



POLICIES AND PROCEDURES OF THE MIDDLE RIO GRANDE CONSERVANCY DISTRICT

(RULES AND POLICIES ESTABLISHED BY THE MIDDLE RIO GRANDE CONSERVANCY DISTRICT
AND U.S. BUREAU OF RECLAMATION DEPARTMENT OF INTERIOR)

1. WATER DISTRIBUTION

- a.** Water that is available to the District will be delivered among Divisions in proportion with the amount of land served, so far as it is possible to do so, and to lands within each Division in like manner. Indian Lands under cultivation at the present time are considered to have first right to the water.
- b.** No water will be delivered to water users who are delinquent in the payment of Conservancy District Assessments.
- c.** In the interest of water user's welfare and efficient water distribution, DITCH RIDER/ISO will not be required to deliver water to silt-laden and weed-clogged community ditches, field ditches and laterals.
- d.** Water will be delivered to ditches at the upper end of each division and will be supplied progressively toward the lower end of the division. Irrigation will be completed in each area before transferring the water to another area, provided inter-division water rationing and rotation are not required.
- e.** In a similar manner, irrigation deliveries will commence at the upper end of each ditch, and each tract served by the ditch will be irrigated progressively downstream upon request from the water users. No irrigation deliveries will be made except with the express permission of the DITCH RIDER/ISO.
- f.** During the period of water shortage, it is essential that water users irrigate both day and night on a seven day schedule to utilize available supplies. Failure to do so will be construed to indicate no further need for water.
- g.** Water users who work outside their farms will, if possible be advised in advance as to when water is scheduled for delivery to their farm so that they can make arrangements for labor that may be required.
- h.** Water users will be permitted to open their turnouts and operate checks only at times specifically approved by the DITCH RIDER/ISO. The water user shall notify the DITCH RIDER/ISO as far in advance as possible of his need for water, and the DITCH RIDER/ISO will advise the water user as far in advance as possible when the water will be available.
- i.** Each DITCH RIDER/ISO will keep a record in a District issued Log Book for the purpose of showing water use by ditches. The record will show water users in proper sequence on each ditch, the date water was started and shut off, and whether irrigation was completed. Notes shall be made of any special cases of delivery or use of water. Each violation will be promptly reported to the Division Manager, and each such report will be noted in the record book.
- j.** The DITCH RIDER/ISO holds a key position and will at all times maintain close contact with the farmer or water user. There shall be no partiality shown in distribution of water regardless of personal feelings, race, creed, relationship, political, or social standing or previous grievances.
- k.** Scheduling of water for irrigators shall be from 7:00 a.m. to 8:00 p.m. In case a Ditch Rider/ISO is not available the irrigator may call appropriate Division office for assistance.
- l.** The Ditch Rider/ISO and / or superiors are duly constituted representatives of the District and are in charge of operation and maintenance of District works, and shall report any violations of the above rules and regulations.

- m. Water pumped from drains during water shortage seasons is subject to the same regulations of distribution as irrigation water distributed through the regular irrigation canal distribution system.
- n. As of February 25, 1964, the issuance of licenses permitting pumping of water from Conservancy drains is discontinued, except in cases where it is not physically financially feasible for water to be obtained from any other source. Any license using water in accord with permit issued prior to this date is required to conform to all rules and regulations herein set forth, and the license of any violator thereof shall be revoked.

2. INSTALLATION AND REPLACEMENT OF FARM TURNOUT STRUCTURES

- a. Farm turnouts will be installed on the basis of one turnout per ownership or farm unit up to 40 acres in size. Where the ownership exceeds 40 acres, additional turnouts may be provided for each additional 40 acres or increment thereof. Additional turnouts may also be installed where the topography of the land makes it impractical to irrigate all of the land from one turnout. Such additional turnouts may be installed only after a careful engineering study has been made. The cost for turnout and its installation shall be borne by the irrigator.
- b. Additional turnouts will not be installed to serve subdivisions of existing ownerships. The sub- divider will be required to provide for irrigation deliveries to all subdivisions of holdings through head ditches located outside of rights of way owned by the Conservancy District or the United States. The District's obligation shall end at the original point of diversion previously provided for serving the original tract.
- c. Installation and replacement of farm turnouts will be done in compliance with project design criteria.
- d. Where it is practical to do so, water users in the general vicinity of a turnout will be served their water supply through the use of existing water distribution boxes, which were established at the time of the original construction of the district works and/or rehabilitation by the Federal Government.
- e. The Water User shall reimburse the District for an installation of a new turnout or relocation of an existing turnout if approved by the District.

