

**BOARD OF WATER AND SOIL RESOURCES  
525 SOUTH LAKE AVENUE, #400-1  
DULUTH, MN 55802  
THURSDAY, AUGUST 29, 2024**

**AGENDA**

**9:00 AM CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF JUNE 26, 2024 BOARD MEETING**

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

**INTRODUCTION OF NEW STAFF**

- Becca Reiss, Grants Compliance 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 – Jeff Berg
- Minnesota Department of Health – Tom Hogan
- 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 – 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. One Watershed, One Plan – FY25 Planning Grants – Julie Westerlund – ***DECISION ITEM***
2. Red River Basin Commission Adaptive Phosphorus Management Plan Grant – Henry Van Offelen – ***DECISION ITEM***

### ***Central Region Committee***

1. Chippewa River Comprehensive Watershed Management Plan – Julie Westerlund – ***DECISION ITEM***
2. Lower Minnesota River East Comprehensive Watershed Management Plan – Julie Westerlund – ***DECISION ITEM***

## **UPCOMING MEETINGS**

- Northern Region Committee is scheduled for September 4<sup>th</sup> at 10:30 a.m. in Detroit Lakes and by MS Teams.
- Grants Program and Policy Committee is scheduled for September 16<sup>th</sup> at 8:30 a.m. location TBD and by MS Teams.
- BWSR Board meeting is scheduled for September 25<sup>th</sup> at 9:00 a.m. in St. Paul and by MS Teams.

## **ADJOURN**

## Internal Memo

**Date:** August 29, 2024

**To:** BWSR Board

**From:** Julie Westerlund, One Watershed, One Plan Program Coordinator

**RE:** One Watershed, One Plan Program Update

This memo gives an update on One Watershed, One Plan Planning efforts, describing developments since the last program update for the BWSR board in March 2024.

The table below provides a summary of progress to date on the goals in BWSR’s *One Watershed, One Plan Transition Plan*. There are currently 60 planning boundaries outside the Twin Cities Metro Area.

Year	Planning Grants Awarded (cumulative)		1W1P Completed (cumulative)
	Transition Target	Grants Awarded	
2014-15	5	5	0
2016	6 (11)	7 (12)	2
2017	6 (17)	6 (18)	2 (4)
2018	7 (24)	9 (27)	1 (5)
2019	7 (31)	3 (30)	5 (10)
2020	7 (38)	8 (38)	9 (19)
2021	7 (45)	11 (49)	5 (24)
2022	7 (52)	5 (54)	6 (30)
2023	7 (59)	3 (57)	11 (41)
2024	2 (61)	3 (60)	7* (48)

\*includes two plans recommended for Board approval at the August 29, 2024 meeting.

I have also attached a map of participating planning boundaries and a list of the local governments that are participating in each planning effort for your information.

Please see planning websites (linked in the interactive map on the BWSR *One Watershed, One Plan – Participating Watersheds* web page) for more information about individual planning efforts.

In this memo, “plan” = comprehensive watershed management plan. “Collaborative” refers to an implementation structure in which the policy committee is advisory to the boards, who make final decisions. “Entity” refers to a new joint powers board that has been delegated authority to make decisions by the member entities. All dates are 2024 unless otherwise noted.

## Approved Plans (includes two plans recommended for approval at the August 29, 2024 board meeting)

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The following planning partnerships have completed their plans and are now implementing them: Root River; Yellow Medicine River; Lake Superior North; Red Lake River; North Fork Crow River; Leech Lake River; Lake of the Woods; Pine River; Missouri River Basin; Cedar Wapsipinicon; Thief River; Cannon River; Pomme de Terre River; Leaf, Wing, Redeye; Buffalo-Red River; Lower St. Croix; Nemadji; Wild Rice – Marsh River; Watonwan River; Bois de Sioux and Mustinka; Two Rivers Plus; Sauk River; Mississippi Headwaters; Greater Zumbro; Hawk Creek-Middle Minnesota; Shell Rock – Winnebago; Rum River; Middle Snake-Tamarac Rivers; Long Prairie River; Clearwater River; Snake River; Otter Tail River; St. Louis River; Lower Minnesota River West; Des Moines River; Lac qui Parle-Yellow Bank, Mississippi Winona/La Crescent; Roseau River; Rainy-Rapid River; Le Sueur River; Mississippi River – Brainerd; Sand Hill River; Upper Minnesota River; South Fork of the Crow River, Rainy River Headwaters-Vermilion, Kettle and Upper St. Croix, Chippewa River, Lower Minnesota River East.

## 2021 Starts

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**Chippewa River:** The group completed their final plan and submitted it for board approval. On August 5, BWSR's Central Region Committee recommended approval by the full board at the August BWSR meeting. This plan will be implemented through an existing joint powers entity (Chippewa River Association).

**Lower MN River East:** The group held a public hearing on May 30 and submitted the final plan in June after incorporating the majority of comments received throughout the plan review process. On August 5, BWSR's Central Region Committee recommended approval by the full board at the August BWSR meeting. The group intends to implement the plan through a joint powers entity.

**Mississippi River St. Cloud:** The group completed the draft plan; the 60-day review period ends September 6. The group is working on an agreement to form a joint powers entity to implement the plan. The group is currently discussing partner roles. They anticipate submitting the final plan to BWSR by the end of 2024.

## 2022 Starts

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**Cottonwood – Middle Minnesota River:** The group completed the draft plan; the 60-day review period ends August 30. The public hearing is scheduled for September 18 and the group anticipates submitting the final plan for BWSR consideration in fall 2024.

**Crow Wing River:** The group completed the draft plan; the 60-day review period ends September 22. The public hearing is scheduled for October 17 and the group anticipates submitting the final plan for BWSR consideration at the January board meeting.

**Rainy River-Rainy Lake:** The group completed an internal draft plan review. The partners will revise the plan based on all comments and will move forward with the 60-day review process. The partnership anticipates submitting the plan to BWSR by February of 2025.

**Upper and Lower Red Lake:** The group completed the draft plan; the 60-day review period ends October 1. The public hearing is currently being scheduled and the group anticipates submitting the final plan for BWSR consideration at the January board meeting.



**Upper Mississippi – Grand Rapids:** The group completed the draft plan; the 60-day review period ends September 24. The public hearing is scheduled for October 18 and the group anticipates submitting the final plan for BWSR consideration at the January board meeting.

## 2023 Starts

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**Blue Earth River:** In spring 2024, the partnership hired a consultant for plan development and conducted a successful kickoff campaign with about 75 attendees in person and 297 written and online survey responses regarding priority issues and resources. The Advisory Committee was established, with its first meeting on July 1. The Steering Team is currently discussing draft plan goals and maps for previously developed issue statements.

**Minnesota River Mankato:** The group finalized their grant work plan, received funding, and contracted with a planning consultant. They have drafted issue statements and presented them to attendees at two kickoff meetings in late July.

**Redwood River:** The group held three public kick-off meetings in late June to gather public input. The policy committee approved bylaws and started the planning process. The steering team meets monthly and has begun prioritizing goals. The policy committee also established an advisory committee provide recommendations throughout the planning process.

