

**BOARD OF WATER AND SOIL RESOURCES
1701 4TH ST. NW
AUSTIN, MN 55912
THURSDAY, AUGUST 26, 2021**

AGENDA

9:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF JUNE 23, 2021 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 staff before any vote.

REPORTS

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

AGENCY REPORTS

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

ADVISORY COMMENTS

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Nicole Bernd
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck

- Minnesota Association of Townships – Eunice Biel
- Minnesota Association of Watershed Districts – Emily Javens
- Natural Resources Conservation Service – Troy Daniell

COMMITTEE RECOMMENDATIONS

Grants Program and Policy Committee

1. Performance Review and Assistance Program (PRAP) Assistance Service Grants – Jenny Gieseke and Brett Arne – ***DECISION ITEM***
2. Reallocating Previous Years' Clean Water Funds for One Watershed, One Plan – Kevin Bigalke – ***DECISION ITEM***
3. One Watershed, One Plan Planning Grants Authorization – Julie Westerlund – ***DECISION ITEM***
4. FY 22 Buffer Program Implementation Grants – Tom Gile – ***DECISION ITEM***
5. FY 22 Buffer Program Supplemental Grants– Tom Gile – ***DECISION ITEM***
6. FY 22 Buffer Cost Share Redistribution Grants– Tom Gile – ***DECISION ITEM***

Central Region Committee

1. Sauk River Comprehensive Watershed Management Plan Approval – Jill Crafton and Jason Weinerman – ***DECISION ITEM***
2. Comfort Lake-Forest Lake Watershed District Watershed Management Plan – Melissa King – ***DECISION ITEM***

Administrative Advisory Committee

1. Revision of the Delegation of Routine Administrative Water Management Decision Policy – Kevin Bigalke – ***DECISION ITEM***

NEW BUSINESS

1. Vice Chair Election – John Jaschke – ***DECISION ITEM***

UPCOMING MEETINGS

- Northern Region Committee meeting is scheduled for September 1, 2021, at 11:00 a.m. at 616 Third Avenue, Two Harbors and by WebEx
- RIM Committee meeting is scheduled for September 8, 2021, at 9:00 a.m. at 520 Lafayette Road North, St. Paul and by MS Teams.
- BWSR Board meeting is scheduled for September 22, 2021, at 9:00 a.m. in the Lower Level Conference Rooms at 520 Lafayette Road North, St. Paul and by WebEx.

ADJOURN

Internal Memo

Date: August 26, 2021

To: BWSR Board

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

RE: One Watershed, One Plan Program Update

This memo gives an update on One Watershed, One Plan Planning efforts, including developments since the last program update for the BWSR board in March 2021.

The table below provides a summary of progress to date on the goals in BWSR’s *One Watershed, One Plan Transition Plan*.

| Year | Planning Grants Awarded (cumulative) | | 1W1P Completed (cumulative) |
|---------|--------------------------------------|----------------|--------------------------------|
| | Transition Target | Grants Awarded | |
| 2014-15 | 5 | 5 | 0 |
| 2016 | 6 (11) | 7 (12) | 2 |
| 2017 | 6 (17) | 6 (18) | 2 (4) |
| 2018 | 7 (24) | 9 (27) | 1 (5) |
| 2019 | 7 (31) | 3 (30) | 5 (10) |
| 2020 | 7 (38) | 8 (38) | 9 (19) |
| 2021 | 7 (45) | 11* (49)* | 3 (22) |

*includes recommended plan approval and proposed planning grants being considered by the Board at today’s meeting.

I have also attached a map of participating planning boundaries (not yet updated to reflect today’s actions) and a list of the local governments that are participating in each planning effort for your information.

Please see planning websites (linked in the interactive map on the BWSR *One Watershed, One Plan – Participating Watersheds* web page) for more information about individual planning efforts (most - but not all - planning efforts have active web pages at this time).

In this memo, “plan” = comprehensive watershed management plan and “WBIF” = Watershed -Based Implementation Funding. “Collaborative” refers to an implementation structure in which the policy committee is advisory to the boards, who make final decisions. “Entity” refers to a new joint powers board that has been delegated authority to make decisions by the member entities. All dates are 2021 unless otherwise specified.

Approved Plans

The following planning partnerships have completed their plans and are now implementing them: Root River; Yellow Medicine River; Lake Superior North; Red Lake River; North Fork Crow River; Leech Lake River; Lake of the Woods; Pine River; Missouri River; Cedar Wapsipinicon; Thief River; Cannon River; Pomme de Terre River; Leaf, Wing, Redeye; Buffalo-Red River; Lower St. Croix; Nemadji; Wild Rice – Marsh River; Watonwan River; Bois de Sioux and Mustinka; Two Rivers Plus.

2017 Starts

Sauk River: The Central Regional Committee reviewed the plan on August 4th and forwarded to the full board with a recommendation for approval at the August meeting.

2018 Starts

Hawk Creek – Middle Minnesota: Following an informal review of the draft plan, the partnership submitted the plan for formal 60-day review on June 24. BWSR and other agency staff are compiling comments. Once comments have been submitted, the partnership will review and incorporate them into a final draft. The policy committee has decided on a joint powers entity for administration of the plan and will begin drafting a planning agreement. They anticipate submitting the final plan to BWSR before the end of 2021.

Greater Zumbro River: The partnership submitted a draft plan for 60-day review on May 3rd. The public hearing took place on August 12th; the policy committee approved the plan for submitting the plan to BWSR at that meeting. We anticipate a presentation to Southern Region Committee meeting in late September and consideration by the full BWSR board at the October 27th meeting.

Mississippi River Headwaters: The partnership submitted the final plan to the BWSR board on July 8. The Northern Region Committee will review the plan on September 1 and we anticipate consideration at the September BWSR meeting. The group is also working on an implementation agreement (collaborative) and drafting a WBIF work plan, budget, and milestones.

Rum River: Local and agency staff have reviewed a preliminary draft of the document. The planning team and the consultant are working through edits and suggested changes to ensure that plan meets the goals of the review agencies and the planning partners. The policy committee will review the draft prior to releasing the plan for the formal 60-day review.

Shell Rock River and Winnebago Watershed: For the second time during this process the partnership's lead consultant left RESPEC to work for ISG. Rather than finding another RESPEC representative to lead the effort, the partnership worked with both firms to develop a novation, transferring the contract and all materials from RESPEC to ISG. Mr. Marston then continues to act as the lead staff person. The current schedule calls for an informal draft plan to be presented to the Steering Team and Advisory Committee in late August. The group anticipates releasing the 60-day review draft in October or November with consideration by the BWSR Board in Spring 2022.

