## BOARD OF WATER AND SOIL RESOURCES 520 LAFAYETTE ROAD NORTH ST. PAUL, MN 55155 WEDNESDAY, MAY 28, 2025

## <u>AGENDA</u>

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

PLEDGE OF ALLEGIANCE

**ADOPTION OF AGENDA** 

## **MINUTES OF APRIL 23, 2025 BOARD MEETING**

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

## CONFLICT OF INTEREST DECLARATION

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

#### REPORTS

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

#### AGENCY REPORTS

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

## **ADVISORY COMMENTS**

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

## COMMITTEE RECOMMENDATIONS

## Grants Program and Policy Region Committee

- 1. Grant Noncompliance Policy Revision Adam Beilke DECISION ITEM
- 2. Funding Recommendations for the FY26 Water Quality and Storage Program Grants Rita Weaver – **DECISION ITEM**

## **RIM Reserve Committee**

- 1. RIM Easement Alteration Request for Blue Earth County Road Improvements Easement #07-20-99-01 – Karli Swenson – **DECISION ITEM**
- 2. RIM Easement Alteration Request-Easement 21-18-01-01-C Douglas County-Nathe Karli Swenson – **DECISION ITEM**
- 3. ACUB Easement Alteration Request Easement 49-01-12-04 Morrison County Kroll– Karli Swenson – **DECISION ITEM**

## Water Management and Strategic Planning Committee

1. Update on BWSR's Strategic Plan – Jenny Gieseke – **INFORMATION ITEM** 

## Wetland Conservation Committee

1. Wetland Conservation Act Rulemaking Update – Les Lemm and Ken Powell – INFORMATION ITEM

## UPCOMING MEETINGS

- Central Region Committee is scheduled for June 2<sup>nd</sup> at 2:30 p.m. in St. Paul and by MS Teams.
- RIM Reserve Committee is scheduled for June 9<sup>th</sup> at 10:00 a.m. in St. Paul and by MS Teams.
- BWSR Board meeting is scheduled for June 25<sup>th</sup> at 9:00 a.m. in St. Paul and by MS Teams.

#### ADJOURN

## **University of Minnesota Extension**

Agency Report provided by Joel Larson

- The 2025 MN Water Resources Conference will be held on October 14-15 at the RiverCentre in St. Paul. Registration should open in late summer, and we will share that when it is available.
- We are partnering with the MN Grazing Lands Conservation Association to host a series of field days across the state focused on the benefits of crop and livestock integration and how it can improve soil health and provide financial benefits. More information on the events can be found at the MNGLCA events website (https://www.mnglca.org/events).
- Extension will be hosting the annual Field School for Ag Professionals on July 29 and 30 on the University's St. Paul campus. It is a hands-on program for farming professionals and will include sessions on soil assessment and cover crop establishment.

## **Producers' work with Martin SWCD** targets Fairmont city water supply



NATER

LEGACY

AMENDMENT

YOUR Clean Water

Fund AT WORK

**RELATED WORK:** 

Martin County an \$882,000 Clean

Water Fund grant

nutrient treatment

in 2022 for a

train to reduce

to Amber Lake.

pollutant-loading

which flows from

Hall Lake to Budd

Lake. Contractors

nutrient treatment

built an 8-acre

wetland and an

8,000-linear-foot

two-stage ditch.

Tile installation is

set for this season.

Estimated annual

reductions: 12,827

pounds of nitrate,

total phosphorus,

463 pounds of

29 tons of sediment.

**BWSR** awarded

AND &



AIRMONT — The Martin Soil and Water Conservation District (SWCD) is poised to work with producers on the second phase of Clean Water Fund-backed work affecting Fairmont's drinking water.

The city of about 10,250 draws its municipal water supply from Budd Lake, part of the nutrient-impaired Fairmont Chain of Lakes. In May 2016 nitrate levels exceeded 10 parts per million (ppm), the U.S. Environmental Protection Agency's (EPA) standard for safe drinking water. The <u>Minnesota Department of Health</u> (MDH) links nitrates to health concerns.

Fairmont solved the 2016 issue by drawing from a backup well. But water quality improvement work continues. Clean Water Fund grants the Minnesota Board of Water and Soil Resources (BWSR) awarded to the Martin SWCD in 2019 and 2025 are part of that effort. Those grants focus on two subwatersheds draining to Budd Lake: Dutch Creek and Hall Lake.

With 100% of costs covered by \$92,150 in Clean Water Funds and \$43,060 in EPA grant dollars via the Minnesota Pollution Control Agency (MPCA), producers installed five grassed waterways, three water and sediment control basins and two saturated buffers.

Together, those projects will keep an

**66** Farmers are the first defense in land stewardship. If we don't take care of it, then it doesn't happen.

— Kate Rosenberg, Martin County producer

estimated 1,002 pounds of nitrogen, 52 pounds of phosphorus, 123 tons of sediment and 248 tons of soil out of the chain of lakes annually. One pound of phosphorus can feed up to 500 pounds of algae.

"Having this really targeted area allows you to focus your energy and efforts on specific, critical areas, and having this grant gave us the staff time to do that," said Martin SWCD Manager Ashley Brenke. "We normally don't do saturated buffers, so that was one practice we were able to install that we probably wouldn't have otherwise."

The Dutch Creek subwatershed is the largest of the two that drain to Budd Lake. Land-use is primarily agricultural.

"Farmers are the first defense in land stewardship. If we don't take care of it, then it doesn't happen," said Kate Rosenberg.

Center: Martin SWCD outreach coordinator Jesse Walters and Kate Rosenberg took a look at the soybean crop in July 2022 on land she farms in Rolling Green Township. Rosenberg worked with the Martin SWCD to install a series of water and sediment control basins in a field bordering Dutch Creek (right). The Clean Water Fund grant-supported project is part of the SWCD's nitratereduction work targeting watersheds that feed into Budd Lake, left, a source of city drinking water. Photo Credits: Ann Wessel, BWSR

Rosenberg, who farms about 1,000 acres with her husband, worked with the SWCD to install a series of three water and sediment control basins in a Rolling Green Township field bordering Dutch Creek, also known as County Ditch 2.

That field contains a draw that stretches back a half mile, draining about 55 acres. Existing grassed waterways couldn't handle the runoff. The water and sediment control basins curb erosion and nutrientloading by allowing the sediment to settle out.

"There is a clear benefit that the outlet tile at the ditch itself is repaired (and) the dike is higher so that we don't have (more) soil loss at that point," Rosenberg said.

The structure held up to heavy rains in June 2024.

"People driving by, observing projects and seeing that they are functioning properly and have a positive impact — those are all positive interactions that lead to more projects," said Martin SWCD outreach coordinator Jesse Walters.

With a \$260,000 Clean Water Fund grant awarded in 2025, the Martin SWCD will offer incentives for practices including up to 55 acres of new enrollments in the federal Conservation Reserve Program (CRP) and 700 acres of split-rate nitrogen application; and cost-share for seven high-



The city of Fairmont supplies about 3,900 residential users with drinking water.

**66** I think there's a lot of people that care a lot about the water quality in the Fairmont Chain of Lakes, and I think it takes all of those people and more to make improvements.



— Jesse Walters, Martin SWCD outreach coordinator

priority structural practices identified in Fairmont's Surface Water Intake Protection Plan.

That list reflects some of the things landowners were interested in that weren't covered under the 2019 grant.

Before approaching producers, SWCD staff run computer modeling to see what projects might work where. Producers are primarily interested in the cost and how projects would fit with their farming practices and equipment. The 2025 grant and leveraged funding — including continuing EPA funds targeting the



VIDEO: in <u>"Fairmont Drinking</u> <u>Water Treatment,"</u> Water and Wastewater Superintendent Brady Powers explains how the city treats its drinking water, which is drawn from the Fairmont Chain of Lakes.

Dutch Creek and Hall Lake subwatersheds, made available through the EPA's Small Watersheds Focus program — may cover up to 100% of the cost.

Walters meets with

producers in the field. If the computer model doesn't fit their operation, they might discuss other options.

"We've also seen increases in other programs that aren't funded by this grant, like Jesse's done a great job working on some CREP (Conservation Reserve Enhancement Program) projects," Brenke said. "So we've seen an increase in those projects in this small watershed compared to other parts of the county just because we're doing that targeted landowner outreach."

Practices supported by the 2019 Clean Water Fund grant are treating 550 acres within the 26,000-acre Fairmont Drinking Water Supply Management Area.

"I think there's a lot of people that care a lot about the water quality in the Fairmont Chain of Lakes, and I think it takes all of those people and more to make improvements within the Fairmont Chain of Lakes," Walters said. "It can take efforts beyond what we can do to see noticeable improvements."

Project partners include the city of Fairmont, Martin County, the Martin County Drainage Authority, the Minnesota Department of Agriculture, the MDH, the MPCA and BWSR.

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

## In La Crescent, HELP grant sparks community, habitat connections



A CRESCENT — The city of La Crescent has cut mowing costs, eliminated maintenance hazards and beautified stretches of rights-of-way, steep slopes and bits of city parks by replacing turf grass with native plants.

66 (Now) they won't have to mow it all the time maybe once every couple of years. So. Save money. Save time. And we've got more habitat, and in most people's opinions, we have better aesthetics out there, too.





