

**BEFORE THE DEPARTMENT OF WATER RESOURCES  
OF THE STATE OF IDAHO**

|                                        |                             |
|----------------------------------------|-----------------------------|
| IN THE MATTER OF PERMIT NO. 96-13174 ) | <b>PRELIMINARY ORDER</b>    |
| IN THE NAME OF SUSAN SUGDEN AND )      | <b>REINSTATING A PERMIT</b> |
| <u>RICHARD SUGDEN</u> )                |                             |

This matter having come before the Idaho Department of Water Resources (“Department”), the Department finds, concludes and orders as follows:

**FINDINGS OF FACT**

1. On March 29, 2023, the Department issued Permit No. 96-13174 (“Permit”) in the name of Susan and Richard Sugden (“Permit Holder”) authorizing the diversion of 0.04 cubic feet per second from Lake Pend Oreille for domestic use in the NW¼NE¼ of Section 3, Township 56 North, Range 01 East, B.M., Bonner County. A condition of permit approval required the Permit Holder to submit proof of beneficial use of water to the Department on or before April 1, 2024.
2. On January 31, 2024, the Department notified the Permit Holder by certified mail that proof of beneficial use was due and instructed the Permit Holder of the steps to be taken to submit a *Statement of Completion for Submitting Proof of Beneficial Use* (“Proof”), or a *Request for Extension of Time* (“Extension Request”).
3. On April 1, 2024, the Permit lapsed because the Department had not received an acceptable Proof or Extension Request.
4. On April 10, 2024, the Department notified the Permit Holder that the Permit lapsed because no Proof or Extension Request had been received.
5. On April 15, 2024, the Permit Holder filed an Extension Request requesting an additional one year to submit proof of beneficial use because they were “waiting for details on equipment and output.” The Department granted the Extension Request based on good cause and established a new proof of beneficial use due date of April 1, 2026.
6. On January 30, 2026, the Department notified the Permit Holder by certified mail that proof of beneficial use was due and instructed the Permit Holder of the steps to be taken to submit a Proof or Extension Request.
7. On April 1, 2026, the Permit lapsed because the Department had not received an acceptable Proof or Extension Request.
8. On April 3, 2026, the Department received an acceptable Proof from the Permit Holder.

## CONCLUSIONS OF LAW

Idaho Code § 42-218a(1) states, in relevant part:

A permit upon which the proof of beneficial use..., has not been submitted, or a request for extension of time has not been received on or before the date set for such proof or incremental statement, shall lapse and be of no further force nor effect... . Notice of said lapsing shall be sent by the department to the permit holder at the address of record by regular mail.

Idaho Code § 42-218a(2) states, in relevant part:

Within sixty (60) days after such notice of lapsing the department may, upon a showing of reasonable cause, reinstate the permit with the priority date advanced a time equal to the number of days that said showing is subsequent to the date set for proof.

By submitting an acceptable Proof, the Permit Holder has shown reasonable cause why the Permit should be reinstated. The Permit should be reinstated based upon the April 03, 2026 filing date.

## ORDER

IT IS HEREBY ORDERED that Permit No. 96-13174 is **REINSTATED** and the Permit's priority date is advanced to October 9, 2022.

DATED this 4<sup>th</sup> day of April, 2026.



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Phill Hummer, Manager  
Water Rights Section



IDAHO DEPARTMENT OF  
**WATER RESOURCES**

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Governor Brad Little

Director Mathew Weaver

April 14, 2026

RICHARD SUGDEN  
SUSAN SUGDEN  
PO BOX 2465  
JACKSON WY 83001-2465

**PROOF ACKNOWLEDGEMENT LETTER**

**RE: Permit No. 96-13174**

Dear Permit Holder(s):

The Department acknowledges receipt of the Proof of Beneficial Use form ("proof") and license examination fee for the above-referenced water right permit. Enclosed is an order that reinstates this permit since proof and the license examination fee were submitted after the proof deadline. Please note that the priority date for this permit has been advanced to **October 09, 2022**, pursuant to Idaho Code § 42-218a(2).

The next step in the process of developing a water right is for the Department to conduct a field examination to determine and confirm the use being made of the water according to the conditions of the permit.

