BOARD OF WATER AND SOIL RESOURCES

Board of Water and Soil Resources - Optional Workshop

Date: Wednesday, September 27, 2023

Time: 9:00 – 11:00 am

Location: BWSR, 520 Lafayette Road North, Lower-Level Conference Room and via MS Teams

Individuals interested in attending the meeting through Teams should do so by either: 1) logging into Teams by clicking here to join the meeting or 2) join by audio only conference call by calling telephone number: 651-395-7448 and entering the conference ID: 293 933 020#.

Contact: John Jaschke, Executive Director, John.Jaschke@state.mn.us or 612-202-3815

Agenda:

1. BWSR Board/Agency Operations Overview

BOARD OF WATER AND SOIL RESOURCES

BWSR Board and Agency Operations Overview - Workshop

John Jaschke | Executive Director

9-27-23

BWSR Statutes

12A – Natural Disaster, State Assistance

103A – Water Policy and Information

103B – Water Planning and Project Implementation

103C – Soil and Water Conservation Districts

103D – Watershed Districts

103E – Drainage

103F – Protection of Water Resources

103G – Waters of the State

103H – Groundwater Protection

114D – Clean Water Legacy Act

BWSR Statutes: Example – Ch 103B.101

103B.101 BOARD OF WATER AND SOIL RESOURCES.

Chapter 60 - MN Laws 2023

(b) The board may accept grants, gifts, donations, or contributions in money, services, materials, or otherwise from the United States, a state agency, or other source to achieve an authorized or delegated purpose. The board may enter into a contract or agreement necessary or appropriate to accomplish the

Official Publication of the State of Minnesota
Revisor of Statutes

transfer. The board may conduct or participate in local, state, or federal programs or projects that have as one purpose or effect the preservation or enhancement of water and soil resources and may enter into and administer agreements with local governments or landowners or their designated agents as part of those programs or projects. The board may receive and expend money to acquire conservation easements, as defined in chapter 84C, on behalf of the state and federal government consistent with ~~the~~ Camp Ripley's Army Compatible Use Buffer Project, Sentinel Landscape program, or related conservation programs. The board may enter into agreements, including grant agreements, with Tribal nations, federal agencies, higher education institutions, local governments, and private sector organizations to carry out programs and other responsibilities prescribed or allowed by statute.

BWSR Statutes:
Example – Ch 103B.101 → Bylaws

Bylaws: Board | MN Board of Water, Soil Resources (state.mn.us)

State Policy and Budget

Budget Proposals: Gov → Legislature ←→ Gov → Agencies

Policy Proposals: Gov → Legislature ←→ Gov → Agencies

Budget or Policy Bills: Interests → Legislature ←→ Gov → Agencies

BWSR Board Responsibilities - examples

1. Grant Policy and Allocations
2. RIM Easement Program Authorization
3. Local Government Unit (LGU) – Creation, Dissolution and Boundaries
4. LGU Plan Approvals
5. Rule Adoption
6. Adjudication/Appeals
7. Executive Director - Performance/Hire/Fire

BWSR Operations - examples

A. Personnel (Agency Management, MMB and Collective Bargaining Agreements): Wages, benefits, job descriptions, job classification, training, performance review, etc.

B. Contracts (Dept. of Admin)

C. Budgeting (Agency Management/MMB Spend Plans)

D. Risk Assessment/Internal Controls (MMB guides, OLA Conducts)

E. Communications (Internal/External)

Minnesota Board of Water & Soil Resources BWSR (state.mn.us) (intranet)

BWSR Decision-making

The decision-making process used at BWSR is grounded in the following principles:

- Deliberate and intentional decisions, informed by input from others
- A “fair process” meaning that the path is known by all involved, including clear expectations and explanations
- Communication to staff at key points (noted by the feedback loop)

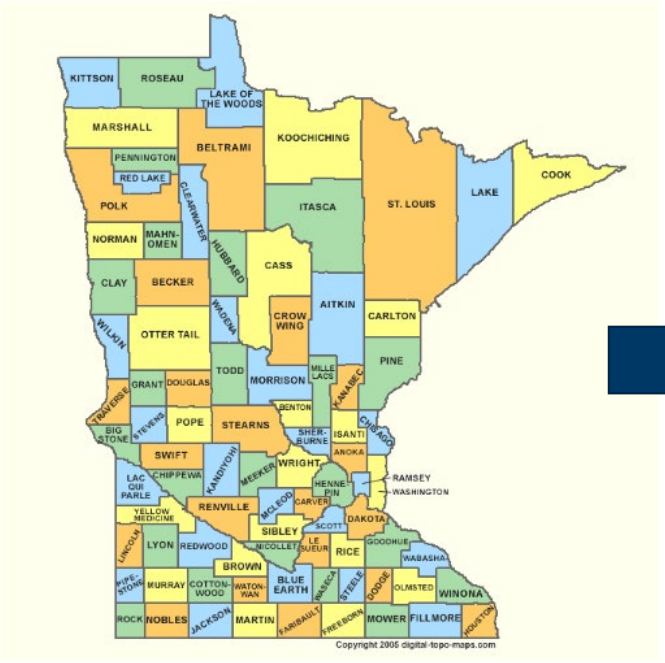
Decision Making Process | MN Board of Water, Soil Resources (state.mn.us)

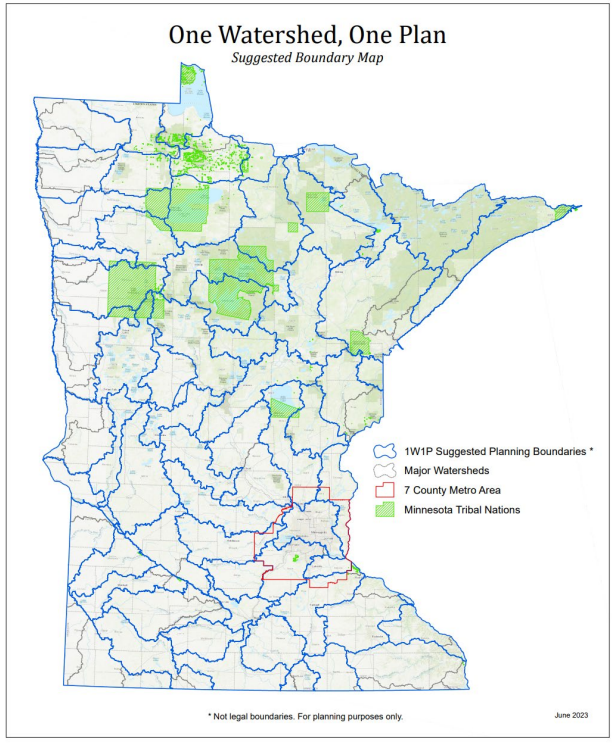
Program Statutes:
Example – One Watershed One Plan (1W1P)

