

# ISENHART DISTRICT

## RULES AND REGULATIONS

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## RULES AND REGULATIONS ISENHART DISTRICT

### **1. Background and Definitions**

The ISENHART DISTRICT (hereafter referred to as the “District” and also known as the Isenhart Irrigation District) operates as authorized by the laws of the State of Washington, RCW 87, etc. and in accordance with water rights agreements in place. The Board of Directors of the District in managing and conducting the business and affairs of the District has established equitable By Laws, Rules and Regulations for the government and management of the District for the equitable distribution of water to lands served by the District.

The District was formed in 1931 for the purpose of furnishing water for irrigated land and domestic use for the properties within the District. Starting in 2000, domestic water was provided by a joint district consisting of Isenhart District and Chelan River District. In 2008, the domestic water system was turned over to the City of Chelan. Since that time, domestic water has been provided to properties within the District by the City of Chelan.

The District is in transition from commercial agriculture to non-potable water use. Water purveyed by the District is therefore now referred to as “non-potable water”. During the time period of this transition, the District may utilize its water for both the historic use of commercial agriculture purposes, but after the scheduled development period (and any extensions granted by the Washington State Department of Ecology) ends, the District will no longer provide water to landowners for commercial agriculture.

Non-potable Water purveyed by the District is water currently used for commercial, industrial, recreation and beautification uses and for commercial agriculture within the District boundaries. The process of developing land within the District has been much slower than anticipated. Therefore, use of district water for commercial agriculture will continue for another five year period per agreements with the Washington Department of Ecology until at least 12-31-2025.

The District consists of all property and land which is within the boundaries of the District as per the maps on file at the District office and as defined in “Pollution Control Hearings Board State of Washington Stipulation and Agreed Order of Dismissal, No. 09-031”, or additional lands that have been properly voted into the boundaries of the District.

Water user is any individual, firm, company, cooperative or corporation who is within the District boundaries.

Directors shall be legally qualified elected or appointed individual as the Board of the Isenhart District.

Directors shall be chosen from property owners within the District or from appointed representatives for property owners who currently receive District water.

The water system is all pumps, motors, pipelines, measuring devices, meters, etc. from the pumping site to the boundaries of the District and within the District that are owned and maintained by the District. District facilities are managed to ensure effective and safe operations. Capital Equipment is managed per the Capital Management Plan (Appendix A).

## **2. Water Use Requirements and Limitations**

All water users must at all times conduct their activities in strict compliance with the requirements (as from time to time amended) of the District, and in strict compliance with all applicable statutes, orders, rules and regulations of any public authority having jurisdiction.

Water is used and distributed in a manner most beneficial to the lands served by the District and in accordance with the terms and conditions of the water right agreements and contracts, subject to the general rules and regulations as from time to time adopted and/or amended by the Board of Directors.

Water users shall use water supplied by the District for commercial, industrial, recreation and beautification purposes and to irrigate land for non-commercial agriculture uses. Commercial agriculture can only continue through the end of the development period as defined above and in "Pollution Control Hearings Board State of Washington Stipulation and Agreed Order of Dismissal, No. 09-031". Water users shall not permit the water to be used on any land except the land of the water user to which the water is appurtenant. The water shall not be allowed to run off or in any way be wasted.

The District does not guarantee availability of water for use as frost protection.

To temporarily or permanently change the delivery point, either onto or off of the common line, the owner(s) of each property served by the common line, or their authorized representative, must consent in writing to the change. This is in addition to complying with all applicable statutes, regulations, rules and policies relating to the transfer of water.

Property owners are allowed to use only that amount of water that corresponds with their approved acreage or share of the District water right. Taking of water to which a party is not entitled constitutes a violation of Washington law. RCW 90.03.400, Crimes against water code states:

"The unauthorized use of water to which another person is entitled or the willful or negligent waste of water to the detriment of another, is a

misdemeanor.

For instances of the waste of water under this subsection, the department may alternatively follow the sequence of enforcement actions as provided in RCW 90.03.605.

The possession or use of water without legal right shall be a *prima facie* evidence of the guilt of the person using it.

It is also a misdemeanor to use, store or divert any water until after the issuance of permit to appropriate such water.” (RCW 90.03.400)

If any water in addition to the amount to which the property owner has been allocated, the District will determine the amount of water taken over and above that to which the property owner is entitled and charge for all additional water taken plus any back interest, costs and attorney’s fees incurred in collecting.

