

**Stevens County Water Conservancy Board**  
**Application Processing Guidelines**

Approved July 18, 2011

- 1. Receipt of Application:** Receipt of a completed application with appropriate fee and supporting data will occur at a regularly scheduled open public meeting, whether filed in person or by mail.
  - A. Chairman assigns a Lead and a Second for processing the application.
  - B. Chairman determines the WRIA(s) involved and records on original application.
  - C. Chairman records check number, amount, and date received on original application.
  
- 2. Application Checklist:** Prior to next monthly meeting, but as soon as possible, the Lead and Second will complete the checklist. If items are missing, the lead is responsible for contacting the applicant/applicants representative to obtain all necessary information for a completed application.
  
- 3. Acceptance of Application:** At the next monthly meeting, the Lead with the help of the Second, will review the checklist with the Board. A recommendation by the Lead as to the completeness of the application will determine whether a vote is taken by the Board to accept or reject the application. If the application is not complete, the Board may opt to defer this vote until a completed application has been received. A recorded vote by a majority of a quorum is required for acceptance or rejection.
  - A. Declining to Process** - The Lead will, within 14-days, send a letter to the applicant explaining why the Board declined to process the application and informing the applicant the process for Ecology to process the application. Ecology is to receive a copy of this letter along with the complete file within this same 14-day timeframe.
  - B. Acceptance** - Following the vote for acceptance:
    1. The Chairman shall assign the application a number and record on original application.
    2. The Chairman shall determine SEPA status and record on original application.
    3. The Chairman may, with assistance of the Lead, schedule possible dates/times with all Board members for a site visit. Lead will select from those dates/times and schedule the site visit with the applicant and appropriate participants. No required timeframe, but should be prior to the next Board meeting, but no longer than 60 days.
  - C. Tracking** - All amended applications shall be dated and signed by all parties.
  
- 4. Notifications:** Within five (5) business days of acceptance, the Lead shall:
  - A.** Send Ecology the original application and a cover letter. The cover letter shall state the Lead and Second, request all Ecology files pertinent to the application, and request written confirmation of receipt of application.
  - B.** Upon receipt of the Ecology water right file pertinent to the application, the Lead shall distribute a copy to the Second and if available electronically, distribute electronic links or copies to all Board members.
  - C.** As soon as possible, but no later than 30 days, a cover letter and a copy of the application shall be sent to Office of Historic Preservation, Spokane Tribe, Colville Tribe, all effected active WRIA(s) planning units, and the EWCOG. Send the same information to the WDFW including maps and other pertinent information.
  
- 5. Application Site Visit Letter:** As soon as possible, but at least 5 days prior to the site visit and no more than thirty days from acceptance of the application, the Lead shall send a letter to the applicant, the applicants representative, and all parties to the application (property owner of water right and transfer recipients) notifying them of acceptance of the application, date of acceptance, application number, Lead and Second with contact information, date and time of site visit, and any other pertinent information necessary for a successful site visit.
  
- 6. Site Visit:** The Lead, Second and all Alternates are required to attend the site visit. All Board members are encouraged to attend. The Lead/Second will complete the site visit form and review with Board at next meeting.
  
- 7. SEPA:** If SEPA is required, the Chairman, Lead or Second shall contact the Stevens County Planning or other appropriate entity to coordinate and prepare the required SEPA documents for inclusion to the file and the ROE drafts. This should occur as soon as possible in the process.
  
- 8. Public Notice:** As soon as possible, but after the site visit, the Lead working with the Second and the applicant/applicant's representative will:
  - Prepare a draft public notice;
  - Email a copy to Ecology's technical assistance person for review and input;
  - Email the draft public notice to the Chairman, all Board members and Alternates;
  - Send a copy to the applicants/applicant's representative for authorization and documentation to proceed, stating that the applicant/applicant's representative takes full responsibility for accuracy of all information;
  - Place the authorized copy in the permanent file.

