

Truckee-Carson Irrigation District

2015 Water Season

Water Delivery Rules and Regulations

Procedures for Ordering/Scheduling/Delivery of Irrigation Water

Important Phone Numbers:

1. Main Office Phone: 775-423-2141
2. Main Office Fax: 775-423-5354
3. Water Order Phone: 775-423-6511
4. Emergency Contact: 775-427-0314
5. Fernley Area Water Order Phone: Toll Free 1-877-803-7166
6. Truckee (Fernley) Division TCID Ditchrider: 775-427-9840 or
Toll Free 1-877-627-2475
7. East District TCID Ditchrider: 775-427-0031
8. Central District TCID Ditchrider: 775-427-0125
9. West District TCID Ditchrider: 775-427-0100

Water Order Website Address: www.tcid.org

Due to changes in water use, demand, and potential canal system capacity issues, Truckee-Carson Irrigation District Board of Directors has set limitations to the delivery of irrigation water

General Instructions:

1. To determine your District, Lateral and Takeout, refer to your Annual Allocation Notice
2. Orders can be placed daily except, weekends and Holidays.
3. Orders can only be placed through the website at tcid.org or by calling the District office from 7:30 am to 400 pm.
4. **NO ORDERS WILL BE TAKEN BY THE DITCHRIDER.**
5. No water orders will be taken from property owner's with delinquent fees, assessments or charges due TCID.
6. All water orders must be placed a minimum of 72 hours in advance. The Water User or Irrigator should be prepared to take the water at any time after the order is placed unless a special delivery request of more than 72 hours has been made.
7. Separate water orders must be placed for each lateral (i.e. S17 and S6-3).
8. Orders placed after 2:00 pm Monday through Friday will be processed the next business day.
9. Second runs of water shall not be made to the Water User's or authorized Irrigator's same District Head Gate within a seven (7) day period, except to protect:
 - a. New Seeding during the first sixty (60) days
 - b. Highly sensitive crops during the first ninety (90) days**For instance, new alfalfa and pasture during the first sixty (60) days and corn during the first sixty (60) days may have preference over established crops
10. Water User's or authorized Irrigator's with sensitive crops, as noted above, may receive water deliveries sooner than seven (7) days apart only to protect those sensitive crops.

11. Notify the person taking the water order of any specific requirements for water delivery (i.e. new seed, what type of new seed, specific delivery times etc). Orders for a specific day and time will be honored as long as it does not negatively affect efficiency or other Water User's or authorized Irrigator's.
12. Water will ***not*** be delivered in excess of allocation.
13. The Scheduler will contact the Water User or Irrigator within two business days with the approximate date and time of delivery.
14. If you receive notice of delivery via voice mail, please verify, with the scheduler, as soon as possible
15. Under no circumstances will the Water User or Irrigator make changes to the schedule once the Water User or Irrigator has been contacted. Only the Scheduler may make changes to the Schedule.
16. The Ditchrider will contact the Water User or Irrigator prior to actual delivery with an updated time. If the Water User or Irrigator is not available at that time, the order may be rescheduled one time or cancelled and a new order will not be taken for seven days from the original order date.
17. The Water User or Irrigator must supply phone numbers or have voice mail/answering machine where they can be reached 24 hours a day.
18. The Water User or Irrigator must be available to take water at any time day or night.
19. Water delivery that exceeds one-hundred twenty percent (120%) of the hours ordered may be subject to disruption or termination at that time.
20. The Ditchrider will make every attempt to deliver the exact CFS ordered. In all cases, the Water User or Irrigator will be notified by the end of the month, the exact CFS delivered and the balance remaining on each account.
 - a. If a discrepancy is found, **you have 30 days after receiving the water card to file a Water Order Adjustment or the charges will stand as reported.**
 - b. The Water User or Irrigator can request a meter reading to insure accurate delivery in the future.
 - c. If the Water User or Irrigator performs the measurement, it must be done in accordance with the Bureau of Reclamation Water Measurement Manual. These rules can be obtained in the Administrative Office of TCID.
 - d. Present the information to the Deputy District Manager on the Water Order Adjustment form.
 - e. The Deputy District Manager will contact the Ditchrider and a decision will be made regarding the request.
 - f. **The adjusted water will not be available for use until approved by the Deputy District Manager on the Water Order Adjustment form.**
21. All water deliveries are monitored and measured by the Ditchrider and delivered in accordance with TCID policy as directed by the Deputy District Manager.
22. The Water User or Irrigator is NOT TO OPEN, CLOSE OR CHANGE ANY TCID gates or facilities without prior temporary transfer of authority by the ditchrider to act as an agent of the ditchrider.
23. If a Water User or Irrigator is designated as an agent the individual must:
 - a. Accurately record times and other factors of deliveries
 - b. Be willing to accept responsibility for damages that may occur
 - c. Be willing to contact the next Water User or Irrigator in order to pass the water or contact the Ditchrider when delivery is complete.
 - i. If the agent does not follow instructions, the delivery time will be estimated by the Ditchrider.