Two Rivers Plus: The BWSR board approved the plan on June 23, 2021. The two counties and two SWCDs have adopted the plan and signed an implementation agreement (entity). They are currently working on their WBIF

request and work plan. The Two Rivers WD informed the partnership that they will not adopt the plan or join the implementation agreement.

2019 Starts

Lower Minnesota River West: The Steering Team for the Lower Minnesota River West has actively been working on both reviewing spatial prioritization maps and content input, as well reviewing possible tiered options to prioritizing issue statements and priority resource concerns. The policy committee decided on a three-tier option for describing priorities, and they recently approved spatial priority maps. A total of 19% of the consultant's funds have been spent (to date). Efforts include survey compilation, mapping, prioritizing issues, and plan writing.

Snake River: The planning partnership is efficiently discussing priority issues. They have reviewed information on surface water, ground water, and land uses and continue to discuss habitat. As the group works through priority issues, they are also identifying goals and desired future conditions. They are giving careful time consideration to the developing issue and goal statements to ensure they capture the partnership's intent, with a realistic eye toward partner capacity.

St. Louis River: The planning partnership has finalized and approved priority issues, priority areas and planning regions. The advisory committee is currently establishing measurable goals and plans to host a series of resource-specific targeting meetings in September, inviting subject matter experts in to talk about stormwater, roads, wetlands, etc. BWSR presented information about plan administration to the Policy committee in August. The next steps will be to develop a targeted implementation schedule in October keeping the partnership close to their original schedule.

2020 Starts

Clearwater River: The partnership issued their initial planning notification on March 23 and held the kickoff meetings in June. They continue to refine priority sub-watersheds for the plan issues. The policy committee remains active in reviewing the efforts of the advisory committee and maintaining local elected body support of the process.

Des Moines River: The partnership issued their initial planning notification on May 21 and the group held public kickoff meetings in Windom and Slayton on July 21st and 22nd, respectively, along with an on-line survey to assess the public's priority concerns. The partnership is reviewing the draft land and water resource narrative and started identifying and prioritizing issues. The policy committee has been meeting regularly; the advisory committee has been established and will meet for the first time in early September. The steering team, which includes state agency staff, is synthesizing resource issues and will then establish measurable goals.

Lac qui Parle- Yellow Bank: The partnership interviewed two consulting firms and selected Houston Engineering Company. They issued their initial planning notification on March 24 and all agencies responded with concerns. They plan to host public kickoff meetings in September, along with a public survey to allow for broader input.

Le Sueur: The partnership has been working to contract with consultants for plan development/writing and for facilitation of public outreach. They issued their initial planning notification on March 31; they are planning for a September kickoff meeting, which will likely be both in-person and an online survey.

Long Prairie: The partnership held an online kickoff meeting on March 18. They compiled issues gathered from the public along with input from state agencies, existing plans, and other data sources to list and prioritize watershed issues, which include runoff (stormwater, agriculture, and chloride) drinking water contamination, field erosion, altered hydrology, forest and grassland loss, wetland protection, intensification of lakeshore development, increasing precipitation, and sustainable groundwater quantity. The next step in the process will be to prioritize resources such as lakes and streams for different management strategies (protection vs. restoration) and then the group will draft measurable goals.

Middle-Snake Tamarac: The partnership issued their initial planning notification on March 26 and held a public kickoff meeting on June 23. The steering team, policy committee, and advisory committee have been meeting regularly during early planning stages. They have a draft land and water narrative and are nearing completion of issue and resource prioritization, which will be followed by setting measurable goals. The partnership will be using PTMApp to assist with setting measurable goals and developing the implementation schedule.

Otter Tail: In March, BWSR staff provided an assessment, as requested by the majority of the planning participants, that the planning effort could reasonably and effectively proceed without Becker County, which decided on March 16th to not be a participant. BWSR's assessment was that Becker County citizens' interest in the planning effort will be represented through participation by the Becker SWCD (delegated water planning authority), the Pelican River Watershed District and the Cormorant Lakes Watershed District, and the priorities in the existing Becker County local water plan. Subsequently on June 1, the county reversed their decision and has now signed the planning agreement. The partnership issued their initial planning notification on July 26 and will host public kickoff meetings and a watershed bus tour for the policy committee and the technical advisory committee in September.

Winona-La Crescent: Greater Zumbro River: The planning grant agreement was executed on March 18. In July, the policy committee approved hiring Houston Engineering, Inc. The partners are planning their public kick-off to be held in mid- to late-September in Winona. They have also begun work on identifying priority issues for the plan area.

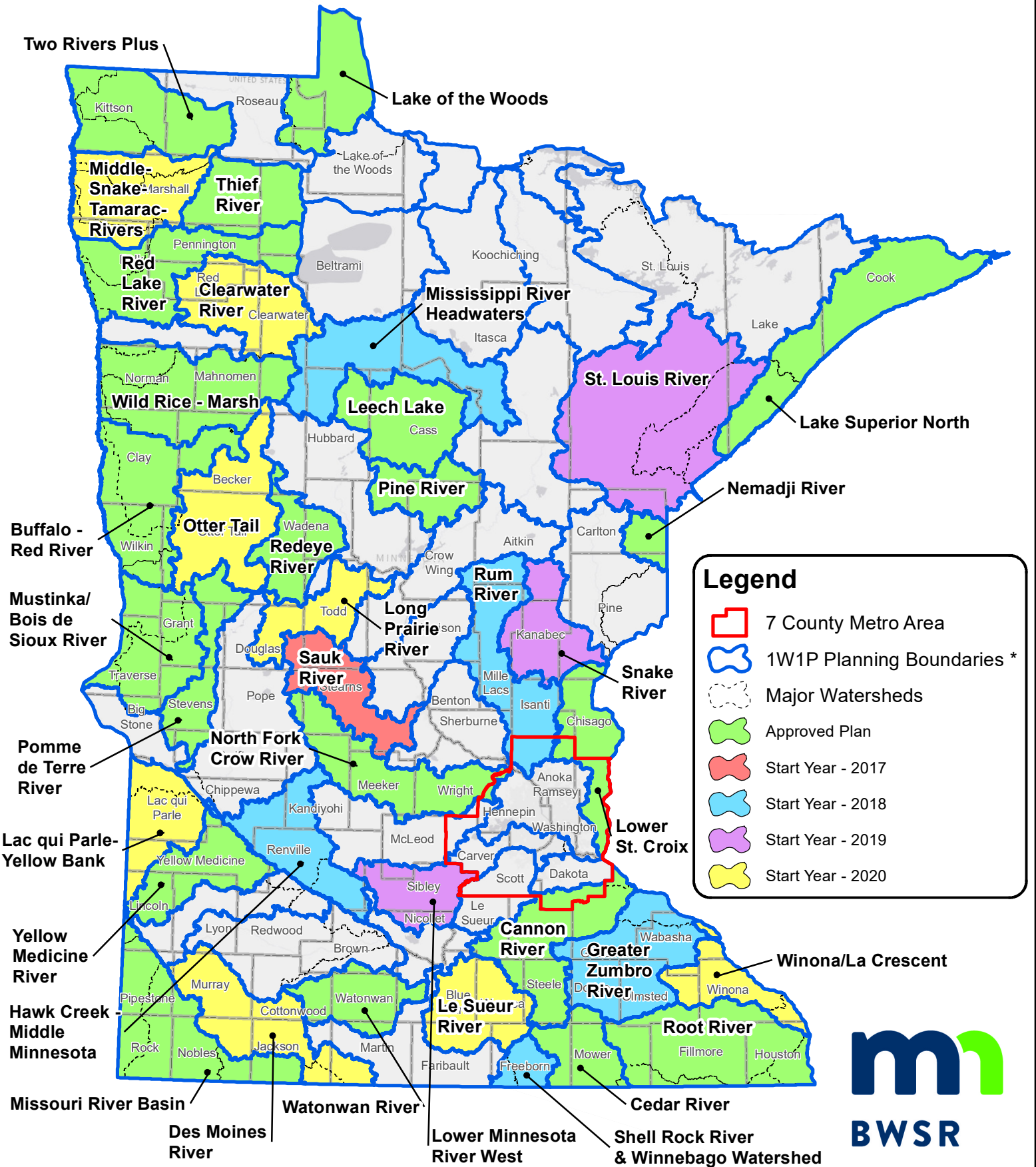
ATTACHMENTS:

Map of participating watersheds

List of participating local governments

One Watershed, One Plan

Participating Watersheds



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



Local and Tribal Governments Participating in the One Watershed, One Plan program. (Names have been truncated to conserve space.)

| 2020 | | | | | |
|---------------------------------|-------------------------------|--|------------------------|------------------------------------|----------------------------------|
| Clearwater (7) | Des Moines | Lac qui Parle- Yellow Bank (8) | Le Sueur (8) | Long Prairie (7) | Winona-La Crescent (10) |
| East Polk County | Cottonwood County | Area II Minnesota River Valley Proje | Blue Earth County | Douglas County | City of Winona |
| East Polk SWCD | Cottonwood SWCD | Lac qui Parle SWCD | Blue Earth County SWCD | Douglas SWCD | Houston County |
| Pennington County | Heron Lake Watershed District | Lac qui Parle County | Faribault County | Morrison County | Olmsted County |
| Pennington SWCD | Jackson County | Lac qui Parle – Yellow Bank WD | Faribault County SWCD | Morrison SWCD | Olmsted SWCD |
| Red Lake County | Jackson SWCD | Lincoln SWCD | Freeborn County | Todd County | Root River SWCD |
| Red Lake SWCD | Lyon County | Lincoln County | Freeborn SWCD | Todd SWCD | Stockton-Rollingstone-MN City WD |
| Red Lake Watershed District | Lyon SWCD | Yellow Medicine SWCD | Waseca County | West Ottertail SWCD | Wabasha County |
| | Martin County | Yellow Medicine County | Waseca SWCD | | Wabasha SWCD |
| | Martin SWCD | | | Otter Tail (6) | Winona County |
| Middle-Snake Tamarac (5) | Murray County | | | Becker SWCD | Winona County SWCD |
| Marshall County | Murray SWCD | | | Becker County | |
| Marshall SWCD | Nobles County | | | Cormorant Lakes Watershed District | |
| Middle-Snake-Tamarac Rivers WD | Nobles SWCD (13) | | | East Otter Tail SWCD | |
| Polk County | | | | Otter Tail County | |
| West Polk SWCD | | | | Pelican River Watershed District | |
| | | | | West Otter Tail SWCD | |
| 2019 | | | | | |
| Lower Minnesota River West (7) | Snake (8) | St. Louis (6) | | | |
| High Island Creek WD | Aitkin County | Carlton County | | | |
| McLeod County | Aitkin SWCD | Carlton SWCD | | | |
| McLeod SWCD | Kanabec County | Fond du Lac Band of Lk Superior Chippewa | | | |
| Nicollet County | Kanabec SWCD | North St. Louis SWCD | | | |
| Nicollet SWCD | Mille Lacs County | St. Louis County | | | |
| Sibley County | Mille Lacs SWCD | South St. Louis SWCD | | | |
| Sibley SWCD | Pine County | | | | |
| | Pine SWCD | | | | |

2018

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

2017

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

2016

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

Pilots

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

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

Meeting: BWSR Board Meeting

Date: August 26, 2021

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) |
|--|--|--|--|--|---------------------------------------|
| Performance Review and Assistance Program (PRAP) Assistance Service Grants | | | | Yes / No | |
| Reallocating Previous Years' Clean Water Funds for One Watershed, One Plan | | | | Yes / No | |
| One Watershed, One Plan Planning Grants Authorization | | | | Yes / No | |
| FY 22 Buffer Program Supplemental Grants | | | | Yes / No | |
| FY 22 Buffer Cost Share Redistribution Grants | | | | Yes / No | |

| | | | | | |
|---|--|--|--|----------|--|
| FY 22 Buffer Program Implementation Grants | | | | Yes / No | |
|---|--|--|--|----------|--|