— Dan Wermager, Root River SWCD technician

> Projects completed from spring 2023 through fall 2024 with Habitat Enhancement Landscape Pilot (HELP) grant funds from the Minnesota Board

of Water and Soil Resources (BWSR) tripled the 11-plus acres of existing native plantings on city-owned land — establishing 12.2 acres of prairie plantings, increasing plant diversity on 7.9 acres, and clearing invasive brush on 2.2 acres of dry bluff prairies.

The La Crescent projects accounted for \$7,890 of the \$40,000 HELP grant BWSR awarded to the Root River Soil & Water Conservation District (SWCD) in 2022 to enhance pollinator habitat in Houston County. The city's \$6,545 contribution — well over the 25% match required by the grant included site preparation, seeding, brush removal and planting costs.

"We as a city saw the benefit of trying to work with the HELP grant and native prairie restoration," said La Crescent Sustainability Coordinator Jason Ludwigson, whose job involves implementing the voluntary <u>Minnesota</u> This Veterans Park site is one of 16 in La Crescent supported by a HELP grant. **Photo Credits:** Jason Ludwigson, city of La Crescent



HELP PILOT, PROGRAM: An Environment and Natural **Resources Trust** Fund appropriation supported the cost-share Habitat Enhancement Landscape Pilot grant program, meant to restore and enhance strategically located, diverse native habitats to benefit pollinators, beneficial insects, and overall plant and animal diversity. No longer a pilot. HELP is now the Habitat Enhancement Landscape Program. The Minnesota Legislature in 2023 allocated \$4 million to BWSR for the program. BWSR received \$7.9 million in requests from 38 organizations and local governments; it awarded \$3.6 million to 13 organizations and local governments. The pilot required a 25% match; the program requires a

10% match.

#### GreenStep Cities program.

"One (benefit) is to reduce city maintenance costs. There's guite a few open spaces within the city that city staff actively maintain — and particularly that involve mowing. A lot of those spaces are pretty steep, difficult to mow, particularly in wet conditions," Ludwigson said. And mowing is typically a job for the less experienced, seasonal workers. "So there's a safety consideration there."

Ludwigson said pockets of deep-rooted native plants

— five of them bordering stormwater ponds in the Pine Creek watershed also could help to improve water quality by filtering runoff bound for the Mississippi River. That, in turn,



O'Donnell-Ebner

would help to mitigate flooding and manage stormwater.

Public works staff suggested locations for some of the 16 sites — focusing on mowed, unused open areas. The city council supported the endeavor.

"Particularly in a small town, we have a limited budget. So any time we can partner and get that extra (grant) funding ... it gives us a chance to add more to the community than we otherwise would be able to budget on our own," said at-large La Crescent City Council Member Teresa O'Donnell-Ebner.



The city worked with the Root River SWCD to select site-specific seed mixes. This planting surrounding a stormwater pond, seen from Veterans Park, included sedges, rushes, grasses and wildflowers. Five of the 16 HELP grant-supported sites in the city border stormwater ponds in the Pine Creek watershed.

## Related SWCD work, MPCA program

ROOT RIVER SWCD HELP GRANT-FUNDED WORK: With the \$40,000 HELP grant, the Root

River SWCD provided \$25,000 in direct financial assistance. The balance covered the SWCD's technical and administrative time. Besides the La Crescent sites, the grant supported work to improve native cover — which can shelter pheasants and deer and pollinator habitat on existing Reinvest in Minnesota (RIM) Reserve easements in Houston County. During spot checks of RIM easements, SWCD staff noticed that non-native plants, cool-season grasses and weeds were overtaking some sites. "That wasn't the intent of the easements. We wanted to preserve more native habitat. If we could find a way to convert them back to natives without being a huge burden on the

Funded by an Environment and Natural Resources Trust Fund (ENRTF) appropriation, HELP pilot grants aimed to restore and enhance strategically located, diverse native habitats to benefit pollinators and beneficial insects, and overall plant and animal diversity.

In La Crescent, forb-heavy seed mixes tailored to site conditions will attract a variety of pollinators, beneficial insects and birds. The sites also will provide landowner, it seemed like a good opportunity," said Dan Wermager, Root River SWCD technician.

Those four RIM sites involved: 16.5 acres of new seeding; 2.6 acres of new seeding plus 1.2 acres of tree and shrub planting; 3.68 acres of new seeding; 0.78 acre of tree and shrub plantings.

#### MINNESOTA GREENSTEP

CITIES: La Crescent joined the Minnesota Pollution Control Agency's voluntary challenge, assistance and recognition program in 2015. The goal of the free, continuous <u>improvement</u> program based on 29 best practices is to help cities achieve sustainability and quality-oflife goals. The actions focus on reducing energy use and encouraging civic innovation.

habitat for salamanders, lizards and turtles.

"We're mimicking nature. ... Restoring nature, in this case," said Root River SWCD technician Dan Wermager, who applied for the grant. He worked with city staff to finalize seed mixes and locations, cross-referencing maps to prioritize sites where public land and suitable pollinator habitat aligned.

The seed mix for one stormwater basin site

contained nine grass, six sedge, three rush and 18 wildflower species. A drier site mix contained seven grass, two sedge and 27 wildflower species. Wildflower mixes are chosen to ensure that something is blooming spring through fall.

Wildflowers seeded in 2023 bloomed later that year. Signs explain what's happening at high-profile sites where plants are becoming established. O'Donnell-Ebner said the sites can show residents what might grow in their own yards.

Ludwigson fielded calls from about 10 residents seeking advice about completing similar projects on their own. Five residents installed projects, which ranged from a rain garden to an entire backyard that used the same seed mix as an adjacent HELP grant-funded park planting.

As he has traveled throughout the state, Ludwigson said he has seen thousands of idle, mowed acres that would be ideal candidates for the <u>Habitat</u> <u>Enhancement Landscape</u> <u>Program</u>. When he delivers presentations about La Crescent's prairie plantings, Ludwigson encourages other communities to consider doing something similar.

"I think the biggest deterrent is a cultural deterrent," Ludwigson said, referring to the idea that only manicured lawns and gardens are acceptable. "(Establishing a project) gives people the societal permission. ... Oh, it's OK. The city's doing it; I can, too. That's where it can be most impactful."

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

## New wetland function assessment tool in the works for two-state area

etland regulators in Minnesota and Wisconsin will soon have a new tool available to more efficiently assess wetland functions related to water quality, hydrology and ecology. This updated tool will replace existing wetland assessment methods in both states.

Wetland functions can include storing water, transforming nutrients, growing living matter and supporting diverse wetland plants. Wetland functions can benefit the wetland itself, the surrounding ecosystems and the communities in which they are located.

Under Minnesota's Wetland Conservation Act (WCA), certain functions must be considered when regulating wetlands.

To more efficiently and accurately assess these wetland functions. natural resources agencies in Minnesota and Wisconsin collaborated to develop the Rapid Assessment Method (RAM) tool. A steering committee oversaw the project; participating agencies included the Minnesota Board of Water and Soil Resources (BWSR), the Minnesota Pollution Control Agency, the Minnesota Department of Natural Resources, the Wisconsin Department of Natural Resources, the U.S. Department of Environmental Protection (EPA) and the U.S. Army Corps of Engineers' St. Paul District. A professional consultant assisted with the effort.

Members of the steering committee field-tested the RAM tool in spring 2024, resulting in refinements and improvements. The tool is expected to be available to wetland regulators later this year, along with a user guide and supporting resources.

RAM tool functions were selected based on regulatory requirements for wetlands in Minnesota and Wisconsin. The tool assesses 17 specific hydrologic,



Members of a steering committee representing state agencies from Minnesota and Wisconsin plus two federal agencies field-tested the RAM tool in May 2024 at a Washington County wetland. Developers anticipate the tool will be available later this year. **Photo Credit: BWSR** 

water quality, ecological, climate and anthropogenic wetland functions. Like the current rapid response tool it's replacing, MN RAM, the new RAM tool will allow practitioners to assess wetland functional aspects in less than a day. The updated version modernizes and improves the methodology of the MN RAM tool, which was developed in the 1990s.

The RAM tool will help regulators evaluate wetland functions to inform regulatory and conservation decisions. For example, the tool can help determine which wetland functions a particular restoration project will enhance and improve. It can inform decisions about the amount and type of wetland mitigation needed. The tool can also help determine the amount and type of compensatory wetland mitigation banking credits generated by a wetland restoration, creation or other mitigation project. Overall monitoring, assessment and documentation about specific wetlands can also be stored and assessed using the tool.

"The RAM utilizes our best understanding

of modern wetland science and will provide an important perspective of wetland functions and values to inform decisions local government units make when managing wetland resources," said BWSR Wetland Specialist David Demmer, who was involved in the project.

Project planning began in 2020. The EPA supported the efforts with a \$393,312 Wetland Program Development Grant in late 2021. BWSR provided a \$65,552 state match from the agency's WCA general fund.

The RAM tool will primarily be used by professionals — such as local government staff, state agency employees, Tribal Government staff and private consultants who are involved in wetland restoration and mitigation efforts. The tool includes a desktop component and a field component: Users answer questions on a spreadsheet using a computer, tablet, or cellphone. The spreadsheet calculates function rankings based on user input.

