

**BOARD OF WATER AND SOIL RESOURCES  
520 LAFAYETTE ROAD NORTH  
ST. PAUL, MN 55155  
WEDNESDAY, MARCH 22, 2023**

**AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF JANUARY 25, 2023 BOARD MEETING**

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

**INTRODUCTION OF NEW STAFF**

- Renee Sutton, Contracts Accountant
- Lisa Sweep, Accounting Technician
- Brad Leibfried, Easement Acquisition Specialist
- Alan Ritchie, Easement Acquisition Specialist

**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 – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – Mark Zabel
- 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 – John Bilotta
- 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 Watersheds – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

## **OLD BUSINESS**

1. Historical Context: Tribes – Melissa King and Craig Engwall – **INFORMATION ITEM**

## **COMMITTEE RECOMMENDATIONS**

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

1. 2023 Request for Proposals for One Watershed, One Plan Planning Grants – Julie Westerlund – **DECISION ITEM**

### ***Northern Region Committee***

1. St. Louis River Comprehensive Watershed Management Plan – Rich Sve – **DECISION ITEM**

### ***Southern Region Committee***

1. Des Moines River Watershed Comprehensive Watershed Management Plan – Ted Winter and Doug Goodrich – **DECISION ITEM**
2. Lac qui Parle – Yellow Bank Comprehensive Watershed Management Plan – Ted Winter and Jason Beckler – **DECISION ITEM**
3. Lower Minnesota River West Comprehensive Watershed Management Plan – Ted Winter, Jeremy Maul, and Ed Lenz – **DECISION ITEM**
4. Mississippi River – Winona/La Crescent Comprehensive Watershed Management Plan – Ted Winter and Adam Beilke – **DECISION ITEM**

## **UPCOMING MEETINGS**

- Water Management and Strategic Planning Committee is scheduled for 8:30 a.m. March 27, 2023, in St. Paul and MS Teams.
- Joint Grants Program and Policy Committee and Water Management and Strategic Planning Committee is scheduled for 9:00 a.m. March 27, 2023, in St. Paul and MS Teams.
- Grants Program and Policy Committee is scheduled for 10:15 a.m. March 27, 2023, in St. Paul and by MS Teams.
- Central Region Committee is scheduled for 2:30 p.m. on April 6, 2023, in St. Paul and by MS Teams.
- RIM Committee is scheduled for 10:00 a.m. April 14, 2023, in St. Paul and by MS Teams.
- BWSR meeting is scheduled for 9:00 a.m. April 26, 2023, in St. Paul and by MS Teams.

## **ADJOURN**

## Internal Memo

**Date:** March 22, 2023

**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 August 2022.

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)	5 (24)
2022	7 (52)	5 (54)	6 (30)
2023	7 (59)	-	6* (36)

\*includes plans recommended for Board approval at the March 22, 2023 board meeting.

I have also attached a map of participating planning boundaries 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.

In this memo, “plan” = comprehensive watershed management plan. “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 2023 unless otherwise specified.

## Approved Plans (includes plans recommended for approval at the March 22, 2023 board meeting)

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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; Sauk River; Mississippi Headwaters; Greater Zumbro; Hawk Creek-Middle Minnesota; Shell Rock – Winnebago; Rum River; Middle Snake-Tamarac Rivers; Long Prairie River; Clearwater River; Snake River; Otter Tail River; St. Louis River; Lower Minnesota River West; Des Moines River; Lac qui Parle-Yellow Bank.

## 2019 Starts

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**Lower Minnesota River West:** The group submitted a draft plan for 60- day review in September. The formal 60-day review period ended on September 28, 2022. The group finalized the plan and submitted it to BWSR on December 28, 2022. The Southern Regional Committee heard the report on March 13 and recommended approval by the BWSR board on March 22.

## 2020 Starts

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**Des Moines River:** The group completed the draft plan, conducted an internal review, and revised the draft based on feedback from all committees. The formal 60-day review period ended on September 21, 2022. The public hearing was held on October 7, 2022. The group finalized the plan and submitted it to BWSR on January 9. Agency comments consisted of congratulations and recommendations for BWSR approval from agency staff. The Southern Regional Committee heard the report on March 13 and recommended approval by the BWSR board on March 22.

**Lac qui Parle- Yellow Bank:** The group completed the draft plan and submitted it for formal review in September 2022. The 60-day review period ended on November 23, 2022. Following the public hearing, the partnership submitted the final plan on January 6. The Southern Regional Committee heard the report on March 13 and recommended approval by the BWSR board on March 22. The partners will implement the plan under a joint powers collaborative; all partners signed the implementation agreement and by-laws are drafted. The group has also developed an annual work plan, budget, and a cost share policy for implementation.

**Le Sueur:** The group completed the draft plan and submitted it for formal review in December 2022. The 60-day review period ended on February 18. The group edited the draft based on comments received and scheduled a public hearing for March 24. The partnership is planning to submit the final plan in April or May and anticipates consideration by the full BWSR Board in August.

**Winona-La Crescent:** The group completed the draft plan and submitted it for formal review in October 2022. The 60-day review period ended on December 5, 2022. The public hearing was held in Winona on January 26<sup>th</sup>. During the month of February, each partner approved and signed resolutions to submit the plan to BWSR. The final plan was submitted for approval on March 3<sup>rd</sup>. The Southern Regional Committee heard the report on March 13 and recommended approval by the BWSR board on March 22.

## 2021 Starts

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**Chippewa River:** The group is moving through the planning process with a fair degree of speed and anticipates a completed plan for BWSR consideration in late 2023 or early 2024. They nearly finished with identifying priority locations for resources of concern. In the coming month they will begin discussing their targeted implementation schedule. This process serves as an iterative check on prioritization and goal setting, allowing them to see how actual implementation will play out.

**Kettle and Upper St. Croix:** The group has five resource specific topic meetings (Lakes, Forestry, River/Streams/Wetlands, Farm & Groundwater, Storm Water) in the later half of 2022. This robust process gathered information regarding issues/opportunities in the watershed from partners with expertise in each resource type. They are currently developing measurable goals which they will bring to the policy committee in April. Next they will develop their targeted implementation schedule. The group anticipates a completed plan for BWSR consideration and local adoption by the end of 2023.

**Lower MN River East:** The group drafted the land and water resources narrative and has nearly finished identifying priority resources. They are currently establishing measurable goals and starting discussions about their implementation strategy and the structure of targeted implementation schedule. The group is beginning discussions on organizational arrangements for implementation. They anticipate a completed plan for BWSR consideration and local adoption by early 2024.

**Mississippi River Brainerd:** The group has identified priority issues and the resources their focus resources. They are currently developing measurable goals. The group anticipates a full draft for review by June 2023 and a completed plan for BWSR consideration by the end of 2023.

**Mississippi River St. Cloud:** The group finalized their partnership, including electing officers for the policy committee, scheduling regular meetings, and confirming citizen advisory committee members. They held a public kickoff meeting on January 31, which was well attended by members of the public. This group is also hosting the [We Are Water Minnesota Exhibit](#) to enhance public participation in the planning effort. The group is proactively forming an implementation subcommittee for discussing options for organizational structures once the plan is complete.

**Rainy River Headwaters-Vermillion:** The group developed issues statements and identified strategies to prioritize resources. In the coming months they will develop measurable goals and the targeted implementation schedule. The coordinator of this project, with assistance from the consultant, spoke about the planning effort at the Lake of the Woods, Rainy River Watershed Forum. The presentation was well received by our international partners in Canada.

**Rainy-Rapid River:** The group completed the draft plan and submitted it for formal review in January. The 60-day review period ends March 24. They anticipate presenting the plan for board consideration in May.

**Roseau River:** The group completed the draft plan and submitted it for formal review in December 2022. The 60-day review period ended on February 14 and the policy committee held a public hearing on March 1. The group plans to present the plan to BWSR's Northern Region Committee on April 5 and anticipates consideration of the plan by BWSR on April 26.

**Sand Hill River:** The group is making consistent progress. They developed a list of issues with input from citizens at three different public events across the watershed. They began developing goals in January utilizing PTMApp to develop implementation scenarios. An advisory and policy joint committee is scheduled for May 9 to approve the final goals for the plan. Pending major changes to the schedule the group anticipates a completed plan for BWSR consideration October.

**South Fork of the Crow River:** They group has identified priority issues and made considerable progress on developing measurable goals. They will finalize priority areas and resources when they receive HSPF-SAM modeling results. They have started work on the implementation schedule. They are making steady progress and expect to have a complete first draft of the plan by mid-summer with a final plan for BWSR consideration in late 2023 or early 2024.

**Upper Minnesota River:** The partnership anticipated a completed plan for the policy committee to review in May. They plan to submit the plan for formal 60-day review in early summer and anticipate a final plan for BWSR consideration in late 2023. The policy committee is starting to discuss organizational structures for implementation.

## 2022 Starts

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**Cottonwood – Middle Minnesota River:** Staff and elected officials from participating entities gathered on November 30, 2022 to hear a presentation from Julie Westerlund about the One Watershed, One Plan Program. All parties signed the planning agreement. The budget and work plan are approved and the planning grant is executed. A policy meeting is being planned for spring of 2023 to get a planning schedule underway.

The planning partners are Brown County, Brown SWCD, Cottonwood County, Cottonwood SWCD, Lyon County, Lyon SWCD, Murray County, Murray SWCD, Redwood County, Redwood SWCD, Area II Minnesota River Basin Projects, Redwood-Cottonwood Rivers Control Area, and the City of Springfield.

**Crow Wing River:** All parties signed the planning agreement. The budget and work plan are approved and the planning grant is executed. The initial steering team meeting is scheduled for March 29. The group hired Houston, Engineering, Inc. as the plan consultant.

The planning partners are Becker County, Becker SWCD, Cass County, Cass SWCD, Crow Wing County, Crow Wing SWCD, Hubbard County, Hubbard SWCD, Otter Tail County, Otter Tail SWCD, Todd County, Todd SWCD, Wadena County, and Wadena SWCD.

