

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, JUNE 26, 2024**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF MAY 22, 2024 BOARD MEETING

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

INTRODUCTION OF NEW STAFF

- Laura Godfrey, Grants Compliance Specialist
- Melanie Bomier, Board Conservationist
- David Plagge, Easement Acquisition Specialist

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 – Todd Holman
- Executive Director – John Jaschke
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Mark Zabel
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – LeRoy Ose
- Drainage Work Group – Neil Peterson/Tom Gile

AGENCY REPORTS

- Minnesota Department of Agriculture – Thom Petersen
- Minnesota Department of Health – Steve Robertson
- Minnesota Department of Natural Resources – Sarah Strommen
- Minnesota Extension – Joel Larson
- Minnesota Pollution Control Agency – Melissa Lewis

ADVISORY COMMENTS

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Mike Schultz
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Eunice Biel
- Minnesota Watersheds – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. FY 2025 CWF Competitive Grant Program and RFP Criteria – Annie Felix-Gerth – ***DECISION ITEM***
2. Grant Monitoring and Financial Reconciliation Policy – Marcey Westrick – ***DECISION ITEM***

Wetland Conservation Committee

1. Wetland Conservation Act Rulemaking – Request for Comments – Les Lemm and Lewis Brockett – ***DECISION ITEM***

Northern Region Committee

1. Kettle River & Upper St. Croix Watershed Comprehensive Watershed Management Plan – Ryan Hughes and Melanie Bomier – ***DECISION ITEM***

Water Management and Strategic Planning Committee

1. Nonpoint Priority Funding Plan Update – Julie Westerlund and Annie Felix-Gerth – ***INFORMATION ITEM***

Audit and Oversight Committee

1. Draft Agency Tribal Consultation Policy – Melissa King – ***INFORMATION ITEM***

UPCOMING MEETINGS

- Grants Program and Policy Committee Meeting, July 15 at 8:30 a.m. in St. Paul and by MS Teams.
- BWSR Board Tour and Meeting, August 28-29, 2024.

ADJOURN

BWSR Board Member Conflict of Interest in Grant Review – Disclosure Form

Meeting: _____

Date: _____

I certify that I have read and understand the descriptions of conflict of interest provided, reviewed my participation for conflict of interest, and disclosed any perceived, potential, or actual conflicts. As a BWSR Board member, appointed according to Minnesota Statute Section 103B.101, I am responsible for evaluating my participation or abstention from the review process as indicated below. If I have indicated an actual conflict, I will abstain from the discussion and decision for that agenda item.

Please complete the form below for all agenda items. If you indicate that you do not have a conflict for an agenda item, you do not need to fill out additional information regarding that agenda item.

Agenda Item	No conflict (mark here and stop for this row)	Grant applicant(s) associated with conflict (required if conflict identified)	Conflict Type (required if conflict identified)	Will you participate? (required if conflict identified)	Description of conflict (optional)
				Yes / No	
				Yes / No	
				Yes / No	
				Yes / No	

Printed name: _____

Signature: _____

Date: _____

Hands-on training equips NRCS, SWCD staff to work with farmers



Through its Technical Training and Certification Program, BWSR provided funding, and assisted with promotion and logistics. TTCP is funded equally by NRCS and by state Clean Water Funds.

Right: Ride-alongs are part of what make the On-Farm Communications trainings unique. The May sessions' focus included tillage. The remaining sessions are in July and October.

STAPLES — Cultivating Career Success: On-Farm Communications Training, a hands-on introduction to agricultural practices and technology, drew conservation professionals from throughout the state to Central Lakes College's (CLC) Ag and Energy Center farm fields in early May.

From the seat of a tractor during individual ride-alongs, they saw high-speed tillage equipment in action in one field, and a corn planter in a second field. Throughout the day, they inspected the latest in precision planting equipment and technology, tracked real-time field progress and stats via GPS, deciphered a soil test report, and considered economic factors and real-life scenarios.

Forty-seven employees from county soil and water conservation districts and federal Natural Resource Conservation



Service (NRCS) offices attended one of the identical trainings May 8 and 9. The three-part series aligns with tillage and



Top to bottom: From left: Ag technician Taylor Thompson explained the monitoring data available to farmers during a May 9 On-Farm Communications Training session at Central Lakes College's Ag and Energy Center in Staples as Fillmore County-based NRCS soil conservationists Stacy Every and Jess Stevens and Cottonwood SWCD program technician Breanna Wagner looked on. Lily Kingsley of Hennepin County watched high-speed disk monitors from the driver's seat. Isanti SWCD conservation technician Matthew Remer watched real-time corn planting data.

