

**BOARD OF WATER AND SOIL RESOURCES  
520 LAFAYETTE ROAD NORTH  
ST. PAUL, MN 55155  
WEDNESDAY, JANUARY 28, 2026**

**AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF DECEMBER 18, 2025 BOARD MEETING**

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

**INTRODUCTION OF NEW STAFF**

- Maggie Karschnia, Clean Water Coordinator
- Josh Norman, Board Conservationist
- Donna Caughey, Contracts 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
- Acting Executive Director – Justin Hanson
- 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 – Jason Garms
- 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**

### ***Buffers Soils and Drainage Committee***

1. Revised Buffer Program Procedures Approval – Tom Gile and Dave Weirens – ***DECISION ITEM***
2. Soil Health Legislative Report – Jared House and Tom Gile – ***INFORMATION ITEM***

### ***Grants Program and Policy Committee***

1. Clean Water Legacy Partners Program FY27 program authorization – Melissa Sjolund and Ara Gallo – ***DECISION ITEM***
2. FY 2027 Clean Water Fund Projects and Practices Grants Program recommendations – Barb Peichel and Brad Wozney – ***DECISION ITEM***
3. Red River Basin Commission FY26/27 Grant Approval – Henry Van Offelen – ***DECISION ITEM***
4. Bridging Conservation Grant Program – Mandy Duong – ***DECISION ITEM***

### ***RIM Reserve Committee***

1. Easement Alteration Request – RIM Easement #65-08-02-01 – Karli Swenson – ***DECISION ITEM***

### ***Audit and Oversight Committee***

1. 2025 Performance Review and Assistance Program Legislative Report – Don Bajumpaa – ***DECISION ITEM***

## **NEW BUSINESS**

1. Vice Chair Election – Justin Hanson – ***DECISION ITEM***

## **UPCOMING MEETINGS**

- Wetland Conservation Committee is scheduled for February 17th at 1:00 p.m.
- BWSR Board meeting is scheduled for March 25th at 9:00 a.m. in St. Paul and by MS Teams.

## **ADJOURN**

# 2025 Performance Review and Assistance Program

Report to the Minnesota Legislature

January 28, 2026

**Minnesota Board of Water and Soil Resources**

520 Lafayette Road North

St. Paul, MN 55155

651-296-3767

[www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)

## 2025 PRAP Legislative Report

This report has been prepared for the Minnesota State Legislature by the Minnesota Board of Water and Soil Resources (BWSR) in partial fulfillment of Minnesota Statutes Chapter 103B.102, subdivision 3.

Prepared by Don Bajumpaa, PRAP Coordinator ([don.bajumpaa@state.mn.us](mailto:don.bajumpaa@state.mn.us))

The estimated cost of preparing this report (as required by Minn. Stat. 3.197) was:

Total staff time: \$3,500

BWSR is reducing printing and mailing costs by using the Internet to distribute reports and information to wider audiences. This report is available at [PRAP Legislative Reports | MN Board of Water, Soil Resources \(state.mn.us\)](#) and available in alternative formats upon request.

## MINNESOTA BOARD OF WATER AND SOIL RESOURCES Performance Review and Assistance Program (PRAP)

### Executive Summary

Since 2008, BWSR's Performance Review and Assistance Program has assessed the performance of the local units of government constituting Minnesota's delivery system for conservation of water and related land resources. These local units of government include 88 soil and water conservation districts (SWCDs), 87 counties, 45 watershed districts (WDs) and 18 watershed management organizations (WMOs). The program goal is to assist these local government partners to be the best they can be in their management of Minnesota's land and water resources.

#### **PRAP focuses on three aspects of Local Governmental Unit (LGU) performance:**

- 1) Plan Implementation—how well an LGU's accomplishments meet planned objectives.
- 2) Compliance with performance standards—meeting administrative mandates and following best practices.
- 3) Collaboration and communication—the quality of partner and stakeholder relationships.

BWSR's PRAP uses four levels of review to assess performance ranging from statewide oversight in the statewide summary, to a focus on individual LGU performance in the organizational assessment, review of comprehensive watershed management plan progress in the Watershed-based Assessment, and Special Assessment for organizations needing additional assistance.

#### **2025 Program Summary**

- Tracked 238 LGU's performance via statewide summary.
- Continued efforts to improve statewide summary performance review reporting of all LGUs through LGU cooperation and persistent follow-up by BWSR staff and increased compliance with audit requirements.
- Completed seven watershed-based performance reviews.
- Completed 22 organizational assessments.
- Continued to evaluate the PRAP program and developed changes to process materials based on findings.
- Updated annual calendar of work for organizational and watershed-based assessments.
- Emphasized the importance of measuring outcomes in PRAP reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes to LGUs.
- Surveyed LGUs from 2022 organizational assessment PRAP review to track LGU implementation of PRAP recommendations.
- Monitored and reviewed compliance with action items identified during organizational assessment reviews to measure progress toward the goal of 100% compliance within 18 months for required Action Items.
- Continued to promote PRAP assistance grants to enhance LGU organizational effectiveness.
- Provided PRAP assistance grants for nine LGUs.
- Integrated PRAP grant application process into eLINK to comply with Office of Grants Management requirements and to meet BWSR grant streamlining goals.
- Continued review of Wetland Conservation Act (WCA) program implementation as part of organizational assessments to measure local government unit compliance.
- Met with BWSR easement staff to discuss incorporating future assessments related to the Reinvest in Minnesota (RIM) Reserve program.

- Completed two PRAP onboarding trainings for new BWSR staff to help them prepare for future organizational assessments.
- Completed 33 PRAP onboarding trainings for watershed partnerships and organizations to help them prepare for 2026 watershed-based assessments.

## 2025 Results of Annual Tracking of 238 LGU Plans and Reports (PRAP Annual Statewide Summary)

In 2025, overall compliance with LGU plan revision and reporting requirements was 97%, an increase from 94% in 2024. In 2025, reminders were sent to improve compliance. Staff efforts will continue in 2026 to identify issues and improve overall LGU compliance.

### Long-range Plan Status:

The number of overdue plans in 2025 is one (same as 2024).

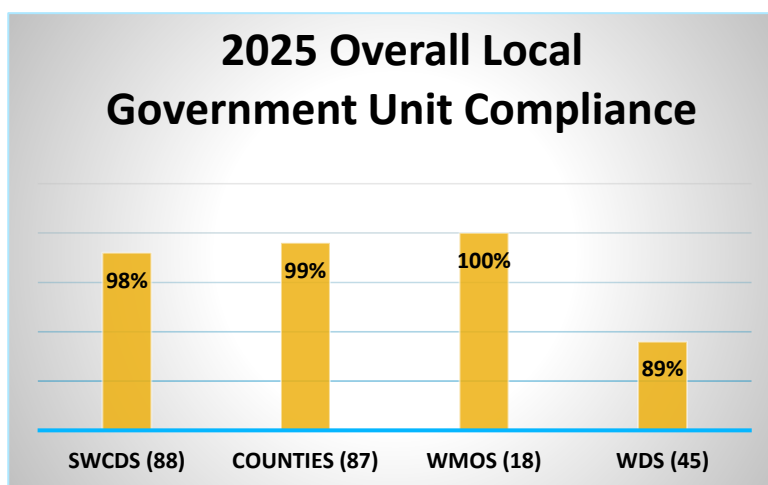
- Counties: No plans are overdue.
- Soil and Water Conservation Districts: No plans are overdue.
- Watershed Districts: One watershed plan is overdue (Two Rivers).

### (Plan Revision in Progress)

- Watershed Management Organizations: No watershed management plans are overdue.

### LGUs in Full Compliance with Level I Performance Standards: 97%.

- Soil and Water Conservation Districts: 98% compliance (86/88) up from 97% in 2024.
- County Water Management: 99% compliance (86/87), up from 95% in 2024.
- Watershed Districts: 89% compliance (39/45), up from 87% in 2024.
- Watershed Management Organizations: 100% compliance (18/18), the same as in 2024.



## Selected PRAP Program Objectives for 2026

- Track 238 LGUs' performance via statewide summary.
- Continue efforts to improve statewide summary performance review reporting of all LGUs through LGU cooperation and persistent follow-up by BWSR staff.
- Complete up to seven watershed-based reviews and 26 organizational reviews.
- Continue to evaluate the PRAP Program and make changes to processes and materials based on findings.
- Emphasize the importance of measuring outcomes in PRAP reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes by LGUs.

- Survey two watershed partnerships from 2023 organizational and watershed-based PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with action items identified during organizational and watershed-based assessments (One Watershed, One Plan) to measure progress toward the goal of 100% compliance within 18 months for required action items.
- Continue the promotion and use of PRAP assistance grants to enhance LGU organizational effectiveness.
- Explore opportunities to secure stable funding source for PRAP assistance grants.
- Explore opportunities to increase staff capacity to provide more assistance to organizations with organizational effectiveness needs.
- Continue to provide onboarding training opportunities for new organization administrators to help them understand how BWSR can help them with organizational needs.
- Continue to provide PRAP onboarding opportunities for watershed partnerships and organizations to help them prepare for 2027 watershed-based assessments.

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# What is the Performance Review & Assistance Program?

## Supporting Local Delivery of Conservation Services

PRAP is primarily a performance assessment activity conducted by the Minnesota Board of Water and Soil Resources (BWSR). The subjects of the assessments are the local governmental units (LGUs) that deliver BWSR's water and land conservation programs, and the process is designed to evaluate how well LGUs are implementing their long-range plans. The LGUs reviewed include soil and water conservation districts (SWCDs), watershed districts (WDs), watershed management organizations (WMOs), and the water management function of counties—a total of 238 distinct organizations. PRAP, authorized in 2007 (see Appendix A, page 16), is coordinated by one BWSR staff member, with assistance from BWSR's Board Conservationists, Clean Water Specialists, Wetland Specialists, and Regional Managers, who routinely work with these LGUs.

## Guiding Principles

PRAP is based on and uses the following principles adopted by the BWSR Board.

- Pre-emptive
- Systematic
- Constructive
- Includes consequences
- Provides recognition for high performance
- Transparent
- Retains local ownership and autonomy
- Maintains proportionate expectations
- Preserves the state/local partnership
- Results in effective on-the-ground conservation

The principles set parameters for the program's purpose of helping LGUs to be the best they can be in their operational effectiveness. Of note is the principle of proportionate expectations. This means that LGUs are rated on the accomplishment of their own plan's objectives. Moreover, BWSR rates operational performance using both basic and high-performance standards specific to each type of LGU. (For more detail see <https://bwsr.state.mn.us/prap>)

## Current Multi-level Structure

PRAP has three operational components:

- performance review
- assistance
- reporting

The **performance review** structure for 2025 includes an annual statewide summary and three types of assessment.

**Statewide Summary** review is an annual tabulation of required plans and reports for all 238 LGUs. The statewide summary review is conducted entirely by BWSR staff and does not require additional input from LGUs.

**Organizational Assessment** is a routine, interactive review intended to cover all LGUs at least once every 10 years. An organizational assessment evaluates progress on plan implementation, operational effectiveness, and partner relationships. This review includes assessing compliance with organization specific performance standards. Twenty-two organizational assessments were completed in 2025. Organizational progress on plan implementation was assessed through the watershed-based assessment process.

**Watershed-based Assessment** is a routine review conducted with partnerships of local governments working together to implement comprehensive watershed management plans (CWMPs) developed through the One Watershed, One Plan Program. This review occurs at roughly the five-year plan adoption point, evaluates progress on plan implementation and analyzes partners working relationships. Seven watershed-based assessments were completed in 2025.

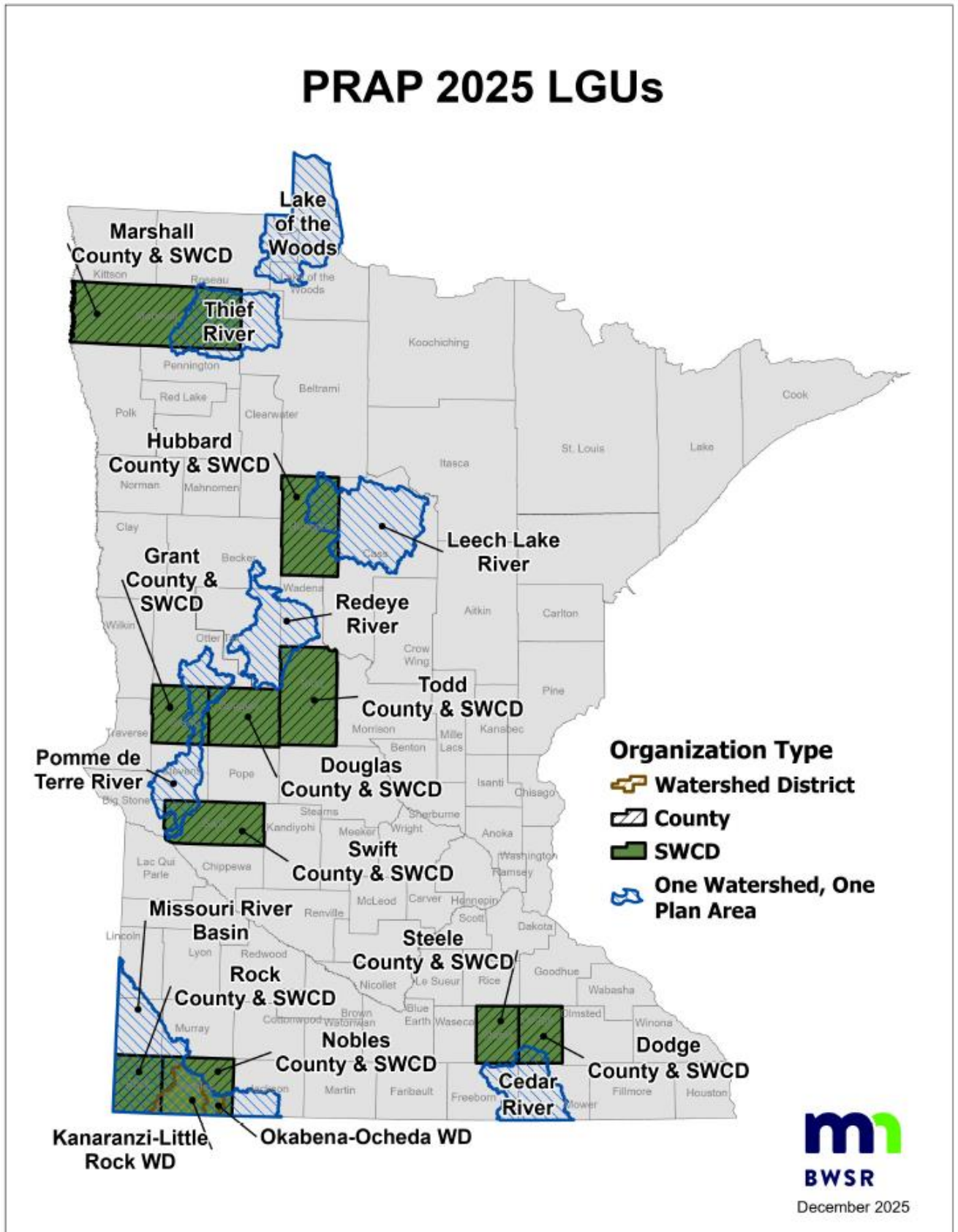
**Special Assessment** is an in-depth assessment of an LGU faced with performance challenges. A special assessment is initiated by BWSR or the LGU and usually involves targeted assistance to address specific performance needs. BWSR regularly monitors all LGUs for challenges that would necessitate a special assessment. No special assessments were completed in 2025.

**Assistance** (page 11). In 2012, BWSR began awarding PRAP assistance grants to assist LGUs in obtaining practical and financial assistance for organizational improvements or to address performance issues. The grants are typically used for consultant services for activities identified by the LGU or recommended by BWSR in a performance review. In 2025 BWSR awarded nine PRAP assistance grants to LGUs.

**Reporting** (page 12) makes information about LGU performance accessible to the LGUs' stakeholders and constituents. Reporting methods specific to PRAP include links to performance review summaries and this annual report to the legislature, which can be accessed via the PRAP page on BWSR's website <https://bwsr.state.mn.us/prap-legislative-reports>. In addition, the PRAP Coordinator presents results from organizational and watershed-based assessment performance reviews to LGU boards at the completion of the review, and to additional boards/committees upon request.

### **Accountability: From Measuring Effort to Tracking Results**

The administration of government programs necessitates a high degree of accountability. PRAP was developed, in part, to deliver on that demand by providing systematic local government performance review and then reporting results. In 2017, BWSR added review of LGUs' implementation of the WCA program.



# Report on PRAP Performance

## BWSR’s Accountability

BWSR continues to hold itself accountable for the objectives of the PRAP program. In consideration of that commitment, this section lists 2025 program activities with the corresponding objectives from the 2024 PRAP legislative report.

### PERFORMANCE REVIEW OBJECTIVES

What We Proposed	What We Did
Track 238 LGU performance via Statewide Summary	All LGUs were tracked for basic plan and reporting compliance. Overall, Organizational performance in 2025 was 97% compliance, an increase from 94% in 2024. Overdue long-range water management plans totaled one in 2025.
Continue efforts to improve reporting of all LGUs through cooperation and persistent follow up by BWSR staff.	WD compliance was 89% in 2025, an increase from 87% in 2024. In 2025, 100% of Watershed Management Organizations met reporting or auditing requirements, the same as 2024. SWCD compliance increased to 98% as compared to 97% in 2024, and Counties increased to 99% as compared to 95% in 2024.
Complete up to seven watershed-based and 22 organizational assessments.	Completed seven watershed-based and 22 organizational assessments.
Evaluate PRAP Program and make changes to processes and materials based on findings.	Updated annual calendar of work for conducting organizational and watershed-based assessments.
Survey 16 LGUs and one watershed-partnership from 2023 to track implementation of PRAP recommendations.	A total of four LGUs received a total of five action items in 2023, each of which was implemented within 18 months.
Continue monitoring and reviewing compliance with action items identified during organization or watershed-based reviews in 2024 to measure progress toward the goal of 100% compliance within 18 months for required action items.	All action items identified during the 2024 watershed-based and organizational assessments were assigned an 18-month timeline for completion.
Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.	Worked with nine organizations to secure PRAP Assistance Grants in 2025.
Explore opportunities to secure stable funding for PRAP assistance grants.	Worked with Organizational Effectiveness Section Manager and Financial and Administrative Services Chief Financial Officer to secure funding for PRAP assistance grants. No stable funding source secured to date.

Explore opportunities to increase staff capacity to provide more assistance to organizations with organizational effectiveness needs.	Worked with OE Section Manger to explore adding staff capacity. Ideas for additional capacity have been presented to the executive team.
Complete up to 12 PRAP onboarding training opportunities for new organizational administrators to help them prepare for future assessments.	Completed 22 onboarding session with administrators.
Complete up to six PRAP onboarding opportunities for watershed partnerships to help them prepare for 2026 watershed-based assessments.	Completed seven watershed-based onboarding sessions.

### ASSISTANCE OBJECTIVES

What We Proposed	What We Did
Continue the promotion and use of PRAP Assistance Grants to enhance LGU organizational effectiveness.	The PRAP assistance grant program was updated in 2021 to acknowledge the need for partnerships, newly formed or existing to access adequate assistance funding for their development. Beginning in 2021 partnerships are eligible for up to \$20,000 in assistance funds, while individual LGUs remain eligible for up to \$10,000. A total of nine LGUs received \$65,015 in funding in 2025. These included Becker SWCD - \$10,000 (update position descriptions, personnel policies and operational procedures), Benton SWCD - \$5,000 (update policies and operational procedures), Carlton SWCD - \$10,000 (strategic planning), Dodge SWCD - \$5,000 (Strategic Planning), Fillmore SWCD - \$3,600 (Wage and Benefit Survey), Koochiching SWCD - \$10,000 (Update position descriptions and classifications), Mille Lacs SWCD - \$5,000 (update policies and operational procedures), Morrison SWCD - \$6,415 (update policies and operational procedures), N St Louis SWCD - \$10,000 (Strategic Planning).

### REPORTING OBJECTIVES

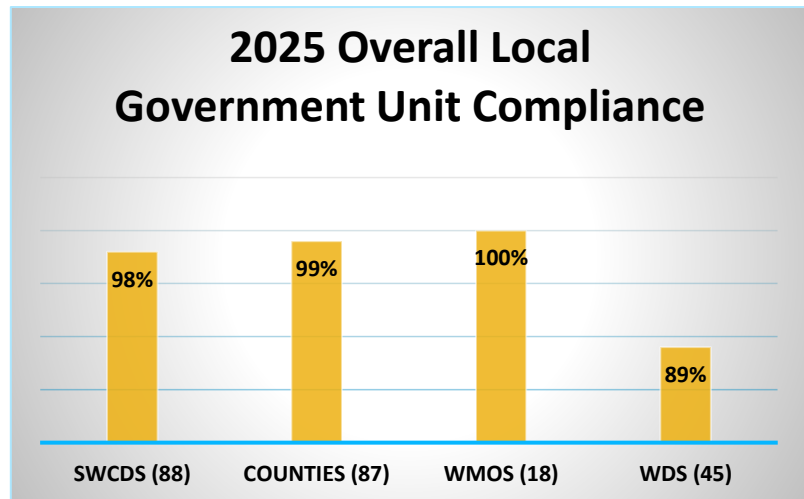
What We Proposed	What We Did
Provide leadership in communicating the importance of measuring outcomes in watershed-based assessments (One Watershed One Plan) and organizational assessment performance reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific	In 2025, seven watershed-based assessments were completed with watershed partners in the following One Watershed, One Plan areas: Cedar-Wapsipicon River, Lake of the Woods, Leaf-Wing-Redeye River, Leech Lake River, Missouri River, Pomme de Terre River and Thief River. These watershed-based assessments measured the watershed partners progress towards their plan goals and whether assurance measures for watershed-based implementation funding are being met. Monitoring plan

<p>expectations for reporting resource outcomes by LGUs.</p>	<p>progress and compliance with assurance measures will continue to be a requirement of the comprehensive watershed management plans developed via the One Watershed One Plan program.</p> <p>A total of 22 organizational assessments were also completed in 2025. These organizations include Dodge County/SWCD, Douglas County/SWCD, Grant County/SWCD, Hubbard County/SWCD, Kanaranzi-Little Rock Lake WD, Marshall County/SWCD, Nobles County/SWCD, Okabena-Ocheda WD, Rock County/SWCD, Steele County/SWCD, Swift County/SWCD, and Todd County/SWCD.</p> <p>The PRAP coordinator also completed onboarding (training) sessions for seven watershed-based partnerships and 26 organizations to help them prepare for PRAP assessments in 2026.</p>
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## 2025 LGU Performance Review Results

### Statewide Summary Results

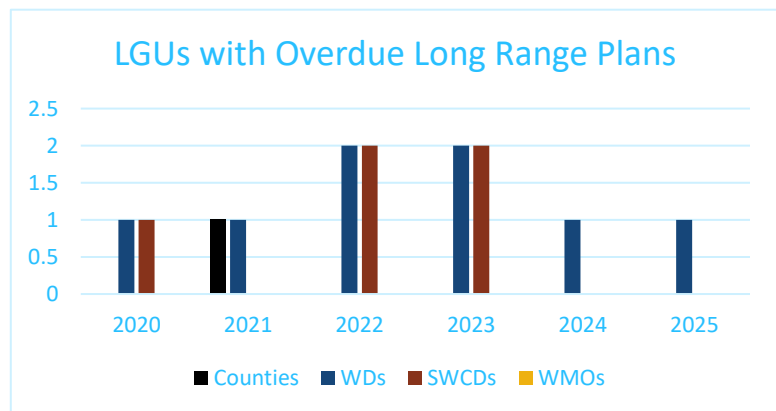
The annual statewide summary monitors and tabulates all 238 LGUs' long-range plan updates and their annual reporting of activities, ditch buffer reports, grants, and finances. BWSR tracks these performance measures each year to provide oversight of legal and policy mandates, but also to screen LGUs for indications of potential problems. Chronic lateness in financial or grant reporting, for example, may be a symptom of operational issues that require BWSR assistance.



**Overall, LGU compliance with Level I standards increased to 97% in 2025, as compared to 94% in 2024. BWSR began tightening Level I compliance tracking in 2013, and compliance percentages have remained high from 2018 - 2025, as seen above.**

### Long-range plans

BWSR's legislative mandate for PRAP includes a specific emphasis on evaluating progress in LGU plan implementation. Therefore, helping LGUs keep their plans current is basic to that review. The annual statewide summary tracks whether LGUs are meeting their plan revision due dates. For this review, LGUs that have been granted an extension for their plan revision are not considered to have an overdue plan.



Many local water management plans have transitioned to One Watershed, One Plans. The number of overdue plans in 2025 is one the same as in 2024. Just one watershed district water management plan is overdue at the end of 2025. No county local water plan and watershed management organization plans have expired as of December 31, 2025. LGUs without an approved water management plan are not eligible for Clean Water grant funds awarded by BWSR.

Appendix D (page 22) lists the LGUs whose plans are overdue for a plan revision.

### Annual activity and grant report

LGU annual reports are an important means of providing citizens and BWSR with information about LGU activities and grants expenditures. The annual statewide summary review tracks both missing and late reports.

