

PROCEDURES AND CONDITIONS

If you do not confirm with the district that you will be the alcalde and verify your mailing address and phone numbers no later than the Monday prior to the first time you irrigate in each season, do not expect to receive irrigation water.

If you do not pay your water right tax and water assessment by the Monday prior to the first time you irrigate, do not expect to receive irrigation water.

IMPORTANT!

1. A "Water Users Roster" will be sent out to the Alcalde February 28, 2011. Your "Water Users Roster" will include the following:
 - A. **Name of organization, turnout number, water way used, the Group, Time and Day of irrigation**
 - B. **Name of Alcalde, with phone number(s) and address**
 - C. **If the account is PAID - "YES" or "NO"**
 - D. **List of members in your organization**
 - E. **Total water right acreage.**

2. Duties and responsibilities of the Alcalde of each organization will be as follows:
 - A. Know when his/her irrigation is scheduled for delivery and how much time is allotted.
 - B. Notify all water users within their organization as to when they will irrigate and approximately how long they have to irrigate. If the Alcalde is unavailable for certain irrigation dates, please designate an alternate and notify the Small Tract Coordinator at **877-2448 no later than the Monday prior** to the irrigation date or the turnout will **not** be opened.
 - C. Be at the listed phone numbers at the time the irrigation is taking place.
 - D. Only alcaldes or their designated assistant can call the dispatchers concerning irrigation releases. **At no time can the water be left unattended.** The ditchrider will lock the turnout if the Alcalde cannot be found.
 - E. Only the alcalde or their designated assistant can open and close the turnout for each organization. **He/she must open the turnout at the scheduled time or notified time. If the alcalde does not open the turnout within 1 hour of the scheduled time, it will be locked and **NO** irrigation water will be released until the next scheduled irrigation date.**
 - F. **The alcalde is responsible for releasing water to only those water users who have paid their water right tax assessment.**
 - G. The alcalde can call the District office Monday thru Friday between the hours of 8 a.m. and 5:00 p.m. to check on the delinquency status of their water users. Please contact the Tax Office at 872-4009 (M-F 8:00 – 5:00) or the Small Tract Coordinator at 877-2448 (8:00 – 3:30).
 - H. The alcalde must assure that flooding does not occur at anytime, and must contact the District Dispatcher (872-4029) if flooding does occur. If a flooding occurs on a community ditch, the turnout will be shut down and locked. If floodings continue during the irrigation on a community ditch, the turnout will be closed until the problem is corrected. **Please keep the irrigation water under control.**

PROCEDURES AND CONDITIONS (continued)

- I. The alcalde must keep updated rosters concerning their organization. Please make a note of who uses the irrigation water during the irrigation season. **UPDATED ROSTERS ARE ESSENTIAL IN ORDER TO KEEP ACCURATE RECORDS.**
 - J. The alcalde must call the dispatcher as soon as the irrigation is cut off so the next organization can begin their scheduled irrigation.
 - K. The alcalde can call the District at anytime to request the help of the Water Operations Supervisor to help settle problems or to meet with organizations.
 - L. **All farm tract water users must order their water from the dispatcher.** If a farm tract irrigates with the small tracts and does not order water, **he will be charged like a small tract.**
 - M. The alcalde is responsible for the condition of the community ditch. Each owner is responsible for **maintaining** their portion of the community ditch. **If a ditch and/or bank are dirty, no water will be allowed to be released from our turnout. Do not** expect us to tell you when your ditch and/or bank are dirty. **Do not** expect to get irrigation water if you wait until the last minute to clean the ditch and/or bank. (Apply State Laws and Board Policy as presented in this mailer.)
 - N. The alcaldes should not involve themselves with arguments with their water users regarding delinquencies. If the delinquent water users have any questions regarding their tax assessment, they should contact the Tax Office at 872-4009.
 - O. The **Alcalde** or their designated **Assistant – cannot** – close their turnout (unless you are done watering) or reduce the flow of the water or the District will lock the turnout. Once the turnout is closed down, the District will lock the turnout until the next scheduled irrigation.
 - P. **The scheduled days shown for your GROUP does not mean the community ditch can irrigate on all three days shown.** Community ditches are scheduled to irrigate on a certain day at a certain time. If the community ditch misses their scheduled date and time, they cannot irrigate until the next scheduled date and time. If you have any questions, please call the Small Tract Coordinator at 877-2448.
 - Q. A small tract water user is not allowed to use a hose of any type to siphon irrigation water from any lateral or canal. They must have a community ditch to receive irrigation water.
3. For information regarding your schedule or your “Water Users Roster”, please contact the Small Tract Coordinator at **877-2448** as early as possible.
4. For irrigation problems, call the Operations Supervisors, Bob Martinez, Sergio Bejar and Robert Rios.

If any part of the list is incorrect, please notify the Small Tract Coordinator at 877-2448.

(915) 872-4000 Main Office

(915) 872-4029 Dispatcher’s Office