BOARD OF WATER AND SOIL RESOURCES
520 LAFAYETTE ROAD NORTH
ST. PAUL, MN 55155
WEDNESDAY, OCTOBER 26, 2022

AGENDA

11:00 AM CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

MINUTES OF SEPTEMBER 28, 2022 BOARD MEETING

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

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

COMMITTEE RECOMMENDATIONS

Central Region Committee

1. Black Dog Watershed Management Organization Watershed Management Plan – Steve Christopher – ***DECISION ITEM***

Grants Program and Policy Committee

1. Habitat Enhancement Landscape Pilot (HELP) – Marcey Westrick – ***DEICSION ITEM***

2. Clean Water Legacy Partners Grant: Policy and Request for Proposals Ranking Criteria – Annie Felix-Gerth and Shaina Keseley – ***DECISION ITEM***

Northern Region Committee

1. Clearwater River Comprehensive Watershed Management Plan – Neil Peterson, Brett Arne, and Ryan Hughes – ***DEICSION ITEM***

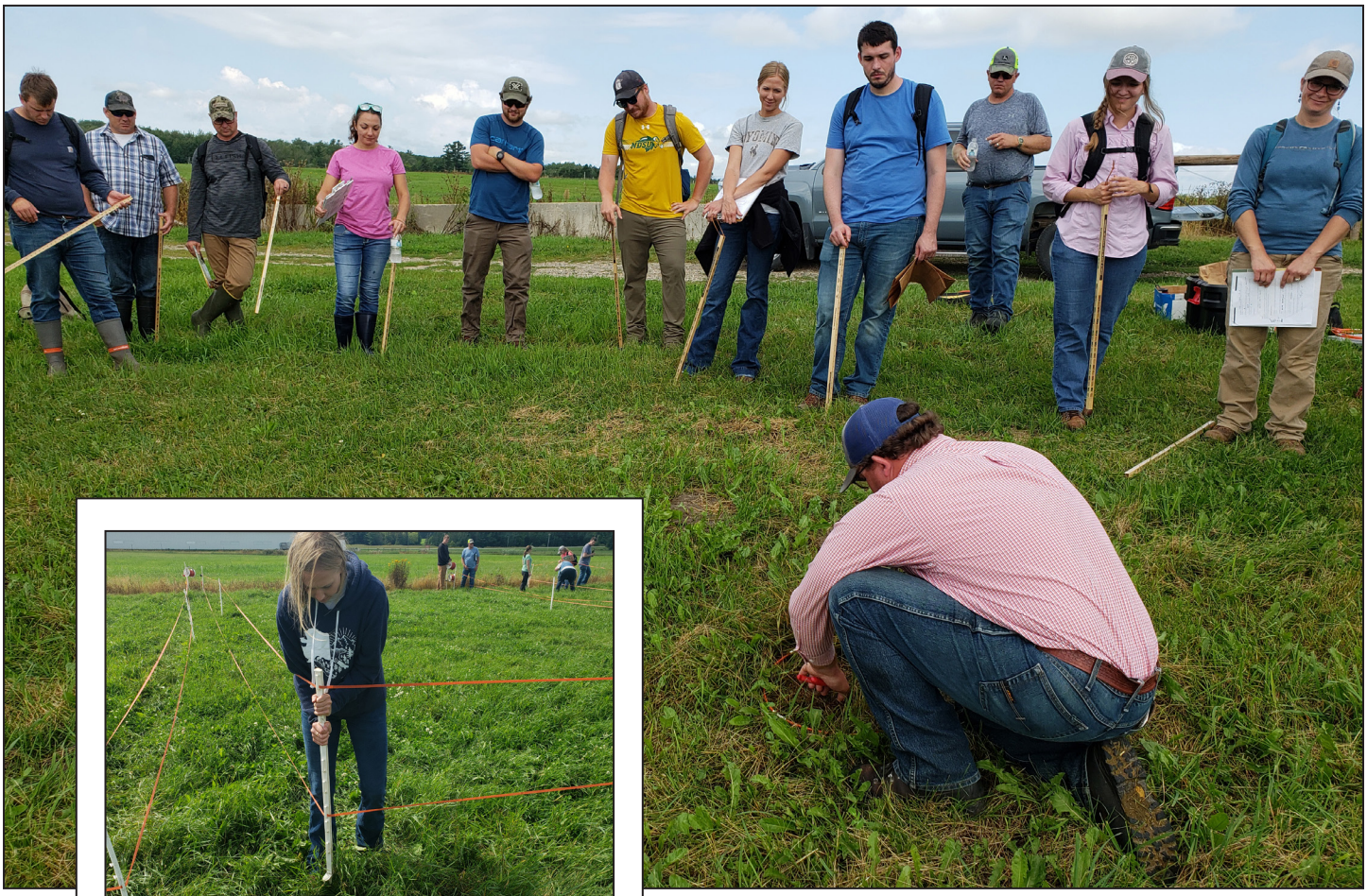
2. Long Prairie River Comprehensive Watershed Management Plan – Todd Holman, Chris Pence, and Ryan Hughes – ***DECISION ITEM***

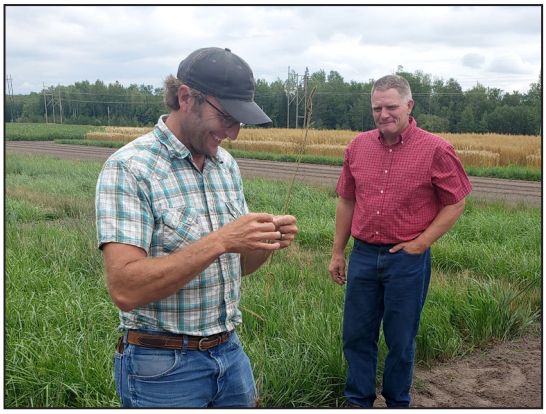
UPCOMING MEETINGS

- Wetland Committee meeting is scheduled for 9:00 AM on November 15, 2022.
- Next BWSR meeting is scheduled for 9:00 AM, December 15, 2022 in St. Paul and virtually.

