

**Appendix 8. Rules and Regulations for
Distribution and Use of Water**

**BERRENDA MESA WATER DISTRICT
OPERATING RULES AND REGULATIONS**

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BERRENDA MESA WATER DISTRICT
OPERATING RULES AND REGULATIONS

It is the policy of the Board of Directors of the Berrenda Mesa Water District to make every effort to satisfy the water requirements of each and every landowner within the District, in a fair and equitable manner. In order to carry out this policy, it is necessary that certain rules and regulations be adopted to control the distribution and sales of water to all of the District's landowners.

1. Ordering Project Water

- a. Applications: In order to receive project water for any given year, a landowner must submit an application to the District for an annual water supply on fully completed forms, to be provided by the District, no later than September 1 of the preceding year. After reviewing all landowner applications for water, the District will make an allocation to each landowner showing: a) the total amount of water that he may take during the given year; b) the amount of water that he may take during any given month of the peak season; and c) the maximum pumping rate at which he may take delivery of water during the peak season months of June, July, and August if there is limited peaking capacity available. Other details of the method of allocation and the payment requirements for project water are included in the District's policy Resolution No. 612, copies of which are available at the District Administrative Office.

Landowners may submit water applications after the September 1 cut-off date, however, an allocation will be made to fill the late order only after satisfying all water requests submitted prior to September 1. Any additional allocation shall be paid for in full before delivery.

- b. Weekly Orders: Water users will be required to submit a weekly water order showing the delivery rate for water, in c.f.s., required at each of the users' turnouts for each day of the week from Friday to Friday. This order shall be made on forms provided by the District and delivered or faxed to the District Operations and Maintenance Center by 2:00 p.m., each Tuesday. All water orders shall be for continuous, uniform flow for a minimum of 24 hours unless special arrangements can be made with the District's Dispatcher or System Operator. Special arrangements will only be made to meet extremely difficult or emergency conditions and must be approved by the District's Dispatcher or System Operator.
- c. Change Orders: Any changes to the weekly water order must be requested 48 hours in advance of the desired change. Change orders must be delivered or faxed to the Operations and Maintenance Center during normal working hours (6:30 a.m. to 3:00 p.m.), Monday through Friday. In the event of an emergency change order, after hours and on weekends, the District's System Operator (Radio Call Sign #111) must be contacted by radio or telephone to explain the emergency change followed by a written request for the change order delivered to the District Mail Box or faxed to the District's Operations and Maintenance Center. All changes

must have the approval of the District's Dispatcher or System Operator before becoming effective.

2. **Authority of the District Superintendent and Employees**

- a. Superintendent. Under the general supervision of the District Manager. The Operation and Maintenance of the District's distribution system is under the management and control of the Superintendent of the District. No other person except the Superintendent or his designee shall operate any of the facilities of the distribution system.
- b. District Employees. The Superintendent shall supervise the activities of all District field employees in connection with the operation and maintenance of the distribution system. The authority of all the employees of the District, including the Superintendent, shall be designated by the Manager, and any controversy between a water user and a District employee that cannot be settled directly or by the Superintendent, shall be appealed to the District Manager. In the event the Manager is unable to reach a satisfactory decision, an appeal may be made to the Board of Directors. The decision of the Board of Directors shall be final.

3. **Turn-Ons and Turn-Offs.**

All water turn-ons and turn-offs will be made between 6:00 a.m. and 8:00 a.m. on the date specified in the weekly water order. Changes at turnouts at other times will only be permitted in an emergency or by prior approval of the District's Dispatcher or System Operator.

Water users may operate their own turnout valves after first receiving instructions from the Superintendent on the proper operation of the valves. It is extremely important that valves be operated slowly to avoid pipe damage. The privilege of operating turnouts will be withdrawn from any water user who: Makes unauthorized turn-ons or turn-offs; sets the delivery rate at turnouts different from that approved by the dispatcher or System Operator; or makes changes, turn-ons or turn-offs, at times other than specified in these regulations. Improper operation of turnouts will result in the turnout being locked and operated only by District personnel. Water users should notify the District as soon as possible of any malfunctions of the District's valves or meters at the turnouts so that repairs may be made. Emergency turn-offs of water deliveries in excess of two hours will remain off until the following morning when normal turnout changes are made.