Printed name: _____

Signature: _____

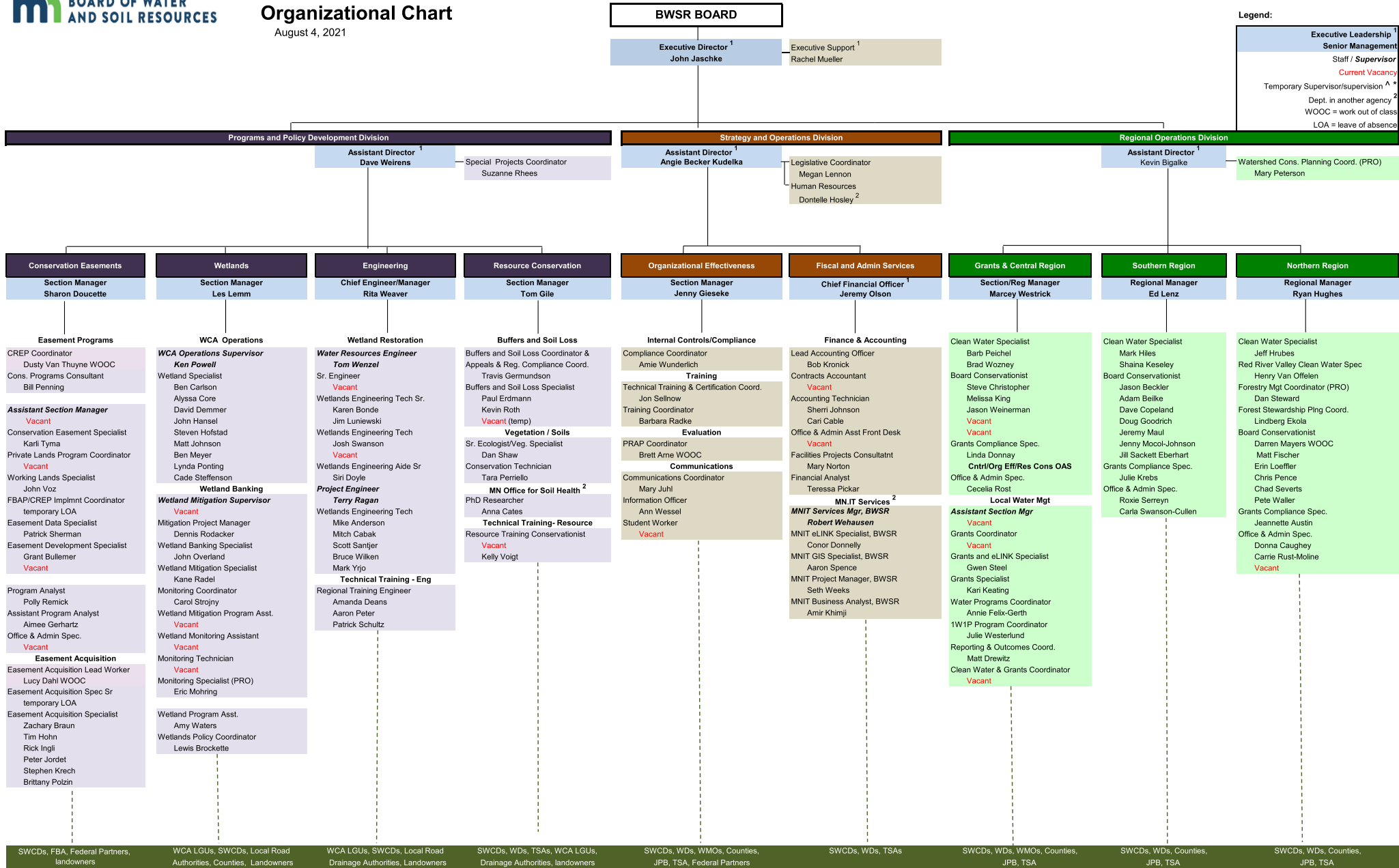
Date: _____

Organizational Chart

August 4, 2021

Legend:

| |
|---|
| Executive Leadership ¹ |
| Senior Management |
| Staff / Supervisor |
| Current Vacancy |
| Temporary Supervisor/supervision [^] * |
| Dept. in another agency ² |
| WOOC = work out of class |
| LOA = leave of absence |



PHONE NUMBERS FOR BWSR

Updated: 08/04/21

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 Bullemer, Grant 539-2562
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 Strojny, Carol Cell (612) 518-5545

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 Weaver, Rita 297-2907
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 Wehausen, Bob 757-2813
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 Peichel, Barb 296-6068
 Rost, Cecelia 221-1349
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 Steel, Gwen Cell (651) 600-8390
 Westerlund, Julie Cell (651) 600-0694
 Westrick, Marcey 284-4153
St. Cloud
 Donnay, Linda (320) 223-7076
 Cell (320) 407-3856
 Ponting, Lynda Cell (218) 349-1834
 Steffenson, Cade (320) 223-7073
 Cell (218) 820-0811
 Weinerman, Jason (320) 223-7072
 Cell (218) 330-2527
 Wessel, Ann Cell (651) 272-8880
 Wozney Brad (320) 223-7071
 Cell (651) 233-6673

Willmar

Anderson, Mike Cell (320) 292-5466

Northern Regional Offices**Bemidji**

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 Johnson, Matt Cell (218) 770-0100
 Severt, Chad (218) 755-2671
 Cell (218) 770-9620

Brainerd

Austin, Jeannette Cell (218) 850-4439
 Caughey, Donna (218) 203-4472
 Ekola, Lindberg Cell (218) 537-1194
 Hrubes, Jeff (218) 203-4478
 Cell (218) 368-7683
 Mayers, Darren (218) 203-4475
 Cell (218) 290-8384
 Overland, John (218) 203-4473
 Cell (218) 770-9694
 Pence, Chris (218) 203-4477
 Cell (218) 232-3508
 Pickar, Teressa (218) 464-2238
 Steward, Dan (218) 839-5442
 Voigt, Kelly Cell (218) 850-0208

BWSR Conference Room: 651-297-8025**Detroit Lakes**

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 Hofstad, Steve (218) 846-8423
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 Van Offelen, Henry Cell (218) 340-9946
 Voz, John (218) 846-8426
 Cell (218) 850-4283
 Waller, Pete (218) 846-8422
 Cell (218) 770-3802
 Wilken, Bruce (218) 846-8425
 Cell (218) 849-2820

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Drainage Work Group Report
August 26, 2021 BWSR Board Meeting
Tom Gile, BWSR, DWG Coordinator

Since the last BWSR Board meeting the Drainage Work Group met for its first and second meetings of 2021 (July 8, and August 12 respectively). Following is a brief summary of topics discussed as well as anticipated topics for the remainder of the 2021 DWG meetings. We anticipate that all of this year's meetings will be done via Microsoft Teams or some similar virtual format.

Recent Virtual DWG meetings:

July 8, 2021.

- Provided an overview of the BWSR Clean Water Fund Multipurpose Drainage Management grant program. Some discussion from members who have been a part of these grants in the past. The group is generally supportive of this program and several members are interested in finding ways to increase available funds
- Provided an update on the Drainage Manual in current Wiki hosted form and anticipated transition to the BWSR website for future hosting. Some updates are anticipated, but we intend to begin on those items after the conversion to the BWSR website is completed.
- We Briefly reviewed a handful of Drainage related items that were introduced at the Legislature during the past session. None of those bills were DWG recommendations previously. The DWG is not currently expecting any to be "High priority" but intends to remain aware and possibly discuss specifics of some this year.
- We spent a fairly significant amount of time working through the prioritization list for this year. Some reorganization was done per membership comments and an updated draft was sent out after the meeting and edits were completed.