ADJOURN

Beefing up staffers' grazing expertise





Technical Training and Certification Program course culminates in hands-on pasture work with UMN Extension facility's herd of cattle

GRAND RAPIDS — Twenty-two field staffers from across the state took 2½ years of webinars and field trainings into the pasture this season for a three-day Advanced Grazing Management training at the University of Minnesota (UMN) Extension's North Central Research and Outreach Center (NCROC). Most of the trainees work for soil and water conservation districts or the USDA's Natural Resources Conservation Service (NRCS). Several are new NRCS rangeland management specialists. Since the COVID-19 pandemic put in-person trainings on hold in 2020, the Aug. 16-18 event

From top: *Instructor Morgan Kauth, Marshall-based NRCS range management specialist, demonstrated how to collect forage samples. He was among the instructors who led a three-day Advanced Grazing Management training in mid-August at UMN Extension's North Central Research and Outreach Center near Grand Rapids. Waconia-based NRCS District Conservationist Katelyn Mattila set up a paddock. Jeff Duchene, NRCS state rangeland management specialist, left, and Troy Salzer, UMN Extension ag production systems educator, were among the trainers.* **Photo Credits:** Jon Sellnow, BWSR

Supplies awaited the four groups of trainees who set up paddocks designed to feed two cow-calf pairs for 24 hours. The exercise was part of a three-day Advanced Grazing Management training in mid-August at UMN Extension's North Central Research and Outreach Center near Grand Rapids. **Photo Credit:** Dean Thomas, Fillmore SWCD

was the first hands-on opportunity for many.

"It's meant to be the final piece of the puzzle for people that are working with livestock," said Jon Sellnow, Minnesota Board of Water and Soil Resources (BWSR) Technical Training and Certification Program (TTCP) coordinator. Prerequisites covered planning with Minnesota livestock producers, pasture condition scoring, forage production estimating, and grazing facilitating practices.

The highest-level grazing training offered in Minnesota, the Advanced Grazing Management training equips field staff to work with livestock producers to plan, design and install rotational grazing systems.

"Every site is different. Nobody manages the same way. Hands-on is better than any textbook because you get the idea of how to talk with farmers," said Dean Thomas, a Fillmore Soil & Water Conservation District-based grazing and soil health specialist who also grazes cattle.

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

Thomas was among the trainers, who included experts from NRCS and UMN Extension.

Thomas used his experience working with graziers in southeastern Minnesota's bluff country as an example:

"When you look at a fence on a computer, it might be flat ground, 1% slope. You get out in the real world — where I'm at you might be dealing with 15 or 20% (slope). Gullies. Now that's a challenge. How are you going to build this fence on this type of landscape?"

Fencing and watering systems, forage estimating and pasture plant ID — including 60 potted plants — were part of the hands-on training.

"It really gave me a better appreciation of how complex grazing systems are and everything that producers have to know about when they're doing a grazing operation — everything from knowing which forage species are best to being able to figure out how long you should be keeping your cattle out — there's really a lot that goes into it," said Mallory Malecek, who completed the training. A Waseca-based NRCS soil conservationist, she is the grazing project contact for Waseca, Blue Earth and Faribault counties.

Malecek taught biology in Oregon before returning to Minnesota and joining NRCS just over a year ago. While she grew up in the agricultural community of St. Peter, she did not grow up on a farm.

"I do not have that firsthand experience. That's why these trainings have been super-helpful in working with the grazing specialists. Because I don't have that background, when I started this job I was essentially starting from scratch," Malecek said.

Her favorite part of the training was an exercise in which trainees assumed the role of graziers.

For that experiment, four teams devised four paddocks meant to feed two cow-calf pairs for 24 hours. On hands and knees, they clipped forage samples. Based on the forage and the weight of the cattle, they calculated paddock size. NCROC staff weighed and wrangled the cattle.

The group returned the next day to see the results.

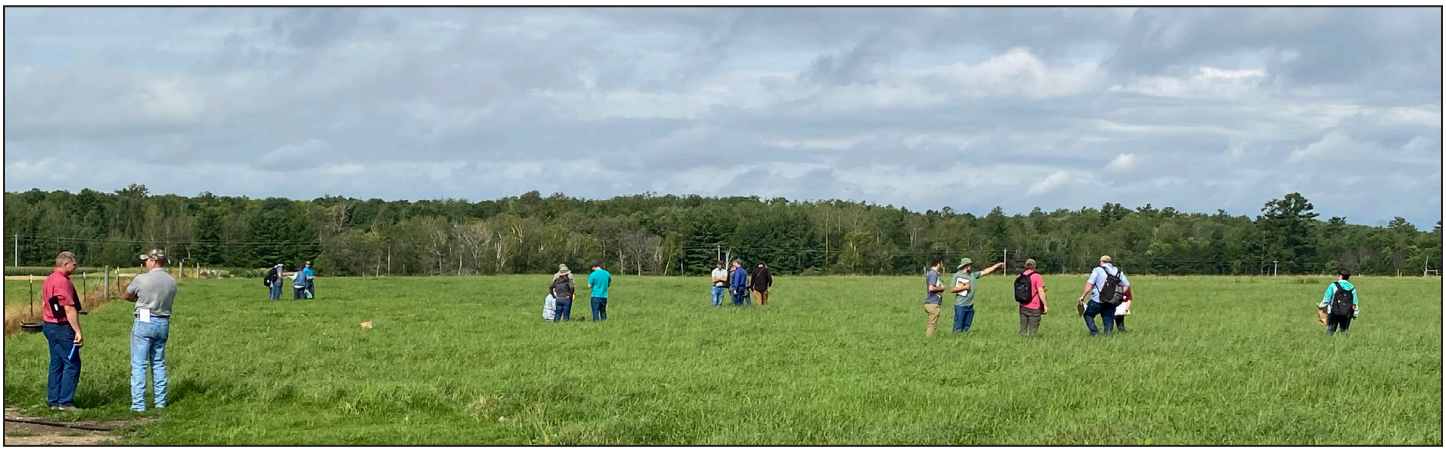
"Did the cows go hungry and walk through the fence? Was there way too much forage left over, or was it pretty close?" Sellnow said. "That

Rotational grazing systems' benefits

Trainers listed benefits of rotational grazing systems.

