

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
THURSDAY, DECEMBER 15, 2022**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF OCTOBER 26, 2022 BOARD MEETING

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

INTRODUCTION OF NEW STAFF

- Andrea Fish, Assistant Director of Strategy and Operations
- Anne Sawyer, Metro Board Conservationist

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 members or 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 – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – Mark Zabel
- Drainage Work Group – Neil Peterson/Tom Gile

AGENCY REPORTS

- Minnesota Department of Agriculture – Peder Kjeseth
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Katie Smith
- Minnesota Extension – John Bilotta
- 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 – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. One Watershed, One Plan Mid-Point Grants – Julie Westerlund – ***DECISION ITEM***
2. CWF FY 23 competitive grant application recommendations – Annie Felix-Gerth – ***DECISION ITEM***

RIM Reserve Committee

1. Easement Alteration Request for Conservation Easement #81-04-92-01 (Hanson) – Karli Swenson – ***DECISION ITEM***
2. Easement Alteration Request - RIM Easement #81-09-95-01 – Karli Swenson – ***DECISION ITEM***
3. Resolution Authorizing the Reinvest in Minnesota (RIM) Reserve – One Watershed, One Plan Implementation – Bill Penning – ***DECISION ITEM***

UPCOMING MEETINGS

- Northern Region Committee is scheduled for 11:00 a.m., January 4, 2023, in Detroit Lakes.
- Central Region Committee is scheduled for 2:30 p.m. on January 5, 2023, in St. Paul.
- Audit and Oversight Committee is scheduled for 9:30 a.m. on January 12, 2023, in St. Paul and virtual.
- Administrative Advisory Committee is scheduled for 9:00 a.m. on January 24, 2022, in St. Paul and virtual.
- BWSR meeting is scheduled for 9:00 a.m., January 25, 2023, in St. Paul and virtual.

ADJOURN



DRAFT BOARD ORDER

Fiscal Year 2023 Clean Water Fund Competitive Grant Program Awards

PURPOSE

Authorize the Fiscal Year 2023 Clean Water Fund Competitive Grant Program Awards.

FINDINGS OF FACT / RECITALS

1. The Laws of Minnesota 2021, 1st Special Session, Chapter 1, Article 2:
 - a. Sec. 6(b) appropriated \$11,504,000 for the fiscal year 2023 Clean Water Fund Projects and Practices Competitive Grants Program with up to 20 percent available for land-treatment projects and practices that benefit drinking water, and
 - b. Sec. 6(j) appropriated \$850,000 for the fiscal year 2023 Clean Water Fund Multipurpose Drainage Management Competitive Grants Program, and
 - c. Sec. 6(p) appropriated \$4,000,000 for the fiscal year 2022 and 2023 Clean Water Fund Soil Health Program.
 - d. Section 6(t) allows the Board to shift grant funds.
2. On June 22, 2022, the Board authorized staff to distribute and promote a request for proposals (RFP) for Clean Water Fund Competitive Grants (Board order #22-31).
3. The request for proposals was noticed on June 27, 2022 with a submittal deadline of August 22, 2022.
4. Applications were scored and ranked by the interagency committees on October 24, 25, and 31, 2022.
5. The Grants Program and Policy Committee, at their November 28, 2022 meeting, reviewed the proposed allocations and recommended approval to the Board.

ORDER

The Board hereby:

1. Authorizes staff to transfer \$570,500 in funds from the fiscal year 2022 and 2023 Clean Water Fund Soil Health Program to the fiscal year 2023 Clean Water Fund Projects and Practices Competitive Grant Program (#1a above).
2. Approves the allocation of funds to each applicant in the amounts listed in the attached allocation tables.
3. Authorize staff to place applications C23-1872 and C23-9488 in a pending status until March 1, 2023 contingent on the approval of a related amendment to the North Fork Crow River Comprehensive Watershed Management Plan.
4. Authorizes staff to approve work plans and enter into grant agreements for these funds.
5. Authorizes staff to fully or partially fund additional applications in rank order until April 17, 2023 unless superseded by a future Board action. For this purpose, staff may separately or in combination: a. reallocate funds returned from previous years' Clean Water Fund Competitive grant programs, b. reallocate funds that become available if funded projects are withdrawn or do not receive work plan approval by March 20, 2023 unless extended for cause, or c. reallocate funds that are modified due to a reduction in the state funding needed to accomplish the project.
6. Establishes that the grants awarded pursuant to this order will conform to FY 2023 Clean Water Fund Competitive Grant Policy.