### ATTACHMENTS:

Map of participating watersheds

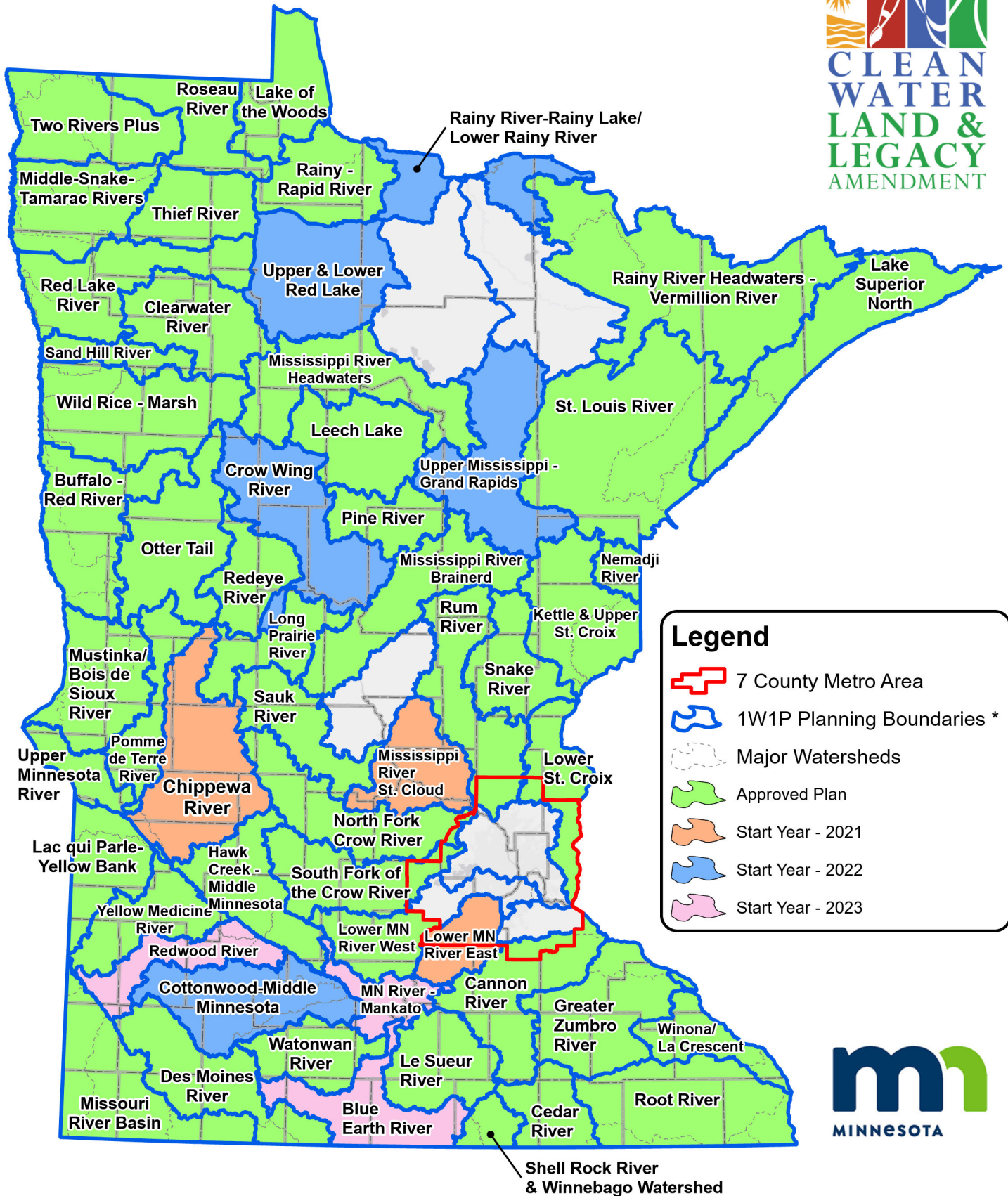
List of participating local governments

# One Watershed, One Plan

## Participating Watersheds



**CLEAN  
WATER  
LAND &  
LEGACY  
AMENDMENT**



**Legend**

- 7 County Metro Area
- 1W1P Planning Boundaries \*
- Major Watersheds
- Approved Plan
- Start Year - 2021
- Start Year - 2022
- Start Year - 2023



\*Not legal boundaries; intended for planning purposes through One Watershed, One Plan only.



Local and Tribal Governments Participating in the One Watershed, One Plan program. (# of partners). Some names are truncated to conserve space.

2023					
Blue Earth (11)		Minnesota-Mankato (10)		Redwood (11)	
Blue Earth County	Freeborn SWCD	Blue Earth County	City of St. Peter	Area II MN River Basin Projects	Pipestone County
Blue Earth SWCD	Jackson County	Blue Earth SWCD	Le Sueur County	Lincoln County	Pipestone SWCD
City of Fairmont	Jackson SWCD	City of Lake Crystal	Le Sueur SWCD	Lincoln SWCD	Redwood-Cottonwood Rivers
Faribault County	Martin County	City of Mankato	Nicollet County	Lyon County	Control Area
Faribault SWCD	Martin SWCD	City of North Mankato	Nicollet SWCD	Lyon SWCD	Redwood County
Freeborn County				Murray County	Redwood SWCD

2022					
Cottonwood-Middle MN (13)	Rainy River-Rainy Lake (4)	Crow Wing (14)	Upper and Lower Red Lake (4)	Upper Miss – Grand Rapids (11)	
Brown County	City of International Falls	Becker County	Beltrami County	Aitkin County	
Brown SWCD	City of Ranier	Becker SWCD	Beltrami SWCD	Aitkin SWCD	
Cottonwood County	Koochiching County	Cass County	Red Lake Nation	Carlton County	
Cottonwood SWCD	Koochiching SWCD	Cass SWCD	Red Lake Watershed District	Carlton SWCD	
Lyon County		Crow Wing County		Cass County	
Lyon SWCD		Crow Wing SWCD		Cass SWCD	
Murray County		Hubbard County		Itasca County	
Murray SWCD		Hubbard SWCD		Itasca SWCD	
Redwood County		Otter Tail County		Logan Township	
Redwood SWCD		Otter Tail SWCD		Mille Lacs Band of Ojibwe Indians	
Area II Minnesota River Basin Projects		Todd County		Salo Township	
Redwood-Cottonwood Rivers Control Area		Todd SWCD			
City of Springfield		Wadena County			
		Wadena SWCD			

2021					
Chippewa (16)	Kettle and Upper St. Croix (5)	Lower MN East (7)	Mississippi River Brained (10)	Mississippi River St. Cloud (12)	Rainy R Hdwtrs/Vermilion R (6)
Chippewa County	Carlton County	Le Sueur County	Aitkin County	Benton County	Cook County
Chippewa SWCD	Carlton SWCD	Le Sueur SWCD	Aitkin SWCD	Benton SWCD	Cook SWCD
Douglas County	Kanabec SWCD	Lower MN River Watershed District	City of Baxter	Meeker County	Lake County
Douglas SWCD	Pine County	Rice County	City of Brainerd	Meeker SWCD	Lake SWCD
Grant County	Pine SWCD	Rice SWCD	Crow Wing County	Mille Lacs SWCD	North St. Louis SCWD
Grant SWCD		Scott County WMO	Crow Wing SWCD	Sherburne County	St. Louis County
Kandiyohi County	South Fork of the Crow River (13)	Scott SWCD	Morrison County	Sherburne SWCD	
Kandiyohi SWCD	Buffalo Creek Watershed District		Morrison SWCD	Stearns County	
Otter Tail County	Carver SWCD	Sand Hill River (8)	Todd County	Stearns SWCD	Upper Minnesota River (7)
Pope County	City of Winsted	East Polk SWCD	Todd SWCD	Wright County	Big Stone County
Pope SWCD	Kandiyohi County	Mahnomen County		Wright SWCD	Big Stone SWCD
Stevens County	Kandiyohi SWCD	Mahnomen SWCD	Rainy-Rapid (2)		Swift County

