


ADMINISTRATOR'S MEMORANDUM

MISCELLANEOUS NO. 17

To: Water Administration Division
From: Gary Spackman 
Date: June 25, 2008

Re: Division Reorganization

During fiscal year 2008, 14.5 full time employee equivalents were allocated to the Snake River Adjudication (“SRBA”). The 2008 Idaho Legislature approved an Idaho Department of Water Resources (“IDWR”) budget proposal to move the staff allocated to Program 40, Snake River Adjudication, to Program 50, Water Management. During the past couple of years, the number of staff allocated to the SRBA has declined in stages because of the completion of SRBA claims recommendations to the SRBA Court and the associated transition from the SRBA tasks to water management. During fiscal year 2008, each of the regional offices was staffed for the SRBA effort at 2.5 full time employee equivalents. Strictly interpreted, this allocation of resources would limit the SRBA effort to 200 hours of billed time per region per pay period.

Because of the diminished SRBA workload and the reassignment of SRBA staff to the single Program 50 water management account, this memorandum changes the supervisory structure of the Water Management Division as depicted in the revised IDWR organizational chart. Specifically, SRBA staff in the regional offices previously reported through adjudication water right supervisors directly to the Adjudication Bureau Chief. The SRBA regional staff will now report directly to the regional manager in the respective regions. Completing and working to resolve contested matters in the SRBA remains a high priority. Regional staff working on SRBA matters should receive SRBA task directives from the Adjudication Bureau Chief, the SRBA legal staff, and the Section Manager in the Adjudication Bureau coordinated at all times with the respective regional manager who will allocate regional resources to accomplish the tasks.

In keeping with the above structure, staff for the North Idaho Adjudication (“NIA”) located in Northern Region will report directly to the Manager of the Northern Regional Office rather than the state office SRBA managers. Northern regional staff working on NIA matters should coordinate with the Adjudication Bureau Chief, the adjudication legal staff, and the Section Manager in the Adjudication Bureau. Staff allocated to Program 70, North Idaho Adjudication, should work on and bill their time to the North Idaho Adjudication.

The NIA staff assigned to the state office will report directly to the Section Manager in the Adjudication Bureau. The state office staff allocated to Program 70, North Idaho Adjudication, should work on and bill their time to the North Idaho Adjudication.

IDWR has many urgent tasks that need to be performed. In addition to completion of the SRBA, the processing of applications for transfer is of top priority. To a lesser but comparable degree, the processing of new applications to appropriate water and the issuance of licenses are of high priority.

To insure the various programs of the Department receive the attention needed, I ask that the staff in each region limit both the hours worked and hours billed in the SRBA to no more than 200 hours per pay period. The regional managers have the discretion to assign staff at the regional offices to complete the 200 hours of SRBA work and billing. Any SRBA hours worked and/or billed in excess of 200 hours per pay period per region must be justified in writing and approved by the regional managers. More than two billings in any three month period of regional staff time to SRBA work in excess of 200 hours per pay period should only be approved after consultation with the division administrator. All additional time and resources in the water allocation staff work must be directed toward the processing of applications for transfer and other important water right related tasks.

Because of the consolidation of program 40 and program 50, a new PCA Code of 51010 has been created for coding time worked on SRBA tasks. Beginning with time sheets completed on June 27, 2008, all SRBA work should be coded to PCA 51010. Leave time for adjudication work should be billed to PCA Code 51001.

Time worked on water allocations matters should be billed to the existing state office and regional PCA codes.

Further projected reductions in SRBA staffing and work effort were not numerically quantified in program 40 to 50 conversion documents. Nonetheless, the effort exerted toward SRBA matters should decline next year. I would expect that the regional staff time worked and billed to the SRBA should reduce to 1.5 FTP's per region by April 1, 2009, and reduce to 1.0 FTP per region by September 1, 2009. I would expect that at least one clerical person presently assigned to the SRBA in the state office should also be working solely on water allocation matters by July 1, 2009. Personnel resources previously dedicated to SRBA work should be dynamically reassigned to water allocation tasks, particularly the processing of applications for transfer.

DEPARTMENT OF WATER RESOURCES

June 2008