Photo Credits: Ann Wessel, BWSR



Stevens rode along with Todd Pollema, farm manager at Central Lakes College's Ag and Energy Center, as he planted corn May 9 at the college in Staples.

planting; irrigation, cover crops and livestock (July 18 and 19); and harvest equipment, technology and soil conditions (Oct. 16 and 17).

Led by AgCentric staff and developed by CLC and NRCS, Cultivating Career Success: On-Farm Communications Training helps to prepare those new to agriculture or new to their district to work with farmers.

"It's about communicating with the farmer. I call it 'farmer-speak,' but really we're just trying to scratch the surface of how to talk with farmers, understand some of what they're going through, as well as some of the equipment they're using," said Keith Olander, director of AgCentric.

CLC's Ag and Energy Center runs a 2,000-acre farm. The behind-the-wheel experience makes this training unique. Conservation workers listed that experience, plus insights into what influences farmers' decision-making, among the top take-aways.

"I was really hoping to come out here today and get some hands-on activities with agriculture and learn what goes through the farmer's head when we're talking to them about conservation practices ... the things that

“ The farmer at their heart, they are not in it for this year. They are in it for a lifetime. When we approach the farmer, we've got to understand that they're thinking not just, 'How do I pay the bills today?' but 'How's this land going to be good for me and my next generation going forward?' ”

— excerpt from a conversation with Keith Olander, director of AgCentric



they're thinking about that we wouldn't necessarily think about," said Matthew Remer, Isanti Soil & Water Conservation District (SWCD) conservation technician. "Today is a really good chance to take a look at that and see what we can come up with as far as the best way to help these landowners, because they're the ones adopting these practices."

NRCS District Conservationist Jess Stevens moved to Fillmore County after working for NRCS in Iowa.

"I learned a lot about different tillage implements, different planter setups, nutrients applied on fields and best ways to manage those," Stevens said after the training. "I think it'll help a lot with communication with farmers. ... It's good to speak their language and try to relate to

them as much as possible when working with them."

Breanna Wagner joined the Cottonwood SWCD staff two years ago as a program technician. She grew up on a farm, but said she wanted to learn more about how to initiate conversations about trying new practices such as strip-till or cover crops. While she'd driven a tractor before, it was nothing like the equipment used on the Ag and Energy Center farm.

"This was really fun," Wagner said after her turn on the tractor pulling the high-speed disk. "They have the auto-steering. You line it up and it goes for you, essentially. You don't have to touch the steering wheel. This is really incredible technology."

Stacy Every, a Fillmore County-based NRCS soil

conservationist, grew up on a Fillmore County livestock and crop farm.

"I am brand-new to the NRCS, so I am looking to learn more about the farming practices that I can help local farmers with," Every said as the May 9 training began. "I think it'll give me more information to work with farmers with, and a little bit more knowledge base to cover some of the things that they're new to, and let them know how it'll help them out."

A change in demographics — most NRCS and SWCD employees no longer come from a farming background — drove demand for the training.

"We have people entering the agencies — either soil and water districts or NRCS — that have very limited (ag) background, often in environmental science," Olander said. "That ability to have common knowledge and base talking points (may not) always be brought forth in their traditional education setting. We're trying to complement that in ... a customized training."

Previously, the training was offered to NRCS staff. This year, a collaboration among CLC, the Minnesota Board of Water and Soil Resources and the Minnesota Association of Soil and Water Conservation Districts opened it to SWCDs.

BWSR engineering tour offers insights to help overcome design challenges



Clean Water Funds and Outdoor Heritage Funds support BWSR's RIM Wetlands Easement Program. Both funds are supported by the Clean Water, Land & Legacy Amendment.

The Minnesota Board of Water and Soil Resources' (BWSR) 2024 spring engineering tour showcased engineering projects throughout southwestern Minnesota. Tour attendees, which consisted of BWSR engineering staff, visited 14 sites, all of which featured projects that provide enhanced water quality, wildlife habitat and water storage. At some stops, soil and water conservation district staff, watershed district staff and landowners joined them to discuss project details.

