



## **Policies and Procedures**

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## Fee Schedule

Share Transfers: \$10 Per Certificate Issued  
Replacement for Lost Certificate: \$10 Per Certificate Issued  
Pipe System Connection Fee: Actual Cost of Install  
New Canal Headgate Fee: Actual Cost of Install

\*The irrigation company does not install any pipe system connections. The water user is responsible for hiring the contractor and the connection must be inspected prior to backfill by the Watermaster or other irrigation company representative.

## Share Transfers

1. The Current shareholder shall bring their current share certificate with the assignment and transfer on the back page filled out completely.
2. The existing certificate is surrendered to the Corporation Secretary.
3. The Secretary issues a new certificate by completing the front of the Certificate as well as the stub on the side indicating who owned the prior shares and which certificate number was surrendered.
4. If an owner is selling only a portion of their shares, the entire certificate is surrendered and two new certificates are issued. One for the shares that were sold for the new owner, and one for the Seller's remaining shares.
5. Company retains the surrendered share certificate for records.

## Lost Certificates

If a shareholder has lost their certificate and would like to receive a replacement they must complete the following:

1. Complete and have notarized the Signed Affidavit form.
2. Pay the fee for a new certificate.

## West Ditch Headgate Operation Procedure

Information provided by Aaron Spencer, P.E., Water Resources Engineer – Utah Division of Water Resources

1. The upstream three gates are intended to remain open unless flushing or working inside the structure.
2. Flow into the canal is controlled by the gate on the outlet pipe (orange). This should be the only gate you have to adjust under normal operation.
3. When flushing, it will likely be most effective to close the two west gates and let water in through the upstream most gate (north), to allow a straight shot from water inlet to flushing gate. If there is stubborn material, you can open and close the other

two as needed (may be most effective to have only one or two open at a time, but that can be experimented with).

4. The flushing gate can remain cracked to keep bed load material moving through, but if you open it too much you increase the amount of flow through the structure significantly, and it will no longer settle out materials as well. The flush gate should only be cracked open a little, if at all, during normal operation, because you want to maintain calmer water in the structure, thus encouraging material to settle rather than remain suspended. You may want to experiment between leaving it closed and just flushing every once in a while, versus cracking it some to let material be flushed down during operation, and see which method better manages the gravels, etc. in the river.
5. Just watch the screens and keep them clean. Running the ditch at approx. 11.8 cfs is just about the max amount. Any additional water will leave the ditch at the overflow weir near Conn's house.

### **West Ditch Startup**

1. Before turning any water in, do a visual inspection of the entire ditch in all areas and remove any debris.
2. After it appears clean, turn the water down at about ½ flow. If possible turn the water out periodically so any debris don't have to run through the entire ditch. Once it is running well at ½ flow, turn it up to full flow and monitor continuously until there are no clogs. Clogs will dam the ditch and cause overflow and risk of damaging property and extensive repairs on the system.
3. It typically takes about a day for the ditch to make it to the end.
4. Monitor the ditch every day for the first week or so to check for clogs and leaks.
5. Monitor the ditch 3 times per week after that.

### **East (Meadow) Ditch Headgate Operation Procedure & Startup**

This diversion was replaced in 2023 and is easy to operate. There are two headgates along the ditch to regulate the flow. The most water the ditch will handle is around 4 cfs. Turn in water from the main Sevier River gate about ½ way and fine tune the flow on the next main gate down the ditch. Excess water goes back to the river.

This ditch is prone to sliding into the river. Keep an eye out for seepage as that can indicate an issue especially after high water which can undercut the ditch. There are also several piped culverts. Ensure those are clean.

### **Pipe Irrigation Startup & Shutdown**

1. Startup:
  - a. Open Main Valve P5 about ½ way (10 turns).

- b. Do not open entirely or too much water will flow and create air-lock or pressure surge.
  - c. Close the drain at P4.
  - d. Check drains P1 and P2 and let them run to flush any mud.
  - e. After water is clear, close drains P1 and P2.
  - f. Open P5 the rest of the way to pressure up the system.
  - g. After water is clear, close P3. Valve may be hard to turn.
  - h. Check for leaks.
2. System Shutdown:
- a. Open drain P1. You want the system to be pressurized to flush any debris out.
  - b. Let the drain run for a time until clear water is flowing.
  - c. Open drain P2.
  - d. Open drain P3 and let run until water clears.
  - e. Open drain P4
  - f. Close Main Valve P5.

Note: Screen in ditch system near A5 gets clogged easily. It is recommended to scrub once or twice per day until the cleaning is not needed as often as the ditch clears.

### **Construction and Crossings of Company Owned Ditches**

1. Ditch Crossings, including bridges, culverts, etc.
  - a. Any culvert, bridge, or crossing of any Company Owned ditches may be removed by the company if it is blocking the free flow of water.
  - b. Any new culverts or ditch piping shall be a minimum of 24” in diameter and installed in the downhill direction to not impede any water flow. In certain circumstances a variance may be necessary and is only acceptable with written permission from the Company.
2. The Irrigation Company has a right-of-way along each ditch. A minimum of 20 feet above the ditch and 30 feet below, totaling 50 feet.
  - a. Any construction, excavation, undercutting, or other type of work which could impact the structural integrity of the ditches shall only be completed with prior written permission from the Irrigation Company.
  - b. Property owners shall not build structures of any kind shall be within the 50 foot right of way.
3. Any digging for construction, repair, or maintenance of the system requires a call to Blue Stakes. This is necessary to ensure that other utilities are not damaged and for the safety of all personnel working on the project.
  - a. If there is an emergency, Blue Stakes, has a process where stakes can be located after hours.
  - b. Garkane Energy – 800-747-5403
  - c. Hatch Town, Kevin Eldredge – 435-691-0873
  - d. South Central Communications, Duncan Reed – 435-616-0310

- e. The most up to date contact information can be found on the Blue Stakes website.