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**TRUCKEE-CARSON IRRIGATION DISTRICT
BOARD OF DIRECTORS
Special Session Board Meeting
2666 Harrigan Road, Fallon, Nevada 89406
(775) 423-2141**

ANNUAL WATER USER'S MEETING

Pursuant to Nevada Open Meeting Law, Notice is Hereby Given that the Truckee-Carson Irrigation District Board of Directors will Hold a Special Meeting on: Tuesday, March 16, 2021 at the Hour of 6:00 p.m.

This meeting will be held via teleconference and Zoom. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for the meetings of public bodies, where the public are permitted to attend and participate, is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, any person planning to participate in the meeting must do so by using the teleconference number or through Zoom.

Teleconference Access:

The teleconference number is 1-855-222-7550. The collaboration (meeting) code is 0135302 #. Please dial the number and follow all prompts including entry of the code, with the # tag when so prompted. You will then be connected to the meeting.

Join Zoom Meeting:

<https://zoom.us/j/97552207874?pwd=MW9WcWNVV1hIbUMzWDI4bGR6RWdIU T09>

Meeting ID: 975 5220 7874

Passcode: 923654

The link can be provided electronically upon request. Contact Denise at TCID, 775-423-2141.

In the event that participation via Zoom isn't available please dial by phone, 1-855-222-7550. Access code is 0135302#.

When speaking, all persons must clearly identify themselves for purposes of the record of proceedings. When not speaking, participants must place their phones on mute. Strict rules of decorum will be observed.

THE AGENDA

Notes:

*For the purposes of this agenda, words which appear in **bold face** are intended only for ease of reference in the creation of this agenda. The full description of the agenda item, to be deliberated upon and decided by the Board, if at all, follows the words appearing in **bold face**.*

All meetings of the Board of Directors for the Truckee-Carson Irrigation District (TCID or District) are public (NRS 539.093). This agenda is a tentative meeting schedule. Action will be taken on all items unless otherwise noted. While meetings of the Board are subject to Nevada Open Meeting Law (NRS 241.010 et. Seq.) (OML), no provision of the OML requires the Board to discuss or take action on all agenda items. The Board may hear items in a different order, combine items for consideration or remove an item from the agenda or delay discussion relating to any item at any time to accomplish business of the Board, on behalf of the electors of TCID, in the most efficient manner. Items scheduled at a specific time will not be heard earlier than at the scheduled time pursuant to the OML. Except in an emergency, TCID will provide written notice of its meetings consisting of a clear and complete statement of the topics scheduled to be considered. No action may be taken on any matter that is not scheduled on this agenda. Any statement made by a member of TCID during a public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in any civil action. Meetings of the Board may be conducted according to the rules of parliamentary procedure.

The Board of Directors may recess the meeting in order to convene an attorney-client meeting.

The Board may take possible action on any item on this agenda unless that item is marked "For Information Only." Items marked "For Information Only" may be discussed by the Board after any presentation is made but no action may be taken on that particular item. The Board may take items out of order, may combine two or more agenda items for consideration, may remove items from the agenda or may delay discussion of any item at any time.

For Information Only

1. **Call to Order**

For Possible Action

2. **Review and Adoption of the Agenda**

Deliberation and decision relating to review and adoption of the Special Session Board Meeting Agenda of March 16, 2021.

For Information Only

3. **Public Comment**

Instructions: Members of the public who wish to address the Board of TCID may do so during this public comment period. Such comment must relate to matters not appearing on the agenda. Speakers are asked to state their name for the public record and sign and print their names on the form provided to all participants in the public meeting. Comments shall be limited to three (3) minutes per person or topic. The Board reserves the right to reduce this three (3) minute time limit, as well as limit the total time for public comment. If any matter requires extended discussion, a request should be made to the President of the Board, at the time of comment, that the matter be scheduled for consideration at a future meeting of the Board. The Board will not restrict comments based on viewpoint, nor will the Board restrict comments based upon viewpoint during public testimony given on any agenda item. The President may reopen public participation at any time during the meeting. Public comment relating to matters on the agenda may be made via telephone at (775) 423-2141 or via e-mail to denise@tcid.org. Any comments received will be provided to the Board of Directors at the time of the meeting.

