

## 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.

### I M P O R T A N T !

1. A "Community Ditch Roster" will be sent out to the Alcalde. Your "Community Ditch Roster" will include the following:
  - A. **Name of organization, turnout number, water way (canal) used, the Group, Time and Day of irrigation**
  - B. **Name of Alcalde, Assistant Alcalde(s), with phone number(s) and address(s)**
  - 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 **(915) 872-4000, no later than the Monday prior** to the irrigation date or the turnout will **not** be opened.
  - C. Only Alcaldes or their designated Assistant(s) can call the dispatchers concerning irrigation releases. **At no time can the water be left unattended.** Be at the listed phone numbers at the time the irrigation is taking place. The Ditchrider will lock the turnout if the Alcalde or their designated Assistant(s) cannot be found.
  - D. Only the Alcalde or their designated Assistant(s) can open and close the turnout for each organization. **He/she must open the turnout at the scheduled time or time called. If the Alcalde or designated Assistant(s) 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.**
  - E. **The Alcalde is responsible for releasing water to only those water users who have paid their water right tax assessment.**
  - F. The Alcalde can call the District Tax office at (915) 872-4000 (MON-THU 8:00 – 5:00) (FRI 8:00 – 4:00) to check on the delinquency status of their water users. Please contact the District Office to leave a message or get assistance, or the Small Tract Coordinator at (915) 872-4034, (THU 7:00 – 3:00).
  - G. The Alcalde(s) should not involve themselves with arguments with their water users regarding delinquencies. If the delinquent water user(s) has any questions regarding their tax assessment, they should contact the Tax Office at (915) 872-4000.
  - H. 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.**

## **PROCEDURES AND CONDITIONS (continued)**

- I. The Alcalde needs to call the dispatcher (915-872-4029) as soon as the irrigation is cut off so the next organization can begin their scheduled irrigation.
  - J. The Alcalde can call the dispatcher (915-872-4029) between 5 a.m. to 9 p.m. to request the help of the Water Operations Supervisor(s) to help settle problems, arguments (fighting) or to meet with organizations. If the problems or arguments (fighting) cannot be resolved, the community ditch will be closed until the situation is resolved. If there is any unauthorized blocking of the irrigation water – the community ditch will be closed.
  - K. **All farm tract water users must order their water from the dispatcher (915-872-4029).** If a farm tract irrigates with the small tracts and has not ordered water, **he will be charged like a small tract.**
  - L. The Alcalde oversees the condition of the community ditch. Each owner is responsible for **maintaining** their portion of the community ditch, banks and gates (entrances to their property). **If a ditch and/or banks are dirty, or the gates (entrances to their property) are leaking - no water will be allowed to be released from our turnout. Do not** expect us to tell you when your ditch and/or banks are dirty or the gates (entrances to your property) are leaking. **Do not** expect to get irrigation water if you wait until the last minute to clean the ditch and/or banks or repair your gates (entrances to your property). **EPCWID #1 Does Not own nor is responsible in maintaining any community ditches.** (Apply State Laws and Board Policy as presented in this mailer.)
  - M. The Alcalde tries to assure that flooding does not occur at any time, and will contact the District Dispatcher (915-872-4029) if flooding does occur. If a flooding occurs on a community ditch, the turnout will be shut down and locked. If flooding's continue during the irrigation season on a community ditch, the turnout will be closed until the problem is corrected. **Please keep the irrigation water under control.**
  - N. The **Alcalde** or their designated **Assistant(s) – cannot** – close their turnout (unless all users are done watering) or reduce the flow of the water (barely open) or the District will lock the turnout. Once the turnout is closed down, and the District has locked the turnout, your organization will not be able to irrigate until the next scheduled irrigation.
  - O. ***The scheduled days shown for your GROUP does not mean the community ditch can irrigate on all the 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 (915) 872-4000.***
  - P. A small tract water user is not allowed to use a hose of any type to siphon irrigation water from any of the Districts' laterals or canals. They must have a community ditch to receive irrigation water.
3. For information regarding your schedule or your "Community Ditch Roster", please contact the Small Tract Coordinator **Jaime Leyva at (915) 238-1352, if no answer please call (915) 872-4000 to leave a message or get assistance** as early as possible.
  4. For irrigation problems, call the Operations Supervisors, Cathy Oyston – (915) 497-7677 , Eddie Carranco – (915) 497-8825, Rene Carmona – (915) 472-7588, Enrique Perez – (915) 497-0275 or Rick Senclair – (915) 525-8168.

**If any part of the list is incorrect, please notify the Small Tract Coordinator at (915) 872-4000 or (915) 872-4034 – if no answer please leave a message or get assistance.**

**(915) 872-4000 Main Office**

**(915) 872-4029 Dispatcher's Office**