



KENNEWICK IRRIGATION DISTRICT POLICY 3.2-3 Water Delivery

This policy standardizes issues in water delivery in order to uniformly and efficiently establish guidelines in the following areas: Water Masters, Water Orders, Excess Water, and Operations of Irrigation Facilities.

1. **Water Masters:**

1.1. Requirement for Ordering Water: In order to place a water order, a Water Master and an alternate Water Master must be established for the metered delivery point.

1.2. Owners: The person, persons, or entity who owns property that is served in common with other properties through a common delivery point.

1.3. Where no other written agreement or association is present, the following rules will apply to Water Masters in a Private Lines Area:

1.3.1. Elections and Replacement of Water Master:

1.3.1.1. Elections: The Water Master shall be elected by water users of area served by a turnout, irrigation pond and or lateral pipe and shall be elected by a majority of the Water Users served by the system unit. In the case of a tie, the candidate with the votes representing the majority of the acreage is elected. **Replacement Election:** The Water Master may be removed and replaced by a sixty percent (60%) majority of the owners of the properties served by the system unit in a replacement election called for by a written petition signed by a majority of the owners of the properties that are served by the system unit. The petition shall contain the name of a nominee to replace the Water Master and shall include a statement that the nominee is willing to serve under these policies and procedures if elected that is signed by the nominee.

1.3.1.2. Voting Rights: Each property served by the system unit shall have one (1) vote. If more than one person owns a property, the owners of the property shall designate in writing the person who shall have the right to vote for that property. If the owners of the property cannot agree on the person who shall vote for the property, that property shall have no vote in the election.

1.3.1.3. Notice of Place and Time of Election and/or Replacement: The owners' whose properties which are calling for an election or replacement of a new Water Master shall give or cause the other owners to be given a written notice stating the place and time of the election or replacement election. The notice shall be mailed by U.S. Mail as certified mail to the common address identified by Benton County for the property not more than thirty days and not less than ten

days prior to the election. Any election held hereunder shall be held in Benton County, Washington, between 6:00 p.m. and 9:00 p.m.

1.3.2. Resignation of Water Master: If the Water Master resigns, the owners shall meet at a place and time designated by the resigning Water Master in a written notice and elect a new Water Master, or if the Water Master does not designate a time and a place for such a meeting, the owners shall meet at a time and a place first designated in writing by two of the owners hereto to elect a new Water Master.

1.3.3. Death or Incapacity of Water Master: If the Water Master dies or becomes incapacitated, the owners shall meet at a time and a place first designated in writing by two or more of the owners hereto to elect a new Water Master. If there is no alternate Water Master, water delivery will be suspended until a new Water Master is elected.

1.3.4. Powers and Duties of Water Master: The Water Master shall have the power and it shall be his or her duty to take all actions reasonably necessary to fulfill the purposes of this agreement, including but not limited to:

1.3.4.1. Placing Water Orders with KID

1.3.4.2. Provide a primary point of contact for KID to communicate system problems, outages, schedules, drought mitigation measures, etc.

1.3.4.3. Assist KID in providing information regarding system problems, outages, water schedules, drought mitigation measures, etc.

1.3.5. Qualified Immunity of Water Master from Liability: The Water Master shall not be liable for any damages caused to property or persons so long as the Water Master acts in good faith.

1.3.6. No water delivery unless a Water Master is performing duties: If at any time a Water Master no longer is performing his/her duties, as outlined above, for more than thirty (30) days, KID will stop water delivery until a new Water Master has been elected.

1.3.7. Alternate Water Master: One (1) alternate Water Master may be chosen by the Water Master. If the Water Master chooses, he can hold a separate election to select an alternate. The election will follow the same process as 1.3.1.1. This alternate Water Master can function as Water Master for a limited time, not to exceed 60 days, in case of the elected Water Master being incapacitated or unavailable. The District does not allow more than one (1) Water Master and one (1) Alternate Water Master. If a new Water Master is elected, he/she will have the choice of keeping the current alternate or designating a new alternate Water Master.

2. **Water Orders:**

2.1. Water Order Deadline: Weekday Water Orders must be called in or submitted through the online portal by 11:00 a.m. on the day preceding the desired water delivery. Water Orders on non-lateral metered delivery points may be placed for Saturday. Water Orders for lateral metered delivery points may only be placed for Monday through Friday delivery. There are no changes in water delivery on Sundays.