Tour sites included restored wetlands and uplands on Reinvest in Minnesota (RIM) and Minnesota Conservation Reserve Enhancement Program (MN CREP) easements. The tour featured a variety of projects such as wetland restorations, riverbank restorations and a visit to see a Wetland Conservation Act (WCA) violation on a recently restored easement.

BWSR engineering staff planned the

annual three-day tour, which began on April 29 at Haala Industries manufacturing plant in Sleepy Eye and then continued throughout six southwestern counties — Redwood, Lyon, Murray, Nobles, Cottonwood and Watonwan.

“It’s a really cool way to see our work on the ground and walk it a bit,” said Dave Weirens, BWSR assistant director for programs and policy, who attended the tour. “It’s more real, more tangible, in what we’re actually doing.”

The tour’s goal was to give BWSR engineering staff opportunities to observe and discuss project successes and challenges. The tour also gave them a chance to view the results of their work in the field and brainstorm ways to overcome design challenges.

“One goal (of the tour) is getting engineering staff together. Our staff are (located) statewide and do a lot of work

BWSR senior engineering technician Scott Santjer (in front center) and BWSR senior water resources engineer Tom Wenzel (left of Santjer) presented at the Horseshoe Lake site in Redwood County and discussed the site’s long history of maintenance issues and the recent repairs that have been done to address those issues. In an effort to prevent future clogging, a ring of large diameter rock riprap was constructed in front of the intake structure.

Photo Credits: Siri Doyle, BWSR



Left: Tour attendees viewed a recently constructed MN CREP project, which restored a 106-acre floodplain wetland that connects to Three-Mile Creek in Lyon County. They discussed restoration processes and how to address the site's existing drainage systems. **Middle:** Attendees checked out an outlet in Nobles County, while they discussed the restoration of this large shallow lakebed and what factors influenced the type of structure used for the outlet. **Right:** On the final tour day, attendees visited a RIM and MN CREP project in Murray County that restored two large wetlands that were previously being drained by Murray County Ditch 30 drainage system. The group discussed design challenges and necessary coordination with road authority and public drainage authority staff.

through Microsoft Teams, but they don't necessarily see each other often. It's nice to have folks from different parts of the state come together for a few days," said Rita Weaver, BWSR chief engineer, who attended the tour.

The tour provided opportunities for attendees to discuss the ways they tackle engineering work.

For example: BWSR engineering staff typically follow a standard approach when designing a wetland restoration project, however every project site is different and comes with its own set of challenges.

"It's good to visit these sites and talk about the design or construction issues that may have come up," Weaver said. "We might also discuss a design element or a construction technique that isn't used very often. It is good for our staff to discuss these things as a group so we can apply what we've all learned on future projects."

A stop at the Horseshoe Lake project in Redwood County offered an example of a project where engineers had to implement a design technique that deviates from BWSR's traditional approach. This wetland restoration

project was completed in 1989 and since then there has been a regularly occurring issue of wetland vegetation plugging the outlet structure, which is a water level control structure housed in a concrete box. Since the primary outlet releases wetland waters to a subsurface drainage tile system, once the intake structure clogs, the wetland pool tends to rise, causing flood impacts on adjacent properties.

"We have certain techniques to stop vegetation from clogging the outlet, but the lake's size and the types of vegetation that grew there resulted in the outlet continuing to be choked. So, staff modified our design and put rock farther away from the outlet, to function somewhat like a berm that allowed water, but not vegetation, to pass through," Weaver said.

The stop provided an opportunity for engineering staff to discuss how they might implement that design in the future if a similar circumstance came up.

Weirens said the stop in Cottonwood County was among his favorite stops on the tour. The project features a recently constructed MN CREP project with various design components, one

being a washout repair using root wads to stabilize an eroding bank of the West Fork Des Moines River that was threatening to compromise part of the site. This commonly used technique uses locally sourced trees of about 18 inches in diameter, the main trunk is cut off at least 10 feet tall and the trees are pulled out of the earth with the root wad intact. Once prepared, the tree trunk and stump are driven horizontally, using heavy equipment, into the eroding stream bank one next to another in a row with the root wads facing out toward the river. The root wads then act to dissipate the energy of the flowing water and secure the earth around them.

Other construction activities on the site include constructed earthen embankments, strategic tile blocks to disable the subsurface drain tile, sediment removal scrapes and installation of a rock weir and pipe outlet to control water surface elevations in one of the larger restored basins. Additionally, an inline weir structure that ties into existing subsurface drain tile was installed to allow for partial drawdown of that same basin.