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

# Pine SWCD targets Snake River water quality via forestry work





#### YOUR Clean Water Fund AT WORK

**Clean Water** Funds from the **Clean Water** Land & Legacy Amendment are the sole source of the non-competitive Watershed-Based Implementation Funding grants. Thirty-three percent of sales tax revenue from the Legacy Amendment, which Minnesota voters passed in 2008, is allocated to the Clean Water Fund.

**P** INE CITY — With a new forester and a new funding source, the Pine County Soil & Water Conservation District (SWCD) is poised to work with landowners within the Snake River watershed on forestry protection plans with water quality benefits.

The Minnesota Board of Water and Soil Resources (BWSR) awarded the Snake River Watershed Plan Partnership a non-competitive \$1,024,500 Watershed-Based Implementation Funding (WBIF) grant in 2024. Pine County is the fiscal agent for the partnership. Together, the Pine SWCD and Pine County administer the grant. The 1,010-square-mile watershed encompasses most of Kanabec, parts of Pine, Aitkin and Mille Lacs, and bits of Isanti and Chisago counties.

The work SWCD staff members are doing now will set up landowners for potential WBIF funding. The Snake River watershed partnership makes cost-share available for forestry related practices.

"Healthy, vigorous forest cover helps provide protection from soil loss and erosion, increases soil health, protects water quality (of) lakes, rivers and streams as well as water (storage) capacity," said Pine SWCD Manager Paul Swanson. "This protection of



Swanson

forestland is really critical in protecting our water resources in the county."

Swanson referred to Minnesota Department of Natural Resources <u>research</u> linking water quality

to watershed disturbance. The goal: permanently protect at least 75% of a watershed.

Seventy-five percent protection in priority areas is a long-term goal stated in the <u>Snake River Comprehensive</u> <u>Watershed Management Plan</u> (CWMP), too. Among the CWMP's 10-year goals: implement forestry best-management practices on at least 800 acres, complete forest stewardship plans on 5,000 acres within priority areas, and increase protected acres by 5% to 10%.

"Since Pine County is really in the southern part of the forested region of the state, we are focused on looking at land conversion and ... sprawl that's coming up from the metro area," Swanson said.

"One of our primary focuses is protecting forest cover in areas where we're seeing (areas at risk) of development, to try and protect forest cover to help maintain the higher water

Center: Cheryl Smetana McHugh shared a laugh with Pine SWCD forester Eddie Johnson, left, and Nick Foss, a forester who works in Pine and Kanabec counties, during a Nov. 8, 2024, walk through a 3-acre site on the Snake River. Left: A road divides a buckthorn-infested woods from the site McHugh is clearing of buckthorn. with the SWCD's technical assistance and financial contribution that offsets the cost. Right: McHugh's property borders the Snake River. Photo Credits: Ann Wessel, BWSR

VIDEO: <u>"Forestry</u> in the Snake River Watershed" quality that Pine County has — while still being cognitive that development is important," Swanson said.

The Kanabec and Pine SWCDs used WBIF funds to hire Nick Foss, a Foley native with a forestry degree from the University of Minnesota, to work within the Snake River watershed. He started in August 2024. Pine SWCD staff and Foss are focused on informing landowners about forestry protection options.

Cheryl Smetana McHugh's ongoing buckthorn removal is the first forestry project within the Pine County portion of the watershed since the CWMP was approved. It's also the SWCD's first experience with biological control — goats, in this case.

The SWCD used its own funds to support the work, a continuation of a project McHugh started on her own in 2023. That year she hired Pine Towne Services to bring in its goat herd. A three-person team then cleared and burned 40 piles of buckthorn and chemically treated the stumps. She read about the Pine SWCD grant opportunity in the SWCD newsletter.

Her application was approved after Pine County SWCD forester Eddie Johnson inspected the 3-acre site in Pine City and determined the proposed brush removal project was viable. The property is situated on a point that juts into the Snake River.

"Buckthorn, if you let it grow it won't let anything else grow," Johnson said. That in turn results in bare ground. "So any time it rains, that soil can run into the river. Since this site is right on the river it's very important that we



## Watershed Details:

WATERSHED PARTNERSHIP:

Includes Kanabec, Pine, Mille Lacs and Aitkin counties and SWCDs. Kanabec SWCD-based Snake River Watershed Coordinator Mary Poelman started in August. Isanti and Chisago counties chose not to participate in the partnership because the watershed only includes bits of those counties.

not let that happen."

Removing the buckthorn will allow soil-stabilizing native species to grow, creating a buffer that will help to prevent soil and the pollutants it carries from eroding into the river. That benefits both water quality and soil health — goals of the SWCD and the watershed. And, Johnson added, it will serve as an example of what's possible.

The SWCD grant is a threeyear contract with a 10-year maintenance commitment. Grant-backed work in 2024 removed seven dumpsters full of buckthorn — a threeperson team used a skidsteer loader and chainsaws, and then chemically treated the stumps to prevent regrowth. The goat herd returned for about 10 weeks. Ethan Leibel of Pine Towne Services said about 15 goats grazed a quarter-acre at a time, spending about a week per area.

The work to date has cost about \$20,000.

"This has been a major investment that I hadn't really planned for, so the cost-share **PINE COUNTY WATERSHEDS:** Three other watersheds include

parts of Pine County: the Kettle/ Upper St. Croix, Lower St. Croix and Nemadji river watersheds.

WATERSHED-BASED IMPLEMENTATION FUNDING: The current grant funds are available through Dec. 31, 2026.

has made it possible for us to do this project. And it's been really nice to have the expertise of foresters and the department who really have resources to provide advice, consult, walk around, be here to have a hands-on look at the property and the possibilities," McHugh said.

The SWCD calculated assistance equivalent to the USDA Natural Resources Conservation Service's (NRCS) current flat rates for brush management. For McHugh, that worked out to \$5,250.

The progress was clear on an early November afternoon, when McHugh strolled through the site with SWCD and Pine Towne Services staff. A previously obscured river channel and the road were visible through the trees.

"Before, it was extremely dense. You could not see through it. You couldn't see the river and you couldn't see the road. Now after the goats have gone through and the mechanical work has been done, you can see in every direction. You can see the tree species, looking up; you can see what's growing on the ground," Johnson said. McHugh said after another round of goat grazing this season, work would focus on stump removal.

When brush management is complete, McHugh said she planned to work with SWCD staff on restoration, bringing variety to the ash monoculture. This spring, she was starting to envision how the restoration might take shape.

"We're going to rejuvenate this forest. We're going to take down undesirable trees to the best of our ability while still making it a natural-forestlooking space. We're going to remove some stumps. We're going to plant some desirable plant material on the forest floor, and then I plan to come out with my grandchildren and hike," McHugh said in November.

Swanson said native habitat restoration like the postbrush-removal project McHugh has planned could potentially qualify for WBIF if it demonstrated water-quality benefits. The Snake River watershed has prioritized WBIF funding for projects that lie within high-priority forestry areas, and for those with a woodland stewardship plan (available to landowners with at least 20 forested acres).

"I was a Girl Scout, and we're always taught to leave things in a better way than you found them. And I'm a Master Gardener and so I think I could have wildflowers out here or ferns or Solomon's seal or other understory shrubbery with berries that would attract birds," McHugh said. "I'm just really hoping to make this a lovely place."

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

## **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 <u>actual conflict</u>, 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.

A	genda 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:

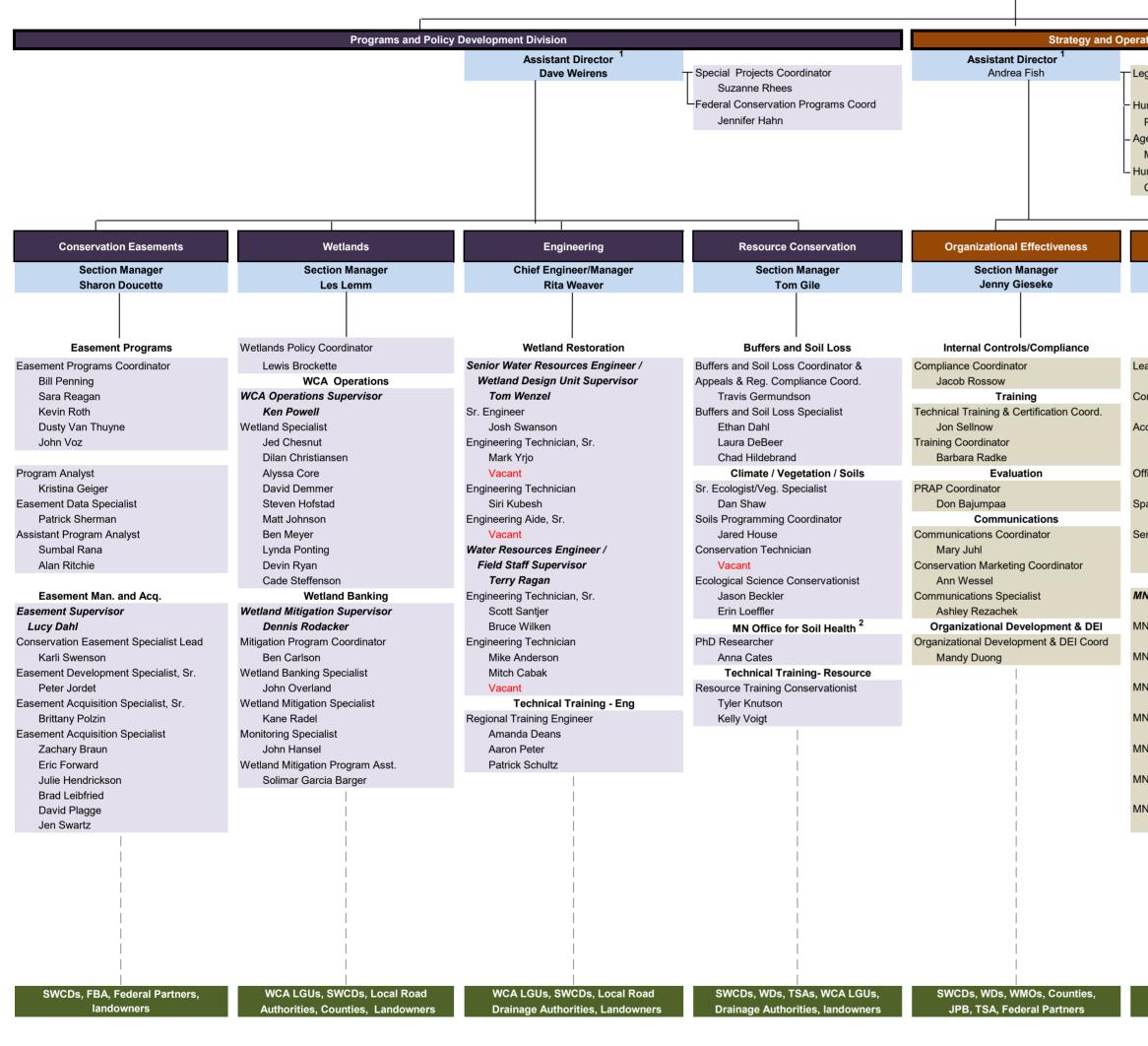


## **Organizational Chart**

April 10, 2025

**BWSR BOARD** 

Executive Director <sup>1</sup> John Jaschke



Ensention Stationard     Control Nucleic     Section Nucleic       Control Nucleic     Section Nucleic     Section Nucleic       Control Nucleic     Section Nucleic     Section Nucleic       Control Nucleic     Section Nucleic     Section Nucleic       Participa Nucleic     Section Nucleic     Section Nucleic       Section Nucleic     Section Nucleic     Nucleic       Sectio Nucleic     Sectio Nucleic				Legend:
Rachall Multill Greener Gozanel Greener Journel Greener Journel Greener Journel Greener Journel Greener Journel Multip Sources Park Park Park Park Park Park Park Park				Executive Leadership <sup>1</sup>
General Drawin Current Name Description	Executive Support <sup>1</sup>			Senior Management
See Segued Torong Support Query Support Qu				Staff / <b>Supervisor</b>
Particle Storem Regional Operations Devices Constructions </th <th></th> <th></th> <th></th> <th>Current Vacancy</th>				Current Vacancy
Control     Regional Constraints Marca Resources Targing Search Primer Resources Targing Search Primer Resources Targing Search Control Advining Sovices     Control Advining Control Advining Sovices     Northern Region     Northern Region       Finance Advining Sovices     Cranto & Control Marca Resources Targing Search Control Advining Sovices     Cranto & Scottern Region     Southern Region     Northern Region       Finance Advining Sovices     Social and Admining Sovices     Cranto & Scottern Region     Southern Region     Northern Region       Finance Advining Officer Back Kroncking Control Advining Officer Lass Search Sovices     Control & Scottern Region     Southern Region     Northern Region       Finance Advining Officer Back Kroncking Control Advining Treatmine Control Advining Finances Control Advining Societies     Control Marcager Regional Manager Ed Lance     Chean Water Specialist Marcager Back Kroncking Control Contervisiones Societies Control Contervisiones Control Contervisiones Con	Craig Engwall			
LCA + taxes of ableme LCA + taxes of ableme   Version Shriven Regional Question Division   Aniskan Nations Aniskan Division   Mithan Resources Director Aniskan Region   Aniskan King Southern Region   Mithan Resources Cale Mater Specialit   Direct Andonin Services Cale Water Specialit   Basel Confige Mithanger Basel Confige Mithanger   Finance Administration Confige Mithanger Clean Water Specialit   Mithan Resources Clean Water Specialit   Basel Confige Mithanger Basel Confige Mithanger   Basel Confige Mithanger Basel Confige Mithanger   Arris Saver Basel Confige Mithanger   Basel Confige Mithanger Basel Confige Mithanger   Arris Saver Basel Confige Mithanger   Marcer Water Specialit Confige Mithanger   Marcer Saver Land & Mithanger   Marcer Water Confige Mithanger				Dept. in another agency <sup>2</sup>
Arginal Operations Division       Ligitation Coordinator Muchael Melano Thama Resources Director Party Sweety Agring Train Laison Maleias Along Chief Franzola Officer Base Sweaton Chief Annio Manuel Base Sweaton Annio Sange Base Charles Train Lais Annio Manuel Manuel Manuel Annio Manuel Manuel Manuel Annio Manuel Manuel Annio Manuel Annio Manuel Manuel Annio Manuel Annio Manuel Manuel Annio Manuel Annio				
Lightable Cooliniatic Michae Netion     Assistent Director <sup>1</sup> Jusion France       Priscel and Admin Service     Orante & Central Region       Priscel Administration     Berl Nonzon       Priscel Administration     Berl Nonzon       Control Advance     Berl Nonzon       Annie Service     Berl Nonzon       Control Advance     Berl Nonzon       Annie Service     Berl Nonzon       Control Advance     Berl Nonzon       Control Advance     Berl Nonzon       Marife Dataline     Centrol Marker Specialine       Control Mora Specialine     Berl Nonzon       Marife Notton	overtions Division		Perional Operations Division	LOA = leave of absence
Light Beller Human Resources Director Pails Seese Agency Thild Listion Medias Resources Technician Carlas Seesenco-Lotina     Carlas & Contral Region Marcey Westrick     Southerm Region Marcey Resources Carlas Seesenco-Lotina     Northern Region Marcey Resources Carlas Seesenco-Lotina       Finance & Accounting Marcey Westrick     Clean Water Specialist Back Penter-Carl Back Norther Carlas Seesenco-Lotina     Ocean Water Specialist Back Penter-Carl Back Penter-Back Back Back Back Penter-Back Back Back Back Penter-Back Back Back Back Back Back Penter-Back Back	erations Division			
Mark Netion Primare Resource Director Party Statis Methics King Interference of the second statistic Primare Resource Technican Carl Sameson Cuterin Interference of the second statistic Primare Resource Technican Carl Sameson Cuterin Interference of the second statistic Primare Resource Technican Carl Sameson Cuterin Interference of the second statistic Primare Resource of th	Legislative Coordinator			
Parting Streams Provide Markan   Merices Traditions Regional Manager   Rescaled AdvanceScole Southern Region   Rescaled AdvanceScole Southern Region   Rescaled AdvanceScole Southern Region   Rescaled AdvanceScole Southern Region   Rescaled AdvanceScole SectionReg Manager Marcey Westrick Regional Manager Ed Lonce   Finance A Accounting Marcey Westrick SectionReg Manager Marcey Westrick Regional Manager Regional Manager Ed Lonce   Finance A Accounting Control A Accounting Control Accounting Control Rescale Accounting Control Conservationet Sand Conservationet Marcey Westrick Charn Water Specialit Marcey Westrick Charn Water Specialit Marcey Westrick   Control Rescale Rescale Control Rescale Rescale Con	-			
Carefuel Listen     Marcel Resources Technical       Tescal and Admin Services <b>France 4 Admin Services Carefuel Control Response Manager Marce Westrick SectionReg Manager Marce Westrick Regional Manager Regional Manager Regional Manager Regional Manager Barb Pechal</b> Barb Pechal	Human Resources Director			
Metsan Risg   Human Resource Technician   Carla and Admin Services   Charla Admini Services   Charla Admini Services   Charla Admini Services   Charla Admini Services   Charla Control Regional Manager Annie Wunderlich   Finance & Accounting Boh Konick   Controls Accounting Controls Accounting Control Accounting Controls Accounting Control Acounting Control Control Control Acounti				
Human Resources. Technical Carlier Seasons-Culier     Facal and Admin Services     Carlier Financial Officier Amin Wunderficier Amin Wunderficier Amin Wunderficier Micro Secourting Officier Bob Moncol Carlier Secourting Officier Admin Asst Front Desk Wache Bob Moncol Secourting Officier Bob Moncol Carlier Secourting Officier Admin Asst Front Desk Wache Mary Notion Mary No				
Cardia Sension-Cuilon     Facad and Admini Servical     Charles Kaconation     Mitter Servicalis     Charles Kaconation     Mitter Servicalis	-			
Finance Andremin Carlos A. Contra Region Regional Manager   Marcey Vestrick Bedionin Regional Regional Manager   Marcey Vestrick Bedionin Regional Regional Manager   Marcey Vestrick Ber Pacibal Barcey Vestrick Bedionin Regional   Marcey Vestrick Barce Pacibal Barce Pacibal Barcey Vestrick Bedionin Regional   Marcey Vestrick Barce Pacibal Barce Pacibal Barce Pacibal Barce Pacibal Barcey Vestrick Barcey Vestrick Barcey Vestrick Jean Water Specialist   Marcey Vestrick Barce Pacibal Barcey Consort Barcey Vestrick Barcey Jean Water Specialist   Starte Schellist Team Land Markey Notrol Barce Compliance Specialist Barce Facibal Barce Facibal Barce Facibal Barce Compliance Specialist   Barce Facibal Regional Analyst Barce Compliance Specialist Barce Compliance Specialist Barce Compliance Specialist Barce Compliance Specialist   Barce Facibal Regional Analyst Cand Korder Team Verter Coordinator Barce Annes Specialist Barce Regional Barce Regional   Barce Grant Regional Regi				
Chief Financial Officer Anie Wanderich Soction/Reg Manager Marcey Westrick Regional Manager E d Lanz Regional Manager Ryan Hughes   Finance & Accounting Dad Accounting Officer Bob Kronick Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bradt Conservationist Daren Conservationist Bradt Cons				
Chief Financial Officer Anie Wanderich Soction/Reg Manager Marcey Westrick Regional Manager E d Lanz Regional Manager Ryan Hughes   Finance & Accounting Dad Accounting Officer Bob Kronick Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bradt Conservationist Daren Conservationist Bradt Cons	1			