Examples:

2.1.1. A water order placed on Monday prior to 11:00 a.m. can be delivered Tuesday.

2.1.2. A water order placed on Friday prior to 11:00 a.m. for a non-lateral metered delivery can be delivered on Saturday or Monday.

2.1.3. A water order placed on Friday prior to 11:00 a.m. for a lateral delivery will be delivered on Monday.

2.1.4. A water order placed Friday after 11:00 a.m. will be delivered on Tuesday

3. **Emergency Turn Off / On:**

3.1. Emergency Off Order: Anyone can call in to have their water shut off immediately if there is an emergency that could potentially cause damage. The water master will be notified by a District designate that water has been shut off. If it is after-hours, they will be notified the next business day.

3.2. Turn On Order: In the event of an emergency shut off, a turn on order may be requested outside of the deadlines outlined in 2.1. It is up to the discretion of the District to approve this order and there is no guarantee water will be turned back on the same day. The District will make every effort to accommodate this request.

4. **Excess Water:**

4.1. Excess Water: Any amount of water delivered over the allotted amount based on acreage and land classification.

4.2. Rate: Rates for excess water charges will be determined by the Annual Resolution for Setting Fees for General District Operation and Various Services Provided.

4.3. Method of Determining Excess Water Charges for Individual Parcels: When more than one parcel is serviced through a single metered or measured point, excess water charges will be prorated among parcels based on the number of acres in the allotment for each parcel. Example 1: if 100 acres total are served through a metered diversion, and there are three parcels, one with a 20 acre allotment, one with a 30 acre allotment and one with a 50 acre allotment, the 20 acre parcel would pay 20% of the excess water charge, the 30 acre parcel would pay 30% of the excess water charge, and the 50% parcel would pay 50% of the excess water charge. Example 2: if 100 acres consisting of 400 .25 acre allotment residential parcels, each parcel will be required to pay .25% of the total excess water charge.

4.4. Exception to Method of Determining Excess Water Charges for Individual Parcels: The charges will be prorated in the manner stated above even if the actual

usage of excess water is not proportionate. This will not apply if all of the parcels in the service area are metered or individualized use is established by KID or the Water Master.


- 4.5. **Billing:** Excess Water will be billed as part of the next year's annual assessment except in the situation described in 4.7.
- 4.6. **Availability:** Excess Water will only be delivered if the District determines that it is available and can be delivered without adversely impacting other District water users, and can be terminated at any time without notice.
- 4.7. **Pre-Payment of Excess Water by Lessee:** Where a property is under lease, excess water must be applied and paid for prior to the delivery of water.
- 4.8. **Notification of Excess Water:** It is the responsibility of the Water Master to know when they are in excess water by monitoring their deliveries and usage through the online portal. The District is not required to send out notifications.

5. **Operation of Irrigation Infrastructure:**

- 5.1. **Limits of Operations:** The District will operate and maintain irrigation facilities that it owns or has an agreement in place to be compensated for operations of the facility. Agreements to operate facilities not owned by the District must be approved by the Board of Directors. The District's ownership of irrigation facilities will be maintained by the Engineering Department and generally the extent of these facilities is an isolation valve.
- 5.2. **Double Locks:** A second lock may be provided to the Water Master of a service area if it is determined to be in the District's best interest to allow a Water Master to flush and reset the delivery valve that provides water to their service area. This authorization may be rescinded by the District at any time without notice.
- 5.3. **Emergency Conditions:** In the act of responding to an emergency, a District water user may cut the chain of the District's lock where there is real and imminent danger to life or significant property damage. The water user must immediately notify the District after cutting the chain.

6. **Record Retention:**

- 6.1. Current revisions of the applicable records retention schedules published by the Washington State Archives should be consulted and followed regarding the disposition of public records.

Date	Rev. #	Action	Signature
March 1986	0	Initial Approval as Policy and Procedure #17 Water Delivery	John Pringle Board President
Apr. 24, 2007	1	Initial Approval as Policy and Procedure 3.2-3 Water Delivery	V.V. Johnson District Manager
Dec. 1, 2009	0	Policy and Procedure #17 Water Delivery Rescinded by Board Motion	John Jaksch Board President
Sept. 20, 2011	2	Revision Policy 3.2-3 Water Delivery	David McKenzie Board President
Sept. 20, 2011	2	Revision Procedure 3.2-3 Water Delivery	Charles Freeman District Manager
Aug. 20, 2013	3	Revision and format change Only Policy 3.2-3 retained	Gene Huffman Board President
Aug. 7, 2018	4	Revision	 Board President