

# **New York Irrigation District**

## **Standard Operating Procedures**

Adopted April, 2008  
Revision 1 July 2008  
Revision 3 March 2009  
Revision 11 July 2023

These Standard Operating Procedures are the written guidance of the current Board of Directors to staff, future directors, members of the Irrigation District and the general public. The intent of these Standard Operating Procedures are to provide a single source of instructions to enhance the operation of the irrigation district and remove ambiguity from the operations of the district office. These Standard Operating Procedures may be modified by the Board of Directors. All changes, inclusion and deletions will be maintained within this document to provide historical reference to the procedures followed by the Irrigation Board.

These Standard Operating Procedures are established February 5<sup>th</sup>, 2008 and take precedence over all decisions of past Board of Directors of the NY Irrigation District.

1. All requests of the NY Irrigation District must be made in writing and must utilize (if applicable) forms provided by the District (e.g., Exclusion Form, Inclusion Form, Temporary Water Transfer Form). (Apr 2008)
2. The NY Irrigation District's regular Board Meetings will be held the first Tuesday of every month (unless that date falls on a holiday and will then occur on the following Tuesday). The meetings will begin at 10:00 am. (July 2023)
3. Temporary transfer of water from one property in the NY Irrigation District to another property in the NY Irrigation District may be done with a Temporary Water Transfer Form. The Form must be completely filled out with signatures from the parcel owners, rotation managers (if applicable), secretary of the NY Irrigation District and the Boise Project Board of Control Manager. (Apr 2008)
4. Temporary transfer of water from one property in the NY Irrigation District to another property outside of the NY Irrigation District may be done with a Temporary Water Transfer Form. The transfer must be approved by the NY Irrigation Board, either at a regular board meeting or by telephone vote. For any transfer of water out the district, both parcels of land must be owned by the same person (the name on the irrigation districts accounts must match). The Form must be completely filled out with signatures from the parcel owner, rotation managers (if applicable), secretary of the NY Irrigation District and the Boise Project Board of Control Manager. (Apr 2008)

# **New York Irrigation District**

## **Standard Operating Procedures**

5. The process for the NY Irrigation District to take ownership and responsibility for any Pressurized Urban Irrigation System (PUIS) must follow the following procedures:
  - The developer, subdivision, group of owners, or Homeowner's Association must request in writing that the NY Irrigation District own, operate and maintain the PUIS.
  - The NY Irrigation District attorney must review and approve the PUIS agreement if any changes to the agreement are made.
  - The developer, subdivision, group of owners, or Homeowner's Association must sign a NY Irrigation District PUIS Agreement.
  - The Secretary of the NY Irrigation District will send a letter of intent to Boise Project Board of Control (BOC) that the NY Irrigation District intends to own, operate and maintain the PUIS.
  - The BOC must review and approve the PUIS plans.
  - The BOC must send a letter to the NY Irrigation District and the developer, subdivision, group of owners, or Homeowner's Association, stating that they have complied with all the provisions of the NY Irrigation District and the BOC.
  - A Bill of Sale must be provided by the developer, subdivision, group of owners, or Homeowner's Association to the NY Irrigation District.
  - The NY Irrigation District Board of Directors, in a regular Board Meeting must accept the PUIS.
  - The Secretary of the NY Irrigation District Board of Directors must send a letter to the developer, subdivision, group of owners, or Homeowner's Association stating that the NY Irrigation District accepts the PUIS. (Apr 2008)
  
6. Anyone wishing inclusion into the NY Irrigation District must fill out the Inclusion Form. The NY Irrigation District will maintain a list of inclusion requests. The list will maintain in chronological order of the requests; the date, the name of the requestor, the location of the property and the acreage of the property. Should the requestor change the location of the property for which they are requesting inclusion, it would result in a new application start date. The NY Irrigation District will follow the list in the order the requests were received, in including new lands and allocating new water allotments. The NY Irrigation District may allocate new water allotments separate from this list when negotiating a trade of land with a different Irrigation District or when creating a new PUIS system. (Mar 2009) (July 2023)
  
7. Any new water allotment (from the normal inclusion process) must be applied to the land that was listed on the inclusion form within one year of the new allotment. The water must be applied for an entire season before the land owner may apply for any temporary

# **New York Irrigation District**

## **Standard Operating Procedures**

transfer. Failure to apply the water to the designated land within one year of inclusion, or failure to apply the water for an entire season, will cause the loss of the new water allotment.

8. The BOC is authorized to perform normal maintenance and repair of the NY Irrigation Districts PUIS systems, and bill the District for labor and material. All billing must be detailed and include, at a minimum, the date, location, type of repair and any material costs. Any maintenance, repair or upgrade that would cost more than \$1,000 must receive prior approval by the NY Irrigation Board of Directors, prior to any action. For any maintenance, repair or upgrade that would cost more than \$1,000, the BOC must provide to the NY Irrigation District 3 bids for labor and/or material. The NY Irrigation District will be responsible for informing the developer, subdivision, group of owners, or Homeowner's Association of the PUIS. (Apr 2008)
  
9. Residential property that does not currently receive water delivery and no delivery is possible even with attempts by a willing landowner, and is not part of a subdivision that includes a statement in the CCNRs that the water will not be delivered, but the property is in the Irrigation District, may be excluded from the District, by the NY Irrigation Board, if the account is paid-in-full, proper paper work is submitted and the exclusion fee is submitted. The NY Irrigation District Board of Directors will follow the Idaho Statues, Title 43 Irrigation Districts, Chapter 11 Exclusion of Lands from District for all decisions on excluding land from the District. (Apr 2008)

# **New York Irrigation District**

## **Standard Operating Procedures**

Changes to Standard Operating Procedures.  
Replaced or Removed

9. Any request to exclude from the NY Irrigation District must be approved by the NY Irrigation District Board of Directors. The Exclusion Form must be completely filled out and the required exclusion fee submitted. For any exclusion to be considered, all assessments must be paid in full (the NY Irrigation District account must be paid up). The NY Irrigation District Board of Directors will follow the Idaho Statutes, Title 43 Irrigation Districts, Chapter 11 Exclusion of Lands from District for all decisions on excluding land from the District. For general information, land that can receive water is not normally excluded from the District. (Apr 2008) - changed in (July 2008)

2. for the months of May through October and at 9:00 am for the months of November through April. (Apr 2008) – changed in (July 2023)

6. Each year, the District will mail a letter to each requester asking them to reassert their request. (Mar 2009) – changed in (July 2023)