Chief Financial Officer Anie Wanderich Soction/Reg Manager Marcey Westrick Regional Manager E d Lanz Regional Manager Ryan Hughes   Finance & Accounting Dad Accounting Officer Bob Kronick Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bath Peichel Bradt Wozney Clean Water Specialist Bradt Conservationist Daren Conservationist Bradt Cons	Fiscal and Admin Services	Grants & Central Region	Southern Region	Northern Region
Anic Wunderlich     Marcey Westrick     Ed Lenz     Fyan Hughes       Finance & Accounting     Clean Water Specialist     Clean Water Specialist     Clean Water Specialist       Lead Accounting     Bard Worney     Bard Worney     Bard Worney     Red Hirr Oaley Clean Water Specialist       Accounting Under Specialist     Jammifer Dalum     Jammifer Dalum     Bard Worney       Accounting Under Specialist     Jammifer Dalum     Jammifer Dalum     Board Conservationist       Accounting Under Specialist     Jammifer Dalum     Dave Copetind     Belef Arne       Special Standian Staf Front Desk     Mathelis conson     Anne Savyer     Dave Copetind     Belef Arne       Special Staffilist Team Lead     Jammifer Dalum     Jammifer Dalum     Dave Copetind     Belef Arne       Mary Notrin     Jammifer Dalum     Jammifer Dalum     Jammifer Dalum     Dave Copetind     Barente Arabit       Mary Notrin     Jammifer Dalum     Jammifer Dalum     Jammifer Dalum     Jammifer Dalum       Warent Murphy     Clean Water Specialist     Jammifer Dalum     Jammifer Dalum     Jammifer Dalum       Mill Select Aram Specialist     Jammifer Dalum     Jammifer D				
Finance & Accounting Officer     Back Konzunkting Officer     Back Konzunkting Officer     Back Konzunkting Officer     Back Konzunkting Technolane     Contradio Accountanting Technolane     Cara Casles     Cara Casles     Cara Casles     Space & Facilities Team Lead     Many Mortion     Space & Facilities Team Lead     Many Mortion     Space & Facilities Team Lead     Mary Mortion     Wirt Sevices and Mary Mortion Gamma Cocordinator     Udia Singh     Wirt Sevices and Mary Mortion Gamma Cocordinator     Udia Singh     Wirt Sevices (BWSR Mary Casted no Portiolino Manager, BWSR Mary Casted no Portiolino Mary Mary Mortion     Wirt Cas Adamine Specialities Cocordinator     Jamma Kadi				
Lead Accounting Officer Bok Kroitel Bok Kroitel Bok Kroitel Wart Vacant Vacant Contracts Accountant Vacant Carle Cable Liss Sweep Office A Admin Asst Front Desk Vacant Save Formice Mark Vacant Board Conservationist Jame Supper Jason Moneman Saver Formac Mark Niles Jame Supper Jason Moneman Saver Jason Moneman Jatik Krebs Mart Teal Saver Jason Moneman Jatik Krebs Mart Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jason Moneman Jatik Krebs Mart Jason Jason Mart Jason Jason Jason Mart Jason Jason Jason Mart Jason Jaso				
Lead Accounting Officer Bok Kroitel Bok Kroitel Bok Kroitel Wart Vacant Vacant Contracts Accountant Vacant Carle Cable Liss Sweep Office A Admin Asst Front Desk Vacant Save Formice Mark Vacant Board Conservationist Jame Supper Jason Moneman Saver Formac Mark Niles Jame Supper Jason Moneman Saver Jason Moneman Jatik Krebs Mart Teal Saver Jason Moneman Jatik Krebs Mart Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jatik Krebs Mart Jason Jason Moneman Jason Moneman Jatik Krebs Mart Jason Jason Mart Jason Jason Jason Mart Jason Jason Jason Mart Jason Jaso				
Lind Accounting Officer Bok Kroich Bok Kroich Souther School Vacant Vacant Vacant Contrast Accounting Tebrician Carl Cable Liss Sweep Office & Admin Asaf Front Desk Vacant Sande School Mark Heise James Mark Contrast Conservationist James Swyer Jason Manterman Sande Florintics Team Lead Mark Heise James Swyer Jason Manterman Sande School Mark Heise James Swyer Jason Mark Heise James Swyer Jason Marter Jason Marter Jason Manterman Sande School Mark Heise James Jaken James Jaken Mark Heise James Jaken James Jaken James Jaken James Jaken James Jaken Jaken Mark Heise James Jaken James Jaken James Jaken James Jaken James Jaken Ja				
Bok Konick Bird Warney Jerraf Warney Jerraf Warney Ref Nier Valley Clean Water Spec   Contracts Accountant Jerraf Konick Jerraf Warney Jerraf Warney   Carl Cable Jernifer Dullum Date Conservationist Bard Conservationist   Carl Cable Michelle Jordan Date Conservationist Bard Conservationist   Difes & Admin Asst Front Desk Jason Warneman Date Conservationist Bard Conservationist   Space & Facilities Team Lead Laura Godfrey Join Shead Date Conservationist   Space & Facilities Team Lead Laura Godfrey Join Shead Chard Severts   Space & Facilities Team Lead Laura Godfrey Join Shead Grants Compliance Specialist   Grants Compliance Specialist Chard Severts Pater Wailer Grants Compliance Specialist   Mary Notron Teressa Pickar Join Shead Grants Compliance Specialist   Mir Sevices Mary, BWSR Office & Admin Specialist Vacant   MIRT Extringer, BWSR Outcomes Analyst Uke Singer   Mirt Gild Specialist, BWSR James Adalinson James Adalinson   Mirt Gild Specialist, BWSR James Adalinson James Adalinson   Mirt Gild Specialist, BWSR Grants Compliantor James Adalinson   Ryacutafon Grants Specialist	-			
Contracts Accountant     Board Conservationist     Henry Van Offeien       Vacant     Jonnief Dullum     Board Conservationist     Board Conservationist       Carl Cable     Zach Gittormson     Dave Cogeland     Board Conservationist       Liss Sweep     Anon Nast Front Deak     Dave Cogeland     Board Conservationist       Space Admin Asst Front Deak     Jason Weinerman     Luke Olson     Dave Cogeland     Board Conservationist       Space A Facilities Team Lead     Laura Godrey     Luke Olson     Darren Mayers       Smise Sutton     Office & Admin Specialist     John Shea     Grants Compliance Specialist       Services Mgr, BWSR     Office & Admin Specialist     John Shea     Grants Compliance Specialist       NUT Sprices Mgr, BWSR     Office & Admin Specialist     John Shea     Grants Compliance Specialist       NUT Sprices Mgr, BWSR     Outcomes Analyst     Office & Admin Specialist     John Gitte Porgrams Coordinator       NUT Sprices July     Office & Admin Specialist     Daree Coordinator     John Gitte Porgrams       NUT Sprices July     Henry Vacant     Office & Admin Specialist     John Gitte Porgrams       MUT Spricabion Portfolio Manager, BWSR     Gran	-			
Vecant Jannife Dullum Zach Guttomson Board Conservationist   Accounting Technician Cari Cable Zach Guttomson Michele Jodan Breit Arne   Dites & Admin Asst Font Desk Jason Weineman Grants Compliance Specialist Breit Arne   Stane Buggia Board Conservationist Breit Arne   Ward Grants Compliance Specialist Dave Copelind Dave Copelind   Stane Buggia Control of Efficience Dave Copelind Dave Copelind   Mart Ficher Laure Godrey Dave Copelind Dave Copelind   Stane Buggia Control of Efficience Dave Copelind Dave Copelind   Mart Stant Lawa Grants Compliance Specialist Dave Copelind Dave Copelind   Stance Buggia Control of Efficience Control of Efficience Control of Efficience   Wirt Strokes Mgr, BWSR Office & Admin Specialist Dave Copelind Dave Copelind   Mirt Gas Paciation Developer, BWSR Land & Water Coordinator Dave Copelind Dave Copelind   Mirt Gas Paciation Developer, BWSR Land & Water Grants Specialist Dave Copelind Dave Copelind   Mirt Gas Paciation Developer, BWSR Land & Water Grants Specialist Dave Copelind Dave Copelind   Mirt Gas Paciation Developer, BWSR Kair Kenting Mart Kenting		-	-	
Cable Michelle Jordan Anne Sawyer   Lisa Sweep Jason Weinernan Grants Compliance Specialist   Jason Weinernan Grants Compliance Specialist Juli Sackett Ebenhart   Jason Weinernan Grants Compliance Specialist Juli Sackett Ebenhart   Senor Financia Analyst Teressa Pickar Grants Compliance Specialist   Grants Compliance Specialist Juli Sackett Ebenhart Jennete Ausin   Beroir Financia Analyst Office & Admin Specialist Juli Sackett Ebenhart   WIT Services <sup>2</sup> Land & Water Grants Compliance Specialist   Mir TS services <sup>2</sup> Land & Water Grants Compliance Specialist   Mir TS services <sup>1</sup> Clean Water Coordinator Vacant   MIT Elevicei Outcomes Analyst Office & Admin Specialist   Mir TS services Mir, BWSR Outcomes Analyst Outcomes Analyst   Mir To Analyst Outcomes Analyst Ind & Water Grants   Mir Gis Specialist, BWSR Land & Water Grants Ind & Water Grants   Mir To Analyst, BWSR Carren Grasspord Ind Wir Programs Coordinator   Mir Gis Specialist, BWSR James Advinson Ind & Water Grants Specialist   Mir Gis Specialist, BWSR Land & Water Grants Specialist Ind & Water Grants Specialist   Mir Gis Agenting Specialist James Advinson </td <td></td> <td></td> <td></td> <td></td>				
