BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, OCTOBER 27, 2021

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF SEPTEMBER 22, 2021 BOARD MEETING

PUBLIC ACCESS FORUM (10-minute agenda time, two-minute limit/person)

CONFLICT OF INTEREST DECLARATION
A conflict of interest, whether actual, potential, or perceived, occurs when someone in a position of trust has competing professional or personal interests, and these competing interests make it difficult to fulfill professional duties impartially. At this time, members are requested to declare conflicts of interest they may have regarding today's business. Any member who declares an actual conflict of interest must not vote on that agenda item. All actual, potential, and perceived conflicts of interest will be announced to the board by staff before any vote.

REPORTS
- Chair & Administrative Advisory Committee – Gerald Van Amburg
- Executive Director – John Jaschke
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Todd Holman
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Andrea Date
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – Kathryn Kelly
- Drainage Work Group – Neil Peterson/Tom Gile

AGENCY REPORTS
- Minnesota Department of Agriculture – Whitney Place
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Sarah Strommen
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Katrina Kessler

ADVISORY COMMENTS
- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Nicole Bernd
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck

- Minnesota Association of Townships – Eunice Biel
- Minnesota Association of Watershed Districts – Emily Javens
- Natural Resources Conservation Service – Troy Daniell

NEW BUSINESS

1. 2022 Proposed BWSR Board Meeting Schedule – John Jaschke and Rachel Mueller – ***DECISION ITEM***

COMMITTEE RECOMMENDATIONS

Southern Region Committee

1. Greater Zumbro Comprehensive Watershed Management Plan – Adam Beilke, Shaina Keseley, and Ed Lenz – ***DECISION ITEM***

Grants Program and Policy Committee

1. Watershed-based Implementation Funding Program – Kevin Bigalke and Marcey Westrick – ***DECISION ITEM***

2. Lawns to Legumes Phase 2 Demonstration Neighborhood Grant Program – Dan Shaw – ***DECISION ITEM***

UPCOMING MEETINGS

- Northern Region Committee meeting is scheduled for November 3, 2021 at 2:00 p.m. at the Wild Rice Watershed District in Alda.
- Northern Region Committee meeting is scheduled for November 22, 2021 at 2:00 p.m. at the Community Center Meeting Room in Graceville.
- Grants Program and Policy Committee meeting is scheduled for November 29, 2021 at 2:00 p.m. through WebEx.
- Water Management and Strategic Planning Committee meeting is scheduled for November 29, 2021 at 3:30 p.m. through WebEx.
- Northern Region Committee meeting is scheduled for December 2, 2021 at 9:00 a.m. location TBD.
- Central Region Committee meeting is scheduled for December 2, 2021 at 2:30 p.m. through WebEx.
- BWSR Board meeting is scheduled for Thursday, December 16, 2021, at 9:00 a.m. in the Lower Level Conference Rooms at 520 Lafayette Road North, St. Paul and by WebEx.

ADJOURN

Drainage Work Group Report
October 27, 2021 BWSR Board Meeting
Tom Gile, BWSR, DWG Coordinator

The Drainage Work Group met for its regularly scheduled meeting on October 14, 2021.

Recent Virtual DWG meetings:

October 14, 2021.

- Provided training update, of note MAWD Convention has been changed from in person to virtual.
- Discussion of the local road authority's responsibilities under Minn. Stat. § 103E.525, subd. 2, towards drainage improvement projects in light of in the matter of Red Lake Watershed Project #19, 1997 WL 881169. This topic had very robust discussion and I expect further conversation and or clarification to come through the DWG in the coming months.
- BWSR staff led a Question and Answer session with the DWG membership on the development of our new Storage and Soil Health Initiatives which are under development. Conversation around the Soil Health was a briefer for this group given the drainage focus of the DWG but was still helpful context. The storage discussion was very productive.
- DNR staff provided an overview and description of how "early coordination" of drainage projects with the DNR can help get comments and feedback to a Drainage Authority in a more systematic way which can ideally result in a more streamline review process and less findings/requests at a later point in the process and can catch drainage authorities by surprise.

Next Virtual DWG meeting:

- November 18, 2021 is next scheduled meeting

Proposed Amendment to the BOARD ORDER for the Clean Water Fund Watershed-based Implementation Funding Program

BOARD ORDER

2. Establishes the content and process for Metro Soil and Water Conservation Districts to develop an enhanced comprehensive plan consistent with Minnesota Statute 103C.331 and in consideration of MN Rule Chapter Part 8410.0060, if the SWCD determines an eligible 103B plan does not sufficiently and comprehensively include their activities. The plan content must include priority issues, measurable goals, and a targeted implementation action table. The process must include stakeholder input, establishment of an advisory committee, a public notice and comment period, a public hearing, and BWSR Board approval.

BOARD DECISION #_____

BOARD OF WATER AND SOIL RESOURCES

DRAFT BOARD ORDER

Clean Water Fund Watershed-based Implementation Funding Program

PURPOSE

Authorize the fiscal years 2022-2023 Clean Water Fund Watershed-based Implementation Funding Program (Program) and adopt the Program Policy.

FINDINGS OF FACT / RECITALS

1. The Laws of Minnesota 2021, 1st Special Session, Chapter 1, Article 2, Sec. 6(a) appropriated $21,197,000 for fiscal year 2022 and $22,367,000 for fiscal year 2023 for performance-based grants with multiyear implementation plans to local government units.
2. The Board has authorities under Minnesota Statutes §103B.3369 and 103B.101 to award grants and contracts to accomplish water and related land resources management.
3. The Board has authorities under Minnesota Statutes §103B.101, Subd. 14 and 103B.801 to approve comprehensive watershed management plans, Minnesota Statutes §103B.255 to approve county groundwater plans, Minnesota Statutes §103C.401 to approve soil and water conservation district plans, and Minnesota Statutes §103B.231 to approved watershed management plans.
4. The fiscal years 2022-2023 Clean Water Fund Watershed-based Implementation Funding (WBIF) Program policy was created to provide expectations for subsequent implementation activities conducted with these funds.
5. The Board staff participated in several listening sessions each with Twin Cities Metro (Metro) members of the Minnesota Association of Watershed Districts (MAWD) and Metro members of the Minnesota Association of Soil and Water Conservation Districts (MASWCD).
6. The Board staff sent a survey on April 12, 2021 to the local governments that participated in Metro WBIF FY20-21 convene meetings.
7. The Grants Program and Policy Committee and the Water Management and Strategic Planning Committees met jointly on June 30 and August 11, 2021 regarding stakeholder input regarding Metro WBIF.
8. The Grants Program and Policy Committee met on September 14, 2021 and directed staff to post the FY22-23 Metro WBIF Allocation Options, the Metro SWCD Enhanced Comprehensive Plan Options, and the Draft FY22-23 WBIF policy for a ten-day feedback period.
9. The Grants Program and Policy Committee, at their October 8, 2021 meeting discussed and recommended allocations of fiscal years 2022-2023 Clean Water Fund Watershed-based Implementation Fund that includes: a) a $250,000 minimum per watershed planning area outside of the Metro, b) a $75,000 minimum per watershed planning area inside of the Metro, and c) a distribution of funds based on a weighting of 90% private land and 10% on public waters to all eligible areas.
10. The Grants Program and Policy Committee, at their October 8, 2021 meeting, reviewed the fiscal year 2022-2023 Clean Water Fund Watershed-based Implementation Funding Program policy, and proposed funding allocations, and recommended approval to the Board.