- ii. Users will be responsible for reporting to Ditchriders within the shift that changes are made, i.e. start and stop time, etc. If this does not occur, the times will be estimated by the Ditchrider at the end of his shift, NO EXCEPTIONS. Ditchrider shifts are 4:00 a.m. to 4:00 p.m. and 4:00 p.m. to 4:00 a.m., twenty-four (24) hours a day seven (7) day per week.
 - d. Once the delivery is complete the agent's responsibilities will cease.
24. The maximum Cubic Feet per Second (CFS) is limited to a maximum thirty (30) CFS with larger heads being evaluated by staff at any one headgate, if, in the opinion of the Deputy District Manager, it is felt that safe-rated capacity TCID structures or facilities will be exceeded.
 25. No Water User or Irrigator will be allowed to divert more than twenty-five percent (25%) of his/her annual water allocation during any one month provided the diversion will not cause damages to other Water Users, authorized Irrigators or TCID structures or facilities.
 26. Unauthorized use of water (irrigating without an order in place) will result in the Water User's or authorized Irrigator's takeout being padlocked and a financial penalty imposed. No future orders will be taken until the penalty is paid in full or until the Water User or Irrigator appears before the Board of Directors and a resolution is reached.
 27. Water must be used to the best advantage. Any Water User or Irrigator wasting water will be warned by letter. Any offense following notification will result in the Water User's or authorized Irrigator's takeout being padlocked. No future orders will be taken until the Water User or Irrigator appears before the Board of Directors and a resolution is reached.
 28. Water User's or authorized Irrigator's ditches, takeouts and/or access to the ditches and takeouts must be properly maintained. If TCID or a Water User or Irrigator deems a repair to be necessary, the Deputy District Manager will contact the Water User or Irrigator in advance of the inspection so that all parties can be present. At that time, it will be determined if water deliveries should be suspended until repairs are made and inspected. At that time deliveries will resume. **This is further outlined in the "Construction/Repair on Project Easements" section of District Management Policies.*
 29. Water Users, Agents and TCID are regulated by court approved Operating Criteria and Procedures (OCAP), which limits the use of water to irrigated water righted acres. Non-compliance will result in penalties as established in the OCAP. Any changes in irrigated acreage should be reported to TCID's Engineering Department.
 30. Ditchriders are not employees of the Board of Directors of TCID but, of TCID as a whole. Instructions as to management of water shall come from management and in conformance with policy established by the Board of the Directors.

Subdivisions:

In the case of property having been subdivided, TCID will deliver water to the original takeout only. It shall be the obligation of the Subdivider and purchasers of the subdivided land to construct and maintain necessary facilities to irrigate from original TCID structures in accordance with TCID policy.

A watering subdivision is made up of the Water Users or authorized Irrigators in a neighborhood who irrigate from an original takeout. The irrigation allowance of each member of the group is added together to arrive at the allocation for the subdivision. The members of the subdivision

shall irrigate in one delivery, and no additional deliveries will be made for a period of seven days *except for a new seeding*. Water will be measured at the original TCID takeout only.

The members of each watering subdivision shall choose ONE person to act as Coordinator within the watering subdivision and ONE alternate and submit those names to the Deputy District Manager for approval. These two persons will be the Ditchrider's and TCID's contact. Other members of the subdivision are required to contact their Coordinator. The responsibilities of the Coordinator would be to: (1) order water as needed by users within the subdivision; (2) coordinate and organize the efficient distribution of water within the subdivision; and (3) account for usage of water within the subdivision.

A Subdivision Coordinator, agreed upon by the members of the Subdivision, will be responsible for contacting all Water User's or authorized Irrigator's in their Subdivision regarding water delivery. If a Coordinator cannot be agreed upon, a rotation will be set by the Deputy District Manager. Neither TCID nor any TCID employee will be responsible for contacting individual Water User's or authorized Irrigator's in a subdivision except the Coordinator. The order will be completed in a single run.

Construction/Repair on Project Easements:

TCID has possessory rights to the system of irrigation and drainage ditches which serves the Newlands Project, together with the rights-of-way appurtenant thereto. No building or construction thereon, including piping, filling, fencing, or other alteration thereof, may be performed unless WRITTEN permission has first been obtained from TCID.

Ownership:

Change of ownership of water-righted parcels requires that the new owner provide a "Recorded Grant Bargain and Sale Deed" to TCID of the change. Upon payment of the appropriate administrative fee, TCID will make the necessary changes to allow the new owner to order water.