Liss Sweep     Ame Sawyer     Ame Curness     Matt Fischer       Office & Admin Asst Front Desk     Grants Compliance Specialist     Luke Olicon     Daren Mayers       Space & Facilities Team Lead     Laura Codrey     John Shea     Grants Compliance Specialist     Chad Sevents       Senior Financial Analyst     ChrttVlorg Eff/Res Cons OAS     Grants Compliance Specialist     Grants Compliance Specialist     Grants Compliance Specialist       Wendy Murphy     ChrttVlorg Eff/Res Cons OAS     Julie Rebes     Julie Rebes     Office & Admin Specialist     Jeannente Austin       WIT Services <sup>2</sup> Land & Water     Vacant     Vacant     Dorne Caughey     Office & Admin Specialist       WIT Services Callist, BWSR     Chean Water Coordinator     Vacant     Conce Condinator     Vacant     Dorne Caughey       MIT GLANSpence     Chant Water Grants Specialist     Office & Admin Specialist     Dorne Caughey     U       MIT Services Raza     Ude Singh     Outcomes Analyst     Office & Admin Specialist     Dorne Caughey       MIT GLANSpence     Cameron Gaspord     Water Grants Specialist     Dorne Caughey     I       MIT GLANskyst, BWSR     Grants Specialist     <	-	Zach Guttormson		
Office & Admin Aset Front Desk Jason Weinerman Grants Compliance Specialist Janen Mayers   Space & Fachilies Team Lead Grants Compliance Specialist Janen Mayers   Brand Financia Analyst Teressa Pickar Grants Compliance Specialist Grants Compliance Specialist   Brand Financia Analyst Office & Admin Specialist Janen Mayers Pate Waler   Renes Sutton Office & Admin Specialist Janen Mayers Pate Waler   MIT Services <sup>7</sup> Land & Water Grants Compliance Specialist Damen Mayers   MIT Services <sup>7</sup> Land & Water Grants Compliance Specialist Damen Mayers   MIT Services <sup>7</sup> Land & Water Office & Admin Specialist Damen Mayers   MIT Services <sup>1</sup> Canen Water Coordinator Vacant Office & Admin Specialist   MIT Services Raza Cameron Gaspord Mit Program Coordinator Vacant   MIT Gi Specialist, BWSR Land & Water Grants Iand & Water Grants Iane Admin Specialist   MIT Gi Specialist, BWSR Janes Advison Grants Specialist Iane & Mater Grants   MIT Gi Specialist, BWSR Janes Advison Grants Specialist Iane & Mater Grants   MIT Gi Specialist, BWSR Grants Specialist Iane & Mater Grants Iane & Mater Grants   MIT Gi Analyst, BWSR Grants				
Vecant Grains Compliance Specialist Juli Sackett Eberhart John Shea Peter Waller   Sance & Facilities Team Lead Mary Norton Teressa Pickar Chrit/Org Eff/Res Cons OAS   Senice Financial Analyst Office & Admin Specialist Garints Compliance Specialist Garints Compliance Specialist   Wendy Murphy Teressa Pickar Chrit/Org Eff/Res Cons OAS Office & Admin Specialist Jule Krebs   MIT Services <sup>2</sup> Land & Water Cannette Austin Becca Relass   MINT Elink Specialist Vacant Office & Admin Specialist Donna Curghey   MINT Elink Specialist Vacant Office & Admin Specialist Donna Curghey   MINT Elink Specialist Vacant Vacant Vacant   MINT Elink Specialist Udosling & Outcomes Coordinator Udosling & Outcomes Coordinator Udosling & Outcomes Coordinator   MINT Elink Specialist Cameron Gaspord 1 1 Vacant   MINT Elink Specialist Cameron Gaspord 1 1   MINT Ganalyst, BWSR Cameron Gaspord 1 1   MINT Ganalyst, BWSR Grants Coordinator 1 1   MINT Ganalyst, BWSR Grants Specialist 1 1   MINT Ganalyst, BWSR Grants Specialist 1 1   MI		-		
Space & Facilities Team Lead Laura Godfrey Joins Shaa Pete Waller   Mary Norton Teressa Pickar Garints Compliance Specialist Jeants Compliance Specialist   Wendy Murphy Office & Admin Specialist Julie Krebs Beaca Reiss   MINT Services <sup>2</sup> Land & Water Vacant Office & Admin Specialist   MINT Services <sup>1</sup> Land & Water Office & Admin Specialist Donna Caughey   MINT Specialist, BWSR Clean Water Coordinator Vacant Office & Admin Specialist   MINT Specialist, BWSR Outcomes Analyst Outcomes Analyst Outcomes Analyst   MINT Application Portfolio Manager, BWSR Outcomes Analyst Image Coordinator Vacant   MINT Specialist, BWSR Outcomes Coordinator Vacant Vacant   MINT Application Portfolio Manager, BWSR Modeling & Outcomes Coordinator Vacant Vacant   MINT Specialist, BWSR Garants Coordinator Use Strepse Image Mathins Image Mathins   MINT Specialist, BWSR Julie Krepse Image Mathins Image Mathins Image Mathins   MINT Specialist, BWSR Julie Krepse Image Mathins Image Mathins Image Mathins   MINT Specialist, BWSR Julie Krepse Image Mathins Image Mathins Image Mathins   <				
Senior Financial Analyst Chtrl/Org Eff/Res Cons OAS Gamma Jeannette Austin   Wendy Murphy Office & Admin Specialist Water Programs Coordinator Office & Admin Specialist   MNIT Services <sup>2</sup> Land & Water Office & Admin Specialist Office & Admin Specialist   MNT Services Mar, BWSR Clean Water Coordinator Vacant Donna Caughey   MNIT dulk Specialist, BWSR Cutomes Analyst Office & Admin Specialist Donna Caughey   MNIT Business Analyst, BWSR Modeling & Outcomes Coordinator Uda Singh Uda Singh   MNIT duplication Portfolio Manager, BWSR TW1P Program Coordinator Jeannette Austin Donna Caughey   MNIT GAS pecialist, BWSR Outcomes Analyst Cameron Gaspord Jeannette Austin Vacant   MNIT GAS pecialist, BWSR Cameron Gaspord Jeannette Austin Jeannette Austin   MNIT GA Analyst, BWSR Grants Specialist Jeannette Austin Jeannette Austin   MNIT GA Analyst, BWSR Land & Water Grants Jeannette Austin Jeannette Austin   Ryan Gustafason Grants Specialist Jeannette Austin Jeannette Austin   MNIT GA Analyst, BWSR Jeannette Austin Jeannette Austin Jeannette Austin   Ryan Gustafason Grants Specialist Jeannette Austin Jeannette Austin	Space & Facilities Team Lead		John Shea	Pete Waller
Wendy Murphy Renee Sution Office & Admin Specialist Becca Reiss   NUT.T Services <sup>2</sup> Land & Water Vacant Office & Admin Specialist   MNT Services Mgr, BWSR Clean Water Coordinator Vacant Office & Admin Specialist   MNT Guriesshi Vacant Office & Admin Specialist Donna Caughey   MNT Business Analyst, BWSR Modeling & Outcomes Coordinator Vacant Vacant   MNT Business Analyst, BWSR Modeling & Outcomes Coordinator Vacant Vacant   MNT Business Analyst, BWSR Modeling & Outcomes Coordinator Vacant Vacant   MNT Application Portfolio Manager, BWSR Cutomes Analyst, BWSR I I   Amir Khimji Cameron Gaspord I I   MNT GIS Specialist, BWSR Land & Water Grants I I   Aaron Spence Adam Belike I I I   Ryan Gustafson Grants Specialist I I I   NIT GA Analyst, BWSR Kair Keating I I I   NIT GA Analyst, BWSR Kair Keating I I I   NIT GA Analyst, BWSR Grants Specialist I I I   NIT GA Analyst, BWSR Grants Specialist I I I   NIT GA Analyst, B	-			
Renee Sutton Vacant Water Programs Coordinator Office & Admin Specialist   MNIT Services <sup>2</sup> Land & Water Dona Caughey   MWT Services Mar, BWSR Clean Water Coordinator Office & Admin Specialist Dona Caughey   MNIT Services Vacant Denise Lauerman Vacant   MNIT Application Portfolio Manager, BWSR Outcomes Analyst Image: Caure Rust-Molie Image: Caure Rust-Molie   MNIT Application Portfolio Manager, BWSR Outcomes Analyst Image: Caure Rust-Molie Image: Caure Rust-Molie   MNIT Application Portfolio Manager, BWSR Julie Westerfund Image: Caure Rust-Molie Image: Caure Rust-Molie   MNIT Gis Specialist, BWSR Land & Water Programs Supervisor Adam Beilke Image: Caure Rust-Molie   MNIT Gis Application Developer, BWSR Grants Specialist Image: Caure Rust-Molie Image: Caure Rust-Molie   MINT Application Developer, BWSR Grants Specialist Image: Caure Rust-Molie Image: Caure Rust-Molie   MINT Gis Application Developer, BWSR James Adkinson Image: Caure Rust-Molie Image: Caure Rust-Molie   MINT Application Reveloper, BWSR James Adkinson Image: Caure Rust-Molie Image: Caure Rust-Molie   MINT Application Reveloper, BWSR James Adkinson Image: Caure Rust-Molie Image: Caure Rust-Molie   MINT Application </td <td>•</td> <td></td> <td></td> <td></td>	•			
MN.IT Services <sup>2</sup> Land & Water     Vacant     Donna Caughey       MNIT Services Mgr, BWSR     Clean Water Coordinator     Vacant     Donna Caughey     Carrie Rust-Moline     Vacant       MNIT Guiness Analyst, BWSR     Modeling & Outcomes Coordinator     Udial Singh     Vacant     Vacant     Vacant       MNIT Guiness Analyst, BWSR     Outcomes Analyst     Cameron Gaspord     1				
