

**BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, JANUARY 22, 2025**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF DECMEBER 19, 2025 BOARD MEETING

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

INTRODUCTION OF NEW STAFF

- Mandy Duong, Organizational Development/DEI Coordinator
- Ann Gunness, Board Conservationist

CONFLICT OF INTEREST DECLARATION

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

REPORTS

- Chair & Administrative Advisory Committee – 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 – Glenn Skuta

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 Region Committee

1. Water Quality and Storage Program FY26 Criteria – Rita Weaver – ***DECISION ITEM***
2. FY 25 Soil Health Practices Grants authorization – Tom Gile and Jared House – ***DECISION ITEM***

Central Region Committee

1. Mississippi River St. Cloud Comprehensive Watershed Management Plan – ***DECISION ITEM***

Southern Region Committee

1. Approve Comprehensive Watershed Management Plan Cottonwood-Middle Minnesota River– Ted Winter and John Shea – ***DECISION ITEM***

Audit and Oversight Committee

1. 2024 Performance Review and Assistance Program Legislative Report – Don Bajumpaa – ***DECISION ITEM***

Northern Region Committee

1. Crow Wing River Comprehensive Watershed Management Plan – Tom Schulz, Ryan Hughes, and Darren Mayers – ***DECISION ITEM***
2. Upper Mississippi – Grand Rapids Comprehensive Watershed Management Plan – Ryan Hughes and Darren Mayers – ***DECISION ITEM***
3. Upper/Lower Red Lake Comprehensive Watershed Management Plan – LeRoy Ose and Ryan Hughes – ***DECISION ITEM***

Buffers, Soils, and Drainage Committee

1. Drainage Work Group Recommendation for Minnesota Public Drainage Manual Adoption and Maintenance Plan – Tom Gile – ***DECISION ITEM***
2. Drainage Work Group Recommendation for Repeal of 103E.067 (103E Ditch Buffer Annual Reporting) – Tom Gile – ***DECISION ITEM***

NEW BUSINESS

1. Minnesota River Collaborative – Ted Suss and Suzane Jiwani – ***INFORMATION ITEM***

UPCOMING MEETINGS

- Grants Program and Policy Committee is scheduled for February 10th in St. Paul and by MS Teams.
- BWSR Board meeting is scheduled for March 26th at 9:00 a.m. in St. Paul and by MS Teams.

ADJOURN

BOARD ORDER

Drainage Work Group (DWG) Policy Recommendation to repeal of §103E.067 (Annual Ditch Buffer Strip Reporting)

PURPOSE

Authorize BWSR Staff to work with DWG participants and the legislature to pursue a policy recommendation for the repeal of §103E.067. (Annual Ditch Buffer Strip Reporting)

FINDINGS OF FACT / RECITALS

1. The Board has authorities under Minnesota Statutes Chapter 103B that include working with drainage stakeholders to foster mutual understanding and provide recommendations for drainage system management and related water management, including recommendations for updating the drainage law in chapter 103E and other related provisions.
2. The board convenes drainage stakeholders or work teams to develop information, education, and recommendations for these purposes known as the “Drainage Work Group” (DWG).
3. The DWG utilizes a Process Summary (adopted by the DWG on 10/11/2018) as a framework for developing and providing recommendations to the legislature and the BWSR Board on proposed amendments to Minnesota Statutes Chapter 103E.
4. Current §103E.067 includes language related to annual reporting requirements for 103E ditch buffer strip reporting.
5. At its January 9, 2025, meeting the DWG recommended the repeal of §103E.067.
6. This recommendation represents consensus of the participating DWG members consistent with the process summary adopted by the DWG.
7. The Buffers Soils and Drainage Committee at their January 17, 2025, meeting reviewed the DWG recommendations and the attached report and recommended the Board approve this order.

ORDER

The Board hereby:

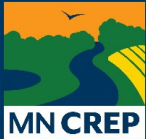
- A. Authorizes staff to work with DWG participants and the Legislature to seek a repeal of §103E.067.

