

WATERSHED IMPROVEMENT DISTRICT FORMATION TRACKING SHEET

Proposed Watershed Improvement District Name: _____

Contact Name (and Company): _____

Address: _____ Phone: _____

ACTION	DATE	BY
Send packet information on WID formation to group/individual		
Group/Individual submit map and legal description to County Assessor and Wyoming Department of Revenue to review proposed boundaries for conflicts.		
Completed Petition for proposed district offered for filing with CD <input type="checkbox"/> Mail <input type="checkbox"/> Delivered <input type="checkbox"/> Other (Specify):		
Petition reviewed for completeness (if parts missing, CD notify chief petitioner)		
Petition certified by CD Secretary to verify qualifications of signers (within 10 days after being offered). Petition now considered filed. Filing Date _____		
Set date for Public Hearing (between 45 & 90 days after petition is filed) Date: _____ Notice of hearing Posted in three public places: _____ _____ _____ Printed in local newspaper twice (final notice at least 10 days and no more than 15 days before hearing and six days between each publication) _____ _____ <i>Determine whether there is a need for the Watershed Improvement District and define boundaries</i>		
CD publish proclamation for upcoming election (40-50 days before election)		
CD request list of qualified electors from County Clerk (at least 45 days prior to election; Clerk certify and submit list to CD at least 30 days prior to election.		
Landowners file written authorizations with CD (30 days prior)		
CD mail ballots to landowners and electors: available in office (25-15 days prior)		
CD establish polling place, date, etc. and appoint polling officers and polling superintendent, canvassing board, notify in writing Date of Election: Polling Place (if other than CD office & hours): Election Official: Polling Superintendent: Polling Officer: Polling Officer:		

Sample Form 2

Petition to Form a Watershed Improvement District (WID)

This Watershed Improvement District is to be formed under the authority granted by Wyoming Statutes 41-8-101 through 41-8-126, entitled Watershed Improvement District Law, and under the Special District Elections Act of 1994, Wyoming Statutes 22-29-101 through 601. The following items are required for a complete petition (W.S. 22-29-105 (f)). Please use additional sheets as necessary to provide all of the necessary information.

1. The signatures of not less than twenty-five percent (25%) of the landowners owning at least twenty-five percent (25%) of the assessed value of property within the proposed district are attached to this petition of formation (Attach signature page(s)). Please include a list of all landowners within the proposed district whether they sign the petition or not.
2. The sponsors and persons signing this petition request that a district be formed under Wyoming Statutes 41-8-101 through 41-8-126, entitled Watershed Improvement District Law, and under the Special District Elections Act of 1994, as amended, Wyoming Statutes 22-29-101 through 601.
3. The name of the proposed district is _____.
4. Describe the boundaries of the proposed district and the land situated therein. Attach a map of the proposed district with the boundaries highlighted. Include the written comments from the County Assessor's office.
5. Describe the purpose of the proposed WID and the services to be provided, acquired, operated or constructed.
6. Describe the proposed method for financing improvements or services within the first year of operation.
7. Indicate the names and addresses of persons (must be landowners) willing to serve on or file as candidates for election to the initial Board of Directors. For the initial Board of Directors, members will choose by lot two members to serve one year, two members to serve two years, and one member to serve three years. Once all initial terms have expired, Directors will serve staggered three year terms. Use additional sheets if necessary.

Name	Address

8. Describe who is responsible for the costs associated with the formation of the WID. *{Please note that costs associated with the formation of the WID, including but not limited to publication, ballot preparation, polling and canvassing, shall be the responsibility of and paid by the Sheridan County Conservation Districts as the sponsor of the proposed district. However, the Sheridan County Conservation District will request reimbursement from the WID upon formation for those costs (W.S. 22-29-111 (b))}.*

9. Indicate no more than three chief petitioners who shall represent all petitioners in matters relating to this petition of formation.

Name	1.	2.	3.
Address			
Phone			

Submitted by _____ Date _____

Received by _____ Date _____

*Petition to Form a Watershed Improvement District (WID)
Signature Page (Copy as necessary)*

Printed Name	Signature	Date Signed	Date of Birth	Resident Address	Signer Type <input type="checkbox"/> Elector <input type="checkbox"/> Landowner <input type="checkbox"/> Legal Representative*
a Landowner please indicate: number of Acres Owned or Current Assessed Value of Property _____ County in which property is located _____					

Printed Name	Signature	Date Signed	Date of Birth	Resident Address	Signer Type <input type="checkbox"/> Elector <input type="checkbox"/> Landowner <input type="checkbox"/> Legal Representative*
a Landowner please indicate: number of Acres Owned or Current Assessed Value of Property _____ County in which property is located _____					