Stevens SWCD	McLeod County	Norman County	Lake of the Woods County		Swift SWCD
Swift County	McLeod SWCD	Norman SWCD	Lake of the Woods SWCD	Roseau River (3)	Traverse County
Swift SWCD	Meeker County	Polk County		Roseau County	Traverse SWCD
West Otter Tail SWCD	Meeker SWCD	Sand Hill River Watershed District		Roseau River WD	Upper MN River Watershed Dist
	Renville County	West Polk SWCD		Roseau SWCD	
	Renville SWCD				
	Wright County				
	Wright SWCD				

**2020**

Clearwater (9)	Des Moines (13)	Lac qui Parle- Yellow Bank (8)	Le Sueur (8)	Long Prairie (7)	Winona-La Crescent (10)
Clearwater County	Cottonwood County	Area II Minnesota River Valley Project	Blue Earth County	Douglas County	City of Winona
Clearwater SWCD	Cottonwood SWCD	Lac qui Parle SWCD	Blue Earth County SWCD	Douglas SWCD	Houston County
East Polk SWCD	Heron Lake WDt	Lac qui Parle County	Faribault County	Morrison County	Olmsted County
Pennington County	Jackson County	Lac qui Parle – Yellow Bank WD	Faribault County SWCD	Morrison SWCD	Olmsted SWCD
Pennington SWCD	Jackson SWCD	Lincoln SWCD	Freeborn County	Todd County	Root River SWCD
Polk County	Lyon County	Lincoln County	Freeborn SWCD	Todd SWCD	Stockton-Rollingstone-MN City WD
Red Lake County	Lyon SWCD	Yellow Medicine SWCD	Waseca County	West Ottertail SWCD	Wabasha County
Red Lake SWCD	Martin County	Yellow Medicine County	Waseca SWCD		Wabasha SWCD
Red Lake Watershed District	Martin SWCD			<b>Otter Tail (6)</b>	Winona County
	Murray County			Becker SWCD	Winona SWCD
<b>Middle-Snake Tamarac (5)</b>	Murray SWCD			Becker County	
Marshall County	Nobles County			Cormorant Lakes WD	
Marshall SWCD	Nobles SWCD			East Otter Tail SWCD	
Middle-Snake-Tamarac Rivers WD				Otter Tail County	
Polk County				Pelican River WD	
West Polk SWCD				West Otter Tail SWCD	

**2019**

Lower Minnesota River West (7)	Snake (8)	St. Louis (6)
High Island Creek WD	Aitkin County	Carlton County
McLeod County	Aitkin SWCD	Carlton SWCD
McLeod SWCD	Kanabec County	Fond du Lac Band of Lk Superior Chippewa
Nicollet County	Kanabec SWCD	North St. Louis SWCD
Nicollet SWCD	Mille Lacs County	St. Louis County
Sibley County	Mille Lacs SWCD	South St. Louis SWCD
Sibley SWCD	Pine County	
	Pine SWCD	

**2018**

Hawk Creek Middle MN (6)	Nemadji (4)	Rum (17)	Mississippi Headwaters (10)	Wild Rice and Marsh (14)	Greater Zumbro (12)
Chippewa County	Carlton County	Aitkin County	Beltrami County	Becker County	Dodge County
Chippewa SWCD	Carlton SWCD	Aitkin SWCD	Beltrami SWCD	Becker SWCD	Dodge SWCD
Kandiyohi County	Pine County	Anoka SWCD	Cass County	Clay County	City of Rochester
Kandiyohi SWCD	Pine SWCD	Benton County	Cass SWCD	Clay SWCD	Goodhue County
Renville County		Benton SWCD	Clearwater County	Clearwater County	Goodhue SWCD
Renville SWCD		Crow Wing County	Clearwater SWCD	Clearwater SWCD	Olmsted County
	Redeye (5)	Crow Wing SWCD	Hubbard County	Mahnomen County	Olmsted SWCD
	Becker SWCD	Isanti County	Hubbard SWCD	Mahnomen SWCD	Rice County
Shell Rock - Winnebago (4)	East Otter Tail SWCD	Isanti SWCD	Itasca County	Norman County	Rice SWCD
Freeborn County	Otter Tail County	Kanabec County	Itasca SWCD	Norman SWCD	Wabasha County
Freeborn SWCD	Wadena County	Kanabec SWCD		Polk County	Wabasha SWCD
City of Albert Lea	Wadena SWCD	Mille Lacs Band of Ojibwe Indians	Two Rivers Plus (4)	East Polk SWCD	Bear Valley WD
Shell Rock River WD		Mille Lacs County	Kittson County	West Polk SWCD	
		Mille Lacs SWCD	Kittson SWCD	Wild Rice WD	
		Morrison County	Roseau County		
		Morrison SWCD	Roseau SWCD		
		Sherburne County			
		Sherburne SWCD			

**2017**

Buffalo-Red River (9)	Lower St. Croix River (15)	Mustinka/Bois de Sioux Rivers (13)	Pine River (4)	Sauk River (11)	Watonwan River (12)
Becker County	Anoka SWCD	Big Stone County	Cass County	Douglas County	Blue Earth County
Becker SWCD	Brown's Creek WD	Big Stone SWCD	Cass SWCD	Douglas SWCD	Blue Earth SWCD
Buffalo-Red River WD	Carnelian Marine St. Croix WD	Bois de Sioux WD	Crow Wing County	Meeker County	Brown County
Clay County	Chisago County	Grant County	Crow Wing SWCD	Meeker SWCD	Brown SWCD
Clay SWCD	Chisago SWCD	Grant SCWD		Pope County	Cottonwood County
Otter Tail County	Comfort Lake Forest Lake WD	Otter Tail County		Pope SWCD	Cottonwood SWCD
West Otter Tail SWCD	Isanti County	West Otter Tail SWCD		Sauk River Watershed District	Jackson County
Wilkin County	Isanti SWCD	Stevens County		Stearns County	Jackson SWCD
Wilkin SWCD	Middle St. Croix WMO	Stevens SWCD		Stearns SWCD	Martin County
	Pine County	Traverse County		Todd County	Martin SWCD
	Pine SWCD	Traverse SWCD		Todd SWCD	Watonwan County
	South Washington WD	Wilkin County			Watonwan SWCD
	Valley Branch WD	Wilkin SWCD			
	Washington County				
	Washington SWCD				

**2016**

<b>Cannon River (14)</b>	<b>Cedar River (11)</b>	<b>Pomme de Terre River (13)</b>	<b>Leech Lake River (4)</b>	<b>Missouri River Basin (14)</b>	<b>Thief River (7)</b>
Belle Creek WD	Cedar River WD	Big Stone County	Cass County	Jackson County	Beltrami County
Dakota County	City of Austin	Big Stone SWCD	Cass SWCD	Jackson SWCD	Beltrami SWCD
Dakota SWCD	Dodge County	Douglas County	Hubbard County	Kanaranzi - Little Rock WD	Marshall County
Goodhue County	Dodge SWCD	Douglas SWCD	Hubbard SWCD	Lincoln County	Marshall SWCD
Goodhue SWCD	Freeborn County	Grant County		Lincoln SWCD	Pennington County
Le Sueur County	Freeborn SWCD	Grant SWCD		Murray County	Pennington SWCD
Le Sueur SWCD	Mower County	Otter Tail County	<b>Lake of the Woods (5)</b>	Murray SWCD	Red Lake WD
North Cannon WMO	Mower SWCD	West Otter Tail SWCD	Lake of the Woods County	Nobles County	
Rice County	Steele County	Stevens County	Lake of the Woods SWCD	Nobles SWCD	
Rice SWCD	Steele SWCD	Stevens SWCD	Roseau County	Okabena-Ocheda WD	
Steele County	Turtle Creek WD	Swift County	Roseau SWCD	Pipestone County	
Steele SWCD		Swift SWCD	Warroad River WD	Pipestone SWCD	
Waseca County		Pomme de Terre River Association		Rock County	
Waseca SWCD				Rock SWCD	