The amount of water allowed for commercial agriculture purposes shall be seven and one half (7 ½) gallons per minute per acre on a twenty four (24) hour-a-day basis. This is during the established water delivery season. The amount of water for commercial, industrial, recreation and beautification purposes is defined in “Pollution Control Hearings Board State of Washington Stipulation and Agreed Order of Dismissal, No. 09-031” and its attachment.

Water meters complying with applicable Federal, State and Local regulations, shall be purchased, installed and maintained at the property owner’s expense. This cost is in addition to the hookup and/or connection charge. The reading of the meters shall be made by the District.

The District does not supply fire flow.

### **3. New Water Connections**

All property owners or water users within the District are required to submit a written application including a \$500.00 non-refundable application fee, to the Board of Directors requesting a new hookup and or connection, a change or an additional connection as follows:

3 inch and under, the hookup or connection charge is \$5,000.00

Over 3 inch and up to 6 inch, the hookup or connection charge is \$20,000.00

Over 6 inch, the hookup or connection charge is \$50,000.00

The Board of Directors shall review the application and a determination shall be made within 90 days as to the disposition of the application.

New property owners shall be sent the Rules & Regulations and an application for water use within 60 days of land title transfer.

In addition to the hookup and/or connection charges, the property owner or water user shall be responsible for all design and construction costs, labor required for hookup and pay the entire cost of opening and closing of the ditch, all supplies, materials and costs including valves, pipe, connections, excavation, rental of equipment, freight charges, expediting and any expense whatsoever required in making the hookup and/or connections. All work needs the approval of the District's Engineer before construction begins.

The property owner or water user **MUST** do the following at their own expense:

- Develop an engineering plan.
- Submit the engineering plan to Isenhart District Board of Directors.
- Isenhart District Board of Directors assesses the preliminary plan and presents it to the District Engineer.
- If approved by the District Engineer the Isenhart District Board of Directors will make the final decision.
- Provide water meter per hookup; one hookup fee is charged per meter

Delivery of water is made at the user's point of connection to the District's pipeline. The water user is required to convey water from that point of delivery at its own cost and expense. The District requires new users to install a water meter for each hookup. The water meter will be located at the point that the District deems most convenient for it, for the conveyance of water to the land. The water meter shall be a part of the District's conveyance system and shall be owned by the District. The District may require, at its sole discretion, existing users to install a water meter at the user's expense.

When the District determines that it is in the best interest of the District to install valves in District water boxes, the District shall pay for the valve and the cost of installation of the valve. If a water user requests the District to install a valve and the District deems it unnecessary that the valve be installed, the water user making the request shall pay for the valve and the cost of installation of the valve. The valve shall be a part of the District's conveyance system and shall be owned by the District. All hookup and/or connections into our system shall have a shutoff valve and meter that complies with applicable Federal, State and Local regulations and approved by the District.

The District's Engineer shall approve all hookup and/or connections into our system.

All subdivision or divisions of property of any kind used for any purpose whatsoever located within the boundaries of the District that shall result in a need for water by an extension of the District's pipeline system, whether on private property or not, in order to deliver water to the property line of such subdivision shall make application with

application fee to the District for such service and pay the entire cost of the pipeline, hookup or connection as provided herein. At the point of hookup or connection there shall be installed a shut off valve and a meter that complies with applicable Federal, State and Local regulations and approved by the District's Engineer.

If a pipeline is required to cross private property that is not owned or controlled by the person who is asking for non-potable water service, an easement shall be obtained which shall be approved by the Directors of the District before the application or non-potable water service or connection is allowed. Maximum easement fee shall be \$1,500.00. All new pipeline must install a locate wire provided by the property owner for the new connection.

The requirement of any booster pump shall be the responsibility of the person or property owner who requires the pump. All costs of installation, maintenance and electrical power shall be paid by the property owner or person.

#### **4. Assessment of Property Within the District**

Land within District boundaries is assessed, whether it is receiving water or not provided it is eligible to receive water. The District's minimum charge is one (1) acre of water, i.e., if a parcel has only a fractional acre of water, the charge for that parcel is the current charge for one acre of water.

The yearly assessment will be voted on by the Board of Directors annually.

Objections to the yearly assessment must be voiced at the yearly equalization meeting held by the Directors of the District in accordance with RCW 87.03.255 in which the Board of Directors sits as a Board of Equalization to hear and determine any objections to the assessment role. The time and place of this meeting is advertised in the legal advertising section of the local newspaper. The meeting takes place on or before the 15<sup>th</sup> day of December each year, normally being held at the District's regularly scheduled December meeting. Once an assessment is made there is no retroaction waiver of that assessment.