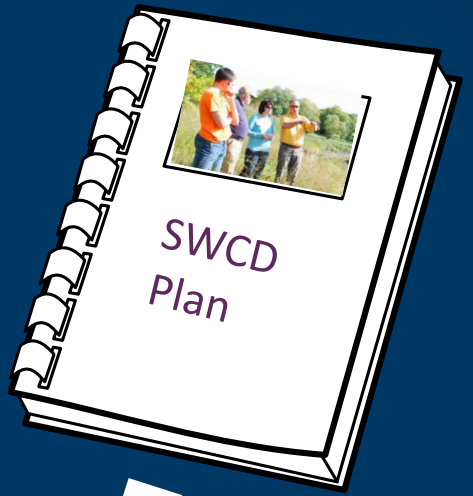
103B.801	COMPREHENSIVE WATERSHED MANAGEMENT PLANNING PROGRAM.

One Watershed
One Plan

Watershed Management Transition

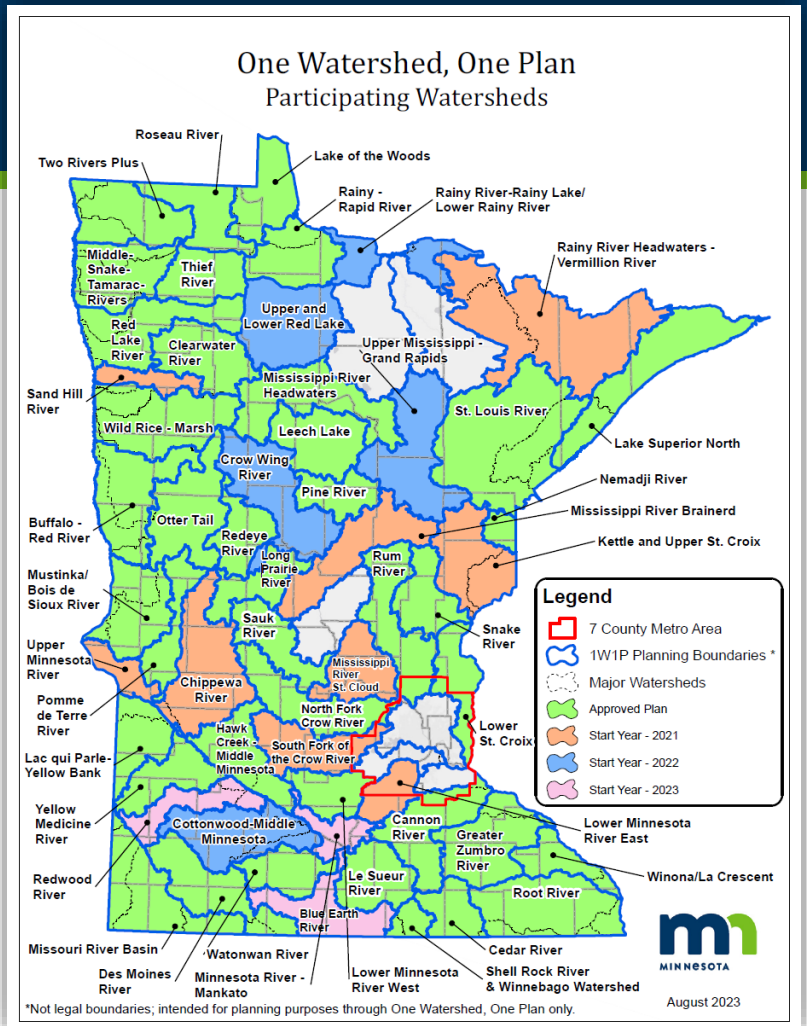






Comprehensive Watershed Management Plan

Transition Status



60 total planning boundaries (excluding metro)

- 57 participating = 95%!
- 40 approved = 67%
- 4 in submitted for 60-day review

Otter Tail River
ONE WATERSHED ONE PLAN

Measurable Goals

Measurable goals identify the desired change in the resource and indicate how progress will be measured. Goals are developed to address the priority issues, and models and data are used to quantify milestones for progress. The measurable goals were developed over the course of three Technical Advisory Committee meetings and approved by the Policy Committee. They are described in detail in Section 5.

Phosphorus Reduction
- 5% reduction in focus lakes and streams through agricultural practices, stormwater management, and shoreline stabilization.

Sediment Reduction
- 4% reduction in focus streams through agricultural practices, stormwater management, and shoreline stabilization.

Soil Health
- 1,500 acres/year of soil health practices such as cover crops, no till, pasture management, and conservation crop rotation (15,000 acres in 10 years).

Groundwater Protection
- 690 acres/year groundwater protection practices such as nutrient management, irrigation water management, and DWSMA protection (6,900 acres in 10 years).

Land Protection
- 500 acres/year of land protection or forest management (5,000 acres in 10 years).

Stream Stabilization
- 1.8 miles of stream stabilization and riparian easements in the watershed.

Aquatic Connectivity
- Modify 4 dams on the Pelican River to reconnect 81 river miles, and modify 4 dams on the Otter Tail River to reconnect 88 river miles.

Water Retention
- 0% change in watershed discharge while building resilience through agricultural practices, forest protection, stormwater retention, and wetland restoration.

Bacteria Reduction
- Implement 2 projects/year to prevent new impairments and make progress toward removing current impairments (20 projects in 10 years).

AIS Prevention & Management
- Continue implementation of local AIS Plans including inspections, compliance, decontaminations, outreach, monitoring, and enforcement.

Figure 1.6. Measurable goals for the Otter Tail Watershed.