On-time submittal of grant status reports via BWSR's on-line eLINK system is higher in 2025 with 99% of LGUs reporting on time compared with 97% in 2024, 99% in 2023, 2022, and 2021, and 98% in 2020.

Appendix E (page 23) contains more details about reporting.

### Annual financial reports and audits

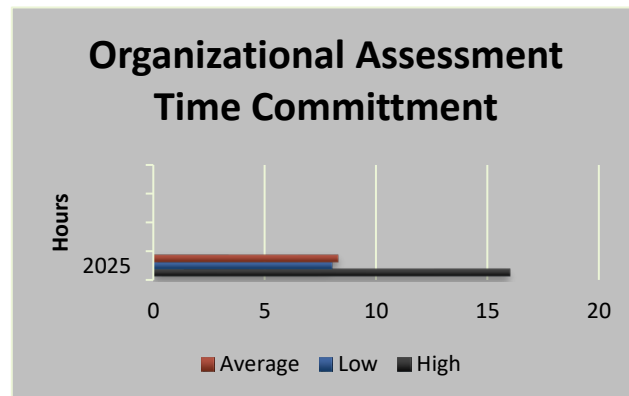
Starting in 2020, all SWCDs were required to prepare annual audits of their financial record and submit audited financial statements to BWSR. In 2025, 99% of SWCDs completed financial reports and audits, compared to 100% in 2024. A reminder was sent out to SWCDs regarding the due date for audit report submissions to BWSR.

WDs and WMOs are also required to prepare annual audits. In, 2025, 97% of WDs met the audit performance standard, compared to 91% in 2024. In 2025, 100% of WMOs met this standard, the same as 2024. See Appendix F (page 24) for financial report and audit details.

BWSR does not track county audits because counties are accountable to the Office of the State Auditor.

### Organizational Reviews

Organizational reviews are designed to give both BWSR and the individual LGUs an overall assessment of the LGU's effectiveness in their delivery of conservation efforts. The review looks at the LGU's compliance with BWSR's operational performance standards and includes surveys of board members, staff, and partners to assess the LGU's effectiveness and existing relationships with other organizations. In 2025, LGU staff spent an average of about eight hours on Organizational Assessments while BWSR staff spent an average of about 40 hours for each assessment.



BWSR conducted organizational reviews for 22 LGUs in 2025: Dodge County/SWCD, Douglas County/SWCD, Grant County/SWCD, Hubbard County/SWCD, Kanaranzi-Little Rock WD, Marshall County/SWCD, Nobles County/SWCD, Okabena-Ocheda WD, Rock Co/SWCD, Steele County/SWCD, Swift County/SWCD, and Todd County/SWCD. Appendix G (pages 25-47) contain summaries of the 2025 organizational assessments reports. Full reports are available from BWSR by request.

### Common Organizational Assessment Recommendations in 2025

While none of the findings or conclusions from these reviews apply to all LGUs, there were general observations and commonly used recommendations to improve LGU performance worth noting.

- 1. Communication: work to maintain a consistent level of communication between partners to build upon working relationships.**
- 2. Tracking: continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.**



3. **Reflecting:** spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
4. **Sharing:** remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
5. **Strategic planning:** consider completing a strategic planning session to review and/or define your organizational goals and objectives.
6. **Workload assessment:** consider completing a workload assessment to determine staff needs.
7. **Official controls:** look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

### Watershed-based Performance (One Watershed One Plan) Review Results

There have been significant changes in the way that Minnesota approaches water management since PRAP started in 2008. In particular, the transition to watershed-based management plans have changed the way water planning is occurring at a local level. In 2023, BWSR determined that an evaluation of the PRAP program was needed to review the effectiveness of the program and to identify any areas for improvement or efficiencies.

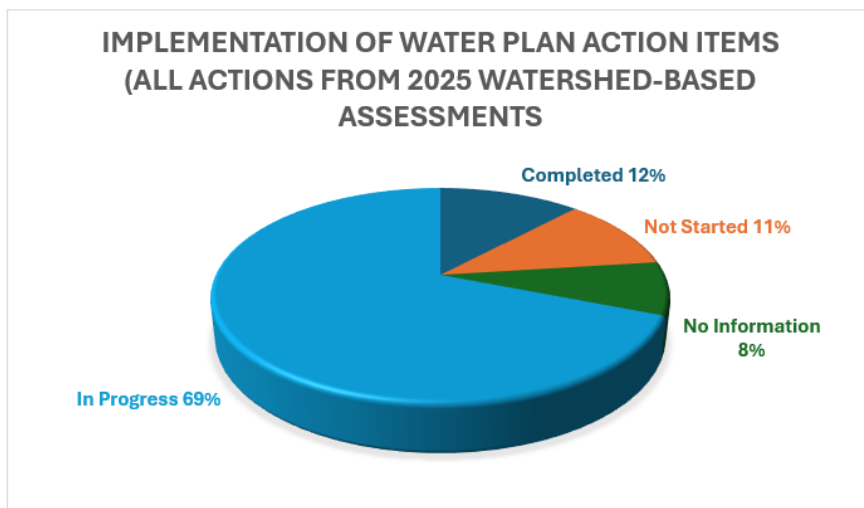
Program evaluation continued to occur after a new PRAP coordinator was hired in October of 2023. This work, in conjunction with necessary onboarding and training for a new coordinator resulted in three watershed-based reviews completed in 2024.

In 2025, BWSR conducted watershed-based PRAP assessments for seven comprehensive watershed management plans: Cedar-Wapsipinicon River, Lake of the Woods, Leaf-Wing-Redeye River, Leech Lake River, Missouri River, Pomme de Terre River and Thief River.

Appendix G (pages 25-47) contains summaries of the 2025 performance review reports. Full reports are available from BWSR by request.

#### Implementation of Water Plan Action Items

Seven watershed-based assessments were completed in 2025 to review progress made towards One Watershed, One Plans. Those plans identified a combined 480 action items. Of those action items, 332 (69%) were in progress, 59 (12%) completed, 51 (11%) not started, and 38 (8%) no information was provided. Eighty-one percent of all actions were implemented to some extent (either completed or ongoing).



#### Common Watershed-based Recommendations in 2025

While none of the findings or conclusions from these reviews apply to all LGUs, there were general observations and commonly used recommendations to improve LGU performance worth noting.

1. **Communication:** look for ways to strengthen communication between all partners.
2. **Progress tracking:** improve project tracking to account for all work that contributes toward plan goals.
3. **Sharing:** communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
4. **Outreach:** through targeted and focused approaches.
5. **Training and orientation:** for policy committee members and staff to ensure roles and responsibilities are clearly defined.
6. **Annual workplan:** develop an annual workplan that extends beyond watershed-based implementation funds to capture the broader efforts you are making through other grants, programs, or partnerships.

### Action Items

During Performance Review Assessments, an LGU's compliance with performance standards is reviewed. Action items are based on the LGU's lack of compliance with BWSR's basic practice performance standards. LGU's are given an Action Item in the PRAP Report to address lack of compliance with one or more basic standards.

All Action Items identified during the 2025 PRAP Assessment reviews will be verified within 18 months to ensure completion. A PRAP follow-up survey demonstrated that all action items assigned for 2023 LGUs were implemented within 18 months.

### Special Assessment Results

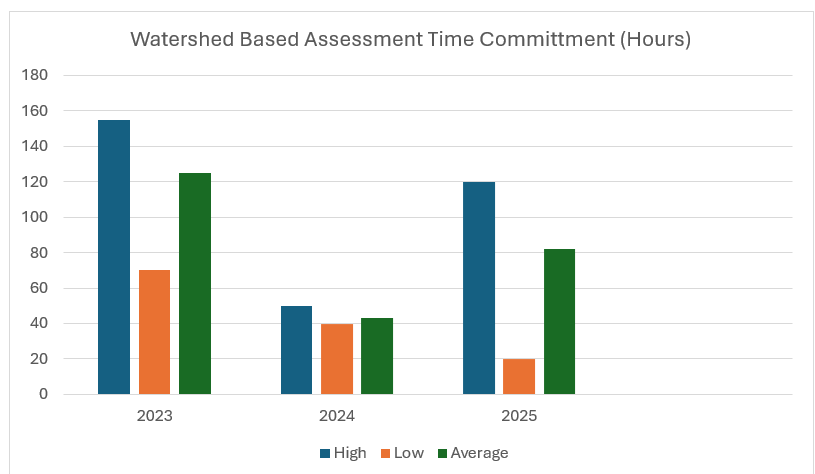
No special assessment reviews were completed in 2025 as there was no expressed desire by BCs or regional supervisors to conduct this level of review on any LGUs.

### Performance Review Time

BWSR tracks the time spent by LGUs in a performance review as a substitute for accounting their financial costs. Factors affecting an LGU's time include the number of action items in their long-range plan, the number of staff who help with data collection, and the ready availability of performance data.

In 2025, LGU staff within each partnership, spent an average of about 82 hours on their watershed-based assessment. This is higher than the 42-hour average in 2024. The

amount of LGU staff time to conduct the watershed-based assessment is trending higher than an organizational assessment because it includes time from several partners as compared to a single LGU. Not including overall performance review administration and process development, BWSR staff spent an average of 80 hours for each watershed-based assessment.

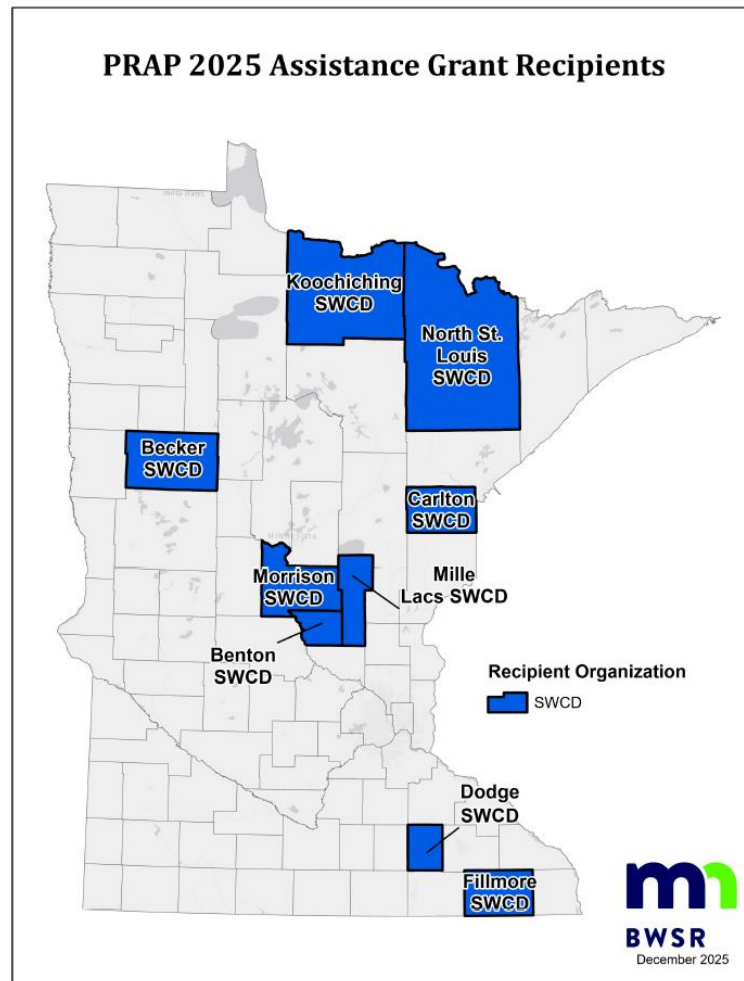


BWSR seeks to maintain a balance between getting good information and minimizing the LGU time required to provide it. Our goal is to gather as much pertinent information as needed to assess the performance of the LGU and offer realistic and useful recommendations for improving performance.

## Assistance Services to Local Governments

### PRAP Assistance Program

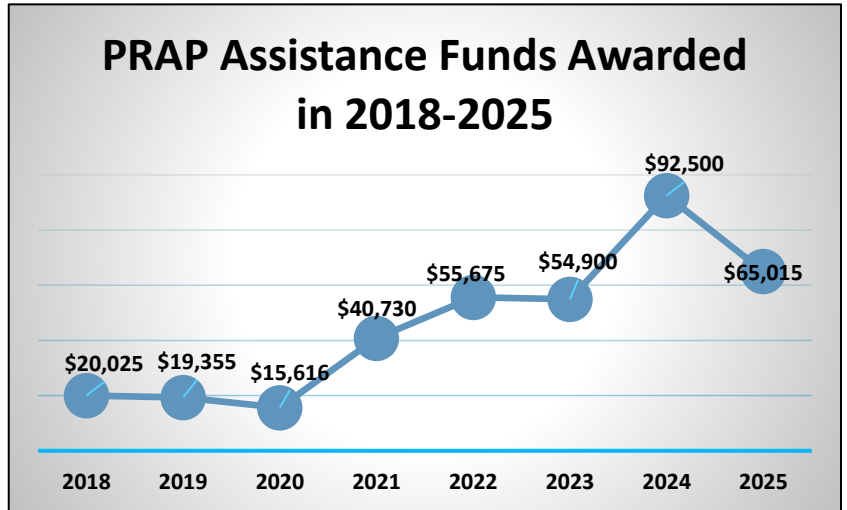
In 2012, BWSR developed the PRAP assistance program to provide financial assistance to LGUs for improving operating performance and executing planned goals and objectives. Since the program started, more than \$400,000 has been awarded to LGUs around Minnesota. Priority is given to applicants submitting projects related to eligible PRAP organizational assessment or special assessment recommendations, but other organizations are also eligible. The grants are made on a reimbursement basis with a cap of \$10,000 per single LGU or \$20,000 for partnerships applying as a group. The application process requires basic information about the need, the proposed use of funds, a timeline, and the source of match dollars (if any). BWSR staff assess the LGU need as part of the application review process, and grants are awarded on a first-come, first-serve basis if funds are available.



In 2015, the BWSR Board delegated authority to the Executive Director to award grants or contracts for the purpose of assisting LGUs in making organizational improvements (see resolution in Appendix B, page 17). The Executive Director regularly informs Board members of assistance grant status.

In calendar year 2025, nine PRAP assistance grants, totaling \$65,015 were awarded. Board Conservationists were encouraged to work with LGUs who could benefit from PRAP assistance grants. LGUs undergoing an

organizational assessment were also notified of PRAP assistance funding when recommendations were made for activities that would be eligible for PRAP funds.



**PRAP Assistance Grants Awarded in 2025**

LGU	Amount Awarded	Purpose
Becker SWCD	\$10,000	Update position descriptions, personnel policies and operational procedures.
Benton SWCD	\$5,000	Update policies and operating procedures.
Carlton SWCD	\$10,000	Strategic planning
Dodge SWCD	\$5,000	Strategic planning
Fillmore SWCD	\$3,600	Wage and benefit survey
Koochiching SWCD	\$10,000	Update position descriptions, personnel policies and operational procedures.
Mille Lacs SWCD	\$5,000	Update policies and operating procedures.
Morrison SWCD	\$6,415	Update policies and operating procedures.
North St Louis SWCD	\$10,000	Strategic planning

Potential applicants can find information on the BWSR website <http://www.bwsr.state.mn.us/PRAP/index.html>.

# Reporting

## Purpose of Reporting

BWSR reports on LGU performance to:

- meet the legislative mandate (M.S. 103B.102) to provide the public with information about the performance of their local water management entities, and
- provide information that will encourage LGUs to learn from one another about methods and programs that produce the most effective results.

## Information Sources

PRAP relies on different information sources to develop reports to achieve the purposes listed above.

## LGU-Generated

These include information posted on the LGU websites and the required or voluntary reports submitted to BWSR, other units of government, and the public about fiscal status, plans, programs, and activities. These all serve as a means of communicating what each LGU is achieving and allow stakeholders to make their own evaluations of LGU performance. PRAP tracks submittal of required, self-generated LGU reports in the Statewide Summary review process.

## BWSR Website

The BWSR website contains a webpage devoted to PRAP information. The site provides background information on the program including:

- Guiding principles for the program
- A description of the three types of assessments (organization, watershed-based and special assessment)
- Organizational and watershed-based checklists
- Application information for PRAP grants
- Background on the PRAP legislative report
- Description of the annual statewide summary

For more information see: <https://bwsr.state.mn.us/prap>

The BWSR website also includes regularly updated maps of long-range plan status by LGU type. Visitors to the PRAP webpage can find general program information, tables of current performance standards by LGU type, summaries of organizational assessment performance review reports, and copies of annual legislative reports.

## Performance Review Reports

BWSR prepares a report containing findings, conclusions, and recommendations for each LGU subject of an organizational assessment performance review. The LGU lead staff and board, or water plan task force members receive a draft of the report to which they are invited to submit comments. BWSR then sends a final report to the LGU. A summary from each review is included in the annual legislative report (see Appendices G and H, pages 25-53).

## Annual Legislative Report

As required by statute (M.S. 103B.102, Subd. 3), BWSR prepares an annual report for the legislature containing the results of the previous year's program activities and a general assessment of the performance of the LGUs providing land and water conservation services and programs. These reports are reviewed and approved by the BWSR board and then sent to the chairpersons of the senate and house environmental policy committees, to statewide LGU associations and to the office of the legislative auditor.

**Recognition for Exemplary Performance**

The PRAP guiding principles include a provision for recognizing exemplary LGU performance. Each year this legislative report highlights those LGUs that are recognized by their peers or other organizations for their contribution to Minnesota's resource management and protection, as well as service to their local clientele. (See Appendix I, page 54).

For those LGUs that undergo an organizational or watershed-based assessment, their report lists "commendations" for compliance with each high-performance standard, demonstrating practices over and above basic requirements. The following are common commendations shared by LGUs in 2025:

- Active partner/participant in at least one 1W1P planning or implementation process.
- Received competitive clean water grants within the past two years.
- Adopted water management ordinances are on partner websites.
- Annual report to water plan advisory committee on plan progress.
- Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed district, non-government organizations.

## Program Conclusions and Future Direction

### Conclusions from 2025 Reviews

**All Action Items identified during 2025 watershed-based assessment PRAP were assigned an 18-month timeline for completion.** In 2024, BWSR completed follow up of all organizational assessment (previously Level II review) PRAPs for the year 2023.

**Action Items from previous organizational assessment PRAP are being implemented.** In 2023, four organizations received a total of five action items, each of which were implemented within 18 months.

**Common recommendations for watershed partners in 2025 was to:** annually conduct a work planning exercise; improve plan progress tracking; and consider articulating goals in a concrete/measurable fashion in future amendments.

**Reminders and incentives contribute significantly to on-time reporting by LGUs.** Overall LGU reporting performance and non-expired plans improved in 2025. Overall compliance was 97% in 2025, as compared to 94% in 2024.

### PRAP Program Continuous Improvement

To remain effective and forward-looking the PRAP Coordinator continued work with BWSR's 1W1P Program Coordinator, Wetland Specialists, Regional Managers, Board Conservationists and Chief Financial Officer in 2025 to reinforce the importance of utilizing existing reporting tools to track LGU level one reporting requirements and to implement internal process to conduct assessments more efficiently. This effort has led to an increase in overall compliance.

## PRAP Program Objectives for 2026

- Track 238 LGUs' performance via statewide summary.
- Continue efforts to improve statewide summary performance review reporting of all LGUs through LGU cooperation and persistent follow-up by BWSR staff.
- Complete up to seven watershed-based reviews and 26 organizational reviews.
- Continue to evaluate PRAP program and make changes to processes and materials based on findings.
- Emphasize the importance of measuring outcomes in PRAP reviews, ways of demonstrating resource outcomes resulting from plan implementation, and set specific expectations for reporting resource outcomes by LGUs.
- Survey LGUs and watershed partnerships from 2024 organizational and watershed-based PRAP reviews to track LGU implementation of PRAP recommendations.
- Continue monitoring and reviewing compliance with action items identified during organizational and watershed-based assessments to measure progress toward the goal of 100% compliance within 18 months for required action items.
- Continue the promotion and use of PRAP assistance grants to enhance LGU organizational effectiveness.
- Continue to explore opportunities to secure stable funding source for PRAP assistance grants.

- Continue to explore opportunities to increase staff capacity to provide more assistance to organizations with organizational effectiveness needs.
- Complete up to 12 PRAP onboarding training opportunities for new organization administrators to help them with organizational effectiveness needs.
- Complete up to six PRAP onboarding opportunities for watershed partnerships to help them prepare for 2027 watershed-based assessments.
- Complete up to 22 PRAP onboarding opportunities for organizations to help them prepare for 2027 organizational assessments.



# Appendix A

## PRAP Authorizing Legislation

### 103B.102, Minnesota Statutes 2013

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#### **103B.102 LOCAL WATER MANAGEMENT ACCOUNTABILITY AND OVERSIGHT.**

##### **Subd. 1. Findings; improving accountability and oversight.**

The legislature finds that a process is needed to monitor the performance and activities of local water management entities. The process should be preemptive so that problems can be identified early and systematically. Underperforming entities should be provided assistance and direction for improving performance in a reasonable time frame.

##### **Subd. 2. Definitions.**

For the purposes of this section, "local water management entities" means watershed districts, soil and water conservation districts, metropolitan water management organizations, and counties operating separately or jointly in their role as local water management authorities under chapter 103B, 103C, 103D, or 103G and chapter 114D.

##### **Subd. 3. Evaluation and report.**

The Board of Water and Soil Resources shall evaluate performance, financial, and activity information for each local water management entity. The board shall evaluate the entities' progress in accomplishing their adopted plans on a regular basis as determined by the board based on budget and operations of the local water management entity, but not less than once every ten years. The board shall maintain a summary of local water management entity performance on the board's Web site. Beginning February 1, 2008, and annually thereafter, the board shall provide an analysis of local water management entity performance to the chairs of the house of representatives and senate committees having jurisdiction over environment and natural resources policy.

##### **Subd. 4. Corrective actions.**

(a) In addition to other authorities, the Board of Water and Soil Resources may, based on its evaluation in subdivision 3, reduce, withhold, or redirect grants and other funding if the local water management entity has not corrected deficiencies as prescribed in a notice from the board within one year from the date of the notice.

(b) The board may defer a decision on a termination petition filed under section 103B.221, 103C.225, or 103D.271 for up to one year to conduct or update the evaluation under subdivision 3 or to communicate the results of the evaluation to petitioners or to local and state government agencies.

##### **History:**

2007 c 57 art 1 s 104; 2013 c 143 art 4 s 1

# Appendix B

## Board Authorization of Delegation for PRAP Assistance Grants



BOARD DECISION # 21-22

### BOARD ORDER

#### Performance Review and Assistance Program (PRAP) Assistance Service Grants

##### PURPOSE

Authorize PRAP Assistance services and delegate approval of payment to the Executive Director.

##### FINDINGS OF FACT / RECITALS

1. The Board of Water and Soil Resources (Board) regularly monitors and evaluates the performance and activities of local water management entities and provides assistance in improving performance under the authorities and requirements of Minnesota Statutes §103B.102.
2. In December 2018, the Board through Resolution #18-71 "approved the allocation of designated or available funds to eligible local water management entities and reconfirmed the delegation of authority to the Executive Director to approve individual PRAP Assistance grants up to \$10,000 requires that program awards are reported to the Board at least once per year."
3. The Board continues to receive requests for PRAP assistance services to address operational or service delivery needs identified through a PRAP assessment or specialized assistance request noting an increase in requests from multiple entities or partnerships.
4. The Board has authorities under Minnesota Statutes §103B.3369 and 103B.101 to award grants and contracts to accomplish water and related land resources management.
5. The Grants Program and Policy Committee, at their August 11, 2021 meeting, reviewed this request and recommended the Board approve this order.

##### ORDER

The Board hereby:

1. Approves the allocation of designated or available funds, consistent with the appropriation of the designated or available funds, to eligible local government water management entities for fulfilling the provisions of Minnesota Statutes §103B.102.
2. Confirms the delegation of authority to the Executive Director to approve PRAP Assistance grants or contracts up to \$10,000 per contract for single entity requests and \$20,000 for projects that involve multiple entities or partnerships and requires that program awards are reported to the Board at least once per year.
3. Establishes that all PRAP Assistance awards be cost shared by the grantee at a percentage determined by the Executive Director.
4. Authorizes staff to enter into grant agreements or contracts for these purposes.
5. Establishes that this order replaces previous Board resolution #18-71.

Dated at Austin, Minnesota, this August 26, 2021.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

  
 Gerald Van Amburg, Chair  
 Board of Water and Soil Resources

Date: August 26, 2021

## Appendix C

### PRAP Assistance Grant Application Information

The PRAP Assistance program provides financial assistance to LGUs to improve operating performance and execution of planned goals and objectives. Funding priority is given to activities recommended as part of an organizational assessment, watershed-based assessment or special assessment.

**Examples of eligible activities:** facilitation, mediation or consulting services related to organizational improvement such as reorganizations/mergers, strategic planning, organizational development, assessments for shared services, benchmarking, non-routine audits, and staff and board capacity assessments.