**Rainy River-Rainy Lake/Lower Rainy River:** The group has drafted a planning agreement, budget, and work plan.

The planning partners are Koochiching SWCD and County, City of International Falls and the City of Ranier.

**Upper and Lower Red Lake:** All parties signed the planning agreement. The budget and work plan are approved and the planning grant is executed.

The planning partners are Beltrami SWCD and County, Red Lake Nation and the Red Lake Watershed District.

**Upper Mississippi – Grand Rapids:** All parties signed the planning agreement. The budget and work plan are approved and the planning grant is executed. The Mille Lacs Band of Ojibwe has signaled that they intend to

join the planning effort, which will require amending the planning agreement and re-routing for signature by all participating entities.

The planning partners include Aitkin County and SWCD, Carlton County and SWCD, Cass County and SWCD, Itasca County and SWCD and Salo Township.

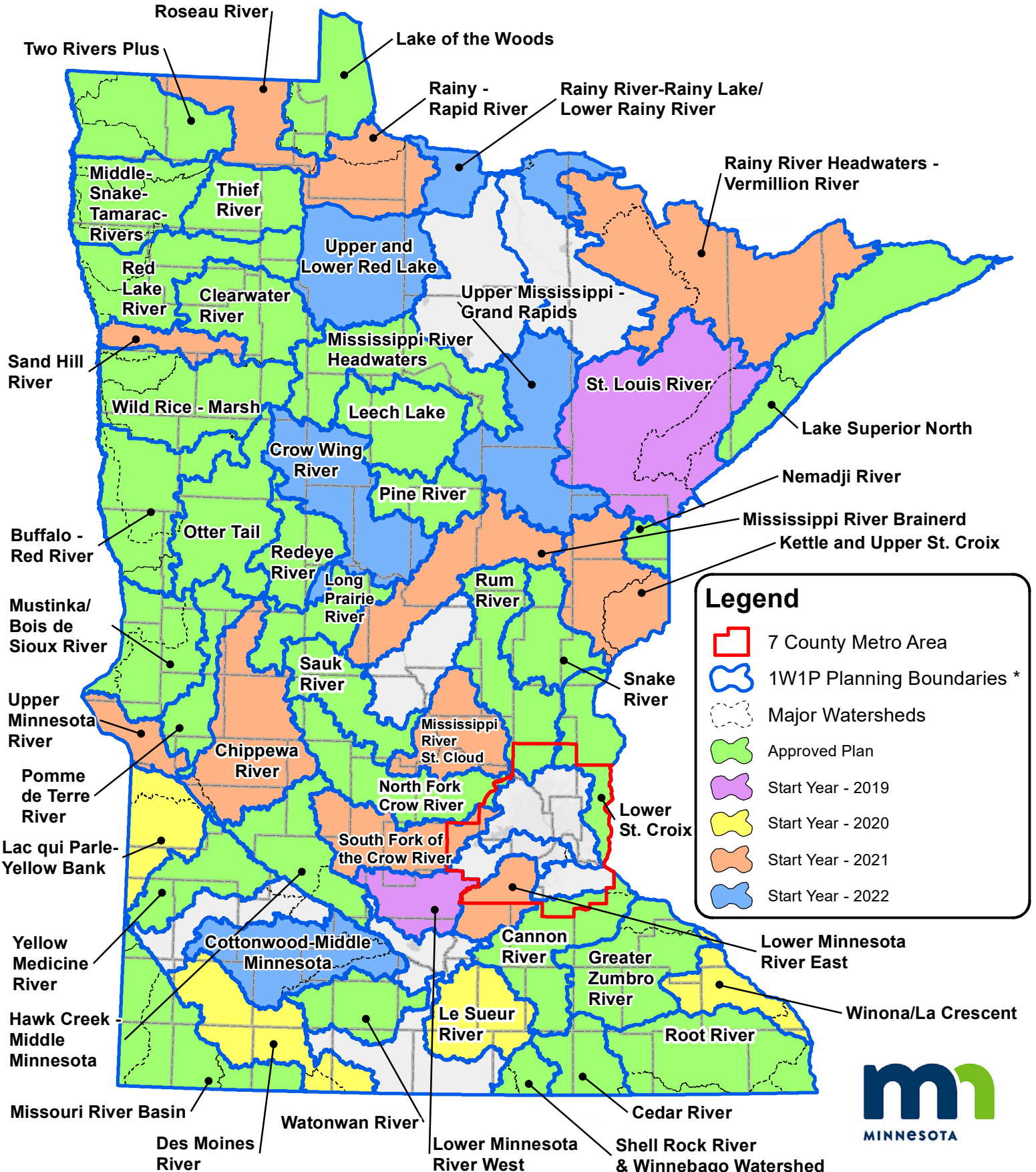
**ATTACHMENTS:**

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. (# of partners). Some names are truncated to conserve space.

2022					
<b>Cottonwood-Middle MN (13)</b>	<b>Crow Wing (14)</b>	<b>Rainy River-Rainy Lake/Lower</b>	<b>Upper and Lower Red Lake (4)</b>	<b>Upper Miss – Grand Rapids (9)</b>	
Brown County	Becker County	<b>Rainy River (4)</b>	Beltrami County	Aitkin County	
Brown SWCD	Becker SWCD	City of International Falls	Beltrami SWCD	Aitkin SWCD	
Cottonwood County	Cass County	City of Ranier	Red Lake Nation	Carlton County	
Cottonwood SWCD	Cass SWCD	Koochiching County	Red Lake Watershed District	Carlton SWCD	
Lyon County	Crow Wing County	Koochiching SWCD		Cass County	
Lyon SWCD	Crow Wing SWCD			Cass SWCD	
Murray County	Hubbard County			Itasca County	
Murray SWCD	Hubbard SWCD			Itasca SWCD	
Redwood County	Otter Tail County			Salo Township	
Redwood SWCD	Otter Tail SWCD				
Area II Minnesota River Basin Project	Todd County				
Redwood-Cottonwood Rivers Control	Todd SWCD				
City of Springfield	Wadena County				
	Wadena SWCD				
2021					
<b>Chippewa (16)</b>	<b>Kettle and Upper St. Croix (5)</b>	<b>Lower MN East (7)</b>	<b>Mississippi River Brained (10)</b>	<b>Mississippi River St. Cloud (12)</b>	<b>Rainy R Hdwtrs/Vermilion R (6)</b>
Chippewa County	Carlton County	Le Sueur County	Aitkin County	Benton County	Cook County
Chippewa SWCD	Carlton SWCD	Le Sueur SWCD	Aitkin SWCD	Benton SWCD	Cook SWCD
Douglas County	Kanabec SWCD	Lower MN River Watershed District	City of Baxter	Clearwater River Watershed Dist.	Lake County
Douglas SWCD	Pine County	Rice County	City of Brainerd	Meeker County	Lake SWCD
Grant County	Pine SWCD	Rice SWCD	Crow Wing County	Meeker SWCD	North St. Louis SCWD
Grant SWCD		Scott County WMO	Crow Wing SWCD	Mille Lacs SWCD	St. Louis County
Kandiyohi County	<b>South Fork of the Crow River (13)</b>	Scott SWCD	Morrison County	Sherburne County	
Kandiyohi SWCD	Buffalo Creek Watershed District		Morrison SWCD	Sherburne SWCD	
Otter Tail County	Carver SWCD	<b>Sand Hill River (8)</b>	Todd County	Stearns County	<b>Upper Minnesota River (7)</b>
Pope County	City of Winsted	East Polk SWCD	Todd SWCD	Stearns SWCD	Big Stone County
Pope SWCD	Kandiyohi County	Mahnomen County		Wright County	Big Stone SWCD
Stevens County	Kandiyohi SWCD	Mahnomen SWCD	<b>Rainy-Rapid (2)</b>	Wright SWCD	Swift County
Stevens SWCD	McLeod County	Norman County	Lake of the Woods County		Swift SWCD
Swift County	McLeod SWCD	Norman SWCD	Lake of the Woods SWCD	<b>Roseau River (3)</b>	Traverse County
Swift SWCD	Meeker County	Polk County		Roseau County	Traverse SWCD
West Otter Tail SWCD	Meeker SWCD	Sand Hill River Watershed District		Roseau River Watershed District	Upper MN River Watershed Dist
	Renville County	West Polk SWCD		Roseau SWCD	
	Renville SWCD				
	Wright County				
	Wright SWCD				

**2020**

<b>Clearwater (9)</b>	<b>Des Moines (13)</b>	<b>Lac qui Parle- Yellow Bank (8)</b>	<b>Le Sueur (8)</b>	<b>Long Prairie (7)</b>	<b>Winona-La Crescent (10)</b>
Clearwater County	Cottonwood County	Area II Minnesota River Valley Proje	Blue Earth County	Douglas County	City of Winona
Clearwater SWCD	Cottonwood SWCD	Lac qui Parle SWCD	Blue Earth County SWCD	Douglas SWCD	Houston County
East Polk SWCD	Heron Lake Watershed District	Lac qui Parle County	Faribault County	Morrison County	Olmsted County
Pennington County	Jackson County	Lac qui Parle – Yellow Bank WD	Faribault County SWCD	Morrison SWCD	Olmsted SWCD
Pennington SWCD	Jackson SWCD	Lincoln SWCD	Freeborn County	Todd County	Root River SWCD
Polk County	Lyon County	Lincoln County	Freeborn SWCD	Todd SWCD	Stockton-Rollingstone-MN City WD
Red Lake County	Lyon SWCD	Yellow Medicine SWCD	Waseca County	West Ottertail SWCD	Wabasha County
Red Lake SWCD	Martin County	Yellow Medicine County	Waseca SWCD		Wabasha SWCD
Red Lake Watershed District	Martin SWCD			<b>Otter Tail (6)</b>	Winona County
	Murray County			Becker SWCD	Winona SWCD
<b>Middle-Snake Tamarac (5)</b>	Murray SWCD			Becker County	
Marshall County	Nobles County			Cormorant Lakes Watershed District	
Marshall SWCD	Nobles SWCD			East Otter Tail SWCD	
Middle-Snake-Tamarac Rivers WD				Otter Tail County	
Polk County				Pelican River Watershed District	
West Polk SWCD				West Otter Tail SWCD	

**2019**

<b>Lower Minnesota River West (7)</b>	<b>Snake (8)</b>	<b>St. Louis (6)</b>
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	Pine SWCD	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	Itasca SWCD	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)	Watowan 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	Watowan County
	South Washington WD	Wilkin County			Watowan 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			

Minnesota Board of Water and Soil Resources  
520 Lafayette Road North  
St. Paul, Minnesota 55155

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**In the Matter** of the review of the Comprehensive Watershed Management Plan for Lac qui Parle – Yellow Bank, pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801.