Program Statutes:
Example – Wetland Conservation Act (WCA)

WETLANDS

103G.221	DRAINING PUBLIC WATERS WETLANDS.
103G.2212	CONTRACTOR'S RESPONSIBILITY WHEN WORK DRAINS OR FILLS WETLANDS.
103G.222	**REPLACEMENT OF WETLANDS.**
103G.223	CALCAREOUS FENS.
103G.2241	**EXEMPTIONS.**
103G.2242	**WETLAND VALUE REPLACEMENT PLANS.**
103G.2243	LOCAL COMPREHENSIVE WETLAND PROTECTION AND MANAGEMENT PLANS.
103G.2244	WETLAND CREATION OR RESTORATION WITHIN PIPELINE EASEMENT.
103G.225	STATE WETLANDS AND PUBLIC DRAINAGE SYSTEMS.
103G.2251	STATE CONSERVATION EASEMENTS; WETLAND BANK CREDIT.
103G.231	PROPERTY OWNER'S USE OF PUBLIC WATERS WETLANDS.
103G.235	RESTRICTIONS ON ACCESS TO WETLANDS.
103G.2364	PROPERTY OWNER'S USE OF WETLANDS.
103G.2365	CONTROLLING NOXIOUS WEEDS.
103G.2369	[Repealed, 1991 354 art 7 s 2; 1993 c 175 s 7]
103G.237	COMPENSATION FOR LOSS OF PRIVATE USE.
103G.2372	**ENFORCEMENT.**
103G.2373	[Repealed, 2002 c 220 art 8 s 16]
103G.2374	ELECTRONIC TRANSMISSION.
103G.2375	ASSUMPTION OF SECTION 404 OF FEDERAL CLEAN WATER ACT.

Wetland Conservation Act

- Rulemaking
- Wetland Banking
- Local Govt Roads Wetland Replacement Program
- Appeals
- Technical Evaluation Panels

Local Govt Roads Wetland Replacement Program

Program Statutes: Example – Grants

Grant Programs | MN Board of W

Decision Making Process | MN B

https://bwsr.state.mn.us/grants

Google | Minnesota White P... | BWSR Home | BWSR intranet (BERT) | State of Minnesota... | Minnesota Legislat... | MSN | Outlook, Offi... | Other favorites

Grant Programs

BWSR grants provide funding to local units of government to deliver soil and water conservation services to their communities. Grant funds support and increase local capacity to implement programs and, provide cost-share with landowners who install conservation practices on their land to benefit state water and soil resources.

