



## **DRAINAGE PROJECT SET-UP GUIDANCE IN SWIMS PROGRAM**



### **For SB 160, ORC 6131, Mutual Agreements and Ditch Maintenance by SWCDs**

The goal of this document is to provide guidance to SWCDs on how to set-up the SWIMS program so that Drainage Assistance provided by SWCD's can be captured for reporting to local entities/sponsors and for statewide reports as well.

### **LAND AND WATER PROJECTS**

In order to make drainage work/projects conducted with SWCD assistance reportable, SWCDs should create in SWIMS a separate Land and Water (L & W) project for each Drainage Project they're involved with. This would include new projects as well as Ditch/Tile that are on "Maintenance" (through the District).

### **Project Set-Up**

#### **Step 1: Creating/naming the projects in the L&W module.**

Use of a consistent naming convention will allow for consistent reporting results. For example please use the following type of naming convention:

- Drainage – Jones Ditch;
- Drainage – Weston Ditch;
- Drainage – Smith Tile Main, etc.

Putting "Drainage" in the front of each L&W project name, will allow querying to be done on all projects that contain "Drainage" in the project name. This will also group all "drainage" projects together on your L&W projects list.

Once the drainage project is created in the L&W module, time can then be charged by staff against each individual project. Summary reports and queries are then available for each project showing individual employee or entire staff time spent on a project.

#### **Step 2: Choosing a Project "Category"**

When setting up the project in the L&W module, choose from the project "Category" list, one of the following:

- Drainage – Design & Construction
- Drainage – Maintenance

For SWCDs that operate a "Ditch Maintenance Program", when a project is completed and is ready to go on "Maintenance" you can change the Project "Category" from "Drainage - Design & Construction" to "Drainage – Maintenance".

#### **Step 3: Choosing a "Program" Type**

From the "Program" type list, choose one of the following::

- Drainage – ORC 1515-CWI

- Drainage – ORC 6131
- Drainage – Mutual Group

#### **Step 4: Assigning BMPs to the Project.**

To spatially capture and record the work being completed by SWCDs, the BMPs that are assigned to a L&W project are “drawn and saved” in the L&W module’s GIS interface. Drawing and saving the BMPs in the GIS then allows reporting to be done by: SWCD, Township, 11 digit watershed, 14 digit watershed, State “House and Senate” districts, Federal Congressional district and Municipality. The BMPs you will assign to Drainage projects will be used to: 1) delineate the acres in the drainage area and 2) indicate the construction type of the ditch.

Please assign the following BMPs to each Drainage project. These are found on the L&W BMP list that exists in the L&W module. To access the list, click on the “Add BMP” button, then choose from the following BMPs:

- Drainage – Acres in Drainage Area (this BMP should be assigned to all drainage projects)
  - After adding this BMP to the drainage project, click on it with your mouse/cursor, then click on “Edit BMP” button, when the “Edit BMP” box appears on the screen, enter the total acres of the Drainage Area in the “Practice Measurement” field. Then click the “OK” button to save.
  - When you go into the SWIMS GIS to draw and save this BMP, simply locate the mouth of the watershed or drainage area on the aerial and mark it with a small polygon. (You do not need to draw the outline of the entire watershed).
- Type of Construction (assign as many of the following to the project that apply)
  - Drainage – 2 Stage
  - Drainage – Natural Channel
  - Drainage – One-Sided Construction
  - Drainage – Over-wide Channel
  - Drainage – Snag & Clear
  - Drainage – Tile Main
  - Drainage – Two Sided Construction

For each BMP that you assign/add to the drainage project, click on them with your mouse/cursor, then click on “Edit BMP” button, when the “Edit BMP” box appears on the screen, enter the total length/feet in the “Practice Measurement” field. Then click the “OK” button to save.

When you go into the SWIMS GIS to draw and save the/these BMP(s), simply draw a line on the aerial indicating the physical location/drainage course of the BMP.

#### **Charging Time To Drainage Projects**

Once drainage projects are set-up as L&W projects, you then have the ability to charge time against them. By using the comment box on the Timesheet you can describe the activity or activities that the hours charged against the project represents. Since the Timesheet “Comments” box is queryable, you can very easily run a query to obtain hours spent doing those activities for individual drainage projects. This does require the

consistent use of consistent verbiage to describe those activities. This can be easily accomplished by creating a list of activities that can then be cut and pasted by SWCD staff into the Timesheet comment box. As long as all staff consistently cut and paste the activities into the comment box, you can run a query to show time spent on that particular activity. A sample list might look like the following:

- Drainage – Group Meetings
- Drainage – Public Hearings
- Drainage – Surveying
- Drainage – Design
- Drainage – Construction
- Drainage – Inspections
- Drainage – Administration