**Activities that are not eligible for grant funds, or to be used as LGU match:** Technology upgrades (computer equipment, software, smartphones, etc.), infrastructure improvements (vehicles, office remodel, furniture), staff performance incentives (bonuses, rewards program), basic staff training (BWSR Academy fees and expenses; Wetland Delineator Certification, subjects offered at BWSR Academy, training for promotion, basic computer training), water planning, conservation practices design or installation, publication or publicity materials, food & refreshments, (other than costs associated with meetings and conferences where the primary purpose is an approved, eligible grant activity) lodging, staff salaries, and regular board member per diems.

**Note:** Board member per diems and associated expenses outside of regular meetings, and associated with an approved, eligible activity are eligible for grant funds or can be used as match.

**Grant Limit:** \$10,000 for individual LGUs, \$20,000 for LGU partnerships.

**Who May Apply:** County water management/environmental services; SWCDs; watershed districts; watershed management organizations. In some cases, LGU joint powers associations or boards, or other types of LGU water management partnerships will be eligible for grants. Priority is given to applicants submitting projects related to eligible organizational assessment, watershed-based assessment, or special assessment recommendations.

**Terms:** BWSR pays its share of the LGU's eligible expenditures as reimbursement for expenses incurred by the LGU after the execution date of the grant agreement. Reporting and reimbursement requirements are also described in the agreement. Grant agreements are processed through BWSR's eLINK system.

**How to Apply:** Submit an email request to the PRAP Coordinator with the following information:

- 1) Description, purpose, and scope of work for the proposed activity (If the activity or services will be contracted, do you have a contracting procedure in by-laws or operating guidelines?)
- 2) Expected products or deliverables.
- 3) Desired outcome or result

- 4) Does this activity address any recommendations associated with a recent PRAP Assessment? If so, describe how.
- 5) How has your Board indicated support for this project? How will they be kept involved?
- 6) Duration of activity: proposed start and end dates
- 7) Itemized Project Budget including
  - a. Amount of request
  - b. Source of funds to be used for match (cannot be state money nor in-kind)
  - c. Total project budget
- 8) Have you submitted other funding requests for this activity? If yes, to whom and when?
- 9) Provide name and contact information for the person who will be managing the grant agreement and providing evidence of expenditures for reimbursement.

## **Appendix D**

### **Annual Statewide Summary: 2025 LGU Long-Range Plan Status as of December 31, 2025**

#### **Soil and Water Conservation Districts**

(Districts have a choice of option A or B)

**A. Current Resolution Adopting Local or Comprehensive Water Management Plan**

All resolutions are current.

**B. Current District Comprehensive Plan**

All plans are current.

#### **Counties**

**Local or Comprehensive Water Management Plan Overdue: Plan Revision in Progress**

- All plans are current.

#### **Watershed Districts**

**10-Year Watershed Management Plan Revision Overdue: Plan Revision in Progress**

- Two Rivers Watershed District (in-progress)

#### **Watershed Management Organizations**

- All plans are current

## Appendix E

### Annual Statewide Summary: Status of Annual Reports for 2024 as of December 31, 2025

#### Soil and Water Conservation Districts

eLINK Status Reports of Grant Expenditures

Late Reports:

- West Polk SWCD

#### Counties

eLINK Status Reports of Grant Expenditures

Late Reports:

- Dakota County

#### Watershed Districts

Annual Activity Reports Not Submitted (or submitted late):

- Joe River
- Stockton Rollingstone

#### Metro Joint Powers Watershed Management Organizations

Annual Activity Reports not submitted (or submitted late):

All reports submitted on time.

## Appendix F

### Annual Statewide Summary: Status of Financial Reports and Audits for 2024 as of December 31, 2025

#### Soil and Water Conservation Districts

##### Annual Audits

##### Annual Audits Not Submitted (or submitted late)

- Winona

#### Watershed Districts

##### Annual Audits Not Completed (or submitted late):

- Joe River
- Sauk River
- Lower Minnesota River

#### Metro Joint Powers Watershed Management Organizations

##### Annual Audits Not Submitted (or submitted late):

- All audits submitted

# Appendix G

## Watershed-based Assessment Performance Review Final Report Summaries

### Cedar-Wapsipinicon Partnership (Watershed-based PRAP)

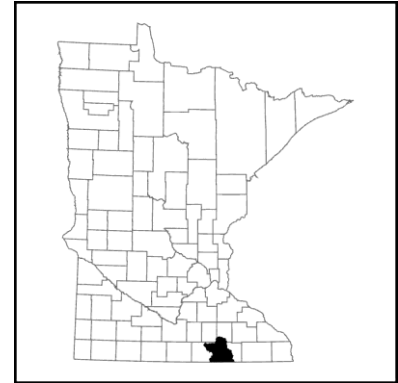
#### Key Findings and Conclusions

The Cedar-Wapsipinicon partnership is commended for their work in implementing activities identified within their comprehensive watershed plan. In general, policy and advisory committee members feel the partnership is strong and doing an effective job in implementing projects on the ground to meet plan priorities.

Increasing communication within the partnership will help improve conservation delivery in the watershed. Improving plan progress tracking to measure progress towards plan goals will also assist staff in determining and communicating progress toward plan goals.

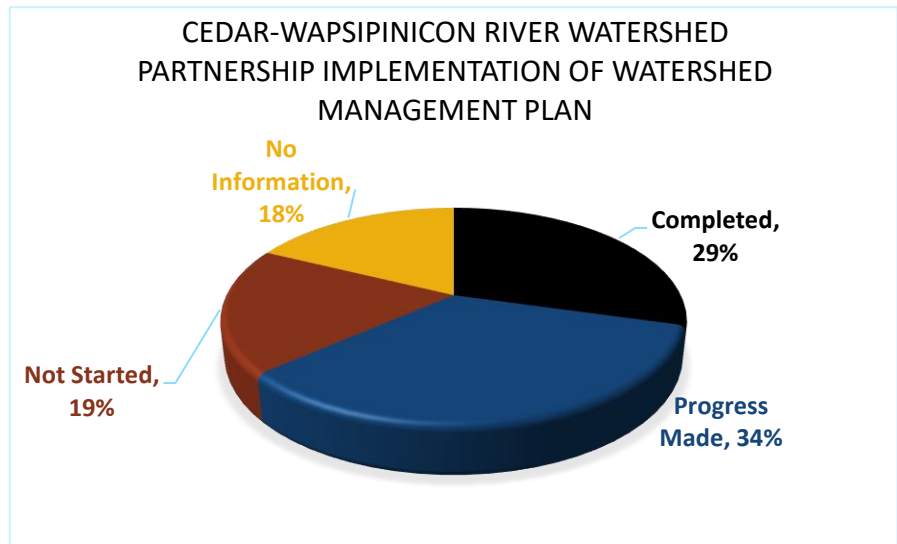
The partnership is commended for meeting 16 of 16 basic requirements and 10 of 11 applicable best standards/practices, including reviewing the committee membership and updating annually, having current operational guidelines for fiscal procedures, and updating agency partners on accomplishments regularly.

The partnership is also commended for meeting five of eight high priority performance standards, including utilizing shared services between partners, technical advisory committee reviews members, agency members provide regular updates, water quality trends for priority waters are tracked, and watershed partners have developed new partnerships outside of the watershed partnership.



#### Resource Outcomes

The Cedar-Wapsipinicon River Comprehensive Watershed Management Plan was approved in 2019 and runs through 2029. For planning and implementation purposes, the plan is divided into 15 planning areas. Each is a sub watershed located upstream of a targeted resource concern. Measurable goals were developed to address issues on a resource-by-resource basis and partners used the Prioritize, Target, and Measure Application (PTMapp) to define goals related to implementation of best management practices and to develop potential costs for various strategies. The plan contains 85 action items. Of those, 29 (34.1%) were identified as *In Progress/Ongoing*, 16 (18.8%) were identified as *Not Started*, 25 (29.4%) were identified as *Completed*, and the remaining 15 (17.7%) had *No information* provided to make a determination.



The Cedar-Wapsipinicon River Partnership is commended for making progress on over 34% of the action items/activities identified within the implementation section of the plan.



### Summary of Partnership Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. BWSR relies heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure recommendations provided are relevant, timely, and helpful for the partnership to implement and improve their operations.

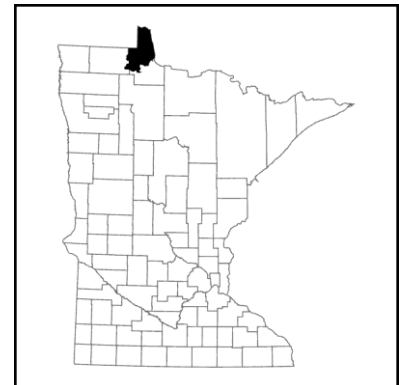
- **Recommendation 1:** Annually conduct a work planning exercise.
- **Recommendation 2:** Improve plan progress tracking.
- **Recommendation 3:** Increase communication between all partners.
- **Recommendation 4:** Project tracking system to track all work toward plan goals.
- **Recommendation 5:** Partnership annually review progress toward water quality goals.

### Lake of the Woods Partnership (Watershed-based PRAP)

#### Key Findings and Conclusions

The Lake of the Woods partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. Committee members agree that the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Increasing communication within the partnership will help improve conservation delivery in the watershed. Tracking and reflecting on work done will continue to help the partnership as it evaluates progress towards plan goals. Regularly communicating progress to the public and stakeholders will help maintain public support for watershed work and generate local participation in conservation programs and events.

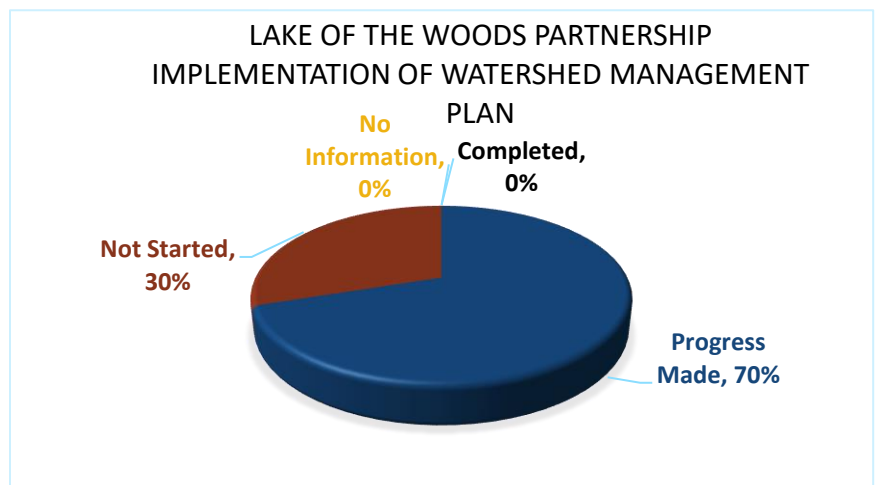


The Partnership is commended for meeting 16 of 16 basic requirements, nine of 11 applicable best standards/practices, and eight of eight high performance standards, which include project tracking system used to track all work contributing toward plan goals, shared services leveraged between partners, training efforts made to inform policy committee members, technical advisory committee members reviewed, agency members provide regular updates, water quality trends are tracked for priority waters, partners annually review progress toward plan goals, and watershed partnerships have developed partnerships outside of the watershed partnership.

#### Resource Outcomes:

The Lake of the Woods partnership includes six counties, six soil and water conservation districts, two watershed districts and a joint powers board. This partnership has been working together since 2016 to develop a comprehensive watershed management plan.

For planning and implementation purposes the partnership developed a list of priority concerns. These concerns are Level A (Highest Priority), Level B (Second Highest Priority) and Level C (Third Highest Priority).



The plan contains 21 short term goals, and 86 action items related to short-term/plan goals. Of those actions, 60 (70%), were identified as *In Progress/Ongoing*, and the remaining 26 actions *have not started*.

**Summary of Recommendations** Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Tracking):** Continue to track and share data with each other about implementation efforts that contribute to plan goals.
- **Recommendation (Reflecting):** Incorporate an adaptive management step into annual or biennial planning sessions.
- **Recommendation (Evaluating):** Continue to compare the resource results associated with projects, practices, or programs to the stated resource goals/outcomes in the plan.
- **Recommendation (Sharing):** Communicate regularly to the public and stakeholders about watershed work.
- **Recommendation (Training):** Develop a formal training and orientation process for policy committee members and staff.
- **Recommendation (Communication):** Increase communication between all partners.
- **Recommendation (Capacity):** Consider workload assessments to evaluate staff capacity.

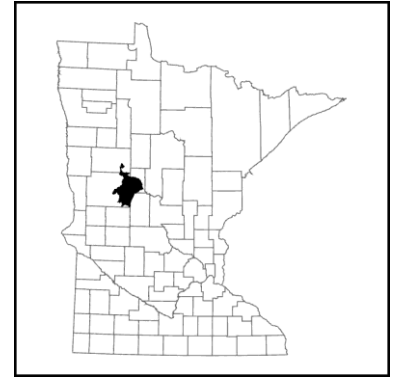
## Leaf-Wing-Redeye River Partnership (Watershed-based PRAP)

### Key Findings and Conclusions

The Leaf-Wing-Redeye River partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. The policy and advisory committee members agree the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Maintaining a high level of communication between all partners will help sustain conservation delivery in the watershed. Continually tracking progress, reviewing results, evaluating actions, and sharing information will ensure the partnership remains successful in implementing plan priorities.

The partnership is commended for meeting 16 of 16 basic requirements, 10 of 11 applicable best standards/practices, and seven of eight high performance standards, including project tracking system in place to track all work contributing toward plan goals, shared services leveraged between partners, technical advisory committee members reviewed on a regular basis, agency members provide updates, water quality trends tracked for priority water bodies, partnership annually reviews progress toward water quality goals, and watershed partners have developed new partnerships with partners outside the planning partnership.



### Resource Outcomes

The Leaf-Wing-Redeye partnership includes three counties and four soil and water conservation districts. This partnership is working together through a Memorandum of Understanding. Their current plan was approved in 2020.

For planning purposes, the Leaf-Wing-Redeye Watershed is divided into four planning regions based sub-watershed (HUC10). Each watershed has a different makeup of land use, lake quality and risk and has an overall management focus assigned for it.

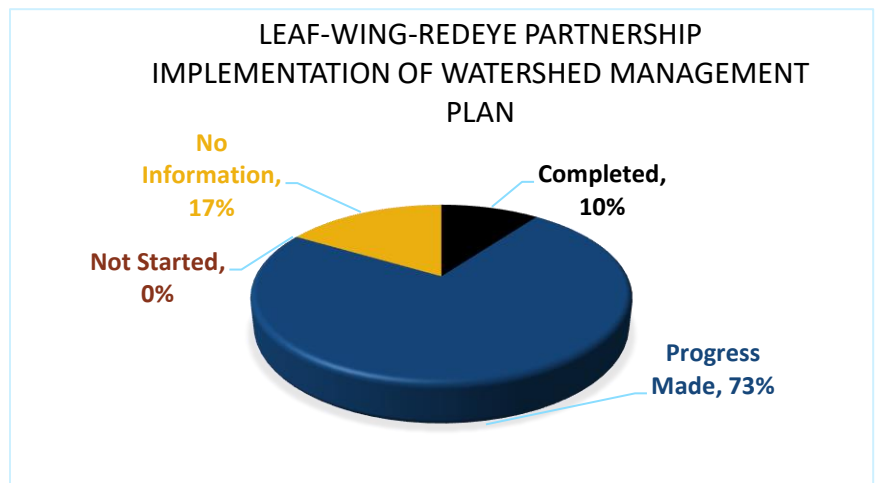
The comprehensive watershed management plan contains 43 short term goals and 79 planned actions or activities. Of those activities, 8 (10.1%) were identified as being completed, 58 (73.4%) as *In Progress/ Ongoing*, and the remaining 13 (16.5%) had no information provided to make a determination.

The Leaf-Wing-Redeye Partnership is commended for making progress on over 73% of the action items/activities identified within the implementation section of the plan.

### Summary of Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Communication):** Continue to maintain a high level of communication.
- **Recommendation (Training):** Provide training opportunities to policy committee on watershed topics.



- **Recommendation (Annual Workplan):** Develop an annual workplan that extends beyond WBIF workplan.

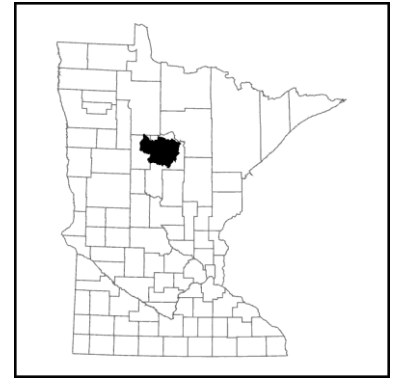
### Leech Lake River Partnership (Watershed-based PRAP)

#### Key Findings and Conclusions

The Leech Lake River partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. The policy and advisory committee members agree the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Maintaining a high level of communication between all partners will help sustain conservation delivery in the watershed. Continually tracking progress, reviewing results, evaluating actions, and sharing information will ensure the partnership remains successful in implementing plan priorities.

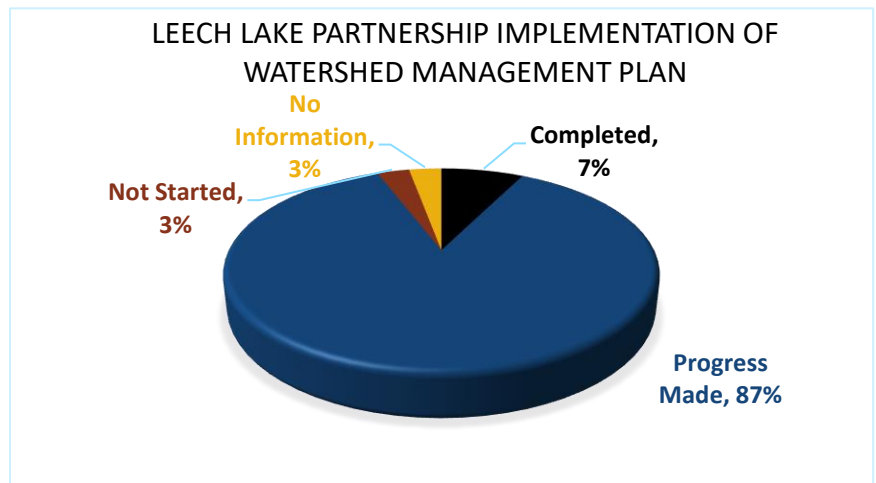
The partnership is commended for meeting 16 of 16 basic requirements, 10 of 11 applicable best standards/practices, and seven of eight high performance standards, including shared services leveraged between partners, training efforts made to inform policy committee on watershed topics, technical advisory committee members reviewed on a regular basis, agency members provide updates, water quality trends tracked for priority water bodies, partnership annually reviews progress toward water quality goals, and watershed partners have developed new partnerships with partners outside the planning partnership.



#### Resource Outcomes

The Leech Lake partnership includes two counties and two soil and water conservation districts. This partnership is working together through a Memorandum of Understanding. Their current plan was approved in 2019.

For planning purposes, the Leech Lake Watershed is divided into 11 priority sub watersheds. Each watershed has a different makeup of land use, lake quality and risk and has an overall management focus assigned for it.



The comprehensive watershed management plan contains 4 goal statements and 68 planned actions or activities. Of those activities, 5 (7.4%) were identified as being completed, 59 (86.8%) as *In Progress/ Ongoing*, two (2.9%) *have not been started*, and the remaining two (2.9%) had no information provided to make a determination.

The Leech Lake partnership is commended for making progress on over 86.8% of the action items/activities identified within the implementation section of the plan.

#### Summary of Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Communication):** Continue to maintain a high level of communication.

- **Recommendation (Tracking):** Continue to track and share data with each other about implementation efforts that contribute to plan goals.
- **Recommendation (Adaptive Management Strategy):** Incorporate an adaptive management strategy into annual or biennial work planning.
- **Recommendation (Evaluating):** Compare the resource results associated with projects, practices, or programs to the stated goals in the plan.
- **Recommendation (Sharing):** Communicate regularly to the public and stakeholders about the watershed work done.

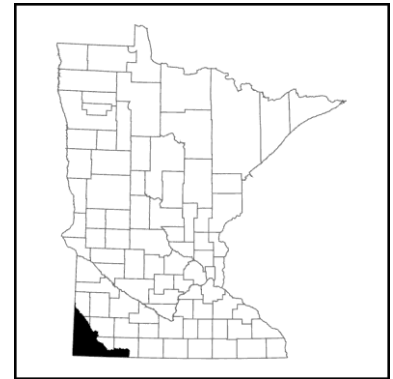
### Missouri River Partnership (Watershed-based PRAP)

#### Key Findings and Conclusions

The Missouri River partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. The policy and advisory committee members agree the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Maintaining a consistent level of communication between all partners will help sustain conservation delivery in the watershed. Continually tracking progress, reviewing results, evaluating actions, and sharing information will ensure the partnership remains successful in implementing plan priorities.

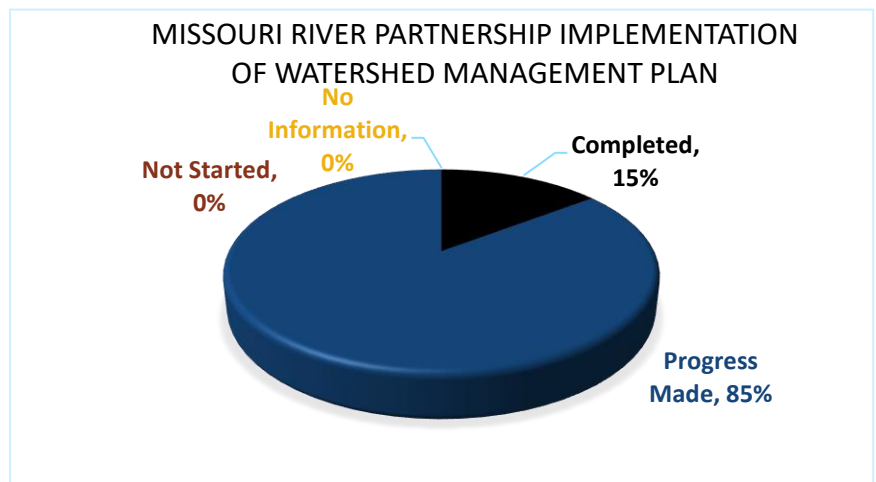
The Partnership is commended for meeting 16 of 16 basic requirements, eight of 11 applicable best standards/practices, and seven of eight high performance standards, including project tracking system in place to track all work contributing toward plan goals, shared services leveraged between partners, training efforts made to inform policy committee on watershed topics, technical advisory committee members reviewed on a regular basis, water quality trends tracked for priority water bodies, partnership annually reviews progress toward water quality goals, and watershed partners have developed new partnerships with partners outside the planning partnership.



#### Resource Outcomes

The Missouri River partnership includes six counties, six soil and water conservation districts, and two watershed districts. This partnership is working together through a Memorandum of Understanding. Their current plan was approved in 2019.

For planning purposes, the Missouri River watershed is divided into three planning regions based sub-watershed (HUC10). Each watershed has a different makeup of land use, lake quality and risk and has an overall management focus assigned for it.



The comprehensive watershed management plan contains 10 short term goals and 48 planned actions or activities. Of those activities, (14.6%) were identified as being completed, and (85.4%) as *In Progress/ Ongoing*.

The Missouri River partnership is commended for making progress on over 85.4% of the action items/activities identified within the implementation section of the plan.

## Summary of Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Communication):** Continue to maintain a high level of communication.
- **Recommendation (Tracking):** Continue to track and share data with each other about implementation efforts that contribute to plan goals.
- **Recommendation (Reflecting):** Incorporate an adaptive management step into annual or biennial work planning sessions.
- **Recommendation (Evaluating):** Continue to compare the resource results associated with projects, practices, or programs to the stated resource goals in the plan.
- **Recommendation (Sharing):** Communicate regularly to the public and stakeholders about your watershed management work.
- **Recommendation (Training):** Develop a formal training and orientation process for policy committee members and staff.

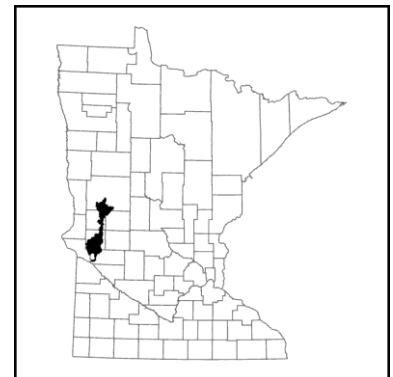
### Pomme de Terre River Partnership (Watershed-based PRAP)

#### Key Findings and Conclusions

The Pomme de Terre River partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. The policy and advisory committee members agree the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Continually tracking progress, reviewing results, evaluating actions, and sharing information will ensure the partnership remains successful in implementing plan priorities. The organizations within the partnership may also benefit from a workload analysis since several partners are participating in multiple One Watershed, One Plan partnerships.