Printed Name	Signature	Date Signed	Date of Birth	Resident Address	Signer Type <input type="checkbox"/> Elector <input type="checkbox"/> Landowner <input type="checkbox"/> Legal Representative*
a Landowner please indicate: number of Acres Owned or Current Assessed Value of Property _____ County in which property is located _____					

Printed Name	Signature	Date Signed	Date of Birth	Resident Address	Signer Type <input type="checkbox"/> Elector <input type="checkbox"/> Landowner <input type="checkbox"/> Legal Representative*
a Landowner please indicate: number of Acres Owned or Current Assessed Value of Property _____ County in which property is located _____					

*the signer is a LEGAL REPRESENTATIVE of the owner, the signature shall be accompanied by the signer's written authorization to sign as a legal representative

PUBLIC NOTICE

The Sheridan County Conservation District will hold a hearing concerning the creation of the proposed Tunnel Hill and the proposed Metz Ditch Watershed Improvement Districts. The hearing will be held on March 3, 2004 at 6:00 p.m. at the Sheridan County Fulmer Public Library. The purpose of the two districts is to allow the requesting parties to qualify for federal and state technical and funding assistance for improvements/upgrades to the current irrigation delivery systems for the Meade-Coffeen and the Metz Ditches. All interested persons may appear and be heard.
Published: February 17, 23, 2004

AFFIDAVIT OF PUBLICATION

STATE OF WYOMING

ss.

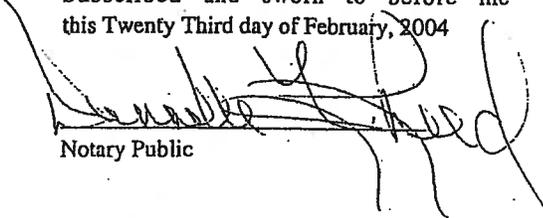
COUNTY OF SHERIDAN

I, Sabrina Nield, Clerk of The Sheridan Press, a daily newspaper of general circulation, published six times a week at Sheridan, Sheridan County, Wyoming; do solemnly swear, that the notice attached hereto and which is a part of this affidavit, was published in said newspaper 2 time(s) as follows: February 17, 23, 2004 that said notice was published in the regular and entire issue of the paper during the period and time of publication, and that the notice was published in the newspaper proper and not in a supplement.

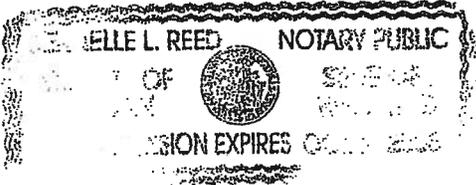
In Testimony Whereof, I have hereunto set my hands this 23rd day of February, 2004



Subscribed and sworn to before me this Twenty Third day of February, 2004



Notary Public



**NOTICE OF ELECTION OF THE PROPOSED
TAYLOR WATERSHED IMPROVEMENT DISTRICT**

PLEASE TAKE NOTICE that the Popo Agie Conservation District Board of Supervisors have directed that an election shall take place on the organization of the proposed Taylor Watershed Improvement District

Notice is hereby given that pursuant to W.S. 22-29-110(a) an election on the formation of the Taylor Watershed Improvement District will be held on October 6, 2004. The proposed District includes approximately 2800 acres serviced by the Taylor Ditch and generally lying east and north of highway 287 beginning at the siphon outlet located on V1 Road. The majority of the irrigated lands lay within Lyons Valley, between Highway 287, Highway 789, and Lyons Valley Road supplying water to the numerous hay and pasture lands. Any interested party who would like to run for a District Director should contact the Popo Agie Conservation District for an application prior to October 6, 2004. The board of directors shall consist of five members. Election will be by mail ballot, which will be sent to all qualified electors and owners of land lying within the boundaries of the proposed district. Any non-resident landowner who wishes to vote should contact the Popo Agie Conservation District to obtain an affidavit of ownership and a ballot. Ballots should be returned to the Popo Agie Conservation District (polling place) by mail or delivered in person before 4:00 P.M., October 6, 2004, to be counted.

Signed by
Bryan Hamilton
Secretary/Treasurer
Popo Agie Conservation District

S A M P L E**Popo Agie Conservation District**

201 W. Main Street, Lander, WY 82520
Phone: 307-332-3114 FAX: 307-332-3855



Dear Landowner:

In preparation for the upcoming October 6, 2004, Taylor Watershed Improvement District Formation Election, we are required by state statute W.S. 41-8-101(f) to obtain a written authorization from landowners within the proposed watershed improvement district boundaries. This authorization provides authority for one landowner, either a spouse, partner, LLC member, etc., to vote on behalf of the acreage either negatively or positively toward district formation.