MNIT Services Mgr, BWSR Clean Water Coordinator Office & Admin Specialist Carrie Rust-Moline   Nasir Qureshi Vacant Denise Lauerman Vacant   WIT eLINK Specialist, BWSR Modeling & Outcomes Coordinator Vacant Vacant   MNIT Business Analyst, BWSR Outcomes Analyst I I   Amir Khimji Carrien Gaspord I I   MNIT Application Portfolio Manager, BWSR Julie Westerlund I I   MNIT GIS Specialist, BWSR Julie Westerlund I I   MNIT GIS Specialist, BWSR Land & Water Grants I I   Aaron Spence Land & Water Grants I I   MNIT GA Analyst, BWSR Grants Coordinator I I   MNIT GA Analyst, BWSR James Adkinson I I   Ryan Gustafson Grants Specialist I I   MNIT QA Analyst, BWSR Kari Keating I I   Ryan Gustafson Grants Specialist I I   MIT GA Analyst, BWSR Kari Keating I I   Rizwan (Riz) Jali NGO/Tribal Grants Specialist I I   Melissa Sjolund eLINK Coordinator I I   I Janna Fitzgeraid I I			-	
MNIT eLINK Specialist, BWSR Conor Donnelly Modeling & Outcomes Coordinator Vacant   MNIT Business Analyst, BWSR Amir Khimji Udai Singh     MNIT Application Portfolio Manager, BWSR Munezs Raza Cameron Gaspord     MNIT GS Specialist, BWSR Aaron Spence Land & Water Grants     Land & Water Programs Supervisor Addimson     MNIT GLA Analyst, BWSR Rya Gustafson Grants Specialist     MNIT QA Analyst, BWSR Rizwan (Riz) Jalii NGOT/ribal Grants Specialist     MOGOT/ribal Grants Specialist Kari Keating     MSOT/ribal Grants Specialist       MSOT/ribal Grants Specialist       Melisas Splound eLINK Data Specialist     MSOT/ribal Grants Specialist       Missa Splound eLINK Data Specialist     Melisas Splound       eLINK Data Specialist       Melisa Splound       eLINK Data Specialist       Melisas Splound       eLINK Data Specialist       Melisas Splound       eLINK Data Specialist       Christa Branham-MacLennan   <	MNIT Services Mgr, BWSR			
Conor Donnelly Udai Singh   MNIT Business Analyst, BWSR Outcomes Analyst   Amir Khimji Cameron Gaspord   MNIT Application Portfolio Manager, BWSR 1W1P Program Coordinator   Munezza Raza Julie Westerfund   MNIT GIS Specialist, BWSR Land & Water Grants   Aaron Spence Land & Water Grants   MIT GA Analyst, BWSR James Adkinson   Ryan Gustafson Grants Coordinator   MNIT QA Analyst, BWSR James Adkinson   Ryan Gustafson Grants Specialist   MIT QA Analyst, BWSR James Adkinson   Rizwan (Riz) Jalii NGO/Tribal Grants Specialist   MGO/Tribal Grants Specialist Image Adkinson   Mit Garants Specialist Image Adkinson   MIT QA Analyst, BWSR Jama Fitzgerald   Image Adkinson Image Adkinson   Rizwan (Riz) Jalii NGO/Tribal Grants Specialist   Image Adkinson Image Adkinson   Image Adkinson				Vacant
MNIT Business Analyst, BWSR Outcomes Analyst Cameron Gaspord   MNIT Application Portfolio Manager, BWSR JW1P Program Coordinator   MINIT GIS Specialist, BWSR Land & Water Grants   Aaron Spence Land & Water Programs Supervisor   MNIT GIS Specialist, BWSR Carats Coordinator   Julie Westerfund Image: Coordinator   MINIT GIS Specialist, BWSR Carats Coordinator   Aaron Spence Grants Coordinator   MNIT QA Analyst, BWSR Grants Coordinator   MIT QA Analyst, BWSR Grants Specialist   Ryan Gustafson Grants Specialist   MIT QA Analyst, BWSR Kari Keating   Rizwan (Riz) Jaili NGO/Tribal Grants Specialist   MOGUTribal Grants Specialist Image: Coordinator   Junna Fitzgerald Image: Coordinator </td <td>•</td> <td></td> <td></td> <td></td>	•			
MNIT Application Portfolio Manager, BWSR   1W1P Program Coordinator     Muneeza Raza   Julie Westerlund     MNIT GIS Specialist, BWSR   Land & Water Grants     Aaron Spence   Land & Water Forgrams Supervisor     MNIT ITS5 Application Developer, BWSR   Adam Beilke     Peter Yang   Grants Coordinator     MNIT QA Analyst, BWSR   James Adkinson     Ryag Rustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     NIT QA Analyst, BWSR   Kari Keating     MIT QA Analyst, BWSR   Grants Specialist     MIT QA Analyst, BWSR   Kari Keating     MIT QA Analyst, BWSR   Kari Keating     MIT QA Analyst, BWSR   Grants Specialist     MIT QA Analyst, BWSR   Kari Keating     MIT QA Analyst, BWSR   Kari Keating     MIT QA Analyst, BUSR   NGO/Tribal Grants Specialist     MIT QA Analyst, BUSR   Jana Fitzgerald     Itt Cordinator   Jana Fitzgerald     Itt Christa Branham-MacLennan   Itt Christa Branham-MacLennan     SWCDs, WDs, TSAs   SWCDs, WDs, Counties,   SWCDs, WDs, Counties,		C C		
Muneeza Raza   Julie Westerlund     MNIT GIS Specialist, BWSR   Land & Water Grants     Aaron Spence   Land & Water Programs Supervisor     MNIT ITS5 Application Developer, BWSR   Grants Coordinator     Peter Yang   Grants Specialist     MNIT QA Analyst, BWSR   James Adkinson     Ryan Gustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalii   NGO/Tribal Grants Specialist     Meissa Sjolund   LINK Coordinator     Image: Specialist   Image: Specialist     MIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalii   NGO/Tribal Grants Specialist     Meissa Sjolund   Image: Specialist     Image: Specialist   Image: Specialist     Image: Specialist <td></td> <td>Cameron Gaspord</td> <td>i i</td> <td>l</td>		Cameron Gaspord	i i	l
MNIT GIS Specialist, BWSR   Land & Water Grants     Aaron Spence   Land & Water Programs Supervisor     MNIT TISS Application Developer, BWSR   Adam Beilke     Peter Yang   Grants Coordinator     MNIT QA Analyst, BWSR   James Adkinson     Ryan Gustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalii   NGO/Tribal Grants Specialist     MGO/Tribal Grants Specialist   Image: Specialist     Melissa Sjolund   Image: Specialist     Image: Specialist   Image: Specialist     Melissa Sjolund   Image: Specialist     Image: Specialist   Image: Specimage: Specimage: Specialist		-		
Aaron Spence   Land & Water Programs Supervisor     MNIT ITS5 Application Developer, BWSR   Adam Beilke     Peter Yang   Grants Coordinator     MNIT QA Analyst, BWSR   James Adkinson     Ryan Qustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     NIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalil   NGO/Tribal Grants Specialist     MSG/Tribal Grants Specialist   Image Adkinson     Image Adking   Image Adking     Image Adking				
Peter Yang   Grants Coordinator     MNIT QA Analyst, BWSR   James Adkinson     Ryan Gustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     MNIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalil   NG/Tribal Grants Specialist     MO/Tribal Grants Specialist   Image: Comparison of the specialist     MO/Tribal Grants Specialist   Image: Comparison of the specialist     Melissa Sjolund   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist </td <td></td> <td></td> <td></td> <td></td>				
MNIT QA Analyst, BWSR   James Adkinson     Ryan Gustafson   Grants Specialist     MNIT QA Analyst, BWSR   Kari Keating     Rizwan (Riz) Jalil   NGO/Tribal Grants Specialist     Ara Gallo   NGO/Tribal Grants Specialist     MOI'T DA Grants Specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Comparison of the specialist   Image: Comparison of the specialist     Image: Compari	MNIT ITS5 Application Developer, BWSR	Adam Beilke	i i	Ì
Ryan Gustafson   Grants Specialist   Image: Constraint of the system of	0			
MNIT QA Analyst, BWSR   Kari Keating				
Ara Gallo   NGO/Tribal Grants Specialist     Melissa Sjolund   Helissa Sjolund     eLINK Coordinator   Helissa Sjolund     Janna Fitzgerald   Helissa Sjolund     eLINK Data Specialist   Helissa Sjolund     Christa Branham-MacLennan   Helissa SWCDs, WDs, Counties,     SWCDs. WDs. TSAs   SWCDs, WDs, Counties,				
NGO/Tribal Grants Specialist   Melissa Sjolund     eLINK Coordinator   Image: Specialist     Janna Fitzgerald   Image: Specialist     Christa Branham-MacLennan   Image: SwcDs, WDs, Counties, SwcDs, Counties, SwcD	Rizwan (Riz) Jalil	NGO/Tribal Grants Specialist	İ	Ì
Melissa Sjolund   Image: Sjolund of the special st of the				
eLINK Coordinator Janna Fitzgerald eLINK Data Specialist Christa Branham-MacLennan SWCDs. WDs. TSAs SWCDs, WDs, WMOs, Counties, SWCDs, WDs, Counties, SWCDs, WDs, Counties, SWCDs, WDs, Counties, SWCDs, WDs, Counties,				
Janna Fitzgerald   Janna Fitzgerald     eLINK Data Specialist   Image: Christa Branham-MacLennan     Christa Branham-MacLennan   Image: Christa Branham-MacLennan     SWCDs. WDs. TSAs   SWCDs, WDs, Counties,				
Christa Branham-MacLennan   Image: Christa Branham-MacLennan     SWCDs. WDs. TSAs   SWCDs, WDs, Counties,     SWCDs. WDs. TSAs   SWCDs, WDs, Counties,				
SWCDs, WDs, TSAs SWCDs, WDs, WMOs, Counties, SWCDs, WDs, Counties, SWCDs, WDs, Counties,		eLINK Data Specialist	i i	Ì
SWCUS, WUS, ISAS		Christa Branham-MacLennan		
SWCUS WUS ISAS				
SWCUS WUS ISAS	1			1
		SWCDs, WDs, WMOs, Counties,	SWCDs, WDs, Counties,	SWCDs, WDs, Counties,
JPB, TSA JPB, TSA JPB, TSA JPB, TSA	Swebs, wbs, TSAS	JPB, TSA	JPB, TSA	JPB, TSA