Change in schedules for chemical application on the various crops or other normal field operations does not constitute an emergency for which an emergency turn-on or turn-off will be approved. If it is necessary to make late changes in water orders due to changes in farming activities, water is to be rescheduled for another turn-out on the same lateral. The District Dispatcher or System Operator is to be notified of any late changes required due to changes in farming activities.

4. Contacting the District

During normal working hours, Monday-Friday, 6:30 a.m. to 3:00 p.m., District operating personnel may be contacted by telephone at (661) 797-2671. At other than normal hours, the District System operator can be reached on a mobile phone by

calling (661) 747-5984, or calling (661) 797-2671 and leaving a message on the answering machine.

Two-way radios are located within the District for the convenience of water users in contacting District personnel. Locations of the radio stations are:

1. Booster Pumping Plant
2. Paramount Farming Headquarters Office
3. Canal Terminal Reservoir
4. Blackwell Land Company Office

The radio call numbers for key District personnel are:

109 Superintendent

106 Dispatcher

111 System Operator

The District Operations personnel may also be contacted by Fax at (661) 797-2849.

The System Operator generally will patrol the canal and Pumping Plants between the hours of 6:00 a.m. to 8:00 a.m., 11:00 a.m. to 1:00 p.m., 3:00 p.m. to 5:00 p.m., 7:00p.m. to 9:00 p.m., 11:00 p.m. to 1:00 a.m., and 3:00 a.m. to 5:00 a.m.

An emergency notification list is attached to these regulations for use in contacting District personnel during normal off duty hours.

5. **Limitation of Turnout Capacity**

All turnouts are designed to serve 160 acres at a flow rate of two and one-half cubic feet per second or eleven hundred and twenty-five gallons per minute at a minimum head of five feet. The system is not designed to serve all lands along a lateral simultaneously. The lateral turnouts will deliver water at a higher rate of up to five cfs or twenty-two hundred and fifty gallons per minute, but only during periods of low total demand. If any of the water users on a given lateral are unable to receive the minimum design delivery rate out of a turnout, the flow rate of each turnout operating in excess of the minimum design delivery rate will be adjusted to the minimum design rate.

6. Meter Reading

All meters will be read on the first day of each month to determine the water use for the prior month. By the tenth of each month the District will mail a water use statement to each water user showing the amount of water used out of each turnout for the previous month. Any water user wishing to contest the amounts of water shown on the statement must do so in writing to the District within ten calendar days of the statement date. Monthly meter use figures will be considered correct unless such written notice is received. In addition, all meters at turnouts scheduled to be operating may be read daily to assure proper delivery rates are set by water users.

7. Emergency Conditions

An emergency condition is defined as any situation where there is risk of damage to the District's distribution system, life, or property. Since the District operating staff has the responsibility for protecting the District's distribution system, any actions taken to control or regulate the flow of water in the District's system during an

emergency condition, shall be under the direction of the District's Superintendent.

No one shall be authorized to open, close, or regulate any of the District's valves or gates unless so directed by the District's Superintendent as outlined in 3 above. The District reserves the right to terminate water service to any water user during an emergency condition.

8. **Power Failures**

Power failures of varying magnitude and duration occur periodically in the District and do not generally result in emergency conditions. The District will generally have sufficient water stored in the regulating reservoirs to sustain operations for a maximum of two hours without any power at the District's pump stations. The District will not generally restrict the delivery of water or turn off water at turnouts, unless it appears that the duration of the power failure will exceed one hour. Water users are encouraged to restart pumping units as soon as possible after a power failure of less than one hour duration after first notifying the District.

If the outage exceeds one hour, it will generally be necessary for the District to shut down the entire system and shut off all water to users. When power is restored after being shut off for more than one hour, users are not to restart pumps or turnouts again until so advised by the District.

