

# Helena Valley Irrigation District

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<http://hvid-mt.com/>

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## **POLICY & OPERATING PROCEDURES**

### **TO BE ELIGIBLE FOR WATER THIS SEASON:**

1. All water assessments must be current.
2. Prior year excess water must be paid.
3. Those required filing RRA certification forms must have current completed forms submitted.

### **PLACING WATER ORDERS:**

1. **The irrigation season runs May 1<sup>st</sup> through October 1<sup>st</sup>.** There will be water in the main canal on April 15, but pressurizing laterals usually takes until the end of April.
2. HVID has a web site <http://hvid-mt.com/> Please check out the web site for HVID information and you can now **order water on-line** from the web site.
3. Office hours Monday through Friday are 8:00 am through 4:30 pm. There will be someone in the office from 7:00 am until 8:00 am to take water orders. This is the best time to place an order. Ditch riders will turn water on and off during these days.
4. Office hours for Saturday. There are no set hours for ditch riders. They will take care of that days water orders and then go home. Again, someone will be in the office from 7:00 am until 8:00 am to answer the phone and take water orders.
5. **THE OFFICE WILL BE CLOSED ON SUNDAYS. IF YOU NEED WATER SHUT OFF ON THE WEEKEND YOU WILL HAVE TO DO IT SATURDAY OR MONDAY. THE DITCH RIDERS WILL NOT WORK SUNDAYS. IF THERE IS AN EMERGENCY, BROKEN PIPE, PUMP MOTOR GOES OUT, ETC. YOU CAN CALL THE DITCH RIDER AT HOME. IF YOU CALL THE DITCH RIDER AT HOME ON SUNDAY TO SHUT YOUR WATER OFF THEY WILL NOT BE ABLE TO DO IT, YOU WILL HAVE TO CALL MONDAY MORNING.**

6. The office is officially closed on Holidays.
7. **Place your water order 24 hours in advance.** Due to the length of our system, we have to add or subtract water to the canal 24 hours prior to delivery.
8. Ditch riders will not take water orders on the ditch bank or at home. Please only call ditch riders at home for **very important matters**. If there is any way that something can wait until the following morning, the ditch riders would appreciate it greatly.
9. Turnouts, checks and all structures are the property of the District. Only District personnel are authorized to operate the structures. Ditch riders will open, close or adjust your turnout.
10. **Typically, turnouts are locked with a District lock.**
11. Please be patient. Each ditch rider is assigned over 100 turnouts. Your order may be one of over 40 water orders for that day. The ditch rider will get to you as quickly as possible.

#### **DISTRICT OPERATING POLICIES:**

1. **The District holds easements on all of the laterals and main canal. The use of the easements is exclusive to operating and maintaining the system by HVID personnel.**
2. Fencing and gates must be permitted by the HVID and **all gates must be unlocked and opened from April 15 through October 1.**
3. Please respect and keep all easements open and unobstructed.

Thank you for your cooperation!