Water Rights Transfers:

Any temporary transfer or permanent water right transfer must be filed and approved by the Nevada State Engineer 60 days prior to the end of a normal irrigation season (75% or above) for addition to the water right owner's allocation during the current irrigation season. During a short irrigation season (75% or below), the deadline for approval by the Nevada State Engineer would be July 1st. TCID cannot guarantee that water will be available nor can TCID guarantee delivery of water if the time limits as stated above are not adhered to.

Start Time:

The time the TCID Lateral/take-out has adequate cfs for the delivery is reached and the water users take out is opened. For example: Building Bay or Head for the A9-T7, the start time of the delivery would begin when the bay or head is high enough to deliver adequate cfs and the take out is opened. Note: the water user's gate should not be opened until proper cfs has been achieved as this may lengthen the delivery time. If adequate cfs is not achieved for the delivery until 02:00 and it takes 4 hours to reach the TCID Lateral/take out with adequate head, the start time would be 06:00. Do not allow the bay height to exceed the freeboard. This may cause severe damage to the structure and crops.

Agent:

The property owner's designated irrigator that has been given temporary authority by a District representative or ditchrider to open and/or close gates for the purpose of irrigating irrigatable land. After delivery is complete that agent no longer has any authority to open or close any gates.

Freeboard:

The distance between the normal water level and the top of a structure or canal bank.

Stop Time:

The time the water user closed the take out at the TCID Lateral/Take out.

Run-off:

The usable water in the lateral used to finish a delivery after TCID Lateral/Take out is closed. For example: Using the example above—The TCID lateral/take out A9-T7 has 8 cfs for 8 hours ordered. The 4 hours of travel time allows for 2 hours of run off. The TCID lateral/take out above the A9-T7 should be closed at 14:00.

Measurements:

The measurement will be taken at the point upstream and closest to the water user's take out or the takeout itself. Ditch loss will be calculated on metered runs and deliveries adjusted accordingly. Using the example above—the water user at the A9-T7 has closed the gate and contacted the ditchrider. The meter is then read and the information recorded. The automation department calculates the Ditch loss and records the actual delivery.

Ditch Loss:

The estimated water naturally absorbed during travel time to the water user's gate. All other losses will be calculated by the ditchrider.

It is very important to track the start and stop times of all deliveries. Always convey to the ditchrider your start and stop times immediately. If there is a dispute about a particular delivery, this information could prove invaluable.

If at anytime the delivery is not meeting or is exceeding the expected cfs, contact the ditchrider **IMMEDIATELY**. At that time the check structure can be verified and any necessary adjustments made.

Communication between the water users and the ditchrider is paramount in the effective efficient delivery of irrigation water. The water user needs to give the ditchrider as much lead time as possible. No one person can be everywhere all the time. It is a team effort. The water users must be the eyes of the ditchrider and the ditchrider must be responsive to the water user's concerns.

The following are excerpts taken from Nevada Revised Statutes and are for informational purposes:

N.R.S. 539.783

LIABILITY OF WATER USER NEGLIGENTLY, WRONGFULLY IMPAIRING TCID WORKS; NOTICE TO REPAIR.

Any water user, or his agent or lessees, of an irrigation TCID who shall negligently or wrongfully impair the usefulness of any reservoir, canal, ditch, lateral, drain, headgate, structure, or any part of the irrigation TCID system of works and fails to repair the same within 10 days after notice from TCID so to do, or who fails within such time to file with the Board of Directors good and sufficient reasons for so failing to do, shall become liable for the payment thereof as provided in this chapter, or the irrigation TCID may make such repairs and add and collect the same as an operation and maintenance charge against the lands of the Water User or Irrigator for the next succeeding irrigation season.

N.R.S. 536.040

CONTRIBUTION OF OWNERS FOR PROPORTIONATE SHARE OF WORK.

In all cases where ditches are owned by two or more persons, and one or more of such persons shall fail or neglect to do a proportionate share of the work necessary for the proper maintenance and operation of such ditch or ditches, or to construct suitable headgates or other devices at the point where water is diverted from the main ditch, such owner or owners desiring the performance of such work may, after giving 10 days written notice to such other owner or owners who failed to perform such proportionate share of the work necessary for the operation and maintenance of such ditch or ditches, perform such share of the work, and recover therefore from such person or persons in default the reasonable expense of such work.

N.R.S. 536.050

STATEMENT OF EXPENSES CONSTITUTES VALID LIEN AGAINST PROPERTY OF DEFAULTING CO-OWNER.

Upon the failure of any co-owner to pay his proportionate share of such expense, as mentioned in N.R.S. or persons so performing such labor may secure payment of such claim by filing an itemized and sworn statement thereof, setting forth the date of the performance and the nature of the labor so performed, with the County Clerk of the county wherein the ditch is situated and when so filed it shall constitute a valid lien against the interest of such person or persons in default which lien may be established and enforced in the same manner as provided by law for the enforcement of mechanics' liens.