Tour attendees also discussed the design implemented to

help reuse wetland runoff for the landowners' irrigation system. Weirens said he also enjoyed hearing from the landowners about their goals.

"The other thing that I thought was interesting was the last stop. It was a site that's still being restored," Weirens said. "It's near a closed landfill. The MPCA (Minnesota Pollution Control Agency) has a closed landfill program. So, our staff are working with other agencies on restoring this area that's adjacent and downhill in terms of water flow. How do we manage that site in a way that is complementary to the closed landfill that's going to be there forever?"

The tour allowed attendees to see how different landscapes impact design.

"There's the way the water flows. There are the different soils that are conducive for different kinds of plant species. And then there's each landowner and each landowner has their own interests. So, you have to kind of fit all those things in together when our staff are working on a restoration design," Weirens said. "You have to satisfy all those things to be successful."

Farmers' erosion control aids Wild Rice River water quality



CALLAWAY — The Becker Soil & Water Conservation District (SWCD) has worked with landowners to install more than 660 water and sediment control basins over the past 20 years. The projects were slow to catch on at first, but interest in the basins surged as farmers saw how well they mended gullies and curbed erosion.

“It’s a night-and-day difference. It went from a washout that was 6 feet deep to (now) we farm across it and there’s absolutely no problem with it as far as erosion whatsoever,” Riceville Township farmer Tom Bergren said of a multi-basin project spanning his field and the neighbor’s field upstream.

The SWCD has a list of about 80 water and sediment control basins ready to be installed once technical assistance and contractors are available.

Clean Water Funds helped to meet that demand on land that drains to the South Branch Wild Rice River, one of the major contributors of sediment to the Red River. Curbing sediment and the phosphorus it carries has a positive

impact from here to Lake Winnipeg, where blue-green algae blooms — increasingly frequent over the past 30 years — have at times covered more than 50% of the lake’s surface.

The Minnesota Board of Water and Soil Resources (BWSR) awarded the SWCD two competitive Clean Water Fund grants centered on sediment reduction in the South Branch Wild Rice River: \$257,000 in 2015 and \$470,430 in 2020. The two-phase project resulted in work with 16 landowners to install 60 water and sediment control basins, eight filter strips on 28.5 acres, one grade stabilization and one grassed waterway. Estimates showed work backed by the two grants would reduce suspended solids in the river by nearly 40%.

Clean Water Fund support is continuing through Watershed-Based Implementation Funding (WBIF). More than half of the \$1.37 million BWSR made available to the Wild Rice-Marsh River partnership in 2023 — \$816,252 — is earmarked for projects and practices targeting high-priority catchments (areas where water



Minnesota NRCS
website: www.mn.nrcs.usda.gov

Left: From left: NRCS District Conservationist Ed Musielewicz, and Becker SWCD Administrator Bryan Malone and Soil and Water Resource Technician Ed Clem visited one of the sediment reduction/erosion control projects centered on the South Branch Wild Rice River (**middle**) in October 2021. **Right:** Tom Bergren and his son farm about 5,500 acres in Riceville Township. The farm produces corn, wheat, soybeans and alfalfa. Bergren stopped to greet Becker SWCD and NRCS staff. **Photo Credits:** Ann Wessel, BWSR

collects when it rains).

In 2023, WBIF-backed work centered on the South Branch Wild Rice River involved one landowner with five water and sediment control basins, one landowner who planted 136 acres of cover crops, and a soil health field day that drew 60 people.

The Wild Rice Watershed District (WRWD) is the fiscal agent for the WBIF grant, which funds priorities identified in the Wild Rice-Marsh comprehensive watershed management plan developed under BWSR's One Watershed, One Plan.

The 14 plan partners include Becker, Clay, Clearwater, Mahnomen and Norman counties and SWCDs, Polk County, East Polk and West Polk SWCDs, and the WRWD.

Leveraging Clean Water Funds with Environmental Quality Incentives Program (EQIP) assistance from the USDA's Natural Resources Conservation Service (NRCS) can cut landowners' share to 10%.

The WRWD's contribution toward the water and sediment control basin projects — \$25,000 in 2014 and another \$25,000 in 2022 — came from taxes levied for projects that benefit the district as a whole.

"It meets the overall goals that the board of managers works toward in reducing flooding and reducing erosion throughout the district," said WRWD Administrator Tara Jensen. "It's maybe a smaller footprint, but when you have several (projects), like



Erosion-control work affecting the South Branch Wild Rice River has water-quality benefits that extend to Lake Winnipeg.

