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EL CAMINO IRRIGATION DISTRICT
POLICIES

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1. **Landowner and Renter Agreement Policy:** This policy has been in effect since the District was formed but was reinforced on **03-24-95** by a written agreement between landowner and renter. We collect a Deposit from the renter before irrigating, but sometimes the way the billing falls, they could actually owe more than the deposit. If for some reason the renter does not pay this it goes against the property.
2. **General Policy:** It will be the over all policy of the El Camino Irrigation District to deliver water to its users in the most efficient & economical way reasonably possible. It will be the policy of the Board that each employee strives to attain these goals within the policies set forth in this manual.
3. **Keeping Book of Policies:** It will be the policy of the Board of Director's that a book of current policies will be kept. This book is to be used to assist in the operations of the District. The book is to be kept in the office and its contents are to be read and complied with by all employees of the District.
4. **Water Deliveries & Deposit Policy:** Water will be furnished on demand or in rotation to each irrigator, the order of rotation to begin at the upper end of each main pipeline and the time to be allotted to each water user to be worked out by the District Secretary the quantity of water so furnished in any irrigation season shall be such amounts as when economically applied, will irrigate the lands within the District and mature satisfactory crops thereon. The law requires water to be paid for in advance. Water users must not interfere with or change the setting of gates or valves in any manner without authority from the Lead Systems Operator/ District Manager. The Board of Director's of the El Camino Irrigation District authorized the Secretary/Bookkeeper to collect a pre-payment (Deposit) for one month's usage of water before any water is delivered to a parcel.
5. **Water Waste Policy:** Water users will be required to keep their ditches and facilities for conveying and distributing water in good condition so that water can be used without undue loss or waste of time or water. Lands must be leveled and prepared so that the water can be applied without excessive waste. It shall be the duty of the Lead Systems Operator and assistants to refuse to deliver water to any irrigator whose ditches and structures are not in good condition to receive it or whose land is not so prepared that the water can be applied economically.
6. **Easement Policy:** It is the property's owner's responsibility to contact the District prior to any construction within the easements. It is the property owner's responsibility to determine the existence of pipeline or other easements on their property. No owner shall place or maintain obstructions, including but not limited to landscaping, trees, residences, buildings, structures, wells or driveways within the District Pipeline Easements or Well Sites, except as provided in this EASEMENT POLICY. Any such obstruction may be removed by the District at the expense of the property owner. The property owner will at any time allow the personnel designated by the District, access to the District pipelines and irrigation equipment in order to maintain or repair said equipment. The lack of specific reference by El Camino Irrigation District to all roads, pipelines and well sites does not relieve the landowners who have access roads, pipeline and well sites on

148 their property from compliance with the easements. Easements are fifteen feet
149 (7.5 feet on either side of pipeline) for pipelines. Access roads to well sites that
150 are off of the county roads, and a fifty-foot square around well sites. Before
151 entering onto private land, a reasonable attempt will be made to notify the
152 landowner or resident. If large equipment is to be used, care will be taken to
153 protect the property and minimize damage to the property. All construction,
154 debris and broken pipe are to be removed by the District. If entry is denied the
155 Lead Systems Operator is to be notified. If the Lead Systems Operator cannot
156 facilitate entry, the Director of that division will be contacted, next the
157 chairperson or other Board members will be notified.
158

159 7. **Water Day or Night Policy:** The pumping equipment and distribution system of
160 the District are designed to furnish an adequate supply of water on the basis of
161 continuous operation. For this reason, the Systems Operator may require each
162 irrigator to be ready to use water at any time of the day or night, and use the same
163 continuously throughout his run
164

165 8. **Damage to District Property Policy:** The District will not be liable for damage
166 resulting directly or indirectly from any private ditch or the water flowing therein,
167 but its responsibility shall cease when the water leaves the pump to the District's
168 pipeline. The Landowners will be held responsible for damage done by them to
169 the pipelines, valves, or other property of the District. The District will do the
170 repair of such damage, the cost thereof will be charged to the party causing the
171 damage.
172