ECONOMIC: Increased forage production in existing systems; improved forage quality, which can result in healthier animals with increased weight gain; use of cover crops for forage (cover crops feed livestock; livestock fertilizes with manure)

ENVIRONMENTAL: Improved water quality by restricting access to sensitive areas such as wetlands; reduced soil erosion and improved soil quality by converting marginal cropland to pasture; improved wildlife habitat



The NCROC's staff, cattle and pasture made the paddock experiment possible. The staff weighed and herded the animals. Ten acres of its 160-acre pasture were reserved for the training, with forage at just the right height to be grazed. **Photo Credit:** Dean Thomas, Fillmore SWCD

was probably the best part of this training, was doing this live demonstration."

Eric Mousel, Grand Rapids-based UMN Extension regional cow-calf management educator, said the paddock experiment always produces a range of results. The grass in one paddock may appear untouched; the next may be grazed nearly to the ground, well below the 4-inch target height.

"To really see it in person, how the calculations transfer into real life, you can see that it just opens up this whole new world," Mousel said. And that leads to a slew of new questions: Was there an error in calculations? Did the rainstorm have an effect? Which grass species did the cattle prefer?

Mousel also hosted trainees on his farm south of Grand Rapids, where he raises beef cattle with his wife and her family. There, field staffers assessed the potential for pasture improvements, designed and presented rotational grazing scenarios, and then heard Mousel's feedback.

Sellnow said the site posed an array of challenges — streams, wetlands, marginally productive farmland, forested areas. Mousel said the conversation gave trainees experience with being direct — but not too direct — with producers.

"You're talking about something that this person you're talking to has committed their entire life to. There's certain topics you have to be a little bit careful about how you approach, and you get that from experience more than anything," Mousel said.

"The way you see it may not be exactly how that producer sees it," Mousel said. "So make sure that you really explain the overarching idea that you're trying to get across, and don't worry so much about the implementation. Because you're not going to find people that are better at figuring out how to implement something than farmers and ranchers. They'll figure out how to get it done as soon as they buy into the idea, whatever that idea is."

Thomas said the aim was to make trainees comfortable working with producers. So, like Mousel, he offered insights into producers' realities.

"The biggest key is you've got to ask them how much time do they have," Thomas said. Most work full time off the farm, which leaves little time for management.

From there, Thomas interviews producers to learn what type of livestock they have, how many acres they plan to graze, whether they'll establish rotational grazing, whether seeding will be required, if they've tested soil fertility, where the animals will over-winter, what time of year they'll calf or kid.

"I treat them how I want to be treated," Thomas said. "You've got to go in there not being cocky or thinking you know it all. You've got to listen. If you start thinking you know more than they do about their operation, you've lost them. You might as well pack up and leave."

Getting to know producers is especially important because grazing plans have so many variables: the number and type of animals, acreage, forage quality, type of fence, length of grazing rotation, stationary or portable water tanks, concrete or rock heavy-use protection.

Thomas presents alternatives. Producers ultimately decide.

"You've got to feel like they're a friend. You've got to give them respect," Thomas said.

Malecek said the skills she gained will help her to understand how producers' operations work and to more effectively communicate which programs might be a good fit.

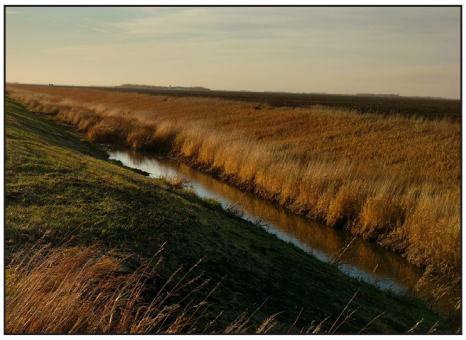
"These systems that we're helping them put in place, they're probably going to be there for quite a while, so making sure that we're setting them up for success and knowing the best strategies of how to implement a plan effectively (is important)," Malecek said.

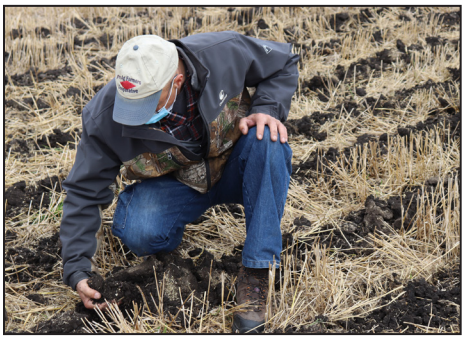
The next step for those who completed the training may be to seek Job Approval Authority, which is based on demonstrated competence. The next hands-on rotational grazing workshop will likely be in 2025.

CLEAN WATER LAND & LEGACY AMENDMENT

TTCP funding is evenly split between state Clean Water Funds and federal dollars available through a contribution agreement with NRCS. The Minnesota Association of Soil & Water Conservation Districts and the Minnesota Association of Conservation District Employees are TTCP partners.

BWSR, state emphasize climate work





Left: *Riparian buffers, such as this one in Kittson County, can help build landscape resiliency in the face of a changing climate by filtering water and stabilizing shoreline.* **Photo Credit:** BWSR **Middle:** *Wetland restorations, such as this one in Blue Earth County, can provide water storage that helps landowners adapt to more frequent and heavier rains.* **Photo Credit:** BWSR **Right:** *A participant examined a strip-tilled field during a 2020 soil health field day in Grant County. Strip-tilling can help build soil health by decreasing erosion in farm fields.* **Photo Credit:** Traverse SWCD

Executive branch agencies in Minnesota — including the Minnesota Board of Water and Soil Resources (BWSR) — are accelerating efforts to address the economic, environmental and health effects of the state's changing climate.