Dated at St. Paul, Minnesota, this January 22, 2025.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

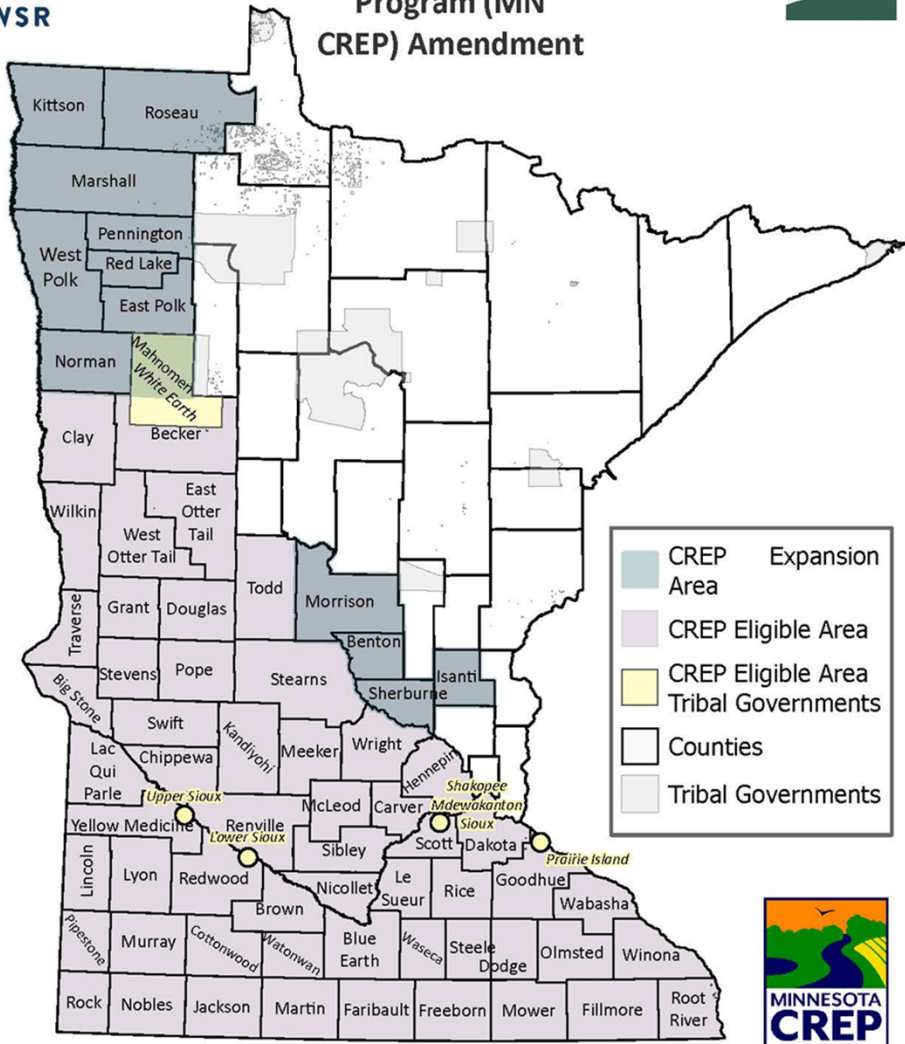
Todd Holman, Chair
Board of Water and Soil Resources

Date: _____



Amended MN CREP Agreement

2017 MN CREP Agreement		2025 Amended MN CREP Agreement	
Expiration	September 30, 2026	Expiration	September 30, <u>2039</u>
Acreage Cap	60,000	Acreage Cap	<u>75,000</u>
Practices	CP2 – Establishment of Permanent Native Grasses (limited to wellhead protection areas)	Practices	CP2 – Establishment of Permanent Native Grasses (<u>no longer</u> limited to wellhead protection areas)
	CP21 – Filter Strips		CP21 – Filter Strips
	CP23 – Wetland Restoration – Floodplain		CP23 – Wetland Restoration – Floodplain
	CP23A – Wetland Restoration Non-Floodplain		CP23A – Wetland Restoration Non-Floodplain
Geographic Area	54 counties	Geographic Area	<u>66</u> counties



MN CREP Geographic Area

- 2017: 54 counties (light grey)
- 2025: Added 12 counties (dark grey)
 - At least 40% of the county mapped within the Prairie or Forest/Prairie Transition area of the LSOHC Ecological Sections.
 - At least 30% of the land in cropland production as of 2023.