□ IN-STATE □ SHORT TERM ADVANCE □ OUT-OF-STATE □ RECURRING ADVANCE					SEMA4 EMPLOYEE EXPENSE RE							EP	EPORT Check if advance was issued for these expenses										
Employee Name Home Address (Include City				le City and Sta	and State) Permanent Work Station (Include C				e City and St	d State)			Agency 1-Way Commute Miles Job Title										
Employee ID		Rcd #	Trip Start	Date	Trip	End Date		Reason	for Trave	el/Advanc	e (30 Char. Ma	x) [example:	XYZ C	onferei	nce, Da	allas, TX	X]			Barg. Unit	Exp Use)	ense Gro	up ID (Agency
1	Accounting Da	ate	Fund		Fin DeptID	AppropI	)	SW Cost	Sub	Acct	Agncy Cost 1	Agncy Cost	2 P0	C BU		Pro	oject	Activi	ty	Srce Type	Category	Sub-	Cat Distrib %
Chart String(s) B	-																						
Bltrip																							
/	A. Descript	ion:									1		B. I	Desc	riptior	n:							
Date		Daily De	scription			Itinera			Trip	o Miles	Total Trip &				Vleals		Total Meal		Lodging	Person		arking	Total
		,			Time	Doport	Locat	ion			Local Miles	Rate		В	L	D	(overnight stay	/) taxable	5 5	Telepho	ne	5	
						Depart Arrive	-						Ē										0.00
						Depart							Figure										0.00
						Arrive	_																0.00
						Depart Arrive							mileage										0.00
						Depart							lĝe										0.00
						Arrive							<u>e</u>				-						0.00
						Depart Arrive							reimbursement										0.00
						Depart							urs										0.00
						Arrive							me										0.00
						Depart Arrive	_						ent										0.00
						Depart							below										0.00
						Arrive							Ř										0.00
						VEHICLE	CONT	ROL #			Total Miles 0		Ц.,				Total MWI/MV 0.00	VO Total MEI/MEC 0.00	Total LGI/LG 0.00	D Total PHI/F 0.00		PKI/PKO	Subtotal (A) 0.00
		MIL	EAGE F	REIM	IBURSEME	NT CAL	CULA		ł					ОТ	HER	R EXF	PENSES -	- See revers	se for list	of Earn	Codes.		
	es, miles, and RS rate from y				je listed above. Ge se contact.	et the R	ate	Total I	Miles	Total Mi	leage Amt.	Date	Ear	n Code	•			Comr	nents				Total
1. Enter rate,	miles, and arr	nount bein	g claimed a	t equal	I to the IRS rate.					0.00													
2. Enter rate,	miles, and arr	nount bein	g claimed a	t less t	than the IRS rate	).				0.00													
3. Enter rate,	miles, and arr	nount bein	g claimed a	t great	ter than the IRS r	rate.				0.00													
4. Add the tot	al mileage am	iounts froi	n lines 1 thr	ough 3	3.					0.00													
	mileage rate ir		the time of t	iravel.											_								
-	e 5 from line 3	-				0.000	)	0					_		Quilit						(D		0.00
	miles from line					_		0		C	.00						her Expenses:		4 - h		(B		0.00
	e 6 by line 7. 1										to Box C)					II taxadi	ie mileage grea	ter than IRS rate	to be reimbu	sed:	(C	)	MIT or MOT
	e 8 from line 4 -taxable milea		is zero, ente	ər milea	age amount from	line 4.				-	to Box D)				Tota	I nonta	xable mileage	ess than or equal	I to IRS rate t	be reimburs	ed: ([	))	0.00 MLI or MLO
0.					lowest airfare to				•		must not excee									Grand Tota		-	0.00
any advance am	penalty of perji nount paid for th	ury, that th his trip. I A	is claim is jus UTHORIZE F	AYROL	ect and that no part of LL DEDUCTION OF	F ANY SUCH A	DVANC	E. I have not	accepted	personal 1	travel benefits.	party except	with res	pect to				Tota		ss Advance is e reimbursed			0.00
Employee Sigr	nature					Date	•		10	/ork Pho	ne <sup>.</sup>				Total amount to be reimbursed to the employee: Amount of Advance to be returned by the employee by deduction from paycheck:					0.00			
		dge of ne	cessity for tr	avel ar	nd expense and o			provisions o				Appoin	ing Aut	hority I	Designe			ing Advance and					
			-										-	-	-					-			
Supervisor Sig	inature					Date		Work F	bone.			Signatu	re							Date			

## **EMPLOYEE EXPENSE REPORT (Instructions)**

#### DO NOT PAY RELOCATION EXPENSES ON THIS FORM.

See form FI-00568 Relocation Expense Report. Relocation expenses must be sent to Minnesota Management & Budget, Statewide Payroll Services, for payment.

**USE OF FORM**: Use the form for the following purposes:

- 1. To reimburse employees for authorized travel expenses.
- 2. To request and pay all travel advances.
- 3. To request reimbursement for small cash purchases paid for by employees.

**COMPLETION OF THE FORM: Employee:** Complete, in ink, all parts of this form. If claiming reimbursement, enter actual amounts you paid, not to exceed the limits set in your bargaining agreement or compensation plan. If you do not know these limits, contact your agency's business expense contact. Employees must submit an expense report within 60 days of incurring any expense(s) or the reimbursement comes taxable.

All of the data you provide on this form is public information, except for your home address. You are not legally required to provide your home address, but the state of Minnesota cannot process certain mileage payments without it.

	Ea	rn Code		Ea	Earn Code			
Description	In State	Out of State	Description	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*	,	Note: * = taxable, taxed at supplemental rates					

**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.