August 12, 2021.

- The group reviewed the updated Prioritization list. One additional items was separated and clarified and the list is read to work from for this year. This is a living and evolving document so it is never "set in stone".
- A presentation was given by Al Kean (BWSR Retired) and Chris Otterness (Houston Engineering) on the history and application of the Outlet Adequacy provision of the Drainage Code. This conversation included a very robust discussion with DWG members on the utilization of this process and set some foundation for potential future discussion.
 - One Term "Cumulative Affect" was used regularly in the discussion with seemingly different intention/meaning. I expect a future discussion on this term to build some uniformity in how it is being utilized.
- Rita Weaver (BWSR) gave an overview of the status of the new storage initiative and there was some discussion on anticipated outreach efforts that are in the works for the next month or so.

Virtual vs In-Person Discussion

During both meetings there was some discussion about future DWG meetings and there was originally some optimism that we may be able to return to In-Person meetings with a potential virtual option at some point. However with the recent evolution in the situation and policies around COVID management efforts in the work place we are now anticipating that the remainder of the DWG meetings in 2021 will be done via a virtual format.

Next Virtual DWG meeting:

- September 9, 2021 is next scheduled meeting

Coleraine's stormwater solution



With collaborators ranging from fourth-graders to foundations, Itasca SWCD, city of Coleraine take a watershed approach to protecting Trout Lake

COLERAINE — The first elements of an Itasca County Soil & Water Conservation District (SWCD) project designed to protect Trout Lake’s water quality took shape this spring when 72 Vandyke Elementary fourth-graders planted curbside rain gardens on a

hill overlooking the lake.

The school, a golf course, a growing number of houses and the cities of Coleraine and Bovey hug the northern shore of the 1,890-acre lake, which has nearly 14 miles of shoreline and measures 135 feet at its deepest.



*Springs, precipitation and runoff feed Trout Lake, **above**, seen July 20 through smoke from wildfires. Before they planted rain gardens, Vandyke Elementary School fourth-graders learned how stormwater might affect fishing, boating and swimming. The rain gardens, **top left**, are the first of Itasca SWCD’s Clean Water Fund grant-backed stormwater projects sparked by discussions about a non-functional stormwater pond, **bottom left**, adjacent to the lake. **Photo Credits:** Ann Wessel, BWSR*



Left: Andy Arens, Itasca SWCD manager and water plan coordinator, checks on the rain gardens and sediment traps, which reduce how much sediment enters Trout Lake. **Middle:** Bottlebrush is among the species planted. **Right:** Vandyke Elementary School overlooks Trout Lake in Coleraine. Teachers worked fourth-graders’ rain garden planting into lesson plans. On the day of the planting, Earth science lessons included how communities’ water use can affect water supply and quality. **Photo Credits:** Ann Wessel, BWSR

A \$351,000 Clean Water Fund grant from the Minnesota Board of Water and Soil Resources (BWSR) supports the stormwater treatment work, which would keep an estimated 43 pounds of phosphorus and 15 tons of sediment out of the lake annually. Phosphorus feeds the algae that can turn lakes green. One pound of phosphorus can produce 500 pounds of algae.

“Trout Lake is known for its water clarity and water quality for recreating, also the fishery — trophy walleye, smallmouth, Northern pike, a tullibee lake. And it’s close to Grand Rapids and a large part of the county population,” said Andy Arens, Itasca SWCD manager and water plan coordinator.

Two city parks offer a swimming beach, boat access and shoreline trails.

But the lake had seen some summer fish kills and more algae blooms in recent years. Photographs and anecdotal evidence suggest Trout Lake supported cold-water-loving lake trout until about the 1950s.

Arens said the grant-funded work aims to preserve — and possibly improve — water quality. Reintroducing

“ The town has been good to me. I grew up in Coleraine. My father died when I was 8 years old, and it seemed like people took you under their wing. When I came back to the area and started a business, people were very supportive of me then, too. I love the community and I’d like to see it become vibrant again. ”

— Cavour Johnson, on volunteering



lake trout is not planned. Arens described the lake’s current condition as oligotrophic, the clearest, most oxygenated water on the tropic state index.

It hasn’t always been that way.

Mining operations that ran from 1907 to 1940 were an early source of sediment. An iron ore washing plant once stood on the east shore. Stockpiles sat on the west shore. But mining wasn’t the sole concern. Until the city built a treatment plant in 1958, raw sewage entered the lake. A 2008 Minnesota Pollution Control Agency (MPCA) report noted that untreated wastewater, which entered the lake from 1910 to 1987, sent Trout Lake into a eutrophic state — high in algae-producing nutrients, low in dissolved oxygen.

Water quality rebounded after wastewater treatment began in 1987.

The swimming beach reopened in 2005.

“The lake helps create a vibrant community,” said Cavour Johnson, a retired dentist who grew up in Coleraine, and then moved back in 1974 to open his practice. “People are drawn to a lake, and if you have a lake with good quality water, that’s just more and more of a draw.”

Johnson is a past chairman of the city’s economic development commission and one of two current members on the city’s parks, trails and landscaping committee. Through a conversation with Minnesota Department of Natural Resources staff, he learned that the stormwater

pond adjacent to the lake was no longer functioning.

Sediment filled the subsurface separation between the pond and the lake.

The pond, built in the mid-1980s, always had required periodic dredging.

Over time, rising lake levels had diminished the pond’s effectiveness. Sedimentation likely sped up as city and lakeshore development brought more impervious surfaces — and therefore more runoff.

Johnson was among those who brought the issue to the city in 2016, and then asked Itasca SWCD staff about cost-share to fund the necessary dredging. That request led to discussions about managing stormwater higher in the watershed, and, eventually, the 2020 Clean Water Fund grant.

Today, stormwater runoff is the primary source of sediment entering Trout Lake, which is fed solely by springs, precipitation and runoff.

“It’s fairly stable but we worry with minimal management of the city stormwater the (downward) trend will continue,” Arens said of the lake’s water quality and its periodic algae blooms.

Grant-funded practices being planned in Coleraine will treat about one-third of the 500-acre watershed, which includes most of the city.

“We’re a small city. It would be difficult coming up with the funds. We would have to bond. Or we would have to increase taxes,” said Coleraine Clerk-Treasurer Briana Anderson. “It’s just not something the city could afford. They’d have to look at other options, and it would take much longer. The Clean Water Fund is instrumental in helping us maintain the lake’s beauty.”

The city expects to contribute about \$80,000 cash plus in-kind labor. City crews helped with the rain garden project, which involved curb-and-gutter plus sidewalk work.