The Chelan County Treasurers Office will send the assessment to the property owner through the regular process just the same as for property taxes.

#### **5. Water Service Dates**

Startup for water will be approximately March 15<sup>th</sup> annually. Shutoff will be approximately October 15<sup>th</sup> annually.

Any person who shall start to irrigate prior to the starting date and/or continues to irrigate after the closing date, the starting and closing dates established by the District and proper notice given, the offender shall be subject to a penalty of an additional assessment against their property as determined by the Board of Directors.

Should any unauthorized person turn on water or allow or cause it to be turned on after it has been shut off by order of the District, the pipeline will be disconnected from the water system and a charge shall be made for the expense of removing said connection.

#### **6. Excess Water Penalty**

If it has been brought to the attention of the Board of Directors of the District that there is or has been an excessive amount of water used over and above the amount which is allowed by the District water right and if after due notice to the offender has been given and the excessive use of water has not been stopped, the Directors of the District can order the water shut off and the offender shall pay for the excessive amount of water used and an additional assessment will be made as determined by the Board of Directors. These payments shall be made before the water is turned back on.

#### **7. Short Plat and Subdivision Requirements**

RCW 58.17.310 prohibits any city, town or county from approving a short plat or final plat for property in the District unless the entity has provided a utility (non-potable water) right-of-way for each parcel of land. Rights of way must be evidenced on the plat submitted for final approval to the appropriate legislative authority. RCW 58.17.310 makes compliance with these requirements a prerequisite to any sale, lease or development of land.

Any short plat or subdivision of property requires that the property owner notify the District. Any failure to abide by this procedure will result in the property being assessed in accordance with the number of lots actually in existence.

#### **8. Emergency Water Provisions and Emergency Response Plan**

The District's Board, at its discretion, reserves the right to furnish non-potable water to any property owner outside the District for a period of no more that 90 consecutive days in the event of an emergency for a fee determined by the District. The District reserves the right to discontinue service at any time without liability to the District.

It shall be unlawful for any person to use any water or sprinkling during any major fire within the boundaries of the District unless for the protection of property.

The District will respond to emergencies such as water line leaks, power outages, earthquakes, *etc.* as set forth in the Emergency Response Plan (Appendix B).

#### **9. District Rights and Liability Limitations**

The District reserves the rights at any time, without notice, to shut off the water supply for repairs, extensions, non-payment of rates or any reason. The District shall not be responsible for any damage, such as bursting of boilers, or systems supplied by direct pressure, the breaking of any pipes or fixtures, machinery or equipment stoppage or any other damage resulting from the turning off of the water. An effort will be made to notify all users in advance, if possible, when water will be off.



The District will shut off the water approximately October 15<sup>th</sup> each year. It may also shut off water for the purpose of special repairs and at other times when reasonable necessity required shut off. During the season for use of non-potable water, the District will restore the water in the pipeline as speedily as the nature of the case will permit.

The District reserves the right in case of shortage of water or our inability to furnish water with our present pumps, motors or system or for any other cause to make any order restricting, forbidding or limiting the use of water and may at the discretion of the Board of Directors make such an order at any time and properly advising such person or persons accordingly.

The District shall not be held legally liable or responsible for any damage to property or person of any kind or description from any cause whatsoever in the event of too much pressure or lack of enough pressure including the breaking, bursting, separation of any joint or connection, leakage, and the erosion of land caused from application of District water or any part of the system not owned and maintained by the Isenhart District.

The District is not responsible for damages to private or other water conveyance facilities connected to the District system caused by the loss of water or change in pressure in the District's system.

The District shall not be liable for scarcity of water caused by unlawful obstruction, hostile diversion, forcible entry, unusually cold weather, drought, flood or other accident. The District will use due diligence to protect the water delivery system and to keep it in proper operation and repair.

The District's property/right of way must remain unobstructed to allow quick and ready vehicular access to the District's facilities. No improvements shall be constructed on District easements/right of way that will interfere with District's operation and maintenance activities.

The District's property/right of way including its access ways and easements shall not be utilized by anyone other than the District, District water users for the purpose of access to their water distribution systems for operation, service, maintenance and repair, and others who receive prior written District authorization for specific projects. The District allows no trespassing on its property/right of way.

No planting, construction, improvement, digging or any other activity or work shall take place over the pipeline of the District or other facilities without the prior written approval of the District and the signing of the District's permit, agreement or license. Any permit, agreement or license shall be on such terms and conditions as are generally utilized for all water users seeking to conduct activity in the area in question.

