

**BOARD OF WATER AND SOIL RESOURCES  
520 LAFAYETTE ROAD NORTH  
ST. PAUL, MN 55155  
WEDNESDAY, MARCH 24, 2021**

**AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF JANUARY 27, 2021 BOARD MEETING**

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

**INTRODUCTION OF NEW STAFF**

- Marcey Westrick, Central Region Manager
- Amanda Deans, Regional Training Engineer
- Pat Schultz, Regional Training Engineer

**REPORTS**

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

**AGENCY REPORTS**

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

**ADVISORY COMMENTS**

- Association of Minnesota Counties – Brian Martinson
- Minnesota Association of Conservation District Employees – Nicole Bernd
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Nathan Redalen
- Minnesota Association of Watershed Districts – Emily Javens
- Natural Resources Conservation Service – Troy Daniell

## **COMMITTEE RECOMMENDATIONS**

### ***Water Management and Strategic Planning Committee***

1. Update to One Watershed, One Plan Operating Procedures – Julie Westerlund – ***DECISION ITEM***

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

1. 2021 Request for Proposals for One Watershed, One Plan Planning Grants – Julie Westerlund – ***DECISION ITEM***
2. Reallocation of Previous Years' Clean Water Funds – Kevin Bigalke – ***DECISION ITEM***

### ***Central Region Committee***

1. Clearwater River Watershed District Watershed Management Plan – Steve Christopher and Rebecca Carlson – ***DECISION ITEM***

## **UPCOMING MEETINGS**

- BWSR Board meeting is scheduled for April 28, 2021, at 9:00 a.m. in the Lower Level Conference Rooms at 520 Lafayette Road North, St. Paul and by WebEx.

## **ADJOURN**

**BOARD OF WATER AND SOIL RESOURCES  
520 LAFAYETTE ROAD NORTH  
LOWER LEVEL BOARD ROOM  
ST. PAUL, MN 55155  
WEDNESDAY, JANUARY 27, 2021**

**BOARD MEMBERS PRESENT:**

Jill Crafton, Kathryn Kelly, Rich Sve, Andrea Date, Jayne Hager Dee, Ted Winter, Tom Loveall, Nathan Redalen, Tom Schulz, Gerald Van Amburg, Joe Collins, Harvey Kruger, Neil Peterson, Sarah Strommen, DNR; Thom Peterson, MDA; Joel Larson, University of Minnesota Extension; Steve Robertson, MDH; Katrina Kessler, MPCA

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:**

John Jaschke, Angie Becker Kudelka, Rachel Mueller, Kevin Bigalke, Tom Gile, Travis Germundson, Pete Waller, Ryan Hughes, Sharon Doucette, Dale Krystosek, Brett Arne, Dan Shaw, Suzanne Rhees, David Weirens, Karli Tyma, Jenny Gieseke, Jon Voz

**OTHERS PRESENT:**

Jeff Berg, MDA; Brian Martinson, AMC; Emily Javens, MAWD; Jamie Beyer, Stephanie Hatzenbihler, Judy Sventek, Hadley Mensing

Chair Gerald VanAmburg called the meeting to order at 9:03 AM

**PLEDGE OF ALLEGIANCE**

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21-01 **ADOPTION OF AGENDA** - Moved by Jill Crafton, seconded by Harvey Kruger, to adopt the agenda as presented. *Motion passed on a voice vote.*

**Roll Call Vote: Adoption of the agenda**

Name of Board member	Affirmative	Opposed	Abstained	Absent
Joe Collins	X			
Jill Crafton	X			
Andrea Date	X			
Jayne Hager Dee	X			
Steve Robertson (MDH)	X			
Katrina Kessler (MPCA)	X			
Kathryn Kelly	X			
Harvey Kruger	X			
Sarah Strommen (DNR)	X			
Joel Larson	X			
Neil Peterson	X			
Nathan Redalen				X
Tom Schulz	X			
Thom Petersen	X			
Rich Sve	X			
Ted Winter	X			
Gerald Van Amburg, Chair	X			
<b>TOTALS</b>	16			1

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21-02 **MINUTES OF DECEMBER 17, 2020 BOARD MEETING** – Moved by Jill Crafton, seconded by Rich Sve, to approve the minutes of December 17, 2020, as amended. *Motion passed on a voice vote.*

**Roll Call Vote: Approval of the Minutes of December 17, 2020 Board Meeting**

Name of Board member	Affirmative	Opposed	Abstained	Absent
Joe Collins	X			
Jill Crafton	X			
Andrea Date	X			
Jayne Hager Dee	X			
Steven Robertson (MDH)	X			
Katrina Kessler (MPCA)	X			
Kathryn Kelly	X			
Harvey Kruger	X			
Sarah Strommen (DNR)	X			
Joel Larson	X			
Neil Peterson	X			

Nathan Redalen				X
Tom Schulz	X			
Thom Petersen	X			
Rich Sve	X			
Ted Winter	X			
Gerald Van Amburg, Chair	X			
<b>TOTALS</b>	16			1

### **PUBLIC ACCESS FORUM**

No members of the public provided comments to the board.