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**ORDER  
APPROVING  
COMPREHENSIVE  
WATERSHED  
MANAGEMENT PLAN**

**Whereas**, the Policy Committee of the Lac qui Parle – Yellow Bank (LqP -YB) Partnership submitted a Comprehensive Watershed Management Plan (Plan) to the Minnesota Board of Water and Soil Resources (Board) on January 6, 2023 pursuant to Minnesota Statutes, Sections 103B.101, Subdivision 14 and 103B.801 and Board Resolution #18-14, and;

**Whereas**, the Board has completed its review of the Plan;

**Now Therefore**, the Board hereby makes the following Findings of Fact, Conclusions, and Order:

**FINDINGS OF FACT**

1. **Partnership Establishment.** The Partnership was established in 2021 through adoption of a Memorandum of Agreement for the purposes of developing a Comprehensive Watershed Management Plan. The membership of the Partnership includes: Lac qui Parle County, Lincoln County, Yellow Medicine County, Lac qui Parle Soil and Water Conservation District (SWCD), Lincoln SWCD, Yellow Medicine SWCD, Lac qui Parle – Yellow Bank Watershed District and Area II Minnesota River Basin Projects.
2. **Authority to Plan.** Minnesota Statutes, Sections 103B.101, Subdivision 14 allows the Board to adopt resolutions, policies or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan. Minnesota Statutes, Sections 103B.801 established the Comprehensive Watershed Management Planning Program; also known as One Watershed, One Plan. And, Board Resolution #18-14 adopted the One Watershed, One Plan Operating Procedures and Plan Content Requirements policies.
3. **Nature of the Watershed.** The LqP-YB Watershed planning area encompasses the Minnesota portions of one major (HUC 08) watershed, the Lac qui Parle, and four HUC 10 subwatersheds, the North and South Fork Yellow Bank subwatersheds, the Marsh Lake subwatershed, and the Lac qui Parle Reservoir subwatershed. Minnesota contains roughly 760 square miles (486,400 acres) of the total area for the Lac qui Parle River Watershed (approximately 1,100 square miles or 704,000 acres), while South Dakota’s portion is approximately 340 square miles (217,600 acres). The planning region contains steep slopes with 1,070 foot drop in elevation in the first 60 miles of drainage while the rest of the planning region is relatively flat. The plan makes note that prior to European settlement the LqP – YB watershed was populated by the Yankton and Yanktonia Dakota (Sioux, Očhéthi Šakówinj) tribes with a landscape consisting of tallgrass prairie, wetlands, floodplain forests and pothole lakes that were left behind after the ice sheets receded. Current land use is predominantly agriculture lands, with 78% of the planning area being used as cropland which influenced how the planning partners developed measurable goals and associated action items. The watershed contains 203 watercourses, 157 public water basins and 5 Drinking Water Management Supply Areas.

4. **Plan Development.** The Plan was developed as a single, concise, and coordinated approach to watershed management for the purpose of guiding watershed managers as they work with landowners and communities to protect and restore the watershed's resources. The Plan consolidates policies, programs, and implementation strategies from existing data, studies, and plans, and incorporates input from multiple planning partners to provide a single plan for management of the watershed. The Plan focuses on prioritized, targeted, and measurable implementation efforts and lays out specific goals and actions to improve surface water quality and quantity, groundwater quality and quantity including public and private water supplies, improve soil health, and mitigate negative impacts that may result from current land use in the watershed.
5. **Plan Review.** On January 6, 2023, the Board received the Plan, a record of the public hearing, and copies of all written comments pertaining to the Plan for final State review pursuant to Board #18-14. State agency representatives attended and provided input at advisory committee meetings during development of the Plan. The following state review comments were received during the comment period.
  - A. Environmental Quality Board indicated Policy indicates that EQB only be notified of the final draft document. EQB did not respond to the submission.
  - B. Minnesota Department of Agriculture (MDA): During the 60-day comment period MDA requested revisions to the plan that included being added as partner for monitoring of groundwater and requested additional information for irrigation groundwater education events. MDA commended the partners for their targeted actions focused on drinking water protection for public water suppliers and private wells. MDA confirmed receipt of the Plan at the final formal review and stated all MDA comments were considered and addressed in the final draft plan and recommends approval.
  - C. Minnesota Department of Health (MDH): During the 60-day comment period MDH requested revision to the Plans goal scale and additional information for the decreased groundwater recharge and supply priority issue. MDH also requested that the priority issue statements be reviewed to ensure consistent language throughout the plan. MDH commended the partners for including drinking water as a priority concern. MDH confirmed receipt of the Plan at the final formal review and stated all MDH comments were considered and addressed in the final draft plan and recommends approval.
  - D. Minnesota Department of Natural Resources (DNR): During the 60-day comment period, DNR provided comments to the LqP – YB partners that will be beneficial during implementation. DNR commented that partners should work with drainage authorities to help mitigate impacts that may result from projects that could alter hydrology. DNR confirmed receipt of the Plan at the final formal review and recommends approval.
  - E. Minnesota Pollution Control Agency (MPCA): During the 60-day comment period MPCA acknowledged that throughout the planning process the partners were responsive to the MPCA's concerns, comments and priorities. MPCA asked that the partners focus their education and outreach activities to the high priority planning regions. MPCA confirmed receipt of the Plan at the final formal review and stated all MPCA comments were considered and the final draft plan is very well written, concise, and thorough. MPCA recommends approval.
  - F. Board of Water and Soil Resources (BWSR): During the 60-day review period, BWSR provided comments requesting numerous revisions to the Plan to ensure consistency throughout the Plan and that plan content requirements were met. All comments were adequately addressed in the final Plan.
6. **Plan Summary and Highlights.** The highlights of the plan include:
  - The Plan includes an informative Executive Summary summarizing resource concerns and issues, the method of establishing measurable goals, summarizing pace of progress toward goals attained by the planned activities, and short-term cost of the 10 year implementation schedule.

- The Plan includes a thorough identification of the targeted areas using PTMApp. PTMApp has estimated feasible locations for management practices and structural BMPs, as well as the associated annual costs and anticipated benefits arising from implementation. The result is a list of the best (most cost-effective and most effective toward load reduction goals) practices.
  - The Plan identifies ten different planning regions which were defined based on land use, hydrology, and geology. The ten planning regions are Yellow Bank River, Minnesota River, Lac qui Parle River, Tenmile Creek, West Branch Lac qui Parle River, Lac qui Parle River South, Cobb Creek, Lazarus Creek, Canby Creek, and Headwaters Lac qui Parle River.
  - West Branch Lac qui Parle River, Cobb Creek, and Headwaters Lac qui Parle River planning regions were designated High Priority planning regions. The High Priority planning regions will be the areas the partners will focus first with the Medium Priority planning regions being “on-deck” and the Low Priority planning regions are not going to be the focus during the ten-year lifespan of the Plan.
  - The plan development process generated twenty-five issues, organized in six resource categories (Drinking Water, Agricultural Lands, Rural/Urban Areas, Streams/Drainage Systems, Aquifer, Aquatic Habitat) using existing reports, plans, studies, data, and stakeholder input. Each issue was assigned as one of four priority levels within each planning region. Eight issues were identified as a “high” priority ranking in at least one planning region and will be the focus of initial implementation efforts. Five issues were identified as a “medium-high” priority ranking in at least one planning region and will be the focus of initial implementation efforts, likely with additional funding. Six issues were identified as a “medium” priority ranking in any planning region and will not be assigned prioritization during the Plan but may receive attention if time and funding allows. The remaining six issues were identified as a “low” priority ranking watershed-wide and are not the focus of the Plan.
  - The Plan details six measurable goals that collectively address the thirteen high and medium-high priority issues and their associated goal scale. A quick reference guide was developed for each of these priority issues. Each reference guide summarizes the priority issues, multiple benefits for the watershed-wide goals, the planning region and goal scale for each issue, background information about the issue and goal, and the long-term and short-term goals.
  - Included in the Appendix are a series of maps showing possible locations to implement priority Best Management Practices (BMPs) for each planning region. These maps are to be used as a tool for prioritization of outreach and target implementation efforts in the planning regions.
  - The Plan recognizes three funding levels for implementation. Level 1 - Current Funding, Level 2 - Current Funding + BWSR’s Watershed Based Implementation Fund (WBIF) grant program, and Level 3 - Partner and Other Funding. Actions pursued under Funding Level 2 are the focus of the Plan and have an estimated annual cost of \$945,801. When all funding levels are combined, an estimated \$17,148,012 is needed to fully fund the Plan over its ten-year lifespan.
  - Separate targeted implementation tables were created for each planning region that include actions within the Projects and Practices implementation program. Only priority issues that rank high in the planning region were given planning region specific measurable goals and associated targeted action items. Watershed-wide implementation tables were created for actions related to Capital Improvement Projects, Regulatory, Education and Outreach, and Research and Monitoring.
7. **Planning Boundary Adjustment.** The Board adopted the One Watershed, One Plan Suggested Boundary Map on April 23, 2014. The map established suggested planning boundaries for plans developed through the One Watershed, One Plan program. The Partnership requested a boundary adjustment to portions of Lac qui Parle watershed and Upper Minnesota River Watershed, which includes the planning boundary #18 (Lac qui Parle Watershed) and planning boundary #16 (part of the Lac qui Parle – Yellow Bank Watershed District) as indicated on the Board adopted Suggested Boundary Map. The Partnership provided documentation for local concurrence, rationale, and justification of the adjusted boundary. The adjusted boundary was approved by Board staff per the One Watershed, One Plan Operating Procedures. The adjusted boundary is included as part of the board packet.