Coming soon: Noncompetitive soil health funds for Minnesota SWCDs



BWSR's Soil Health Practices Grants are partially funded by \$5 million from the Clean Water Fund. These dollars can be used by participating SWCDs to provide technical, engineering and financial assistance.

Noncompetitive grants from the Minnesota Board of Water and Soil Resources (BWSR) that support soil health practices will soon be available to 70 soil and water conservation districts (SWCDs) throughout the state.

Soil Health Practices Grants administered by BWSR will provide financial and technical support for soil health practices that improve water quality, soil productivity, climate resiliency and carbon sequestration. BWSR plans to open a Request for Interest (RFI) in late February to allow eligible SWCDs to opt in.

“SWCD staff play an invaluable role in increasing soil health practice implementation by lending their expertise to local producers and managing incentive programs,” said LeAnn Buck, executive director of the Minnesota Association of Soil and Water Conservation Districts. “This investment will better equip our districts to assist farmers with integrating soil health into their operations.”

The grants are largely funded by a \$25 million [Regional Conservation Partnership Program](#) (RCPP) award [BWSR received](#) from the USDA's Natural Resources Conservation

Service (NRCS) in November 2023. Approximately \$5 million in state dollars via the Clean Water Fund are also available as part of the grants to those SWCDs for technical assistance, engineering and financial assistance.

RCPP grants leverage public-private partnerships to address conservation challenges on agricultural land. BWSR was one of 81 organizations that received a total of [\\$1.1 billion in 2023](#) for RCPP conservation projects. BWSR also received a \$21 million RCPP award for water storage projects in 2024. Ninety-two organizations throughout the U.S. [received more than \\$1.5 billion last year](#) for RCPP conservation efforts.

“Partnering with NRCS will help local governments engage more producers who are interested in integrating soil health practices into their operations,” said BWSR Soil Health Coordinator Jared House. “Our goal is to make incentives readily available to interested landowners across the state.”

Each SWCD is eligible to receive an initial base grant of \$180,000. SWCDs that have used at least \$120,000 of the federal funding can request additional

From left: *Soil Health Practices Grants can be used for a variety of project and practice types including cover crops, prescribed grazing and buffer strips.*

Photo Credits:
BWSR

“ SWCD staff play an invaluable role in increasing soil health practice implementation by lending their expertise to local producers and managing incentive programs. This investment will better equip our districts to assist farmers with integrating soil health into their operations. ”



— LeAnn Buck, executive director,
Minnesota Association of Soil and Water Conservation Districts

grants of \$120,000. Additional grants can be requested every month until funding runs out. All grant funding must be used by Dec. 31, 2028.

Soil health practices funded by the grants must address resource concerns such as soil quality limitations, nutrient loss and source-water depletion. Examples of eligible practices include cover crops, no-till, buffer strips, prescribed grazing, nutrient management, forest stand improvement, tree and shrub establishment and shelterbelt establishment. All practices must follow NRCS standards.

The Soil Health Practices Grants are one component of a large-scale effort by BWSR to improve soil health on farmland throughout Minnesota. During the 2023 legislative session, BWSR received \$21 million from the state’s general fund and \$12 million from the Clean Water Fund to support soil health programming across the state. Soil health is a priority identified in Minnesota’s [Climate Action Framework](#).

In March 2024, [BWSR awarded more than \\$17 million](#) in noncompetitive Soil Health SWCD Capacity Grants to 40 SWCDs to increase local expertise

related to soil health. Later that summer, more than [\\$6.4 million in noncompetitive funding was distributed](#) to Minnesota SWCDs for soil health delivery.