Gov. Tim Walz signed an executive order in 2019 creating the Climate Change Subcabinet and the Advisory Council on Climate Change to coordinate climate change mitigation and resiliency strategies throughout the state. BWSR Executive Director John Jaschke serves on the subcabinet with leaders from 13 state agencies, the Metropolitan Council and the Environmental Quality Board.

"The subcabinet acts as a vehicle for state officials to come together to pursue and accomplish purposeful, practical and equitable actions to address climate changes across Minnesota" Jaschke said. "Our goals include reducing greenhouse gas emissions and making our working lands more resilient by preparing communities, businesses and farmers for climate impacts such as severe weather events."

The following are examples of BWSR and the state's climate work.

BWSR Climate Trends and Action Plan

BWSR released the fourth edition of its Climate Trends and Action Plan in September. The plan's purpose is to identify climate change impacts that affect Minnesota's water and soil resources, recognize the benefits that conservation programs and practices provide in adapting to climate change, and outline actions BWSR, local governments and citizens can take to make Minnesota landscapes and communities more resilient in the face of a changing climate.

More frequent, heavier, or longer-lasting rains can increase soil erosion and runoff, which can degrade water quality as sediment and pollutants (such as fertilizers and pesticides) enter ditches, creeks, rivers and lakes. Flooding can put extra pressure on the state's drainage infrastructure. Changes in the amount, frequency and intensity of precipitation can negatively impact stormwater management infrastructure. Combinations of extreme storms, flooding and invasive species can also degrade natural wetlands, prairies and forests.

Many of BWSR's programs and initiatives can help curb the effects of flooding and extreme weather events. Agricultural best management practices — such as no-till and strip-till farming, riparian buffers, cover crops, retention areas and restored wetlands — help landowners adapt to climate change. Programs that create conservation easements (such as the Minnesota Conservation Reserve Enhancement Program [MN CREP] and the Reinvest in Minnesota [RIM] Reserve program) by converting marginal agricultural land from row crops to native grasslands and wetlands make landscapes more resilient to flooding and drought. These protected natural lands also store carbon long-term in soils, forests and prairie vegetation, offsetting some of Minnesota's greenhouse gas emissions.

New climate-focused BWSR programs

While many of BWSR's long-standing programs offer climate change mitigation and resiliency benefits, the agency recently launched two pilot

programs to specifically address climate-related soil health and water storage needs. The Legislature appropriated funding to BWSR in 2021 to partner with local governments and landowners to implement actions that will sequester carbon and increase working lands' resiliency.

BWSR launched a Water Quality and Storage Pilot Program earlier this year that provides grants to local governments to control water rates and volumes, and to protect infrastructure. Water storage practices supported by the program include water retention basins, restored wetlands, and controlled outlet structures. The Legislature allocated $2 million from the general fund to support the pilot program.

BWSR accepted grant applications from February through April, prioritizing applicants in the Minnesota River or Lower Mississippi River basins. In June, the agency awarded a total of $843,851 in grant funding to three local governments: Lyon and Le Sueur soil and water conservation districts (SWCDs) and Area II Minnesota River Basin Projects, Inc. Grant-funded work is slated to include wetland modifications to increase water storage capacity, a wetland restoration and a grade stabilization structure. A second round of grants is planned for next year.

BWSR also received funding in 2021 to support new soil health initiatives. A $1.35 million general fund appropriation will offer noncompetitive cost-share grants to SWCDs to work with landowners to implement soil health practices (including practices that promote carbon sequestration). An additional $3.5 million in Clean Water Fund dollars is available for grants to implement soil health practices, including cover crop adoption and other management practices that directly benefit public water supplies.

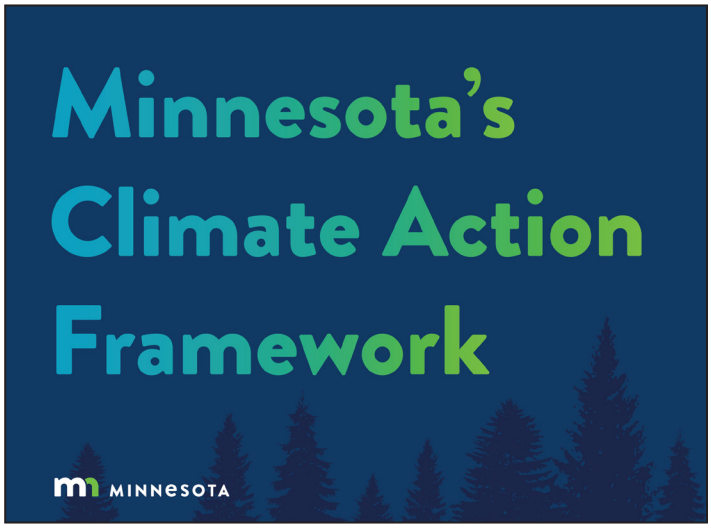
Climate change resources

Our Minnesota Climate: Minnesota-specific information about climate change, maintained by executive branch agencies

Northern Institute of Applied Climate Science: Info on managing forests for climate change adaptation and improved carbon sequestration

USDA Midwest Climate Hub: Climate-change focused webinars, workbooks and toolkits from the USDA

U.S. Climate Alliance: Strategies for reducing greenhouse gas emissions in conjunction with The Paris Agreement, an international treaty on climate change



Gov. Tim Walz's Climate Change Subcabinet in September released its Climate Action Framework, a plan outlining how the state intends to address and prepare for climate change.
Graphic Credit: Minnesota Pollution Control Agency

Minnesota Climate Action Framework

In addition to implementing programs with climate benefits, BWSR works with other subcabinet agencies and organizations to produce statewide goals and strategies for climate action.