As landowners you must designate a voting representative for actual acreage. Please return the enclosed authorization form to PACD by September 4, 2004. Once the authorization is completed and returned, ballots will be sent to all authorized landowners and electors within the proposed boundary.

For example John, Jane, and Joey Doe own 40 acres within the watershed boundary. John was selected to represent the 40 acres, and must complete and return the authorization form. If John does not return the authorization form by the deadline a ballot will not be sent to represent the 40 acre parcel.

A positive outcome for district formation is contingent upon a majority of the voters casting a yes vote for formation as well as a majority of the acreage within the proposed district voting affirmatively. Conversely, if a majority of the acreage is not represented positively, and a majority of the electors vote no, the proposition fails.

Please return the enclosed affidavit in the envelope provided by September 4, 2004. If you have any questions or concerns please contact me at 332-3114.

Sincerely,

Jeri Trebelcock
District Manager

S A M P L E

**Landowner Written Authorization
for
Taylor Watershed Improvement District Formation Election**

I _____ am the only person having authority
(authorized landowners name)

to vote on behalf of the owner or owners of _____
(corporation, partnership, LLC, owners)

The property which qualifies said entity is located at _____
(property address)

and the general legal description of said property is _____

The name or names of all owners of the property described above are _____

The authorization information contained herein is true and accurate to the best of my
knowledge and beliefs _____
(sign and date)

S A M P L E

**Popo Agie Conservation District
Official Ballot**

Referendum for the formation of the **Taylor Watershed Improvement District**, Fremont County, Wyoming, this 6th day of October 2004.

The proposed district includes approximately 2800 acres serviced by the Taylor Ditch and generally lying east and north of highway 287 beginning at the siphon outlet located on V1 Road. The majority of the irrigated lands lay within Lyons Valley, between Highway 287, Highway 789, and Lyons Valley Road.

The purpose of the proposed Taylor Watershed Improvement District is to create an entity that has the ability to access state and federal funding to improve the irrigation delivery system.

Please vote for one of the following:

- FOR**, creation of the Taylor Watershed Improvement District.
- AGAINST**, creation of the Taylor Watershed Improvement District

WARNING

The criminal laws regulating the conduct of elections contained in chapter 26 of the Wyoming Election Code of 1973, as amended apply with equal force to elections conducted by mail.

SHERIDAN COUNTY CONSERVATION DISTRICT ABSTRACT of Election

Sample Form 7

Tunnel Hill Watershed Improvement District Formation Election 5/4/2004

We, the undersigned, do hereby certify as follows:

That the election held on the **fourth** day of **May**, in the year **2004** in Sheridan County, Wyoming was conducted according to both the Watershed Improvement District Law and the Wyoming Election Code, including the Special Districts Elections Act;

That at said election votes were cast for the formation of the Tunnel Hill Watershed Improvement District as follows:

Landowner/Elector votes FOR	<u>thirty-one (31)</u>
Landowner/Elector votes AGAINST	<u>zero (0)</u>
TOTAL Ballots Cast	<u>thirty-one (31)</u>
Acres voting FOR	<u>5497.41</u>
Acres voting AGAINST (or not cast)	<u>2191.51</u>
TOTAL Acreage	<u>7688.92</u>

That the highest number of votes was cast **FOR** the formation of the proposed watershed improvement district;

That the number of ballots used was **fifty-two (52)**; that the number of ballots cast was **thirty-one (31)**; that the number of spoiled ballots was **four (4)**; the number of replacement ballots issued was **four (4)**; and that the number of challenged ballots/votes was **zero (0)**; for a total number of ballots of **thirty-one (31)**.

Dated this _____ day of _____, in the year _____

Signed:

Canvassing Board

Canvassing Board

Canvassing Board

SAMPLE

Sample Form 8

Popo Agie Conservation District

201 W. Main Street, Lander, WY 82520
Phone: 307-332-3114 FAX: 307-332-3855



October 13, 2004

Julie Freese
Fremont County Clerk
450 North 2nd Street
Lander, WY 82520

Dear Julie:

On October 6, 2004, the mail ballot referendum for the formation of the Taylor Watershed Improvement District was held.

Thirty-one (31) votes were cast in the referendum. Thirty (30) votes cast were affirmative representing 91% of the total acreage contained within the watershed improvement district boundary. One (1) vote was cast in the negative.

Based upon the results of the referendum, the Popo Agie Conservation District Board of Supervisors has determined that the operation of the watershed improvement district is administratively practicable and feasible. Therefore, as referenced in WS 41-8-110, Popo Agie Conservation District declares the creation of the Taylor Watershed Improvement District. This letter certifies the creation of the district for recordation by the County Clerk. Upon recordation the Watershed Improvement District shall constitute a governmental subdivision of Fremont County Wyoming.