BWSR also administers the [Alliance to Advance Climate-Smart Agriculture](#) pilot program for Minnesota. This national USDA-funded program is led by Virginia Tech to support landowners’ adoption of climate-smart practices. Eight Minnesota [SWCDs are participating in the pilot](#), which offers \$100 per acre or [animal unit](#) to producers who voluntarily implement practices that sequester carbon, improve

soil health and reduce greenhouse gas emissions.

“Over the past several years, Minnesota landowners have gained unprecedented access to funding for soil health initiatives,” House said. “BWSR aims to make these funding opportunities straightforward for SWCDs to participate in. By offering more noncompetitive funding, local offices with limited staffing don’t need to fill out lengthy applications, they just need to indicate their interest via a short survey.”

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

NRCS award doubles the available funds for state water storage program



A \$21 million grant the USDA's Natural Resources Conservation Service (NRCS) [awarded](#) to the Minnesota Board of Water and Soil Resources (BWSR) more than doubles available funding for a state program that puts water storage practices on the ground to protect infrastructure, improve water quality and mitigate the impacts of a changing climate.

Minnesota is experiencing more frequent and intense rainfall events, which can erode fields and threaten infrastructure. In response, the state Legislature in 2021 allocated \$2 million to BWSR to develop the Water Quality and Storage Program. A \$17 million appropriation for the program followed in 2023.

The \$21 million award from NRCS is part of the [Regional Conservation Partnership Program](#) (RCPP), which leverages public-private partnerships

to address conservation challenges on agricultural land. BWSR was one of 92 organizations in the U.S. selected by NRCS last year to receive a \$1.5 billion investment via RCPP.

Water storage is a priority identified in the state's [Climate Action Framework](#). Water storage projects are sited and designed to slow down or temporarily hold back water from re-entering a stream or river. Slowing down the water can reduce flooding and erosion and improve water quality. Water storage projects and practices include retention structures and basins; soil and substrate infiltration; wetland restoration, creation or enhancement; channel restoration or enhancement; and floodplain restoration or enhancement.

"Increasing water storage capacity offers benefits to both Minnesota farmers and communities," said

Area II Minnesota River Basin Projects constructed this grade stabilization structure (small dam) in 2021 in Redwood County with support from a Water Quality and Storage Program grant from BWSR. The program prioritizes projects located in the Minnesota and Lower Mississippi river basins.
Photo Credit: Area II Minnesota River Basin Projects

Rita Weaver, BWSR chief engineer. “Putting more of these practices on the ground will help protect infrastructure and water quality in areas of the state that are especially vulnerable to flooding.”

BWSR plans to open an application period for Water Quality and Storage Program grants later this month. This round of grants will be funded by state dollars; RCPP funding will be applied to future rounds. While there are not significant changes to the Water Quality and Storage Program this round, use of the RCPP funds will bring additional options in the future.

“Next round, we will include edge-of-field practices such as saturated buffers, denitrifying bioreactors, and controlled drainage systems. We also hope to incorporate drainage water reuse, have a mechanism (to construct) more projects that have been designed and have been sitting on the shelf ... and fund more projects that didn’t score as well in previous rounds of funding

“ Structural practices all have a limited lifespan, and one way to ensure a lifespan as long as possible is to have good soil health practices upstream. ”

— Rita Weaver, BWSR chief engineer



— but are still really good projects,” Weaver said.

Since the program began in 2021, BWSR has awarded 16 grants totaling \$5.5 million. The majority of funding is set aside for implementation, but grants are also available for [modeling and conceptual design](#). BWSR began offering the modeling and conceptual grants last year, awarding five grants totaling \$213,250.

Projects located in the Minnesota and Lower Mississippi river basins are prioritized because the topography of both areas includes steep elevation changes that make flooding and erosion pressing

concerns.

Weaver said the most successful applicants have shown projects that will make a significant impact on downstream conditions, whether it be flood reduction or water-quality improvement. BWSR also strives to implement projects downstream to maximize the benefits of soil health practices.

“Structural practices all have a limited lifespan, and one way to ensure a lifespan as long as possible is to have good soil health practices upstream,” Weaver said. “The less debris entering into these storage practices, the better they will function.”

Weaver said another program goal is to create benefits for people who own land along drainage systems.