In September, the subcabinet released the Minnesota Climate Action Framework, a plan that outlines how the state intends to address and prepare for climate change. The framework incorporates input from more than 3,000 Minnesota residents, who were publicly invited to submit ideas for addressing climate change via the state's Our Minnesota Climate website.

The framework is intended to broadly guide climate strategies in Minnesota. Some actions outlined in the framework will be used to develop legislative proposals for new climate-focused programs, while others strive to enhance existing state programs and initiatives. A variety of climate-related topics are addressed in the framework, including goals related to clean energy, a clean economy, clean transportation, resilient and healthy communities, and climate-smart natural and working lands. BWSR's contributions to the framework focused on increasing carbon sequestration and building resilient landscapes on Minnesota's natural and working lands.

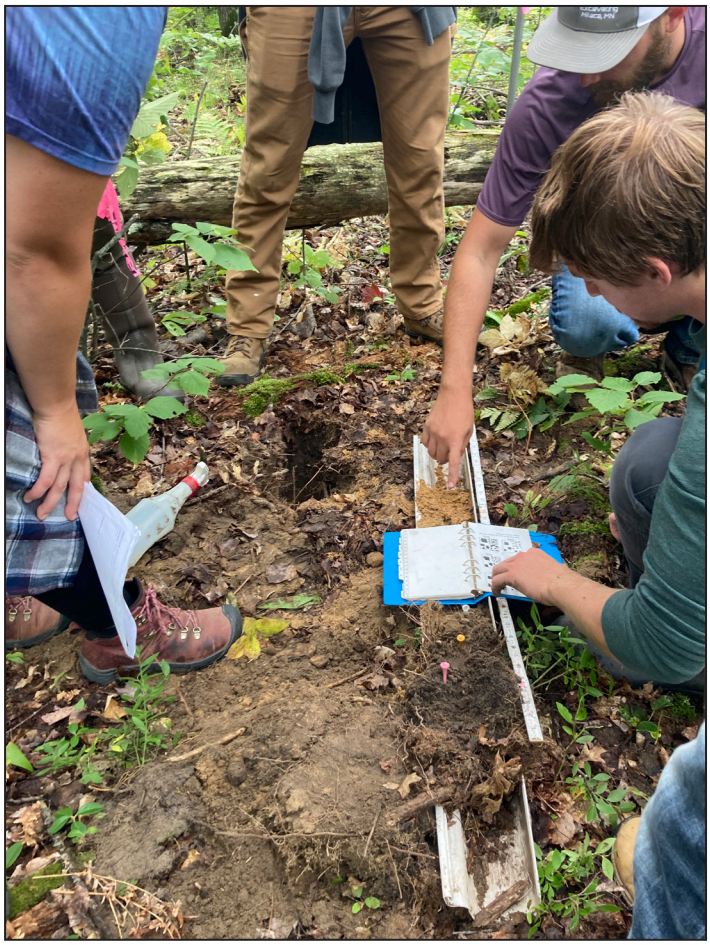
Wetland training program sees early success

In its first two years, the Minnesota Wetland Professional Certification Program (MWPCP) certified more than 150 wetland professionals.

The Minnesota Board of Water and Soil Resources (BWSR) administers the MWPCP, which aims to provide relevant, accessible and affordable training to professionals from the public and private sectors. Participants range from recent college graduates to those with decades of experience.

"It's common to have private environmental consultants, soil and water conservation district (SWCD) staff, local government unit (LGU) staff, state, tribal and federal agency staff in a single MWPCP class," said BWSR Wetland Specialist David Demmer, who coordinates the program with Wetland Specialist Ben Meyer. "The goal is for wetland professionals across Minnesota to share a fundamental working knowledge of how wetlands are delineated and regulated."

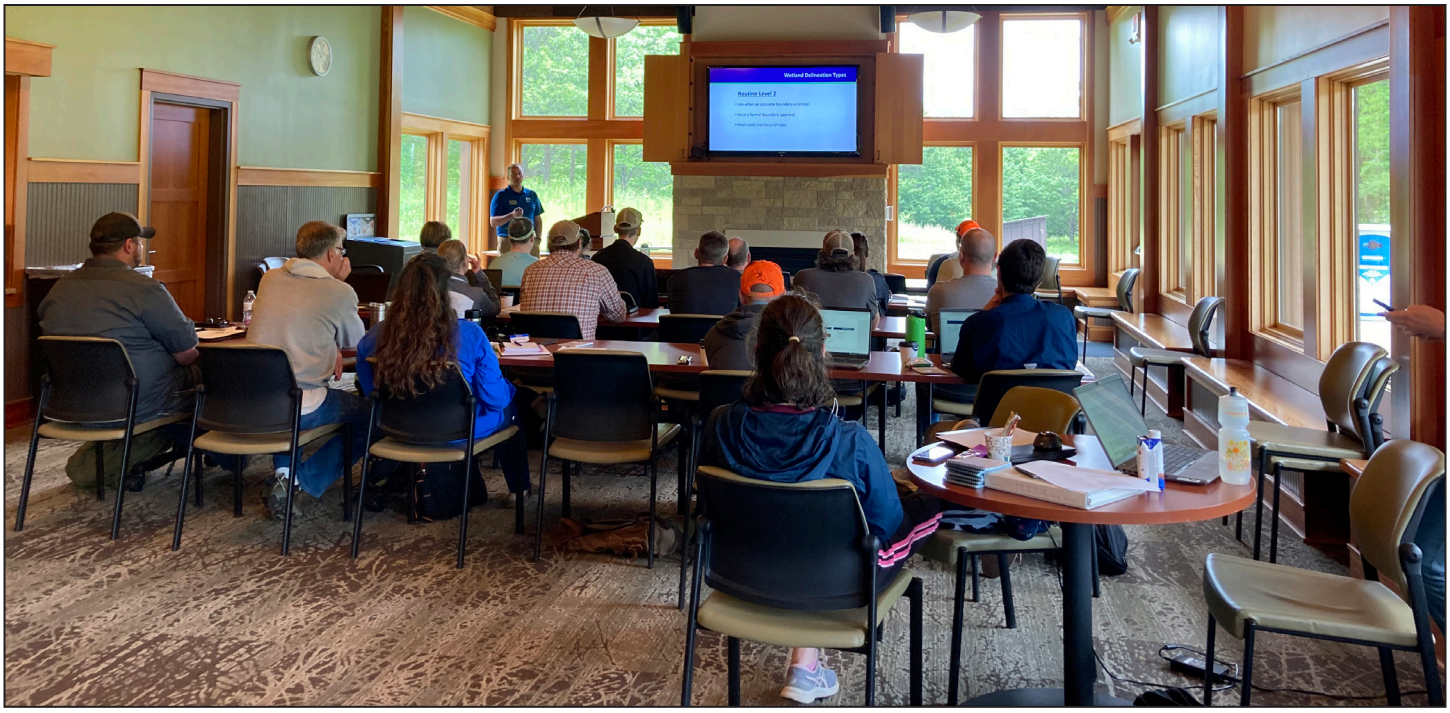
The MWPCP replaced the Wetland Delineator Certification Program (WDCP), which formed in 2002. Functioning as a partnership between the University of Minnesota and BWSR, the WDCP trained thousands and certified hundreds in wetland delineation. The University of Minnesota transferred the program to BWSR in 2020 because the agency had the capacity and the interest in providing regulatory and technical wetland training across the state.