**Pilots**

<b>Lake Superior North (4)</b>	<b>North Fork Crow River (14)</b>	<b>Red Lake River (7)</b>	<b>Root River (13)</b>	<b>Yellow Medicine River (10)</b>
Cook County	McLeod County	Pennington County	Crooked Creek WD	Area II MN River Basin Projects, Inc.
Cook SWCD	McLeod SWCD	Pennington SWCD	Dodge County	Lac Qui Parle County
Lake County	Kandiyohi County	Polk County	Dodge SWCD	Lac Qui Parle SWCD
Lake SWCD	Kandiyohi SWCD	West Polk SWCD	Filmore County	Lincoln County
	Meeker County	Red Lake County	Filmore SWCD	Lincoln SWCD
	Meeker SWCD	Red Lake SWCD	Houston County	Lyon County
	Pope County	Red Lake WD	Root River SWCD	Lyon SWCD
	Pope SWCD		Mower County	Yellow Medicine County
	Stearns County		Mower SWCD	Yellow Medicine SWCD
	Stearns SWCD		Olmsted County	Yellow Medicine River WD
	Wright County		Olmsted SWCD	
	Wright SWCD		Winona County	
	Middle Fork Crow River WD		Winona SWCD	
	North Fork Crow River WD			



# 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.*

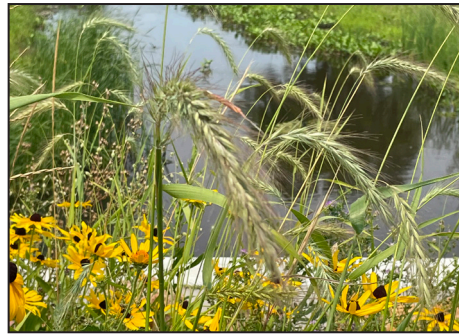
Agenda Item	No conflict (mark here and stop for this row)	Grant applicant(s) associated with conflict (required if conflict identified)	Conflict Type (required if conflict identified)	Will you participate? (required if conflict identified)	Description of conflict (optional)
				Yes / No	
				Yes / No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

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Mile-long stream restoration a rare opportunity in Maple Grove



**Watershed-Based Implementation Funding comes from the Clean Water Fund, which receives 33% of the state sales tax revenue from the Legacy Amendment. Those dollars may be spent only to protect, enhance and restore water quality in lakes, rivers and streams, and to protect groundwater from degradation.**

**M**APLE GROVE — With leveraged funding and land available at the site of a new residential development in Maple Grove, a project centered on a mile-long stretch of the South Fork Rush Creek just west of the Interstate 94/Interstate 610 intersection restored not only the stream but also the surrounding ecosystem.

The 14-acre site includes a native prairie planting and restored wetlands. It reconnected the floodplain, resloped the nearly vertical, eroding streambanks and reshaped some of the meanders to reflect a more natural course.

“What made it unique is that this is a full stream restoration,” said senior project manager John Smyth of Stantec. “We’re not just addressing individual symptoms along the bank (fixing localized erosion spots). ... We remeandered the stream to a more stable pattern. We had riffles, we (installed) a lot of in-stream structures.”

Together, those elements will help to improve water quality by armoring the banks, curbing erosion, containing floodwaters and allowing runoff to filter through wetlands. Reducing sediment and the pollutants it carries — such as nitrogen and phosphorus —



“What we’re trying to do is work with the natural tendencies of rivers and streams to

promote a stable form and habitat that should exist in that environment.”

— Sean Collins, Stantec senior water resources engineer

will benefit the South Fork Rush Creek, which flows to Elm Creek and then Hayden Lake in Elm Creek Park Reserve and through Mill Pond Lake before reaching the Mississippi River.

This segment of Rush Creek is impaired for chloride, E. coli, fish and macroinvertebrates. Elm Creek has additional dissolved oxygen and sediment impairments.

Sediment reductions are estimated at just over 367 tons per year — the equivalent of 13 dump truck loads. Annual phosphorus reductions are estimated at just over 423 pounds.

“All of our impaired waters come as a high priority. What also makes this a

**Left:** The mile-long South Fork Rush Creek stream restoration, seen in August 2024, focused on water-quality and habitat benefits. The stream flows to Elm Creek and then Hayden Lake in Elm Creek Park Reserve and through Mill Pond Lake before reaching the Mississippi River.

**Center:** Native plants, seen from the upstream end of the project at 101st Avenue in Maple Grove, bloomed in late July 2024. Within the 14-acre South Fork Rush Creek stream restoration site, 3 acres of enhanced pollinator seeding feature 19 species of wildflowers. **Right:** A constructed backwater pool contained water in August 2024.

**Photos courtesy of Derek Asche, City of Maple Grove**





The mile-long South Fork Rush Creek stream restoration in Maple Grove, seen in March 2024, was made possible because with every project, developers are required to provide dedicated parkland. This is the largest stream restoration of its kind involving the city.

high priority is it's a project of opportunity," said Maple Grove Water Resources Engineer Derek Asche, who was the project manager.

With every project, developers are required to provide dedicated parkland. The city seeks to incorporate resource protection or restoration when opportunities arise.

The \$3.5 million restoration project drew from \$314,150 in Watershed-Based Implementation Funding (WBIF) the Minnesota Board of Water and Soil Resources (BWSR) awarded to the Elm Creek Watershed Management Commission (WMC). That Clean Water Fund grant expires Dec. 31.

Maple Grove contributed \$2 million through its trunk storm sewer fund, which

**“ All of our impaired waters come as a high priority. What also makes this is a high priority is it's a project of opportunity. ”**

— Derek Asche, Maple Grove water resources engineer



comes from fees developers pay. The Elm Creek WMC contributed \$860,000 in ad valorem levies (taxes based on assessed value) collected over two years.

Sunram Construction of Corcoran was the contractor. Stantec was the project consultant and engineer.

“Another unique component of this project (was) some wetland complexes were constructed to match wetland habitat that was

on the site, and to deal with things like stormwater outfalls and to add some habitat diversity to the floodplain,” said Stantec senior water resources engineer Sean Collins.

Because some of the stream restoration involved adjacent wetlands, accomplishing no net loss of wetlands was one design challenge. Smyth said this season’s heavy rains illustrated the effectiveness of the combined work within the stream corridor

and the wetlands. Within the stream, submerged logs wedged into the banks work with log vanes to help slow the flow of water. Constructed pools, runs and riffles mimic a natural stream, and provide habitat for spawning fish, macro invertebrates, insects and other wildlife that follow the corridor.

The invasive, non-native buckthorn and the emerald ash borer-infested trees removed from the site reopened an oak savanna habitat, clearing the way for some of the stream and wetland restoration.

“We kind of create that corridor for wildlife to move and survive within an urban environment,” Collins said.

The cleared trees also supplied the raw materials





**Left:** Toe wood, submerged logs anchored into the streambank, seen here in March 2024, helps to stabilize the banks and slow the flow of water in the restored segment of the South Fork Rush Creek. **Center:** A city trail project, which is adjacent to but not funded by the WBIF stream restoration, will become part of Three Rivers Park District’s regional trails system. The path leads to a new steel-truss bridge that spans the restored segment of the creek. **Right:** Water flowed over a constructed riffle in March 2024 in a segment of the restored creek.

for the in-stream structures and a wood-chip path. That city trail project — adjacent to but not funded by the WBIF work — will become part of Three Rivers Park District’s regional trails system.