“ Nobody wants to see their land wash away. ... I don't lose as many nutrients, less nutrients go into the groundwater, less nutrients go into the surface water. ”
... So it's better. It's a win for everyone.

— Tom Bergren,
Becker County farmer

Becker County has, it makes a larger impact.”

A simple, one-basin project can cost \$3,000. Larger, multi-landowner projects can exceed \$150,000.

“Would they do it on their own? That's a lot of money,” said Becker SWCD Administrator Bryan Malone. “The goal is to use both Clean Water Funds and federal funds to get these projects done and help the landowners reduce their expenses.”

To receive the full 90% assistance, landowners must implement additional best management practices such as installing filter strips or fencing a livestock exclusion.

“I'm pretty confident they wouldn't be doing the projects we're doing the way we're doing them,” Ed Clem, Becker SWCD soil and water

resource technician, said of conservation practices resulting from that added incentive. “There's a benefit to the landowners for not only the erosion control — farmers are interested in saving sediment — but (maintaining adequate drainage) is probably the largest seller for a lot of these guys.”

Over the years, Bergren has worked with the SWCD and NRCS staff to install water and sediment control basins in 10 fields — projects he said would have been impossible without the funding. One of those fields alone contains 13 structures that mended a 15-foot-wide, 15-foot-deep gully.

“You could drive a semi-truck into it and you wouldn't see it,” Bergren said.

On another piece of land where washouts divided a

field into four segments, Bergren said installing water and sediment control basins made it possible to farm the length of the field — improving efficiency while curbing nutrient loss by slowing and filtering the water.

“The public is getting the benefit of no longer having that active gully eroding into the river,” Clem said of projects throughout the county, noting that erosion control measures reduce how much sediment and phosphorus is carried into the river.

“There's a huge benefit to the public with water and sediment control basins. ... It's a big win-win for farmers. They're not doing it only for conservation, they're doing it also for economics,” he said.

Because the simpler projects were installed first, NRCS District Conservationist Ed Musielewicz anticipated seeing fewer but more expensive projects in the years ahead.

“I think that's where we're headed going forward, is to do some more of those complex projects,” Musielewicz said.

Becker County's first five water and sediment control basins were installed in 1996. In 2023, the SWCD installed 95 water and sediment control basins. Nine more contracts involved 37 construction-ready basins for which plans were finished — those were either awaiting funding or slated for 2023 completion. The waiting list included 15 potential contracts to install 81 water and sediment control basins in 2024.

2024 Legislature passes funding for habitat, easements, water-quality improvements



BWSR received \$11.4 million from the Clean Water Fund and \$19.4 million from the Outdoor Heritage Fund this year. The Clean Water, Land & Legacy Amendment supports both funds.

Actions taken during the 2024 legislative session will help the Minnesota Board of Water and Soil Resources (BWSR) further its mission to work with partners to improve and protect Minnesota’s land and water resources. Legislation passed this year prioritizes funding for pollinator habitat, conservation easements and water-quality improvements.

The 2024 Legislature adjourned in late May, concluding its work for the biennium. In even-numbered years, the Legislature typically focuses on policy changes, supplemental budgeting and distributing capital investment funds for infrastructure projects (also referred to as “bonding bills”). State agency budgets are typically passed during the biennial budgeting process that occurs during odd-numbered years. While no bonding bill was passed this session,

several major bills that were passed will impact BWSR’s work.

Passed: Omnibus Environmental Policy Bill

The Omnibus Environmental Policy Bill contains several provisions that affect BWSR and its partners. Changes were made to the Wetland Conservation Act to help fill regulatory gaps for federally unregulated waters following a Supreme Court of the United States’ case (*Sackett v. EPA*), which diminished federal protections. Wetland banking provisions were also clarified to align local and federal expectations.

Other provisions included:

- Clarifying jurisdictional authority for implementing riparian buffer protection
- Recognizing the Minnesota Public Drainage Manual in

The Minnesota Legislature in even-numbered years typically focuses on policy changes, supplemental budgeting and distributing capital investment funds to support infrastructure projects. In odd-numbered years, lawmakers focus on passing a biennial budget. Photo Credit: Minnesota Historical Society

- state statute
- Modernizing language in state statute pertaining to soil and water conservation districts and watershed districts
- Making administrative adjustments to the Reinvest in Minnesota (RIM) Easement Program
- Repealing an outdated beaver damage control grant program last funded in 2006

Passed: Environment and Natural Resources Supplemental Budget Bill

This year's Environment and Natural Resources Supplemental Budget Bill created a state pollinator account to support BWSR's pollinator habitat programming. A portion of state lottery funds will be deposited into the pollinator account and appropriated annually.