No person shall interfere with or destroy any main, reservoir, water turnout, meter or other structure utilized by the District for carrying, storing, apportioning or measuring of water. Any such conduct constitutes a violation of the District policy, subjecting the person to sanctions under his or her water rights agreement and constitutes a violation of state law, subjecting a person to criminal liability. (RCW 90.03.410)

### **10. Transfer of Water Rights Within District Boundaries**

The District water right is held in common by the District for the benefit of land owners within the District. It is the District's policy that transfer of water rights within the District must result in no net loss of assessed acreage unless compensation to the District is made based on 20 years of future assessments. Transfer of water rights within the District must be approved by the Board of Directors, and would ordinarily only be approved for transfers from currently assessed land that is no longer irrigable (e.g. roads) to land within the District boundaries which is currently not assessed, but where beneficial use can be made (commercial, industrial, recreation and beautification, etc).

Permanent removal of any parcel from the assessment roles due to use as road right-of-way must be compensated to the District based on 20 year replacement of assessments.

Transfer of water rights within District boundaries is limited by:

- 1) Amount of land or proposed water use available to received the water right AND the associated assessment and
- 2) Amount of land that is available that can no longer receive beneficial use (e.g. permanently paved streets or roads).

If there is no land currently not assessed available within the District to receive the water right, then no transfer of water right can occur. Similarly if there is no land currently assessed for which there is no longer a beneficial water use, then no transfer of water right can occur.

Water right transfers within District boundaries may be proposed to the Board jointly in writing by both parties involved in the transfer. The Board must approve or disapprove the proposed transfer within 90 days after receipt of the written document, consistent with the policy described above in this section (Section 10).

The Board may also initiate and approve water rights transfers within the District provided concurrence is obtained from both parties involved in the transfer.

If the transfer is approved by the Board, the Board will direct the District secretary to take the necessary steps to officially record the changes to assessed parcels with the County Treasurer's office. Such changes do not require approval by the Water Conservancy Board or the Washington State Department of Ecology.

### **11. Transfer of Water Rights Beyond District Boundaries**

As stated in Section 10, the District water right is held in common by the District for the benefit of land owners within the District. If the Board decides that the aggregate water right of the District exceeds expected future beneficial uses, the Board may sell a portion of the water right to water users outside the District boundaries. All such transfers must be initiated and approved by the Board. Proceeds from such a sale or sales may be used to either 1) defray operating costs and thus reduce assessments, or 2) proceeds may be distributed to property owners on a pro rata basis by land area owned. The Board may also choose some combination of the two alternatives above. However, it is Isenhart District policy to ensure that all landowners of assessed property have ample water for their desired beneficial use, consistent with amounts and uses of non-potable water agreed upon with the Washington State Department of Ecology as described above.

Water-right transfers beyond District boundaries must be negotiated by the Board with the purchasers of a portion of the water right. Legal counsel will be retained by the Board as necessary to ensure that the transaction is legal and in the best interest of the District. If the transfer is successfully negotiated and approved by the Board, the Board will take the necessary steps to obtain required approvals from the Water Conservancy Board and the Washington State Department of Ecology, as appropriate and as required by law.

### **12. Board of Directors Meeting Schedule**

The District's Board of Directors meets monthly. The regular monthly meeting is on the second Wednesday of each month at 8:30 AM in the meeting room at 601 W. Woodin Ave, Chelan, WA or via Zoom or conference call as deemed necessary. Special meetings are held as authorized by state law.

**13. Review and Approval**

The Rules and Regulations of the Isenhart District will be reviewed as needed or on an annual basis.

The provisions of these Rules and Regulations as changed, amended revised, rewritten and increased shall become effective and operative on the 9<sup>th</sup> day of March 2022.

Passed by the Board of Directors of the Isenhart District this 9<sup>th</sup> day of March 2022.

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Robert G. Harris, Chairman

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Jason Sanderson, Director

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Sean Naumes, Director

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## Appendix A.

### Isenhart District

## CAPITAL MANAGEMENT PLAN

### Capital Asset Definitions and Guidelines

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year.

The Isenhart District (the District) has a limited range of capital assets that are used in system operations, which include:

1. Explicit and implicit right-of-ways and easements
2. Buildings and building improvements
3. Pumping facilities and other improvements
4. Infrastructure, mainly the piping system and valves
5. Other assets
  - Historical and current IID records
  - Leased buildings or facilities
  - Leased equipment

### Capital Asset Classification

Assets purchased, constructed or donated that meet or exceed the District's established capitalization thresholds must be appropriately identified and maintained as a list of capital assets.

### Capitalization Thresholds

Standard capitalization thresholds for capitalizing assets have been established for each asset category. The District used the following thresholds.