Those who follow the path to the new steel-truss bridge spanning the restored stream can overlook the prairie pollinator habitat, the rock riffles and wetland areas set against the backdrop of a planned 4-acre forest restoration featuring large oak trees. (The forest restoration will draw from a Minnesota Department of Natural Resources Conservation Partners Legacy Grant.)

**“ We're not just addressing individual symptoms along the bank (fixing localized erosion spots). We remeandered the stream to a more stable pattern. We had riffles, we (installed) a lot of in-stream structures.**

— John Smyth, Stantec senior project manager



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### Related watershed work

Hennepin County Conservation Specialist Kevin Ellis summarized related water-quality and habitat improvement work within one Corcoran area landowner’s 100-acre parcel in the Rush Creek headwaters:

Restoration of seven drained wetlands and conversion of 42 acres of row crops to a native prairie planting; funded via BWSR (Watershed-Based Implementation Funding) and the Elm Creek WMC, the landowner and county. Initial seeding was completed in fall 2023. The project will keep about 12 pounds of phosphorus out of the creek each year, estimates show.

Restoration of eight drained wetlands and 38 acres of row crops, projects that involved the U.S. Fish and Wildlife Service and Hennepin County.

“It was just an opportunity to do just a little bit more, and to do it in a way that we thought added a lot of value,” Asche said of the adjacent projects.

While the stream restoration focused on the water-quality and habitat benefits, Collins said the adjacent recreational and educational opportunities translate to stewardship. Educational signs are planned.

“We’ve given them access so that they can come and see it and they can interact with it and see some of the habitat that was (created or preserved) and see the value in the resource,” Collins said.

# New structure, additional staff speed project implementation



**N**early two years after northwestern Minnesota soil and water conservation districts (SWCD) split the Red River Valley Conservation Service Area (RRVCSA) into two work areas, hired more engineering staff and streamlined administration, those SWCDs are completing significantly more projects, operating more efficiently and communicating more effectively.

The [restructuring](#) took effect Jan. 1, 2023. It resulted from a consultant-led, Performance Review and Assistance Program (PRAP) grant-backed effort to prepare SWCDs for the anticipated increase in requests for service accompanying [One Watershed, One Plan](#) implementation.

“We’ve made large strides in technical and engineering assistance capabilities,” said Red Lake County SWCD Manager Tanya Waldo, whose district includes

“ The structure of the reorganization was important, but more important to me were the qualified staff that we were able to find and then hire.

— Peter Nelson,  
Pennington SWCD manager



the Red Lake River and Clearwater River watersheds.

This year the Red Lake County SWCD was on pace to complete 12 projects — three times more than in years before the reorganization.

“We have excellent staff. They’re very impressive, the work that’s getting

SWCD managers and supervisors representing the North Pod on the Red River Valley Conservation Service Area Board met July 31 in Mahnomen for an update on workloads, project requests, personnel and financial reports. They are, from left, **back row:** East Polk SWCD Manager Rachel Klein, West Polk SWCD Manager Nicole Bernd, Norman SWCD District Technician Mark Christianson, Red Lake County SWCD Manager Tanya Waldo, Red Lake County Supervisor David Miller, Pennington SWCD Manager Peter Nelson, North Pod Engineer Logan Handyside, Roseau SWCD Supervisor John Gaukerud, Roseau SWCD Manager Scott Johnson; **front row:** Kittson SWCD Supervisor Joe Wilebski, Mahnomen SWCD Supervisor Pete Revier, East Polk SWCD Supervisor Scott Balstad, Pennington SWCD Supervisor Greg Hilgeman, North Pod Engineering Technician Justin Muller and Mahnomen SWCD Manager Aaron Neubert. **Photo Credit:** Brett Arne, BWSR



completed,” Waldo said.

Previously, the RRVCSA employed two engineering technicians and one consulting engineer who answered to a 16-member joint powers board representing each of the member SWCDs. Each SWCD within the region — also known as Technical Service Area (TSA) 1 — had its own priorities. Traveling to a project site could take four hours.



Waldo

Now, two engineers, two engineering technicians and a conservation technician serve 14 SWCDs. Clay and Wilkin SWCDs opted out of the new structure.

“What really makes this whole thing work is [Watershed-Based \(Implementation\) Funding](#), because TSA funding would not be adequate to fund all of those positions,” said Becker SWCD Manager Bryan Malone. “We’d have less staff or else we’d have to find other grants to keep them employed.”

Pennington SWCD employs an engineer, an engineering technician and a conservation technician who work in the nine-SWCD North Pod. In the five-member South Pod, Becker SWCD employs an engineer; West Otter Tail SWCD employs an engineering technician.

“Having the staff be district employees is a big deal,” Malone said. “They’re part of your SWCD team putting conservation on the ground. They aren’t sitting there on an island. That’s a huge benefit — just the coordination that follows between all the districts, having those shared agreements.”

The Becker and Red Lake County SWCDs have used the agreements as templates when hiring shared staff.



Becker SWCD-based South Pod Engineer Wes Drake staked tile lines and conducted post-installation surveys in August within the West Otter Tail County district where construction of a stabilization structure and water and sediment control basins was underway. Photo courtesy of Wes Drake

## North and South Pod staff, funding sources

**STAFF:** Pennington SWCD-based engineer Logan Handyside, engineering technician Justin Muller and conservation technician Matt Sorvig work within the North Pod. Becker SWCD-based engineer Wes Drake and West Otter Tail SWCD-based engineering technician Mike Yrjo work within the South Pod. Becker SWCD-based GIS administrator Mary Steinlicht provides services to all 16 counties.

**FUNDING:** An annual \$370,000 Nonpoint Engineering Assistance and Enhanced Shared Services grant from BWSR (via General Fund dollars plus Clean Water Fund-backed Accelerated Implementation grants) provides the base funding for TSA staff, equipment and supplies. Additional funding comes from two Clean Water Fund sources



— Watershed-Based Implementation Funding and competitive grants — plus local capacity/SWCD aid dollars with other grant and local funds. When the PRAP assessment was complete in summer 2022, it projected the need for nine full-time-equivalent employees by 2026, based on WBIF work. An increase in two-year WBIF funding from \$49 million to \$79 million could increase that to 12 or 15, depending upon how much is spent on structural practices.

“(Having) the additional (engineering) staff allows the other district staff more time to spend communicating with

landowners, finding projects and getting a project from the initial stages to a contract,” said Pennington SWCD Manager

## Details

### POD STRUCTURE, WATERSHEDS:

**North Pod:** Kittson, Mahanomen, Marshall, Norman, Pennington, East Polk, West Polk, Red Lake and Roseau SWCDs. Includes Two Rivers, Roseau River, Middle Snake-Tamarac River, Thief River, Red Lake River, Clearwater River, Sand Hill River and Wild Rice-Marsh River watersheds. **South Pod:** Becker, Grant, East Otter Tail, West Otter Tail and Traverse SWCDs. Includes Buffalo-Red, Wild Rice-Marsh, Otter Tail, Red Eye, Crow Wing, Pomme de Terre, Mustinka-Bois de Sioux and Chippewa river watersheds plus bits of the Long Prairie River and Mississippi River Headwaters watersheds.

**TSAs:** Technical Service Areas throughout the state provide the technical assistance to and through member SWCDs, in cooperation with the USDA’s Natural Resources Conservation Service, BWSR, and other local, state and federal government units.

**PRAP:** The PRAP Program monitors and assesses performance of local water management entities statewide. Completed on a 10-year rotation, organizational assessments review performance standards and progress toward water/watershed plan goals; review the wetland program; and survey staff, board members and partners.