CLEAN WATER LAND & LEGACY AMENDMENT

Clean Water Fund Grants

County Grants

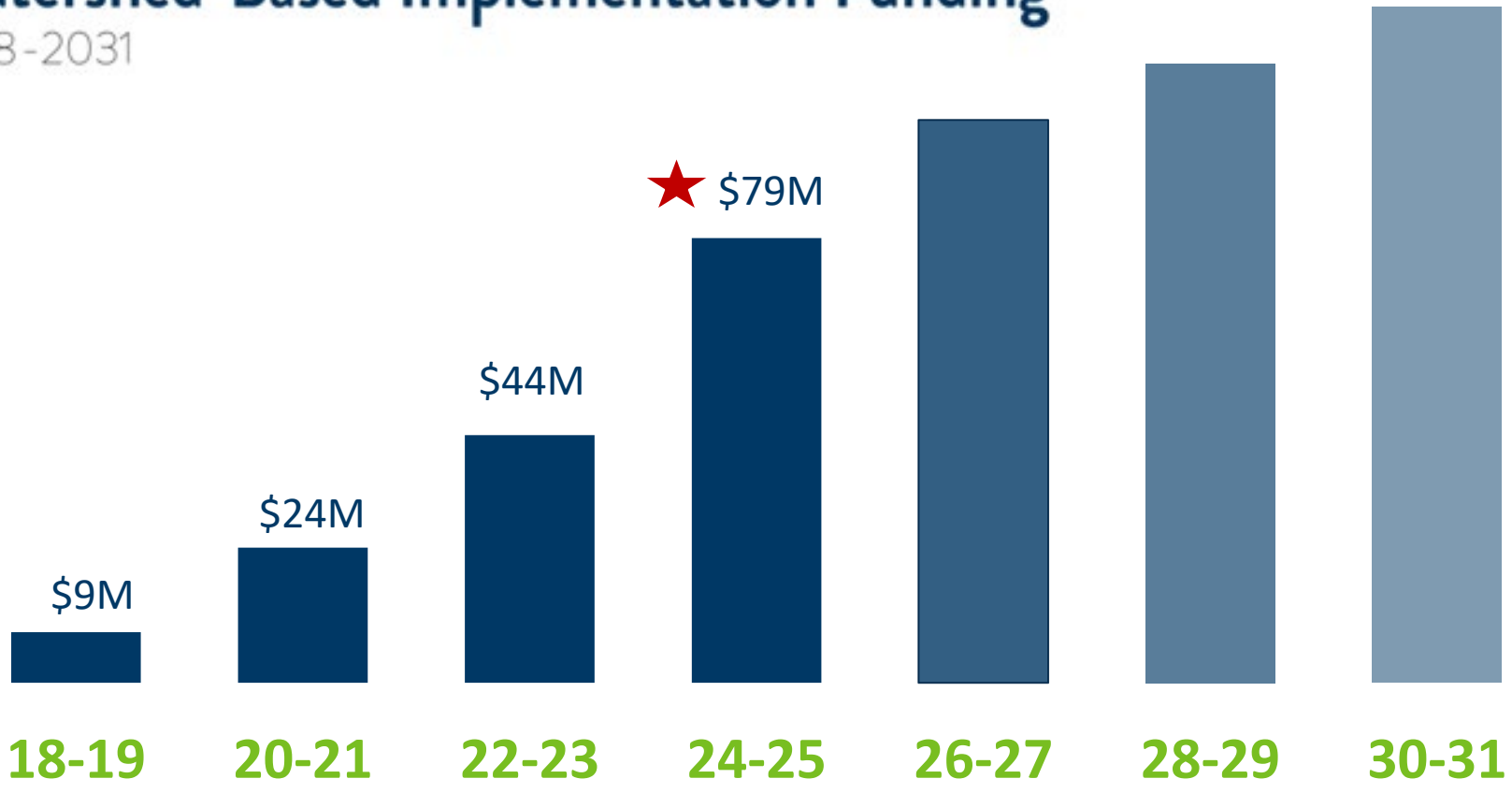
SWCD Grants

5:54 PM
9/26/2023

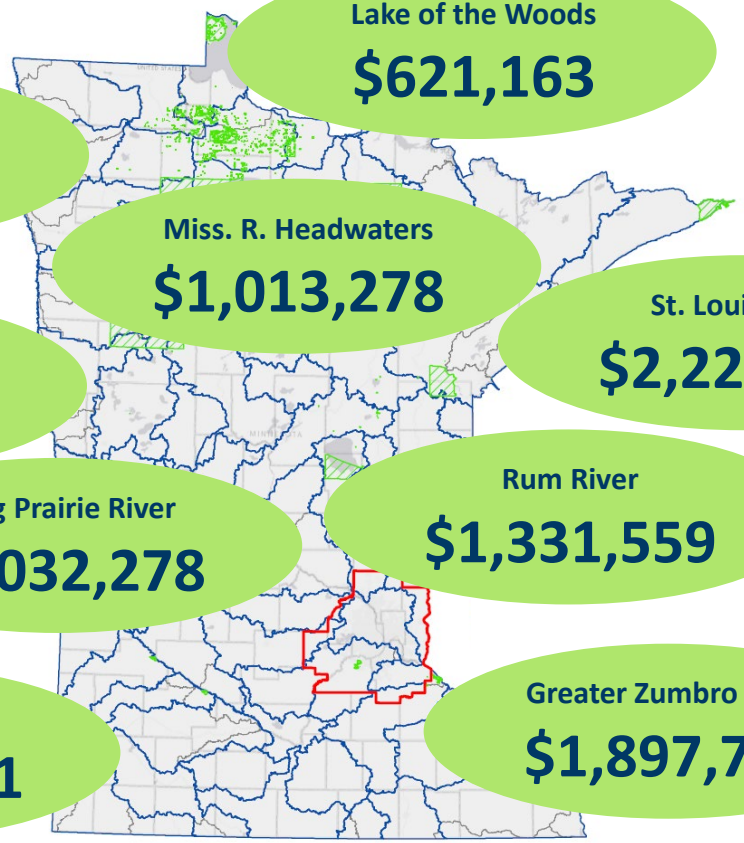
Clean Water Fund transition to

Watershed-Based Implementation Funding

2018-2031



Selected Funding Amounts – FY24-25



Lake of the Woods
$621,163

Middle Snake-Tamarac
$1,620,713

Miss. R. Headwaters
$1,013,278

St. Louis River
$2,228,654

Buffalo – Red River
$1,906,278

Rum River
$1,331,559

Long Prairie River
$1,032,278

Des Moines River
$1,736,981

Greater Zumbro River
$1,897,768

Total Appropriation
$79,000,000

7-County Metro Area
$9,000,000


Cass County; Ulteig Engineering


Pennington SWCD

BWSR


Steve Snyder

BWSR

Coordination/Assistance Roles - examples

Drainage Work Group – 103B.101

Performance Review and
Assistance Program – 103B.102

Drainage Work Group Purpose and Process

The Drainage Work Group's purpose revolves around two overarching points:

1) **to foster science-based mutual understanding about drainage topics and issues and**

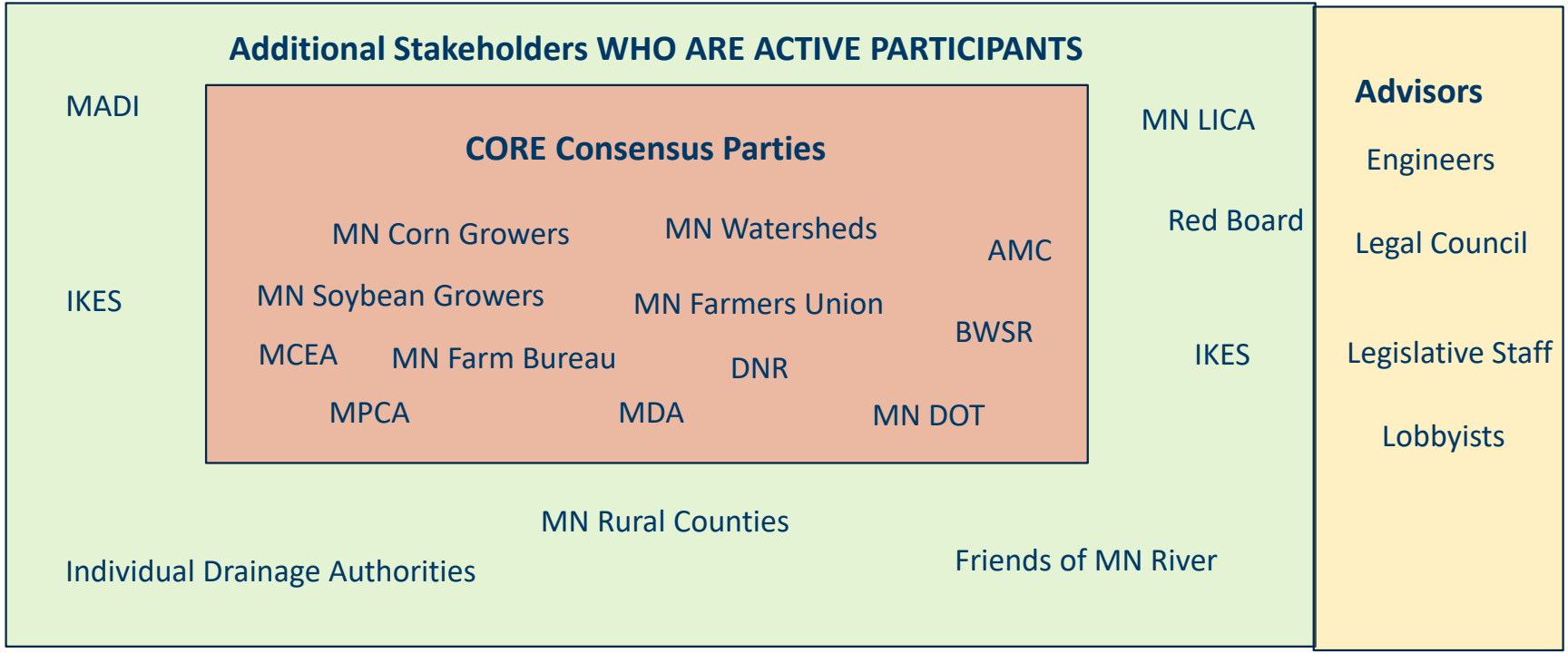
2) **to develop consensus recommendations for drainage system management and related water management, including recommendations for updating Minnesota Statutes Chapter 103E Drainage and related provisions.**

Facilitator*: Tom Gile *tom.gile@state.mn.us* *(507) 696-1764

Drainage Work Group Typical Items

1) Legislative Reports
2) Stakeholder Feedback on Programs and Guidance
3) General Drainage related news/info (Significant Court Cases or other related news)
4) Develop Consensus recommendations for drainage system management and related water management (Drainage Manual for example)
5) Develop Consensus recommendations for updating Minnesota Statutes Chapter 103E Drainage and related provisions.