ORDER

The Board hereby:

1. Adopts the attached fiscal years *2022-2023 Clean Water Fund Watershed-based Implementation Funding Program Policy*.
2. Establishes the content and process for Metro Soil and Water Conservation Districts to develop an enhanced comprehensive plan consistent with Minnesota Statutes §103C.331 if the SWCD determines that an eligible 103B plan does not sufficiently and comprehensively include their activities. The plan content must include priority issues, measurable goals, and a targeted implementation action table. The process must include stakeholder input, establishment of an advisory committee, a public notice and comment period, a public hearing, and BWSR Board approval.
3. Authorizes staff to enter into grant agreements consistent with statutory appropriations and the attached *Table 1: FY2022 and FY2023 Watershed-based Implementation Funding Statewide Grant Allocations and Table 2 : FY2022 and FY2023 Watershed-based Implementation Funding Metro Grant Allocations.* Note: Fiscal 2023 funds will not be available until July 1, 2022 and some recipients may not receive funds until after this date.
4. Authorizes staff to redistribute the timing of funding availability identified in Table 1 based on timing of plan approval, readiness to proceed, commitment of nonstate match, or expenditure of previously awarded Watershed-based Implementation Funds.
5. Authorizes staff to adjust the allocation of funds identified in Table 1 and Table 2 that become available if a work plan cannot be approved by March 30, 2023 - unless extended for cause - to watershed planning areas identified in Table 3: 2021 One Watershed, One Plan (1W1P) Planning Grant Recipients unless superseded by a future Board action. Watershed planning areas identified in Table 1 and Table 2 that do not meet this deadline – unless extended for cause – are not eligible for Clean Water Fund Watershed-based Implementation Funding this biennium. Watershed planning areas identified in Table 3 must have plans approved by the Board, locally adopted and have implementation workplans approved by May 1, 2023.
6. Adopts the attached *Figure 1: Twin Cities Metropolitan Area Allocation Boundaries* for describing the Metro allocations in Table 2.
7. Requires local governments to convene within the Metro area for the purpose of collaboratively selecting projects consistent with this order and directs staff to assist local governments as necessary.

Dated at St. Paul, Minnesota, this October 27, 2021.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

_____ Date: _____

Gerald Van Amburg, Chair
Board of Water and Soil Resources

Attachments:

- FY 2022-2023 Clean Water Fund Watershed-based Funding Program Policy

Table 1: FY2022 and FY2023 Watershed-based Implementation Funding Grant Statewide Allocations

1W1P Planning Area #	1W1P Planning Grant Year*	1W1P Name	FY22/23 Allocation	Fiscal Year Funding
1	Pilot (approved)	Lake Superior North	$599,767	2022
12	Pilot (approved)	North Fork Crow River	$1,120,477	2022
32	Pilot (approved)	Root River	$1,469,595	2022
41	Pilot (approved)	Red Lake River	$1,071,149	2022
19	Pilot (approved)	Yellow Medicine River	$814,603	2022
4	2016 (approved)	Leech Lake River	$598,115	2022
51	2016 (approved)	Lake of the Woods	$621,173	2022
42	2016 (approved)	Thief River	$529,892	2022
17	2016 (approved)	Pomme de Terre River	$717,428	2023
54	2016 (approved)	Cannon River (non-metro)	$1,028,658	2023
33	2016 (approved)	Cedar River	$593,987	2022
52	2016 (approved)	Missouri River Basin	$1,320,445	2022
35	2016 (approved)	Mustinka/Bois de Sioux	$1,064,522	2023
6	2017 (approved)	Pine River	$482,142	2022
10	2017 (approved)	Sauk River	$832,550	2022
37	2017 (approved)	Buffalo-Red River	$1,296,838	2023
29	2017 (approved)	Lower St. Croix River (non-metro)	$471,070	2023
25	2017 (approved)	Watonwan River	$700,477	2023
38	2018 (approved)	Wild Rice - Marsh River	$1,371,259	2023
45	2018 (approved)	Two Rivers Plus	$1,062,253	2022
8	2018 (approved)	Leaf, Wing, Redeye River	$706,488	2023
64	2018 (approved)	Nemadji River	$250,000	2023
30	2018	Greater Zumbro River	$1,216,243	2022
3	2018 (approved)	Mississippi River Headwaters	$861,581	2022
53	2018	Hawk Creek – Middle Minnesota	$942,433	2022
63	2018	Shell Rock River/Winnebago	$322,128	2022
15	2018	Rum River (non-metro)	$1,011,327	2022
55	2019	Lower Minnesota River West	$596,617	2023
28	2019	Snake River	$636,684	2022
2	2019	St. Louis River	$1,475,535	2023
44	2020	Middle Snake Tamarac Rivers	$1,099,173	2023
43	2020	Clearwater River	$974,726	2023
36	2020	Ottertail	$1,265,049	2023
9	2020	Long Prairie River	$714,854	2023
18	2020	Lac qui Parle/Yellow Bank	$623,429	2022
34	2020	Des Moines River	$1,414,031	2022
26	2020	Le Sueur River	$860,588	2023
31	2020	Winona/ La Crescent	$577,696	2022
		Statewide Subtotal	**$33,314,982**	

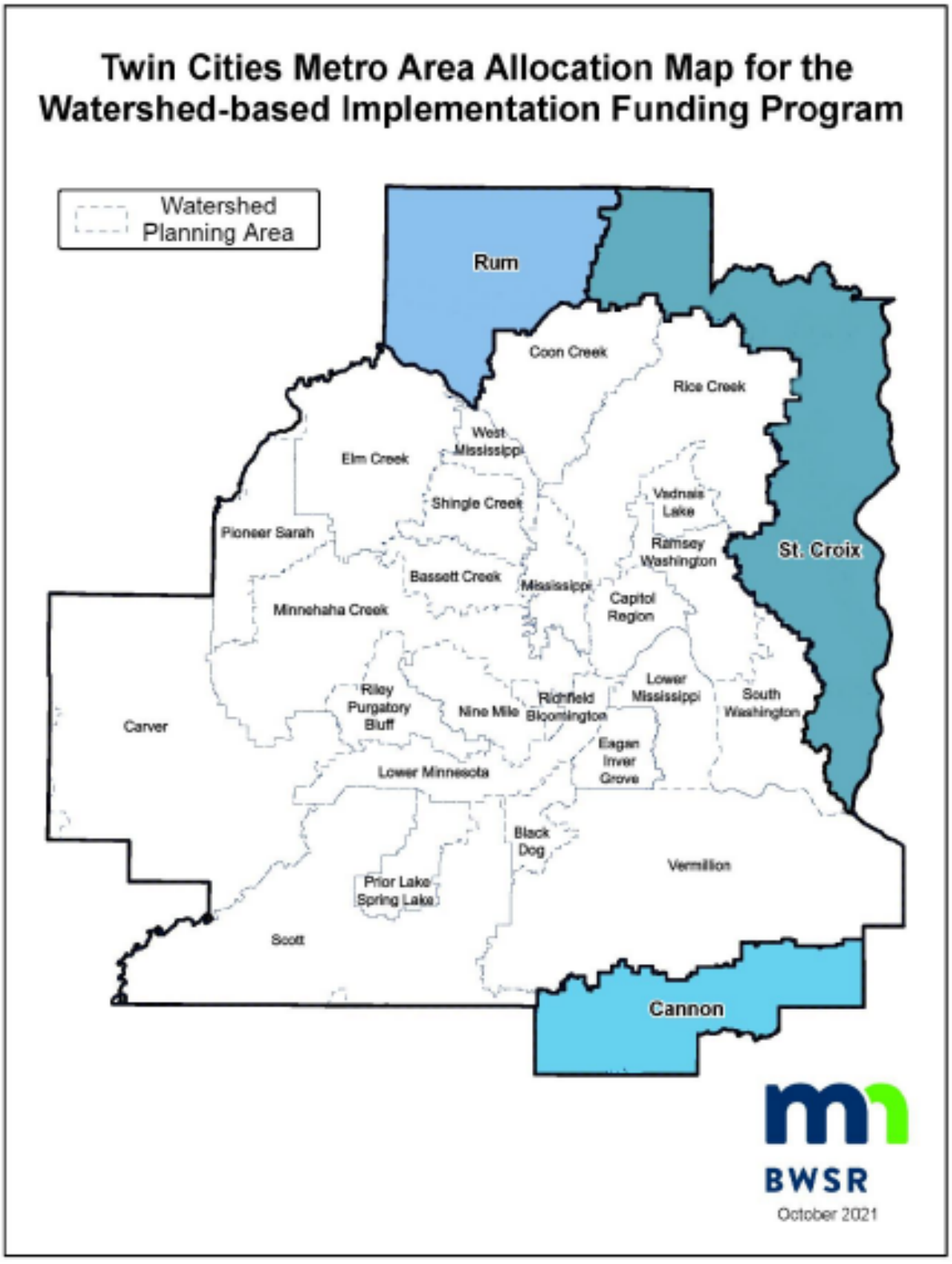
Table 2: FY2022 and FY2023 Watershed-based Implementation Funding Grant Metro Allocations

