

MEMORANDUM

To: Regional Managers and Bureau Chiefs
 From: Gary Spackman *Gary S*
 Date: June 7, 2010
 15

RE: Delegation of Duties and Responsibilities (Supersedes Memo of August 31, 1992)

The purpose of this memorandum is to provide guidance to Bureau Chiefs and Regional Managers on duties critical to the department's mission that for organizational efficiency are hereby delegated to be performed by them. This signature authority is delegated based on my confidence that these front line managers will properly consider the issue and when appropriate seek advice regarding any legal and policy impacts that may precipitate from their action. Bureau Chiefs and Regional Managers are authorized to further delegate the approval action of specific, routine activities to staff members that have demonstrated the institutional knowledge and experience to act within applicable Idaho Code and Rules and established department practices and policies. Such re-delegation to staff shall be done in writing with a copy the respective Bureau Chief. The State Office shall continue to provide centralized oversight to maintain consistency in Department programs. Therefore any re-delegation of centrally managed activities will require concurrence of the respective Bureau Chief. For non-routine approvals, Region staff shall coordinate their review with the State Office prior to approval or prior to forwarding to the State Office for final action.

Should you need clarification on the expected level of performance and time line for completion, I am available to provide further guidance to your specific questions. In addition, please advise me when the nature of potential matters or unique circumstances may lead to an action that I should be aware of and/or potentially advise executive state officials. Tasks not specifically designated are not delegated. Division Administrators may act to retain sole authority for any duties delegated herein.

General Administrative Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgrs	Designated staff
In state travel authorization	X	X		
Authorize purchase request for less than \$500.	X	X		
Contracts (any monetary amount)	X	X		
Memoranda of Agreements (MOAs)	X	X		

Technical Services Bureau Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Cooperative Agreements	X	X		
Landowner Access Agreements	X	X		
Maintenance Agreements	X	X		X
License Agreements	X	X		X

Water Rights Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Water Right (WR) Transfer Approvals	X	X	X	X
WR Permits	X	X	X	X
WR Permit Amendments	X	X	X	X
WR Licenses	X	X	X	X
Temporary Appropriations & Changes	X	X	X	X
Preliminary Orders for WR Matters that are Uncontested or Contested but no Hearings have been Conducted.	X	X	X	X
Water Supply Bank Approvals	X		X	X
Water Exchange Approvals	X	X	X	X
Extensions of Time for Filing Proofs of Beneficial Use	X		X	X
Extensions of Time to Avoid Forfeiture	X	X	X	X
WR Lapse Notices	X		X	X

Water Distribution Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
WR Notices of Violation	X	X	X	X
WR Consent Orders	X	X	X	X
Preliminary Orders for Water Distribution Matters that are Uncontested or Contested but no Hearings have been Conducted.	X	X	X	X

Adjudication Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Transmittal of Director's Adjudication Reports	X	X	X	
Other notices or affidavits the statutes may require the director to file with the court in an adjudication	X	X	X	
Requests for refund of adjudication filing fees	X	X	X	X
Extensions of Time to File Notice of Claim	X	X	X	X
Supplemental Director's Reports (Rule 706 Report).	X	X	X	X
SF5, NAP or NCAPS	X	X	X	X

Stream Channel Alteration Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Approval of Stream Channel Alteration (SCA) one stop permits	X	X	X	X
Approval of SCA Minimum Standard Permits	X	X	X	X
Approval of SCA Non-Minimum Standard Permits	X	X	X	X
Issue Emergency SCA Permits	X	X	X	X
Issue Emergency SCA Waiver	X	X	X	X
Official state comment letters on Section 404 & Section 10 Public Notices	X	X	X	X
SCA denials of any type	X	X	X	X
SCA Cease and Desist Orders	X	X	X	X
Issuance of SCA Warnings	X	X	X	X
Issuance of SCA Citations	X	X	X	X
Issue SCA Notice of Violation	X	X	X	X

Flood Control District Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Appointment (or re-appointment) of commissioners (FCD Officers)	X	X		

Dam Safety Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Approval of applications for construction or enlargement of a new or existing dam	X		X	
Approval of applications for non-regulated barriers/undersized dams	X	X	X	
Approval of plans and specifications for construction or enlargement of a new or existing dam	X		X	
Approval of plans and specifications for repair or modification of existing dams	X		X	
Issue renewal of Certificates of Approval and storage authorization for low hazard dams	X	X	X	
Issue renewal of Certificates of Approval and storage authorization for significant and high hazard dams	X		X	
Preliminary Orders to release water from unsafe dams	X	X	X	
Preliminary Orders to revoke Certificates of Approval or storage authorization.	X		X	
Removal of dam from inventory	X		X	
Any commitment of department funds to protect public safety in a dam safety emergency	X	X	X	

Well Construction & Driller Licensing Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Issue driller license	X		X	
Issue operator permit	X		X	
Preliminary Order to repair or abandon well	X	X	X	
Release of driller's bond	X			
Waiver of minimum standards	X	X	X	X
Approve drilling permit		X		X
Issue Notice of Violation	X	X	X	
Release well owner's LTG bond	X			

Injection Well Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Approval of "5A7" new injection well applications <50GPM	X		X	X
Approval of "5A7" new injection well applications >50GPM	X			
Approval of all non- "5A7" new injection well applications	X			
Approval of continued use of injection well	X			
Preliminary Orders to close or restrict use of injection well	X	X	X	
Preliminary Well Abandonment Orders	X	X	X	
Waiver of minimum well construction standards	X	X	X	X
Issue well construction Notice of Violation	X	X	X	X

Geothermal Well Activity	Bureau Ch	Region Mgrs	State Ofc Section Mgr	Designated staff
Approval and construction of new geothermal wells (all types)	X			
Approval of abandonment of existing wells of all types	X	X	X	
Preliminary Orders for closure of well or to restrict their use	X	X	X	
Approval of notice of intent for geothermal holes	X	X	X	
Issue Notice of Violation	X	X	X	X