Class of Asset	Threshold
Rights of ways and easements	Capitalize All
Buildings/building improvements	\$30,000

<b>Class of Asset</b>	<b>Threshold</b>
Pumping facilities & other improvements	\$50,000
Infrastructure (piping and valves)	\$50,000
Equipment / Leased Equipment	\$10,000/year
Records	Non-capital
Software developed or obtained for internal use	\$25,000
Capital Leases - Buildings	\$50,000/year

In general the District's ***existing valves and piping system taken as a whole are considered a capital asset.***

### **Capital Asset Acquisition Cost**

Capital assets are recorded and reported at their historical costs, which include the vendor's invoice (plus the value of any trade-in), plus sales tax, initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.

Interest is capitalized on assets that are constructed or otherwise produced for the District's own use, including assets constructed or produced by others for which deposits or progress payments have been made.

Assets acquired grants that are restricted by grantor to acquisition of those assets **do not** qualify for capitalization of interest.

### **Leased Land, Buildings, and/or Equipment**

Land, buildings, and/or equipment exceeding capitalization thresholds should be capitalized if the lease agreement meets any one of the following criteria:

1. The lease transfers ownership of property to the lessee by the end of the lease term.
2. The lease contains a bargain purchase price.
3. The lease term is equal to 75 percent or more of the estimated economic life of the leased property.

**Note:** Leases with annually renewable lease terms, in which the likelihood of non-renewal is remote, should be considered as long-term leases for purposes of evaluating this criterion.

4. The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes to the financial statements.

### **Depreciating Capital Assets**

Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible. Where applicable, the District will use the straight-line depreciation method (historical cost less residual value, divided by useful life).

Depreciation data should be calculated and recorded in the entity's capitalization ledger for each eligible asset. Depreciation expense and accumulated depreciation will be calculated monthly and posted to the capital ledger to the capital list.

### **Residual Value**

In order to calculate depreciation for an asset, the estimated residual value must be declared and deducted before depreciation can be calculated. Residual value will be considered in depreciation for buildings, building improvements, facilities and other structures, and infrastructure. Residual value for buildings, building improvements, facilities and other structures, and infrastructure will be 10% of historical cost, unless the institution can justify another value. Note that most of the District's capital assets are at residual value, the exception is the booster pump and building at the intersection of Highway 150 and SR 97A.

### **Controlled Assets**

Controlled assets are assets that are high-value and mobile or subject to theft or inappropriate use must be secured and tracked. Movable personal property with an acquisition cost of \$5,000 or more are inventoried and tracked by the District. Controlled assets with an acquisition cost of less than \$10,000 will not be capitalized or depreciated for general-purpose or external financial reporting purposes. Currently, the District has no controlled assets.

### **Preventative Maintenance**

In order to preserve capital assets, they will be inspected and maintained at least annually, more frequently if required by the manufacturer or by prevailing conditions (e.g. severe weather, earthquakes, *etc.*).

## **Appendix B**

### **Isenhart District**

## **EMERGENCY RESPONSE PLAN**

### *DISTRICT EMERGENCY CONTACT NAMES AND PHONE NUMBERS*

**Robert G. Harris (Chairman and Designated Emergency Contact #1)**

509- 682-5166 (land line)

509- 860-2948 (cell)

**Maximo C. Fuerte (District Staff Member and Designated Emergency Contact #2)**

509- 860-6215 (cell)

**Jason Sanderson (Director and Designated Emergency Contact #3)**

509- 860-5972 (cell)

**Ruth Van Wechel (Secretary and Designated Emergency Contact #4)**

509-682-4066 (work)

509-393-6241 (cell)

509-687-3981 (home)

### *ADDITIONAL INFORMATION: UTILITY COMPANY EMERGENCY CONTACTS*

ELECTRICITY: **Chelan County PUD: (877) 783-8123** (24 hours/day and 7 days/week, includes fiber optic issues)

DOMESTIC WATER: **City of Chelan Public Works Department, Jake Youngren (509) 682-8030**. No emergency number available.

TELEPHONE COMPANY: **Frontier Communications: [1.800.921.8104](tel:18009218104)** (24 hours/day and 7 days/week).