1W1P Planning Area #	1W1P Planning Grant Year*	1W1P Name or Metro Watershed Planning Area (WPA)	FY22/23 Allocation	Fiscal Year Funding
15	2018	Rum River (Metro)	$371,157	FY23
29	2017 (approved)	Lower St. Croix River (Metro)	$807,509	FY23
54	2016 (approved)	Cannon River (Metro)	$304,886	FY23
Metro	NA	Richfield-Bloomington WPA	$75,000	FY23
Metro	NA	West Mississippi WPA	$75,000	FY23
Metro	NA	Black Dog WPA	$75,000	FY23
Metro	NA	Vadnais Lake Area WPA	$75,000	FY23
Metro	NA	Eagan-Inver Grove WPA	$75,000	FY23
Metro	NA	Mississippi WPA	$75,504	FY23
Metro	NA	Capitol Region WPA	$77,618	FY23
Metro	NA	Prior Lake-Spring WPA	$82,806	FY23
Metro	NA	Bassett Creek WPA	$87,887	FY23
Metro	NA	Shingle Creek WPA	$95,501	FY23
Metro	NA	Nine Mile Creek WPA	$101,582	FY23
Metro	NA	Riley-Purgatory-Bluff Creek WPA	$104,576	FY23
Metro	NA	Lower Mississippi River WPA	$118,385	FY23
Metro	NA	Lower Minnesota River WPA	$127,068	FY23
Metro	NA	Ramsey-Washington Metro WPA	$140,295	FY23
Metro	NA	Pioneer-Sarah Creek WPA	$159,223	FY23
Metro	NA	Coon Creek WPA	$216,377	FY23
Metro	NA	Elm Creek WPA	$297,774	FY23
Metro	NA	Rice Creek WPA	$407,796	FY23
Metro	NA	Minnehaha Creek WPA	$418,140	FY23
Metro	NA	Scott County WPA	$601,647	FY23
Metro	NA	Vermillion River WPA	$673,331	FY23
Metro	NA	Carver County WPA	$691,991	FY23
Metro	MA	South Washington WPA	$163,947	FY23
		Metro Subtotal	**$6,500,000**	
		Total FY22-23 Allocation	**$39,814,982**	

Table 3: 2021 One Watershed, One Plan (1W1P) Planning Grant Recipients

1W1P Planning Area #	1W1P Planning Grant Year*	1W1P Name
56	2021	Lower Minnesota East
13	2021	South Fork of the Crow
16	2021	Upper Minnesota
20	2021	Chippewa River
11	2021	Mississippi River St. Cloud
27	2021	Kettle - Upper St. Croix
61	2021	Mississippi River-Brainerd
39	2021	Sand Hill River
46	2021	Roseau River
50	2021	Rainy-Rapid River
47	2021	Rainy River- Headwaters/Vermilion River

Figure 1. Twin Cities Metropolitan Area Allocation Boundaries



Stormwater site protects Lake Bemidji

Beltrami SWCD's Clean Water Fund-backed project targets nutrient-impaired Lake Irving, but its benefits extend to Lake Bemidji and beyond. The work will safeguard a source of Twin Cities drinking water, contain the flow in case of an oil spill, beautify a bike trail and increase pollinator habitat.

CLEAN WATER LAND & LEGACY AMENDMENT

Project partners include the city of Bemidji, the Mississippi Headwaters Board and Enbridge.

BEMIDJI — What's good for Lake Irving is good for Lake Bemidji, the Mississippi River and the downstream communities that rely on the river as a source of drinking water.

Beltrami Soil & Water Conservation District's (SWCD) stormwater treatment project under construction this fall is designed to improve the water quality of nutrient impaired Lake Irving. The Mississippi River, which flows through both lakes, supplies St. Cloud and parts of the Twin Cities with drinking water.

"We're cleaning up water that goes into the Mississippi River," said Beltrami SWCD Board Supervisor Sam Christenson. "The impacts can go way downstream."

Christenson

The $490,000 project — a stormwater treatment wetland, iron enhanced sand filter and re-meandered stretch of ditch that collects city stormwater runoff from an 886-acre drainage area including a Bemidji industrial park — taps a $156,000 Clean Water Fund grant from the Minnesota Board of Water and Soil Resources (BWSR).

Zach Gutknecht, center, Beltrami SWCD clean water specialist, visited the construction site of a Clean Water Fund-backed stormwater treatment project Sept. 9 in Bemidji with HR Green lead scientist Shawn Tracy, right, and BWSR Board Conservationist Chad Severts. An iron enhanced sand filter is part of the project designed to improve the water quality of nutrient-impaired Lake Irving. The Mississippi River connects Lake Irving to Lake Bemidji; the work also will protect Lake Bemidji's water quality.

Photo Credits: Ann Wessel, BWSR

"What we're trying to do here is reduce as much of the negative impact from human use around the lake as possible," said Zach Gutknecht, Beltrami SWCD clean water specialist. He said water-quality issues arise in lakes with a 50:1 watershed-to-lake surface area ratio. The higher the ratio, the more potential for pollution. "Lake Irving has a 500:1 ratio."

Project partners include the city of Bemidji, the Mississippi Headwaters Board (MHB) and Enbridge.

At the city's request, the SWCD expanded the project to re-meander an 800-foot-long stretch of ditch and plant native grasses, forbs and shrubs throughout the site. Those plants will not only improve aesthetics along the Paul Bunyan State Trail but also add pollinator habitat.

Bemidji will draw $300,000 from its stormwater utility fund to cover most of the remaining cost. The city will own the treatment system and maintain the iron-enhanced sand filter.

"Bemidji is the first city on the Mississippi, so stormwater treatment is very important," said Craig Gray, city engineer and public works director. "Our city is on Lake Bemidji and Lake Irving and the Mississippi River. Without those three bodies of water, we really don't have a city. The water quality of those bodies of water is very, very important to us, so we really try to do whatever we can to reduce any nutrient loading going into those lakes and the river."