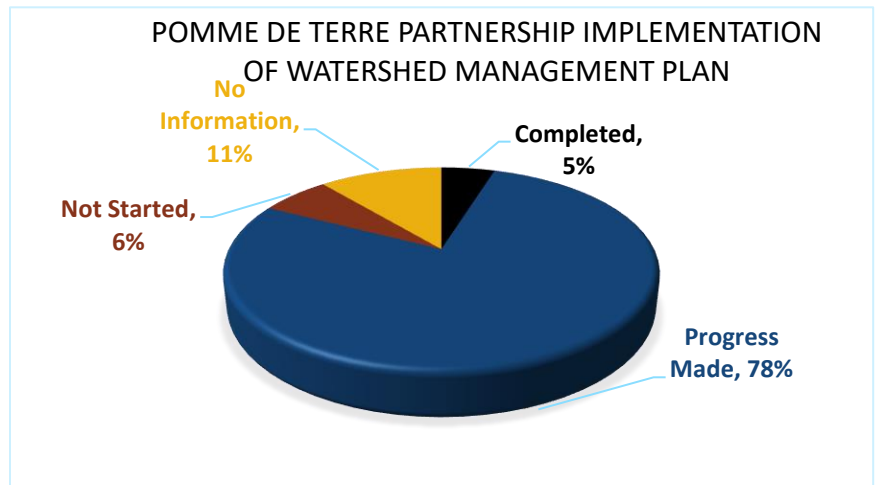
The partnership is commended for meeting 16 of 16 basic requirements, 9 of 11 applicable best standards/practices, and four of eight high performance standards, shared services leveraged between partners, technical advisory committee members reviewed on a regular basis, agency members provide updates, and watershed partners have developed new partnerships with partners outside the planning partnership.



### Resource Outcomes

The Pomme de Terre partnership includes six counties and six soil and water conservation districts. This partnership is working together through a Memorandum of Understanding. Their current plan was approved in 2020.

For planning purposes, the Pomme de Terre Watershed is divided into five planning regions. Each watershed has a different makeup of land use, lake quality and risk and has an overall management focus assigned for it.



The comprehensive watershed management plan contains 18 short term goals and 63 planned actions or activities. Of those activities, three (4.8%) were identified as being completed, 49 (77.8%) as *In Progress/ Ongoing*, four (6.3%) *have not been started*, and the remaining seven (11.1%) had *no information* provided to make a determination.

The Pomme de Terre Partnership is commended for making progress on over 77% of the action items/activities identified within the implementation section of the plan.

### Summary of Recommendations

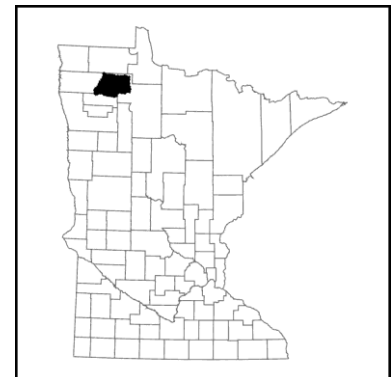
Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the Partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Tracking):** Continue to track and share data with each other about implementation efforts that contribute to plan goals.
- **Recommendation (Annual Workplan):** Develop an annual workplan that extends beyond WBIF workplan.
- **Recommendation (Adaptive Management Strategy):** Incorporate an adaptive management strategy into annual or biennial work planning sessions.
- **Recommendation (Training):** Develop a formal training session and orientation process for JPB, TAC, and staff.
- **Recommendation (Workload Analysis):** Organizations within the partnership should consider conducting a workload analysis.

### Thief River Partnership (Watershed-based PRAP)

**Key Findings and Conclusions** The Thief River partnership is commended for their work in implementing activities identified within their comprehensive watershed management plan. The policy and advisory committee members agree the partnership is doing an effective job in implementing projects on the ground to meet plan priorities.

Improving communication and coordination between all partners will help the partnership with its conservation delivery efforts in the watershed. Continually tracking progress, reviewing results, evaluating actions, and sharing information will ensure the partnership remains successful in implementing plan priorities. Evaluating future outreach efforts would also benefit the partnership.



The partnership is commended for meeting 16 of 16 basic requirements, 9 of 11 applicable best standards/practices, and four of eight high performance standards, including shared services leveraged between partners, training efforts made to inform policy committee members about watershed related topics, technical advisory committee members reviewed on a regular basis, water quality trends tracked for priority water bodies, and watershed partners have developed new partnerships with partners outside the planning partnership.

### Resource Outcomes

The Thief River partnership is comprised of a coalition of counties, SWCDs and watershed districts. These parties are working together through a Memorandum of Understanding.

For planning purposes, the Thief River Watershed is divided into eight planning regions. Each watershed has a different makeup of land use, lake quality and risk and has an overall management focus assigned for it.

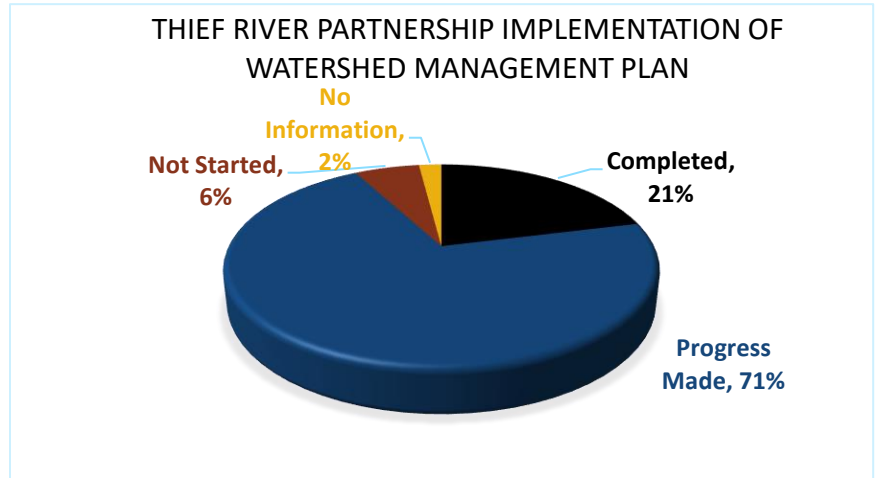
The comprehensive watershed management plan contains 13 short term goals and 51 planned actions or activities. Of those activities, 11 (21.6%) were identified as being completed, 36 (70.6%) as *In Progress/ Ongoing*, three (5.8%) activities *have not been started*, and the remaining one action (2.0%) had *no information* provided to make a determination.

The Thief River partnership is commended for making progress on over 70.6% of the action items/activities identified within the implementation section of the plan.

### Summary of Recommendations

Based on an analysis of the information and data collected during this review, BWSR staff developed several recommendations for the partnership. We rely heavily on our relationships with staff as well as the input of partners, staff, and board members to make sure we provide recommendations that are relevant, timely, and helpful for the partnership to implement and improve their operations.

- **Recommendation (Communication):** Strengthen communication between all partners.
- **Recommendation (Tracking):** Improve plan progress tracking.
- **Recommendation (Training/Orientation):** On comprehensive watershed management plan.
- **Recommendation (Outreach):** Through targeted and focused approaches.





# Organizational Assessment Performance Review Final Summaries

## Dodge County and Dodge Soil and Water Conservation District



### Key Findings and Conclusions

Dodge County Environmental Services (ES) and Dodge Soil and Water Conservation District (SWCD) is commended for their work in implementing core programs, the Wetland Conservation Act (WCA), and planning and implementation efforts related to their comprehensive watershed management plans. Workload emphasis is targeted in the Cedar-Wapsipinicon, Greater Zumbro River, and Root River One Watershed, One Plans. The board and staff from the county are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans. Partners shared that there have been some challenges in working with the Dodge SWCD, primarily due to a lack of

communication.

Developing strong working relationships and improving communication with partners will help in weathering challenges and further assist in addressing local water management issues and improving conservation delivery in Dodge County.

Dodge County is commended for meeting seven of seven applicable basic performance standards, including completion of eLINK reporting on time, having current local water management plans, and for their efforts related to coordinating the WCA program. Additionally, the county met 14 of 14 applicable high-performance standards.

Dodge SWCD is commended for meeting 14 of 14 basic standards, including reviewing of personnel policy within the last five years, completion of annual reports on time, targeting state grant funds in high priority areas, and for maintaining a website with all required content elements. Additionally, the SWCD met 14 of 22 applicable high-performance standards.

### Commendations

*Dodge SWCD and County are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions in comprehensive watershed management plan.
- Water quality data and trend information collected for planning and to measure progress towards plan goals.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Annual report to water plan advisory committees on plan progress.
- Coordination with County Board by supervisors or staff.
- Job Approval Authority: reviewed and reported annually.
- Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, non-governmental organizations.

### Recommendations:

- **Joint Recommendation (Communication):** Work to maintain a consistent level of communication between partners to build upon and strengthen relationships.
- **Joint Recommendation (Training):** Continue to gather and compile data about implementation actions your organization is working on.

- **Joint Recommendation (Reflecting):** Spend time with your watershed partners to compare work activities completed versus activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
- **Dodge ES Recommendation (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.
- **Dodge SWCD Recommendation (Strategic Planning):** Consider competing a strategic planning session to review and/or define your organizational goals and objectives.

#### **WCA Performance Standard Recommendations (Dodge County):**

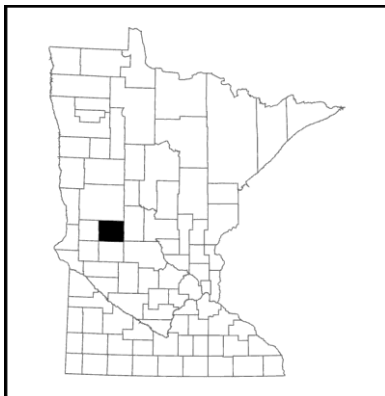
- The LGU should continue to attend regional wetland trainings.
- Consider reviewing internal processes in handling applications upon submittal. Applications should be tracked to ensure they do not exceed the 15.99 timeline.
- The LGU administrator should ensure all pertinent documents are filed with the appropriate project file.
- The LGU could consider setting monthly meeting date.

#### **WCA Performance Standard Recommendations (Dodge SWCD)**

- The new SWCD Technical Evaluation Panel (TEP) member would benefit from attending trainings to become familiar with the WCA and their role.
- The SWCD should continue to work with BWSR, DNR, and TEP on future WCA violations.

#### **Action Items (There are no action items for Dodge County or Dodge SWCD)**

## **Douglas County and Douglas Soil and Water Conservation District**



#### **Key Findings and Conclusions**

Douglas Soil and Water Conservation District (SWCD) and Douglas County Land and Resource Management (LRM) are commended for their work in implementing core programs, the Wetlands Conservation Act (WCA), and for participating in planning and implementation activities in four comprehensive watershed management plans. These include the Long Prairie River, Sauk River, Chippewa River, and Pomme de Terre comprehensive watershed management plans. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Douglas SWCD and LRM have developed strong working relationships with partners and assist in addressing local water management issues and improving conservation delivery in Douglas County.

Douglas LRM is commended for meeting four of four applicable basic performance standards, including completion of annual reports on time, posting BWSR grant reports on county website, having current comprehensive watershed management plans, and having up to date resolutions related to WCA. In addition, the Douglas LRM met nine of 13 high-performance standards.

Douglas SWCD is commended for meeting 16 of 17 basic standards, including completion of all annual reporting requirements, reviewing of personnel policy within the last five years, completion of eLINK reporting on time, participating in multiple comprehensive watershed management plans, targeting state grant funds in high priority areas, meeting all WCA performance standards, and for meeting all website requirements. In addition, the Douglas SWCD met 20 of 22 high-performance standards.

#### **Commendations**

*Douglas SWCD and Douglas LRM are commended for:*

- Public drainage records meet modernization guidelines.
- Prioritized, targeted, and measurable criteria used for goals, objectives, and actions.

- Communication piece sent within the last 12 months.
- Annual reports provided to local advisory committees.
- Progress tracked for information and education objectives.
- Coordination with state watershed-based initiatives.
- Water management ordinances on website.
- Job approval authorities reviewed annually.
- Staff and board training plans in place.
- Annual plans of work developed based on strategic plan priorities.
- Water quality data is collected and tracked for priority concerns and water bodies.
- Partnerships developed with other LGUs.

### Recommendations

- **Joint Recommendation (Communication):** Work to maintain a high level of communication between partner to build upon the strong working relations you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partner to compare work activities completed verses activities that were planned.
- **Join Recommendation (Sharing):** Remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
- **Joint Recommendation (Conduct a Workload Assessment):** Conduct a workload assessment to determine the need for additional staff.
- **Douglas SWCD Recommendation (Succession Planning):** Consider the development of a succession plan. Succession planning is a vital strategy for ensuring the long-term success and stability of your organization.
- **Douglas LRM Recommendation (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

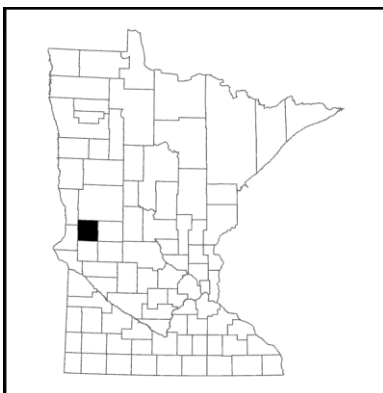
### WCA Performance Standard Recommendations

- Consider updating existing city delegation resolutions that are unreadable.
- Consider updating WCA delegation resolution from other cities within Douglas County.
- Consider bolstering files – ensure all pertinent information is in project files.
- Consider certifying all staff involve in WCA.

### Action Item (Douglas SWCD):

- Update and review data practices policy.

## Grant County and Grant Soil and Water Conservation District



### Key Findings and Conclusions

Grant County Environmental Services (ES) and Grant Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in three comprehensive watershed management plans. These include the Mustinka/Bois de Sioux River, Pomme de Terre River, and Chippewa River. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Grant ES and Grant SWCD are viewed favorably by their partners, but there are concerns from some about the SWCD's ability to keep up with their workload. Each received praise for their

strong working relationships/communication with partners. Maintaining a high level of communication will build on the positive working relationships that exist and help these organizations weathering challenges and further assist in addressing local water management issues and improving conservation delivery in Grant County.

Grant ES is commended for meeting eight of eight applicable basic performance standards, including completion of all annual reports on time, having current local comprehensive watershed management plans, and meeting all WCA related standards. In addition, the Grant ES met eight of 16 high-performance standards.

Grant SWCD is commended for meeting 13 of 13 basic standards, including completion of all annual reports on time, current policies and operational guidelines in place, having current local comprehensive watershed management plans, meeting all WCA related standards, spending grant funds in high priority areas, and website contains all required content. In addition, the Grant SWCD met 11 of 20 high-performance standards.

### Commendations

*Grant SWCD and Grant ES are commended for:*

- Public drainage records meet modernization guidelines.
- Active in at least one 1W1P partnerships.
- Prioritized, targeted, and measurable criteria used for goals, objectives, and actions in LWMP.
- Certified wetland delineator on staff.
- Communication piece sent within last 12 months to targeted audience.
- Water management ordinances on county website.
- Obtained stakeholder input within last 12 months.
- Job approval authorities reviewed annually.
- Board and staff training plans in place.
- Coordination with state watershed-based initiatives.
- Partnerships exist with other LGUs.

### Recommendations

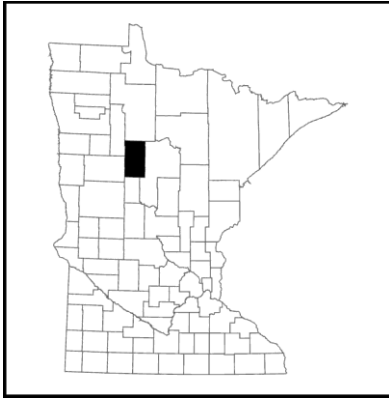
- **Joint Recommendation (Communication):** Work to maintain a consistent level of communication between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed partners to compare work activities completed verses activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Grant SWCD (Conduct a Workload Assessment):** Conduct a workload assessment to determine the need for additional staff.
- **Recommendation Grant ES (Succession Planning):** Consider the development of a succession plan. Succession planning is a vital strategy for ensuring the long-term success and stability of your organization.
- **Recommendation Grant ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

### WCA Performance Standard Recommendations:

- Clarify and document WCA decision authority with the County Board.
- Pursue consolidation of WCA administration throughout the county by offering the service to incorporate cities and obtain delegation resolutions if they agree to do so.
- Consider bolstering files – ensure all pertinent information is in project files.

**Action Items (There are no action items for Grant ES or Grant SWCD)**

## Hubbard County and Hubbard Soil and Water Conservation District



### Key Findings and Conclusions

Hubbard County Environmental Services (ES) and Hubbard Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in three comprehensive watershed management plans. These include Crow Wing River, Mississippi River Headwaters, and Leech Lake River. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Maintaining a consistent level of communication between partners will help in weathering challenges and further assist in addressing local water management issues and improving conservation delivery in Hubbard County.

Hubbard County ES is commended for meeting four of four applicable basic performance standards, including completion of all required reports on time, posting BWSR grant reports on county website, and having current local water management plans. In addition, the ES met three of 12 high-performance standards.

Hubbard SWCD is commended for meeting 16 of 17 basic standards, including reviewing of personnel policy within the last five years, completion of eLINK reporting on time, and targeting state grant funds in high priority areas. In addition, the SWCD met 20 of 22 high-performance standards.

### Commendations

*Hubbard SWCD and Hubbard ES are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions in LWMP.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Coordination with County Board by supervisors or staff.
- Board and staff training plans in place.
- Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, non-governmental organizations.

### Recommendations

- **Joint Recommendation (Communication):** Work to maintain a consistent level of communication between partners to build upon the working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward plan goals.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed verses activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Hubbard SWCD (Conduct a Workload Assessment):** Conduct a workload assessment to determine the need for additional staff.
- **Recommendation Hubbard SWCD (Operational Guidelines/Policies):** Continue to update and develop operational guidelines/policies so they remain current.
- **Recommendation Hubbard ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

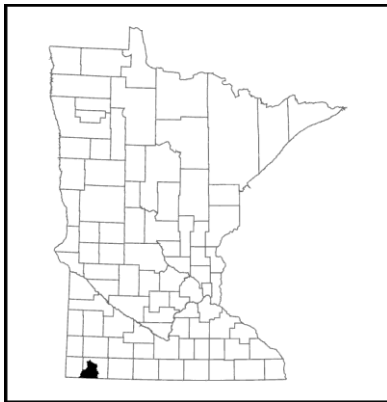
**The following recommendations are specific to the WCA review.**

- Staff should continue to attend WCA related training when offered.
- WCA staff should become certified under the MN Wetland Professional Certification Program.
- Staff should develop a tracking system to ensure MN Statute 15.99 requirements are met.
- SWCD staff should continue to work with BWSR, DNR, and the TEP to refine WCA enforcement procedures.

**Action Items**

- **WCA Required Action (Hubbard SWCD):** The LGU should execute a resolution delegating WCA decision-making authority to staff.

## Kanananzi-Little Rock Watershed District



**Key Findings and Conclusions**

The Kanananzi-Little Rock Watershed District (KLRWD) is commended for participating in the Missouri River Basin One Watershed, One Plan partnership and is doing an excellent job partnering with others to implement plan goals. The organization is getting important work done within the watershed district and is encouraged to look for more ways to share their success stories.

The KLRWD is commended for meeting nine of nine basic performance standards including having a current plan, completing all annual reports and financial audits on time, having up to date policies and procedures, having manager appointments current/reported, and meeting website requirements. They are also commended for meeting 10 of 15 high-performance standards.

**Commendations**

*KLRWD is commended for:*

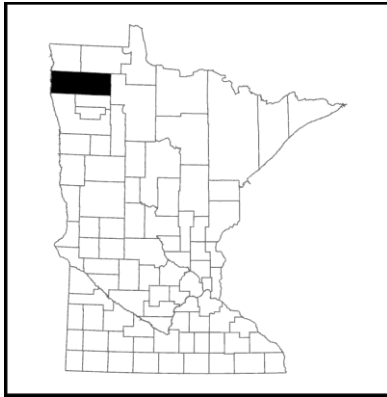
- Participating in at least one One Watershed, One Plan partnership.
- Using a prioritized, targeted, and measurable approach to implement plan goals.
- Developing a strategic plan.
- Tracking water quality trends for key water resources.
- Obtaining stakeholder input within the last 12 months.
- Coordination with state watershed-based initiatives.
- Partnerships with other LGUs.

**Recommendations**

- **Recommendation (Communication):** Continue to maintain a high level of communication between partners to build upon the working relationships you have with them.
- **Recommendation (Tracking):** Continue to gather and compile data about implementation actions your organization is working on.
- **Recommendation (Reflecting):** Spend time to compare work plan activities completed verses activities that were planned.
- **Recommendation (Sharing):** Remember to communicate regularly to the public and to your stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into your watershed district's official controls as part of your rule making process.
- **Recommendation (Training):** Develop and maintain training plans for board managers and staff to enhance skills or technical expertise related to their service to the district.

**Action Items:** There are no actions items.

## Marshall County and Marshall Soil and Water Conservation District



### Key Findings and Conclusions

Marshall County Environmental Services (ES) and Marshall Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act (WCA), and for participating in planning and implementation activities in five comprehensive watershed management plans. These include Thief River, Middle-Snake-Tamarac River, Roseau River, Two Rivers Plus, and Red Lake River. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans. There were some concerns expressed from partners of and staff from the Marshall SWCD about adequate staff capacity.

Developing strong working relationships/communication with partners will help in weathering challenges and further assist in addressing local water management issues and improving conservation delivery in Marshall County.

Marshall County ES is commended for meeting four of four applicable basic performance standards, including completion of eLINK reporting and buffer strip reporting on time, as well as having current local water management plans. In addition, Marshall County ES met 8 of 14 high-performance standards.

Marshall SWCD is commended for meeting 16 of 19 basic standards, completion of annual reports on time, having current plans, state grants spent in high priority areas, and meeting all WCA requirements. In addition, Marshall SWCD met 10 of 22 high-performance standards.

### Commendations

*Marshall SWCD and Marshall ES are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions in LWMP.
- Water management ordinances on county website.
- Public drainage records meet modernization guidelines.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Coordination with County Board by supervisors or staff.
- Job Approval Authority: reviewed and reported annually.
- Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, non-governmental organizations.

### Recommendations

- **Joint Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to the public and stakeholders about accomplishments you're making toward watershed management work.

- **Joint Recommendation (Workload Assessment):** Conduct a workload assessment to determine the need for additional staff.
- **Recommendation Marshall ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

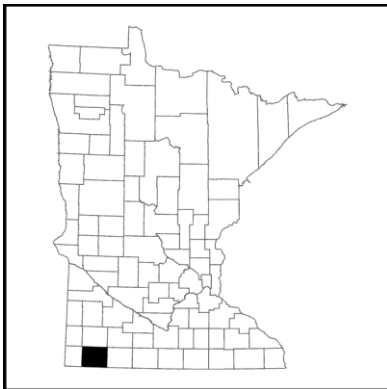
**The following recommendations are specific to the WCA review.**

- Marshall SWCD staff should become certified under the MN Wetland Professional Certification Program (MWPCP).
- LGU staff should attend MWPCP training.
- Consider developing a detailed tracking system for projects.
- Consider integrating WCA applications and enforcement cases into a filing system.
- Develop a system to file all information in one place.
- Use a formal process to document recommendations for site visits.
- Work with BWSR, DNR, and TEP on enforcement procedures.

**Action Items:**

- **Marshall SWCD:** Review and update personnel policies.
- **Marshall SWCD:** Resolution to delegate WCA decision making to staff.
- **Marshall SWCD:** Resolutions with cities to accept or delegate WCA.

## Nobles County and Nobles Soil and Water Conservation District



### Key Findings and Conclusions

Nobles County Environmental Services (ES) and Nobles Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in two One Watershed, One Plans. These include Des Moines River and Missouri River. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Nobles County ES is commended for meeting three of four applicable basic performance standards, including completion of eLINK reporting and buffer

strip reporting on time, and for having current local water management plans. In addition, Nobles ES met four of eight high-performance standards.

Nobles SWCD is commended for meeting 16 of 17 basic standards, including completion of all required reports on time, targeting state grant funds in high priority areas, and meeting all website requirements. In addition, Nobles SWCD met 20 of 22 high-performance standards.

### Commendations

*Nobles SWCD and Nobles ES are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Coordination with county board by supervisors or staff.
- Partnerships cooperating with neighboring LGUs on projects or tasks.

### Recommendations



- **Joint Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Nobles SWCD (Workload Assessment):** Conduct a workload analysis to determine staffing needs.
- **Recommendation Nobles ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

#### **WCA Performance Standard Recommendations:**

- Staff continue to attend training and complete professional training/certification when feasible.
- Coordinate discussions and provide outreach to the local road authorities and make them aware of this service.
- Develop tracking system to ensure MS 15.99 requirements are met.
- Utilize TEP findings form to document decisions.
- Consistently and fully complete WCA forms.

#### **Action Items:**

- Complete resolutions to formally delegate WCA implementation to the SWCD.

## **Okabena-Ocheda Watershed District**



#### **Key Findings and Conclusions**

The Okabena-Ocheda Watershed District (OOWD) is commended for participating in the Missouri River Basin One Watershed, One Plan partnership and is doing an excellent job partnering with others to implement plan goals. The organization is getting important work done within the watershed district.

The OOWD is commended for meeting nine of 11 basic performance standards including having a current plan, completing all annual reports and financial audits on time, having up to date policies and procedures, having manager appointments current/reported, and meeting website requirements. They are also commended for meeting 13 of 14 high-performance standards.