103E Policy Change and Drainage Manual



DWG and Legislative Update 2023-24

(1) the definition and application of outlet adequacy as provided in Minnesota Statutes, section 103E.261;

(2) public notice requirements for proposed public drainage activities, including a drainage registry portal.

The board must submit the report to the chairs and ranking minority members of the house of representatives and senate committees and divisions with jurisdiction over environment and natural resources by February 1, 2024.

Performance Review and Assistance Program Guiding Principles

he program was designed to be:

- **Pre-emptive** - so that problems are identified and diagnosed early
- **Systematic** - thorough, consistent and expected so that local governments can be prepared
- **Constructive** - recognizes uniqueness, charts a path for those needing help to improve and showcases successes
- **Transparent** - allowing for greater public awareness and participation

Performance Review and Assistance Program Important Aspects

In addition, the PRAP should:

- **Include consequences** - that are proportional to the uncorrected deficiencies
- **Provide recognition** - for high performance
- **Retain local ownership and autonomy** - even when the State does not fully agree with decisions
- **Maintain proportionate expectations** - comparisons are inevitable but need to acknowledge wide diversity of capacity and budget
- **Preserve the state/local partnership** - the State provides review, training and resources as a partnership package
- **Result in effective on-the-ground conservation** - must add value to conservation and clean water outcomes, not become an outcome unto itself

Questions/Discussion

John Jaschke | Executive Director

612-202-3815 mobile, john.Jaschke@state.mn.us

BOARD OF WATER AND SOIL RESOURCES

New RIM program targets riparian areas, floodplains to benefit habitat, water quality

CLEAN WATER LAND & LEGACY AMENDMENT

The RIM Riparian and Floodplain Restoration Program is funded by the Clean Water Fund and the Outdoor Heritage Fund. Both funds are supported by Clean Water, Land and Legacy Amendment dollars.

A new Reinvest in Minnesota (RIM) Reserve easement program administered by the Minnesota Board of Water and Soil Resources (BWSR) provides flexible options to protect riparian and floodplain areas across the state.

BWSR began accepting applications on Oct. 2 for the RIM Riparian and Floodplain Restoration Program (RRFRP), which offers payments to landowners who enroll land bordering watercourses or in Federal Emergency Management Area (FEMA)-mapped floodplains into conservation easements. The program aims to improve water quality and enhance habitat corridors.

BWSR Conservation Easement Section Manager Sharon Doucette said the new program will focus on converting land from agricultural uses to perennial vegetation.

"If there's permanent vegetation, that's going to reduce the sediment load in flooding conditions," Doucette said. "There's shoreline protection benefits, habitat benefits, and there's a water-quality benefit to taking these areas out of row crop agriculture."

The program is supported by $8.87 million in Clean Water Funds (CWF) and $8.56 million in Outdoor Heritage Funds (OHF). The two funding sources have different parameters for easement terms: CWF dollars can be used for limited-term, 30-year easements that allow working lands activities such as haying, grazing, timber harvesting and planting fruit or nut trees; OHF-funded easements must be perpetual and do not allow for working lands activities. The OHF funding sets a 1,500-acre goal for the program, whereas the CWF funding does not stipulate acreage goals.

A Reinvest in Minnesota (RIM) Reserve easement was recorded in 2018 on Robert and Cathy VanderLinden's property near Redwood Falls as part of a Minnesota Conservation Reserve Enhancement Program (MN CREP) enrollment. The easement, which borders Judicial Ditch 32, is an example of the type of land targeted by BWSR's new RIM Riparian and Floodplain Restoration Program.
Photo Credits: Mary Juhl, BWSR

A Minnesota Conservation Reserve Enhancement Program (MN CREP) easement recorded in 2018 on Loreli and Rob Westby's West Ottertail County farm protects 620 acres. Land enrolled in MN CREP is also enrolled in a permanent Reivest in Minnesota (RIM) Reserve easement and a federal Conservation Reserve Program easement. This easement protects native vegetation established on former cropland, plus a restored weltand. A new BWSR program seeks to extend RIM easements to riparian and floodplain areas.

"The option to generate income on the easements via working lands activities might be appealing to some," said BWSR Easement Programs Coordinator Dusty VanThuyne. "I think the options available under this program are more likely to fit what landowners are looking to do to meet their goals for their properties."

Interested landowners can work with their local soil and water conservation district (SWCD) to prepare an application, which the SWCD then submits to BWSR. BWSR intends to open monthlong application periods every January, July and October until funds are spent.

The new program is the latest in a series of targeted RIM easement programs developed by BWSR in recent years. Some of these emerging programs focus on specific resource concerns, such as the RIM Working Lands and RIM Grassland Reserve easement programs launched in 2019. RIM Wetlands, a statewide program that aims to restore wetland complexes in areas of the state that may not be eligible for the Minnesota Conservation Reserve Enhancement Program (MN CREP), was developed in September 2022.

> **"I think the options available under this program are more likely to fit what landowners are looking to do to meet their goals for their properties."**
>
> — Dusty VanThuyne,
> BWSR easement programs coordinator

Other targeted RIM easement programs focus on specific watersheds and regions. The Pine River and Leech Lake Watershed Shoreland Protection Easements Program was developed in 2020 to preserve undeveloped shoreland within the Pine River and Leech Lake watersheds, which have been identified as a state priority for source water protection through the One Watershed, One Plan program planning process. The Critical Shorelands: Rum River Conservation Easements Program developed in 2019 offers RIM easement options for sensitive shorelands in 10 counties within the Rum River watershed.

"When we pursue a new program that's really geographically focused, that's typically because a local partner came to us and asked us to hold RIM easements so they can do their work," Doucette said. "BWSR also pursues programs from a resource perspective — we look for gaps in resource protection needs that may not be met by broader conservation easement programs like the (federal) Conservation Reserve Program."

RIM Reserve easements play a critical role in the state's efforts to improve water quality by reducing soil erosion and phosphorus- and nitrogen-loading, and improving wildlife habitat on private lands. There are currently more than 7,600 active RIM easements protecting more than 332,000 acres of land across Minnesota.

Irrigation workshop introduces NRCS, SWCD staff to latest tech

CLEAN WATER LAND & LEGACY AMENDMENT

Details

TTCP: The Technical Training and Certification Program is funded by a contribution agreement between BWSR (Clean Water Funds) and NRCS (Farm Bill dollars).