Upon receiving written permission, the Lead shall transmit a copy of the public notice to all newspapers printing official public notice and all SCWCB members. The newspaper(s) shall be directed to:

- Publish the public notice once a week for two consecutive weeks;
- Bill the applicant/applicant's representative directly;
- Send the official Affidavit of Publication to the applicant and SCWCB.

The Lead/Second shall place the original Affidavit of Publication in the official file.

**9. Public Comment Period:** The Lead shall notify the Chair as to which meeting the public has been notified that public comment shall take place so that adequate time can be allotted on the agenda.

**10. Hearing:** All transfers involving areas outside of Stevens County require a hearing. The hearing should occur during the public comment period. The Chairman, working with the Lead/Second and the Board shall schedule the hearing. The Lead is responsible to publish, one time, a public notice of the hearing in the appropriate newspapers of general circulation within the point of origin and the point of destination as to the date, time, place and duration of the hearing. The applicant/applicant's representative shall be billed by the newspapers for the publication. SCWCB will bill the applicant for hearing fees, on direction of the Chairman, within one week following the Hearing.

**11. Draft ROE:** Upon acceptance of the draft ROE prepared by the applicant/applicant's representative, the Lead with participation from the Second will review all information in the draft, and edit appropriately. The Lead shall insert all appropriate Board information, including, but not limited to all public comment(s) and protest(s) with responses, SEPA, hearing comments, provisos, final conclusions and conditions, to produce a final draft of the ROE. There is no time limit for this item, but due diligence is required. All drafts shall be dated.

**12. Board Updates:** At each monthly meeting of the SCWCB, the Lead with the assistance of the Second, will review the status of the application. Any item of conflict, confusion or debate should be brought before the Board for discussion. The Lead is responsible to notify the Chairman, prior to the distribution of the agenda, if he thinks discussion will take an extra length of time.

**13. Technical Assistance:** This can be requested from Ecology by the Lead or Second at anytime during the process to help the process continue.

**14. Final Draft ROE:** The Lead and Second should request technical assistance to meet and review their final draft ROE with Ecology. The Board should have the opportunity, at a scheduled meeting, to review the final draft and pose any questions or concerns that may require technical assistance prior to their meeting with Ecology's representative. Other communications, as needed, can occur via email.

**15. Final ROE:** To provide time for the Chairman to fill out the ROD, the Lead will notify the Chairman at least seven (7) days prior to the meeting where voting on the ROE will take place. The final ROE should be completed after any technical assistance and all public comment or hearing periods. The Lead shall transmit an electronic copy to all Board members - and request their confirmation upon receipt - no less than seven (7) days prior to the meeting upon which a vote on the ROE is to be taken. All Board members shall transmit any errors, corrections or concerns to the Lead so they can be addressed prior to the meeting. The vote on the final ROE will take place at a regularly scheduled SCWCB meeting. Upon acceptance by the Board, the final ROE will be signed and dated by the Lead.

**16. ROD:** The Chairman will complete the ROD form and have it ready for the meeting where the vote will be taken. At the meeting in which the SCWCB has voted on the final ROE, the Chairman shall conduct a vote on the transfer. The vote will be recorded and the ROD signed by all members present at the meeting.

**17. File Reporting/File Transmission:** Within fifteen (15) business days of the ROD, a copy of the ROE and ROD will be sent to the applicant, any person filing a protest, any person who has requested notice of the decision, the Spokane Tribe, the Colville Tribe and any commenting agency. At the same time, the original ROE, ROD and complete original file shall be sent to Ecology. Electronic copies of the ROE and ROD will be sent to Ecology, if possible. A copy of all files and documents will be retained in the SCWCB file.

**18. Withdrawal of ROD:** The Board with a majority vote of a quorum in an open public meeting may withdraw an ROD prior to Ecology acting on an application. The Ecology form will be filled out and signed at the meeting and Ecology will be notified of this decision electronically immediately. The original form is to be forward to Ecology the next day accompanied by a cover letter.