHALL IDAHO access privileges to select staff for entry of the public notices. Privileges should be generally held by the IDWR webmaster, IDWR Web Content Managers, the Idaho Water Resource Board's Administrative Assistant, and the Director's Administrative Assistant. Staff members who currently have privileges are: Burke Barton, Craig Saxton, Lori Harris, Megan Jenkins, Jennifer Strange, Kensie Thorneycroft, and Sarah Tschohl. Responsibility for entry may be obvious in most cases, but management may be required to determine contacts for communication and entry for some postings. The specific employee list for privileges will need to be regularly updated.