3. MAINTENANCE, REPLACEMENT AND CONSTRUCTION OF CANAL, LATERAL, LEVEE AND DRAIN CROSSINGS

- a. Maintenance and replacement of all crossings structures on state, county, or city roads or streets is the responsibility of the agency maintaining the road or street.
- b. Crossing structures which were constructed by the Conservancy District of the Bureau of Reclamation to facilitate operation and maintenance work and located at points other than the intersections with state, county, or city roads and streets, will be maintained by the District
- c. Bridges constructed by the District because of severance of ownership will be maintained and/or replaced as necessary by the District so long as the ownership continues to be severed.

If all of the land of one side of the ditch is sold, the severance will not longer exist. Maintenance or replacement of a crossing constructed by the District because of severance which no longer exists will no longer be the responsibility of the Conservancy District.

In instances where the District has maintenance responsibility on bridge crossings as requirements demand, the District will up-date these crossings either by revamping the bridge or by the installation of a pipe to meet the load requirements of today's activities.

- d. Crossings structures at private roads must be maintained and replaced as necessary by the individual using the crossing. Bridge or culvert designs must be specifically approved in advance by the District and the Bureau.

- e. No crossing may be constructed without prior written approval of the Conservancy District and the Bureau of Reclamation. Such approval shall be in the form of a license. Licenses for construction of new crossings will be issued only after the responsibility for maintenance has been clearly established.
- f. A license for the construction of a crossing over District facilities may be granted in event of definite inconvenience or hardship imposed by severance or as a result of District or Bureau construction, real estate transactions or developments which result in loss of access detrimental to land use through no fault of the applicant.
- g. Requests for licenses to construct new crossings must be submitted in writing to the Chief Engineer of the Conservancy District. No construction will be permitted until controlling elevations have been established or checked in the field by a representative of either the District or the Bureau.

4. CONSTRUCTION OF CROSS FENCES

- a. No fences may be constructed or maintained across rights of way of the District or the United States unless specifically authorized in writing by the District.

5. FENCES PARALLELING RIGHTS OF WAY OF THE UNITED STATES OR DISTRICT

- a. Upon request, the Bureau or the District may field inspect the location of the rights-of-way line, established by the owner's surveyor so that parallel fences may be constructed on that line. No parallel fences may be constructed upon rights of way of the United States or the District.

6. FIELD HEAD DITCHES

- a. Field head ditches will not be permitted upon rights of way owned by the United States or the District. It shall be the land owner's responsibility to remove any such existing ditches from rights of way of the District or the Bureau of Reclamation upon notice.

7. OTHER ENCROACHMENTS AND TRESPASSES ON RIGHTS OF WAY OF THE UNITED STATES OR DISTRICT

- a. It is the duty of every employee of both the District and the Bureau to report to his/her superior what may appear or definitely be any encroachment or trespass of any kind upon rights of way of the United States or the District. Failure to do so will be considered grounds for disciplinary action.

8. USE OF OPERATION AND MAINTENANCE OF ROADS BY THE PUBLIC

- a. The roads adjacent to the canals, laterals, levees, and drains are essential for efficient and economical operation and maintenance. Any unauthorized use shall be discontinued. The cooperation of City, County, State and Federal law enforcement officers will be solicited to aid in achieving this goal.

9. DUMPING TRASH ON RIGHTS OF WAY OWNED BY THE BUREAU OF RECLAMATION OR THE CONSERVANCY DISTRICT

- a. Employees of the District or the Bureau are required to report the description of the vehicle, license number, name of driver, if available, time and place of any observed unlawful dumping of trash or debris on the rights of way of the District or the United States. Failure to do so will be considered grounds for disciplinary action.

10. CONTAMINATION OF WATER IN DITCHES OWNED BY THE UNITED STATES OR THE CONSERVANCY DISTRICT

- a. It shall be the duty of every employee to advise the public as to regulations concerning contamination of waters conveyed by canals, laterals and drains as may be required, and to promptly report violations to his superior.

11. CONSTRUCTION OF UTILITIES ON RIGHTS OF WAY OWNED BY THE UNITED STATES OR THE CONSERVANCY DISTRICT

- a. Overhead utility lines such as power lines, telephone lines, gas, water, and sewage lines; high pressure oil or gas lines, etc., shall be constructed only after an appropriate license has been issued. Application for such license shall be made through the District.

FOR MORE INFORMATION, PLEASE CONTACT YOUR RESPECTIVE DIVISION OFFICE:

GENERAL OFFICE

1931 Second Street S.W.
Albuquerque, NM 87102
Phone: (505) 247-0235

ALBUQUERQUE DIVISION OFFICE

1930 Second Street S.W.
Albuquerque, NM 87102
Phone: (505) 247-0235

BELEN DIVISION

25 General Edward Baca
Belen, NM 87002
Phone: (505) 864-7466

COCHITI DIVISION

31 Carro de Caballos
Pena Blanca, NM 87041
Phone: (505) 465-2298

SOCORRO DIVISION OFFICE

2401 State Road One
Socorro, NM 87801
Phone: (505) 835-1454