“Implementing storage along drainage systems can reduce the need for an improvement to the drainage system, or even remove the need for an improvement, allowing a drainage system to get by with only a repair and significantly lessening legal requirements for the work,” Weaver said.

“The drainage system will still be required by law to pay for specific parts of the work, but if there are drainage systems that are in need of improvements, we encourage them to reach out to BWSR staff to talk about how water storage may reduce the cost of fixing the system while also helping reduce flooding and improving water quality downstream.”

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

NRCS-SWCD forestry partnership supports fire safety in Arrowhead



From left: Bob Christianson worked with North St. Louis SWCD-based regional Farm Bill forester Zach Evans and North St. Louis SWCD forester Tristan Nelson on a project to remove dead and dying balsam from 6 acres near Brimson. Hull Forest Products completed the work during one week in August. The project was made possible through the Arrowhead Forest Partnership, an agreement between NRCS and five northeastern Minnesota SWCDs. It addressed resource concerns including the fire risk, spruce budworm outbreak, tree and plant diversity, and wildlife habitat. **Photo Credits:** Ann Wessel, BWSR



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

BRIMSON — Bob and Colleen Christianson cut the fire risk to their property this summer when they cut and mulched dead and dying balsam fir trees left in the wake of a spruce budworm outbreak.

“The biggest problem I was worried about was the fire danger. And if any fire got going in here, it would burn everything. Not only that, I wanted to improve the land for wildlife,” Bob Christianson said.

Spruce budworm is native to Minnesota, where 100-plus years of fire suppression allowed dense stands of balsam fir to flourish. Despite its name, spruce budworm prefers balsam fir. Outbreaks

“ All the large balsams are dead and gone. I didn’t realize that it would kill everything. It’s incredible what it’s done, and now it’s time to start fresh. ”

— Bob Christianson, Brimson,
on dealing with the spruce budworm outbreak

kill vast swaths of trees — nearly 665,000 acres in northern St. Louis, Lake and Cook counties in 2023, according to the Minnesota Department of Natural Resources [forest health report](#).

“Balsam, a lot of times even when it’s alive, it does a good job burning. But when it’s dead, it’s even worse. We’re

VIDEO: “[North St. Louis SWCD Forestry: NRCS Partnership](#)”

seeing the highest levels of defoliation now since at least the 1960s,” said North St. Louis Soil & Water Conservation District (SWCD) forester Tristan Nelson. “If there were a wildfire to come through, there would have been a bigger threat to the area.”

Brimson was among the spruce budworm outbreak hotspots in late 2024.

The Christiansons’ project involved 6 acres bordering their house and road.

The work was made possible through the Arrowhead Forest Partnership (AFP), an agreement between the USDA’s Natural Resources Conservation Service (NRCS) and five northeastern Minnesota soil and water conservation districts.

The AFP started in September 2018. Since then, NRCS has contributed \$1,142,235 through two three-year agreements and two one-year extensions that fund regional Farm Bill foresters. The contribution agreement also reimburses SWCDs for work that district foresters complete. And it covers those SWCDs’ costs for their work related to NRCS Environmental Quality Incentives Program (EQIP) projects.

The North St. Louis SWCD is using an NRCS reimbursement (which is not tied to the AFP) to make SWCD forester-written Woodland Stewardship Plans available for free to landowners, up to 250 acres. Landowners’ priorities shape Woodland Stewardship Plans — in-depth management recommendations tailored to each type of forest cover. The plans and implementation are optional.



Christianson walked down a path where spruce budworm decimated a stand of balsam fir. Cutting and chipping those trees reduced the fire danger. The decomposing wood chips will feed the natural regeneration of other species.

“The goal, bigger picture, is to get a more fire-adaptive community in the Arrowhead. It’s also to try and (help private landowners) tackle multiple resource concerns,” said North St. Louis SWCD-based regional Farm Bill forester Zach Evans.

EQIP assistance from NRCS covered 75% of the \$2,000-per-acre cost to complete the Christianson project.

“I couldn’t afford to do it without that (assistance) — not in a larger scale. Every part of it was great, except for the paperwork,” Christianson said.