The bill included three one-time appropriations for BWSR totaling \$1.95 million:

- Funding for the Lawns to Legumes program, plus policy changes that establish data privacy expectations for program participants
- Funding for manure management activities to enhance groundwater protection and reduce greenhouse gases associated with agriculture, prioritizing areas of the state with high nitrate levels in groundwater, or that have geology that makes groundwater vulnerable to contamination, such as the karst region of southeastern Minnesota
- Pass-through funding for the

Red River Basin Commission to facilitate development of a feasibility assessment of adaptive phosphorous management with partners in the region

Passed: Omnibus Legacy Bill

Legacy bills are those funded by Minnesota's Clean Water, Land & Legacy Amendment passed in 2008 by Minnesota voters. The amendment supports several state funding sources: the Outdoor Heritage Fund (OHF), the Clean Water Fund (CWF) and the Arts and Cultural Heritage Fund.

This year's Omnibus Legacy Bill includes eight OHF appropriations for BWSR totaling \$19.4 million:

- Camp Ripley Sentinel Landscape Army Compatible Use Buffer (ACUB) Program
- Riparian habitat protection in the Kettle River and Snake River watersheds
- Wild rice shoreland protection
- RIM Wetlands Easement Program
- Pine and Leech Watershed Targeted RIM easement permanent land protection
- Mississippi Headwaters Habitat Corridor Project
- Red River Basin Riparian Habitat Program
- Lower Wild Rice River corridor habitat restoration

The Omnibus Legacy Bill also included five CWF appropriations for BWSR totaling \$11.4 million:

- Working Lands Floodplain Program

- Critical shoreland protection for permanent easements
- Legacy Partners Grant Program, including targeted watershed district rain garden grants
- Match for local partners within the Lake Superior basin seeking available federal funding
- Long-term groundwater protection through easements, grants, or contracts that prioritize vulnerable drinking water concerns

