

Staff Report

for the Regular Meeting of the Board of Directors, August 9, 2017

TO: Board of Directors
FROM: Gary D. King PE, PhD, Engineering Manager
DATE: August 1, 2017
SUBJECT: Policy #6690 - Privately Owned Culverts

ENGINEERING

RECOMMENDATION:

Adopt Resolution 2017-25 (Establishing Policy for Privately Owned Culverts), as recommended by the Engineering Committee on June 20, 2017

BACKGROUND:

The attached new private culvert policy addresses numerous issues that have been encountered by the District staff. The policy is for private culverts, whereas culverts that are not owned by the District, such as private landowners or groups, cities, counties, and other government agencies that cross District canals. This policy will create a consistent direction for the managing of privately owned culverts by the District.

It is the recommendation of staff to approve this policy for the District.

BUDGET IMPACTS:

No budget impact

GDK



RESOLUTION No. 2017-25

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**ESTABLISHING POLICY FOR
PRIVATELY OWNED CULVERTS**

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, such draft policy has been reviewed by the District's Legal Counsel and found to be in accordance with law.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy, as attached and shall be incorporated herein:

#6690 Privately Owned Culverts

BE IT FURTHER RESOLVED, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 9th day of August, 2017, by the following vote:

| | |
|------------------|------------|
| AYES: | Directors: |
| NOES: | Directors: |
| ABSENT: | Directors: |
| ABSTAINS: | Directors: |

President of the Board of Directors

Attest:

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Privately Owned Culverts
POLICY NUMBER: 6690

The intent of this policy is to guide District staff related to the management of Non-District culverts that support access and convey water within the District. The District operates and maintains approximately 450 miles of open canals. District canals and the related facilities are designed and constructed to accommodate District managed water supplies, plus some limited intrusion flow. Culverts provide access over District canals for items such as vehicles, pedestrians, bicycles, animals, storm water, and other utilities. The majority of culverts are privately owned with little or no use by District and are classified as private culverts

Poorly maintained culverts create various problems for District water deliveries such as capacity reduction caused by sediment, collapsing, or collapsed culverts which can substantially impact the Districts ability to deliver water to its customers. Impacts include loss of water to water treatment plants, interruption of delivery to irrigation customers, and overtopping of canals causing property damage. These failures are a risk to public health and safety and are costly for the District.

- 6690.1** Private culverts shall be constructed only with an approved encroachment permit issued by or under the supervision of the Districts encroachment section
- 6690.2** District will establish a construction standard for all culverts. Installers shall follow the Districts current standards for construction. Installer may apply for modifications to the standards which must be preapproved by the Engineering Manager.
- 6690.3** District will have the right to inspect any culvert in the system. If repairs or replacement are recommended by the District then District staff will provide an inspection report and other information such as photographs to the landowner with the letter to request repair or replacement. The report will indicate issues needing remediation and inspection criteria.
- 6690.4** Maintenance of private culverts shall be the responsibility of the landowner or underlying parcel owner or assigns.
- 6690.5** Replacement, repair, or removal of private culverts shall be at the sole cost of the landowner.
- 6690.6** District has the right to repair or remove any private culvert that encumbers the Districts ability to convey water. Those costs shall be the responsibility of the landowner.
- 6690.7** If repair or removal of a private culvert in a non-emergency situation is warranted the District will notify the underlying parcel owner of the necessary work. If the work is not completed after allowing sufficient amount of time, the District shall perform that work at the sole cost to the landowner.
- 6690.8** District has the right to use or work on any private culvert to convey water. The District shall have the right of ingress and egress across any structure or installation at any and all times. The District without charge must be able to use any improvements installed by Permittee within the encroachment areas as it deems necessary to conduct its operations.

Adopted: August 9, 2017