173 9. **Garbage in Lines Policy:** No garbage of any kind shall be placed in the
174 pipelines of the District.
175

176 10. **Water Originally Delivered to the Highest Point Policy:** Water will be
177 delivered to each landowner at the highest or most convenient point practicable
178 for the irrigation of his whole tract; said point of delivery to be established by the
179 District Manager/Lead Systems Operator and subject to the approval of the
180 Board of Director's. No delivery to be provided at the expense of the District, in
181 case more than one delivery point is desired by the landowner of any tract,
182 additional deliveries, when authorized, will be installed by authority of the Board
183 of Director's. Such additional deliveries when authorized will be installed by the
184 District and the landowner may be required by the Board of Director's to pay in
185 advance the total estimated cost of such installation.
186

187 11. **Connecting to District Lines Policy:** All valves and measuring boxes on District
188 lines are to be maintained by the water user. No water user shall be allowed to
189 connect a private line to the District line unless a cut off gate is installed and
190 maintained. No lines less than 12 inches in diameter to be connected to the
191 District lines and only when permission has been granted may private lines be
192 connected to the District lines. When installing a new District line, the District
193 and the landowner will split the cost for the tees.
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12. **Violation of Rules Policy:** Violations of these rules and regulations will be prosecuted.
13. **Amending Rules and Policies:** These rules and regulations may be amended at any time by a majority vote of the Board of Director's.
14. **Groundwater Rights Contract Policy:** El Camino Irrigation District has established the following rule and charge for the use of the underground water rights that El Camino Irrigation District owns.
- a. All water used from domestic wells used to irrigate crops in excess of one acre (43,560 square feet) will be charged at the rate of \$20.00 per acre or a minimum of \$300.00 per year for the use of the water rights for irrigation.
 - b. All irrigation wells will also be subject to the same charge of \$20.00 per acre or a minimum of \$300.00 per year. This charge will be subject to adjustments from time to time to reflect the value of water rights. Any well of over eight inches (8") casing and drilled to 225 feet is an irrigation well, or wells of lesser casing size but irrigates more than one (1) acre are also irrigation wells. In addition, any well that does not supply water to a domestic use is a irrigation well, regardless of casing size or depth. For these wells the Board of Director's may waive the license requirement. Terms and conditions are defined in the Ground Water Usage Contract and are available.
 - c. Each landowner within the boundaries of the District shall provide filing of an application for the use of well water during the calendar year. The application shall be made on or before January 15th for the calendar year of January 1st through December 31st. The application in the case of claimed domestic wells shall describe the area to be irrigated in dimensions and include a plot plan showing where they are in relationship to the home and outbuildings. In the case of agricultural irrigation wells, the applicant shall state the approximate acreage to be irrigated and provide a certification of the actual acreage irrigated on or before February 28th.
 - d. The billing for the GWUA is to be sent by March 1st. The charges for use of well water shall be due and payable on or before May 20th and shall apply to the largest area irrigated during the calendar year. If the charge is unpaid by May 21st, or if the acreage is not applied for or is not certified correctly and the acreage is larger, a penalty of \$1.00 per acre [10.0% for the 1st month] shall be assessed plus interest at the rate of one percent (1%) per month commencing on June 1st and continuing until paid. Any delinquent charges shall be added to the assessment of the District June 5th without further action of the Board of Director's by rendition of a list of delinquencies to the tax collector by the treasurer.

244 e. The landowners utilizing agricultural irrigation wells shall execute a
245 written agreement in a form satisfactory to the Board of Director's prior to
246 operation of any such well. Should such agreement not to be entered into,
247 a supplemental charge in the amount of \$100.00 per acre/ per year will be
248 charged for each acre irrigated from the well at any time during the
249 irrigation season. The supplemental charge will be increased by \$50.00 per
250 acre and every year that there is not a satisfactory written agreement in
251 place at the time during the irrigation season.
252