Project area: Involves SWCDs from Becker, Benton, Cass, Dakota, Douglas, East Otter Tail, Grant, Hubbard, Kandiyohi, Meeker, Morrison, Pope, Sherburne, Stearns, Stevens, Swift, Todd, Wadena, Washington and West Otter Tail counties

STAPLES — An irrigation workshop at Central Lakes College (CLC) this summer introduced Natural Resources Conservation Service (NRCS) and soil and water conservation district staff to an array of new technology, components of different irrigation systems — and some of the management decisions producers consider before making changes.

The two-day training prepared NRCS and SWCD technicians to plan, design and install practices supported by a $3.5 million Regional Conservation Partnership Program (RCPP) grant focused on conservation work on irrigated lands within 20 central Minnesota counties. NRCS awarded the five-year grant to the Minnesota Department of Agriculture (MDA) in 2021.

Partners include 20 SWCDs, the Mille Lacs Band of Ojibwe, Central Lakes College, the University of Minnesota, AgCentric, plus industry representatives.

Natural Resources Conservation Service website: **www.nrcs.usda.gov**

The RCPP goal: decrease water use, and improve groundwater and surface water by reducing sediment, nutrients and chemical contaminants.

The RCPP grant also supported the July 17-18 training, coordinated through the Minnesota Board of Water and Soil Resources' Technical Training and Certification Program (TTCP).

"The purpose of this workshop is really to help provide some advanced information about irrigation, irrigation technology and irrigation water management to help those staff to provide good technical assistance to irrigators," said Jeppe Kjaersgaard, an MDA research scientist on

Left: *Cory Detloff, Central Lakes College's Ag & Energy Center and Farm Business Management director, behind the table at left; and Keith Olander, executive director of AgCentric and Agricultural Partnerships with Minnesota State and CLC; led a discussion July 18 during the Irrigation RCPP Technical Training Workshop for NRCS and SWCD staff at Central Lakes College in Staples.*
Center: *Kelan Buchta of Grand Irrigation in Clear Lake discussed elements of irrigation.*
Right: *Jeff Lorentz of the Minnesota Department of Agriculture discussed chemigation.*

Photo Credits: Ann Wessel, BWSR

Top: *A chemigation presentation led by Minnesota Department of Agriculture staff held the attention of irrigation workshop attendees, from left, Melanie Dickman, Ryan Haspel and Rick Gronseth of NRCS; Clean Water Corps member Lilly Bowman; Logan Berg of NRCS; Megan Tritz of the Benton County SWCD; and Thomas Zimmermann and Lawrence Mettler of NRCS.* **Bottom:** *Nathan Weise of East Otter Tail SWCD led a presentation about uniformity testing.*

hand for the July 18 field tour at the college's Ag & Energy Center.

About 40 technicians attended. Willmar-based NRCS civil engineer technician Rick Gronseth was among them.

"(I'm) just using this training to have a better working knowledge of the type of systems that are in place out there, and how the industry is constantly changing and innovatively moving forward — and how we as an agency can help farmers with irrigation systems that are old and failing, and putting a good plan together with them to make sure that it's going to work for them and it's good for the environment as well," Gronseth said.

At five stations in and around the center's corn and soybean fields, industry representatives, CLC faculty and MDA staff members led discussions and demonstrations focused on wells, irrigation panels and controls, sprinklers and end guns, pivot hardware, and chemigation (applying pesticides via irrigation).

Later, East Otter Tail SWCD staff demonstrated a method for testing the uniformity of water application by a pivot irrigation system. University of Minnesota staff members and company representatives discussed soil moisture sensors. A panel of farmers talked about the type of assistance they want from technical staff.

"We're just hoping that they understand some of the challenges that farmers face when they're looking at irrigation, and some of those decisions that they have to make on a regular annual basis (related to) irrigation. Some of those costs. Some of that technology they're making decisions upon, and then some of those day-to-day decisions on whether to irrigate or not to irrigate," said Cory Detloff, director of CLC's Ag & Energy Center and its Farm Business Management Program.

Kjaersgaard said the 75% cost-share, which is available to producers through the RCPP, addressed the initial expense and the risk of trying something new.

"We have some irrigators that are on the front end and adopting new technology readily, and we have others that are just waiting and seeing how the different types of technologies pan out," Kjaersgaard said. "We are able to accommodate all irrigators depending how risk-averse they are. If there's an irrigator that wants to dip their toe into new technology — for example, installing soil moisture sensors to help with irrigation scheduling — we can help provide cost-share for those soil moisture sensors. At the other end of the range, we might have some irrigators that have been utilizing some of this technology for years, and are looking more to go the final step into very advanced technology or very advanced irrigation water management. Our program can help with providing cost-share for that also."

VIDEO: "Irrigation Workshop" features the July 18 field tour at Central Lakes College in Staples.

Those newer technologies can manage nutrients and water better. Kjaersgaard explained how natural resources benefit:

"They (irrigators) can more accurately apply just the right amount of water or just the right amount of nutrients. That means there's a lower risk for over-applying water or under-applying water," Kjaersgaard said. "Because of that, we will be pumping less water from the ground. Also, there's less risk of applying too much water, which can lead to leaching of nutrients, especially nitrate nitrogen."

Vermillion River watershed tour spotlights rural, urban conservation

Habitat improvement projects at East Lake in Lakeville were among the conservation projects featured during the Summer Tour with BWSR and Partners within the Vermillion River watershed on Aug. 23. VRWJPO senior watershed specialist Travis Thiel, who has since been named VRWJPO administrator, discussed conservation efforts affecting nutrient-impaired East Lake, which can be seen in the background.
Photo Credits: Ashley Rezachek, BWSR

CLEAN WATER LAND & LEGACY AMENDMENT

Clean Water Funds supported some of the conservation projects featured during the annual board tour held in the Vermillion River watershed.

During an eight-stop tour of projects across Dakota County, the Minnesota Board of Water and Soil Resources (BWSR) and the Vermillion River Watershed Joint Powers Organization (VRWJPO) highlighted local conservation and water-quality efforts throughout the Vermillion River watershed.

The tour drew more than 60 people who viewed and learned about local conservation and water-quality projects. Featured work included habitat enhancements, stormwater improvements, a 120-acre wetland bank easement, and a family farm that incorporated native prairie strips to filter surface water runoff.

BWSR and the VRWJPO hosted the daylong tour, which explored diverse projects in both urban and rural settings. The Vermillion River watershed covers 335 square miles, the largest by area in the seven-county metropolitan area.

About 49 miles of streams and tributaries in the watershed are Minnesota Department of Natural Resources-designated trout streams.