## **EMERGENCY RESPONSE ACTIONS**

Types of emergencies that may require response by District personnel (in order of probability of occurrence) are:



- 1) **LOSS OF ELECTRICAL POWER AT EITHER OF TWO PUMPING STATIONS**
- 2) **WATER LINE LEAK OR BREAK**
- 3) **SEVERE WEATHER**
- 4) **MEDICAL EMERGENCY**
- 5) **FIRE EMERGENCY AT DISTRICT FACILITIES**
- 6) **WILD FIRE EMERGENCY ON OR ADJACENT TO DISTRICT LAND**
- 7) **EARTHQUAKE**
- 8) **VOLCANIC ERUPTION**
- 9) **SOLITARY WAVE (SOLITON) ON LAKE CHELAN**
- 10) **CHEMICAL SPILL**

### **LOSS OF ELECTRICAL POWER AT EITHER OF TWO PUMPING STATIONS**

**If loss of power is life threatening or has potential for property damage (e.g., downed power lines, arcing of electrical equipment) call 911.**

- Provide the following information:
  - Nature of the emergency,
  - Location of the emergency (address, cross street, etc).
  - **For the main pumping station** the location is the foot of Wapato Ave, Chelan, WA.
  - **For the booster station** the location is the intersection of SR 150 and U.S. 97 Alt, Chelan, WA
  - Your name and phone number from which you are calling.

**In most cases the, loss of electrical power to either of the pumping stations is not an emergency.** In such cases, (or after contacting 911 if it is an emergency), call emergency contacts in order until someone is reached (see list above). Report the situation over the phone. The contacted person will ensure that pumps are restarted once power is restored.

Restarting pumps after a power outage (authorized personnel only):

- A. Determine that power has been restored to the main pump house.
- B. Determine that it is safe to re-enter the main pump house.
- C. Reset electrical panel located at...
- D. Ensure that pump continues to run for at least 10 minutes.
- E. Visit the booster pump house and ensure that it has started automatically.

In most cases the booster pump will restart automatically once inlet pressure has reached a preset level. If not, ensure that the pressure has reached the preset level and then reset the main panel by .... If this does not restart the pump, consult with the District's irrigation contractor.

*Note that the District is planning to implement an automated system to inform emergency contacts of power outages or pump failures. This section will be modified with additional information when that system is implemented.*

**In the event of a long-term power outage during freezing weather**, it may be necessary to provide propane heating at both pump stations or to drain the system. The decision on how handle such a situation will be made by the board in an emergency meeting and implemented by District Staff or by a subcontractor.

Upon Restoration of heat and power after an extended power outage during cold weather:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Authorized personnel for restarting pumps:

1. Maximo C. Fuerte
2. Robert G. Harris
3. Designated staff from Chelan River Irrigation District.

## **WATER LINE LEAK OR BREAK**

**If the water line leak or break is life threatening or has potential for property damage (e.g., a sink hole in the street or on private property) call 911.**

- Provide the following information:
  - Nature of the emergency,
  - Location of the emergency (address, cross street, etc).

**In most cases the, a water line leak or break is not an emergency.** In such cases, (or after contacting 911 if it is an emergency)

**Call emergency contacts in order** until someone is reached (see list above). Report the situation over the phone. The contacted person will ensure that prompt action is taken to fix the leak and prevent property damage or personal injury to passersby.

## **SEVERE WEATHER**

In the event of severe weather such as extreme cold, or high winds, District personnel will inspect the system and determine if any system failures have or could occur and take action to correct or prevent it. Specifically, both pump houses should be inspected if wind speeds exceed 60 miles per hour or if temperatures drop below 15°C for a period of more than 3 days with warming temperatures not expected within additional 2 days.

## ***MEDICAL EMERGENCY***

### **Call medical emergency phone number (911)**

- Provide the following information:
  - Nature of medical emergency,
  - Location of the emergency (address, cross street, etc),
  - Your name and phone number from which you are calling.
  
- Stay with the victim until medical professionals arrive.
- Do not move victim unless absolutely necessary.
- Seek assistance from passersby for assistance, with first aid and/or CPR skills
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - Clear the air passages using the Heimlich Maneuver in case of choking.
  - Attempt first aid **ONLY** if trained and qualified.

Once emergency personnel arrive and your assistance is no longer needed, call emergency contacts in order until someone is reached (see list above). Report the situation over the phone.

## ***FIRE EMERGENCY AT DISTRICT FACILITIES***

### **Notify the Fire Department by calling 911**

Fight the fire **ONLY** if:

- **You have called 911.**
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit or area free from fire.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, building occupants must:

- Leave the building.
- Remain outside the building in a safe area until the fire department determines it is OK to return to the building.
- **Call emergency contacts in order** until someone is reached (see list above). Report your location and status.