Participants described a soil profile during a group delineation exercise as part of an MWPCP basics class held in September at Northland Arboretum in Baxter. **Photo Credits:** BWSR

Becoming a certified wetland professional through the MWPCP indicates that an individual has a fundamental understanding of the basic technical methods, rules, policies and guidance associated with wetland regulations and delineation in Minnesota. Gaining certification requires understanding wetland delineation using a three-parameter approach (soils, hydrology and vegetation), wetland restoration, wetland functional assessments, wetland monitoring and state and federal wetland regulations — with an emphasis on administering Minnesota's Wetland Conservation Act (WCA). Those who acquire certification are initially certified for three years, and must earn 18 continuing education hours during the initial certification period to remain certified beyond those first three years. Continuing education credits may be earned through training courses, webinars, other online training, field trips, conferences and seminars.

The COVID-19 pandemic halted all MWPCP trainings in 2020. In 2021 and 2022, the program offered nearly 20 training events throughout the state, drawing more than 400 people each year. Trainings include virtual courses, regional courses, advanced technical courses and weeklong basic wetland delineation and regulation courses. The program also produced nine online video training modules on subjects ranging from wetland classification systems to WCA application procedures. The MWPCP Online Training webpage features select recordings from virtual presentations and topics presented in cooperation with the Technical Training and



BWSR Wetland Specialist Ben Meyer, who helps coordinate the MWPCP, led a June wetland delineation refresher course for Army Corps of Engineers regulatory staff at Lake Elmo Regional Park.

Certification Program. Demmer said the MWPCP plans to continue broadening video offerings in attempt to give professionals access to quality training content from their offices, which saves time and money due to reduced travel.

The program has seen a steady increase in LGU and SWCD staff attending courses and passing certification exams. Typically, at least half of attendees at MWPCP courses are either LGU or SWCD staff. Almost 70% of those who have passed certification exams in the past two years are LGU, SWCD, or state agency employees. Approximately 30% of LGUs that implement the WCA across the state now have staff certified with the MWPCP; that compares with less than 20% three years ago. The program is on target to see staff at 50% of WCA LGUs certified within the next five years.

> **“The goal is for wetland professionals across Minnesota to share a fundamental working knowledge of how wetlands are delineated and regulated.”**
>
> — David Demmer, BWSR wetland specialist

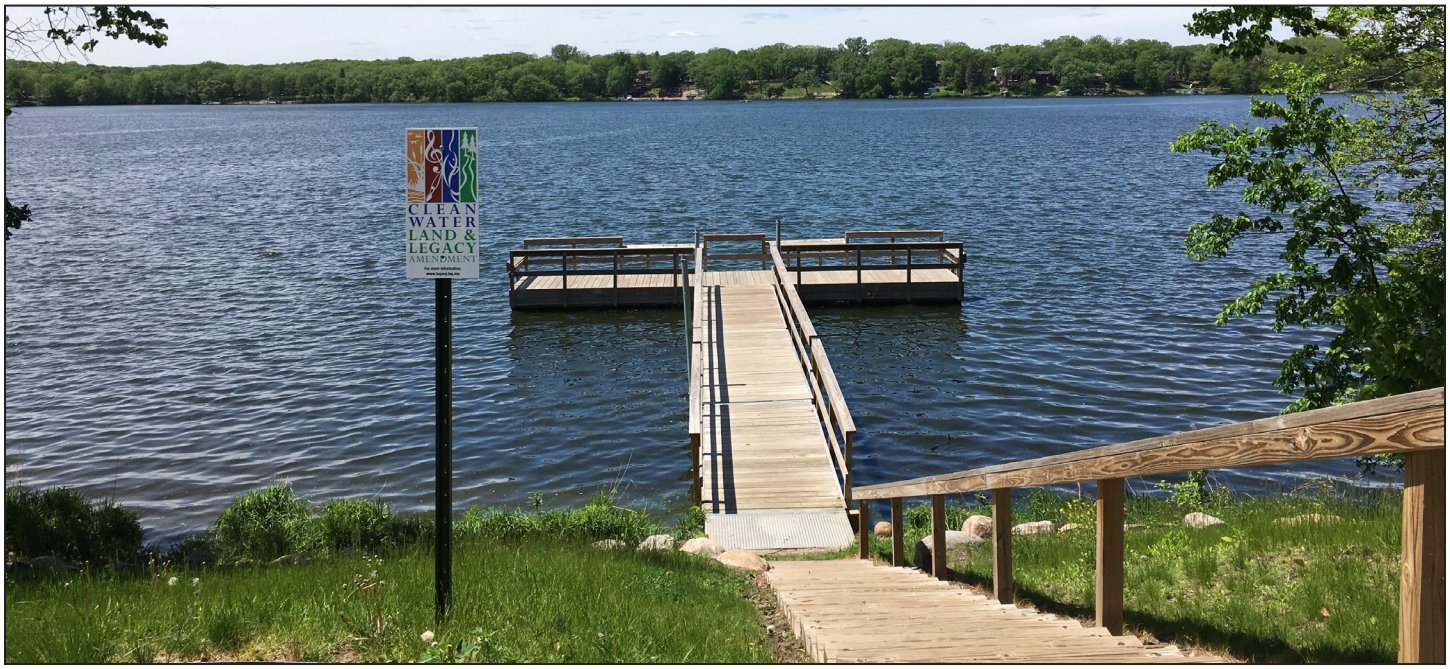
The program has consistently received positive course evaluations.