9. **Water Leaks**

When water users detect water leaks at District pipelines or turnouts, they are requested to notify the District as soon as possible. If a water user develops a serious leak in his own distribution system and is unable to take the water which has been

ordered, he should contact the District to make arrangements to take delivery of the water elsewhere in the District.

10. Quality of Water

The District assumes no responsibility with respect to the quality of project water.

All water users are advised that project water as delivered by the District, is unfit for human consumption. All complaints concerning the quality of water should be referred to the District Superintendent or Manager.

11. Storm Water Drainage

Drainage control structures have been constructed along the District's canal to provide for the passage of flood waters across the District's right-of-way in the natural channels in which flood water historically flowed. These facilities include the canal protective dike, training dikes, pipe overchutes, and siphons. All of these facilities must be kept free from obstruction to protect the District's distribution system from flood damage.

12. Irrigation Tail Water

Each water user will be responsible for controlling and disposing of his own "tail water". Tail water must not be allowed to collect upon the District right-of-way.

Storm water drainage facilities will not be diked off to prevent the flow of tail water across canal drainage facilities. Tail water will not be drained into the District's canal or distribution facilities under any circumstances.

13. District Roads

The District owns, operates, and maintains a service road along its canal for access to canal check gates, distribution laterals, and mainline valves. This road shall not be

used for anything but pickup trucks and automotive-type traffic. Landowners and water users are requested to refrain from using the service road during rainy periods when excessive traffic may make the road impassable. In addition to the canal service road, the District has obtained a right-of-way for a road along each of the District's pipelines and distribution laterals. Access to District facilities on pipelines and laterals is essential. All rights-of-way along District pipelines shall be kept open and free of obstructions, fences, or buildings. Water users shall also insure that irrigation water and tail water is not applied or allowed to collect on the District's pipeline and lateral access roads.

14. Tampering with District Facilities

No person shall tamper, modify, or interfere with any of the District's facilities, structures, or devices used for the delivery of water with the exception of minor adjustments to turnout valves as previously mentioned. No filtering devices or modifications to canal turnout trash racks will be permitted in the District's canal.

15. Liability for Damage to District Facilities

Any damage done to District facilities or property by the water users shall be the responsibility of the water user or landowner making such use of the property or facilities. If repairs are not made promptly by the responsible individuals, the District will make the necessary repairs and charge the responsible individual.

16. Application of Fertilizers, Pesticides, and Chemicals

The facilities of the District distribution system shall not be used for the application of fertilizers, pesticides, or chemicals. All water users shall use utmost caution in

applying airborne pesticides and chemicals to lands adjacent to the District's open canal to insure that the materials being applied by air do not drift into the canal.

17. Disposal of Trash, Refuse or Foreign Material

on District Rights-of-way or Facilities

No rubbish, garbage, manure, refuse, waste excavation, or foreign material of any type shall be placed or allowed to be placed in any District canal or along any of the District's rights-of-way.

18. Request for New or Additional Water Service

Landowners desiring new or additional water service or modifications to existing service, must notify the District in writing of the exact location where service is desired, the capacity of the pump to be installed, the description of the parcel of property to be serviced, and the date when water service is required. A minimum of three months lead time will be required to purchase and install all materials for the turnouts. All of the costs for materials and installation for new turnouts not included in the original design of the project facilities, will be paid by the water user requesting service. The District is to be provided with a copy of the plans of the on-farm distribution system so that adequate records of location of the various pipelines can be maintained in the District office.

19. Change in Rules and Regulations

These rules and regulations shall become effective immediately and may be changed by resolution or minute order of the Board of Directors of the District from time to time.

20. Enforcement of Rules and Regulations

The Manager of the District shall be responsible for the enforcement of the rules and regulations. Refusal to comply with any of the rules and regulations shall be sufficient cause for the termination of water service, and water service will not again be furnished until full compliance has been made with all the requirements herein set forth. In no event shall any liability accrue against the District or any of its officers, agents or employees, for damage, direct or indirect, arising from such temporary discontinuance or reduction of water deliveries.