"There were a lot of urban opportunities to see projects and programs that we don't always see and hear about as much," said BWSR Board Chair Todd Holman.

"I thought the tour was an exceptional mix of urban, rural, private landowner

Grazing goats, seen on one of the Aug. 23 tour stops, helped to restore the habitat surrounding East Lake in Lakeville.

Left: *The city of Apple Valley and the VRWJPO used a BWSR Watershed-Based Implementation Funding grant to retrofit a stormwater pond in Erickson Park in 2021. The project provides additional water-quality treatment and infiltration, resulting in better management and treatment of low flows, a reduction in phosphorus delivery to Farquar Lake, and better access for maintenance.* **Middle:** *The segment of the Vermillion River within Rambling River Park in Farmington is impaired for turbidity, dissolved oxygen and aquatic life. An Aug. 23 tour stop highlighted a trout stream restoration, which involved planting native seeds, constructing bioengineering practices and excavating soil to better connect the Vermillion River to its floodplain.* **Right:** *The city of Lakeville and the VRWJPO were among the partners involved in the King Park stormwater reuse system project, one of eight stops on the summer tour. A pump system reuses and moves water from the stormwater ponds to irrigate the park's baseball fields.*

work, collaboration with partners and local governments," Holman said. "It showed in-stream habitat work, riparian habitat work, and all the thinking that goes behind each project. It showed how partners team together to use BWSR programs to help execute their goals and objectives."

The tour drew representatives from the cities of Apple Valley, Farmington and Lakeville; landowners; Dakota County Soil & Water Conservation District staff; Dakota County commissioners and staff; and state and federal agency staff.

From its headwaters near Elko, the Vermillion River flows east through Dakota County to Hastings, where it falls over a bedrock cliff, creating Vermillion Falls. The river then turns south and runs parallel to the Mississippi River. The Cannon River joins the Vermillion before it discharges to the Mississippi River near Red Wing.

Recent assessments indicate challenges within the watershed include excess sediment, bacteria and nutrients, and low dissolved oxygen levels. These issues negatively impact wildlife, including trout. Additional watershed concerns include rising nitrate levels in groundwater and surface water.

The first tour stop, in the city of Lakeville, showcased habitat improvement efforts at East Lake, which is impaired due to excess nutrients. Adjacent woodlands contain a large population of invasive species within the understory. A habitat assessment the city completed in 2021 identified the need to continue restoration efforts within East Lake and the surrounding area. Since then, the city has partnered with the VRWJPO to restore 1,600 feet of shoreline and enhance 18 acres of native oak savanna. The Clean Water Fund-backed project included native seed plantings to stabilize the soil, plus invasive species removal on the shoreline and in the woodlands.

The next stop highlighted a stormwater reuse system in Lakeville's King Park. Project partners — the city, the VRWJPO, BWSR and Dakota County — worked on a three-phase irrigation system to prevent stormwater runoff from overfilling the nearby stormwater pond and draining into Middle Creek, an impaired tributary of the Vermillion River.

In 2011, partners installed a pump system to irrigate two baseball fields and lower the water level in the stormwater pond. During the project's second phase in 2016, a larger pond was built to collect stormwater from a nearby reconstructed road. A new, larger pump station was installed, and two additional baseball fields were irrigated. Lakeville spearheaded the third and final phase in 2019, which irrigated an additional four baseball fields and the park's common areas using water from the pond.

Dakota County SWCD resource conservationist John Stelzner and NRCS soil conservation technician Matthew Schaar discussed prairie strip implementation and climate resiliency on the Kimber family farm in Castle Rock Township, one of eight stops on the Aug. 23 summer tour.

Holman remarked on project partners' ability to create a mutually beneficial system, despite their varying priorities.

"It's not completely an easy process," Holman said. "Those folks clearly worked together to try to figure out how to do good reuse and climate resiliency work, and cost-effective work for their constituents within the context of being safe, effective and thinking a little out of the box."

Annual estimates show the first two phases of the project save about 3.1 million gallons of the municipal water supply. The project has seen other benefits including a reduction in total suspended solids, total phosphorous, E. coli and stormwater discharge into Middle Creek.

The tour concluded with a visit to the South Branch Vermillion River nitrate treatment constructed wetland in Castle Rock Township. The South Branch Vermillion

River subwatershed has the highest nitrate load in the Vermillion River watershed, contributing to drinking water contamination in the eastern part of the watershed.

In 2017, the VRWJPO designed and constructed a nitrate treatment practice next to Dakota County Road 78, which the county was rebuilding. A wetland was created and enhanced with wood chips to reduce nitrate levels and improve the quality of surface and drinking water.

A neighboring pre-treatment pond allows the bulk of the sediment to settle out before water discharges to the wetland. The project reduces total nitrate levels by an estimated 13,600 pounds per year, and suspended solids by an estimated 7.6 tons per year. Additional benefits include improved habitat within the South Branch tributary and the main stem of the Vermillion River, where sediment negatively impacts wildlife refuge and spawning areas.

Five questions with BWSR Board Chair Todd Holman

Gov. Tim Walz appointed Todd Holman as the new Minnesota Board of Water and Soil Resources (BWSR) board chair in July. Holman replaced Gerald VanAmburg. Holman is the Mississippi Headwaters program director for the Minnesota-North Dakota-South Dakota Chapter of The Nature Conservancy. He manages the Camp Ripley Sentinel Landscape program, helps with the North Central Conservation Roundtable consortium, and has worked on protection program application in the Pine, Crow Wing and Upper Mississippi river watersheds. Holman worked for several years in land-use planning for Todd and Crow Wing counties, and was a community development director for the city of Baxter. He was vice-mayor of Baxter for 13 years. Holman joined the BWSR Board in 2019. He later moved to St. Cloud and was appointed as a citizen member on the board. His term as chair runs through January 2025.

BWSR Board Chair Todd Holman attended the 2023 summer board tour.

Holman shared goals and ideas following his appointment as chair. The following has been edited for length.

What do you see as the biggest current opportunity for BWSR?

This last legislative session was one of the most successful for both new and programmatic conservation funding support. Our opportunity is to get that funding out through our programs to the land and water where it can have the most positive impact. It is also our opportunity to find new ways to deliver and serve communities that can benefit from our programs.

What do you view as BWSR's biggest challenge?

We live in a large and very diverse state. Our continued challenge is to provide technical services through programs and financial incentives that benefit soil and water, soil health, forests and local economics that can be resilient for future generations. Incorporating the state Climate Action Framework goals and objectives and the people elements into our existing and pilot programs will be a near-term focus for BWSR.