Street sweeping and existing stormwater ponds weren't enough to cut phosphorus loading to Lake Irving by 268 pounds a year — the 36% reduction the Minnesota Pollution Control Agency (MPCA) determined necessary to meet water-quality standards.

The Lake Irving ditch is being re-meandered to look and function more like a stream. It's part of the Beltrami SWCD's Clean Water Fund-backed stormwater treatment project, which is designed to benefit nutrient-impaired Lake Irving and estimated to keep 233 pounds of phosphorus out of the lake each year.

Gray

Terrill

This project will keep an estimated 233 pounds of phosphorus — 87% of the reduction goal — out of Lake Irving each year. Phosphorus feeds the algae that can turn lakes green.

Lake Irving ranked in the Top 5 for phosphorus removal in a Mississippi Headwaters Board study that identified more than 150 potential pollution-reduction projects for 12 cities on the first 400 miles of the Mississippi River. An $81,000 Clean Water Fund grant from BWSR backed the study, which gave cities stormwater planning options that prioritized, targeted and calculated the effectiveness of best management practices.

> **"The lake is kind of a regional hub for the local economy. It's a fairly well-developed lake for the area, and it's a major ecological resource as well. There's several different important fish species including walleye and muskie."**
>
> — Zach Gutknecht, Beltrami SWCD

"When we protect cities and we work on projects like Lake Irving, we're doing a service not just to the people that live there but everyone downstream," said Tim Terrill, MHB executive director.

"The Mississippi is used for drinking water in the Twin Cities," Terrill said, and improving water quality upstream is more cost-effective than treating it downstream. "The Mississippi isn't just a river that has a recreational value. It has a very important drinking water component to it."

The MHB developed a public-private partnership with Enbridge, which contributed $50,000 to the Lake Irving project. An Enbridge oil pipeline runs south of the site, which incorporates an outlet structure that can be closed in the event of an oil spill.

Work began in early September.

Left: *Because the ditch flowing into the constructed wetland intersected with groundwater, water was pumped to the surface during construction, and then allowed to infiltrate back through the sand. As a precaution, a skimmer cleaned water before it discharged to the lake.* **Middle:** *From left: Gutknecht observed progress at the site Sept. 9 with Tracy and Severts.* **Right:** *Clouds and trees reflect in water at the site.*

Shawn Tracy, a lead scientist with HR Green, worked with Bemidji on its stormwater retrofit analysis that led to a Lake Irving feasibility study. He was in Bemidji in early September to monitor construction.

By then, contractors had hauled in topsoil to boost the success of native seeds sown at the sandy site.

A skimmer mechanism at the temporary outlet cleaned water before it discharged to the lake. Along with additional de-watering, the skimmer safeguards groundwater that intersects with the ditch. During construction, the ditch was closed off via the outlet structure that Enbridge would close in case of an oil spill.

Tracy described how the Lake Irving project will work: Water from the re-meandered ditch will enter the stormwater wetland. There, sediment-bound phosphorus will settle out. Dissolved phosphorus will be stripped from runoff as it flows through the iron-enhanced sand filter to Lake Irving.

> **“Lake Irving’s impaired. Lake Bemidji is close, and we know Lake Irving has been saving Lake Bemidji since we’ve been here, since the city’s been here. Anything we can do to reduce the impacts either to Irving or Lake Bemidji is going to prolong that.”**
>
> — Zach Gutknecht, Beltrami SWCD

Construction was expected to finish in October. A Conservation Corps Minnesota & Iowa crew was slated to complete additional seeding and live-staking this season.

“Lake Irving’s impaired. Lake Bemidji is close, and we know Lake Irving has been saving Lake Bemidji since we’ve been here, since the city’s been here. Anything we can do to reduce the impacts either to Irving or Lake Bemidji is going to prolong that,” Gutknecht said.

New RIM funding to expand easement opportunities

A RIM easement located along the Mississippi River in Aitkin County incorporates native vegetation to enhance habitat and improve water quality.
Photo Credit: Jake Granfors, Pheasants Forever

2021 Clean Water Fund and Outdoor Heritage Fund appropriations from the Legislature that emphasize buffers, wetland restorations and priority watersheds will support new conservation easements statewide

CLEAN WATER LAND & LEGACY AMENDMENT

New funding approved by the state Legislature this year will help expand opportunities offered by the Minnesota Board of Water and Soil Resources' (BWSR) Reinvest in Minnesota (RIM) Reserve program.

BWSR received a total of $44.7 million in state funding this year to support new and existing RIM initiatives. Nearly $25 million of that total funding ($12 million from the Clean Water Fund (CWF) and $12.6 million from the Outdoor Heritage Fund (OHF)) will support six RIM initiatives that were approved by the BWSR board at its September board meeting.

"We're very fortunate in Minnesota to have the Outdoor Heritage Fund and Clean Water Fund," said Bill Penning, BWSR conservation programs consultant. "BWSR and many partners have successfully tapped into that funding to do great things for conservation that we haven't been able to do before."

RIM is a critical component of the state's efforts to improve water quality and wildlife habitat on private lands. The RIM program — implemented by BWSR in collaboration with soil and water conservation districts and other local government partners — compensates landowners for enrolling marginal and

Targeted area	2021 Funding	Anticipated benefits
Pine River and Leech Lake River watersheds	$1.6 million (OHF)	Protect approximately 240 acres
Rum River watershed	$2.5 million (CWF)	Protect approximately 1,750 acres
Kettle River and Snake River watersheds	$1.4 million (OHF)	Protect approximately 660 acres
Lower Ottertail River corridor habitat restoration	$2.3 million (OHF)	Protect approximately 410 acres

environmentally sensitive land into conservation easements that are permanently protected. RIM has protected more than 300,000 acres since it began in 1986.

"RIM is really the premier private land program in Minnesota, and it has a reputation for being very good at securing easements," said John Voz, BWSR RIM easement and working lands specialist.

Penning said the new funding will help open more easement opportunities throughout Minnesota. In recent years, the bulk of RIM funding for buffers and wetlands has been used in the 54 southwestern Minnesota counties eligible for BWSR's Minnesota Conservation Reserve Enhancement program (MN CREP). Landowners participating in MN CREP simultaneously enroll in two voluntary conservation programs: the federally funded Conservation Reserve Program (CRP), and BWSR's RIM program. Landowners receive payments from both programs and enrolled land is protected permanently.

"With this new money, we're going to open up buffer and wetland restoration opportunities statewide beyond the MN CREP boundaries," Penning said.

"This new funding will bring the successful RIM program to new areas and to landowners who have had very little options for permanent protection."

— Jake Granfors
Farm Bill Biologist, Pheasants Forever

The new statewide wetland initiative will receive $3 million in OHF funding and $5.7 million in CWF dollars; the buffer initiative will receive $4.2 million from OHF and $3.9 million from the CWF. BWSR aims to protect and restore approximately 1,540 acres of wetlands and 1,800 acres of buffers with this funding.

In addition to supporting wetland restorations and buffers, the newly approved RIM initiatives will support protection in multiple watersheds including the Rum River watershed, the Pine River and Leech Lake River watersheds, and the Kettle River and Snake River watersheds (see table for funding totals and anticipated benefits). Funding will also support a habitat and river restoration project in the lower Ottertail River corridor. The Rum River watershed has received previous funding; board action was taken to add funding and continue to focus RIM easements in this area.

