

Truckee-Carson Irrigation District

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. Scheduler Phone: 775-423-6544
 4. Emergency Contact: 775-427-0314
 5. Fallon Area Water Order Phone: 775-423-6511
 6. Fernley Area Water Order Phone: 775-575-2211
 7. Truckee (Fernley) Division Ditchrider: 775-427-9840
or Toll Free 1-877-627-2475
 8. East District TCID Ditchrider: 775-427-0031
 9. Central District TCID Ditchrider: 775-427-0125
 10. West District TCID Ditchrider: 775-427-0100
- Water Order Website Address: www.tcid.org/waterorder.htm

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 www.waterorder@tcid.org or by calling the Water Order phone.
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 should be prepared to take the water any time of day within 72 hour 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 same District Head Gate within a seven (7) day period, except to protect:
 - a. New Seeding during the first 60 days
 - b. Highly sensitive crops during the first 60 days**For instance, new alfalfa and pasture during the first 60 days and corn during the first 90 days may have preference over established crops

10. Water User's with sensitive crops, as noted above, may receive water deliveries sooner than seven days (7) 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 *as specified in rule #9, what type of new seed *as specified in rule #9, 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.
12. Water will ***not*** be delivered in excess of allocation.
13. The Scheduler will contact the Water User 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. The Water User must be ready to take delivery of water within 12 hours before or after scheduled delivery time.
16. Under no circumstances will the Scheduler make changes to the schedule once the Water User has been contacted without prior management approval.
17. The Ditchrider will contact the Water User prior to actual delivery with an updated time. If the Water User 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.
18. The Water User must supply phone numbers or have voice mail/answering machine where they can be reached 24 hours a day.
19. The Water User must be available to take water at any time day or night.
20. Water delivery ***will not*** exceed 120% of the hours ordered.
21. The Ditchrider will make every attempt to deliver the exact CFS ordered. In all cases, the Water User 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, contact the O & M Foreman by the 15th of the month following receipt of the monthly Water Card or the statement will stand as reported.
 - b. The O & M Foreman may instruct you to fill out a Water Order Adjustment form. This can be obtained in the Administrative Office of TCID. The office staff will be available to assist you.
 - c. The Water User can request a meter reading to insure accurate delivery in the future.
 - d. If the Water User 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.
 - e. Present the information to the O & M Foreman on the Water Order Adjustment form.
 - f. The O&M Foreman will contact the Ditchrider and a decision will be made regarding the request.
 - g. The Water User will be notified if an adjustment has been made and how much has been adjusted within 30 days of the request.
 - h. The adjusted water will not be available for use until you are notified by the O & M Foreman on the Water Order Adjustment form.***
22. All water deliveries are monitored by the Ditchrider and delivered in accordance with TCID policy as directed by the O & M Foreman.
23. The Water User is NOT TO OPEN, CLOSE OR CHANGE any TCID gates or facilities without prior approval.

24. If Temporary Transfer of Authority (TTA) is given 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 in order to pass the water or contact the Ditchrider when delivery is complete.
 - i. If the TTA does not follow instructions, the delivery time will be estimated by the Ditchrider.
 - d. Once the transaction is complete the TTA responsibilities will cease.
25. The maximum Cubic Feet per Second (CFS) is limited to a maximum 30 CFS at any one headgate, if, in the opinion of the O & M Foreman or Management, it is felt that safe-rated capacity TCID structures or facilities will be exceeded.
26. No Water User 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 or TCID structures or facilities.
27. Unauthorized use of water (irrigating without an order in place) will result in the Water User'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 appears before the Board of Directors and a resolution is reached.
28. A Subdivision Coordinator, agreed upon by the members of the Subdivision, will be responsible for contacting all Water User's in their Subdivision regarding water delivery. If a Coordinator cannot be agreed upon, a rotation will be set by the O & M Foreman. Neither TCID nor any TCID employee will be responsible for contacting individual Water User's in a subdivision except the Coordinator. The order will be completed in a single run. **This is further outlined in section "Subdivisions"*.
29. Water must be used to the best advantage. Any Water User wasting water will be warned by letter. Any offense following notification will result in the Water User's takeout being padlocked. No future orders will be taken until the Water User appears before the Board of Directors and a resolution is reached.
30. Water User's ditches, takeouts and/or access to the ditches and takeouts must be properly maintained. If TCID or a Water User deems a repair to be necessary, the O & M Foreman will contact the Water User 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 section "Construction/Repair on Project Easements"*.
31. Water Users 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. The documentation required are as follows:
 - a. Record of Conveyance
 - b. Abstract Title**This is further outlined in section "Ownership"*.
32. Ditchrider's 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 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. 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 O & M Foreman 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.

Construction/Repair on Project Easements:

TCID owns, or 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 "Record of Conveyance" and "Abstract of Title" 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.

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 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.