

# Statutory Water Bank Tasks & Responsibilities Survey Supplemental Flow Chart



The following document is meant to assist in your completion of the Statutory Water Bank Tasks & Responsibilities Survey. Full explanations of each **heading**, **subheading**, and **task** can be found within the survey itself.

If the task is noted as **Required**, it is required by the Statute. If it is noted as **Necessary** it is not required by the Statute, but is necessary to for a

functional water bank. If the task is noted as **Optional**, it is not required or necessary, but will be helpful for completing a water transaction.

**Expertise:** the information resources, skills, experience, familiarity, and process to undertake the task

**Capacity:** the availability of personnel, time, and budget to undertake the task and see it to completion

## 1. Bank Organization Activities

### A) Bank Formation Discussions

**Necessary**

i) Participate in stakeholder discussions to determine interest, form, and function of local water bank

**Required**

ii) Define Bank Service Area

**Required**

iii) Determine the form of leasing arrangement the bank will facilitate between interested parties

**Required**

iv) Determine form of legal entity

### B) Bank Incorporation Tasks

**Required**

i) Prepare Governance Documents

**Necessary**

ii) Legal Review Governance Documents

**Necessary**

iii) Incorporate Legal Entity

## 2. “Marketing” the Water Bank

### A) Water Transaction (Match Making)

**Necessary**  
if desired

- i) Soliciting water to be leased through the bank

## 3. Change Application Coordination

### A) Internal Review of Potential Change Application

**Necessary**

- i) Establish procedures for reviewing water rights deposits into the waterbank

**Required**

- ii) Review water right deposit application according to bank procedures

**Required**

- iii) Establish procedures for reviewing water right deposit applications

### B) Change Application Process

**Necessary**

- i) Bank participation in Change Application process

## 4. Water Distribution through Bank (Authority Role)

### A) Internal Review

**Required**

- i) Understand and note conditions of approval on Water Rights

**Required**

- ii) How to address requests to keep at the heretofore place of use

**Necessary**

- iii) Compliance with Western Summit County Agreement/Coordination with Parties

### B) State Engineer Coordination

**Required**

- i) Timely deliver approved lease amounts to State Engineer to include in distribution plan

**Required**

- ii) Meet State Engineer Distribution Office on agreed to distribution plan



## 4. Water Distribution through Bank (Authority Role)

(continued)

### C) Monitoring

**Optional**

- i) Bank physically check meters or meter reads to insure instream flows met

### D) Enforcement

**Required**

- i) Review information and Inform the State Engineer of a distribution issue

**Necessary**

if it occurs

- ii) File State Engineer Enforcement Action against those taking water in contradiction to distribution schedule

## 5. Water Lease Administration

### A) General Leasing Tasks

**Required**

- i) Draft Leasing Form Document

**Optional**

- ii) Advertise administrative fee for processing lease applications

### B) Ongoing Lease Administration

**Required**

- i) Announce leasing to be open to potential lessors

**Required**

- ii) Review lease applications

**Optional**

- iii) Assist applicants in completing lease form if they have questions

## 6. Pricing

### A) Pricing

**Required**

- i) Determine procedure for pricing annual leases



## 7. Bank Administration

### A) Office

Required

i) Point of contact for water bank

Required

ii) Mailings or copies of bank materials

### B) Financial Services

Optional

i) Escrow & billing services

### B) Record Keeping

Required

i) Record Keeping

## 8. Annual Report to Board

### A) Annual Report to Board

Required

i) Tabulation of deposits, delivery requests, actual deliveries.  
Financial reporting

Required

ii) Report writing and submittal

## 9. Bank Funding

### A) Bank Funding

Required

i) Money for operation

## 10. Complaint Resolution

### A) Complaint Resolution

Required

i) Respond to complaints according to bank procedures

Necessary

ii) Legal Consultation