“This is certainly, from my personal perspective, a very feel-good project — to have the schools, the city, city staff, Itasca County Soil & Water and the Blandin Foundation — all the partners working together,” Anderson said of the rain garden installation.

Vandyke Elementary School Principal Sue Hoeft said the school’s lakeshore location lets students here experience what others might learn only in a video.

Fourth-graders observed how water flowed across the project site in winter and spring. They saw the rain garden construction. They may play a role in site maintenance.

“They had good questions and they were very interested and they loved the actual planting itself — getting their hands in the dirt,” Hoeft said.

The project not only fit with engineering and science



“It was really a great educational event,” Andy Arens, Itasca SWCD manager and water plan coordinator, said of the collaboration with Vandyke Elementary School. It involved 72 fourth-graders, 10 community volunteers, seven teachers, two TSA 8 staffers and two rain gardens. **Photo Credit:** Ann Wessel, BWSR



A winter view shows Vandyke Elementary School from Trout Lake, where algae blooms have increased in recent summers. **Photo Credit:** Cavour Johnson

learning standards, but also illustrated a real-world problem, Hoeft said, “and what people in different careers do to contribute to the solution.” Among them: Engineers, scientists and city workers.

“I think understanding some of the career aspects and the real-world problems that can be solved with science was a big piece of it,” Hoeft said.

A highly visible pair of attractive rain gardens near the school could go a long way toward community acceptance of what some might see as unkempt gardens, said Johnson, who was among the volunteers

helping with the project.

“I think it’s so important for us to learn at an early age how important it is to take care of the water, and how our actions as humans can have such an effect on water quality. It’s so easy to be oblivious to the things we’re doing affecting the water,” Johnson said.

“These interactions of humans and environment — that just goes a long way to solving the problem. I think that’s in essence what this is all about, and that’s one of the best things that could come out of this, is education of people into how to protect our environment and our waters,” he said.

Details

PARTNERS: City of Coleraine, Mississippi Headwaters Board, Technical Service Area (TSA) 8, Vandyke Elementary School, Trout Lake Association, the Blandin Foundation

FUNDING: Grant and matching funds include the following:
\$351,000 BWSR Clean Water Fund grant
\$80,000 Coleraine’s expected cash contribution
\$10,000 Mississippi Headwaters Board contribution
\$5,000 Blandin Foundation grant
\$1,200 Trout Lake Association contribution to date

MISSISSIPPI HEADWATERS BOARD: The Mississippi Headwaters Board’s BWSR Clean Water Fund-backed stormwater retrofit analysis study of Mississippi River cities included Coleraine. That analysis led to Itasca SWCD’s current Trout Lake-focused projects. In 2020, MHB contributed \$10,000 to the Itasca SWCD for engineering that explored pollution prevention practices related to the Trout Lake stormwater enhancement project.

TECHNICAL SERVICE AREA 8: Engineer Bill Westerberg was involved in design. Project Facilitator Beth Hippert led educational outreach.

Cover crop demo program takes off



A Traverse County producer who enrolled land in Traverse SWCD's cover crop demonstration program planted cereal rye into a soybean crop.

Photo Credits: Traverse SWCD

Traverse SWCD exceeds first-year signup goal, working with seven producers to implement cover crops through BWSR grant-supported work



Traverse Soil and Water Conservation District (SWCD) exceeded its first-year goal for a new cover crop demonstration program by nearly 200 acres.

By July, SWCD staff had worked with seven producers to enroll 788 acres in the new program. Traverse SWCD aims to enroll 600 acres per year in cover crops for three years total, with at least 200 acres per year located in Drinking Water Supply Management Areas (DWSMAs). The total enrollment goal is 1,800 acres. So far, 304 of the 788 enrolled acres are in DWSMAs.

The grant period runs for five years. Participating landowners are required to plant cover crops for three out of the next five years; this offers them the flexibility to plant during years with favorable conditions.

“We opted for a five-year (grant) agreement in the event the weather wasn’t conducive for planting cover crops on a given year, to allow the producers some flexibility,” said Sara Gronfeld, Traverse SWCD manager.

Traverse SWCD was one of five SWCDs to receive a Cover Crop Demonstration grant from the Minnesota Board of Water and Soil Resources (BWSR) in December 2019. A total of \$1 million was awarded to five SWCDs — Traverse, East Otter Tail, Stearns County, Faribault and Root River — to increase cover crops in key areas of the state. Grants ranged from \$125,000 to \$250,000, with each SWCD developing its own plan. SWCD staff members work with landowners to provide per-acre financial incentives and technical assistance.

“ No matter what Mother Nature throws at us, we still want to plant a cover crop. ”

— Bruce Johnson, Traverse SWCD technical manager

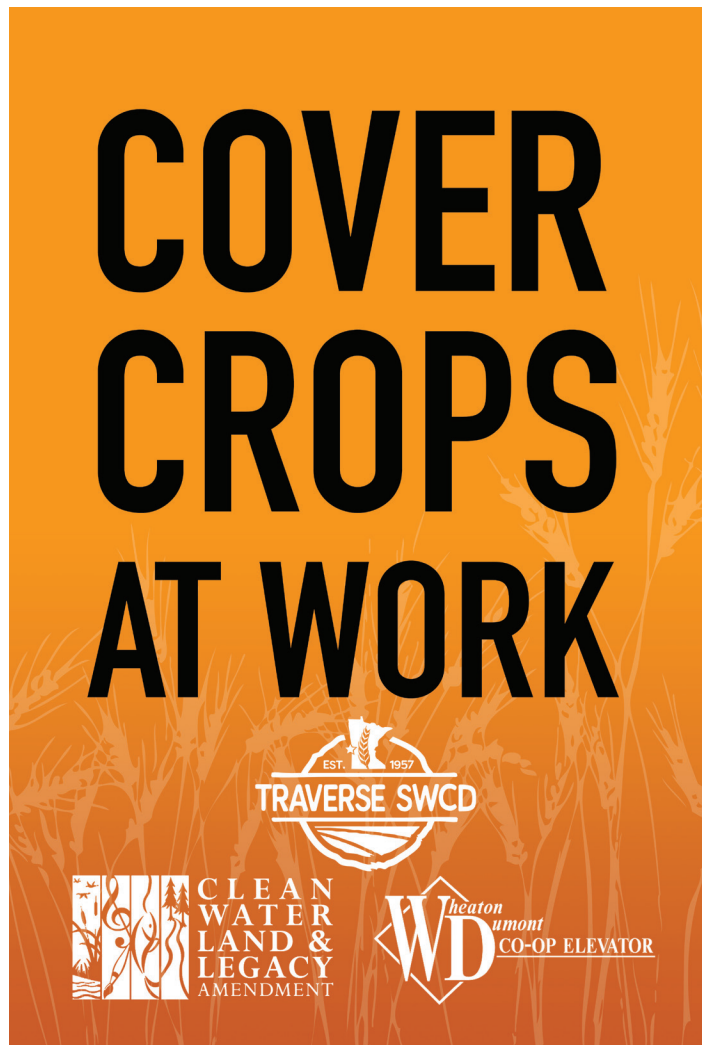
In addition to the \$125,000 grant from BWSR, Traverse SWCD leveraged \$12,500 from Wheaton Dumont Co-op Elevator to launch the cover crop program, which offers \$38 per acre payments to landowners who try cover crops. The SWCD opened enrollment in spring 2020.