253 **15. Subdividing Policy:** El Camino Irrigation District does not require that each
254 newly created parcel irrigate. We do, however, require that the newly created
255 parcel have irrigation water piped to it at the buyers [owners] and/or sellers'
256 expense. We also reserve the right of easement to install new lines or replace
257 lines as needed, within the service area of the District. Any additional lines
258 needed beyond the District line can only be hooked up to the District line, if it
259 meets El Camino Irrigation District's specifications. All new parcels will have [a]
260 measuring boxes [point] installed at either the buyer [owners] and/or seller's
261 expenses.
262

263 **16. Well Video Policy:** All wells suspected of restoration might need a video taken
264 this will be the Board's decision.
265

266 **17. Office Hours Policy:** It is the position of the Board of Director's that the office
267 of the El Camino Irrigation District is to be open to the public during normal
268 business hours, Monday through Friday excluding Holidays 8:00 AM to 12.00PM
269 and 12:30 PM to 4:30 PM.
270

271 **18. Equipment Maintenance Policy:** It will be the policy of the Board of Director's
272 that all vehicles and equipment owned by the District and operated by the
273 employees of the District be maintained in a good state of repair. A daily check
274 will be made prior to use. If a deficiency is found it is to be corrected or reported
275 to the District Manager. It will be the Lead Systems Operators responsibility to
276 see that maintenance schedules are developed and followed by the District
277 employees. A repair record, mileage, and fuel cost will be reported monthly for
278 each piece of equipment. These reports will be required for all trucks, pickups,
279 tractors and trailers. Tractor hours of use will be part of their record. All parts
280 and tire costs must be charged to a specific piece of equipment.
281

282 **19. Work Order Policy:** It will be the policy of the Board of Directors' that a work
283 order will be filled out by the Manager for each job, using the form presently in
284 existence. These forms will be filed and kept for a term of 2 years. A number
285 will be created for each document. The form will be identified as ECID work
286 orders.
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- 292 20. **Complaint Policy:** All complaints involving personnel shall be made in writing,
293 or referred in person to a Board member. The District will not investigate
294 anonymous complaints. Complaints involving other District functions may be
295 made by phone. Conflict Claim Form: The District, as a Public Entity, is required
296 to have on hand, a claim form for any person with a conflict that cannot be
297 resolved by a Board member.
298
- 299 21. **Monthly Meeting Policy:** Monthly meetings time is 6:00PM. The second
300 Tuesday of each month.
301
- 302 22. **Water Fines & Penalties Policy**
303 The Water Penalty for delinquent bills are a flat rate of \$25.00 per delinquent
304 billing to be added on the bill on the 16th of each month if the water deposit does
305 not clear the bill. If the 16th falls on a weekend it will then be the following
306 Monday.
307
- 308 23. **Well Testing Policy:** One pump in each division will be tested each year.
309 (5 Wells per year). The test is to include as many things as possible.
310
- 311 24. **Starting Pumps Without Permission Policy:** Charge of \$100.00 for the first
312 offense of starting pump without permission and \$300.00 for every offense
313 thereafter for unapproved pump start. The Board can waive after hearing of the
314 situation.
315
- 316 25. **Water Orders Policy:** All water orders are to go through the office. All
317 weekend irrigation needs are to be requested by the preceding Friday prior to the
318 close of business. Water orders during the week are to come through the office.
319 Water can be ordered for weekend use through the weekend water person from
320 6:30am to 12:00 noon.
321
- 322 26. **5th Year Delinquent Fee Policy:** Assessment 5th year delinquent fees: The cost
323 will be \$35.00 plus attorney if necessary, for assessments in the fifth year.
324
- 325 27. **Service Charge per Water Order Policy:** A \$10.00 charge will be added to
326 each water order: A customer that is shutting off the pump and then turning it
327 back on for their convenience, not because of the on and off times or the pump
328 going off from a power outage, will be charged for each time the pump is turned
329 back on during the watering.
330
- 331 28. **Water Time Penalty Policy:** The customer will be responsible for calling the
332 water time to the office within 24 hours from the shut off time. If the time has not
333 been called into the office in 24 hours the Secretary will call the customer and
334 leave as message or send a post card informing the customer that a \$10.00 penalty
335 will be added in 24 hours if the times have not been called into the office.
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339 29. **Driveway Easement Policy:** All construction and reconstruction within 7.5 feet
340 of the pipelines owned or maintained by the El Camino Irrigation District shall be
341 completed in accordance with the following:

342
343 Prior to any construction, and prior to the approval by the Board of
344 Directors of any land division the owner shall provide a Plot
345 Plan of utility crossings.