The Kettle and Snake River watersheds, now eligible for RIM funding, flow into the St. Croix River —a state and nationally designated Wild & Scenic River. The DNR designates rivers as wild and scenic if they possess outstanding scenic, recreational, natural, historic or scientific value. Both the Kettle and Snake rivers are home to populations of lake sturgeon, a species that relies on clean water.

"This new funding will bring the successful RIM program to new areas and to landowners who have had very little options for permanent protection," said Jake Granfors, Pheasants Forever Farm Bill biologist who works to secure easements in Aitkin and Carlton counties and will be working on the Snake and Kettle watershed protection initiative. "Healthy forests, wetlands and shorelines in watersheds are vital to the water quality downstream, so protecting riparian forestland is critical to fish and wildlife habitat."

Funds were made available to BWSR in July. The September board action approving the initiatives marked a significant step forward in program planning efforts. Penning said he expects enrollment to begin in 2022.

"RIM provides an important tool in the toolbox for local staff to use when working with private landowners to meet their goals," Granfors said. "Minnesota is very lucky to have such a great program that provides many benefits to people and wildlife."

Upland storage: A study in resiliency

From left: BWSR Chief Engineer Rita Weaver, Mower SWCD Project Manager Cody Fox, BWSR Executive Director John Jaschke and Cedar River Watershed District board member Kevin Kiser discuss the Dobbins Creek project known as Dexter Dam 2 on Sept. 23 in Dexter Township near Austin. The project keeps an estimated 194 pounds of phosphorus and 126 tons of total suspended solids out of downstream waters each year. It is one of 11 similar structures throughout the Dobbins Creek watershed. The structure includes a unique outlet that can reduce the flows from 2- to 5-inch rains by 80% to 90%.
Photo Credits: Ann Wessel, BWSR

A Climate Week event in Mower County highlighted the sort of projects the Legislature had in mind when it required BWSR to develop a water storage and treatment program, and then allocated $2 million. The intent is to mitigate the effects of climate change, protect infrastructure and improve water quality.

The 2,000-foot-long berm is built across a ditch where photos from the 1930s show a shallow wetland once stood. The culvert connecting the inflow and outflow sides of the berm is sized to allow water to back up on a permanent grass easement, and then slowly meter out. A large rain event could take two or three days to fully drain. The grassed-in ditch is hard to see in this drought year. At center, from left, are Mower SWCD Green Corps member Jensen Bigelow, Kiser, Austin Daily Herald reporter Eric Johnson, Mower SWCD Water Plan and Outreach Coordinator Tim Ruzek, Jaschke, Fox and Weaver.

Top: *Mower SWCD and BWSR staff visit with a landowner and Austin Daily Herald journalists after the Climate Week event at the dam, which functions along a 2,000-foot-long embankment with an extremely high-flow reduction outlet and a low-flow pipe. By temporarily retaining water after heavy rains, the structure reduces downstream flood damage and improves water quality. This site handles drainage from 1,240 acres.* **Bottom:** *The basin outlet is seen from the top of the embankment.* **Photo Credits:** Ann Wessel, BWSR

CLEAN WATER LAND & LEGACY AMENDMENT

A Clean Water Fund targeted watershed grant from BWSR was among the funding sources for Dexter Dam 2 and other Dobbins Creek projects.

AUSTIN — Dobbins Creek was more of a trickle than a torrent in late September when Mower Soil & Water Conservation District (SWCD) staff showcased a dam built to handle runoff from 1,240 acres.

But Dobbins Creek is among the flashiest of southern Minnesota streams, even in a drought year. Its fast-rising, fast-flowing waters have eroded farm fields, flooded roads and homes, and flushed pollutants into the Cedar River — sometimes surging through in as little as six hours.

"Fortunately, floods don't come around every day. But when they do, that's when people are really going to notice these upstream projects," Mower SWCD Project Manager Cody Fox said during a Sept. 23 Climate Week event at the site. "When we get the next heavy rain, whenever that will be, this will be here to withstand it and people will notice downstream."

The Dexter Township dam and its controlled outlets — one of 11

such projects within the Dobbins Creek watershed — temporarily retain the water on grassed easements or flowage easements on cropland, and then slowly release it over 24 to 72 hours. Sediment (and the pollutants it carries) settles out. Streambanks are spared destabilizing scouring.

Together, Dobbins Creek projects completed to date have reduced the flow on 100-year rain events by 10%, exceeding the project goal by 2%. Mower SWCD has now set its sights on a 20% flow reduction goal for Dobbins Creek watershed.

> **"Although it seems fairly flat, we've got a lot of water issues with quantity and quality, and the quality and quantity issues are mainly because when we get these large rain events, the water runs off fairly quickly."**
>
> — Cody Fox, Mower SWCD project manager

"We're improving water quality. We're reducing flood risk downstream to houses, cropland, roads," Fox said during the event co-hosted by the Minnesota Board of Water and Soil Resources (BWSR) and the SWCD.

As a changing climate brings increasingly frequent and heavy rains, upland water storage is



Mower SWCD staff photographed the basin outlet after a late-August rainstorm. Staff notes the project is intended to meter out runoff, allowing sediment to settle out and reducing peak flows that can scour downstream banks. This project will slowly release water over one to three days vs. six to eight hours. **Photo Credits:** Mower SWCD

one solution that could play out in more places across Minnesota.

"Anytime we add storage to the landscape, we see benefits," said BWSR Chief Engineer Rita Weaver, adding that lower flows downstream cause less erosion and carry less sediment. "The nice thing that we can do with this project is also calculate how much sediment removal we can expect. So we'll know the benefit."

The Minnesota Legislature this year appropriated $2 million to BWSR, and passed a law requiring the agency to develop a program offering financial assistance to local governments to control water rates and volumes. The intent is to protect infrastructure, improve water quality and mitigate the impacts of climate change. This year the Legislature allocated an additional $1.35 million for BWSR to develop a program focused on cover crops and other soil health practices that mitigate the negative effects of climate change.

"It's a worldwide challenge that we're all up against," BWSR Executive Director John Jaschke said during the event. "We see this as being a really important, not starting point, but acceleration point for doing these kinds of projects all over Minnesota, particularly in agricultural parts of Minnesota where you have altered landscapes from ditching and tiling."

A different perspective helps to show the size and scale of the project. **Photo Credit:** Ann Wessel, BWSR

About a dozen people turned out for the event, including staff from BWSR, Mower SWCD and the Austin Daily Herald, plus a landowner.

Kevin Kiser praised SWCD staff members' handling of a smaller-scale easement on his parents' nearby farm, which is held in a trust.

"They're very professional," Kiser said. "They do what they say. It's just a good group of people to work with. I think everybody involved here should be proud of these projects and how it's going to help businesses in the area, agriculture, farmers."

Austin businesses including Hormel Foods, which relies heavily on truck traffic, benefit from projects that prevent roads from flooding, Kiser added. The general manager at Freeborn County Co-op Oil in Albert Lea, Kiser also serves as a Cedar River Watershed District board manager. Dobbins Creek flows to the Cedar River and, eventually, the Mississippi River.

Kiser said his father agreed the project was a good fit.

"It seemed like a good project to take on and be a steward of the land," Kiser said later in an interview.

From atop the 2,000-foot-long embankment in Dexter Township, a bird's eye view of the structure and the surrounding landscape unfolded. The project is situated about 10 miles outside Austin, within 1.5 miles from the top of the Dobbins Creek watershed.