## **WILD FIRE EMERGENCY ON OR ADJACENT TO DISTRICT LAND**

### **Notify the local Fire Department by calling 911**

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas and you are CERTAIN you can fight the fire safely.
- Escaping the area is possible by leaving the area away from the direction the fire is moving.
- Once the Fire Department arrives, **call emergency contacts in order** until someone is reached (see list above). Report your location and status.

A board member should contact the Fire Department to make District water available for fire fighting per Section 8 of the **Isenhart District Rules and Regulations**.

## **EARTHQUAKE**

For earthquakes generating local ground shaking of intensity of ~V or less (Modified Mercalli Scale, see below), no action is required unless there is evidence for local area of ground fracture or damage to facilities. At intensities ~VI and above all facilities should be inspected. If there is a pump shut down (likely at intensity VII and above), all the piping in the system should be walked after water pressure is restored. The inspection should be conducted at least once a week for several weeks to check for the late appearance of leaks or failed piping. The intensity of the shaking in Chelan will be available at <http://earthquake.usgs.gov/earthquakes/shakemap/> for large nearby or distant earthquakes. For nearby smaller quakes, the local intensity may be estimated by referring to the Modified Mercalli Earthquake Intensity Scale below.

In the event of a large, local earthquake, the system will likely need to be shut down for an extended period while repairs are made.

### **Modified Mercalli Earthquake Intensity Scale.**

- I.** Not felt except by a very few under especially favorable conditions.
- II.** Felt only by a few persons at rest, especially on upper floors of buildings.
- III.** Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
- IV.** Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.

**V.** Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.

**VI.** Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.

**VII.** Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.

**VIII.** Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.

**IX.** Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.

**X.** Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

**XI.** Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly.

**XII.** Damage total. Lines of sight and level are distorted. Objects thrown into the air.

### ***VOLCANIC ERUPTION***

The main way that eruption of a Cascade volcano is likely to impact the District is by deposition of volcanic ash similar to that produced by Mount St. Helens in 1980. Had the wind direction been just 10 or more degrees to the north, substantial ash would have been deposited on Chelan. The emergency response should be to shut down the system until it can be determined how much ash might enter the system via the intake pipe, or how pumps might be affected by ash in the operating environment. The board will make a determination as quickly as possible once the eruption is over and then restart the system as soon as conditions make it possible to do so without damaging the District's equipment.

### ***SOLITARY WAVE (SOLITON) ON LAKE CHELAN***

While highly unlikely, solitary waves have been reported on Lake Chelan, likely initiated by a landslide below lake level. A large one could conceivably run into the Chelan River above the Chelan Dam and act like a tidal bore, increasing height as it went down the River. Such an event could significantly damage the main pump house. After such an event it will be essential for safety reasons, to make sure that both the Chelan River Irrigation District and the Isenhart District's pump house are de-energized by the PUD before re-entering either of them. Repairs will likely need to be made before operations can resume. This is true even if only the lower parts of the pump houses are flooded. District policy is to not re-enter either of their pump houses after flooding until electrical safety is ensured.

## **CHEMICAL SPILL**

The District uses no chemicals in its operations except for small quantities of bearing grease. However, it is not possible to control the actions of other in the vicinity of District facilities. The District therefore includes the following in its emergency response plan.

When a Large Chemical Spill has occurred:

- Since a large chemical spill will almost certainly be the responsibility of another organization, ask personnel from that organization to contact their emergency response person **immediately**.
- Follow by immediately calling emergency contacts for the District in order until someone is reached (see list above). Report the situation over the phone.
- Contain the spill with available equipment if and only if it is safe to do so (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number (911), if required.
- Ask the responsibly organization's personnel to call the Fire Department to perform a large chemical spill cleanup.
- Evacuate any structures or clear the area as necessary.

When a Small Chemical Spill has occurred:

- Ask the responsible party to notify their Emergency Coordinator or supervisor.
- If toxic fumes are present, ask the responsible party secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Ask the responsible party to deal with the spill in accordance with the instructions described in the MSDS for the spilled chemical.
- Remind the responsible party that small spills must be handled in a safe manner, while wearing the proper PPE.
- Call emergency contacts for the District in order until someone is reached (see list above). Report the situation over the phone.

## **Appendix C**

### **Isenhart District**

## **PROCUREMENT POLICY**

Isenhart Irrigation District will conduct all of its procurements in accordance with the applicable laws of the United States and of the State of Washington and all applicable local codes and regulations. District policy is to advertise for bids on all public works estimated to be greater than \$20,000.00 in conformance with WAC 173. Submitted bids will be opened in public meetings and evaluated based on specifications in the request for proposals and proposed price for completing the work. Exception to the above policy is provided in the event of emergency repairs.