#### **Commendations**

*OOWD is commended for:*

- Board and staff training plans in place.
- Prioritized, target, and measurable criteria used in watershed district plan.
- Strategic plan identifies short-term activities and budgets based on state and local priorities.
- Water quality trends are tracked for key water bodies.
- Watershed hydrologic trends are monitored and reported.
- Obtain stakeholder input within the past 12 months.
- Coordination with watershed-based objectives.
- Track progress for information and education objectives in the plan.
- Coordination with local LGUs.
- Partnerships in place with neighboring LGUs.

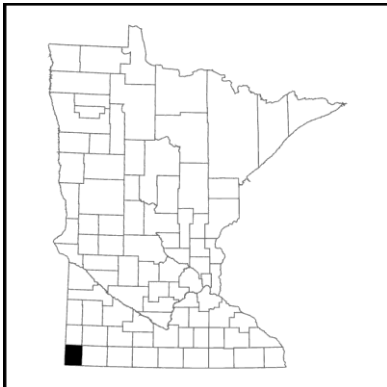
## Recommendations

- **Recommendation (Communication):** Continue to maintain a high level of communication between partners to build upon the working relationships you have with them.
- **Recommendation (Succession Planning):** Consider development of a succession plan to ensure long-term success and stability of the organization.
- **Recommendation (Tracking):** Continue to gather and compile data about implementation actions your organization is working on.
- **Recommendation (Reflecting):** Spend time to compare work plan activities completed verses activities that were planned.
- **Recommendation (Sharing):** Remember to communicate regularly to the public and to your stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into your watershed district's official controls as part of your rule making process.

## Action Items:

- Watershed district rules need to be updated.
- Data practice policy needs to be reviewed and updated.

## Rock Soil and Water Conservation District and Land Management



### Key Findings and Conclusions

Rock Soil and Water Conservation District and Land Management (RSWCDLM) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in for the Missouri River comprehensive watershed management plan. The RSWCDLM is viewed favorably and looked to for their leadership by partners. Their ability to partner and work well with others aids in the planning and implementation of activities identified within their One Watershed, One Plans.

The RSWCDLM is commended for meeting all basic performance standards and all applicable high-performance standards.

## Commendations

*RSWCDLM is commended for:*

- Job approvals reviewed and reported annually.
- Operational guidelines and policies exist and are current.
- Orientation and continued education plans are current for all staff.
- Annual work plan is developed and based on watershed and strategic plan priorities.
- Certified wetland delineator on staff.
- Competitive clean water fund grants have been received in the past two years.
- Water quality data is collected to track progress toward priority resource concerns and for priority waters.
- Communication pieces have been sent to targeted audiences in the last 12 months.
- Obtained stakeholder input in the last 12 months.
- Multiple partnerships are in place with LGUs.
- Water management ordinances are on county website.

## Recommendations

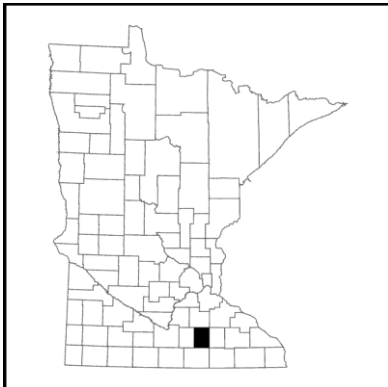
- **Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
- **Recommendation (Sharing):** Remember to communicate regularly to public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.
- **Recommendation (Strategic Planning)** Consider updating your strategic plan to review and define your organizational goals and objectives.
- **Recommendation (Succession Planning)** Consider the development of a succession plan to ensure the long-term success and stability of your organization.

## WCA Performance Standard Recommendations:

- Pursue additional training to fully certify staff.
- Update resolution designating staff decision making authority.
- Work with cities and towns to update delegation resolutions.
- Remember to send decision notices as required.
- Update notification form to include appeals process.
- Use appropriate forms to document TEP findings and discussions.

**Action Items:** There are no required actions.

## Steele County and Steele Soil and Water Conservation District



### Key Findings and Conclusions

Steele County Environmental Services (ES) and Steele Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in four One Watershed, One Plans. These include Cedar-Wapsipinicon River, Greater Zumbro River, Cannon River and Le Sueur River comprehensive watershed management plans. The board and staff of both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Steele ES is commended for meeting five of five applicable basic performance standards, including completion of all required reports on time, and for having current water management plans. In addition, Steele ES met seven of 13 high-performance standards.

Steele SWCD is commended for meeting 17 of 17 basic standards, including completion of all required reports on time, having a current watershed management plan, targeting state grant funds in high priority areas, and meeting all website requirements. In addition, Steele SWCD met 20 of 22 high-performance standards.

### Commendations

*Steele SWCD and Steele ES are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions.

- Water quality data and trend information collected for planning and measuring progress toward plan goals.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Annual report presented to advisory committees on plan progress.
- Coordination with county board by supervisors or staff.
- Job approval authority reviewed and reported annually.
- Partnerships cooperating with neighboring LGUs on projects or tasks.

### Recommendations

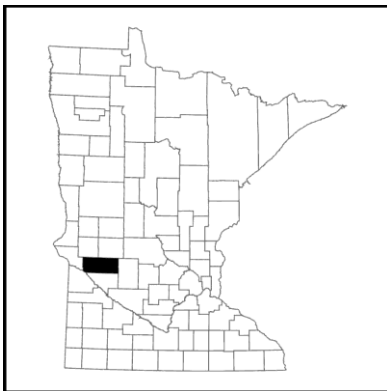
- **Joint Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Steele SWCD (Workload Assessment):** Conduct a workload analysis to determine staffing needs.
- **Recommendation Steele ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

### WCA Performance Standard Recommendations:

- Staff continue to attend regional wetland training when feasible.
- SWCD should consider succession planning to maintain effective future implementation of the WCA program.
- Review internal processes to ensure MS 15.99 requirements are met.
- Expand the use of formal documentation related to findings and decision made by the LGU and TEP.
- Continue to work with BWSR, DNR, and TEP on future WCA violations.

**Action Items:** There are no required actions.

## Swift County and Swift Soil and Water Conservation District



### Key Findings and Conclusions

Swift County Environmental Services (ES) and Swift Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in three One Watershed, One Plans. These include the Pomme de Terre River, Upper Minnesota River, and Chippewa River comprehensive watershed management plans. The board and staff of both local governments are viewed favorably by and working well with their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Swift County ES is commended for meeting seven of eight applicable basic performance standards, including completion of buffer strip reporting on time, having current local water management plans, and meeting all basic WCA performance standards. In addition, Swift ES met four of eight high-performance standards.

Swift SWCD is commended for meeting 12 of 12 basic standards, including meeting all WCA basic standards, submitting all required reports on time, targeting state grant funds in high priority areas, and meeting all website requirements. In addition, Swift SWCD met 20 of 22 high-performance standards.

### Commendations

*Swift SWCD and Swift ES are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Coordination with county board by supervisors or staff.
- Partnerships cooperating with neighboring LGUs on projects or tasks.

### Recommendations

- **Joint Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed verses activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Swift SWCD (Training Plans):** The district is encouraged to develop training plans for board and staff.
- **Recommendation Swift ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

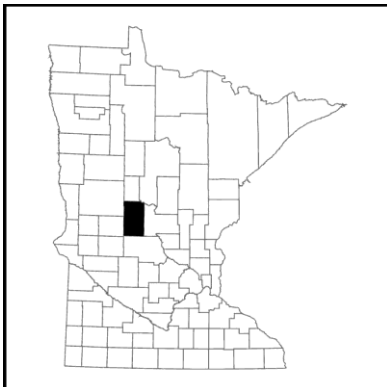
### WCA Performance Standard Recommendations:

- Consider updating delegation resolution so all current staff have decision making authority.
- Consider fully certifying all staff involved in WCA.
- Consider attending trainings when available.
- Consider utilizing a tracking system to ensure MS 15.99 requirements are met.
- Include more details in enforcement files.
- Continue to maintain good communication with SWCD on all enforcement cases.
- Include SWCD TEP members on more WCA site visits and reviews.

### Action Items:

- **Swift ES (eLINK Grant Reporting):** eLINK reports must be submitted on time as per grant agreement requirements.

## Todd County and Todd Soil and Water Conservation District



### Key Findings and Conclusions

Todd County Planning and Zoning (PZ) and Todd Soil and Water Conservation District (SWCD) are commended for their work in implementing core programs, the Wetlands Conservation Act, and for participating in planning and implementation activities in five One Watershed, One Plans. These include Long Prairie River, Sauk River, Mississippi River Brainerd, Leaf-Wing-Redeye River, and Crow Wing River comprehensive water management plans. The board and staff of both looked to as local leaders and both local governments are viewed favorably by their partners which aids in the planning and implementation of activities identified within their One Watershed, One Plans.

Todd County PZ is commended for meeting five of five applicable basic performance standards, including completion of all required reports on time, having current local water management plans, and meeting all applicable WCA standards. In addition, Todd PZ met 13 of 14 high-performance standards.

Todd SWCD is commended for meeting 17 of 17 basic standards, including completion of all required reports on time, having current local water management plans, targeting state grant funds in high priority areas, meeting all applicable WCA standards, and meeting all website requirements. In addition, Todd SWCD met 21 of 22 high-performance standards.

### Commendations

*Todd SWCD and Todd PZ are commended for:*

- Active partner/participant in at least one 1W1P planning or implementation process.
- Prioritized, targeted, and measurable criteria used for goals, objectives and actions.
- Water management ordinances on county website.
- Coordination with state watershed-based initiatives.
- Communication piece sent within the last 12 months.
- Coordination with county board by supervisors or staff.
- Partnerships cooperating with neighboring LGUs on projects or tasks.
- Staff training plans in place.
- Receiving competitive clean water fund grants within the past two years.
- Completed strategic plan or self-assessment within the past five years.
- Water quality data collected to track progress for priority concerns and priority water bodies.
- Coordination with state watershed-based initiatives.

### Recommendations

- **Joint Recommendation (Communication):** Work to maintain a consistent level of communications between partners to build upon the strong working relationships you have with them.
- **Joint Recommendation (Tracking):** Continue to gather and compile data about implementation efforts your organization is making toward comprehensive watershed management plans.
- **Joint Recommendation (Reflecting):** Spend time with your watershed-based partners to compare work activities completed versus activities that were planned.
- **Joint Recommendation (Sharing):** Remember to communicate regularly to public and stakeholders about accomplishments you're making toward watershed management work.
- **Recommendation Todd SWCD (Workload Assessment):** Conduct a workload analysis to determine staffing needs.
- **Recommendation Todd ES (Official Controls):** Look for ways to incorporate comprehensive watershed management plan priorities into land use planning efforts, ordinances, and decisions.

### WCA Performance Standard Recommendations:

- Consider updating delegation resolution to clearly layout who is the WCA LGU.
- Update delegation resolution so current staff have decision making authority.
- Consider obtaining WCA authority through resolutions for all cities in the county.
- Consider utilizing some form of timeline tracking system to ensure MS 15.99 deadlines are met.
- Consider updating delegation resolution to clearly lay out enforcement delegation.
- Consider bolstering future restoration order findings with relevant wetland indicators.

**Action Items:** There are no required action items.

# Appendix H

## Performance Standards Checklists used in Organizational Assessments

Organizational Assessment- PRAP

Performance Standards

2024

### COUNTY LOCAL WATER MANAGEMENT PERFORMANCE STANDARDS

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard		Level of Review		Rating		
	<ul style="list-style-type: none"> <li>■ Basic practice or statutory requirement</li> <li>★ High Performance standard (see instructions for explanation of standards)</li> </ul>		I	II	Yes, No, or Value		
			Annual Compliance		BWSR Staff Review & Assessment (1/10 yrs.)		YES
<b>Administration</b>	■	eLINK Grant Report(s): submitted on time	I				
	■	County has resolution assuming WCA responsibilities and delegation resolutions (if needed).	II				
	■	County has knowledgeable and trained staff to manage WCA program or secured a qualified delegate.	II				
	■	WCA Annual Reporting requirements met (if WCA LGU)	II				
	■	Drainage authority buffer strip report submitted on time	I				
	★	Public drainage records: meet modernization guidelines	II				
<b>Planning</b>	■	Local water mgmt. plan: current	I				
	★	Metro counties: groundwater plan up-to-date	I				
	★	Prioritized, Targeted & Measurable criteria are used for Goals, Objectives and Actions in local water management plan	II				
	★	Water quality trend data used for short- and long-range plan priorities	II				
<b>Execution</b>	■	WCA decisions and determinations are made in conformance with WCA requirements.	II				
	■	WCA TEP reviews and recommendations are appropriately coordinated.	II				
	★	Certified wetland delineator on staff or retainer	II				
	★	WCA Communication and Coordination	II				
	★	Water quality data collected to track outcomes for each priority concern	II				
	★	Water quality trends tracked for priority water bodies and/or groundwater	II				
<b>Communication &amp; Coordination</b>	■	BWSR grant report(s) posted on county website	I				
	★	Communication piece sent within last 12 months: indicate target audience below	II				
	Communication Target Audience:						
	★	Obtain stakeholder input: within last 12 months	II				
	★	Partnerships: liaison with SWCDs/WDs and cooperative projects/tasks done (in addition to 1W1P)	II				
	★	Annual report to water plan advisory committee on plan progress	II				
	★	Track progress for I & E objectives in Plan	II				
	★	Coordination with state watershed-based initiatives	II				
	★	County local water plan on county website	II				
	★	Water management ordinances on county website	II				

**SOIL AND WATER CONSERVATION DISTRICT PERFORMANCE STANDARDS**

LGU Name:

Performance Area	Performance Standard	Level of Review	Rating		
			Yes, No, or Value		
	<ul style="list-style-type: none"> <li>■ Basic Practice or Statutory requirement</li> <li>★ High Performance standard</li> </ul> (See instructions for explanation of standards)	I Annual Compliance II BWSR Staff Review & Assessment (1/10 yrs.)	YES	NO	
Administration	■ Financial statement: annual, on-time and complete	I			
	■ Financial audit: completed as required by statute (see guidance) or as per BWSR correspondence	I			
	■ eLINK Grant Report(s) submitted on-time	I			
	■ Data practices policy: exists and reviewed/updated within last 5 years	II			
	■ Personnel policy: exists and reviewed/updated within last 5 years	II			
	■ Technical professional appointed and serving on WCA TEP	II			
	■ SWCD has an adopting resolution assuming WCA responsibilities and appropriate decision delegation resolutions as warranted (If WCA LGU)	II			
	■ SWCD has knowledgeable and trained staff to manage WCA program (if WCA LGU)	II			
	■ WCA Annual Reporting requirements met (if WCA LGU)	II			
	★ Job approval authorities: reviewed and reported annually	II			
	★ Operational guidelines and policies exist and are current	II			
	★ Board training: orientation and continuing education plan and record for each board member	II			
★ Staff training: orientation and cont. ed. plan/record for each staff	II				
Planning	■ Comprehensive Plan: updated within 5 years or current resolution adopting unexpired county Local Water Management Plan (LWMP)	I			
	★ Prioritized, Targeted and Measurable criteria used for Goals and Objectives in the LWMP as appropriate	II			
	★ Annual Plan of Work: based on comp plan, strategic plan priorities	II			
	★ SWCD is currently actively involved in at least one 1W1P	II			
	★ SWCD has received a competitive CWF grant in past 2 years	II			
	★ Strategic Plan or Self-Assessment completed within last 5 years	II			
Execution	■ Are state grant funds spent in high priority problem areas	II			
	■ Total expenditures per year (over past 10 years)	II	see below		
	■ Months of operating funds in reserve	II			
	■ Replacement and restoration orders are prepared in conformance with WCA rules and requirements	II			
	■ WCA TEP member knowledgeable/trained in WCA technical aspects	II			
	■ WCA TEP member contributes to reviews, findings & recommendations	II			
	■ WCA decisions and determinations are made in conformance with all WCA requirements (If LGU)	II			
	■ WCA TEP reviews/recommendations appropriately coordinated (if LGU)	II			
	★ Certified wetland delineator: on staff or retainer	II			
	★ Effective WCA Coordination and Communication with other agencies and the public	II			
	★ Water quality data collected to track outcomes for each pr. concern	II			
★ Water quality trends tracked for priority water bodies	II				
Communication & Coordination	■ Website contains all required content elements	I			
	★ Website contains additional content beyond minimum required	II			
	★ Coordination with state watershed-based initiatives	II			
	★ Communication piece sent within last 12 months, indicate target	II			
	Communication Target Audience				
	★ Outcome trends monitored and reported for key resources	II			
	★ Track progress on Information and Education objectives in Plan	II			
	★ Obtain stakeholder input: within last 12 months	II			
	★ Annual report communicates progress on water plan goals	II			
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, watershed districts, NGOs, or private businesses	II			
★ Coordination with County Board by supervisors or staff	II				
Year Expenditure					



**METRO WATERSHED DISTRICT and WMO PERFORMANCE STANDARDS**

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating		
			YES	NO	
Administration	★ High Performance standard	I Annual Compliance	Yes, No, or Value		
	■ Basic practice or statutory requirement (see instructions for explanation of standards)	II BWSR Staff Review & Assessment (1/10 yrs.)			
	■ Activity report: annual, on-time	I			
	■ Financial report & audit completed on time	I			
	■ Drainage authority buffer strip report submitted on time	I			
	■ eLINK Grant Report(s): submitted on time	I			
	■ Rules: date of last revision or review	II	mo./yr.		
	■ <u>Personnel policy</u> : exists and reviewed/updated within last 5 years	II			
	■ Data practices <u>policy</u> : exists and reviewed/updated within last 5 years	II			
	■ Manager appointments: current and reported	II			
	■ Consultant RFP: within 2 yrs. for professional services	II			
	■ WD/WMO has resolution assuming WCA responsibilities and appropriate delegation resolutions as warranted (N/A if not LGU)	II			
	■ WD/WMO has knowledgeable & trained staff that manages WCA program or has secured qualified delegate. (N/A if not LGU)	II			
	★ Administrator on staff	II			
	★ Board training: orientation and continuing education plan, record for each board member	II			
★ Staff training: orientation and continuing education plan and record for each staff	II				
★ Operational guidelines for fiscal procedures and conflicts of interest exist and current	II				
★ Public drainage records: meet modernization guidelines	II				
Planning	■ Watershed management plan: <u>up-to-date</u>	I			
	■ City/twp. local water plans not yet approved	II			
	■ Capital Improvement Program: reviewed every 2 years	II			
	■ Maintains an active advisory committee during plan development	I			
	★ Strategic plan or self-assessment completed in last 5 years	II			
	★ Strategic plan identifies short-term priorities	II			
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II			
	■ WCA decisions and determinations are made in conformance with all WCA requirements. (if delegated WCA LGU)	II			
	■ WCA TEP reviews & recommendations appropriately coordinated. (if delegated WCA LGU)	II			
	★ Certified wetland delineator on staff or retainer	II			
	■ Total expenditures per year (past 10 yrs.)	II	see below		
	★ Water quality trends tracked for key water bodies	II			
Communication & Coordination	★ Watershed hydrologic trends monitored / reported	II			
	■ Website: contains information as required by MR 8410.0150 Subpart 3a, i.e. as board meeting, contact information, water plan, etc.	II			
	★ Maintains a functioning advisory committee that meets a minimum of once per year	II			
	■ Communication piece: sent within last 12 months	II			
	<b>Communication Target Audience:</b>				
	★ Track progress for Information and Education objectives in Plan	II			
★ Coordination with County Board, SWCD Board, City/Township officials	II				
★ Partnerships: cooperative projects/tasks with neighboring organizations, such as counties, SWCDs, WDs, tribal governments, Non-Government Organizations	II				
Year					
Expenditures					

**GREATER MN WATERSHED DISTRICT PERFORMANCE STANDARDS**

LGU Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating	
			Yes, No, or Value	
			YES	NO
Administration	★ High Performance standard	I Annual Compliance		
	■ Basic practice or Statutory requirement <i>(see instructions for explanation of standards)</i>	II BWSR Staff Review & Assessment (1/10 yrs.)		
	■ Annual report: submitted on time	I		
	■ Financial audit: completed on time	I		
	■ Drainage authority buffer strip report submitted on time	I		
	■ eLINK Grant Report(s): submitted on time	I		
	■ Rules: date of last revision or review – Please enter month/year (i.e., 01/20)	II		
	■ Personnel policy: exists and reviewed/updated within last 5 years	II		
	■ Data practices policy: exists and reviewed/updated within last 5 years	II		
	■ Manager appointments: current and reported	II		
	■ WD has resolution assuming WCA responsibilities & appropriate delegation resolutions as warranted. (N/A if not LGU)	II		
	■ WD has knowledgeable & trained staff that manages WCA program or has secured a qualified delegate. (N/A if not WCA LGU)	II		
	★ Administrator on staff	II		
	★ Board training: orientation and continuing education plan and record for board members	II		
	★ Staff training: orientation and continuing education plan/record for each staff	II		
★ Operational guidelines exist and current	II			
★ Public drainage records: meet modernization guidelines	II			
Planning	■ Watershed management plan: up-to-date	I		
	★ Prioritized, Targeted, Measurable criteria used in WD Plan	II		
	★ Strategic plan identifies short-term activities & budgets based on state and local watershed priorities	II		
	★ Member of County Water Plan Advisory Committee(s)	II		
Execution	■ Engineer Reports: submitted for DNR & BWSR review	II		
	■ WCA decisions and determinations made in conformance with all WCA requirements. (N/A if not LGU)	II		
	■ WCA TEP reviews/recommendations coordinated (N/A if not LGU)	II		
	★ Certified wetland delineator on staff or retainer	II		
	■ Total expenditures per year for past 10 years	II		attach
	★ Water quality trends tracked for key water bodies	II		
	★ Watershed hydrologic trends monitored / reported	II		
Communication & Coordination	■ Functioning advisory committee: recommendations on projects, reports, maintains 2-way communication with Board	II		
	■ Communication piece sent within last 12 months	II		
	■ Website: contains annual report, financial statement, board members, contact info, grant report(s), watershed management plan, meeting notices, agendas & minutes, updated after each board meeting	II		
	★ Obtain stakeholder input: within last 12 months	II		
	★ Coordination with watershed based initiatives	II		
	★ Track progress for I & E objectives in Plan	II		
	★ Coordination with County Board, SWCD Board, City/Township officials	II		
	★ Partnerships: cooperative projects/tasks with neighboring districts, counties, soil and water districts, non-governmental organizations	II		
Year Expenditures				

**Watershed-Based Performance Standards**

Watershed Partnership Name: \_\_\_\_\_

Performance Area	Performance Standard	Level of Review	Rating		
			Yes, No, Unsure or N/A		
			YES	NO	Unsure or N/A
	<ul style="list-style-type: none"> <li>★ High Performance standard</li> <li>■ Best Standard/practice</li> <li>● Basic Requirement</li> </ul>	<ul style="list-style-type: none"> <li>I Annual Compliance</li> <li>II BWSR Staff Review &amp; Assessment</li> </ul>			
General Administration	● Each participating member has adopted the comprehensive watershed management plan	I			
	● Coordinator or lead staff person(s) identified for the partnership	II			
	■ Operational guidelines for fiscal procedures exist and are current	II			
	■ Financial Reports provided to Policy Committee on annual basis	II			
	● <del>Grant</del> Grant Report(s): submitted on <u>time</u> (annual or biannual if funds exceed \$500,000)	I			
	● Assurance Measure 1: Prioritized, targeted, and measurable work is making progress toward achieving clean water goals	II			
	● Assurance Measure 2: Programs, projects, and practices are being implemented in priority areas	II			
	● Assurance Measure 3: Grant work is on-schedule and on-budget	II			
	● Assurance Measure 4: Leverage of non-state funds	II			
	★ Project tracking system is used by watershed partnership to track all work that contributes to plan goals	II			
★ Shared service opportunities are leveraged between partners	II				
Policy Committee	● Conflict of Interest policy exists and is reviewed/signed by the JPE or fiscal agent	II			
	● The policy committee or board is involved in project funding discussions or decision making, as defined by an implementation agreement	II			
	● Committee membership is reviewed/updated annually	II			
	■ Training: Orientation on comprehensive watershed management plans is provided to new policy committee members	II			
	★ Training: efforts are made to inform on watershed related topics	II			
	■ Reviewed governing documents (bylaws, formal agreements) within the last 5 years (if applicable)	II			
Advisory Committee	● Technical advisory committee participates in plan development, implementation, and amendments	I			
	■ Advisory committee members meet at least once annually	II			
	■ Water quality, hydrologic, and monitoring trends are used to evaluate progress towards plan/resource goals	II			
	★ Technical advisory committee reviews members	II			
	★ Agency members provide updates on agency initiatives, projects, and other information related to the watershed	II			
	★ Water quality trends tracked for priority water bodies	II			
Steering Committee	● Steering committee meets at least four times a year and reviews plan goals and actions	II			
	● Staff has open (2-way) communication about comprehensive watershed management plan activities with policy committee and local boards/councils	II			
	● Steering committee coordinates a mid-plan review to evaluate progress toward plan goals	I			
	■ Watershed partners solicit stakeholder input within the last year	II			
	■ An annual work plan (outside of WBIF grant) is developed and implemented	II			
	■ Individual partner governing boards/councils are updated on annual workplan activities	II			

	★	Partnership annually reviews progress towards water quality goals identified in the CWMP	II			
Communication & Coordination	●	Partnership website(s): contain board meeting information, partner contact information, committee membership, and annual <del>ELINK</del> reports – also prominently displays the Clean Water, Land, and Legacy Logo and a link to the Legislative Coordinating Commission website	I			
	●	Partnership website(s) host a current copy of the plan and is maintained and updated regularly	I			
	■	Communication pieces sent that highlights work and program opportunities	II			
	■	Public education materials are watershed focused and reinforce high priority issues and actions to address plan goals	II			
	★	Watershed partners have developed new partnerships with partners outside of the planning/implementation partnership	II			

# Appendix I

## 2025 Local Government Performance Awards and Recognition\*

(Awarding agency listed in parentheses.)