A $1.5 million targeted watershed demonstration grant from BWSR supported the Dobbins Creek projects. Other funding sources included the Hormel Foundation, the Cedar River Watershed District and the Minnesota Department of Natural Resources.

Mower SWCD staff worked with willing landowners.

"It's not for everywhere. But we're trying to select areas through different plans that we had developed, and find the right places to do these projects where we can make the biggest impact," Fox said.

Minnesota leads on private forestry management

The Whitefish chain of lakes — partially pictured here in October 2020 — is made up of 14 lakes, covering over 10,000 acres with 106 miles of shoreline. The Pine River One Watershed, One Plan prioritizes forestland protection efforts for the watersheds surrounding the Whitefish chain based on input from the watershed's landscape stewardship plan. **Photo Credits:** Jim Umhoefer for Crow Wing SWCD

U.S. Forest Service recognizes Minnesota partnership as premier partnership in 20-state region for managing private forests for water quality, wildlife, rural prosperity

A public-private partnership working to manage Minnesota's private forestland for conservation, habitat and economic benefits is receiving national attention.

The U.S. Forest Service's (USFS) Forest Stewardship Program (FSP) in December recognized Minnesota's Private Forestry Management (PFM) efforts as a premier partnership in the 20-state east forestry region in its latest five-year review of private forest management programs in each state.

MINNESOTA

The Minnesota Department of Natural Resources (DNR) partners with the Minnesota Board of Water and Soil Resources (BWSR), USFS, local governments and consulting foresters to guide private forest management (PFM) for multiple benefits. The PFM partnership connects

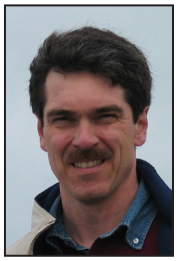
> If we're going to manage for clean water, clean air, habitat, all those benefits forests bring, we can't just look at (publicly owned) forests. We have to look at it all – and that includes private forestland.
>
> — Gary Michael, DNR cooperative forest management supervisor

landowners with financial and technical assistance that promotes forestland protection and sustainable forest stewardship.

"Keeping forested lands forested — especially those on privately owned lands, which are the most at risk of conversion or development — keeps fish in our lakes and wildlife in our watersheds, and provides wood for our mills," said Lindberg Ekola, BWSR forest stewardship planning coordinator. "Our lakes and rivers tend to be healthier when working forests are protected and kept intact. Private forestlands are key to stacking multiple benefits for our communities and the state overall."

Connecting forests and water quality

Forests protect water resources by filtering rain and snow, curbing erosion and reducing stormwater runoff. Forests also mitigate the harmful effects of climate change by sequestering carbon through photosynthesis. Sustainable forestry practices such as planting trees, sustainable harvesting and regeneration benefit water quality and help forests sequester more carbon. Forest management creates and supports both rural and metro area jobs and generates income for private landowners.



Ekola

Nearly half of Minnesota's forestland is privately owned: Minnesota contains 9 million acres of public forestland owned by counties, the state, and the federal government, while approximately 7 million acres are family-owned forests.

"We can manage every tree, every acre on state land to perfection, but you're still only affecting a portion of Minnesota forests," said Gary Michael, DNR cooperative forest management supervisor. "If we're going to manage for clean water, clean air, habitat, all those benefits forests bring, we can't just look at (publicly owned) forests. We have to look at it all – and that includes private forestland."

The Landscape Stewardship Initiative

Landscape stewardship planning — a key tool for managing private forests — addresses multiple conservation challenges through the practical application of science and collaboration. Watershed-based Landscape Stewardship Plans (LSPs) analyze the critical contexts between land cover and

Michael

water quality in ways that are useful to local water planning efforts.

As part of the 2008 Farm Bill, leaders from USFS and the National Association of State Foresters recognized the public and private benefits of planning and managing forestlands across all ownership boundaries, determining that management issues are best addressed through integrated local partnerships. In 2011, USFS published a Landscape Stewardship Guide to help state and local partners develop Landscape Stewardship Plans (LSPs). An LSP follows guidance from the USFS to examine an area of land — such as a watershed — held by multiple owners, identifying potential solutions for resource concerns.

LSPs can contribute to other water planning efforts, such as BWSR's One Watershed, One Plan (1W1P) program. The 1W1P program offers an alternative to the project-by-project competitive grant process by enabling collaborating local governments to produce comprehensive watershed management plans. These plans prioritize water quality improvement actions to ensure limited resources are spent where they are needed most within a specific watershed. LSPs include information from the watershed level down to the parcel level. They focus on priority watersheds that can provide detailed insights about land management and resource concerns for other planning efforts such as 1W1P.

"With LSPs, we work with local partners to analyze the interaction between local forestry activities and watershed management goals" said Lindberg Ekola, BWSR forest stewardship coordinator. "LSPs provide relevant forestry technical information and recommendations on a watershed basis, which can inform and support comprehensive watershed management plans developed through the 1W1P program. It's about coordinating how actions are implemented with a strategic vision in mind."

Partnering with landowners

Landscape Stewardship Plans also provide valuable information for planning forest management activities on individual tracts of privately owned land.

Woodland Stewardship Plans (WSPs) are written by approved DNR, SWCD and

The Mississippi River headwaters region includes ample privately owned forestland. Approximately 7 million acres of forestland in Minnesota is privately owned.

private consultant foresters. WSPs allow approved plan writers to identify private landowner goals for their property and write a plan that encourages sustainable forest management. The plans aim to improve forest health, wildlife habitat, and often utilize timber harvests as a management tool to accomplish landowner goals while providing some income to the landowner. Having a WSP can make landowners eligible for programs such as the Sustainable Forest Incentive Act, which offers per-acre incentives to participants. Roughly 6,940 WSPs covering 964,000 acres are currently active – but that only accounts for 16% of private forest lands in Minnesota.

Michael said the PFM partnership is working to develop a framework to better define roles for the multiple partners involved in PFM. DNR Forestry takes a leading role in outreach to landowners and provides program administration and cost-share for WSPs. BWSR helps coordinate PFM efforts by assisting local partnerships utilizing the 1W1P and easement programs, such as the Reinvest in Minnesota (RIM) Reserve program. Soil and water conservation districts help landowners leverage state and federal cost-share opportunities and assist with project coordination and implementation. The USFS provides additional program guidance and funding. Consulting foresters write WSPs and assist landowners with timber harvests and other woodland management practices.

Michael said Minnesota's partnership-focused approach helped the state's PFM efforts gain national recognition from the USFS.

"The forest service recognizes partnerships. They appreciate those who make a concerted effort to work together to get things done," Michael said. "Last year's recognition was no doubt in relation to our work with BWSR, SWCDs and other partners. Minnesota has always been a leader in private forest management, and we want to stay a leader."

