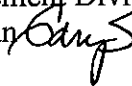


## ADMINISTRATOR'S MEMORANDUM

To: Water Management Division  
From: Gary Spackman   
Date: July 8, 2008

Second Amended Records No. 4

**Re: FEES FOR RESEARCH OR COMPUTER DATA SERVICES**

This memo supercedes Records Memorandum No. 4 dated July 13, 1980 and Amended Records Memorandum No. 4 dated April 16, 2001.

Pursuant to Idaho Code § 42-221J, the Department is authorized to collect a fee for “tasks requiring in excess of one (1) hour research or for computerized data provided for public use.” This memorandum describes services for which the Department can charge a fee and establishes the fee that can be charged.

The Department shall charge individuals, companies, or corporations for any records research or computer data services if the task exceeds one (1) hour per project. Computer data services may include data queries, analysis, or other data services if fees for the task are not already covered under Idaho Code § 42-221 or other statutory provision pertaining to Department responsibilities.

The Department will not charge a fee for research or computer data services under the following circumstances: (a) the Department has executed a reciprocal agreement with a city, county, state or federal government entities to provide similar information; (b) the Department has an express obligation created by statute, agreement, or memorandum of understanding to provide the specific information without charge; or (c) the information is being provided according to court order or is a response to discovery related to litigation.

The customer shall be informed of the fee schedule and the estimated total charge prior to the conduct of the research or computer data service. As an alternative, the customer should also be referred to the Department's website if the research can be completed through the Department's public search capabilities.

The hourly charge will be the hourly policy salary of typical Department personnel conducting the research. The present charge is \$56.00 per person hour plus extraordinary charges such as computer services. The \$56.00 per person hour fee was computed by averaging the policy salary of a water right senior agent and the policy salary of a section manager and adding on the associated benefits and indirect costs. A summary of the computations is attached.

The fee charged for research or computer data services will be routinely reviewed to determine whether the fees should be adjusted because of changes in policy hourly pay, benefits cost, or indirect costs. Any changes in the fees charged for these services should be reviewed and approved by the Division Administrator, but changes will not require reissuance of this memorandum.

In situations where the need for a fee is in question, the regional supervisor or section supervisor is responsible for the decision.

### Research Fee Calculations

Fees for Department research services in Water Management Division are calculated by averaging the policy salary of a water right senior agent and the policy salary of a section manager and then adding associated benefits and indirect costs.

2009 benefits are computed at 21% of salary for benefits and \$8,700 per person for health insurance. Indirect costs are 43.84% of salary. Policy salary for a water right senior agent is \$26.75 per hour and policy salary for a section manager is \$36.21 per hour.

$$\text{Average Policy Salary} = (\$26.75 + \$36.21)/2 = \$31.48$$

$$\text{Benefits} = \$31.48 \times 0.21 = \$6.61$$

$$\text{Indirect} = \$31.48 \times 0.4384 = \$13.80$$

$$\text{Health Insurance} = \$8700/2080 = \$4.18$$

$$\text{Total} = \$31.48 + \$6.61 + \$13.80 + \$4.18 = \$56.07 \text{ (round to } \mathbf{\$56 \text{ per hour})}$$