“I see my share of these, and I will say that this was probably the best overall presentation of regulatory material I have seen in my 28 years,” wrote one participant who attended a WCA virtual course this year.

The 2022 MWPCP training season wrapped up in October. Demmer said he anticipates continued growth in the upcoming years. Organizers plan to offer a full suite of in-person courses in 2023 as well as virtual training opportunities during the winter. BWSR staff members are also exploring new ways to make formal, quality, basic WCA administrative training affordable and accessible to every LGU in the state.

Find details about the MWPCP, including future training opportunities, here on BWSR’s website.

Clean Water Fund program aims to expand partnerships



Grants will leverage the Clean Water Fund to support projects that protect or restore water quality, similar to the Blue Lake project seen here from a public access in Isanti County.
Photo Credit: Barbara Peichel, BWSR

Pilot program offers new opportunities to tribal governments, NGOs to protect and restore water quality

Minnesota nonprofit organizations and tribal partners will soon be able to apply for new grants through a Minnesota Board of Water and Soil Resources (BWSR) pilot program.

The Clean Water Legacy Partners Grant Pilot Program aims to protect, enhance and restore water quality throughout the state. It is slated to begin accepting applications later this year. The Legislature appropriated $1 million from the Clean Water Fund for the program in 2021. Available funding will be evenly split between nongovernmental organizations (NGOs) and tribal governments.

"This allocation was specifically designated to expand partnerships for clean water," BWSR Clean Water Specialist Shaina Keseley said.

> **"These two groups are part of the conservation universe. They do work similar to what our traditional LGUs do."**
>
> — Annie Felix-Gerth, BWSR Clean Water Coordinator

BWSR typically provides grants to local government units (LGUs) — such as soil and water conservation districts and watershed districts — to address priorities identified in local water plans, which are required to receive many of BWSR's grants. The Clean Water Legacy Partners Grant Pilot Program will provide more opportunities for NGOs and tribal governments to

receive similar Clean Water Funds.

The Clean Water Council, a 28-member group that advises the governor on how to allocate the Clean Water Fund, has been looking to create a program like this for several years, Keseley added.

“We just haven’t worked with a lot of entities outside of local governments, so now we are looking to expand and to be more inclusive,” BWSR Clean Water Coordinator Annie Felix-Gerth said. “These two groups are part of the conservation universe. They do work similar to what our traditional LGUs do.”

Clean Water Legacy Partners Grant Pilot Program funds can be used for activities including urban stormwater practices, forestry practices, agricultural conservation practices, shoreline stabilization projects, well sealing and public engagement events. More details on eligible activities will be made available when the grant application period begins.

Grant requests must be between $25,001 and $250,000. A non-state match of at least 10% — in cash or in-kind services or materials — is required. Landowners, land occupiers, private organizations, local governments or other sources can provide the match.

The number of application rounds will depend upon the number of applications and eligible projects. Application rounds will be open for about 90 days until all funds are allocated.

“It's a process,” Keseley said. “If we need more than one request for proposal round to ensure the grant dollars are going out the door for good projects, we will open other rounds.”

BWSR staff will review all applications for eligibility, and then applications will be further reviewed and ranked by a team of BWSR staff and external partners. From there, the team will make funding recommendations to BWSR’s Board.

“I think there's just a lot of excitement around this grant funding and we're going to use this pilot as a stepping stone to hopefully move this program forward,” Felix-Gerth said.

BWSR's Board is slated to approve the Clean Water Legacy Partners Grant Pilot Program request for proposals at its October meeting.

BOARD OF WATER AND SOIL RESOURCES

Organizational Chart

October 12, 2022

BWSR BOARD

Executive Director [1]
John Jaschke

Executive Support [1]
Rachel Mueller

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

Programs and Policy Development Division

Assistant Director [1]
Dave Weirens

Special Projects Coordinator
Suzanne Rhees

Conservation Easements

Section Manager
Sharon Doucette

Easement Programs
FBAP/CREP Implmnt Coordinator
Vacant
Cons. Programs Consultant
Bill Penning
Private Lands Coordinator
Vacant
Working Lands Specialist
John Voz
Easement Programs Coordinator
Dusty Van Thuyne
Program Analyst
Vacant
Easement Data Specialist
Patrick Sherman
Assistant Program Analyst
Vacant
Office & Admin Spec.
Sumbal Rana

Easement Man. and Acq.
Easement Supervisor
Lucy Dahl
Easement Acquisition Spec Sr
Brittany Polzin
Conservation Easement Specialist Lead
Karli Swenson
Easement Development Specialist Sr.
Peter Jordet
Easement Development Specialist
Vacant
Vacant
Easement Acquisition Specialist
Zachary Braun
Rick Ingli
Vacant
Vacant
Vacant
Vacant