BOARD OF WATER AND SOIL RESOURCES

Organizational Chart

October 4, 2021

BWSR BOARD

Executive Director [1]
John Jaschke

Executive Support [1]
Rachel Mueller

Legend:
Executive Leadership [1]
Senior Management
Staff / ***Supervisor***
Current Vacancy
Temporary Supervisor/supervision ^ *
Dept. in another agency [2]
WOOC = work out of class
LOA = leave of absence

Programs and Policy Development Division

Assistant Director [1]
Dave Weirens

Special Projects Coordinator
Suzanne Rhees

Conservation Easements

Section Manager
Sharon Doucette

Easement Programs

FBAP/CREP Implmnt Coordinator
temp LOA
Cons. Programs Consultant
Bill Penning
Private Lands Coordinator
Dusty Van Thuyne WOOC
Working Lands Specialist
John Voz
Senior Program Advisor
Vacant

Program Analyst
Polly Remick
Easement Data Specialist
Patrick Sherman
Assistant Program Analyst
Aimee Gerhartz
Office & Admin Spec.
Vacant

Easement Man. and Acq.
Easement Supervisor
Lucy Dahl
Easement Acquisition Spec Sr
Vacant
Conservation Easement Specialist Lead
Karli Tyma
Easement Development Specialist
Grant Bullemer
Vacant
Easement Acquisition Specialist
Zachary Braun
Tim Hohn
Rick Ingli
Peter Jordet
Stephen Krech
Brittany Polzin

SWCDs, FBA, Federal Partners, landowners

Wetlands

Section Manager
Les Lemm

WCA Operations
WCA Operations Supervisor
Ken Powell
Wetland Specialist
Ben Carlson
Alyssa Core
David Demmer
John Hansel
Steven Hofstad
Matt Johnson
Ben Meyer
Lynda Ponting
Cade Steffenson

Wetland Banking
Wetland Mitigation Supervisor
Dennis Rodacker
Mitigation Project Manager
Vacant
Wetland Banking Specialist
John Overland
Wetland Mitigation Specialist
Kane Radel
Monitoring Coordinator
Carol Strojny
Wetland Mitigation Program Asst.
Vacant
Wetland Monitoring Assistant
Vacant
Monitoring Technician
Vacant
Monitoring Specialist (PRO)
Eric Mohring

Wetland Program Asst.
Amy Waters
Wetlands Policy Coordinator
Lewis Brockette

WCA LGUs, SWCDs, Local Road Authorities, Counties, Landowners

Engineering

Chief Engineer/Manager
Rita Weaver

Wetland Restoration
Water Resources Engineer
Tom Wenzel
Sr. Engineer
Vacant
Wetlands Engineering Tech Sr.
Karen Bonde
Jim Luniewski
Wetlands Engineering Tech
Josh Swanson
Vacant
Wetlands Engineering Aide Sr
Siri Doyle
Project Engineer
Terry Ragan
Wetlands Engineering Tech
Mike Anderson
Mitch Cabak
Scott Santjer
Bruce Wilken
Mark Yrjo

Technical Training - Eng
Regional Training Engineer
Amanda Deans
Aaron Peter
Patrick Schultz

WCA LGUs, SWCDs, Local Road Drainage Authorities, Landowners

Resource Conservation

Section Manager
Tom Gile

Buffers and Soil Loss
Buffers and Soil Loss Coordinator &
Appeals & Reg. Compliance Coord.
Travis Germundson
Buffers and Soil Loss Specialist
Paul Erdmann
Kevin Roth
Temporary LOA

Vegetation / Soils
Sr. Ecologist/Veg. Specialist
Dan Shaw
Conservation Technician
Tara Perriello

MN Office for Soil Health [2]
PhD Researcher
Anna Cates

Technical Training- Resource
Resource Training Conservationist
Vacant
Kelly Voigt

SWCDs, WDs, TSAs, WCA LGUs, Drainage Authorities, landowners

Strategy and Operations Division

Assistant Director [1]
Angie Becker Kudelka

Legislative Coordinator
Megan Lennon
Human Resources
Dontelle Hosley [2]

Organizational Effectiveness

Section Manager
Jenny Gieseke

Internal Controls/Compliance
Compliance Coordinator
Amie Wunderlich

Training
Technical Training & Certification Coord.
Jon Sellnow
Training Coordinator
Barbara Radke

Evaluation
PRAP Coordinator
Brett Arne WOOC

Communications
Communications Coordinator
Mary Juhl
Information Officer
Ann Wessel
Student Worker
Vacant

SWCDs, WDs, WMOs, Counties, JPB, TSA, Federal Partners

Fiscal and Admin Services

Chief Financial Officer [1]
Jeremy Olson

Finance & Accounting
Lead Accounting Officer
Bob Kronick
Contracts Accountant
Vacant
Accounting Technician
Sherri Johnson
Cari Cable
Office & Admin Asst Front Desk
Vacant
Facilities Projects Consultatnt
Mary Norton
Financial Analyst
Teressa Pickar

MN.IT Services [2]
MNIT Services Mgr, BWSR
Robert Wehausen
MNIT eLINK Specialist, BWSR
Conor Donnelly
MNIT GIS Specialist, BWSR
Aaron Spence
MNIT Project Manager, BWSR
Seth Weeks
MNIT Business Analyst, BWSR
Amir Khimji

SWCDs, WDs, TSAs

Regional Operations Division

Assistant Director [1]
Kevin Bigalke

Watershed Cons. Planning Coord. (PRO)
Mary Peterson

Grants & Central Region

Section/Reg Manager
Marcey Westrick

Clean Water Specialist
Barb Peichel
Brad Wozney
Board Conservationist
Steve Christopher
Melissa King
Jason Weinerman
Vacant
Vacant
Grants Compliance Spec.
Linda Donnay

Cntrl/Org Eff/Res Cons OAS
Office & Admin Spec.
Cecelia Rost

Local Water Mgt
Grants Coordinator
Vacant
Grants and eLINK Specialist
Gwen Steel
Grants Specialist
Kari Keating
Water Programs Coordinator
Annie Felix-Gerth
1W1P Program Coordinator
Julie Westerlund
Reporting & Outcomes Coord.
Matt Drewitz
Clean Water & Grants Coordinator
Vacant

SWCDs, WDs, WMOs, Counties, JPB, TSA

Southern Region

Regional Manager
Ed Lenz

Clean Water Specialist
Mark Hiles
Shaina Keseley
Board Conservationist
Jason Beckler
Adam Beilke
Dave Copeland
Doug Goodrich
Jeremy Maul
Jenny Mocol-Johnson
Jill Sackett Eberhart
Grants Compliance Spec.
Julie Krebs
Office & Admin Spec.
Roxie Serreyn
Carla Swanson-Cullen

SWCDs, WDs, Counties, JPB, TSA

Northern Region

Regional Manager
Ryan Hughes

Clean Water Specialist
Jeff Hrubes
Red River Valley Clean Water Spec
Henry Van Offelen
Forest Stewardship Plng Coord.
Lindberg Ekola
Board Conservationist
Darren Mayers WOOC
Matt Fischer
Erin Loeffler
Chris Pence
Chad Severts
Pete Waller
Grants Compliance Spec.
Jeannette Austin
Office & Admin Spec.
Donna Caughey
Carrie Rust-Moline
Vacant

SWCDs, WDs, Counties, JPB, TSA

☐ IN-STATE ☐ OUT-OF-STATE ☐ SHORT TERM ADVANCE ☐ RECURRING ADVANCE

SEMA4 EMPLOYEE EXPENSE REPORT

☐ Check if advance was issued for these expenses
☐ FINAL EXPENSE(S) FOR THIS TRIP?