Peter Nelson.

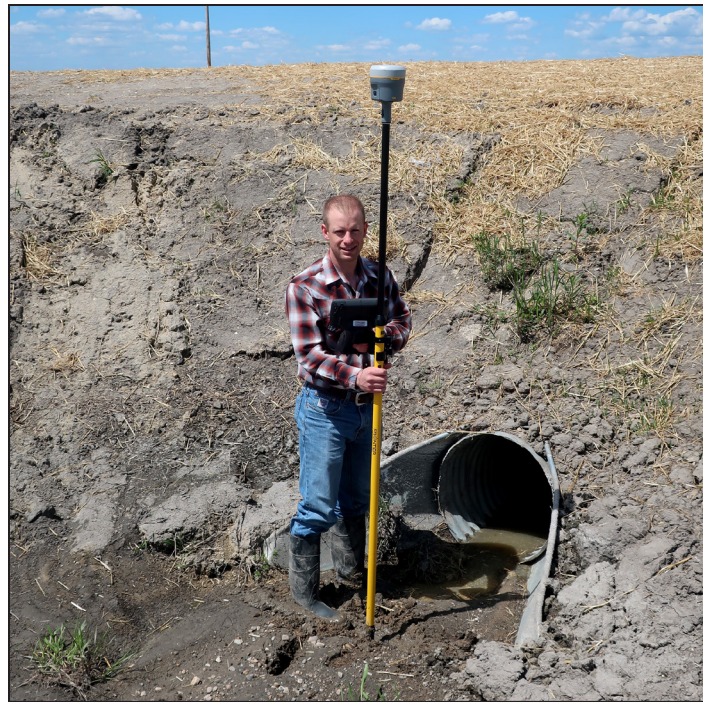
“The increased capacity has led to more landowners getting the engineering services and the projects constructed that they need completed. In return, that’s addressing more of the resource concerns,” Nelson said.

North Pod SWCDs submitted 128 requests for engineering services in 2023 compared with 53 in 2022. South Pod SWCDs submitted 299 requests in 2023 compared with 196 in 2022.

Those 2023 requests resulted in 45 constructed projects in the north and 77 in the south.

“We’re constantly looking at the list. Our world revolves around that list. We’re constantly checking, updating and doing our best to make sure all the districts are getting their fair share of our time. Any of those projects that come up as a priority for that district, we try to address those as soon as we can. It is a challenge,” said North Pod engineer Logan Handyside. “But the communication has been really good, which I think is definitely a key to why it has been successful.”

SWCD supervisors who serve on the TSA board receive periodic financial reports, and updates on workloads, project requests, equipment and personnel.



Pennington SWCD-based North Pod Engineer Logan Handyside works with nine SWCDs. He was hired as a TSA employee before the restructuring, and is seen here surveying a completed side-water inlet in Pennington County. **Photo courtesy of Logan Handyside**

“What really makes this whole thing work is Watershed-Based (Implementation) Funding, because TSA funding would not be adequate to fund all of those positions. We'd have less staff or otherwise we'd have to find other grants to keep them employed.”



— Bryan Malone, Becker SWCD manager

One person from each SWCD typically serves as the contact, so engineers get to know their preferences.

An SWCD’s project request

starts the process. The engineer visits the site — usually with the landowner and the SWCD contact — and ensures the practice fits the landowner’s needs.

After surveying the site and producing preliminary design and cost estimates, engineering staff answer landowners’ questions before producing final estimates. They’ll ensure required permits are pursued. Once funding is in place, the SWCD may help landowners find a contractor. Engineers work with contractors during construction, and inspect the finished project.

“They use their time very wisely, and they make sure that they are meeting everyone’s needs to the best of their ability,” Waldo said.

On some projects, tapping the North Pod engineer and engineering technician cost the SWCD two to three times less than hiring private firms.

“We’re able to put that extra funding toward implementation of additional projects,” Waldo said.

North and South pods’ engineering staff also review each other’s plans, share ArcGIS and AutoCAD templates, and time-tracking and project-tracking spreadsheets. They attend trainings together, and train SWCD staff members who are earning [Job Approval Authority](#).

“It doesn’t make sense for us to recreate the wheel. If we can share those resources, we’re just all that much better,” Handyside said.



Projects involving North Pod engineering staff included a grade stabilization in Red Lake County. **Photo courtesy of Red Lake County SWCD**



# BWSR board conservationist tour offers opportunity to connect and learn



Tour attendees viewed Hidden Falls Creek at Highland Bridge. Located upstream, the central water feature can collect and clean up to 64 million gallons of stormwater annually from the 122-acre site of the former Ford manufacturing plant. **Photo Credits:** Anne Sawyer, BWSR

Minnesota Board of Water and Soil Resources (BWSR) board conservationists based in central Minnesota invited colleagues from across the state to the Twin Cities metro area in mid-July for the second Traveling BC (Board Conservationist) tour. The two-day tour provided an opportunity for BWSR staff to connect with each other and with local government partners by learning about programs, practices and priorities as diverse as Minnesota’s landscape.

“The conservation projects and collaborative work being achieved in Minnesota is truly astounding,” said Pete Waller, Detroit Lakes-based BWSR board conservationist.

“As field staff, we often get so engrossed in our local projects that we forget the big picture. The Traveling BC tour provides us an opportunity to get out and see what’s happening in the rest of the state.”

Waller and Brett Arne, Detroit Lakes-based BWSR board conservationist, organized the first Traveling BC tour in the northern region last year.

BWSR board conservationists provide technical and leadership assistance and implementation guidance to local units of government — such as soil and water conservation districts, watershed districts and cities — on water quality and quantity restoration and protection projects.



Capitol Region Watershed District Deputy Administrator Bob Fossum discussed site redevelopment at the Highland Bridge site in St. Paul, including Hidden Falls Creek, which once flowed through an underground storm sewer pipe. Today, a segment of the creek flows through a channel in existing bedrock, making its way toward Hidden Falls Regional Park and the Mississippi River. The creek is surrounded by rain gardens and native plants that collect and filter overland stormwater flow while providing pollinator habitat and landscaping.





**Left:** Community members told the story of the Bee Line, a years-long grassroots effort to increase pollinator habitat along Pierce Butler Route. In one year alone, more than 300 volunteers participated in the effort. **Middle:** BWSR staff identified native plants growing in a plot at the West Minnehaha Recreation Center, one of several sites in the Bee Line pollinator habitat project. **Photo Credits:** Michelle Jordan, BWSR **Right:** Joe Barten, senior resource conservationist at the Dakota County SWCD and administrator of the Lower Mississippi River Watershed Management Organization, discussed the 2019 restoration of Thompson Lake. The project removed contaminated lake sediment and constructed a treatment train of stormwater management features to clean runoff before it enters Thompson Lake. **Photo Credit:** BWSR

They provide fiscal oversight, technical training, administrative guidance and planning assistance for implementing local comprehensive water and land management programs.

Despite its name, the Traveling BC tour welcomed BWSR clean water specialists, grants staff, regional managers and others.

“Spending time outside together helps us all feel more connected to the BWSR team as well as to the natural resources we all care deeply about,” said Anne Sawyer, St. Paul-based board conservationist. “Many of us enter the conservation field because we want to preserve and protect our environment, but quickly learn that the work of conservation is about engaging with people.”

The tour illustrated the work that local government staff do to build and maintain relationships and trust within the communities they serve.

“Without these relationships, voluntary conservation would not be possible,” Sawyer said.