For Information Only

4. **General Manager and Staff Reports**

General updates from staff on current conditions, current or planned projects and business of the District.

For Possible Action

5. **Combined 2021 Water User's Meeting-Truckee and Carson Divisions of the Newlands Federal Reclamation Project, Nevada**

Deliberation and decision regarding the 2021 irrigation season in the Truckee and the Carson Divisions. Review of Rules and Regulations for the Delivery of Water and review of subdivision rules, responsibilities and processes.

For Information Only

6. **Bureau of Reclamation**

Introduction of staff from the Bureau of Reclamation, Lahontan Basin Area Office, review of current projects and status of business items.

For Information Only

7. **Additional Period of Public Comment**

Instructions: Members of the public who wish to address the Board of TCID may do so during this public comment period. Such comment must relate to matters not appearing on the agenda. Speakers are asked to state their name for the public record and sign and print their names on the form provided to all participants in the public meeting. Comments shall be limited to three (3) minutes per person or topic. The Board reserves the right to reduce this three (3) minute time limit, as well as limit the total time for public comment. If any matter requires extended discussion, a request should be made to the President of the Board, at the time of comment, that the matter be scheduled for consideration at a future meeting of the Board. The Board will not restrict comments based on viewpoint, nor will the Board restrict comments based upon viewpoint during public testimony given on any agenda item. The President may reopen public participation at any time during the meeting. Public comment relating to matters on the agenda may be made via telephone at (775) 423-2141 or via e-mail to denise@tcid.org. Any comments received will be provided to the Board of Directors at the time of the meeting.

8. **Adjournment**

Posting: This meeting has been posted at the following locations and websites at least three (3) days prior to the scheduled date of this meeting in accordance with NRS 241.020(3).

- Truckee-Carson Irrigation District
- Fallon City Hall
- Churchill County Administration Building
- Fernley City Hall
- TCID Website, www.tcid.org
- Department of Administration Public Meeting Notice Website:
<http://notice.nv.gov/>

Special Accommodations: The Truckee-Carson Irrigation District will make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend. Persons who are disabled and require special assistance may contact Helen-Marie Morrow, in writing, at TCID, 2666 Harrigan Road, Fallon, Nevada 89406, by phone at (775) 423-2141, or by email at helenmarie@tcid.org.

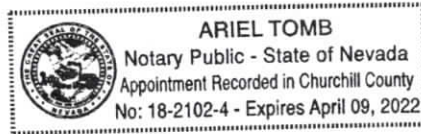
State of Nevada)
 :SS
County of Churchill)

April Denise Dixon, of said Churchill County, being duly sworn, says that on the 10th day of March, 2021, she posted a copy of this agenda at the Truckee-Carson Irrigation District Office, where the proceedings are pending.

April Denise Dixon

Subscribed and sworn to before me this 10th day of March, 2021

Ariel Tomb
Notary Public



Truckee-Carson Irrigation District

2021 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. Maintenance Emergency Contact : 775-427-0964
4. Work Order Request /Trouble Calls : 775-423-6511
5. Water Order Phone: 775-423-6511
6. Scheduling-Water Master: 775-423-6511
7. Fernley Area Water Order Phone: Toll Free 1-877-803-7166
8. Truckee (Fernley) Division TCID Ditchrider: 775-427-9840 or
Toll Free 1-877-627-2475
9. East District TCID Ditchrider: 775-427-0031
10. Central District TCID Ditchrider: 775-427-0125
11. 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 4:30 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 *Water Master* on the Water Order Adjustment form.
 - e. The *Water Master* 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 Water Master 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 *Water Master*.
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 *Water Master*, 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 *O & M 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.
 31. Water Cards will be produced on the 7th of each month or the next business day if the 7th fell on a weekend regardless of the completion of Data Analysis regarding Metered Orders.

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 *Water Dept.* 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 *Water Master*. 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.