Hull Forest Products completed the work in August, turning a dense stand of mature balsam into wood chips that will feed the pine, maple — and possibly oak — seedlings that Christianson

expects to naturally regenerate along with aspen and other understory plants. The crew left a few dead pines as wildlife habitat. Downed logs remain for insects, reptiles and small mammals.

Christianson said the balsam fir fed red squirrels and provided thermal cover for deer, but little else.

“It’s going to be great for wildlife, bring in a different variety of animals and plants,” Christianson said in mid-November as he walked the site with Nelson and Evans. “It’s going to be ever-changing, so it’s going to be pretty nice to see.”

Nelson wrote Christianson’s Woodland Stewardship Plan, met with the contractor, and certified project completion. Evans worked

with Christianson on the EQIP application, contract and payment.

Although he is familiar with every inch of the woods, Christianson said seeing it every day made it harder to recognize what had gradually changed over the years and might benefit from management. He bought the 40-acre property 15 years ago, and moved there 10 years ago after retiring from his job as a Twin Cities-based large-appliance service technician.

“All the large balsams are dead and gone. I didn’t realize that it would kill everything,” Christianson said of the outbreak. “It’s incredible what it’s done, and now it’s time to start fresh.”

For Christianson, that means focusing on forest health and wildlife on the newly cleared site, and in the black spruce-tamarack and jack pine stands elsewhere on the property.

Foresters working through the AFP have submitted 100-plus EQIP applications for practice plans related to resource concerns. Work has focused on clearing dead and dying balsam, removing invasive species, and planting trees on sites ranging from a half-acre to 300 acres.

“Diversity in the stand is the biggest thing,” Nelson said. “On a larger scale, we’re reducing that fire risk. If there were a fire to start here, (before) pre-treatment there’d be a real good chance of a crown fire — which could spread who knows how far. It could be really devastating for the area. But reducing that fire risk hopefully will help protect against that.”

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

Training focuses on using PTMApp tool to measure practices' outcomes



Brassicas, oats and rye were among the cover crops planted in a Rock County field, one of the sites that Rock County SWCD staff working with the PTMApp tool identified as a priority within the Missouri River watershed. The soil health practice is supported by Watershed-Based Implementation Funding that BWSR awarded to the watershed partnership, which includes six counties, six SWCDs and two watershed districts in the southwest corner of the state. All of Rock County lies within the watershed. Photo Credits: Lee Tapper, Rock County SWCD



The Minnesota Board of Water and Soil Resources (BWSR) is offering additional advanced training to local government staff who use the Prioritize, Target, and Measure Application (PTMApp) modeling tool.

Over several years, BWSR invested substantial resources into developing [PTMApp](#). The [online tool](#) helps to plan projects with precision, explore cost-effective implementation options, and measure water-quality improvements.

PTMApp uses data about soil types and land use, plus high-resolution elevation imaging and terrain data based on light detection and ranging (LiDAR) to estimate sediment- and nutrient-loading in downstream waters.

By helping conservation professionals pinpoint where best management practices (BMPs) would have the biggest impact, PTMApp allows them to more efficiently and accurately implement Comprehensive Watershed



“ When you go through PTMApp training, it shows you how these estimates are being made

and how they're applicable to the goals in your One Watershed, One Plan. ”

— Arlyn Gehrke, Rock County SWCD engineering technician

Management Plans developed through [One Watershed, One Plan](#) (1W1P) partnerships.

It estimates those practices' annual load reductions, and calculates their cost-effectiveness.

Currently, PTMApp data are available for about 75% of the state's agricultural lands, where most Comprehensive

Watershed Management Plans rank sediment- and nutrient-loading from upland sources as a priority concern. Planning partnerships can use PTMApp data to set specific sediment and nutrient reduction goals. Local governments also can use the data to support Clean Water Fund grant applications.

In the southwestern corner of the state, Rock County is one of six counties within the Missouri River watershed.