This year’s Traveling BC tour showcased projects and programs in highly developed areas with a focus on community, collaboration and creativity. The tour

kicked off early on July 11, when attendees met Britta Belden, Capitol Region Watershed District’s (CRWD) monitoring and research division manager, at Como Lake in St. Paul. Belden described the lake’s history and CRWD’s multipronged approach to improving water quality through its [Targeted Watershed Program](#).

Tour attendees learned about stormwater management at sites varying in scope from residential rain gardens to large reuse projects; and discussed alum treatments, invasive species management, shoreline restoration, and water monitoring. Belden emphasized the importance of developing an adaptive lake management plan that not only prioritizes and targets the most effective practices, but also has community buy-in to accelerate implementation.

The group later met up with CRWD’s deputy administrator, Bob Fossum, for a tour of the [Highland Bridge](#) site at the location of the former Ford assembly plant in St. Paul. This project to redevelop 122 acres of industrial land into a sustainable community centered on a park-like water feature with trails, natural stone, and pollinator plantings took years of planning, collaboration and creativity.

“The Highland Bridge project is amazing in scope, scale and the amount of foresight needed to bring it to fruition. However, my favorite part about the project is how it flips the script on stormwater, turning it from a potential pollutant to an extraordinary asset. The community is invited to engage with the water and other resources, re-establishing a connection with nature that’s been absent from this site for decades,” Sawyer said.

At the University of Minnesota’s St. Anthony Falls Laboratory, the group met with Jeff Marr, associate director of engineering and facilities, and Andy Riesgraf, research scientist. They led a tour of the facility followed by a presentation on their latest research on [wave impacts from recreational watercraft](#), including wakesurfing boats, on Minnesota’s lakes. A robust discussion of the connections between research, community engagement and outreach, best management practices (BMPs) and regulations ensued. The group received a sneak peek at research results not yet available to the public.

The day ended with a visit to the [Bee Line project](#) in St. Paul’s Frogtown and Hamline Midway neighborhoods, where residents have been

working for more than six years to establish native pollinator habitat along a 2.5-mile-long corridor. In 2022, with help from Frogtown Green and the Hamline Midway Coalition, a group of residents from the community were awarded a Lawns to Legumes Demonstration Neighborhood grant (now known as a Pollinator Pathways grant) from BWSR to support and expand their work.

At one of the gardens, known as Monarch City, attendees learned that in the past year alone, more than 300 volunteers have participated in activities to support the effort. Partners from the [MN SEED \(Saving Essential Edibles and Diversity\) Project](#) — which was co-created by community members Courtney Tchida, Dawn Lamm and Stephanie Hankerson to address the knowledge gaps in saving and growing seeds — joined the group. The MN SEED Project hosts seed collection workshops, seed processing events and seed swaps, and guides anyone interested in saving seeds from vegetable, fruits and native plants.

“I enjoyed learning about the unique partnerships with the community councils and MN SEED Project, in particular. So many people



in the neighborhood are excited about the project and engaged in all aspects, from collecting and growing seeds in containers at home to maintaining the sites and educating others. It's incredibly powerful to see how they've developed a shared vision that inspires community and moves the project forward," said Barb Peichel, BWSR clean water specialist.

On the second day of the tour, attendees met with Joe Barten, senior resource conservationist at the Dakota County SWCD and administrator of the Lower Mississippi River Watershed Management Organization (LMRWMO). The group first stopped at Thompson County Park in West St. Paul, where discussion centered on the challenges and benefits of conservation in the Twin Cities metro, particularly when working with overlapping jurisdictions, multiple levels of watershed and comprehensive plans, and competing local interests. Barten reiterated the importance of establishing and maintaining collaborative relationships among local partners in heavily developed areas, where projects often coincide with other infrastructure redevelopment, are usually very expensive, run on tight timelines, and have multiple partners.

BWSR Executive Director John Jaschke joined the tour at the Thompson County Park stop, where the group learned about [the restoration and stormwater BMP projects](#) undertaken by the LMRWMO in collaboration with multiple partners.

"The Thompson Lake rehabilitation project — which has made much progress with



*BWSR board conservationists, including Dave Copeland, listened to Britta Belden, Capitol Region Watershed District's monitoring and research division manager, explain the history of Como Lake, the CRWD, and the district's Targeted Watershed Program, which aims to improve water quality at Como Lake in St. Paul. Photo Credit: Anne Sawyer, BWSR*



*A researcher explained how a mock river system is created in the laboratory and used to study woody debris transport during storm events at the University of Minnesota's St. Anthony Falls Laboratory. Photo Credit: BWSR*

still more planned ahead — is one of thousands of places accruing public benefits because of Clean Water Fund implementation investments. The strength and commitment of the local government-led watershed approach is foundational to that everywhere in Minnesota,"

Jaschke said.

The last official tour stop was [Seidls Lake](#), a 6.5-acre lake with no natural outlet that straddles the Inver Grove Heights and West St. Paul boundary. Multiple BMPs installed over several years include an iron-enhanced sand filter, tree trenches

that intercept and filter stormwater, and a pump station and force main to stabilize lake levels. A shoreline and habitat restoration is in progress.

"The metro area is a complex and challenging place for conservation, with the overlapping plans, infrastructure and multiple jurisdictions," said Dave Copeland, Rochester-based BWSR board conservationist. "But the projects and work being achieved are incredible."

The day ended with an optional guided tour of CHS Field, home of the St. Paul Saints, to learn about the [stadium's sustainability and water quality features](#). Most notable among them is a stormwater reuse system, where rainwater is treated and used for irrigation and flushing toilets, reducing municipal water consumption by up to 450,000 gallons per year. The stadium also uses tree trenches, planted swales, rain gardens, and other BMPs to reduce pollutant-loading to the nearby Mississippi River.

The tour allowed metro area board conservationists to showcase the achievements of local government staff.

"It was interesting to see the work going on in the metro. It's so much different than what I see on a day-to-day basis," said Matt Fischer, Bemidji-based BWSR board conservationist.

"Not being in the field of water quality, I had no idea how much thought and work goes into making our water resources safe for drinking and playing in. It was really great, and I learned so much," said Laura Godfrey, BWSR grants compliance specialist.



# BWSR updating Wetland Conservation Act rules to reflect statutory changes



The Minnesota Board of Water and Soil Resources (BWSR) is updating rules for the state's Wetland Conservation Act (WCA) to reflect statutory changes made since the current rule was adopted in 2009.

Wetlands provide many ecological benefits, such as improving water quality, storing water on the landscape after flooding, and providing fish and wildlife habitat. In 1991, the Minnesota Legislature passed WCA into law consistent with the public interest to achieve no net loss in the quantity, quality or biological diversity of Minnesota's wetlands. Local governments implement WCA, with oversight from BWSR, by working with landowners to avoid and minimize impacts to wetlands, and by replacing wetlands impacted by development with wetlands of equal or greater function and value.

WCA is a state law that operates independently of federal water and wetland protection programs. The Legislature has passed numerous amendments to WCA, and associated WCA rules have undergone multiple revisions since 1994. The current rules were adopted in 2009. Since then, statutory changes were made to WCA in 2011, 2012, 2015, 2017 and 2024. The current rulemaking process

aims to reconcile WCA rules with the statutory changes.

The 2024 WCA statutory amendments were made primarily 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. These changes include revisions to exemptions, a new wetland typing system, and additional authority over deepwater habitats and certain stream reaches. Details about these changes are [available on BWSR's website](#).

"WCA plays a key role in conserving Minnesota's wetlands and replacing wetlands when impacts are unavoidable," said Les Lemm, BWSR wetlands section manager. "This rulemaking process will help ensure that statutory changes and rules align, which will in turn help streamline associated regulatory activities."