8. **Southern Regional Committee.** On March 13, 2023, the **Southern** Regional Committee met to review and discuss the Plan. Those in attendance from the Board's Committee were Eunice Biel, Jeffrey Berg, Heather Johnson, Kelly Rae Kirkpatrick, Scott Roemhildt, Mark Wettlaufer and Ted Winter. Board staff in attendance were Southern Regional Manager Ed Lenz, Board Conservationist Adam Beilke and Jeremey Maul, and Clean Water Specialists Mark Hiles. The representatives from the Partnership were Amy Bacigalupo, Dave Craigmile, David Johnson, Dale Sterzinger, Rhyan Schicker, Drew Kessler Mitch Enderson, Kerry Netzke, and Trudy Hastad. Board regional staff provided its recommendation of Plan approval to the Committee. After discussion, the Committee's decision was to present a recommendation of approval of the Plan to the full Board.
9. This Plan will be in effect for a ten-year period until March 22, 2033.

## **CONCLUSIONS**

1. All relevant substantive and procedural requirements of law have been fulfilled.
2. The Board has proper jurisdiction in the matter of approving a Comprehensive Watershed Management Plan for the Lac qui Parle – Yellow Bank pursuant to Minnesota Statutes, Sections 103B.101, Subd. 14 and 103B.801 and Board Resolution #18-14.
3. The Lac qui Parle – Yellow Bank Plan attached to this Order states water and water-related problems within the planning area; priority resource issues and possible solutions thereto; goals, objectives, and actions of the Partnership; and an implementation program.
4. The attached Plan is in conformance with the requirements of Minnesota Statutes Section 103B.101, Subd. 14 and 103B.801 and Board Resolution #19-41.
5. The One Watershed, One Plan Suggested Boundary Map is adjusted to include portions of Lac qui Parle watershed and Upper Minnesota River Watershed, which includes the planning boundary #18 (Lac qui Parle Watershed) and planning boundary #16 (part of the Lac qui Parle – Yellow Bank Watershed District) as indicated on the Board adopted Suggested Boundary Map approved by the Board March 24, 2021.
6. The attached plan when adopted through local resolution by the members of the Partnership will serve as a replacement for the comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to Chapter 103B, 103C, or 103D, but only to the geographic area of the Plan and consistent with the One Watershed, One Plan Suggested Boundary Map.

## **ORDER**

The Board hereby approves the attached Comprehensive Watershed Management Plan of the Lac qui Parle – Yellow Bank, dated March 22, 2023.

Dated at St. Paul, Minnesota, this 22 of March, 2023.

## **MINNESOTA BOARD OF WATER AND SOIL RESOURCES**

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BY: Gerald Van Amburg, Chair



March 22, 2023

Lac qui Parle – Yellow Bank Partnership  
c/o Tyler Knutson, Director  
1000 10th Avenue, Suite 3 PO Box 545  
Clarkfield, MN 56223

**RE: Approval of the Lac qui Parle – Yellow Bank Comprehensive Watershed Management Plan**

Dear Lac qui Parle – Yellow Bank Partnership:

The Minnesota Board of Water and Soil Resources (BWSR) is pleased to inform you the Lac qui Parle – Yellow Bank Comprehensive Watershed Management Plan (Plan) was approved at its regular meeting held on March 22, 2023. Attached is the signed Board Order that documents approval of the Plan and indicates the Plan meets all relevant requirements of law, rule, and policy.

This Plan is effective for a ten-year period until March 22, 2033. Please be advised, the partners must adopt and begin implementing the plan within 120 days of the date of the Order in accordance with Minnesota Statutes §103B.101, Subd. 14, and the One Watershed, One Plan Operating Procedures.

The members of the partnership and participants in the plan development process are to be commended for writing a plan that clearly presents water management goals, actions, and priorities of the Partnership, and for participating in the One Watershed, One Plan program. The BWSR looks forward to working with you as you implement this Plan and document its outcomes.

Please contact Board Conservationist Jason Beckler of our staff at 507-829-8204 or [Jason.Beckler@state.mn.us](mailto:Jason.Beckler@state.mn.us) for further assistance in this matter.

Sincerely,

Gerald Van Amburg, Chair  
Minnesota Board of Water and Soil Resources

Enclosure: BWSR Board Order

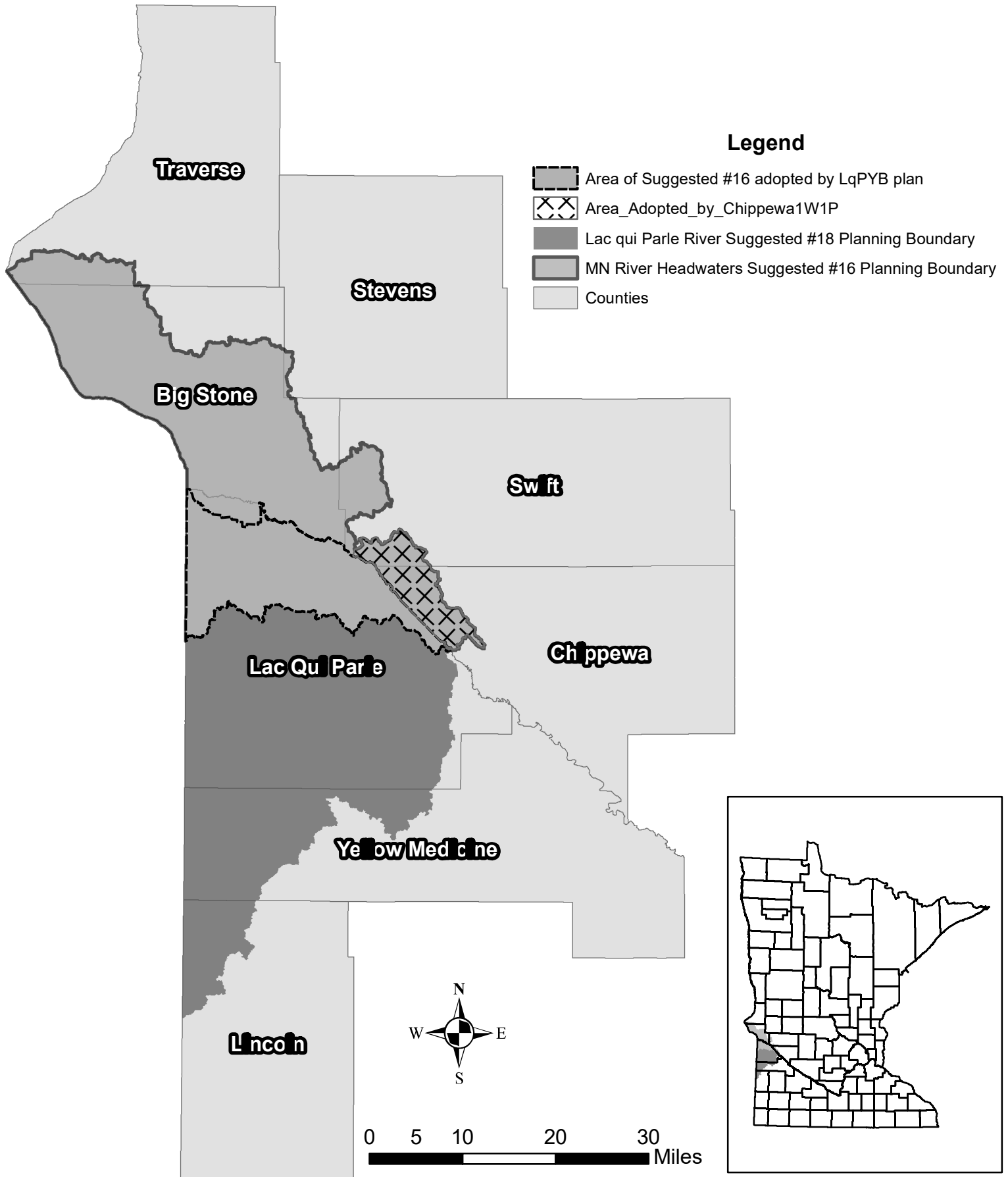
CC: Ryan Lemickson, MDA (via email)  
Amanda Strommer, MDH (via email)  
Ryan Bjerke, DNR (via email)  
Katherine Pekarek-Scott, MPCA (via email)  
Ed Lenz, BWSR Regional Manager (via email)  
Jason Beckler, BWSR Board Conservationist (via email)  
Rachel Mueller, BWSR (file copy)

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# Intended 1W1P Boundaries



## Drainage Work Group Meeting

**When:** Thursday, December 8, 2022 11:00 a.m. - 2:00 p.m. Hybrid

### **Outlet Adequacy**

Brief discussion of what we have looked at to date regarding “outlet adequacy” and introductory conversation. In prior DWG meetings it became clear that this process would be best suited through a DWG technical subcommittee. The framework for the effort was updated to reflect this conversation and included a list of potential participants. Conversations reinforced that this initial effort would be done with an emphasis on the technical considerations and any outcomes or recommendations would come back through the DWG for consideration.

### **DNR Early Coordination Proposal**

DNR Staff provided an update on the early coordination proposal which was originally shared in December. Based on feedback received from various stakeholder groups DNR’s intention is to not move forward with the proposal this session but to continue discussions with drainage stakeholders via small group going into the next DWG season.

