



CLEARWATER RIVER WATERSHED DISTRICT

75 Elm Street East, P.O. BOX 481

Annandale, MN 55302

(320) 274-3935 | www.crw.org

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RESPONSIBILITIES AND PROTOCOL FOR THE ALTERNATIVE TILE INTAKE PROGRAM

Purpose

To encourage the replacement of open tile intakes in agricultural fields with alternative methods that maintain existing drainage while protecting water resources.

General Items

Cost-share: The Clearwater River Watershed District (CRWD) will provide cost-share of up to 75% of installation cost for each intake replacement, as determined on a case-by-case basis. The remainder is to be covered by the landowner and/or other funding sources. The maximum funds available from the CRWD for this program are \$60,000.

All replacements are on a first come, first serve basis. Preference is given to proposed replacements: 1) where the public can easily view (e.g. roadways, parks, paths, etc.), 2) near waters (e.g. lakes, Clearwater River), and 3) that drain small areas (less than 5 acres).

Responsibilities

CRWD:

1. Oversee all project administration.
2. Promote program to landowners. CRWD
3. Assist landowners with enrollment. CRWD Board approves each enrollment on a case-by-case basis.
4. Send accepted enrollees' enrollment form to applicable SWCDs for MN Agricultural Water Quality Certification Program (MAWQCP) processing and replacement design plan(s) creation.
5. Once replacement design(s) is finalized by SWCDs and sent to CRWD, CRWD reviews and approves design, files design(s) in project files, calculates nutrient load export reduction value for each replacement, and works with SWCDs to ensure replacement installation proceeds in a timely manner.
6. Once installation is complete, the SWCD submits final installation documents (post-installation verification, pictures, etc.) to the CRWD, the CRWD (with any other cost-share by SWCDs) pays submitted invoices from contractor.
7. CRWD files installation documents and closes file for landowner.

Meeker and/or Stearns Soil & Water Conservation Districts (SWCDs):

1. Promote program to landowners.
2. Upon receipt of enrollment from CRWD, contact landowner to begin MAWQCP process and replacement design process.

3. Design plan(s) must meet the following criteria:
 - a. Must result in replacement of at least one open tile intake with alternative method that results in maintenance of existing drainage while removing direct surface connections (unless landowner wishes to lessen existing drainage).
 - b. Existing drainage must be maintained (or lessened if agreeable with landowner), not expanded by replacement. Any to-be installed dense pattern tile is only to replace what drainage the open intake currently provides.
 - c. Design plan(s) must clearly define the:
 - i. Drainage area of each tile intake to be replaced.
 - ii. Configuration of the to-be-installed alternative intake system(s), including its type(s), size(s), depth(s), location(s) in the field, and other pertinent information. A typical design template will be used by the SWCDs, with the understanding that the installer will need to work with the SWCDs on final site-specific considerations.
 - d. Itemized cost estimates for the system(s) should be developed.
 - e. Proof of agreement to the design plan(s) by the landowner must be given before installation begins. SWCDs will work closely with landowner during design (providing opportunity for MNAWQCP).
4. Submit design plan(s) to the CRWD; once approved by CRWD, SWCDs move forward with landowner to schedule installation (including oversight). If landowner has no preferred contractor, SWCDs will assist in locating a contractor to complete work.
5. SWCDs complete installation oversight and submit to CRWD documentation of proper installation (i.e. post-installation verification, pictures, etc.).
6. Contractor should submit invoices to CRWD; CRWD will confer with SWCDs to confirm accuracy of invoices. If SWCDs offer cost-share, such funds are released to CRWD at this time.

Landowner:

1. Apply to CRWD for assistance for the construction of alternatives to open intakes. A completed CRWD program enrollment form must be submitted as part of this application.
2. Agree to design plan(s) as created by SWCDs.
3. Chooses contractor; ensures contractor follows design plan(s) and completes work.
4. Communicate effectiveness of replacement(s) with others.

Enrollment Protocol:

1. Landowner submits Alternative Tile Intake Program enrollment form to CRWD office.
2. CRWD processes enrollment and sends to SWCDs.
3. SWCDs develop replacement design plan(s) and begin MAWQCP process.
4. Landowner agrees to complete design plan(s) and selects contractor.
5. SWCDs submit final design plan(s) to CRWD; CRWD reviews designs and grants approval.

6. Once approved by CRWD, SWCDs, landowner, and contractor schedule installation (SWCDs provide oversight).
7. SWCDs submit documentation of proper installation to CRWD.
8. Contractor submits itemized invoices to CRWD for payment; CRWD verifies accuracy of invoices with SWCDs and pays contractor (if SWCDs offer cost-share, such funds are release to CRWD at this time).
9. CRWD closes file on landowner's program enrollment; at end of program period, CRWD sends post-installation questionnaire.
10. Landowner completes post-installation questionnaire.