### **SWCD Administrator Award (SWCD) Employee**

(Board of Water and Soil Resources)

**Holly Kovarik, District Administrator Pope Soil and Water Conservation District**

### **SWCD Field Staff Award (SWCD) Employee**

(Natural Resource Conservation Service)

**Wes Drake, Becker SWCD and TSA NW Area 1**

### **SWCD Outstanding SWCD (Supervisor) Award**

(Minnesota Association of Soil and Water Conservation Districts)

**Tom Schulz, Wadena SWCD**

### **Soil and Water Conservation District of the Year**

(Minnesota Association of Soil and Water Conservation Districts)

**North St Louis Soil and Water Conservation District**

### **Outstanding Administrator of the Year**

(Minnesota Association of Watershed Administrators)

**Tina Carstens, Ramsey-Washington Metro Watershed District**

### **Outstanding Watershed District Employee**

(Board of Water and Soil Resources)

**Kendra Sommerfeld, Rice Creek Watershed District**

### **Watershed District of the Year Award**

(Department of Natural Resources)

**Middle Fork Crow River WD**

### **WD Project of the Year**

(Minnesota Watersheds)

**Minnehaha Creek and Arden Park Restoration, Minnehaha Creek WD**

**Watershed District Program of the Year:**

(Minnesota Watersheds)

**Homeowner Association Maintenance Support Program, Brown's Creek WD, Carnelian-Marie St. Croix, WD, Middle St Croix WMO, South Washington WD, Ransey-Washington Metro WD, and Valley Branch WD.**

**County Conservation Awards**

(Association of Minnesota Counties and Board of Water and Soil Resources)

**Renville SWCD and Renville County Drainage Systems, County Ditch 59**

## 2025 Performance Review and Assistance Grant Program Summary

In 2025, there were nine PRAP Assistance Grants approved. The following is a summary of each project.

### **Becker SWCD - \$10,000**

*Activities Funded*

- Grant was used to review job descriptions, classifications, update pay scale based on market analysis, and update policies and procedures.

### **Benton SWCD - \$5,000**

*Activities Funded*

- Grant was used to update employee and operational policies and procedures.

### **Carlton SWCD - \$10,000**

*Activities Funded*

- Grant was used to develop a strategic plan.

### **Dodge SWCD - \$5,000**

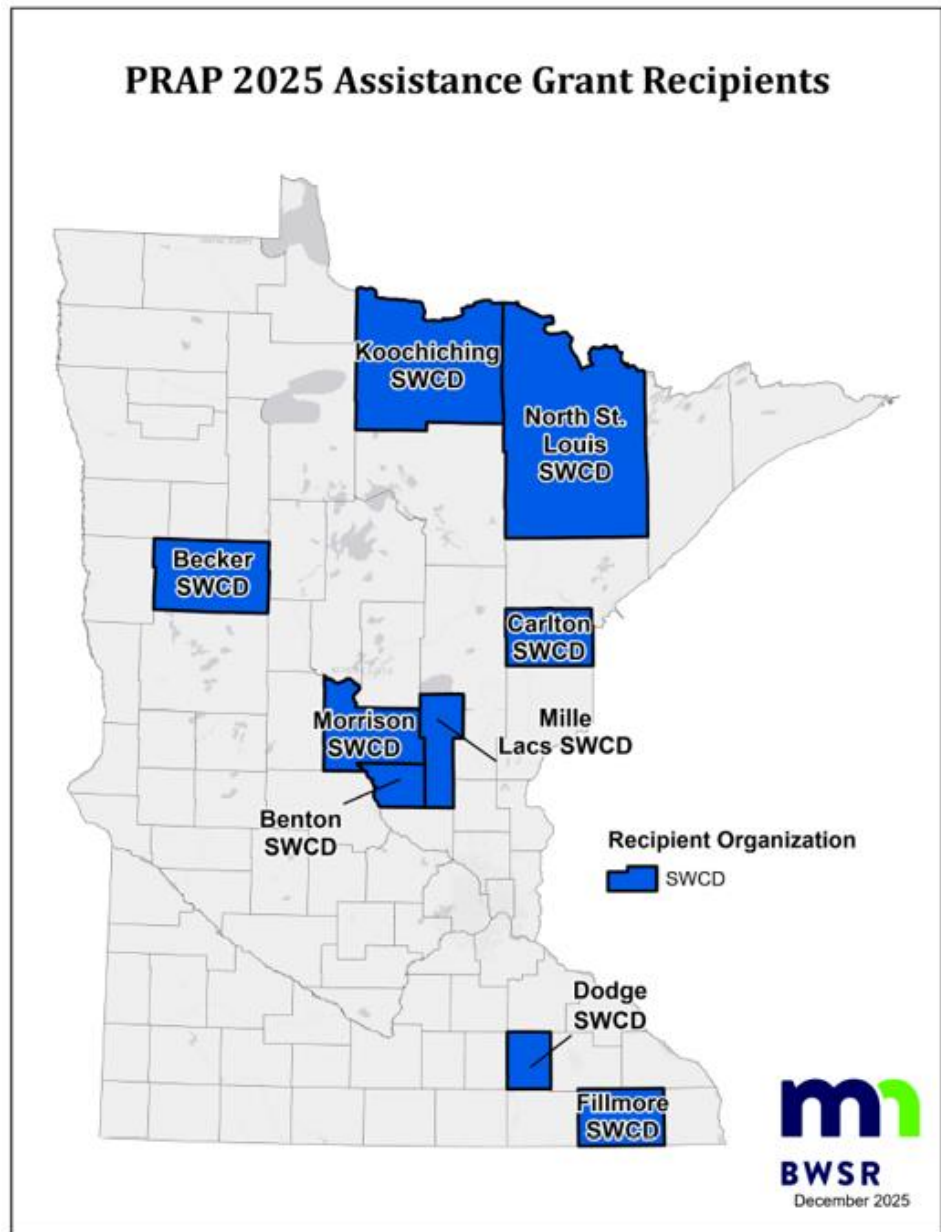
*Activities Funded*

- Grant will be used to develop a strategic plan.

### **Fillmore SWCD - \$3,600**

*Activities Funded*

- Grant will be used to update pay scale based on market analysis (wage and benefit surveys).



*The Performance Review and Assistance Program was created through M.S 103B.102 to monitor and assess the performance of local water management entities. BWSR uses the program to provide assistance grants to LGUs that desire to make improvements, including improving efficiency and effectiveness in delivering and executing planned organizational goals and objectives.*

**Koochiching SWCD - \$10,000**

*Activities Funded*

- Grant will be used to update position descriptions, job classifications, compensation study, pay scale, and policy employee policies.

**Mille Lacs SWCD - \$5,000**

*Activities Funded*

- Grant will be used to update employee and operational policies and procedures.

**Morrison SWCD - \$6,410**

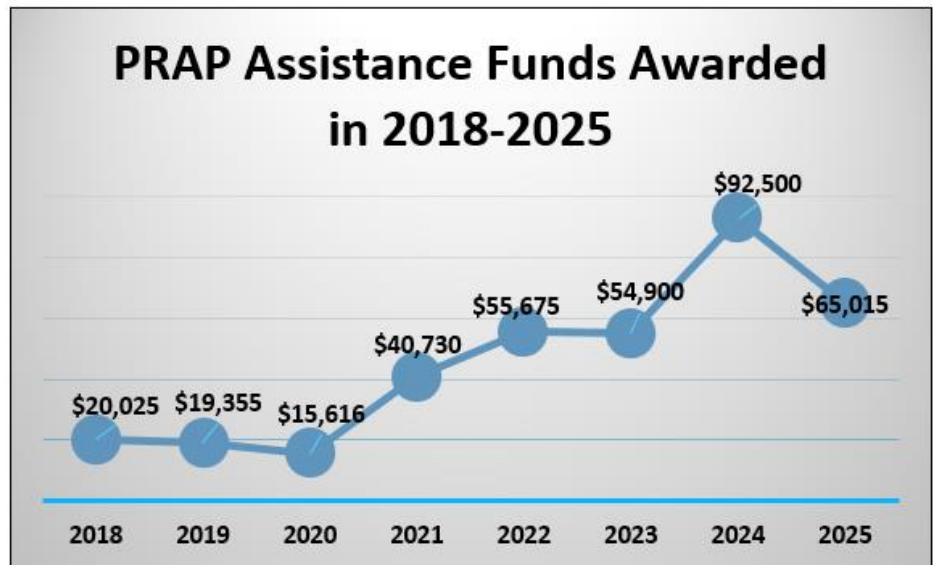
*Activities Funded*

- Grant was used to update employee and operational policies and procedures.

**North St Louis SWCD - \$10,000**

*Activities Funded*

- Grant will be used to create a strategic plan and establish strategies for succession planning.



**Don Bajumpaa**

Board of Water and Soil Resources

Performance Review and Assistance Program Coordinator

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# Third-generation conservationist focuses on ecological restoration



Minnesota NRCS website: [www.mn.nrcs.usda.gov](http://www.mn.nrcs.usda.gov)

**NRCS ASSISTANCE INCLUDED:**

AG: Integrated pest management, prescribed grazing management, livestock watering facility and pipeline, native grasses/legumes seeding, wildlife-friendly fencing, monarch butterfly habitat establishment

WILDLIFE & FORESTRY: Brush management, tree/shrub establishment, forest-stand improvement, woody residue treatment, conservation cover establishment, incorporating structures for wildlife

**N**EW LONDON — Frank Gustafson spent six summers during college and law school with a chainsaw, a skid loader and a brush cutter, removing invasive buckthorn from 100 acres of oak savanna. The work is part of a larger-scale ecological restoration he’s pursuing with assistance from the USDA’s Natural Resources Conservation Service (NRCS).

Gustafson is a third-generation attorney-by-day, farmer-by-night, and the third generation to work with Willmar-based NRCS staff.

“They’re all about learning and making improvements to the land,” NRCS

Customer Service Team Lead Melanie Dickman said of the family. “I think the older generation, Wally, was very interested in leaving a legacy for his children and grandchildren.”



Dickman

That legacy began in 1972 when Wally Gustafson, the son of a Swedish emigrant who grew up on a farm near Olivia, bought land in Kandiyohi County’s glacial hills.

“He was a consummate conservationist in the truest sense of the word,” Frank



“ I think if you have the opportunity to (own land), you ought to try and leave it better than you found it. ”

— Frank Gustafson, on conservation

Gustafson said. “The land comes first, and if he could leave it ... better than he found it, it was a (worthwhile) effort.”

Wally enrolled land in the federal Conservation Reserve Program in 1997. Dickman worked with him on Conservation Stewardship Program (CSP) contracts, starting in 2012. After he died, Dickman worked with his daughter Ann Gustafson to complete a CSP contract for native plant seedings, and then on an Environmental Quality Incentives Program (EQIP) supported rotational grazing setup and pollinator habitat establishment.

Now, NRCS District Conservationist Will Lee is working with her son Frank on EQIP-supported forestry and brush management practices — including buckthorn removal,

Ann Gustafson and her son, Frank Gustafson, have introduced goats, left, and cattle, right, as part of a land management effort. **Center:** Whorled milkweed is among the native species that have appeared on the Kandiyohi County property, where Frank Gustafson has documented 145 species of plants and grasses. **Photo Credits:** Ann Wessel, BWSR

**VIDEO:** [“Managing Land With Livestock”](#) features scenes from a July 2025 visit.

forest-stand improvement and understory seeding centered on the oak savanna.

“I think if you have the opportunity to (own land), you ought to try and leave it better than you found it,” Frank Gustafson said. Years earlier, he had seen how clearing the cedar-choked valleys brought new bird species and a flush of native plants. “That kind of set the hook.”

The ecosystem restoration Frank Gustafson envisions extends to the adjacent pasturelands, small lake and woodlands.

“As the generations have gone on, they continue to get more and more invested in their land and conservation,” Lee said. The forestry work — including forest-stand inventories and work with the Minnesota Department of Natural Resources (DNR) — grew out of on-site discussions about starting a herd of beef cattle. “They’re always looking for something new that they can do.”

When she was looking into buckthorn removal, Ann Gustafson contacted Brett L. Anderson, a Hutchinson-based DNR cooperative forest manager. Those conversations in 2020 led to the mechanical, manual and chemical removal methods supported by the DNR’s forestry cost-share program for private landowners.

“My primary job is to just help landowners accomplish their objectives with their woodlands,” Anderson said. “But whenever I meet with a landowner, we open the conversation up to ... ‘What’s your bigger objective? What do you want this to look like?’”



*Willmar-based NRCS District Conservationist Will Lee, center, visited with Frank Gustafson and Ann Gustafson about their ongoing conservation work on the Kandiyohi County property they are managing with ecological restoration in mind.*

In his role as a technical field agent, Anderson wrote the project plans for the brush management and forest-stand improvement work that was supported by EQIP. Based on their condition, species and density, he recommended which trees to remove. And he recommended what species to plant for a healthier, more resilient forest.

Now, a herd of about 30 rotationally grazed goats keeps buckthorn seedlings at bay within the oak savanna. Elsewhere on the 270-acre property, a growing herd of red Devons and black Angus crosses usher in a diverse array of plants and insects, and the songbirds and other wildlife that follow.

Conventional livestock producers typically manage the land for the animals. The Gustafsons are taking a different approach.

“They’re managing the plant and forage species, and using livestock to do that,” Lee said. “That element of coming from a plant-health, forage-health standpoint, and then using livestock to achieve those ends — seeing it from that



**Lee**

lens I think really can help with conservation practices and what they’re trying to do. ... But having that paradigm shift is key, and they’ve really taken that to heart.”

While the goats are meant to be a shorter-term buckthorn management tool, Ann Gustafson said the cattle are meant to provide income through the sale of grass-fed beef and seed stock.

Wally Gustafson had raised Scottish Highland and polled Hereford cattle, but neither Ann nor Frank had experience managing a herd.

“Melanie was instrumental in pointing us in the right direction of other like-minded farmers with experience in the area,” Ann Gustafson said. “We started with them custom-grazing their cattle out here. So we learned a lot from them.”

Pheasants Forever grazing specialist Brady Blasher provided technical assistance when the Gustafsons added goats to their grazing plan

— they settled on targeted grazing with temporary fencing — and when they started to manage the pasture on their own.

The pasture is now divided into paddocks. The addition of warm-season natives made quality forage available after midsummer and expanded an already diverse mix of species. Maintaining forage of different heights allows some plants to flower and provides different types of habitat.

“It’s really just creating that mosaic landscape,” Blasher said. It’s the sort of landscape once shaped by grazing bison. “There would be areas that were never grazed, and then there would be areas that were heavily grazed, providing adequate rest and recovery, (which affected not only) vegetation, productivity and health, but also the wide diversity of those plants and habitat types.”

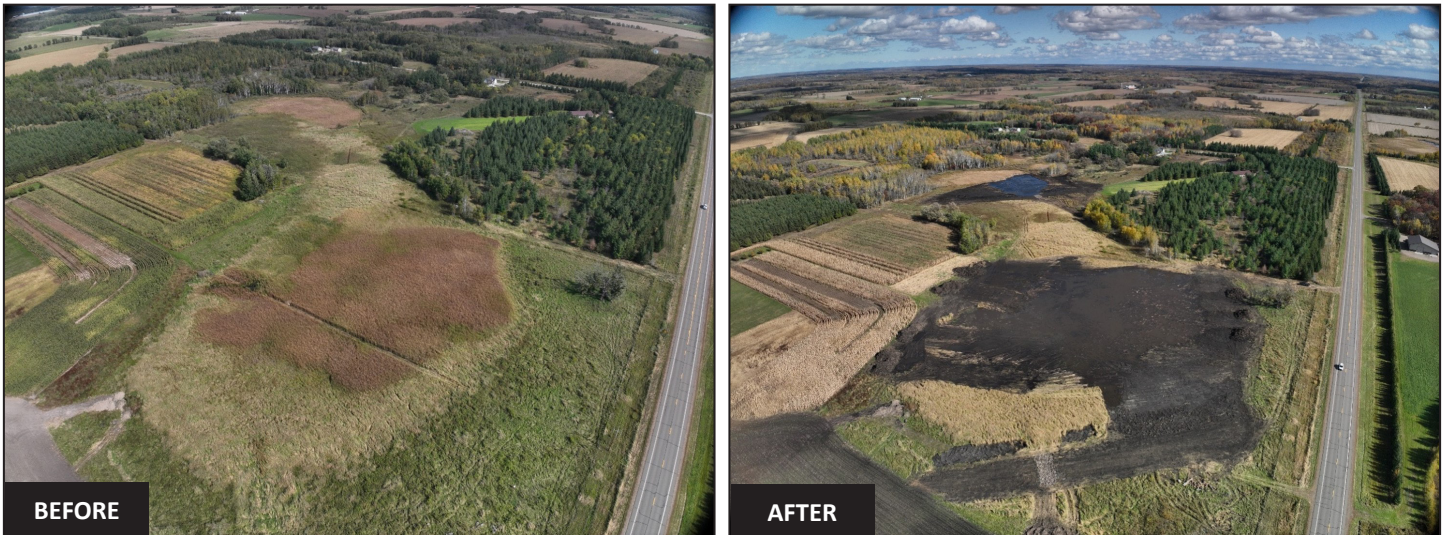
Throughout the property, Frank Gustafson has documented 145 species of plants and grasses. Some of them, like whorled milkweed, popped up on their own. Big-picture management goals, which include conducting prescribed burns and rotationally grazing cattle across the entire property, would likely result in more volunteer species.

“Conservation is very important to me. But it doesn’t have to be an either-or,” Frank Gustafson said. “You can have really sound management practices and increase biodiversity, water infiltration and wildlife habitat while also improving the quality and amount of forage for livestock.”

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

# State and federal funding advances Minnesota peatlands restoration efforts



Restoration work on an 18-acre peatland site in Morrison County finished in fall 2025. The project involved removing invasive cattails, filling several small private ditches, and constructing berms to maintain saturated conditions. The Morrison Soil & Water Conservation District managed the project under an agreement with BWSR and the U.S. Fish and Wildlife Service's Partners for Fish and Wildlife Program.

**Photo Credits:** Morrison SWCD

**S**tate and federal investments are accelerating efforts to restore and protect a unique and abundant state resource: peatlands.

Minnesota contains nearly 7 million acres of peatlands, more than any other state in the continental U.S.

A peatland is a type of carbon-rich wetland dominated by organic soils, known as histosols, or peat or muck soils, built up over time by decaying plant materials in a waterlogged environment.

The Minnesota Board of Water and Soil Resources (BWSR) is working with local, state, federal and Tribal partners to restore peatlands drained for agricultural purposes, urban development or transportation infrastructure. A [Potentially Restorable Peatlands](#) web-based mapping tool, which can help identify potential restoration areas, was developed to

## What are peatlands?

A peatland is a type of carbon-rich wetland dominated by organic soils, known as histosols, or peat or muck soils, built up over time by decaying plant materials in a waterlogged environment. While peatlands cover only 3% of the Earth's land surface, they store up to 30% of the world's soil carbon. Minnesota has nearly 7 million acres of peatlands, the largest peatlands acreage of any state outside of Alaska.

These lands hold some of Minnesota's largest carbon reserves but can emit large quantities of carbon when ditched and drained. Drained peatlands lose significant amounts of carbon as they decompose due to exposure to oxygen and microbial decomposition, but they also provide opportunities to sequester carbon after restoration as peat layers regenerate. Most restoration projects involve blocking ditches and drain tile, and revegetation with appropriate native plants. [Learn more about peatland ecology.](#)

support the work.

## BWSR peatland restoration easements

BWSR's approach to restoring peatlands includes two separate but closely related initiatives: restorations completed through conservation easements on private lands via the

Reinvest in Minnesota (RIM) program, and restorations completed through agreements with other agencies and organizations.

"The primary goal of this work is to restore peatland hydrology to a continuously saturated and stable condition, so that these ecosystems can begin sequestering carbon again,"

said Suzanne Rhees, BWSR special projects coordinator, who helps manage peatland initiatives for the agency.



Rhees

Eligible sites must contain drained or otherwise altered wetlands that are determined to be restorable. Over 50% of the proposed restorable wetland area must be located on histosol (or peatland) soils. Restoration must aim to re-saturate as much of the impacted peat as possible, and result in stable hydrologic conditions. Projects primarily restoring shallow, deep-marsh, or open-water wetlands with limited fringe areas containing histosols are not eligible.

BWSR accepts RIM applications for peatland restorations continuously. Peatland restoration applications are typically submitted by soil and water conservation districts. Applications can be processed via the RIM Wetlands, Working Lands, and Riparian and Floodplain sub-programs, or other BWSR programs that involve RIM — such as the Minnesota Conservation Reserve Enhancement Program (MN CREP).

As of January 2026, 13 peatland easements were being processed. Four more restorations were being designed on previously recorded

easements. Projects extend from Freeborn and Steele counties in the south to Todd and Otter Tail counties in central Minnesota, encompassing about 2,000 acres, of which over 600 acres are considered restorable peatlands.

Two pilot project restorations supported by the U.S. Fish & Wildlife Service's [Partners for Fish and Wildlife Program](#) are also underway; these projects establish 10-year agreements with landowners for voluntary wetland restoration.

## Partners' related work

**The Leech Lake Band of Ojibwe** staff have created a Tribal Peatland Working Group with participation from several of the 11 federally recognized tribes in Minnesota to improve collective knowledge about peatland restoration practices, research and funding.

**The Minnesota DNR** is continuing to implement a demonstration project at the Winter Road Lake Peatland Scientific and Natural Area in Lake of the Woods County, identifying ditches that are good candidates for restoration. DNR staff members are also monitoring peatland water levels and sampling upstream mercury concentrations at the Red Lake Wildlife Management Area and Beltrami Island State Forest.

**The University of Minnesota** is conducting an ongoing research project investigating the impacts of hydrologic restoration of drained peatlands at restored, ditched and natural sites, using stationary flux towers and water sampling; research will continue through 2026. This project is funded by the Environment and Natural Resources Trust Fund (ENRTF).

**The PeatRestore group**, a collaborative of Upper Midwest university researchers, The Nature Conservancy, and the USDA's Forest Service is developing protocols for monitoring and adaptive management of peatland restorations.

## Funding sources

Both state and federal funding support peatlands restoration efforts in Minnesota.

In 2023, the state Legislature allocated \$9 million in general funds to BWSR to acquire conservation easements for peatland restoration.

Federal funding is available as part of the \$200 million [Climate-Smart Food Systems](#) (CSFS) initiative the U.S. Environmental Protection Agency awarded to the state of Minnesota in 2024 through the federal Climate

Pollution Reduction Grants Program. The CSFS initiative, led by the Minnesota Pollution Control Agency in collaboration with other state agencies, local governments, and Tribal Nations, spans a wide range of activities, including investments in cleaner refrigerants, prevention of wasted food and organics management, and climate-friendly agricultural practices.

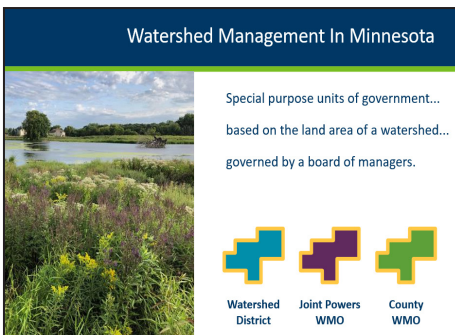
BWSR and the Minnesota Department of Natural Resources (DNR) have received a total of \$20 million in CSFS dollars to sustain carbon sinks and culturally significant food sources, such as fish and wild rice. Of that amount, BWSR received \$8 million to restore private and local government-held lands. The DNR received \$8 million to restore degraded peatlands on state-managed lands, and Tribal Nations became eligible to access \$4 million for peatland-related initiatives overseen by the DNR.

"Peatlands restoration work in Minnesota is being pursued by a broad coalition of partners at all levels of government, nonprofits and research organizations," Rhees said. "We're excited to see such strong engagement and support to protect this valuable resource."

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

# BWSR-produced video series aims to speed watershed board training



A new series of video trainings produced by the Minnesota Board of Water and Soil Resources (BWSR) aims to provide flexible, streamlined learning opportunities for watershed managers and commissioners and other local decision-makers.

Minnesota's 45 watershed districts and 17 watershed management organizations are each overseen by individual governing boards of managers or commissioners. County commissioners appoint watershed district managers and commissioners, but in the case of watershed management organizations, municipalities or counties make the appointments.