How is BWSR involved in work that addresses a changing climate?

BWSR staff have participated in the development of the state's first Climate Action Framework. That framework guides us as a lens to look through as we develop new programs, decision support tools, financial incentives and technical support for our partners, landowners and interested parties across Minnesota. The framework also gives BWSR new opportunities to develop interagency and partner collaborations to achieve those climate goals.

BWSR is among the lesser-known agencies. What's your nutshell description of the agency?

The history and current practice and purpose of our organization is to deliver soil and water conservation technical services and financial incentives to private landowners, farmers, foresters, conservation districts, watershed districts, watershed management organizations and other interested partners and persons. There are many opportunities in our future to build relationships to provide these services to non-traditional partners going forward as we develop pilot programs and outreach tools to achieve locally developed goals.

What's one thing you wish everyone knew about BWSR?

BWSR is really informed by local conservation priorities developed in concert with local districts and organization staff. Local staff have meaningful relationships with landowners as they provide technical assistance and support over years of continued service. BWSR is all of those people who link up through our agency staff to the board's decision-making process. It is that grassroots connection to landowners and interested parties that I think makes BWSR unique and successful.

☐ IN-STATE ☐ SHORT TERM ADVANCE
☐ OUT-OF-STATE ☐ RECURRING ADVANCE

SEMA4 EMPLOYEE EXPENSE REPORT

☐ **Check if advance was issued for these expenses**
☐ **FINAL EXPENSE(S) FOR THIS TRIP?**

Employee Name	Home Address (Include City and State)	Permanent Work Station (Include City and State)	Agency	1-Way Commute Miles	Job Title

Employee ID	Rcd #	Trip Start Date	Trip End Date	Reason for Travel/Advance (30 Char. Max) [example: XYZ Conference, Dallas, TX]	Barg. Unit	Expense Group ID (Agency Use)

Chart String(s)	Accounting Date	Fund	Fin DeptID	ApropID	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srce Type	Category	Sub-Cat	Distrib %
A															
B															

A. Description:

B. Description:

Date	Daily Description	Itinerary: Time	Itinerary: Location		Trip Miles	Total Trip & Local Miles	Mileage Rate	Figure mileage reimbursement below	Meals ✓ B	Meals ✓ L	Meals ✓ D	Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			Depart						☐	☐	☐						0.00
			Arrive														
			VEHICLE CONTROL #			Total Miles 0						Total MWI/MWO 0.00	Total MEI/MEO 0.00	Total LGI/LGO 0.00	Total PHI/PHO 0.00	Total PKI/PKO 0.00	Subtotal (A) 0.00

MILEAGE REIMBURSEMENT CALCULATION

Enter the rates, miles, and total amounts for the mileage listed above. Get the IRS rate from your agency business expense contact.	Rate	Total Miles	Total Mileage Amt.
1. Enter rate, miles, and amount being claimed at **equal to the IRS rate**.			0.00
2. Enter rate, miles, and amount being claimed at **less than the IRS rate**.			0.00
3. Enter rate, miles, and amount being claimed at **greater than the IRS rate**.			0.00
4. Add the total mileage amounts from lines 1 through 3.			0.00
5. Enter IRS mileage rate in place at the time of travel.			
6. Subtract line 5 from line 3.	0.000		
7. Enter total miles from line 3.		0	
8. Multiply line 6 by line 7. This is **taxable** mileage.			0.00 (Copy to Box C)
9. Subtract line 8 from line 4. If line 8 is zero, enter mileage amount from line 4. This is non-taxable mileage.			0.00 (Copy to Box D)

OTHER EXPENSES – See reverse for list of Earn Codes.

Date	Earn Code	Comments	Total
		Subtotal Other Expenses: (B)	0.00
		Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 MIT or MOT
		Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 MLI or MLO
		Grand Total (A + B + C + D)	0.00
		Less Advance issued for this trip:	
		Total amount to be reimbursed to the employee:	0.00
		Amount of Advance to be returned by the employee by deduction from paycheck:	0.00

If using private vehicle for out-of-state travel: What is the lowest airfare to the destination? Total Expenses for this trip must not exceed this amount.

I declare, under penalty of perjury, that this claim is just, correct and that no part of it has been paid or reimbursed by the state of Minnesota or by another party except with respect to any advance amount paid for this trip. I AUTHORIZE PAYROLL DEDUCTION OF ANY SUCH ADVANCE. I have not accepted personal travel benefits.

Employee Signature ______________________________ Date ______________ Work Phone:

Approved: Based on knowledge of necessity for travel and expense and on compliance with all provisions of applicable travel regulations.

Supervisor Signature ______________________________ Date ______________ Work Phone:

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

Signature ______________________________ Date ______________

EMPLOYEE EXPENSE REPORT (Instructions)

DO NOT PAY RELOCATION EXPENSES ON THIS FORM.
See form FI-00568 Relocation Expense Report. Relocation expenses must be sent to Minnesota Management & Budget, Statewide Payroll Services, for payment.

USE OF FORM: Use the form for the following purposes:
1. To reimburse employees for authorized travel expenses.
2. To request and pay all travel advances.
3. To request reimbursement for small cash purchases paid for by employees.

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

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

Description	Earn Code In State	Earn Code Out of State
Advance	ADI	ADO
Airfare	ARI	ARO
Baggage Handling	BGI	BGO
Car Rental	CRI	CRO
Clothing Allowance	CLA	
Clothing-Non Contract	CLN	
Communications - Other	COM	
Conference/Registration Fee	CFI	CFO
Department Head Expense	DHE	
Fax	FXI	FXO
Freight & Delivery (inbound)	FDS	
Hosting	HST	
Laundry	LDI	LDO
Lodging	LGI	LGO
Meals With Lodging	MWI	MWO
Meals Without Lodging	MEI*	MEO*

Description	Earn Code In State	Earn Code Out of State
Membership	MEM	
Mileage > IRS Rate	MIT*	MOT*
Mileage < or = IRS Rate	MLI	MLO
Network Services	NWK	
Other Expenses	OEI	OEO
Parking	PKI	PKO
Photocopies	CPI	CPO
Postal, Mail & Shipping Svcs.(outbound)	PMS	
Storage of State Property	STO	
Supplies/Materials/Parts	SMP	
Telephone, Business Use	BPI	BPO
Telephone, Personal Use	PHI	PHO
Training/Tuition Fee	TRG	
Taxi/Airport Shuttle	TXI	TXO
Vest Reimbursement	VST	
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.