### **Registry Response thoughts on a timeline?**

DWG members discussed the updated drainage registry portal concepts and proposals from the proponents of the process. Staff from MCEA would work on making revisions to the proposal via comments provided by DWG members in advance of one more meeting to be scheduled in February to discuss ONLY the registry topic. A date for comment submittal was provided.

### **Topics for next year.**

There was little time to discuss potential topics for the upcoming DWG season. However, membership felt like between the Outlet Adequacy discussions, Early Coordination and the Registry concepts it was likely our primary agenda would be fairly full for next year.

**When:** Friday February 10, 2023 11:00 a.m. - 2:00 p.m. Hybrid

### **Registry Response thoughts on a timeline?**

MCEA received comments on the registry portal concepts and made some fairly important structural adjustments to the proposed language. The substance of the bill remained largely unchanged but the structure changes were intended to make other adjustments easier as well as provide more clarity on what was subject to the proposal and what the submission requirements would be.

A very robust discussion led to two very clear needs from some workgroup members. 1) Repairs needed to be removed to have a chance to garner drainage authority support. 2) the timing of the submissions should be adjusted so the opportunity to provide feedback would be more timely within the drainage processes.

In the end of the conversation two stakeholder groups indicated their respective boards had passed resolutions to not support any registry concept. At that point the DWG’s role moving forward this session was minimized given timelines that would be needed to achieve consensus for the current session deadlines.

Proponents of the bill also indicated they had been working to have a placeholder for the language this session and that their intention was to move forward with a proposal during the session with or without DWG support.

Since the February DWG meeting the bill has been amended to consider much of the DWG comments and feedback and has been introduced/heard in the House. At this time the bill has been laid over for possible inclusion in a House Omnibus bill and does not have DWG consensus.

# BWSR staff expertise contributes to quality of private wetland banks



“  
The functions that they provide need to be provided into perpetuity because the wetland loss is forever.”

— John Overland, BWSR wetland banking specialist

Minnesota is a leader in private wetland banking, a system that produces high-quality, permanent replacement wetlands to offset authorized, unavoidable impacts to existing wetlands. The state’s 330 private wetland banks account for about 15% of all such banks in the U.S., data from the U.S. Army Corps of Engineers (USACE) show.

The Minnesota Board of Water and Soil Resources (BWSR) serves as the state’s wetland banker. BWSR staff members are among the local, state and federal partners who review prospective wetland banks and ensure that existing sites meet the strict requirements.

“Wetland banking is not a conservation program,” said BWSR Wetland Banking Specialist John Overland, whose duties include reviewing



applications. “It’s not additive to the landscape. It’s there to offset other losses, and because of that it has to be permanent.”

Replacement wetlands must achieve no net loss in quantity, quality and biological diversity to meet requirements of the Minnesota Wetland Conservation Act (WCA).

**Top:** BWSR staff members in June 2022 were among those who reviewed a private wetland bank, a multi-agency endeavor to verify progress of plant communities and hydrology. This site is in Redwood County. **Photo Credit:** Solimar Garcia Barger **Above:** “The first year that we restored the wetland, the frogs came back,” Dave Franske said of the 41.3-acre Mader Farm LLC private wetland bank in Minnetrista, which filters water bound for Halsted Bay and Lake Minnetonka. The site also drew an abundance of waterfowl. **Photo Credit:** Mary Jo Mader

In limited situations, draining or filling wetlands is allowed when the lost functions and values of those wetlands are adequately replaced by restoring, enhancing, or creating wetlands elsewhere. That process is called wetland replacement or mitigation.

The most common wetland mitigation mechanism in Minnesota is wetland banking, where available wetland mitigation credits are purchased and withdrawn from an approved wetland bank. The credits represent acres of wetlands previously approved for mitigation credit and subsequently restored. The credits deposited in the bank may then be purchased to replace future wetland impacts.

“Being part of a regulatory program, it has to work. It has to be successful,” Overland said. “It’s a long, expensive and challenging process to get through. It can be financially lucrative, but it can also cost a lot of money to get not a lot of credits if you don’t pick the right site or aren’t working with the right property.”

In Minnesota, most wetland banks are completed by private landowners who prepare mitigation plans and implement their projects with the help of professional consultants and/or experts in wetland and ecological sciences, engineering and surveying.

The Mader family sold the last of the 27.167 credits generated by the 41.3-acre Mader Farm LLC wetland bank in February 2023 — nine years after discussions with the Minnehaha Creek Watershed District began. On behalf of his wife, Mary Jo, and her siblings, Dave Franske worked with the watershed district, developers, the environmental consultant Wenck, the city of Minnetrista,

**“ The first year that we restored the wetland, the frogs came back. ... Then the sandhill cranes came, and every year we’ve had sandhill cranes there. We always get ducks and geese, and there have been swans there. There are wild turkeys. The birds that came back are just incredible. ”**

— Dave Franske, describing the Mader Farm LLC wetland bank site in Minnetrista



Hennepin County, BWSR, the U.S. Environmental Protection Agency (EPA) and the USACE.

“We met with (MCWD Administrator) James Wiskar five or six times, and he was willing to educate us about wetland banking. And the same with the BWSR people and the Army Corps. Every time we met with them everybody felt good about the potential for the project, and they were willing to invest time to educate us. We viewed all of the regulators as partners in the project with us,” Franske said.

When the family sold the land in 2016, Franske secured an easement to restore the previously drained and farmed wetland. Approval to proceed with the wetland bank came in 2017 after Prairie Restorations seeded the site, which is now jointly owned by 11 homeowners who live in a cluster development.

“Everybody in my wife’s family saw there was potential here for this to be valuable environmentally and financially, and it would make a much nicer development if this space were left as open space,” Franske said.

The wetland filters runoff bound for Halsted Bay and Lake Minnetonka. While it was riskier and required a

significant investment of time and money initially, pursuing the wetland bank along with development eventually generated income from the entire property. Most of the Mader Farm LLC’s 45 separate wetland bank sales involved less than 0.50 credit. The smallest — 0.0146 credit — offset the impact of residential construction. The largest — 4.32 credits — offset the impact of an industrial development.

“There aren’t many wetland bank credits available in Hennepin County, and that made our wetland bank pretty attractive to developers,” Franske said.

More than 300 local units of government across the state administer the Wetland Conservation Act. Local governments — including soil and water conservation districts and watershed districts — decide whether to approve wetland bank plan applications. They work with approved applications to ensure that proposed restoration and enhancement work is completed and certified, and to verify the resulting credits.

Most wetland banks also request USACE approval so sponsors can sell approved credits to applicants needing USACE permits. That requires

interaction with state and federal agencies such as the Minnesota Department of Natural Resources and the U.S. Environmental Protection Agency (EPA).

BWSR plays several roles in reviewing and administering private wetland banks. BWSR staff members serve on technical evaluation panels (TEPs). Their review of wetland banking plans focuses on whether naturally occurring wetland functions will be restored, whether proposed restoration actions will be sustainable — and if planned restorations are legal and avoid adversely affecting public infrastructure and adjoining properties.

A unique aspect of BWSR’s review process stems from a 2015 interagency Memorandum of Understanding between BWSR and the USACE-St. Paul District. It stipulates that BWSR will provide a qualified licensed professional engineer to review engineering related components of proposed compensatory mitigation banks in Minnesota. The goal is to provide greater efficiency and coordination in reviewing regulatory wetland banks in support of both the Minnesota WCA and Section 404 of the federal Clean Water Act.

“(BWSR Senior Water Resources Engineer Tom Wenzel) provides engineering review for the state. As that third-party engineer perspective, it’s really valuable,” said USACE-St. Paul District Mitigation Coordinator Leslie Day. “(His) is the engineering review that gives us a lot of confidence in a third-party reviewer of the data we’re being given from sponsors.”

Day said Wenzel’s review ensures that project designs

are free of significant flaws that could cause structure failures. It ensures that restored sites will last — not just for 10 or 20 years, but for the long term.

As they work their way through the regulatory review process, most wetland banks undergo at least two formal engineering reviews. More complex or multi-phased projects might require more reviews and a significantly higher level of engineering support.

In an average month, BWSR completes two to five such reviews. Wenzel conducts most of that work, and participates in informal discussions, meetings and site visits with private consultants and others working on the project.

“My goal as part of this review process is to ensure that technically sound engineering designs are developed and implemented, which hopefully result in long-lasting projects that meet program requirements and end up being successful for the landowner,” Wenzel said. “Sharing what we as an agency have learned about wetland restoration and project success, whether it be through formal training or one-on-one consultation,



*This private wetland bank site in Redwood County, seen in June 2022, showed progress after two years of drought conditions. Photo Credit: Solimar Garcia Barger*

is an important part of our mission.”

BWSR has long viewed wetland banking as the preferred form of wetland replacement.

The 1991 WCA legislation included the authority for wetland banking, but the program took several years to gain traction. The program and process have evolved significantly — moving from the “on-site/in-kind” approach to one that produces larger, more ecologically valuable parcels with landscape-scale benefits.

Data from the U.S. Army Corps of Engineers show that more than 62,000 acres of wetlands and their upland buffers have been restored, enhanced,

created and protected as part of mitigation banks in Minnesota.

“Minnesota has had a state regulation independent of federal jurisdiction for over 30 years,” Overland said. “So we’ve been around longer than most. We are wetland-rich and restoration-opportunity rich, and so there’s a lot of wetlands out there to bump into during construction and lots of opportunities to put those back on the landscape where they’re needed.”