In response to a growing need for consistent onboarding trainings for watershed boards, BWSR developed "[Watershed Management](#)," a nine-module training series that covers the purpose, authority, policies, structure, and role of watershed organizations within Minnesota's conservation delivery system.

A supporting video training series titled "[Who's Who in Minnesota Water?](#)" offers a four-module overview of Minnesota's approach to water management, outlining the roles that local, state, Tribal and federal governments play in conservation delivery. This series is geared toward a broader audience, since it applies to professionals in a variety of roles.

"Watershed board members have varied backgrounds," said Minnesota Watersheds Executive Director Jan Voit. "They have private-sector and government backgrounds. Some are farmers and business owners. Many of them have experience in the watershed world, but others come to the job with little experience in conservation. That's why these videos are useful for both those who are new to or are experienced in watershed management."

Training for watershed board members is typically offered during a one-day workshop at the Minnesota Watersheds Annual Conference in early

December. But turnover on watershed boards can create a need for trainings that can be accessed anytime, anywhere.

"These videos can be viewed on demand on a board member's own time, as a follow-up to an in-person workshop, or they can be shown during board meetings for periodic educational refreshers," said BWSR One Watershed, One Plan Coordinator Julie Westerlund, who planned, created and launched the video series.

Westerlund, Voit and members of the Minnesota Association of Watershed Administrators (MAWA) worked together to identify content that would be most useful to watershed board members. MAWA also arranged for several target audience members to review drafts and provide input to inform the final versions.

"Having a cohesive, streamlined set of training videos will help increase board members' knowledge about the complex, multi-layered world of water

governance in Minnesota," Westerlund said.

Bassett Creek Watershed Management Commission Administrator Laura Jester said the videos also offer useful information for existing commissioners and local partners.

"These videos are a great way to take in this complicated information in easy-to-understand, bite-size segments," Jester said. "I know they will be very useful for years to come."

Westerlund said she hoped the video series would free up time that state and local staff typically spend designing and delivering one-time workshops and trainings.

"These trainings can be used as a stand-alone course, but they can also be integrated into regular board meetings or in-person trainings," Westerlund said. "We're excited to provide versatile, consistent training content that can enhance local officials' knowledge and understanding of their roles within the larger conservation system."

## Public official reporting

Most public officials have an economic interest statement due January 26, 2026

If you are elected or appointed as a public official, you are required to file a statement disclosing certain financial relationships and sources of income. You will also have to update this statement annually.

The next public official annual statement is due:  
January 26, 2026

[Click here to file your economic interest statement online now](#)

### Get the paper annual economic interest statement form

[Annual - All public officials other than judges and SWCD/watershed officials \(PDF\)](#)

[Annual - Judges \(PDF\)](#)

[Annual - SWCD/watershed officials \(PDF\)](#)

### Get the paper economic interest statement form for new public officials

[Elected \(PDF\)](#)

[Appointed other than judges and SWCD/watershed officials \(PDF\)](#)

[Judges \(PDF\)](#)

[SWCD/watershed \(PDF\)](#)

[Candidates filing for office \(PDF\)](#)

### Other public official forms

[Notice of inability to abstain from potential conflict of interest \(PDF\)](#)

[Notice of potential conflict of interest \(PDF\)](#)

[Representation disclosure statement \(PDF\)](#)

[Notice of appointment of public official \(PDF\)](#)

### Conflict of interest and representation disclosure required

A public official must disclose conflicts of interests and take action to avoid those conflicts. A public official must also disclose if the official is representing someone before a state agency for pay. Use the Quick Links at the right to learn more.

### Gifts from lobbyists or principals to officials are prohibited

Once you become a public official or an official of a metropolitan governmental unit you cannot accept most gifts from lobbyists. The gift prohibition is very inclusive. Even a cup of coffee and a doughnut is usually prohibited. Learn more at the gift prohibition link to the right.

### Check your most recent report filed status

### Search Public official reporting

## QUICK LINKS

- [Click here to file your economic statement online now](#)
- [Instructions for creating your account \(PDF\)](#)
- [Account creation video tutorial](#)
- [Public officials handbook \(PDF\)](#)
- [Information for new public officials \(PDF\)](#)
- [Online EIS reporting video tutorial](#)
- [Are you a public official \(PDF\)](#)
- [List of public official positions \(PDF\)](#)
- [Conflict of interest \(PDF\)](#)
- [Representation disclosure \(PDF\)](#)
- [What is an associated business \(PDF\)](#)
- [Business and professional activity categories \(PDF\)](#)
- [How to change your statement \(PDF\)](#)
- [What happens when you leave your position \(PDF\)](#)
- [Gift ban \(PDF\)](#)
- [Gift ban primer \(PDF\)](#)

(\$ in thousands)

Project Title	Rank	Fund	Project Requests for State Funds			Gov's Rec	Gov's Planning Estimates	
			2026	2028	2030	2026	2028	2030
Local Government Roads Wetlands Replacement	1	GO	18,500	18,500	18,500	5,000	5,000	5,000
		GF	16,500	16,500	16,500	0	0	0
Reinvest in Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP)	2	GO	40,000	0	0	9,000	0	0
Water Quality and Storage Program	3	GF	9,000	0	0	0	0	0
Restored Wetlands Asset Preservation	4	GO	2,000	0	0	0	0	0
<b>Total Project Requests</b>			86,000	35,000	35,000	14,000	5,000	5,000
<b>General Obligation Bonds (GO) Total</b>			60,500	18,500	18,500	14,000	5,000	5,000
<b>General Fund Cash (GF) Total</b>			25,500	16,500	16,500	0	0	0

<https://www.bwsr.state.mn.us/>

### AT A GLANCE

- Small agency of conservation professionals
- Local conservation delivery system
- Governing board of local officials, citizens, and agency partners
- Focus on conservation of private lands (78 percent of Minnesota)
- Transition to comprehensive watershed plans (60 plans in total). Since 2014:
  - 54 approved *One Watershed, One Plan* plans
  - 6 *One Watershed, One Plan* plans in progress
- Collaborative model for results including, since 1987:
  - Over 66,000 conservation practices installed
  - Over 8,500 easements funded
  - Over 21,300 wetland credits deposited into the state's wetland bank
- 238 local government accountability assessments completed annually

### PURPOSE

The Board of Water and Soil Resources' (BWSR's) mission is to work with partners to improve and protect Minnesota's land and water resources. The agency has a unique business model that is designed to:

- Operate as an efficient state-level source of technical and financial assistance to the local government delivery system.
- Target implementation of conservation practices and projects that support local goals and meet state objectives.
- Focus on Minnesota's private lands.

### STRATEGIES

BWSR's mission is implemented through the following core functions:

- Serve as the statewide soil conservation agency
- Direct private land soil and water conservation programs through the actions of soil and water conservation districts, counties, cities, townships, watershed districts, and other water management organizations
- Link water resource planning with comprehensive land use planning
- Provide resolution of water policy conflicts and issues
- Oversee comprehensive local water management
- Provide a forum (through the board) for local issues, priorities, and opportunities to be incorporated into state public policy
- Coordinate state and federal resources to realize local priorities
- Administer implementation of the Wetland Conservation Act and Riparian Protection laws

BWSR accomplishes its mission through these key strategies:

- Developing programs that address priority state and local resource concerns (such as keeping water on the land, maintaining healthy soils, reducing pollutants in ground and surface water, assuring biological diversity, and reducing flood potential)
- Prioritizing on-the-ground conservation projects in the best locations to achieve multiple benefits and measurable improvements to water and habitat resources



- Ensuring compliance with environmental laws, rules, and regulations
  - Implementing agency operations through board and administrative leadership, internal business systems, planning and effectiveness evaluation, and operational support, including the board and board management, financial and accounting services, legislative and public relations, communications, and human resources
- 

The legal authority for the Board of Water and Soil Resources comes from the following Minnesota Statutes:

- M.S. 103A (<https://www.revisor.mn.gov/statutes/?id=103A>)
- M.S. 103B (<https://www.revisor.mn.gov/statutes/?id=103B>)
- M.S. 103C (<https://www.revisor.mn.gov/statutes/?id=103C>)
- M.S. 103D (<https://www.revisor.mn.gov/statutes/?id=103D>)
- M.S. 103E (<https://www.revisor.mn.gov/statutes/?id=103E>)
- M.S. 103F (<https://www.revisor.mn.gov/statutes/?id=103F>)
- M.S. 103G (<https://www.revisor.mn.gov/statutes/?id=103G>)

**AT A GLANCE**

- Mission: Work with partners to improve and protect Minnesota’s land and water resources.
- Agency Strategic Plan issues:
  - 1) Broaden and enhance local delivery system and strengthen partnerships to accomplish the agency’s mission;
  - 2) Redeveloping and delivering conservation programs to maximize their impact on land and water resources;
  - 3) Making needs and accomplishments well-known and understood.

Agency goals and objectives achieved through capital projects include:

- Restoring, enhancing, and protecting marginal and environmentally sensitive lands
- Targeting conservation projects to the highest priority sites and to local governments with a track record of delivering results
- Restoring natural retention systems to cost-effectively improve surface water quality, enhance groundwater recharge, and prevent flood damage
- Achieving the state’s policy of no net loss of wetlands while minimizing federal regulatory and administrative burdens on local public road authorities
- Protecting the public benefits of water quality and habitat on state-held easements by repairing and replacing water control structures that are beyond their designed lifespan
- Leveraging federal and local financial resources that enhance the State’s investment

**Factors Impacting Facilities or Capital Programs**

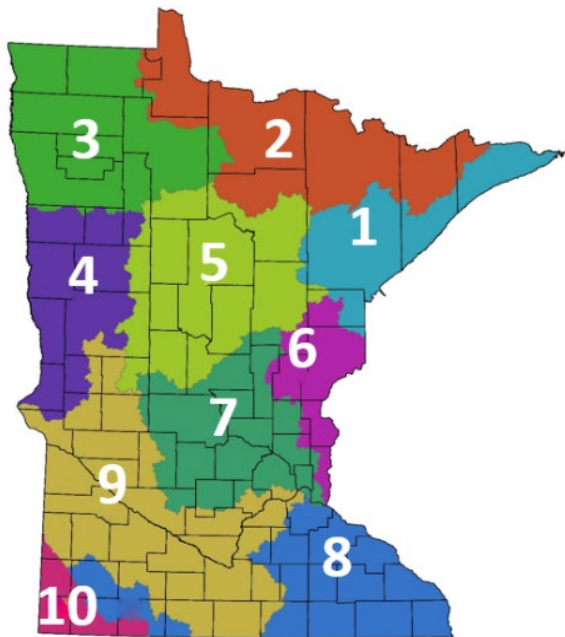
- **Science-based targeting:** Minnesota has completed many systematic assessments and plans on nutrient and sediment issues, grasslands, wetlands, and other topics that have helped focus prioritization of restoration and protection areas to the critical places where they are most needed and most cost effective.
- **Safety:** Aging infrastructure, deferred maintenance, or poor design can pose risks to the public and operations.
- **Statutorily required:** Minnesota Statute 103G.222 requires the Board of Water and Soil Resources (BWSR) to provide wetland mitigation to local road authorities for projects that meet applicable state and federal safety standards to ensure that essential public safety improvements are not hindered by wetland regulatory constraints, while maintaining compliance with environmental protection requirements.
- **Federal Conservation Reserve (CRP) lands are decreasing.** There was once over 1.8 million acres of land enrolled in this short-term federal set-aside program. As these contracts expire, there is financial pressure for landowners to return these lands—many of them marginal farmland—to production. Nearly 230,000 acres of CRP will expire in Minnesota by the end of 2023. The decline of conservation land will adversely affect habitat, biodiversity, water quality, groundwater recharge, carbon sequestration and water storage, and flood protection.
- **Agricultural land values continue to rise.** Rental rates and land values continue to rise as demand for food, livestock, and biofuel increase. High commodity prices continued pandemic assistance, and the opportunity for profit continue driving increases in farmland values. This pressure results in marginal or highly erodible lands converted to and maintained in row crop production.
- **Funding for multi-benefit conservation and clean water projects.** Minnesota’s Conservation Reserve Enhancement Program (MN CREP), a federal-state partnership agreement established in 2017,

successfully leverages significant USDA funding. This partnership brings federal dollars to Minnesota and directly addresses resource problems with strategic, long-term solutions.

- **Increased landowner willingness to take action.** Minnesotans are aware of environmental concerns, particularly with water quality. Interest in the state’s Reinvest in Minnesota Reserve (RIM) program, which establishes permanent conservation easements, greatly exceeds available funding. Residents are more aware of the need to protect marginal lands, especially those close to critical water resources. The agricultural community has increased acceptance of the need to remove marginal agricultural lands from production to improve production efficiency and water quality.
- **Local program delivery readiness:** USDA, local Soil and Water Conservation Districts and Watershed Districts, state agencies, and non-governmental organizations have a strong field-based presence. Local government officials and staff have advantages that the state does not—they have knowledge of local resources and attitudes, community relationships, an awareness of local needs and priorities, and authority over local land use decisions. Local government capabilities in resource management have grown significantly over time. They are now at a point, however, where they need a wider variety of training and assistance in technical, leadership, and management issues.
- **Climate Subcabinet:** Minnesota is experiencing larger and more frequent and intense rainfall events, resulting in negative impacts to agriculture and infrastructure, significant erosion along riverbanks and declining water quality. Among the recommendations of the Governor’s Climate Subcabinet is water storage and management projects to control water volume and rate to mitigate climate impacts.

### Self-Assessment of Agency Facilities and Assets

**Local Wetland Road Replacement Program.** Current wetland replacement credits by bank service area (BSA) and statewide projection are shown in the following figure:



*Bank Service Area Map*

Bank Service Area	Avg Annual Demand	Current Balance (as of 9/2025)
<b>1 - Great Lakes</b>	5.5	23.8
<b>2 – Rainy River</b>	15.0	98.1
<b>3 – Red River North</b>	26.6	42.2
<b>4 – Red River South</b>	3.8	5.1
<b>5 – Upper Mississippi North</b>	42.9	28.7
<b>6 – St. Croix River</b>	5.3	4.0
<b>7 – Upper Mississippi South</b>	38.5	25.7
<b>8 – Lower Mississippi</b>	16.4	8.7
<b>9 – Minnesota River</b>	27.2	-49.2
<b>10 – Missouri River</b>	0.7	0.0

**Statewide –182 Credit Average Annual Demand**

- When the credit balance in a Bank Service Area (BSA) is insufficient to meet average annual demand, credits must be drawn from the nearest BSA with a positive balance. This practice results in a penalty, resulting in credits being consumed at an accelerated rate. Given that credit generation typically requires up to seven years for full deposit, relying on out-of-BSA credits becomes increasingly costly and unsustainable.

- Maintaining an ongoing balance within each BSA is critical to the program’s operational efficiency and long-term viability. To support consistent credit availability, it is essential to establish a reliable and adequate funding source.

**Reinvest in Minnesota (RIM) Reserve Conservation Easement Program.** Since 2001, capital investment appropriations have included these funding levels:

**Table of RIM Reserve Bond Fund History (\$ In Thousands)**

LEGISLATIVE SESSION YEAR	REGULAR	DISASTER RELIEF
2000	\$21,000	-
2001	\$51,500	-
2003	\$1,000	-
2005	\$23,000	-
2007	-	\$1,000
2008	\$25,000	-
2009	\$500	\$500
2010	-	\$10,000
2011	\$21,600	-
2012	\$6,000	\$1,500
2013	-	-
2014	\$6,000	-
2015	-	\$4,700
2016	-	-
2017	\$10,000	-
2018	\$10,000	-
2019	-	-
2020	\$1,000	-
2021	-	-
2022	-	-
2023	\$10,700	-
2024	-	-
2025	-	-

### Agency Process for Determining Capital Requests

**Conservation Easements:** The MN CREP is an important, bipartisan initiative focusing on the highest priority areas for reducing nitrogen, phosphorus, and sediment; protecting vulnerable drinking water; and enhancing grassland and wetland habitats. The state’s commitment is to unlock the federal leverage of at least 1:1. The requested Capital investment dollars will complement the state’s funding strategy that also included Legacy and LCCMR funds.

**Local Government Road Wetland Replacement:** The amount of the Local Government Roads Wetlands Replacement request is based on current shortfalls and estimated average annual demand. Maintaining a multi-year credit balance is essential to achieving replacement of wetlands prior to the loss and preventing increased costs and project delays.

**Water Quality and Storage** BWSR has found that the Water Quality and Storage program is one area where conservation efforts are supported by landowners that benefit from drainage systems. While the goal of drainage

systems is usually to remove water from the landscape quickly, BWSR has found that by offering storage as a solution that is paid for mostly by the state, landowners are willing to create water storage systems that can help reduce runoff into lakes, streams, and other waters.

**Wetland Capital Infrastructure:** BWSR has been designing and restoring wetlands in Minnesota since the 1980s, and older projects have hit the end of their design lifespan. Replacing failing or near-failing infrastructure of our wetland restoration sites throughout the state ensures they continue to meet flood control and water quality needs. These large infrastructure projects, such as large concrete culverts and manholes, or steel sheet pile weirs that are driven 10-20 feet into the ground to support the structure above the ground, require more intensive repairs than maintenance work. BWSR has a list of 26 sites that are in need of infrastructure replacement or updates, and work can begin on these sites as soon as funding becomes available. Repairing these assets will prevent unintended failures that can lead to flooding or runoff events.

### **Major Capital Projects Authorized in 2024 and 2025**

Local Road Wetlands Replacement Program: \$5 million in GO Bonds, \$3 million in general fund cash in 2025

**Local Government Roads Wetlands Replacement**

**AT A GLANCE**

**2026 Request Amount:** \$35,000

**Priority Ranking:** 1

**Project Summary:** \$18.5 million in GO bonds and \$16.5 million in general fund cash are requested to meet the requirements of MS 103G.222 to replace wetlands drained or filled by public transportation projects that repair and upgrade existing local roads to address safety issues. These funds will purchase easements and restore and permanently protect approximately 800-1,200 acres of wetlands, generating up to 800 wetland replacement credits to fulfill permit requirements for approximately 350 local road projects.

**Project Description**

Local public road safety improvement projects often include unavoidable impacts to wetlands, and the state has a statutory obligation to provide the required mitigation for the wetlands lost to these local road projects. Since its inception in 1996, the Local Government Roads Wetlands Replacement Program (LGRWRP) has provided approximately 5,900 compensatory wetland mitigation credits to offset 4,100 acres of wetlands impacted by eligible public road projects.

The requested \$35 million will provide for the planning, design, construction, restoration, and permanent protection of 800 to 1,200 acres of wetlands to generate up to 800 wetland replacement credits over seven to ten years to comply with state and federal permitting requirements. The wetland restoration projects are completed in accordance with state and federal rules, and credits are typically allocated two to ten years after initiation of the project, necessitating a long-term approach to program planning and funding.

**Project Rationale**

Local road improvement projects are necessary for public safety and transportation, and both state and federal law require any associated wetland impacts to be “replaced” with other wetland resources (e.g. a previously drained wetland that has been restored). Lacking these replacement wetlands, local road authorities cannot obtain the necessary permits to complete construction of planned road improvement projects. Statute requires the state to provide required wetland mitigation for qualifying local road improvement projects. Public benefits generated by the program include:

- On-time and on-budget completion of local public transportation projects.
- Improved permitting efficiency due to agreements and coordination with the U.S. Army Corps of Engineers (Section 404 of the Federal Clean Water Act).
- Lower public costs due to program efficiencies and economies of scale.

- Higher quality wetland mitigation, providing greater water quality, habitat, and other natural resource benefits.

The program is implemented on a regional basis consisting of ten watershed-based “bank service areas” (BSAs). In early 2020, the LGRWRP was on the verge of default statewide. The state contributed \$12 million in 2023, which was half of the program's need. Funds appropriated for this program to date are not projected to meet the demands. As a result, the program currently has less than one year's worth of credits in six of the state's ten BSAs, with three having a balance at or near zero. In addition, the program has a debt of approximately \$560,000 in wetland credits to MnDOT resulting from credits previously loaned to the program. Finally, when allowable under federal law, credits can be taken from certain other BSAs with a penalty when sufficient credits were not available in a given BSA, which results in spending credits at an even faster rate.

This funding request accounts for the expected credits that will result from past funding, the debt to MnDOT, and the projected credit needs from approximately 75 to 100 local government road projects annually. In the absence of sufficient funding, local governments would be unable to obtain permits unless and until alternative mitigation is obtained, causing significant delays and cost increases for many road safety projects. This funding request is part of the agency’s long-term plan to bring the program into statewide solvency and meet the State’s statutory obligations.

To address recurrent funding shortages, BWSR and MnDOT convened a workgroup of transportation and local government organizations in 2024 to review the status of the LGRWRP and develop recommendations for predictable and adequate funding to ensure its long-term viability. The workgroup met in 2024 and recommended funding the program through a combination of operating budget (general fund cash) and the capital budget (GO bond funds and general fund cash), in addition to pursuing “catch-up funding.” This request is consistent with the workgroup's recommendations.

### **Project Timeline**

Wetland restoration projects that generate wetland replacement credits (AKA "wetland banks" under state and federal regulatory programs) have a typical development timeline of 7-10 years:

- After a project is identified and selected, it takes 1-3 years to develop the restoration (wetland bank) plan and gain regulatory approvals.
- Construction and implementation of the wetland bank plan typically takes 1-2 years and is affected by the limited construction season in Minnesota and the seasonality of native vegetation restoration.
- After construction and initial vegetation establishment activities have been completed, the wetland bank enters the mandatory 5-year (minimum) monitoring and credit release period, where wetland credits are released as the site meets required performance standards over this period. This monitoring and credit release period can also be extended if the site encounters difficulties in its development and is not meeting performance standards.

### **Other Considerations**

Without a full state funding commitment to this program, planned and funded local road

improvement projects will either not be completed or will be delayed and incur substantial increased costs. Specifically, inadequate state funding will result in the following negative consequences:

- Increased costs of mitigation that will be transferred to local governments.
- Higher costs of mitigation originating from outside the watershed-based service area.
- Increased permitting costs and timelines due to elimination of the streamlined process that currently exists with the U.S. Army Corps of Engineers.
- Increased program implementation costs for local, state, and federal agency staff due to the elimination of program efficiencies.
- Decreased wetland mitigation quality resulting in reduced water quality, habitat, and other benefits.
- Reversal of the stakeholder consensus that resulted in wetland regulatory reforms (Laws 1996, Chap. 462 and Laws 2000, Chap. 382).

### **Impact on Agency Operating Budgets**

All of the requested bond funds will be allocated for construction, wetland establishment activities, and acquisition of necessary property rights (i.e. perpetual conservation easements).

The general fund cash will be utilized as follows:

- Up to \$10 million for the purchase of private wetland bank credits to meet short-term needs.
- Up to \$2.5 million for easement stewardship.
- Remaining funds will be used for planning, design, permitting, easement acquisition, construction oversight, replacement wetland establishment activities, credit allocation, and program administration.

### **Description of Previous Appropriations**

2020: \$15 million GO bonds, \$8 million general fund cash

2023: \$12 million GO bonds

2025: \$5 million GO bonds, \$3 million general fund cash

### **Project Contact Person**

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### **Governor's Recommendation**

The Governor recommends \$5 million in general obligation bonds for this request. Also included are budget estimates of \$5 million for each planning period for 2028 and 2030.



**Water and Soil Resources Board**

**Project Detail**

(\$ in thousands)

**Local Government Roads Wetlands Replacement**

**PROJECT FUNDING SOURCES**

Funding Source	Six Prior Years	FY 2026	FY 2028	FY 2030
<b>State Funds Appropriated and Requested</b>				
General Obligation Bonds	\$ 32,000	\$ 18,500	\$ 18,500	\$ 18,500
General Fund Cash	\$ 11,000	\$ 16,500	\$ 16,500	\$ 16,500
<b>State Funds Pending</b>				
<b>Non-State Funds Already Committed</b>				
<b>Non-State Funds Pending</b>				
<b>TOTAL</b>	<b>\$ 43,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>

**TOTAL PROJECT COSTS**

Cost Category	Six Prior Years	FY 2026	FY 2028	FY 2030
Property Acquisition	\$ 13,000	\$ 27,350	\$ 0	\$ 0
Predesign Fees	\$ 0	\$ 0	\$ 0	\$ 0
Design Fees	\$ 0	\$ 1,850	\$ 0	\$ 0
Project Management	\$ 0	\$ 3,955	\$ 0	\$ 0
Construction	\$ 30,000	\$ 1,845	\$ 0	\$ 0
Relocation Expenses	\$ 0	\$ 0	\$ 0	\$ 0
One Percent for Art	\$ 0	\$ 0	\$ 0	\$ 0
Occupancy Costs	\$ 0	\$ 0	\$ 0	\$ 0
Inflationary Adjustment	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 43,000</b>	<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

**IMPACT ON STATE OPERATING COSTS**

Cost Category	FY 2026	FY 2028	FY 2030
IT Costs	\$ 0	\$ 0	\$ 0
Operating Budget Impact (\$)	\$ 0	\$ 0	\$ 0
Operating Budget Impact (FTE)	0	0	0

**SOURCE OF FUNDS FOR DEBT SERVICE PAYMENTS**

	Amount	Percent of Total
General Fund	\$ 18,500	100 %

**SOURCE OF FUNDS FOR DEBT SERVICE PAYMENTS**

	Amount	Percent of Total
User Financing	\$ 0	0 %

**STATUTORY REQUIREMENTS**

The following requirements will apply to projects after adoption of the bonding bill.