Enclosed are copies of the Certification of Referendum, PACD Board of Supervisors minutes, boundary map, and legal description for the Taylor Watershed Improvement District.

Sincerely,

Steve Dutcher
Chairman

Enclosures

Cc: Department of Revenue
Secretary of State
Wyoming Department of Agriculture
Wyoming Association of Conservation Districts

Proclamation

(To be published at least twice, with an interval of at least six days between the two publication dates, in a newspaper of general circulation within the boundaries of the district.)

On _____ (date of election) _____ (name of District) will hold Board of Director initial election. Polling place(s) will be located at _____ and be open between the hours of _____ and _____ for the purpose of electing five (5) directors for staggered terms to be determined. The deadline for filing an application for the election is _____ (give date of filing period) and the location of the filing office is _____.

(It should state whether election is a conventional election or mail ballot election. If conventional, leave the polling place locations and times in the proclamation. If it is a mail ballot, change the proclamation to read, "There will be no polling place and everyone entitled to vote will receive a ballot in the mail and after voting that ballot will return it to _____ (address). It must be physically received by _____ (date).")

APPLICATION FOR ELECTION

_____ DISTRICT DIRECTOR

I, the undersigned, swear or affirm that I was born on _____, _____; that I have been a resident of the _____ district since _____; that I am an elector and a () landowner (check if a requirement for office) of said district and I do hereby request that my name, _____, be printed on the ballot for election to be held on _____ day of _____, _____ as a candidate for a term of _____ years. I hereby declare that if I am elected, I will qualify for the office.

Dated this _____ day of _____, _____.

Signature of candidate

Printed name

Residence Address

SHERIDAN COUNTY CONSERVATION DISTRICT ABSTRACT of Election

Tunnel Hill Watershed Improvement District
Director Election
5/4/2004

Sample Form 11

We, the undersigned, do hereby certify as follows:

That the election held on the **fourth** day of **May**, in the year **2004** in Sheridan County, Wyoming was conducted according to both the Watershed Improvement District Law and the Wyoming Election Code, including the Special Districts Elections Act;

That at said election votes were cast for the initial directors of the Tunnel Hill Watershed Improvement District as follows:

<u>Name</u>	<u>Number of Votes</u>
Elwin W. Phillips (one year term)	<u>twenty-three (23)</u>
James H. Roach (one year term)	<u>thirty (30)</u>
John W. Drake (two year term)	<u>sixteen (16)</u>
S.K. Johnston, III (two year term)	<u>twenty-seven (27)</u>
Charles R. Hart (three year term)	<u>twenty-five (25)</u>

That the highest number of votes were cast for Elwin W. Phillips, James H. Roach, John W. Drake, S.K. Johnston, III, and Charles R. Hart and that said candidates are duly qualified to serve on the district Board of Directors.

That the number of ballots used was **52**; that the number of ballots cast was **31**; that the number of spoiled ballots was **4**; the number of replacement ballots issued was **4**; and that the number of challenged ballots/votes was **0**; for a total number of ballots of **31**.

Dated this _____ day of _____, in the year _____

Signed:

Canvassing Board

Canvassing Board

Canvassing Board

SHERIDAN COUNTY CONSERVATION DISTRICT

Certificate of Election

Tunnel Hill Watershed Improvement District

Director Election

5/4/2004

Sample Form 11A

Elwin W. Phillips (one year term)

Votes FOR _____

Votes AGAINST _____

James H. Roach (one year term)

Votes FOR _____

Votes AGAINST _____

John W. Drake (two year term)

Votes FOR _____

Votes AGAINST _____

K. Johnston, III (two year term)

Votes FOR _____

Votes AGAINST _____

Charles R. Hart (three year term)

Votes FOR _____

Votes AGAINST _____

TOTAL Ballots Cast _____

The above is a full, correct, and true account of the ballots issued and voted in the election held on the _____ day of _____, in the year _____ in Sheridan County, Wyoming.

Signed:

Polling Officer

Polling Officer

Polling Officer

Sample Form 12

OATH OF OFFICE

Prescribed by the Constitution of Wyoming (Article 6, Section 20)

THE STATE OF WYOMING)
COUNTY OF) ss

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States and the constitution of Wyoming State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing, to procure my nomination or election or appointment, except for necessary and proper expenses expressly authorized by law; that I have not, knowingly, violated any election law of the state, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office other than the compensation allowed by law. Dated this _____ day of _____,

Subscribed and sworn to before me this _____ day of _____ A.D., _____

Notary Public or Other Officer Authorized to Administer Oaths

My commission expires:

My term expires:

Wyo. Stat. § 22-29-118 requires that all directors of special districts covered under the Special Districts Elections Act of 1994, upon their election or appointment, take this oath and file it with the county clerk.