



KAREN FELDMAN
Acting Chair

TERRY MARTINO
Executive Director

MEMORANDUM

TO: Terry Martino, Executive Director

FROM: Sarah Reynolds, Acting Counsel

DATE: February 6, 2019

RE: Delegated Authority to Sign Permits, Notices of Completion and Incompletion

Under Agency rules and the Agency Board's delegation resolution, the Deputy Director, Regulatory Programs (DDRP) is delegated the Agency's authority to sign most permits and all notices of completion and incompletion. Pursuant to the delegation resolution, the Executive Director may also exercise the DDRP's signing authority.

Any other authority to sign permits requires the specific authorization of the Agency Board. Pursuant to the delegation resolution, the DDRP, with the agreement of the Executive Director, may delegate authority to sign notices of completion and incompletion in the absence of both the DDRP and the Executive Director.

To ensure the continuity of regulatory operations and compliance with statutory deadlines, you have indicated that you would seek permit and notice signing authority for Colleen Parker and John Burth that may be exercised in the DDRP's and your absence. This requires a specific vote of the Agency Board this month due to the impending vacancy for the DDRP position as of March 1st. The attached memorandum would be issued to Colleen and John following Agency authorization.

Attachment