Has the project owner requesting state funds reviewed and agree to meet the applicable capital requirements listed in the “Statutory Requirements” below and in the “Capital Budget Requirements” section of the MMB Capital Budget Instruction documents?	Yes
Is this project exempt from legislative review under M.S. 16B.335 subd. 1a?	Yes
<b>Predesign Review (M.S. 16B.335 subd. 3):</b>	
Does this request include funding for predesign?	N/A
Has the predesign been submitted to the Department of Administration?	N/A
Has the predesign been approved by the Department of Administration?	N/A
<b>Will the project design meet the Sustainable Building Guidelines under M.S. 16B.325?</b>	N/A
<b>Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources (M.S. 16B.335 subd. 4 and 16B.32)?</b>	N/A
<b>Have Information Technology Review Preconditions been met (M.S. 16B.335 subd. 5 &amp; 6)?</b>	N/A
<b>Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13)?</b>	Yes
<b>Will the project meet public ownership requirements (M.S. 16A.695)?</b>	Yes
<b>Will a use agreement be required (M.S. 16A.695 subd. 2)?</b>	No
<b>Will program funding be reviewed and ensured (M.S. 16A.695 subd. 5)?</b>	Yes
<b>Will the matching funds requirements be met (M.S. 16A.86 subd. 4)?</b>	N/A
<b>Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642): December 31, 2030?</b>	Yes
<b>M.S. 16A.502 and M.S. 16B.31 (2): Full Funding Required</b>	
<b>M.S. 473.4485: Guideway Project</b>	
Is this a Guideway Project?	N/A
Is the required information included in this request?	N/A

**Reinvest in Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP)**

**AT A GLANCE**

<b>2026 Request Amount:</b>	\$40,000
<b>Priority Ranking:</b>	2
<b>Project Summary:</b>	\$40 million in GO bonds is requested to acquire conservation easements from landowners to preserve, restore, create, and enhance wetlands and associated uplands of prairie and grasslands, as well as restore and enhance rivers and streams, riparian lands, and associated uplands to protect soil and water quality, support fish and wildlife habitat, reduce flood damage, increase climate resiliency, and provide other public benefits.

**Project Description**

The Reinvest in Minnesota (RIM) Reserve program is a critical component of the state’s efforts to improve water quality by reducing soil erosion, phosphorus, and nitrogen loading, to improve wildlife habitat and water attenuation, and to increase climate resiliency on private lands. The RIM Reserve program compensates landowners for granting conservation easements and establishing native vegetation that improves both water quality and habitat on economically marginal, flood-prone, environmentally sensitive, or highly erodible lands. The program protects the state’s water and soil resources by permanently restoring wetlands, grassland wildlife habitat complexes, and riparian buffers, and protecting existing high quality land cover. BWSR acquires conservation easements to protect, restore, and manage critical natural resources on private lands. BWSR provides statewide program coordination and administration and implementation at the local level is accomplished by Soil & Water Conservation Districts (SWCDs). This project would secure easements throughout Minnesota.

**Project Rationale**

The state has invested heavily in assessing water quality and wildlife habitat. There are numerous reports that document water quality impairments and declining habitat. This project will improve water quality, protect sources of drinking water, protect and restore watercourses, and provide wildlife habitat through permanent protection of sensitive landscapes, and restoration of buffers, wetlands, and wellhead areas. Easements could be secured under a state-only funded easement or under the current federal Conservation Reserve Enhancement Program (CREP) agreement with USDA. Securing easements within the CREP area will be a priority due to the possibility of leveraging federal funds. The CREP agreement was amended in January 2025, which extended the life of the agreement, added a conservation practice, increased the maximum acres, and added 12 counties where CREP is available. The request of \$40M will create significant opportunities for landowners in the 66 CREP counties and will replace the \$2.848M in general fund grassland funding lost for FY2026.

## **Project Timeline**

Easements will be recorded within 18 months of receiving applications. Restoration, where necessary, will occur within three years of the easement recording.

## **Other Considerations**

Landowner interest continues to be strong in RIM and CREP easements, whether to enroll into easements on marginal land with restoration or to protect existing high quality sensitive natural areas.

## **Impact on Agency Operating Budgets**

BWSR will utilize these funds for landowner payments and program support. Up to \$3.7 million is necessary to support engineering and easement acquisition functions and for establishment of conservation practices on easement lands.

## **Description of Previous Appropriations**

Since 2014, Capital Investment funds have provided a total of \$37.7M towards the RIM program (including CREP but not disaster relief). This year's request would be for easements either enrolled via CREP or RIM-only easements that are not part of the CREP federal partnership. Bonding has been a historically consistent source of RIM funding.

2020: \$1 million in GO bonds

2023: \$10.7 million in GO bonds

## **Project Contact Person**

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## **Governor's Recommendation**

The Governor recommends \$9 million in general obligation bonds for this request.

**Water and Soil Resources Board**

**Project Detail**

(\$ in thousands)

**Reinvest in Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP)**

<b>PROJECT FUNDING SOURCES</b>				
<b>Funding Source</b>	<b>Six Prior Years</b>	<b>FY 2026</b>	<b>FY 2028</b>	<b>FY 2030</b>
<b>State Funds Appropriated and Requested</b>				
General Obligation Bonds	\$ 11,700	\$ 40,000	\$ 0	\$ 0
<b>State Funds Pending</b>				
<b>Non-State Funds Already Committed</b>				
<b>Non-State Funds Pending</b>				
<b>TOTAL</b>	<b>\$ 11,700</b>	<b>\$ 40,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

<b>TOTAL PROJECT COSTS</b>				
<b>Cost Category</b>	<b>Six Prior Years</b>	<b>FY 2026</b>	<b>FY 2028</b>	<b>FY 2030</b>
Property Acquisition	\$ 8,459	\$ 28,920	\$ 0	\$ 0
Predesign Fees	\$ 0	\$ 0	\$ 0	\$ 0
Design Fees	\$ 234	\$ 800	\$ 0	\$ 0
Project Management	\$ 199	\$ 680	\$ 0	\$ 0
Construction	\$ 2,808	\$ 9,600	\$ 0	\$ 0
Relocation Expenses	\$ 0	\$ 0	\$ 0	\$ 0
One Percent for Art	\$ 0	\$ 0	\$ 0	\$ 0
Occupancy Costs	\$ 0	\$ 0	\$ 0	\$ 0
Inflationary Adjustment	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 11,700</b>	<b>\$ 40,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

<b>IMPACT ON STATE OPERATING COSTS</b>			
<b>Cost Category</b>	<b>FY 2026</b>	<b>FY 2028</b>	<b>FY 2030</b>
IT Costs	\$ 0	\$ 0	\$ 0
Operating Budget Impact (\$)	\$ 0	\$ 0	\$ 0
Operating Budget Impact (FTE)	0	0	0

<b>SOURCE OF FUNDS FOR DEBT SERVICE PAYMENTS</b>		
	<b>Amount</b>	<b>Percent of Total</b>
General Fund	\$ 40,000	100 %
User Financing	\$ 0	0 %

**STATUTORY REQUIREMENTS**

The following requirements will apply to projects after adoption of the bonding bill.

Has the project owner requesting state funds reviewed and agree to meet the applicable capital requirements listed in the “Statutory Requirements” below and in the “Capital Budget Requirements” section of the MMB Capital Budget Instruction documents?	Yes
Is this project exempt from legislative review under M.S. 16B.335 subd. 1a?	No
<b>Predesign Review (M.S. 16B.335 subd. 3):</b>	
Does this request include funding for predesign?	N/A
Has the predesign been submitted to the Department of Administration?	N/A
Has the predesign been approved by the Department of Administration?	N/A
<b>Will the project design meet the Sustainable Building Guidelines under M.S. 16B.325?</b>	N/A
<b>Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources (M.S. 16B.335 subd. 4 and 16B.32)?</b>	N/A
<b>Have Information Technology Review Preconditions been met (M.S. 16B.335 subd. 5 &amp; 6)?</b>	N/A
<b>Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13)?</b>	N/A
<b>Will the project meet public ownership requirements (M.S. 16A.695)?</b>	Yes
<b>Will a use agreement be required (M.S. 16A.695 subd. 2)?</b>	N/A
<b>Will program funding be reviewed and ensured (M.S. 16A.695 subd. 5)?</b>	N/A
<b>Will the matching funds requirements be met (M.S. 16A.86 subd. 4)?</b>	
<b>Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642): December 31, 2030?</b>	Yes
<b>M.S. 16A.502 and M.S. 16B.31 (2): Full Funding Required</b>	Yes
<b>M.S. 473.4485: Guideway Project</b>	
Is this a Guideway Project?	N/A
Is the required information included in this request?	N/A

## Water Quality and Storage Program

**AT A GLANCE****2026 Request Amount:** \$9,000**Priority Ranking:** 3

**Project Summary:** \$9 million in general fund cash is requested to construct water storage projects to control runoff and reduce runoff volume to protect infrastructure from flooding, improve water quality, and to mitigate climate change impacts. These projects slow down and/or temporarily hold back water before it enters a stream or river, helping to mitigate the negative impacts from more frequent and intense rainfall events.

**Project Description**

The Water Quality and Storage Program has been extremely successful over the past four years by providing funds to local partners to construct storage in the Minnesota River Basin and the Lower Mississippi River Basin in Minnesota. This area of the state is especially susceptible to erosion of its ditches and rivers due to large storm events. Reducing the peak flow rates in these systems is key to improving the water quality in the Minnesota River and the Mississippi River.

Each site is selected based on its ability to reduce runoff rates or runoff volume and each site has measurable flood reduction benefits or water quality benefits. This program supports the state's Climate Action Framework through adaptation to the more intense and frequent rainfall events that flood our cropland, roads, and other infrastructure and also mitigation by replacing lost wetlands throughout the state. The funds for the Water Quality and Storage Program pay for final design, construction, and easements for the storage sites.

Projects funded by the Water Quality and Storage Program are typically storage ponds, restored wetlands, and large outlet control structures placed on ravines to slowly release runoff.

**Project Rationale**

While this program supports the individuals living near the newly constructed projects, it also supports many of state strategies. For example, this work directly aligns with the Climate Action Framework Initiative by better managing our agricultural landscapes to hold water and reduce runoff. The Nutrient Reduction Strategy estimates that 29% of the statewide phosphorus load and 73% of the state's nitrogen load is due to agricultural practices. Water storage practices to hold back sediment are a key best management practice to reduce total phosphorus, and best management practices such as wetland restorations are the best way to reducing the nitrogen in our agricultural runoff. Lastly, in the Sediment Reduction Strategy for the Minnesota River Basin, there is a call to reduce peak streamflow in order to reduce near channel erosion. Reduced flows will be a direct result of

implementing storage projects throughout the basin.

### **Project Timeline**

The Board of Water and Soil Resources (BWSR) can typically approve funding for projects within six months. Final design and construction can take anywhere from 12 months to 24 months depending on the complexity of the project and the number of landowners involved.

### **Other Considerations**

BWSR has found that the Water Quality and Storage program is one area where conservation efforts are very supported by landowners that benefit from drainage systems. While the goal of drainage systems is usually to remove water from the landscape quickly, BWSR has found that by offering storage as a solution that is paid for mostly by the state, landowners are willing to be more creative with holding back their runoff.

### **Impact on Agency Operating Budgets**

The majority of the funds will be allocated for construction and easements. Up to \$300,000 will be used for an operating budget to oversee grant funds, partner support, and project evaluation.

### **Description of Previous Appropriations**

FY22-23: \$2 million general fund

FY24-25: \$17 million general fund

### **Project Contact Person**

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### **Governor's Recommendation**

The Governor does not recommend capital funding for this request.



(\$ in thousands)

Water Quality and Storage Program

**PROJECT FUNDING SOURCES**

Funding Source	Six Prior Years	FY 2026	FY 2028	FY 2030
<b>State Funds Appropriated and Requested</b>				
General Fund Cash	\$ 19,000	\$ 9,000	\$ 0	\$ 0
<b>State Funds Pending</b>				
	\$	\$	\$	\$
<b>Non-State Funds Already Committed</b>				
<b>Non-State Funds Pending</b>				
Other Local Government Funds	\$ 0	\$ 800	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 19,000</b>	<b>\$ 9,800</b>	<b>\$ 0</b>	<b>\$ 0</b>

**TOTAL PROJECT COSTS**

Cost Category	Six Prior Years	FY 2026	FY 2028	FY 2030
Property Acquisition	\$ 2,100	\$ 1,000	\$ 0	\$ 0
Predesign Fees	\$ 0	\$ 0	\$ 0	\$ 0
Design Fees	\$ 3,200	\$ 1,700	\$ 0	\$ 0
Project Management	\$ 900	\$ 600	\$ 0	\$ 0
Construction	\$ 12,800	\$ 6,500	\$ 0	\$ 0
Relocation Expenses	\$ 0	\$ 0	\$ 0	\$ 0
One Percent for Art	\$ 0	\$ 0	\$ 0	\$ 0
Occupancy Costs	\$ 0	\$ 0	\$ 0	\$ 0
Inflationary Adjustment	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 19,000</b>	<b>\$ 9,800</b>	<b>\$ 0</b>	<b>\$ 0</b>

**IMPACT ON STATE OPERATING COSTS**

Cost Category	FY 2026	FY 2028	FY 2030
IT Costs	\$ 0	\$ 0	\$ 0
Operating Budget Impact (\$)	\$ 0	\$ 0	\$ 0
Operating Budget Impact (FTE)	0	0	0

**SOURCE OF FUNDS FOR DEBT SERVICE PAYMENTS**

	Amount	Percent of Total
General Fund	\$ 0	
User Financing	\$ 0	

**STATUTORY REQUIREMENTS**

The following requirements will apply to projects after adoption of the bonding bill.

Has the project owner requesting state funds reviewed and agree to meet the applicable capital requirements listed in the “Statutory Requirements” below and in the “Capital Budget Requirements” section of the MMB Capital Budget Instruction documents?	Yes
Is this project exempt from legislative review under M.S. 16B.335 subd. 1a?	Yes
<b>Predesign Review (M.S. 16B.335 subd. 3):</b>	
Does this request include funding for predesign?	N/A
Has the predesign been submitted to the Department of Administration?	N/A
Has the predesign been approved by the Department of Administration?	N/A
<b>Will the project design meet the Sustainable Building Guidelines under M.S. 16B.325?</b>	N/A
<b>Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources (M.S. 16B.335 subd. 4 and 16B.32)?</b>	N/A
<b>Have Information Technology Review Preconditions been met (M.S. 16B.335 subd. 5 &amp; 6)?</b>	N/A
<b>Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13)?</b>	N/A
<b>Will the project meet public ownership requirements (M.S. 16A.695)?</b>	N/A
<b>Will a use agreement be required (M.S. 16A.695 subd. 2)?</b>	N/A
<b>Will program funding be reviewed and ensured (M.S. 16A.695 subd. 5)?</b>	N/A
<b>Will the matching funds requirements be met (M.S. 16A.86 subd. 4)?</b>	
<b>Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642): December 31, 2030?</b>	Yes
<b>M.S. 16A.502 and M.S. 16B.31 (2): Full Funding Required</b>	Yes
<b>M.S. 473.4485: Guideway Project</b>	
Is this a Guideway Project?	N/A
Is the required information included in this request?	N/A

**Restored Wetlands Asset Preservation**

**AT A GLANCE**

**2026 Request Amount:** \$2,000

**Priority Ranking:** 4

**Project Summary:** \$2 million in GO bonds is requested to preserve the aging wetland restoration projects throughout the state, which includes major modifications or replacement of infrastructure such as cement outlet structures or steel sheet pile weirs. These are necessary modifications required to state-owned infrastructure that have reached the end of lifespan or have been damaged during flood events - these are not maintenance issues or minor repairs.

**Project Description**

The requested funds would be used to replace failing or near-failing infrastructure of our wetland restoration sites throughout the state. These are large infrastructure projects, such as large concrete culverts and manholes, or steel sheet pile weirs that are driven 10-20 feet into the ground to support the structure above the ground - they are not minor repairs or maintenance activities.

The number of sites that can be preserved will depend on the final construction cost of each site, but BWSR estimates that with \$2M BWSR will be able to preserve approximately 85 wetland restorations.

**Project Rationale**

BWSR has been designing and restoring wetlands in Minnesota since the 1980s, and older projects have hit the end of their design lifespan. The harsh conditions of freeze/thaw cycles, numerous floods, and even vandalism at these sites can result in failure or near failure of the restoration sites. Upon failure, these sites may no longer act as wetlands or provide the wetland restoration characteristics that benefit our state, such as improved hydrology, upland storage for groundwater recharge, flood prevention, and flow regulation to reduce erosion. It is much more cost effective to restore or replace the failing infrastructure than to secure new easements and design and construct a new wetland project.

A number of wetland restorations in Minnesota have reached the end of their design lifespan or have become damaged due to harsh weather conditions. There has been no plan or funding in place to preserve these sites, and a failed site will not provide the same benefits as the original restoration. In addition, design and construction of a new wetland restoration site is much more expensive than preserving an existing site.

**Project Timeline**

The Board of Water and Soil Resources already has a list of 26 sites that are in need of infrastructure replacement or updates. Work can begin on these sites as soon as funding becomes available. New sites are added to this list as they are reported by the Soil & Water Conservation Districts (SWCDs) or are evaluated by BWSR staff.

### **Other Considerations**

#### **Impact on Agency Operating Budgets**

Approximately \$250,000 will be used by BWSR for design of the infrastructure replacement and development of cost estimates and bidding documents. The remaining \$1.75M will be used for preservation of the wetland restoration sites.

#### **Description of Previous Appropriations**

#### **Project Contact Person**

Andrea Fish  
Assistant Director, Strategy and Operations  
612-616-5112  
andrea.fish@state.mn.us

#### **Governor's Recommendation**

The Governor does not recommend capital funding for this request.

(\$ in thousands)

Restored Wetlands Asset Preservation

PROJECT FUNDING SOURCES

Funding Source	Six Prior Years	FY 2026	FY 2028	FY 2030
<b>State Funds Appropriated and Requested</b>				
General Obligation Bonds	\$ 0	\$ 2,000	\$ 0	\$ 0
<b>State Funds Pending</b>				
<b>Non-State Funds Already Committed</b>				
<b>Non-State Funds Pending</b>				
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 2,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

TOTAL PROJECT COSTS

Cost Category	Six Prior Years	FY 2026	FY 2028	FY 2030
Property Acquisition	\$ 0	\$ 0	\$ 0	\$ 0
Predesign Fees	\$ 0	\$ 0	\$ 0	\$ 0
Design Fees	\$ 0	\$ 250	\$ 0	\$ 0
Project Management	\$ 0	\$ 50	\$ 0	\$ 0
Construction	\$ 0	\$ 1,700	\$ 0	\$ 0
Relocation Expenses	\$ 0	\$ 0	\$ 0	\$ 0
One Percent for Art	\$ 0	\$ 0	\$ 0	\$ 0
Occupancy Costs	\$ 0	\$ 0	\$ 0	\$ 0
Inflationary Adjustment	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 2,000</b>	<b>\$ 0</b>	<b>\$ 0</b>

IMPACT ON STATE OPERATING COSTS

Cost Category	FY 2026	FY 2028	FY 2030
IT Costs	\$ 0	\$ 0	\$ 0
Operating Budget Impact (\$)	\$ 0	\$ 0	\$ 0
Operating Budget Impact (FTE)	0	0	0

SOURCE OF FUNDS FOR DEBT SERVICE PAYMENTS

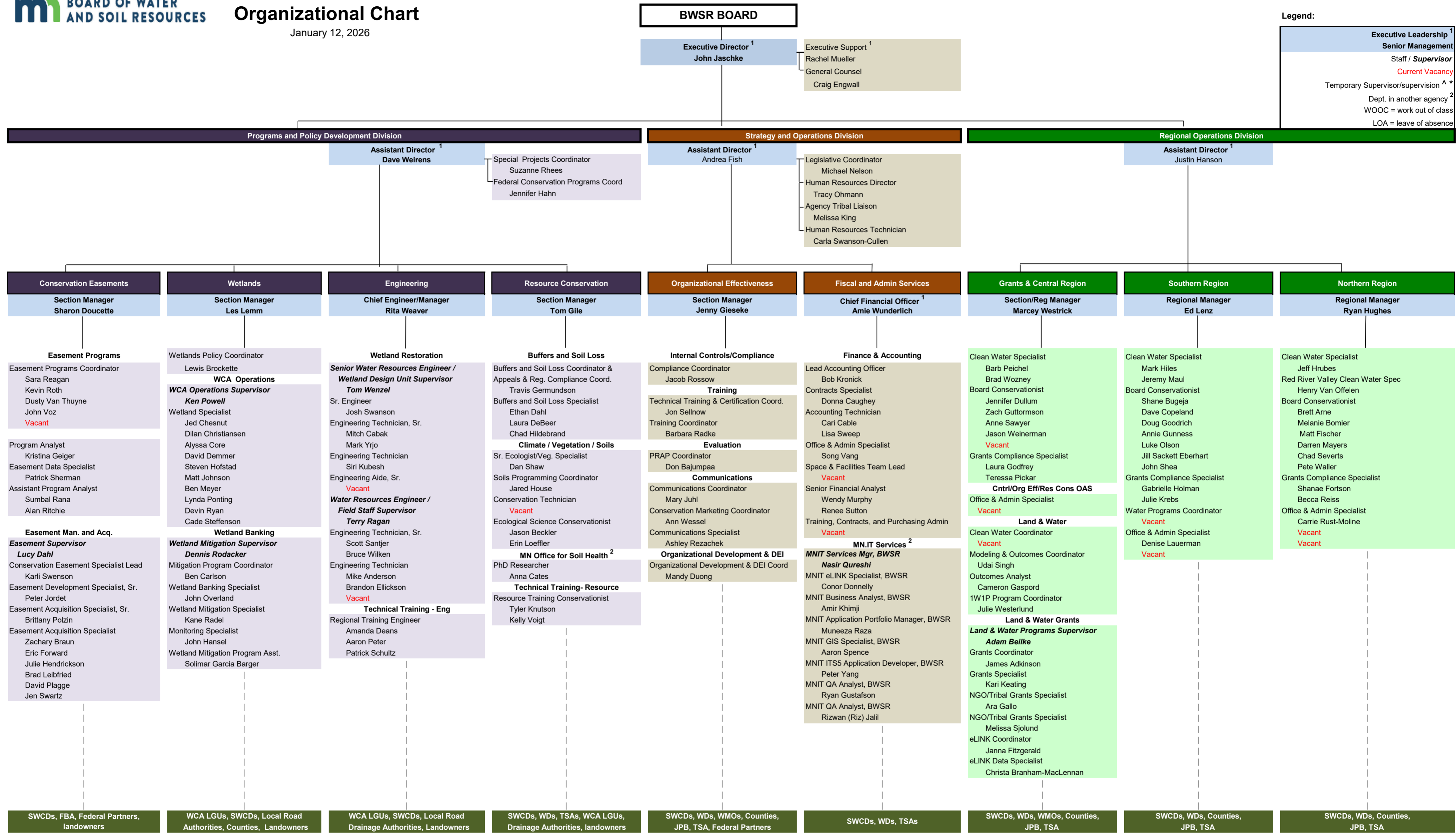
	Amount	Percent of Total
General Fund	\$ 2,000	100 %
User Financing	\$ 0	0 %

**STATUTORY REQUIREMENTS**

The following requirements will apply to projects after adoption of the bonding bill.

Has the project owner requesting state funds reviewed and agree to meet the applicable capital requirements listed in the “Statutory Requirements” below and in the “Capital Budget Requirements” section of the MMB Capital Budget Instruction documents?	Yes
Is this project exempt from legislative review under M.S. 16B.335 subd. 1a?	Yes
<b>Predesign Review (M.S. 16B.335 subd. 3):</b>	
Does this request include funding for predesign?	N/A
Has the predesign been submitted to the Department of Administration?	N/A
Has the predesign been approved by the Department of Administration?	N/A
<b>Will the project design meet the Sustainable Building Guidelines under M.S. 16B.325?</b>	N/A
<b>Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources (M.S. 16B.335 subd. 4 and 16B.32)?</b>	N/A
<b>Have Information Technology Review Preconditions been met (M.S. 16B.335 subd. 5 &amp; 6)?</b>	N/A
<b>Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13)?</b>	N/A
<b>Will the project meet public ownership requirements (M.S. 16A.695)?</b>	N/A
<b>Will a use agreement be required (M.S. 16A.695 subd. 2)?</b>	N/A
<b>Will program funding be reviewed and ensured (M.S. 16A.695 subd. 5)?</b>	N/A
<b>Will the matching funds requirements be met (M.S. 16A.86 subd. 4)?</b>	
<b>Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642): December 31, 2030?</b>	Yes
<b>M.S. 16A.502 and M.S. 16B.31 (2): Full Funding Required</b>	Yes
<b>M.S. 473.4485: Guideway Project</b>	
Is this a Guideway Project?	N/A
Is the required information included in this request?	N/A

**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







## 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		

# 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: \_\_\_\_\_