Rulemaking in Minnesota follows procedures outlined in the Minnesota Administrative Procedure Act, Minnesota Statutes, Chapter 14. BWSR staff use the [Minnesota Rulemaking Manual](#) as a procedural guide for WCA rulemaking.

BWSR staff identified several guiding principles for this rulemaking process.

*Wetlands such as those pictured in Redwood County (left), Freeborn County (center) and Anoka County (right) offer multiple benefits including water storage, improved water quality and enhanced fish and wildlife habitat. Minnesota's Wetland Conservation Act was passed in 1991 to ensure no net loss in the quantity, quality or biological diversity of the state's wetlands.*  
**Photo Credits:**  
BWSR

**“ WCA plays a key role in conserving Minnesota’s wetlands and replacing wetlands when impacts are unavoidable. This rulemaking process will help ensure that statutory changes and rules align, which will in turn help streamline associated regulatory activities. ”**

— Les Lemm, BWSR wetlands section manager

According to these principles, rule changes should have tangible results or outcomes, improve accountability, minimize negative impacts to local government staff workloads, balance public costs and benefits, and provide fairness and consistency.

The process to amend the WCA rules included a request for comments published in the State Register, which closed on March 19, 2022. BWSR published another request for comments in the State Register this summer that expanded the scope of

rulemaking to include the 2024 statute changes. Comments on this proposal were accepted through Aug. 12.

Before beginning the process of writing the draft rules, BWSR staff sought stakeholder input on various potential rule topics. BWSR also established a Wetlands Advisory Committee comprised of representatives from organizations that have a significant interest in WCA rules and proposed changes. This committee does not have voting or decision-making authority

but will advise BWSR staff on rulemaking drafts as they are produced.

BWSR will also initiate consultation and cooperation with each of the 11 federally recognized Tribal Nations that share geography with Minnesota, seeking tribal input on the development of the proposed rule changes.

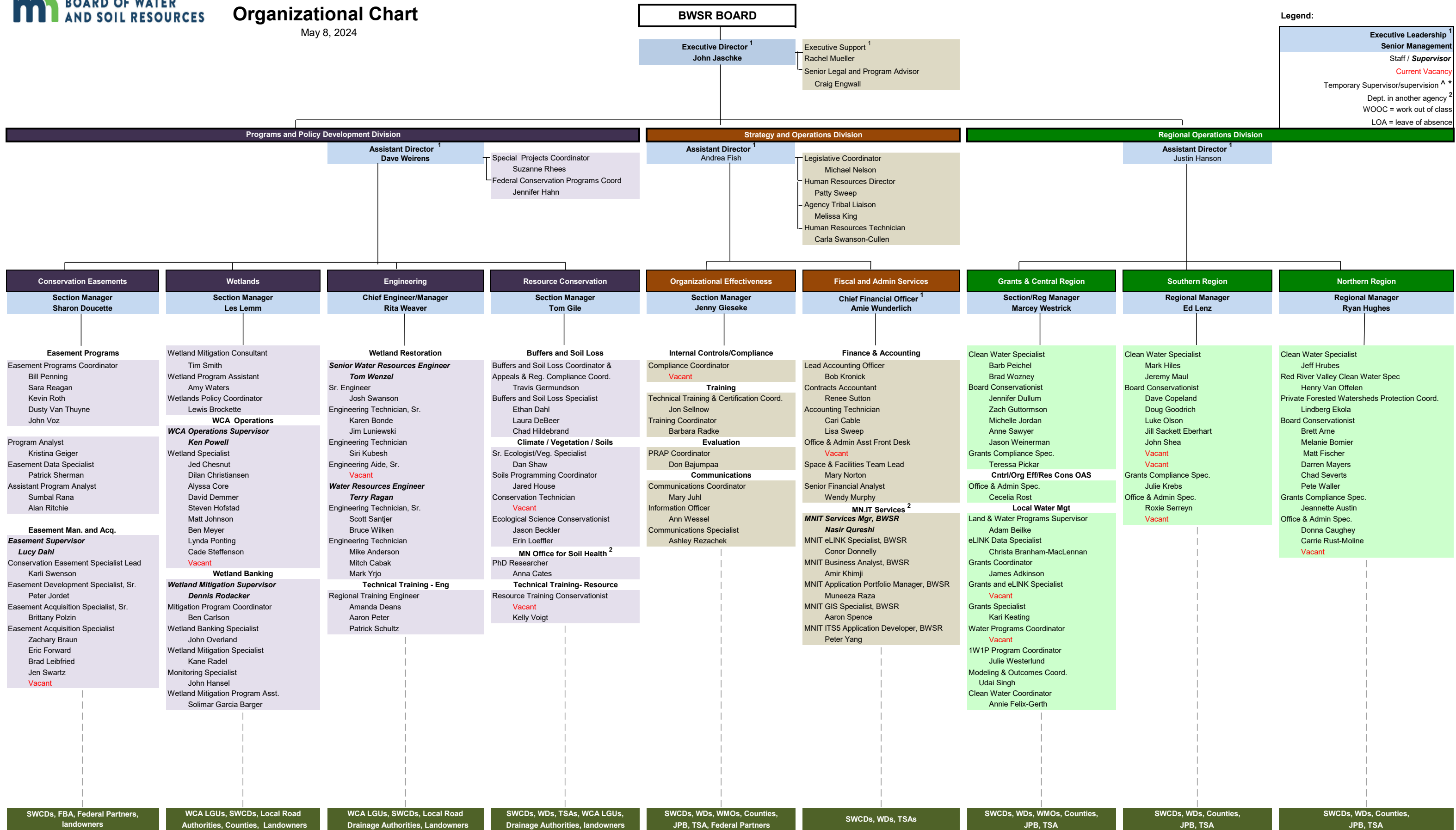
“We want to make sure that interested individuals and organizations that will be impacted by these changes have the opportunity to review the draft rules and provide comments during

the rulemaking process,” Lemm said.

BWSR aims to finalize draft rules late this fall. Following BWSR Board approval, the draft rules will be published in the State Register with a call for public comments. Legislative hearings may be required depending on the number of responses received during the public comment period. According to Lemm, the current goal is to finalize and adopt the rules by summer 2025.

Learn more about [WCA rulemaking](#).

**Executive Leadership**<sup>1</sup>  
**Senior Management**  
 Staff / **Supervisor**  
 Current Vacancy  
 Temporary Supervisor/supervision <sup>^</sup> \*  
 Dept. in another agency <sup>2</sup>  
 WOOC = work out of class  
 LOA = leave of absence



IN-STATE       SHORT TERM ADVANCE      **SEMA4 EMPLOYEE EXPENSE REPORT**       Check if advance was issued for these expenses  
 OUT-OF-STATE       RECURRING ADVANCE       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)	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												
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
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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/PKC	0.00	Subtotal (A)	0.00

Figure mileage reimbursement below

**MILEAGE REIMBURSEMENT CALCULATION** ←      **OTHER EXPENSES – See reverse for list of Earn Codes.**

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 <b>equal to the IRS rate.</b>			0.00				
2. Enter rate, miles, and amount being claimed at <b>less than the IRS rate.</b>			0.00				
3. Enter rate, miles, and amount being claimed at <b>greater than the IRS rate.</b>			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 <b>taxable</b> mileage.			0.00 (Copy to Box C)			Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 MIT or MOT
9. Subtract line 8 from line 4. If line 8 is zero, enter mileage amount from line 4. This is <b>non-taxable</b> mileage.			0.00 (Copy to Box D)			Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 MLI or MLO
<b>Grand Total (A + B + C + D)</b>							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.

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

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 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.

**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		