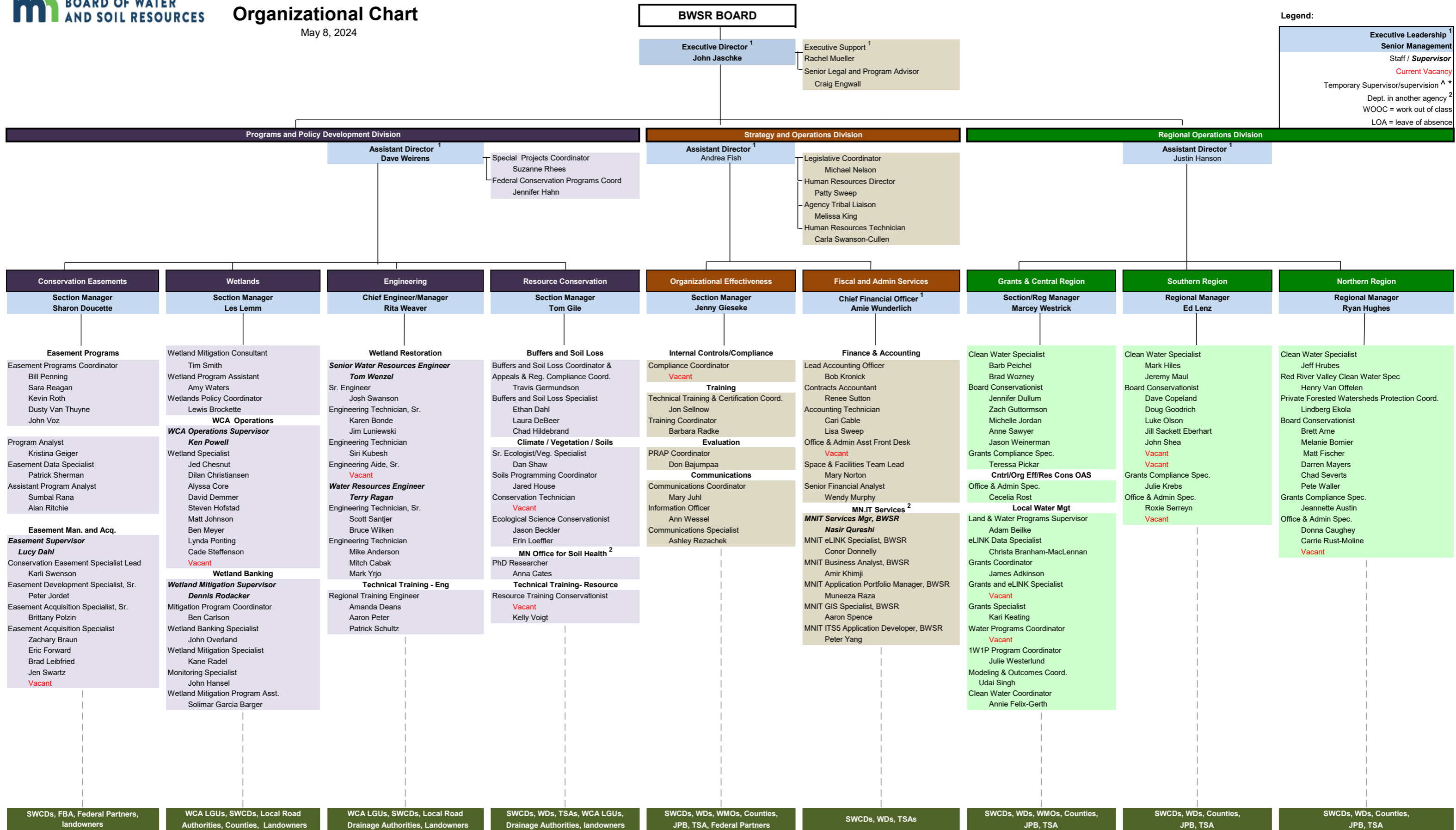
Passed: Omnibus Tax Bill

The final Omnibus Tax Bill makes clarifications regarding the sale of tax-forfeited lands, including rights affected by forfeiture. The forfeiture of the property extinguishes all liens, claims, and encumbrances other than specified items such as conservation easements. This bill also establishes a Minnesota Advisory Council on Infrastructure (MACI) for proper management coordination and future investment of Minnesota's infrastructure. BWSR is among the agencies included as a non-voting member of the MACI.

Not passed: Bonding Bill

A bonding bill was not passed during the 2024 legislative session. While BWSR provisions for the RIM Easement Program and the Local Government Road Wetland Replacement Program were included in early versions of a bonding bill, an agreement was not reached to meet the three-fifths majority required for final passage.

Executive Leadership¹
Senior Management
 Staff / **Supervisor**
 Current Vacancy
 Temporary Supervisor/supervision[^] *
 Dept. in another agency²
 WOOC = work out of class
 LOA = leave of absence



<input type="checkbox"/> IN-STATE	<input type="checkbox"/> SHORT TERM ADVANCE	SEMA4 EMPLOYEE EXPENSE REPORT	<input type="checkbox"/> Check if advance was issued for these expenses
<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> RECURRING ADVANCE		<input type="checkbox"/> 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
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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)
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Chart String(s)	A	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srce Type	Category	Sub-Cat	Distrib %
		B														

A. Description: _____ B. Description: _____

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Meals ✓			Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total
		Time	Location				B	L	D						
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			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
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VEHICLE CONTROL #					Total Miles	0	Figure mileage reimbursement below			Total MWI/MWO	Total MEI/MEO	Total LG/LGO	Total PHI/PHO	Total PKI/PKO	Subtotal (A)
										0.00	0.00	0.00	0.00	0.00	0.00

MILEAGE REIMBURSEMENT CALCULATION	OTHER EXPENSES – See reverse for list of Earn Codes.
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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.	Date	Earn Code	Comments	Total
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				Subtotal Other Expenses: (B)	0.00
8. Multiply line 6 by line 7. This is taxable mileage.			0.00 <small>(Copy to Box C)</small>			Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 <small>MIT or MOT</small>
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 <small>(Copy to Box D)</small>			Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 <small>MLI or MLO</small>
Grand Total (A + B + C + D)							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: _____	Appointing Authority Designee (Needed for Recurring Advance and Special Expenses)
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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: _____	Signature _____ Date _____
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Amount of Advance to be returned by the employee by deduction from paycheck: 0.00

Less Advance issued for this trip: _____

Total amount to be reimbursed to the employee: 0.00

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		