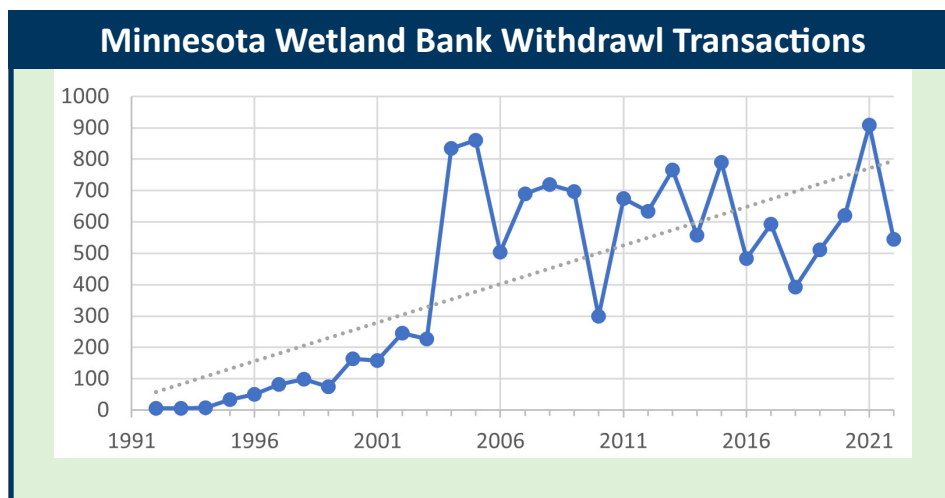
Wetland bank credits can be deposited and sold once an approved mitigation plan is in place, a perpetual conservation easement (held by BWSR) is recorded, and performance standards are achieved. The planning, rigorous scientific

and technical analysis, demonstrated success and perpetual protections are meant to ensure that desired environmental benefits are achieved.

“Wetlands do things that provide value to the public, whether it be wildlife habitat or water quality improvement or nutrient assimilation or flood prevention,” Overland said.

Fluctuation in state wetland bank use depends upon factors including the state of the economy and credits’ availability. The number of annual withdrawals has ranged from five during the program’s infancy in 1992 to 860 during the development boom in 2005. BWSR’s database shows 11,775 wetland bank withdrawals from 1992 through 2020. The number of annual withdrawals averaged 602 during the 10-year period that ended in 2020.

“If a high-quality wetland is impacted, we want to make sure that all the credits available are at least as good as that high-quality wetland,” Overland said. “They need to be protected into perpetuity. The functions that they provide need to be provided into perpetuity because the wetland loss is forever.”



# Pilot project sets sights on reforestation via private landowners in priority areas



Watershed and Forest Restoration: What a Match! project will offer technical assistance to 600 landowners. It is the first step in reaching Minnesota's 1 million-acre reforestation goal. Anticipated results include:

- 300 forest stewardship plans
- 390 tree-planting plans
- 780 tree planting verification checks
- 1,390 acres of conservation easements
- 27,000 acres of land enrolled in the SFIA program
- 15 tree planters purchased
- 1,875,000 seedlings planted
- 3,125 acres of open lands reforested
- 7,437 metric tons of carbon sequestered (the equivalent of taking 1,602 cars off of the road) per year over 20 years



Wadena SWCD Assistant Manager/ Forestry Technician Anne Oldakoski (left) and technician Wade Salo planted trees in 2015 in Wadena Township. The SWCD is a key partner in Watershed and Forest Restoration: What a Match! The project prioritizes tree planting in the Rum River, Long Prairie River and Redeye River watersheds. **Photo Credit:** Wadena SWCD

A grant-funded, Minnesota Board of Water and Soil Resources- (BWSR) backed pilot watershed and forest restoration project aims to reforest 3,125 acres — part of a larger goal to reforest 1 million acres for carbon sequestration across the state.

The three-year pilot project — Watershed and Forest Restoration: What a Match! — aims to accelerate tree planting for water quality and carbon sequestration by private landowners. It builds the capacity of soil and water conservation districts (SWCDs) and of the Mille Lacs Band of Ojibwe by partnering with BWSR and the Minnesota Department of Natural Resources (DNR).

A \$3,318,000 Environment and Natural Resources Trust Fund (ENRTF) grant the legislature awarded to BWSR in 2022 leverages

“ This (ENRTF) grant is basically a first step by the state with districts, tribal members and consulting foresters to come together to help work with landowners in an organized way to get going on this 1-million-acre goal. ”

— Lindberg Ekola,  
BWSR private forested watersheds protection coordinator

DNR funding through its [Sustainable Forest Incentives Act \(SFIA\)](#) and [Private Forest Management \(PFM\) cost-share program](#). BWSR is responsible for managing the ENRTF grant, providing project coordination and reporting, as well as administering Reinvest in Minnesota (RIM) easements for private forestry management purposes.



**Left:** Douglas SWCD staff (from left) Andy Rice, Rigoberto Gonzales and Dan Meyer planted more than 20,000 trees on land enrolled in the USDA's Conservation Reserve Program at a site south of Pocket Lake in 2017. **Photo Credit:** Douglas SWCD **Middle:** Newly planted trees grew in 2010 near the Verdale city cemetery in Aldrich Township. The Watershed and Forest Restoration: What a Match! project combines the efforts of private, local, tribal and state partners to connect private forest management with water quality protection. **Right:** Wadena SWCD staff planted trees in 2015 on a property in Wadena Township. The pilot project will increase tree-planting capacity of SWCDs and the Mille Lacs Band of Ojibwe. **Photo Credits:** Anne Oldakowski, Wadena SWCD

This project links forestry, water quality and carbon sequestration to help Minnesota reach its reforestation goal. It is the first of a multi-step strategy toward reaching the 1-million-acre reforestation goal initially recommended by Minnesota Climate Change Advisory Group in 2009. The Nature Conservancy, BWSR and the DNR Division of Forestry are among those now supporting the goal.

“This (ENRTF) grant is basically a first step by the state with districts, tribal members and consulting foresters to come together to help work with landowners in an organized way to get going on this 1-million-acre goal,” said Lindberg Ekola, BWSR private forested watersheds protection coordinator.

The project’s goal of 3,125 acres of reforestation will increase wildlife habitat, [protect water quality](#) and sequester carbon. Its outcomes align with [Minnesota’s Climate Action Framework](#) and the state’s push to become carbon-neutral by 2050.

[Research by The Nature Conservancy](#) shows that

**“ Funding from the Environment and Natural Resources Trust Fund provides new opportunities for landowners to work with local soil and water conservation districts, DNR and private sector partners to accelerate tree planting. ”**



— Don Bajumpaa, Redeye River watershed LFT coordinator

reforestation is one of the best ways to sequester carbon, compared with other strategies such as cover crops, reduced tillage and wetland restoration.

The funds are meant to increase tree planting and private forest management services offered by 14 SWCDs and the Mille Lacs Band of Ojibwe along with DNR forestry staff by coordinating tree planting projects, purchasing equipment and land easements, and expanding outreach. The 14 SWCDs within the priority watersheds include East Otter Tail, Todd, Mille Lacs, Aitkin, Anoka, Becker, Benton, Crow Wing, Douglas, Isanti, Kanabec, Morrison, Sherburne and Wadena.

The SWCDs and the Mille Lacs Band of Ojibwe will provide technical assistance to landowners, and promote and implement tree-planting programs.

The three priority watersheds — the Rum River, Long Prairie River and Redeye River — lie in the region where deciduous forest and coniferous forest meet. Historically, this area within the Upper Mississippi River Basin has seen significant loss of forest cover as trees were cut to make way for agriculture and development. The watersheds contribute to the Twin Cities' drinking water supply.

Local forestry technical teams (LFTs) guided by

landscape stewardship plans and One Watershed, One Plan (1W1P) priorities will lead the local coordination of the grant-funded project within the three watersheds. One Watershed, One Plan and landscape stewardship plans provide guidance on priorities for landowner outreach and service delivery.

LFTs consist of representatives from SWCDs, the Mille Lacs Band of Ojibwe, consulting foresters, BWSR and the DNR. LFTs help landowners decide how to protect their forests. Options include BWSR’s RIM program or the DNR’s SFIA.

“Local partners in the Redeye River watershed recently developed a landscape stewardship plan. This plan makes critical linkages between forestry and water quality, and complements the water quality goals we identified in the Redeye River Watershed Local Comprehensive Water Management Plan,” said Don Bajumpaa, Redeye River watershed LFT coordinator.

Bajumpaa has started to assemble his team

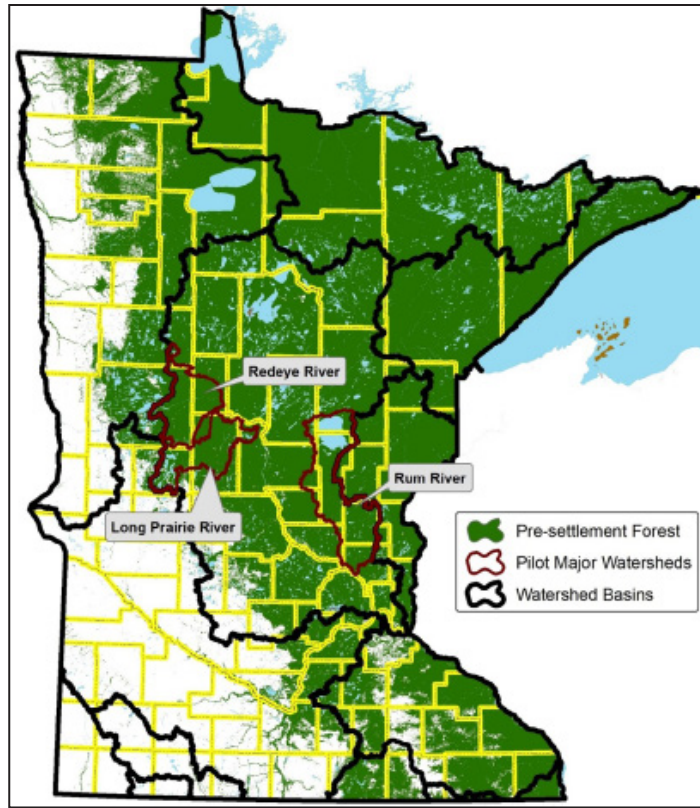


and think about how to approach the project. Land management and protection is a priority in the Redeye River 1W1P. Creating and implementing forest stewardship plans and promoting tree plantings will ultimately provide for forest enhancement and protection in the Redeye River watershed, while also reducing phosphorus- and sediment-loading, and protecting groundwater quality.