Currently the District routinely requires engineering services, excavating and piping repair, legal services, and materials/parts procurement. These and other services that may be needed are based on periodic evaluation of services provided by current vendors. A small works roster will be developed, as needed. The Port of Douglas County publishes its small works roster that provides sources for qualified companies to perform work for tasks not typically required by the District.

See: <http://www.portofdouglas.org/index.php/doing-business/small-works-roster>

## **Appendix D**

### **Isenhart District**

#### **PROPERTY TRANSFERS AND PROPERTY DEVELOPMENT**

Transfer of ownership of properties within the Isenhart Irrigation District requires that new property owners be informed of District rules and regulations as soon as possible after the property transfer occurs. Identifying new owners will be achieved by examining the local business journals or by requesting that the assessor inform us of transfer of properties within District boundaries. Once the new property owners are identified, the District secretary will send them a standard letter highlighting key requirements (see example below) with a copy of the rules and regulations attached. It is particularly important to let property owners know that the connection engineering and design must be completed and approved and all fees and connection charges paid **BEFORE** connecting to District water. Failure to do so will be considered a *de facto* agreement to pay all fees and connection charges plus a 50% surcharge.

Similarly, property developers must abide by District requirements in their development planning and irrigation line extensions. At the earliest possible state of development of street extensions or subdivisions, the developer will be sent a letter (see example below) with a copy of the rules and regulations. Developers must abide by the requirement to extend lines during development and terminate lines appropriately per District requirements.

Exhibit D-1: Letter to New Property Owners

Exhibit D-2: Letter to Developers



## **Exhibit D-1**

Isenhart District

### **SAMPLE LETTER TO NEW PROPERTY OWNERS WITHIN THE ISENHART IRRIGATION DISTRICT**

To: \_\_\_\_\_

From: Isenhart Irrigation District

Subject: Assessment and Rules and Regulations for Isenhart Irrigation District  
properties

Dear Property Owner of Parcel \_\_\_\_\_:

This letter is to remind you that Parcel \_\_\_\_\_ is within the Isenhart Irrigation District boundary. Parcel \_\_\_\_\_ is therefore assessed the current District Assessment per your property tax statement from the Chelan County Assessor. The Rules and Regulations for the Isenhart Irrigation District are available at the district website: <https://isenhartdistrict.org>

Signed by: \_\_\_\_\_

**Exhibit D-2**

Isenhart District

**SAMPLE LETTER TO NEW DEVELOPERS WITHIN THE  
ISENHART IRRIGATION DISTRICT**

To: \_\_\_\_\_

From: Isenhart Irrigation District

Subject: Assessment and Rules and Regulations for Isenhart Irrigation District properties

Dear Developer of Parcel \_\_\_\_\_:

This letter is to remind you that Parcel \_\_\_\_\_ is within the Isenhart Irrigation District boundary. Parcel \_\_\_\_\_ is therefore assessed the current District Assessment per your property tax statement from the Chelan County Assessor. The Rules and Regulations for the Isenhart Irrigation District are available at the district website: <https://isenhartdistrict.org>

Signed by: \_\_\_\_\_

## **Appendix E**

### **Isenhart District**

#### **ELECTION OF BOARD MEMBERS**

Elections for Directors of the Isenhart Irrigation District will be held per the requirements in the following RCW's:

RCW [87.03.051](#)

RCW [87.03.030](#)

RCW [87.03.075](#)

RCW [87.03.080](#)

RCW [87.03.081](#)

RCW [87.03.085](#)

RCW [87.03.090](#)

RCW [87.03.095](#)

RCW [87.03.100](#)

RCW [87.03.105](#)

RCW [87.03.110](#)

Note in particular that the section of RCW 87.03.075 allowing for nominations will usually be employed in the Isenhart Irrigation District.

That section is as follows:

In any election for directors where the number of votes which may be received will have no bearing on the length of the term to be served, the candidates for the position of director, in lieu of filing a declaration of candidacy hereunder, shall file with the secretary of the district a petition of nomination signed by at least ten qualified electors of the district, or of the division if the district has been divided into director divisions, not later than five o'clock p.m. on the first Monday in November. If, after the expiration of the date for filing petitions of nomination, it appears that only one qualified candidate has been nominated thereby for each position to be filled it shall not be necessary to hold an election, and the board of directors shall at their next meeting declare such candidate elected as director. The secretary shall immediately make and deliver to such person a certificate of election signed by him or her and bearing the seal of the district. The

procedure set forth in this paragraph shall not apply to any other irrigation district elections.

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