

Watermasters/ Ditchriders Handbook

Adopted ____12 January_____, 2017

This document outlines the Watermasters /Ditchriders Handbook for the Board of Control (BOC) for the Wood River Valley Irrigation District # 45 (WRVID 45) and the Triangle Irrigation District (TID) in accordance with Idaho Code Section 43-13250.

Positions/ Personel.

Manager:

1. Watermaster's supervisor
2. Reports to BOC at meetings
3. Understands code 42-43 for Irrigation Districts
4. Ability to sit as secretary or treasurer for the board when necessary.
5. Responsibility is to implement and administer the policies and programs adopted by the BOC.

Watermaster/Ditchrider combined position:

General Duties:

1. Maintains relationships with the members and assists the secretary and treasurer financial evaluation and tracking of expenditures relative to the annual budget and respective expense categories.
2. Provides guidance to the members so they can fulfill their operation and maintenance obligations to the system.
3. Implements reasonable measures to prevent non-members, and members who are delinquent, from using water from the system.
4. The job is to deliver and regulate water in accordance with the member's water rights and to perform system maintenance during the distribution season and during off-season periods.
5. Submits reports to the BOC on work accomplished and recommendations regarding system needs to the board at intervals of bi-monthly as a minimum.
6. Maintain a clean, neat and safe ditch sytem.
7. Respond to water calls and resolve water user inquiries and complaints.
8. Notify the Manager of situations compromising the system which require assistance or equipment.
9. Monitor and regulate the water flow in the canals, laterals and head gates.
10. Guard against unlawful use or extraction of water
11. Coordinate with the manager and the ditchrider for scheduling of staff coverage for every day of the water distribution season. Be available by telephone and/or in person to coordinate the addressing of emergency needs to maintain the system 24 hours a day.
12. Maintain vigilance for any new developments; possible encroachments into the right of way, including underground pipes and sprinklers
13. Be willing and able to:
 - Work with others
 - Drive pickup, tractor, ATV

- Operate a phone, text, email
- Use hand tools: landscape tools--rake, shovel, pick, chainsaw, weed torch, sprayers

14. Become familiar with and be willing to abide by:

- ID state statutes regarding water use, canal rights, right of way
- System user's water rights
- Adjacent property owner's rights
- Chemical use including pertinent regulations and concerns
- Burning practices, regulations and concerns.
- Water conveyance systems, flow measurement methods and techniques,
- Farming/irrigation practices.
- Management Methods and structure of the districts Board of Directors and meetings

Specific Details:

1. Keep an accurate daily record of activities performed and water measurements of flows at certain locations. This information shall be kept in a logbook. The logbook shall be the property of the BOC. Annually the logbook data shall be tallied and entered into BOC provided summary templates for record. Additionally a annual report of distribution/ flows shall be provided to the D37 as required in a format of their request.
2. Enter you measurements in you log book EVERY time you check a head-gate.
3. If you have a gate that is un-measurable put a note in the far right column as to why it can't be measured and put the number of inches that are supposed to be delivered in the column.
4. Heads and tails of laterals should be checked and recorded every day.
5. CHECK EVERY HEADGATE AT LEAST ONCE A WEEK.-Get on a rotation and run a lateral from head to tail checking every gate on it and then go to another.
6. Make sure the water that goes to a certain gate is in the logbooks correctly. (Corrected for ditch loss?)
7. LOCK ALL GATES-If a user needs to work on something over night or weekend, lock off your chain and return to lock the gate as soon as possible.
8. Notify the Manager or Board of any building or encroachment in the right of way.
9. Note any pumps in laterals and correct the situation.
10. Keep laterals and canals clear of trash or rodent diggings. Note silt or gravel buildup or sink holes for later correction.
11. Clean weeds around structures and along ditches. Weed spray/ sprayers, mowers and weed eaters are available.
12. Burn weed piles around canal guards or screens and in other areas. Keep the piles to smaller sizes that all combustion must be complete during business hours. No over night smoldering of burn piles is allowed.
13. By the end of September turn in to the Manager a list of the worst structures, right of ways or canal conditions that need work before the next season. Include walkways or metal repairs. Note any weirs or planks that need to be replaced. Take photographs.

14. Maintain your vehicle. Perform regular maintenance, keep it clean and safe. Check fluids, and tire pressures regularly. Routine changing of fluids, spark plugs, air filters tires, shocks, brakes etc. as outlined in the vehicles owners manual and or as necessary per use/ mileage and or per best practices of vehicle maintenance.
15. When shutting down for the fall pull all check boards, clean weirs and screens and shut all gates (front and back).
16. Participate with the BOC and the districts on the creation of the annual budget.
17. Attend respective districts monthly Board of Directors meetings on as needed or requested basis.

Note: The Ditch-rider may or may not be a water-master. For the ditch-rider role alone, many of the above duties are specific to the water-master role. The ditch-riders duties are more specific to general maintenance and water distribution.