“A big part of the pilot, in my opinion, will be assessing what worked well and what didn’t,” Bajumpaa said. “Building from our lessons learned will result in a better program, healthier forests and cleaner water.”

Forests protect water resources by filtering rain and snow, curbing erosion and reducing stormwater runoff. Forests also mitigate the harmful effects of climate change by sequestering carbon through photosynthesis.

The grant was allocated in three ways. The first allocation, a total of \$1,180,000, is earmarked for accelerating tree planting — including \$1 million, which will be



*A glimpse of pre-European-settlement forest cover in Minnesota shows forest areas, watershed basins, and project priority watersheds. Minnesota has lost 15 million acres of forests since pre-European settlement. More than 95% of that loss occurred on private lands. Map Credit: BWSR*

transferred to the DNR Division of Forestry’s cost-share program; and \$180,000 to purchase equipment and coordinate seedling tree planting stock needs. Coordination includes developing seedling projection reports, a tool that districts use to let DNR nurseries and commercial growers know what their seedling needs will be

over the next couple of years. Ekola said SWCDs with existing tree sales programs can use grant funds to prepare and implement those programs.

The second allocation targets watershed protection with \$1,390,000 budgeted for conservation easements through BWSR’s RIM

program. The funds are split evenly among the three priority watersheds to purchase 1,390 acres of conservation easements.

The third allocation sets aside \$748,000 for staff capacity and project coordination such as outreach, technical assistance, watershed coordination, training and evaluation.

Since July 2022, BWSR and its project partners have worked with landowners, initiated grant agreements, and organized work plans. Ekola said the project is an opportunity to build networks and delivery systems to ramp up tree planting across Minnesota.

“That first year, we’re not anticipating planting nearly as many trees as we will in years two and three because ... mobilizing tree planting is like mobilizing an army, it takes a little bit of time,” Ekola said.

Watershed and Forest Restoration: What a Match! project funds will be available until June 30, 2025.

# BWSR pilot tracks progress of watershed management plan



Clean Water  
Funds from BWSR  
support the One  
Watershed, One  
Plan program.

**T**he Minnesota Board of Water and Soil Resources (BWSR)'s pilot watershed-based assessment centered on the Yellow Medicine Partnership that wrapped up in December 2022 will help BWSR develop recommendations to enhance the delivery of conservation services.

Updates to BWSR's Performance Review and Assistance Program (PRAP) added the pilot watershed-based assessment in March 2022.

Authorized by Statute 103B.102, PRAP was created to monitor and assess the performance of local water management entities responsible for the conservation of water and land resources. The pilot watershed-based

assessment was conducted with the local government partnership working together to implement comprehensive watershed management plans developed through the One Watershed, One Plan program.

Members of the Yellow Medicine Partnership include the counties and soil and water conservation districts of Lac qui Parle, Lincoln, Lyon and Yellow Medicine; the Yellow Medicine Watershed District; and the Area II Minnesota River Basin Projects. The Yellow Medicine Watershed District administers the partnership.

The pilot project evaluated 133 action items in the Yellow Medicine Comprehensive Watershed

*An early spring view of the Yellow Medicine River unfolded from Upper Sioux Agency State Park. Photos Courtesy of Yellow Medicine SWCD*

Management Plan. The local partners worked together to determine progress made on plan goals, and completed a performance standard checklist. Internal and external respondents completed anonymous surveys. That information helped BWSR staff tailor recommendations to the partnership and its needs.

The findings and recommendations are intended to give local government units constructive feedback they can use to enhance their joint and individual delivery of conservation services. BWSR staff members will check back in about two years.

“The PRAP process gave the local partners an opportunity to reflect on implementation efforts by providing feedback on what’s working and where improvements are needed. The process also showed elected and appointed officials that BWSR is committed to helping the local partners and the local partners are holding themselves to a high standard,” said BWSR Board Conservationist Jason Beckler, who assisted the partnership during the pilot watershed-based assessment process.

Yellow Medicine Soil & Water Conservation District (SWCD) District Manager Tyler Knutson said the questions asked during the process were valuable in reflecting on the partnership’s performance.

**“ Begin with the end in mind. Know your plan front to back and upside down, figure out your role, act where you are able, and celebrate success.”**

— Tyler Knutson, Yellow Medicine SWCD manager, on what he learned from the pilot project



for the partnership’s accomplishments.

After members received the PRAP document, Knutson said the partnership began to implement a web-based workflow and database tracking system to help manage contracts and aggregate progress data.

“Don’t be thinking about it, but actively track plan progress as you go,” Knutson said when asked what advice he might have for other partnerships. “Know and act on the fact that people are going to ask how implementation is going, and you need answers.”

With dedicated One Watershed, One Plan funds, Knutson said the Yellow Medicine Partnership is now completing previously prioritized projects.

“Next, we will begin to target and market more directly into the areas of the plan that haven’t got attention yet. This will require more active coordination among partners and finding creative ways to match the needs of residents and the goals of these plans adopted by local governments,” Knutson said.

The PRAP program will complete watershed-based assessments in 2023 for the Root River, North Fork Crow, Lake Superior North and Red Lake River partnerships. With the [Yellow Medicine Partnership](#), those watersheds were the original One Watershed, One Plan program pilots.



*A floodplain wetland restoration adjacent to the Yellow Medicine River was nearly fully established in 2019. The land was enrolled in the Reinvest in Minnesota (RIM) Wetlands Reserve Program. The project contributed to restored wetland acre goals within the Yellow Medicine River watershed.*

### Watershed-based assessment

#### BWSR’s four-part review:

- Evaluates progress made toward water management entities’ goals
- Reviews entities’ adherence to statutory requirements, best standards and practices, and high-performance standards
- Evaluates internal and external partners’ working relationship
- Reviews assurance measures, completed as part of the Watershed-Based Implementation Funding policy

They gave staff members the opportunity to evaluate where they had been, and what adjustments were needed to successfully implement the Yellow Medicine’s comprehensive

watershed management plan.

The watershed-based PRAP assessment provided both recommendations for improvement and commendations

# Farmers' erosion fixes augment Marsh Lake water quality efforts



**“The Clean Water Fund — if it wasn't for that, we just couldn't do it because there's no way you could afford it.”**

— Glen Danielson

## Big Stone SWCD worked with West Central TSA staff, landowners on Clean Water Fund-backed work in Five Mile Creek watershed

**O**RTONVILLE — The Big Stone Soil & Water Conservation District's (SWCD) Clean Water Fund-backed work with farmers to curb field erosion will save topsoil while it reduces sediment and phosphorus-loading to Five Mile Creek, which feeds Marsh Lake and the Minnesota River.

Marsh Lake, a 5,000-acre shallow reservoir created in the 1930s by a flood-control dam on the Minnesota River, lies within the Lac qui Parle Wildlife Management Area. Aquatic life — and other wildlife — diminished as the reservoir filled with sediment. The Minnesota River is the No. 1 contributor of sediment to the Mississippi River.

The \$297,075 project drew from a Clean Water Fund grant from the Minnesota Board of Water and Soil Resources (BWSR), which covered 75% of construction costs. In addition to its 25% match for technical and administrative services, the SWCD contributed another 5% to reduce landowners' cost to 20%.

Ag Tech Drainage of Sauk Centre finished construction late last year.

“I think most farmers, we want to conserve the land and keep the water

clean. We don't like to lose the land and we like to keep chemicals and everything out of the waterway for the fish and everything else, (for) wildlife and people downstream,” said Glen Danielson.

One of three landowners who signed on to the project, Danielson grows corn and beans in Artichoke Township east of Ortonville with his son and grandson. In November 2022, he and neighboring farmer Paul Maas showed Big Stone SWCD Manager Tammy Neubauer the 12 recently constructed water and sediment control basins installed in their adjoining fields.

“Soil is a resource, and we need to be good stewards of it. If you slow down the water, you shouldn't have the erosion problems that were present when we started,” said Maas, a beef and crop farmer. “You cut these gullies (into the field), and your best soil goes to the neighbor — that's not being a good steward.”

Initial plans called for 30 to 40 water and sediment control basins and involved five landowners. SWCD staff turnover, changes in land ownership and contractors' availability were among the factors that led to a redesigned project

*Five Mile Creek, left, is seen from Minnesota Highway 7 about two miles east of Correll in Big Stone County. The Big Stone SWCD's Clean Water Fund-backed work in the Five Mile Creek watershed will reduce sediment-loading by an estimated 352 tons and phosphorus by 352 pounds each year. The creek flows to Marsh Lake, center, and the Minnesota River. A sign at a public access in November 2022 stated that Marsh Lake was temporarily lowered to improve wildlife habitat. Right: Frank Earley, left, and his son Nick, both of Buffalo, Minnesota, embarked on an archery deer hunt Nov. 4, 2022, from the public water access on the Minnesota River near Correll.*

**Photo Credits:**  
Ann Wessel, BWSR



Paul Maas, left, and Glen Danielson, right, showed Big Stone SWCD Manager Tammy Neubauer, center, the recently constructed water and sediment control basins in their adjacent fields on Nov. 4, 2022, east of Ortonville. The basins are part of a \$297,075 Clean Water Fund-backed project, which includes a series of 12 water and sediment control basins, and which outlets into a wetland on Danielson's land.

with fewer landowners.

The grant-funded work will reduce sediment-loading by an estimated 352 tons and phosphorus by 352 pounds each year. One pound of phosphorus can feed 500 pounds of algae.