**Please be advised that Idaho Code § 42-248, requires you or the owner of this water right to maintain current ownership and address records on file with the Department. Forms to file a change of ownership of a water right and/or a change in the address of the water right owner are available from any Department office or at the Department's website at [www.idwr.idaho.gov](http://www.idwr.idaho.gov).**

If you have any questions concerning the field examination, please contact the Northern Region Office of the Department located in Coeur d'Alene at (208) 762-2800.

Sincerely,

Julie Adams  
Technical Records Specialist 1

Enclosure(s)

c: TOBY MCLAUGHLIN – via email

## **CERTIFICATE OF SERVICE**

I hereby certify that on **April 15, 2026** I mailed a true and correct copy, postage prepaid, of the foregoing PRELIMINARY ORDER (**PRELIMINARY ORDER REINSTATING A PERMIT**) to the person(s) listed below:

RE: Preliminary Order in the Matter of Permit No. **96-13174**

**RICHARD SUGDEN  
PO BOX 2465  
JACKSON WY 83001-2465**

**TOBY MCLAUGHLIN – via email  
312 S 1ST AVE STE A  
SANDPOINT ID 83864-1391**

**SUSAN SUGDEN  
PO BOX 2465  
JACKSON WY 83001-2465**

  
\_\_\_\_\_  
**Julie Adams  
Technical Records Specialist 1**

## EXPLANATORY INFORMATION TO ACCOMPANY A PRELIMINARY ORDER

(To be used in connection with actions when a hearing was **not** held.)

The accompanying document is a "**Preliminary Order**" issued by the Idaho Department of Water Resources ("Department") pursuant to Idaho Code § 67-5243. **This preliminary order can and will become a final order without further action of the Department, unless a party petitions for reconsideration, petitions for review, or requests a hearing as further described below:**

### **PETITION FOR RECONSIDERATION**

(See Idaho Code § 67-5243(3))

Any party may file a petition for reconsideration of this preliminary order with the Department within fourteen (14) days of the service date of this order as shown on the certificate of service. **Note: the petition must be received by the Department within this fourteen (14) day period.** The presiding officer will act on a petition for reconsideration within twenty-one (21) days of its receipt, or the petition will be considered denied by operation of law.

### **PETITION FOR REVIEW (EXCEPTIONS)**

(See Idaho Code § 67-5245)

Within fourteen (14) days after: (a) the service date of this preliminary order, (b) the service date of a denial of a petition for reconsideration of this preliminary order, or (c) the failure within twenty-one (21) days of the presiding officer to act on a petition for reconsideration of this preliminary order, any party may petition the Director in writing to review any part of this preliminary order by filing exceptions, and any supporting brief, with the Department.<sup>1</sup> Any parties opposing the exceptions shall have fourteen (14) days from the service date of the exceptions to file a brief. If the Director determines that oral argument is to be heard, the Director will provide reasonable notice to the parties of the place, date, and hour for the argument.

The Director will issue a final order on exceptions within fifty-six (56) days of receipt of the written briefs or oral argument, whichever is later, unless extended for good cause. The Director may remand the matter for or hold an evidentiary hearing if further factual development of the record is necessary before issuing a final order.

### **REQUEST FOR HEARING**

(See Idaho Code § 42-1701A(3))

Unless a right to a hearing before the Department or the Water Resource Board is otherwise provided by statute, any person aggrieved by any final decision, determination, order or action of the Director of the Department and who has not previously been afforded an opportunity for a hearing on the matter may request a hearing pursuant to Idaho Code § 42-1701A(3). A written petition to the Director contesting the preliminary order and requesting a hearing must be filed with the Department

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<sup>1</sup> The Director may decide to review this preliminary order upon his own motion. Should the Director decide to do so, the Director will provide written notice to the parties within the period the parties are allowed to petition the director for review of the preliminary order.

by any aggrieved person **within fifteen (15) days after service of this preliminary order.**

**CERTIFICATE OF SERVICE**

(See IDAPA 37.01.01.053, 37.01.01.202)

All documents filed with the Department in connection with a petition for reconsideration, petition for review, or a request for hearing of this preliminary order shall be served on all other parties to the proceedings in accordance with Rules of Procedure 53 and 202.