“We’re over all our goals,” said Bruce Johnson, Traverse SWCD technical manager. “I hope we get to a point where our producers in Traverse County make cover crops a part of their system.”

By keeping a living plant aboveground and roots belowground for much of the year, cover crops can greatly reduce erosion and runoff while increasing infiltration. Cover crops increase soil organic matter, which can improve soil health and increase water retention.

Cover crops can scavenge excess nitrogen and phosphorus, reducing how much infiltrates into groundwater, and potentially increasing the nutrients available for the next cash crop. Certain cover crops can reduce the amount of nitrogen fertilizer needed, potentially lowering production costs. In addition, cover crops can provide more forage for livestock and food sources for beneficial insects and pollinators.

“I think cover crops are the way of the future, but



This sign is displayed on land enrolled in the cover crop program.

we need to change the mentality of how we do things,” Johnson said.

Johnson obtained Job Approval Authority in 2020 for cover crops to better assist landowners looking to explore soil health practices through the demonstration grant. The certification allows him to sign off on cost-share contracts and provide technical assistance

to producers.

While cover crops offer soil health benefits, barriers exist for new adopters. Successful establishment depends on many variables: sufficient rain after planting, adequate seed-to-soil contact, and favorable interaction with the standing crop. Costs associated with establishing cover crops can also be a significant hurdle.

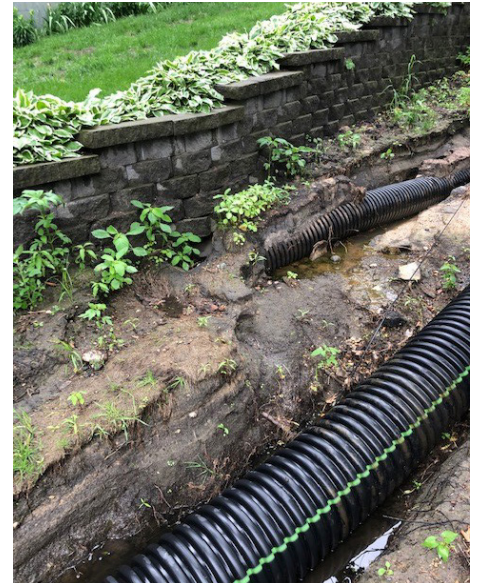
“That producer still has to feel 100% comfortable with what they’re doing. I have no money in the game, but producers do — they are taking a risk,” Johnson said.

Despite early successes, the ongoing drought has created challenges for the new program. Johnson said producers are reluctant to invest in cover crop seeds and equipment rental this year because of concerns that the crops won’t take due to lack of rainfall. Johnson said the SWCD’s flexible program, which requires landowners to plant cover crops in three out of five years rather than annually, makes it easier to adapt to circumstances such as a drought.

“No matter what Mother Nature throws at us, we still want to plant a cover crop,” Johnson said. “Having this much adversity in the first year is a challenge.”

In addition to offering \$38 per-acre payments, the program provides technical assistance through online trainings. Four WebEx trainings this spring featured producers, State Soil Health Specialist Anna Cates, USDA Natural Resources Conservation Service staff and University of Minnesota staff. Promotional efforts include signs indicating enrolled fields, targeted mailings, and several informational meetings targeting producers.

Circle Lake: One fix, two properties



COVID-19 put many conservation projects on pause. Rice SWCD staff weathered change orders, material shortages and price fluctuations to respond to a request from neighbors. Water quality will benefit from landowners' work supported by the lake improvement district. It's one step toward big-picture goals.



FUNDING: The \$19,225 cost was covered by \$15,740 in local capacity funds (a direct Clean Water Fund appropriation from BWSR to SWCDs) from two fiscal years for construction, plus technical support from Rice SWCD and the Southeast SWCD Technical Support JPB; and a \$3,485 landowner and LID match

LONSDALE — It started out as a simple request, backed by a series of photos shot after a heavy rain. Neighbors Ben and Rachel Streiff and Pete Cook moved to Circle Lake to be close to nature, enjoy outdoor recreation and take in the sunsets. But a growing gully between their two properties threatened that enjoyment.

When the gully persisted after heavy rains washed away their own attempts and a landscaper's efforts, the neighbors knew it was time to contact the Rice Soil & Water Conservation District (SWCD).

The 837-acre lake, added to Minnesota's impaired waters list in 2006 due to excess nutrients, sits on the fringe of the Twin Cities metropolitan area, roughly 7 miles southeast of Lonsdale. The lake is hyper-eutrophic — very nutrient-rich, with frequent and severe algal blooms and low water clarity. It's also shallow,

with a maximum depth of 14 feet. Houses line its shore. The adjacent land is in agricultural production.

An active lake association was part of what attracted Ben and Rachel Streiff to Circle Lake. The Circle Lake Association established the Circle Lake Improvement District in 2019 to generate money for projects that move the lake closer to removal from MPCA's impaired waters list. To Ben Streiff, the lake association's hard work to improve the lake seemed rare. He wanted to be a part of it.

"Growing up, my aunt and uncle lived along Mink Lake near Maple Lake, and when I was younger, they did a project and it drastically improved the water. The lake became crystal clear, with bass and sunfish. It was always in my mind with a lake association that's active and has the lake's best interest in mind."

BEFORE: *The worsening gully between neighboring properties on Circle Lake southeast of Lonsdale is shown on June 21, 2019. Landowners worked with Rice SWCD staff and Southeast SWCD Technical Support JPB staff on a solution. To fund the work, the SWCD used local capacity dollars — provided by Clean Water Funds from BWSR — and matching dollars from the landowners and the Circle Lake Improvement District.*

Photo Credits: Emmie Scheffler, Rice SWCD



AFTER: The completed project, seen here on July 21, 2021, incorporated new tile and a regraded slope covered by erosion control fabric made of jute. It will keep an estimated 2.1 tons of sediment and 2.1 pounds of phosphorus out of Circle Lake each year.