- 346 1) New construction of permanent driveways.
347 2) Construction and reconstruction of District pipelines
348 under existing driveways.
349

350 30. **Open Valve/Valves Penalties and Fines Policy:** Anyone found with open
351 valves that affect a scheduled water user will be subject to one of the following:
352 A. The violator will be charged for the full head of water for the entire
353 amount of time the valve or valves are left open, which will be
354 determined by the Water Supervisor.
355 B. The violator will be charged a 3-hour minimum if the valve or valves
356 are open less than 3 hours.
357 C. A \$50.00 fine will be charged for each violation in conjunction with the
358 water charges.
359 D. The water customer will have until the next billing cycle to contest the
360 bill. **NO EXCEPTION TO THIS POLICY**
361

362 31. **Request for Irrigation Water Service Policy:** The request for newly irrigated
363 property needing new piping or repairs must be in writing on ECID Water
364 Request Form and need to be on the Agenda and presented at the Monthly Board
365 Meeting.

366 **Change of Policy:** In the event there is a window of time that an irrigator feels
367 they can have their irrigation completed in front of a customers existing scheduled
368 time. The maximum time that the customers existing scheduled time can be
369 delayed is 24 hours, at which time the water will be taken and given to the
370 customer with the scheduled time. The customer with the scheduled time has the
371 1st option of filling the vacant window of time **Add Description of Policy:** If
372 customer #1 is on the schedule of Wednesday to start watering and it is Monday
373 and customer #2 wants the water for 2 days but it would run into customer #1
374 starting time the Secretary has to call customer #1 to see if customer #1 wants to
375 move up on the schedule, if customer #1 wants to move up then customer #2 will
376 follow customer #1. If customer #1 does not want to move up then customer #2
377 will get the water first and customer #2 is to have the watering done by the
378 scheduled start time of customer #1 on Wednesday. Customer #2 can run up to a
379 maximum of 24 hours past the scheduled start time for customer #1 but is not to
380 schedule with this thought in mind, the watering is to fit within the window
381 opening of time. **Example:** If there is a 2-day window opening on the schedule
382 and someone calls into the office and wants the water for 3 days, that person
383 cannot get their watering done within the window opening of time available.
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32. **Lock Pumps Down For The Winter And Winter Water Users:** All pumps will be locked up for the winter at the discretion of the District Manager. Any customer requesting water during the winter will be charged the monthly PG&E standby fee plus the monthly cost of water usage. The number of customers using the pump will divide the PG&E standby fee.
33. **Scheduling Water:** The water user will not be able to schedule out water for more than two (2) times. **Example:** If the water user schedules for one day, they can schedule one (1) more time after that. When the water user calls in their off time for the first one, they can then schedule water again making it their 2nd water schedule.
34. **Returned Checks:** After the 1st returned check, a verbal warning will be given. After the 2nd returned check, the District will require the customer to be on a money order or cashier's check basis.
35. **Measuring Boxes:**
- A. All new measuring boxes to be installed with a plastic tee, riser and lid of like size as mainline. Installation must be inspected by the District before the pipeline is covered.
 - B. Measuring from a portable box will be used only if there is a 12" valve and is at the point of the property where the water enters. Access must be readily available and there must be no obstruction to deliver the box.
 - C. All wells are measured at the pump for output at least once a month. If a water user elects not to accept this measurement and wants water measured on their property with a measuring box the District will provide this service at a cost to the water user. This cost covers the employee as well as wear and tear on company equipment necessary in providing this extra service. 1.) The fee for a water user who has a permanent concrete box on their property will be \$25.00 per measurement 2.) If it is necessary to use the portable box in getting the measurement the fee will be \$30.00 per measurement.
36. **Time Of Use-PGE:** Due to increasing electrical rates in the coming season El Camino Irrigation District must pass on to the user any peak time electrical charges for "time of use" pumps. District policy remains that user not run these pumps during peak hours (12:00 noon to 6:00pm Monday thru Friday). There will be a service charge of \$5.00 in addition to the actual PG&E charges for peak hour use.
37. **Replacing Out of Service and Unused Lines:** In the event of reestablishing service to lines which have been out of service or damaged from lack of use for many years, the District has 2 years from the date of written request to begin work on repairing or replacing such lines. The project must be completed in a reasonable amount of time depending on the size and complexity of the project. The landowner has the responsibility of making sure the area is free of brush, trees, fences and any other obstacle which may pose an access problem concerning the worksite.