Employee Name	Home Address (Include City and State)	Permanent Work Station (Include City and State)	Agency	1-Way Commute Miles	Job Title

Employee ID	Rcd #	Trip Start Date	Trip End Date	Reason for Travel/Advance (30 Char. Max) [example: XYZ Conference, Dallas, TX]	Barg. Unit	Expense Group ID (Agency Use)

Chart String(s)	Accounting Date	Fund	Fin DeptID	ApproplD	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srce Type	Category	Sub-Cat	Distrib %
A															
B															

A. Description:

B. Description:

Date	Daily Description	Itinerary Time	Itinerary Location		Trip Miles	Total Trip & Local Miles	Mileage Rate	Meals ✓ B	L	D	Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
			Depart / Arrive					☐	☐	☐						0.00
		VEHICLE CONTROL #				Total Miles 0					Total MWI/MWO 0.00	Total MEI/MEO 0.00	Total LGI/LGO 0.00	Total PHI/PHO 0.00	Total PKI/PKO 0.00	Subtotal (A) 0.00

Figure mileage reimbursement below

MILEAGE REIMBURSEMENT CALCULATION

Enter the rates, miles, and total amounts for the mileage listed above. Get the IRS rate from your agency business expense contact.	Rate	Total Miles	Total Mileage Amt.
1. Enter rate, miles, and amount being claimed at **equal to the IRS rate**.			0.00
2. Enter rate, miles, and amount being claimed at **less than the IRS rate**.			0.00
3. Enter rate, miles, and amount being claimed at **greater than the IRS rate**.			0.00
4. Add the total mileage amounts from lines 1 through 3.			0.00
5. Enter IRS mileage rate in place at the time of travel.			
6. Subtract line 5 from line 3.	0.000		
7. Enter total miles from line 3.		0	
8. Multiply line 6 by line 7. This is **taxable** mileage.			0.00 (Copy to Box C)
9. Subtract line 8 from line 4. If line 8 is zero, enter mileage amount from line 4. This is non-taxable mileage.			0.00 (Copy to Box D)

OTHER EXPENSES – See reverse for list of Earn Codes.

Date	Earn Code	Comments	Total
		Subtotal Other Expenses: (B)	0.00
		Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 MIT or MOT
		Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 MLI or MLO
		Grand Total (A + B + C + D)	0.00
		Less Advance issued for this trip:	
		Total amount to be reimbursed to the employee:	0.00
		Amount of Advance to be returned by the employee by deduction from paycheck:	0.00

If using private vehicle for out-of-state travel: What is the lowest airfare to the destination? Total Expenses for this trip must not exceed this amount.

I declare, under penalty of perjury, that this claim is just, correct and that no part of it has been paid or reimbursed by the state of Minnesota or by another party except with respect to any advance amount paid for this trip. I AUTHORIZE PAYROLL DEDUCTION OF ANY SUCH ADVANCE. I have not accepted personal travel benefits.

Employee Signature ______________________ Date ______________ Work Phone:

Approved: Based on knowledge of necessity for travel and expense and on compliance with all provisions of applicable travel regulations.

Supervisor Signature ______________________ Date ______________ Work Phone:

Appointing Authority Designee (Needed for Recurring Advance and Special Expenses)

Signature ______________________ Date ______________

EMPLOYEE EXPENSE REPORT (Instructions)

DO NOT PAY RELOCATION EXPENSES ON THIS FORM.
See form FI-00568 Relocation Expense Report. Relocation expenses must be sent to Minnesota Management & Budget, Statewide Payroll Services, for payment.

USE OF FORM: Use the form for the following purposes:
1. To reimburse employees for authorized travel expenses.
2. To request and pay all travel advances.
3. To request reimbursement for small cash purchases paid for by employees.

COMPLETION OF THE FORM: Employee: Complete, in ink, all parts of this form. If claiming reimbursement, enter actual amounts you paid, not to exceed the limits set in your bargaining agreement or compensation plan. If you do not know these limits, contact your agency's business expense contact. Employees must submit an expense report within 60 days of incurring any expense(s) or the reimbursement comes taxable.

All of the data you provide on this form is public information, except for your home address. You are not legally required to provide your home address, but the state of Minnesota cannot process certain mileage payments without it.

Description	Earn Code In State	Earn Code Out of State
Advance	ADI	ADO
Airfare	ARI	ARO
Baggage Handling	BGI	BGO
Car Rental	CRI	CRO
Clothing Allowance	CLA	
Clothing-Non Contract	CLN	
Communications - Other	COM	
Conference/Registration Fee	CFI	CFO
Department Head Expense	DHE	
Fax	FXI	FXO
Freight & Delivery (inbound)	FDS	
Hosting	HST	
Laundry	LDI	LDO
Lodging	LGI	LGO
Meals With Lodging	MWI	MWO
Meals Without Lodging	MEI*	MEO*

Description	Earn Code In State	Earn Code Out of State
Membership	MEM	
Mileage > IRS Rate	MIT*	MOT*
Mileage < or = IRS Rate	MLI	MLO
Network Services	NWK	
Other Expenses	OEI	OEO
Parking	PKI	PKO
Photocopies	CPI	CPO
Postal, Mail & Shipping Svcs.(outbound)	PMS	
Storage of State Property	STO	
Supplies/Materials/Parts	SMP	
Telephone, Business Use	BPI	BPO
Telephone, Personal Use	PHI	PHO
Training/Tuition Fee	TRG	
Taxi/Airport Shuttle	TXI	TXO
Vest Reimbursement	VST	
Note: * = taxable, taxed at supplemental rates		

Supervisor: Approve the correctness and necessity of this request in compliance with existing bargaining agreements or compensation plans and all other applicable rules and policies. Forward to the agency business expense contact person, who will then process the payments. Note: The expense report form must include original signatures.

Final Expense For This Trip?: Check this box if there will be no further expenses submitted for this trip. By doing this, any outstanding advance balance associated with this trip will be deducted from the next paycheck that is issued.

1-Way Commute Miles: Enter the number of miles from your home to your permanent workstation.

Expense Group ID: Entered by accounting or payroll office at the time of entering expenses. The Expense Group ID is a unique number that is system-assigned. It will be used to reference any advance payment or expense reimbursement associated with this trip.

Earn Code: Select an Earn Code from the list that describes the expenses for which you are requesting reimbursement. Be sure to select the code that correctly reflects whether the trip is in state or out-of-state. **Note**: Some expense reimbursements may be taxable.

Travel Advances, Short-Term and Recurring: An employee can only have one outstanding advance at a time. An advance must be settled before another advance can be issued.

Travel Advance Settlement: When the total expenses submitted are less than the advance amount or if the trip is cancelled, the employee will owe money to the state. Except for rare situations, personal checks will not be accepted for settlement of advances; a deduction will be taken from the employee's paycheck.

FMS ChartStrings: Funding source(s) for advance or expense(s)

Mileage: Use the **Mileage Reimbursement Calculation** table to figure your mileage reimbursement. Mileage may be authorized for reimbursement to the employee at one of three rates (referred to as the equal to, less than, or greater than rate). The rates are specified in the applicable bargaining agreement/compensation plan. Note: If the mileage rate you are using is above the IRS rate at the time of travel (this is not common), part of the mileage reimbursement will be taxed.

Vehicle Control #: If your agency assigns vehicle control numbers follow your agency's internal policy and procedure. Contact your agency's business expense contact for more information on the vehicle control number procedure.

Personal Travel Benefits: State employees and other officials cannot accept personal benefits resulting from travel on state business as their own. These benefits include frequent flyer miles/points and other benefits (i.e. discounts issued by lodging facilities.) Employees must certify that they have not accepted personal travel benefits when they apply for travel reimbursement.

Receipts: Attach itemized receipts for all expenses except meals, taxi services, baggage handling, and parking meters, to this reimbursement claim. The Agency Designee may, at its option, require attachment of meal receipts as well. Credit card receipts, bank drafts, or cancelled checks are not allowable receipts.

Copies and Distribution: Submit the original document for payment and retain a copy for your employee records.