As Missouri River 1W1P planning partners complete a midpoint assessment, Rock County Soil & Water Conservation District (SWCD) engineering technician Arlyn Gehrke said the SWCD is recalculating previous pollution reduction estimates using PTMApp. Technology has advanced since initial estimates were calculated. PTMApp is more precise and specific to 1W1P goals.

“We’re looking at our goals and comparing them to what we’ve done in the first five years of the plan, and it’s eye-opening. Our goals were way loftier than we could get to,” Gehrke said.

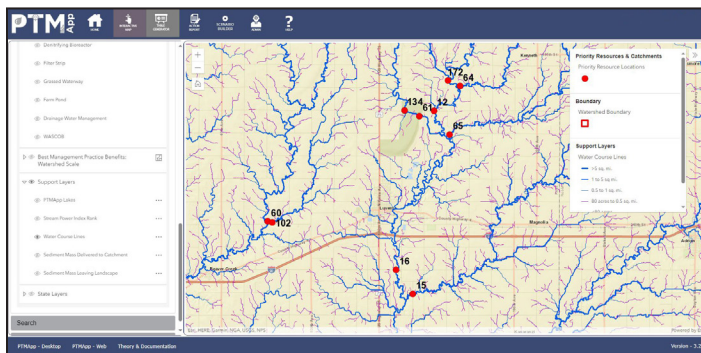
The realignment will result in more realistic goals.

“If we really want to see what effect all of these BPMs are having on the downstream resources — (such as) lakes and streams — we should be monitoring. But monitoring is expensive. We can’t monitor all the fields,” said Udai Singh, BWSR modeling and outcomes coordinator. “These scientific tools give us an estimate.”

With [nearly 100% participation](#) in the 1W1P process and a corresponding shift to measuring outcomes, the need arose to train and offer ongoing PTMApp



Cattle grazed on cover crops in a Rock County field within the Missouri River watershed. Rock County SWCD staff used the PTMApp tool to identify the site as a high priority within the watershed. Watershed-Based Implementation Funding supported the soil health practice. WBIF is funded by the Clean Water Fund.



A PTMApp screenshot depicts a segment of the Missouri River watershed.

support to local government staff.

In spring 2024, BWSR staff provided two hourlong

webinars focused on an overview and recent PTMApp updates. BWSR staff followed with one four-hour virtual training and one hybrid training centered on using PTMApp-web and related tools to report outcomes.

“These trainings that we do really do help (us) understand how we get to our goals. When you go through PTMApp training, it shows you how these estimates are being made and how they’re applicable to the goals in your One Watershed, One Plan,” Gehrke said.



Singh

BWSR staff is planning more advanced-level, in-person trainings in 2025 centered on generating input for running PTMApp modeling as well as using the PTMApp-web data viewer and associated tools to summarize the data and report outcomes.

“We are being accountable to taxpayers,” Singh said of the outcomes reporting.

Additional video trainings and in-person, small-group trainings are being planned through March. A standing two-hour, monthly question-and-answer call could follow.

Singh said the trainings will provide a solid understanding of the science behind the tools.

“The benefit is that they will have a better understanding of the science, and more confidence in the numbers that they’re putting in. And

if that happens, they’re going to be more likely to share that story with the people in their watershed,” said Dave Copeland, Rochester-based BWSR board conservationist.

Gehrke said having more precise pollution reduction estimates and outcomes makes it easier to work with landowners, too.