Dated at St. Paul, Minnesota, this December 15, 2022.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Date: _____

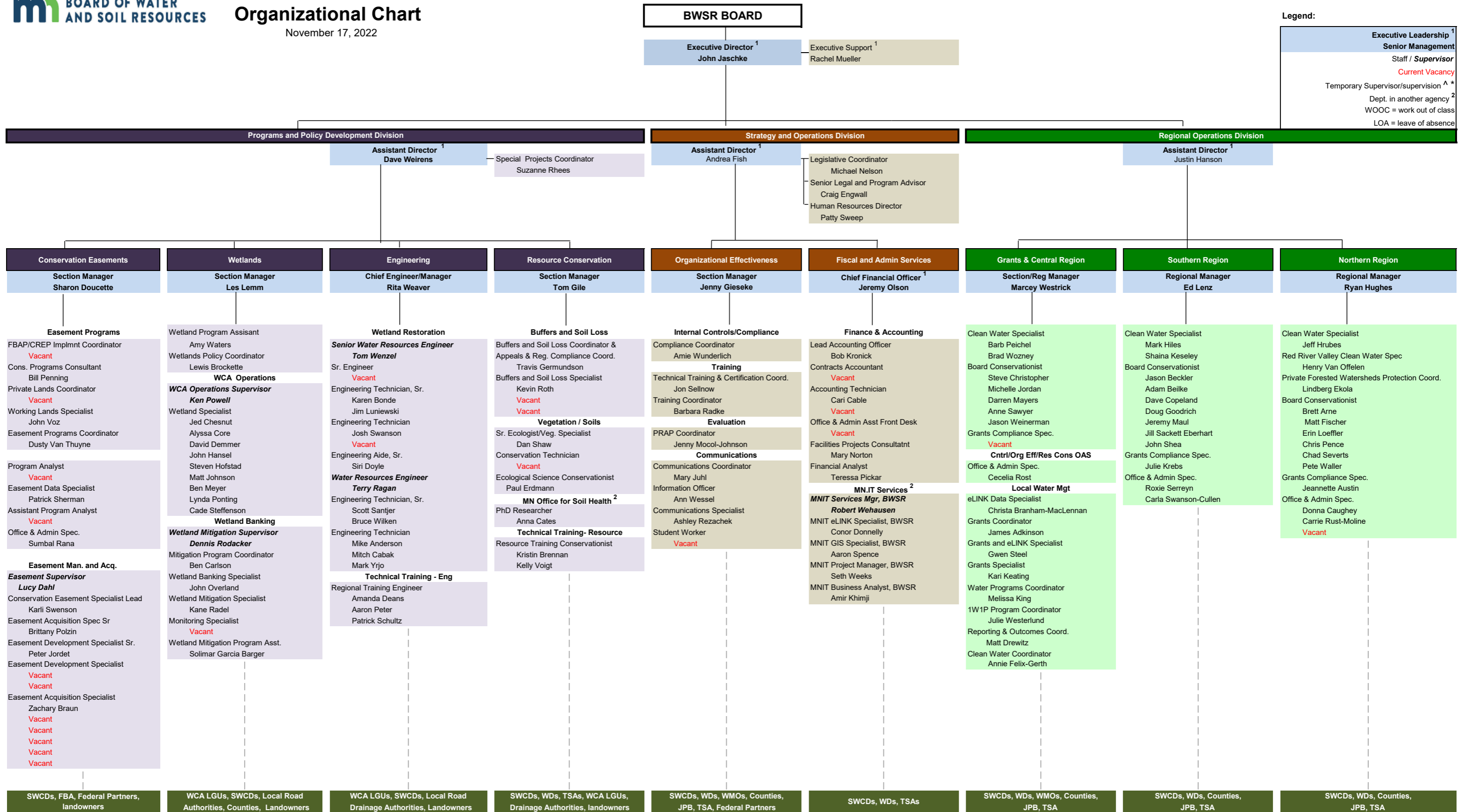
Gerald Van Amburg, Chair
Board of Water and Soil Resources

Attachments:

- FY2023 Clean Water Fund Projects and Practices Allocation Table
- FY2023 Clean Water Fund Projects and Practices Drinking Water Subprogram Allocation Table
- FY2023 Clean Water Fund Multipurpose Drainage Management Allocation Table
- FY2023 Clean Water Fund Soil Health Allocation Table
- Maps of recommended award locations

DRAFT

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



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.

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.

Description	Earn Code		Description	Earn Code	
	In State	Out of State		In State	Out of State
Advance	ADI	ADO	Membership	MEM	
Airfare	ARI	ARO	Mileage > IRS Rate	MIT*	MOT*
Baggage Handling	BGI	BGO	Mileage < or = IRS Rate	MLI	MLO
Car Rental	CRI	CRO	Network Services	NWK	
Clothing Allowance	CLA		Other Expenses	OEI	OEO
Clothing-Non Contract	CLN		Parking	PKI	PKO
Communications - Other	COM		Photocopies	CPI	CPO
Conference/Registration Fee	CFI	CFO	Postal, Mail & Shipping Svcs.(outbound)	PMS	
Department Head Expense	DHE		Storage of State Property	STO	
Fax	FXI	FXO	Supplies/Materials/Parts	SMP	
Freight & Delivery (inbound)	FDS		Telephone, Business Use	BPI	BPO
Hosting	HST		Telephone, Personal Use	PHI	PHO
Laundry	LDI	LDO	Training/Tuition Fee	TRG	
Lodging	LGI	LGO	Taxi/Airport Shuttle	TXI	TXO
Meals With Lodging	MWI	MWO	Vest Reimbursement	VST	
Meals Without Lodging	MEI*	MEO*	Note: * = taxable, taxed at supplemental rates		