“The water is running too quickly out of the Five Mile Creek watershed, and it’s eroding the banks and taking with it phosphorus and sediment straight into Marsh Lake,” Neubauer said. “Ultimately, we’re looking to reduce sediment by about 25%, and the goal is 12% phosphorus (reduction) into Marsh Lake — hoping that this will bring back the aquatic life and improve the clarity of Marsh Lake waters.”

The SWCD’s grant-funded work augments a [\\$13.4 million](#) Minnesota Department of Natural Resources (DNR) and U.S. Army Corps of Engineers [habitat enhancement project](#).

“We’re not going to solve all of our sediment issues in our streams and our water bodies with one project. It takes many projects to get those cumulative impacts realized. So every one that gets done is good,” Ortonville-based DNR Area Fisheries Supervisor Chris Domeier said of the SWCD’s work upstream. “It’s going to take a lot of time because it took a lot of

time to create these kinds of problems.”

Before the dam created the 5,000-acre reservoir — best-known as a stopover point for tens of thousands of migrating Canada geese — Domeier said the site consisted of a couple of marshes totaling a few hundred acres, the river, and a riverine floodplain.

Marsh Lake, which supports nearly 30 fish species including walleye and crappies, was known as a Northern pike spearing lake when the water was less turbid.

“It’s become somewhat of a sediment trap, as sediment moves down from places like Five Mile Creek and the Minnesota River,” Domeier said. “Anything we can do to improve the water quality out there matters. That really turbid, dirty water that Marsh Lake generally had really affects the zooplankton and the basis of the whole the food web.”

Upstream in the Five Mile Creek watershed, Danielson and Maas said they looked forward to retaining topsoil and farming their adjoining fields more efficiently, returning to the conditions present before increasingly frequent and heavy rains cut gullies through their land. Engineers anticipate the

SWCD project could reduce peak flows by as much as 85%.

“In the ’60s when we took it over, you could farm it from one end to the other. I would say roughly in the ’90s when we started getting more heavy rains, there were three separate fields because of the washouts,” Danielson said of his 80-acre field. “It seems you got 3- (to) 4-inch rains and it just made so many washouts and gullies that we couldn’t even cross them anymore.”

The largest of the gullies stretched 1,000 feet across Danielson’s field, measuring 6 feet wide and 3 feet deep at its widest and deepest end.

“That was some pretty significant erosion,” said West Central Technical Service Area 2 (TSA 2) Engineer Ross Reiffenberger, who conducted initial site visits and topographic surveys, completed the final project design, and was involved with construction inspection.

Neubauer praised Reiffenberger and TSA 2 Engineering Technician Steve Linow — who completed preliminary design and inspection work — for their nimble redesign, which involved rerouting the tile, and taking care to maintain the hydrology of three wetlands within its

boundaries.

The water and sediment control basins tie in to 9,200 linear feet of tile that was installed in August. The tile reduces soil erosion by conveying water underground instead of across the field, and helps to keep the township road from flooding.

“The purpose of the tile and the basins are to slow the water down and reduce the peak flow,” Reiffenberger said. The three existing wetlands also help to store and filter water. The project finished in late November when grassed waterways were seeded and an erosion-control blanket was installed.

Danielson and Maas said Clean Water Funds made the Big Stone County improvements possible.

“The Clean Water Fund — if it wasn’t for that, we just couldn’t do it because there’s no way you could afford it,” Danielson said.

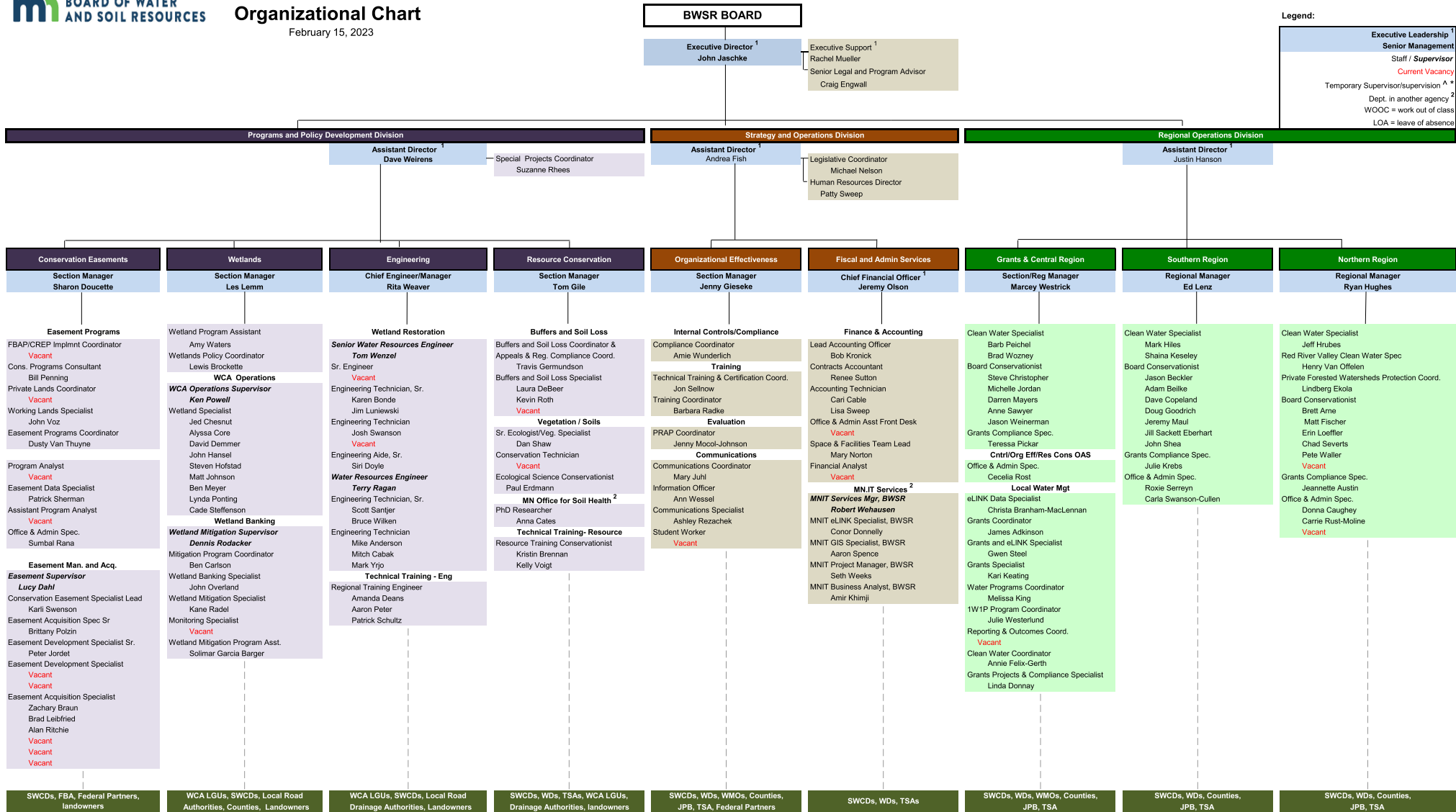
“It’s just cost-prohibitive to do the project without help,” Maas said.

The SWCD aims to design and seek funding for a second phase of work in the Five Mile Creek watershed, targeting land downstream from this project.

**VIDEO:**  
[“Big Stone SWCD Five Mile Creek Project”](#)

**Legend:**

- Executive Leadership<sup>1</sup> Executive Leadership<sup>1</sup>
- Senior Management Senior Management
- Staff / Supervisor Staff / Supervisor
- Current Vacancy Current Vacancy
- Temporary Supervisor/supervision<sup>^</sup> <sup>4</sup> Temporary Supervisor/supervision<sup>^</sup> <sup>4</sup>
- Dept. in another agency<sup>2</sup> Dept. in another agency<sup>2</sup>
- WOOC = work out of class WOOC = work out of class
- LOA = leave of absence LOA = leave of absence



<input type="checkbox"/> IN-STATE	<input type="checkbox"/> SHORT TERM ADVANCE	SEMA4 EMPLOYEE EXPENSE REPORT	<input type="checkbox"/> Check if advance was issued for these expenses
<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> RECURRING ADVANCE		<input type="checkbox"/> 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
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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)
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Chart String(s)	A	B	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agncy Cost 1	Agncy Cost 2	PC BU	Project	Activity	Srcce Type	Category	Sub-Cat	Distrib %
			A. Description:														
B. Description:																	

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Meals ✓			Total Meals (overnight stay)	Total Meals (no overnight stay) taxable	Lodging	Personal Telephone	Parking	Total						
		Time	Location				B	L	D												
							Depart											<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
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		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Depart					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00						
		Arrive					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						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	OTHER EXPENSES – See reverse for list of Earn Codes.
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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.	Date	Earn Code	Comments	Total
1. Enter rate, miles, and amount being claimed at <b>equal to the IRS rate.</b>			0.00				
2. Enter rate, miles, and amount being claimed at <b>less than the IRS rate.</b>			0.00				
3. Enter rate, miles, and amount being claimed at <b>greater than the IRS rate.</b>			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				Subtotal Other Expenses: (B)	0.00
8. Multiply line 6 by line 7. This is <b>taxable</b> mileage.			0.00 <small>(Copy to Box C)</small>			Total taxable mileage greater than IRS rate to be reimbursed: (C)	0.00 <small>MIT or MOT</small>
9. Subtract line 8 from line 4. If line 8 is zero, enter mileage amount from line 4. This is <b>non-taxable</b> mileage.			0.00 <small>(Copy to Box D)</small>			Total nontaxable mileage less than or equal to IRS rate to be reimbursed: (D)	0.00 <small>MLI or MLO</small>
<b>Grand Total (A + B + C + D)</b>							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: _____	Appointing Authority Designee (Needed for Recurring Advance and Special Expenses)
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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: _____	Signature _____ Date _____
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Amount of Advance to be returned by the employee by deduction from paycheck: 0.00

Less Advance issued for this trip: \_\_\_\_\_

Total amount to be reimbursed to the employee: 0.00

## 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		