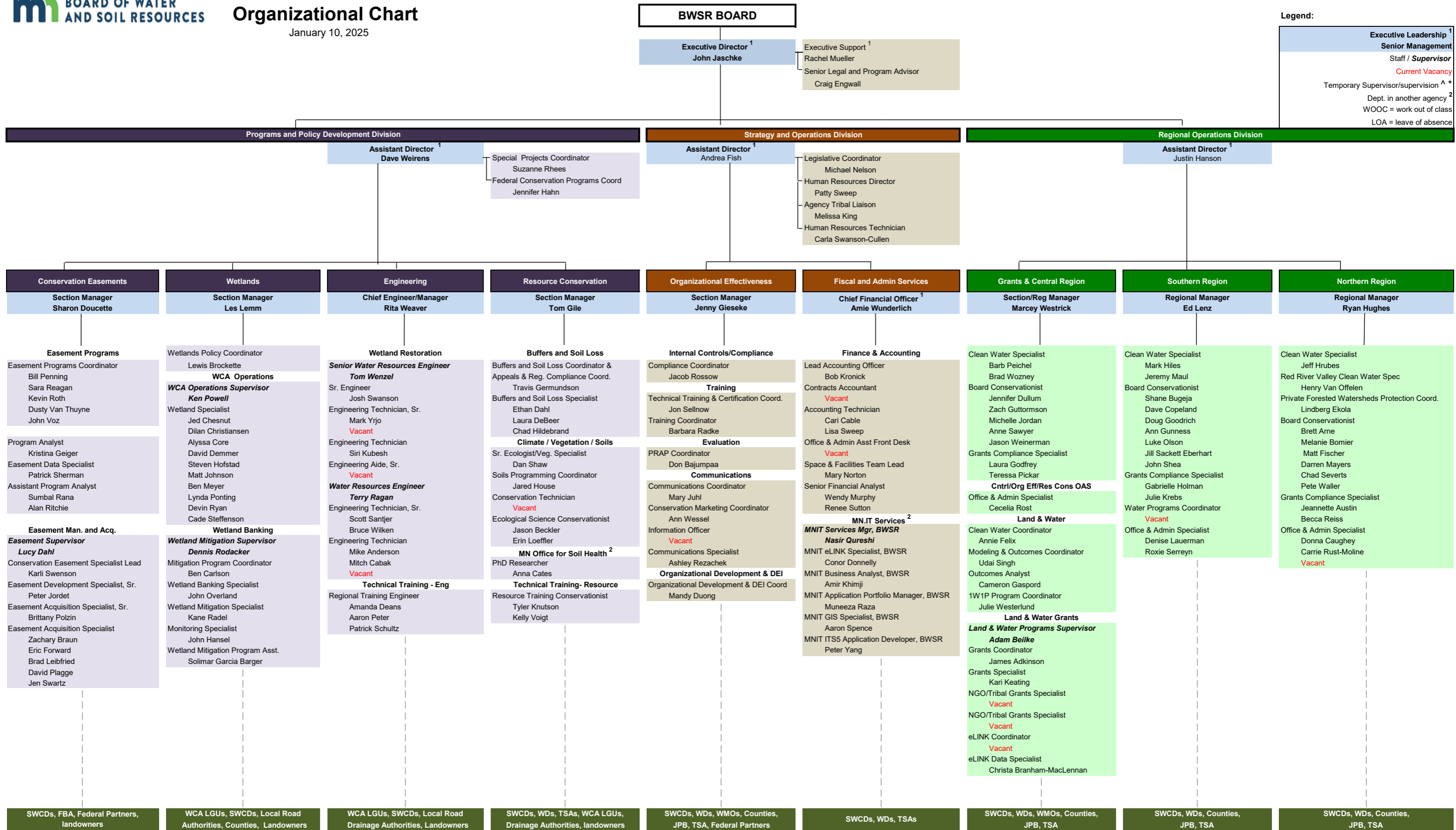
“We gain trust with landowners. We have real data. We’re not pulling (generalized regional) numbers. They’re field-specific. We gain credibility with landowners,” Gehrke said. “(The estimates are) specific to your geographic region, to your soils on your fields, to where the water is actually flowing. Landowners appreciate that — to know that what they’re doing is making a difference.”

Non-competitive Clean Water Fund dollars — in the form of [Watershed-Based Implementation Funding](#) — support priorities outlined in watersheds’ Comprehensive Watershed Management Plans.

PTMApp is accessible in two forms: PTMApp-desktop and PTMApp-web. PTMApp-desktop operates as an Esri ArcGIS Pro add-on application that is used to process geospatial data input and generate all the output data. PTMApp-web is a data viewer that allows users to access and review the PTMApp-desktop data in a web-based format, which is helpful in reporting outcomes from implementing conservation projects.

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

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



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: _____

<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						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00
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		