SWCDs, FBA, Federal Partners, landowners

Wetlands

Section Manager
Les Lemm

Wetland Program Assisant
Amy Waters
Wetlands Policy Coordinator
Lewis Brockette

WCA Operations
WCA Operations Supervisor
Ken Powell
Wetland Specialist
Jed Chesnut
Alyssa Core
David Demmer
John Hansel
Steven Hofstad
Matt Johnson
Ben Meyer
Lynda Ponting
Cade Steffenson

Wetland Banking
Wetland Mitigation Supervisor
Dennis Rodacker
Mitigation Program Coordinator
Ben Carlson
Wetland Banking Specialist
John Overland
Wetland Mitigation Specialist
Kane Radel
Monitoring Specialist
Vacant
Wetland Mitigation Program Asst.
Solimar Garcia Barger

WCA LGUs, SWCDs, Local Road Authorities, Counties, Landowners

Engineering

Chief Engineer/Manager
Rita Weaver

Wetland Restoration
Water Resources Engineer
Tom Wenzel
Sr. Engineer
Vacant
Wetlands Engineering Tech Sr.
Karen Bonde
Jim Luniewski
Wetlands Engineering Tech
Josh Swanson
Vacant
Wetlands Engineering Aide Sr
Siri Doyle
Project Engineer
Terry Ragan
Wetlands Engineering Tech
Mike Anderson
Mitch Cabak
Scott Santjer
Bruce Wilken
Mark Yrjo

Technical Training - Eng
Regional Training Engineer
Amanda Deans
Aaron Peter
Patrick Schultz

WCA LGUs, SWCDs, Local Road Drainage Authorities, Landowners

Resource Conservation

Section Manager
Tom Gile

Buffers and Soil Loss
Buffers and Soil Loss Coordinator &
Appeals & Reg. Compliance Coord.
Travis Germundson
Buffers and Soil Loss Specialist
Kevin Roth
Vacant
Vacant

Vegetation / Soils
Sr. Ecologist/Veg. Specialist
Dan Shaw
Conservation Technician
Vacant
Ecological Science Conservationist
Paul Erdmann

MN Office for Soil Health [2]
PhD Researcher
Anna Cates

Technical Training- Resource
Resource Training Conservationist
Kristin Brennan
Kelly Voigt

SWCDs, WDs, TSAs, WCA LGUs, Drainage Authorities, landowners

Strategy and Operations Division

Assistant Director [1]
Vacant

Legislative Coordinator
Michael Nelson
Senior Legal and Program Advisor
Craig Engwall
Human Resources Director
Patty Sweep

Organizational Effectiveness

Section Manager
Jenny Gieseke

Internal Controls/Compliance
Compliance Coordinator
Amie Wunderlich

Training
Technical Training & Certification Coord.
Jon Sellnow
Training Coordinator
Barbara Radke

Evaluation
PRAP Coordinator
Jenny Mocol-Johnson

Communications
Communications Coordinator
Mary Juhl
Information Officer
Ann Wessel
Communications Specialist
Ashley Rezachek
Student Worker
Elizabeth Sykes

SWCDs, WDs, WMOs, Counties, JPB, TSA, Federal Partners

Fiscal and Admin Services

Chief Financial Officer [1]
Jeremy Olson

Finance & Accounting
Lead Accounting Officer
Bob Kronick
Contracts Accountant
Vacant
Accounting Technician
Cari Cable
Vacant
Office & Admin Asst Front Desk
Vacant
Facilities Projects Consultatnt
Mary Norton
Financial Analyst
Teressa Pickar

MN.IT Services [2]
MNIT Services Mgr, BWSR
Robert Wehausen
MNIT eLINK Specialist, BWSR
Conor Donnelly
MNIT GIS Specialist, BWSR
Aaron Spence
MNIT Project Manager, BWSR
Seth Weeks
MNIT Business Analyst, BWSR
Amir Khimji

SWCDs, WDs, TSAs

Regional Operations Division

Assistant Director [1]
Justin Hanson

Grants & Central Region

Section/Reg Manager
Marcey Westrick

Clean Water Specialist
Barb Peichel
Brad Wozney
Board Conservationist
Steve Christopher
Michelle Jordan
Darren Mayers
Jason Weinerman
Vacant
Grants Compliance Spec.
Vacant

Cntrl/Org Eff/Res Cons OAS
Office & Admin Spec.
Cecelia Rost

Local Water Mgt
eLINK Data Specialist
Christa Branham-MacLennan
Grants Coordinator
James Adkinson
Grants and eLINK Specialist
Gwen Steel
Grants Specialist
Kari Keating
Water Programs Coordinator
Melissa King
1W1P Program Coordinator
Julie Westerlund
Reporting & Outcomes Coord.
Matt Drewitz
Clean Water Coordinator
Annie Felix-Gerth

SWCDs, WDs, WMOs, Counties, JPB, TSA

Southern Region

Regional Manager
Ed Lenz

Clean Water Specialist
Mark Hiles
Shaina Keseley
Board Conservationist
Jason Beckler
Adam Beilke
Dave Copeland
Doug Goodrich
Jeremy Maul
Jill Sackett Eberhart
John Shea
Grants Compliance Spec.
Julie Krebs
Office & Admin Spec.
Roxie Serreyn
Carla Swanson-Cullen

SWCDs, WDs, Counties, JPB, TSA

Northern Region

Regional Manager
Ryan Hughes

Clean Water Specialist
Jeff Hrubes
Red River Valley Clean Water Spec
Henry Van Offelen
Private Forested Watersheds Protection Coord.
Lindberg Ekola
Board Conservationist
Brett Arne
Matt Fischer
Erin Loeffler
Chris Pence
Chad Severts
Pete Waller
Grants Compliance Spec.
Jeannette Austin
Office & Admin Spec.
Donna Caughey
Carrie Rust-Moline
Vacant

SWCDs, WDs, Counties, JPB, TSA

☐ 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	ApproprID	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	Meals ✓ B	L	D	Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			Depart / Arrive				☐	☐	☐						0.00
			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

Figure mileage reimbursement below

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 ____________

FI-00529-09 (11/13)

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.