Good things happen when individuals work together with a common goal, Streiff added.

Rice SWCD technician Emmie Scheffler received Ben Streiff’s email request. She served as the liaison among the property owners and Chris Nelson, an engineering technician with the Southeast SWCD Technical Support Joint Powers Board (JPB).

A heavy rain in June 2019 prompted the landowners to contact Rice SWCD.

The land around the drainage tile continued to erode, forming a gully between the Streiff and Cook properties. Sections of the tile were missing or not reinforced.

While both landowners had attempted to stabilize the gully, the erosion continued, and mini sinkholes continued to form. Eventually, the draw between them deteriorated

“ Working with the SWCD was a good experience. We were happy to have them on our side because they know what to look for. We tried ourselves; didn’t work. Hired a landscaper; didn’t work. It’s nice to have an expert in the field explain how it should be and what would work. ”

— Ben Streiff, landowner, on working with Rice SWCD staff

to the point where the retaining wall on Cook’s property and sediment along both yards were washing into the lake. The gully was more than they could repair. A landscaper fixed the site, but subsequent rains washed away the repairs.

Meanwhile, the erosion worsened.

Nelson described a sediment plume of soil that entered the lake. Led by Nelson, the JPB determined the best option was to replace the failing tile.

The COVID-19 pandemic added complexity to the project. After Nelson designed it and a contractor was selected, the homeowners learned of statewide PVC piping and materials shortages. The cost of materials fluctuated from \$9 to \$32 per linear foot. The result: A project redesign.

Frustrated, the homeowners contemplated waiting one year. But after talking to Scheffler and Nelson, they decided to move forward.

Nelson redesigned the project, which was then

re-bid. Ultimately, the landowners selected a new contractor. The new design incorporated materials that were more readily available and reasonably priced. Nelson reduced the scope of the project, resulting in fewer, more heavily reinforced joints. New materials connected to existing systems. The redesign met the USDA’s Natural Resources Conservation Service (NRCS) specifications.

Streiff said the new design worked out better — it preserved the privacy they greatly appreciated by retaining a few trees and lilacs that otherwise would have been removed.

Work finished on July 10.

The project’s estimated annual pollution reductions include 2.1 tons of sediment and 2.1 pounds of phosphorus. It’s estimated to curb soil erosion by slightly more than 6 tons a year.

IDEC field day focuses on wetlands



BWSR Wetland Specialist Ben Meyer (right) ran a soils station during the Aug. 5 Increasing Diversity in Environmental Careers (IDEC) field day in Andover. Student fellows rotated among several stations throughout the day focused on native vegetation, engineering and hydrology in addition to soils.

Photo Credits:
Mary Juhl, BWSR

Alyssia Bell considers herself a hands-on, in-person learner. After studying remotely for more than a year because of COVID-19, she welcomed a summer field day led by Minnesota Board of Water and Soil Resources (BWSR) staff at a wetland restoration site.

Bell, a junior at Metropolitan State University studying environmental science and minoring in physics, was one of 11 Increasing Diversity in Environmental Careers (IDEC) fellows who attended the Aug. 5 field day at Woodland Creek wetland restoration in Andover.

“I learn best when I can see firsthand the concepts we are learning and be able to ask questions live,” Bell said. “This is my favorite part of the entire (IDEC) program. I went home and told my family everything I learned, and they could see the excitement on my face.”

The IDEC program is a strategic partnership among BWSR, the Minnesota Department of Natural Resources (DNR), the Minnesota Pollution Control Agency and Conservation Corps Minnesota & Iowa. IDEC provides a college-to-careers pathway for under-represented science, technology, engineering and mathematics (STEM) college students who want to pursue a career in environment and natural resources. Students receive a fellowship, mentorship and paid internship.



Bell

Funding comes from the Environment and Natural Resources Trust Fund (ENRTF). The DNR received a total of \$1.28 million to implement three

separate cohorts serving a total of 43 students; 16 students are participating in this year’s cohort.

CCMI Career Pathways Program Manager May Yang accompanied fellows to the wetland restoration site, where BWSR staff members highlighted different aspects of the project.

“These hands-on activities are so important because it helps them get an



idea of what they might want to do (professionally). It's a well-rounded experience," Yang said. "Being out here in the field, there's no Zoom (meeting) fatigue. Feeling the wind and seeing the wildlife, when you can use all your senses, it makes a big difference."

The city of Andover purchased the former golf course in 2013. BWSR partnered with the city to restore 64.3 acres of wetlands through the Local Government Road Wetland Replacement Program (LGRWRP), which restores wetlands to generate wetland banking credits. Contractors moved fill from the former tee boxes and mounds into ponds, and flattened slopes to maximize opportunities to establish native vegetation. Today, the site functions as a city park with a mowed walking trail.

"One of the most successful ways we do (wetland) mitigation is through the wetland bank," Wetland Specialist Ben Meyer said during a site overview. "The thing that's unique about these wetland banking sites is they have a conservation easement on them. The easement is a protection mechanism the state uses to keep this wetland protected in perpetuity."

Easement Acquisition Specialist Senior Lucy Dahl provided a bit of background about conservation easements in Minnesota. Dahl informed students that BWSR holds more than 8,000 easements statewide on more than 350,000 acres.

"There aren't many things



Top: BWSR Conservation Engineering Technician Karen Bonde (right) led an engineering and hydrology station during the field day. **Middle:** Bumblebees were among wildlife student fellows observed during the six-hour event. **Bottom:** Woodland Creek wetland restoration in Andover spans more than 63 acres. It functions as a city park with a mowed walking trail.

in our lives or in our world that are permanent, but conservation easements are protected forever," Dahl said.

Students rotated among three stations, where Meyer discussed soils, Senior Ecologist and Vegetation Specialist Dan Shaw discussed native vegetation, and Conservation Engineering Technician Karen Bonde discussed engineering and hydrology. Students collected seeds, assessed native vegetation, worked with soil samples, and viewed an outlet structure. They saw bumblebees, monarch butterflies and swans during the six-hour visit.

Bell said her favorite station was engineering and hydrology.

"I learned about GPS and how it's used to understand the land," Bell said. "It makes me look at the land I am walking on a little closer. You never know what is underneath."

Legislative Coordinator Megan Lennon leads the IDEC initiative at BWSR and organized the field day.

"When creating the internship at BWSR we wanted to provide a hands-on and experiential learning environment for the IDEC fellows. As an added bonus, our staff benefits greatly from the conversations and interactions with the brilliant and enthusiastic students," Lennon said. "It's so rewarding to work with the next generation of natural resources professionals and give them a head start in their future careers."

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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 | | |