437 38. **Determining Water Flow Rate:** In many instances flow is influenced by
438 broken valves, damaged pipe lines or line blockages. Water users have two (2)
439 hours to determine if their delivery is affected by such hazard. During this time
440 period the water user must notify the District and make sure the pump is turned
441 off. The District will make the necessary adjustments to the water user at this
442 time. If for some reason the water user doesn't realize flow has been
443 compromised for a period of time after the two (2) hours no adjustment will be
444 made. It is the water user's responsibility to monitor their water and report any
445 problems. Example: The water is turned on to water user #1 at 8:00am and
446 the water user goes to work. The water user returns at 1:00pm and decides there
447 is a problem and finds a broken valve upstream. The District is not going to
448 make an adjustment to the water user at this time. The District simply cannot
449 continue to absorb these costs because the water users are not monitoring their
450 irrigation.

451
452 39. **Operating Damaged and Leaking Lines:** There have been times when water
453 users insist on running a line when it is common knowledge the line is damaged
454 and leaking. In this event, as long as the leak is not causing damage to anyone's
455 property the District may, at its discretion, decide to operate the line. There will
456 be however, no adjustment made to the water user who insisted on getting the
457 water.

458
459 40. **Booster Pumps:** Customers who wish to install a booster pump to the system
460 must follow protocol laid out by the Board of Directors. Protocol for approval is
461 as follows:

- 462 1) Obtain output data for desired ECID pump. (Records are on file in the
463 District office that document historic performance of pump outputs and
464 groundwater levels. Historical data includes month to month and year to
465 year performance.)
- 466
467 2) Provide name and contact information of person/contractor responsible for
468 design and installation of sprinkler system.
- 469
470 3) Submit irrigation system plan to ECID manager. Plan must contain
471 acreage to be serviced, estimated irrigation schedule, and gallons per
472 minute (GPM) required by booster pump.
- 473
474 4) ECID manager will review plan and submit a recommendation to the
475 Board of Directors. The Board will have the final say regarding approval
476 of all booster pump systems.

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- 5) Booster pumps will not be approved unless:
 - A. The full head of water produced by the District pump can be utilized by the booster
 - B. Excess water can be utilized somewhere on the property
 - C. Customers familiarize themselves with the scheduling policies of the District (Water deliveries are subject to scheduling conflicts for normal irrigation and/or frost protection. Delivery of water is not guaranteed if a scheduling conflict exists with another user.)
 - D. Property Owners accept and assume the risks of the inadequacy of or failure of the District wells, lowering groundwater levels and all other risks and costs related to the operation or use of the District wells. Property Owners agree to indemnify and defend District, its officers or employees, from any and all claims or liability of whatsoever nature or kind arising from water quality degradation, pollution or a lack of water availability from the groundwater sources proposed to be utilized by Property Owners, and from any and all other damages or costs incurred and related to District's well facilities utilized to access the District's groundwater.
 - E. Access to ECID pump and well remains unobstructed, e.g.: boom trucks

In the event of changes to the system, such as adding acreage to be watered, repeat protocol for approval.