### **REPORTS**

**Chair & Administrative Advisory Committee** – Chair Gerald Van Amburg reported the committee has not met.

On January 20 Chair Van Amburg attend the Minnesota Climate Adaptation Conference. Keynote speaker Sam Grant, Executive Director of MN350, gave a presentation on environmental justice. There was a panel that Katrina Kessler was a part of that offered perspectives on climate adaptation. Also attended the EQB retreat where board members had an opportunity to interact.

January 21 attended Red River Basin Conference. Numerous good topics were prerecorded and available for viewing. The Leadership Award was presented to Linda Kingery, Executive Director of the Northwest Regional Partnership. BWSR staff Tara Perriello and Dan Shaw presented the Lawns to Legumes Pilot Project update.

New committee assignments were sent out and Chair Van Amburg thanked members for serving on committees.

Performance evaluation of the Executive Director is done annually. An email will be sent to complete the evaluation form and a report will be brought back to the board at a future meeting.

Kathryn Kelly thanked staff for their presentations at both events.

**Audit and Oversight Committee** – Joe Collins reported the committee met on January 25. The PRAP report will be presented later in the agenda.

**Executive Director's Report** - John Jaschke reported the survey for Executive Director evaluation will be sent to all Board Members and the BWSR Senior Management Team through Survey Monkey.

Governor announced budget recommendations for state government and will receive another update to the budget forecast in late February. In the BWSR budget there were no adjustments to existing programs. As recommended by the Governor's office via the Climate Subcabinet, BWSR will be working to develop a water storage initiative and soil health initiative. Governor put forth the recommendations from Clean Water Council on the Legacy Amendment Funds. There is a policy bill BWSR is seeking to allow the two dedicated conservation easement funds the ability to fix a structure if needed on those easements.

Received staffing exemption for two Easement Processing Specialists and the Central Region Manager position. A Financial Services position is being announced again. BWSR chose not to participate in the early retirement incentive. BWSR is attending training and connecting through virtual means when possible.

Reviewed the day-of packet that included supplemental documents, Snapshots, org chart, phone list, and an expense form.

**Dispute Resolution and Compliance Report** – Travis Germundson reported there are presently six appeals pending. All the appeals involve the Wetland Conservation Act (WCA). There has been one new appeal filed since the last Board Meeting (December 17, 2020).

File 20-13 (12-21-2020) This is an appeal of a restoration order in Washington County. The appeal regards the alleged placement of fill in wetlands associated with development of a residential property. No decision has been made on the appeal.

File 20-12 (12-1-2020) This is an appeal of Administrative Penalty Order (APO) issued under the Buffer Law in Pennington County. The APO requires the placement of a 16.5' vegetated buffer along a public drainage system. The appeal was denied and the APO affirmed.

File 20-08 (8-12-2020) This is an appeal of a WCA restoration order in St. Louis County. The appeal regards the alleged placement of 8,000 sq. ft. of fill in a wetland. The petitioner intends to submit after-the-fact applications for exemption and no-loss to the LGU. The appeal was denied, and the restoration order affirmed.

Buffer Compliance Status Update: BWSR has received Notifications of Noncompliance (NONs) on 99 parcels from the 12 counties BWSR is responsible for enforcement. Currently there are 26 Corrective Action Notices (CANs) and 8 Administrative Penalty Orders (APOs) issued by BWSR that are still active. Of the actions being tracked over 64 of those have been resolved.

Statewide 29 counties are fully compliant, and 46 counties have enforcement cases in progress. Of those counties (with enforcement cases in progress) there are currently 987 CANs and 40 APOs actively in place. Of the actions being tracked over 1,231 of those have been resolved.

Jill Crafton asked if the buffers have diversity. Travis stated perennial vegetation needs to be natural without invasive species or noxious weeds. Resources are available online to build better buffers.

**Grants Program & Policy Committee** – Tom Schulz reported the committee has not met.

**RIM Reserve Committee** – Jayne Hager Dee reported the committee has not met.

**Water Management & Strategic Planning Committee** – Andrea Date reported the committee has not met.

**Wetland Conservation Committee** – Jill Crafton reported the committee has not met.

**Buffers, Soils & Drainage Committee** - Kathryn Kelly reported the committee has not met.

**Drainage Work Group (DWG)** - Tom Gile reported they met on January 14. This meeting was the last of this year's DWG meetings.

The DWG had a discussion on the use of MDM/CWF dollars for Drainage related activities. Of particular interest to this discussion is the dismissal due to an inadequate outlet and dismissal due to benefits of the proposed drainage project being less than the total cost, including damages awarded.

If a proposed drainage project does not meet the cost benefits or does not have an adequate outlet the project is dismissed. Clean Water Fund dollars can clearly be used for water quality projects within the provisions of the drainage law and CWF. The question up for discussion is eligibility to use CWF dollars to provide for an adequate outlet or to buy down the cost benefits in order to make a project feasible if it would otherwise be dismissed for these reasons. CWF is intended to supplement traditional funding sources and is not a substitute. Similarly, infrastructure and aspects of storm water projects which are required to meet minimum regulatory standards are not eligible. However, supplemental aspects that go above and beyond required minimums are eligible. How do these aspects of 103E reconcile with the CWF? Some future discussion may be warranted.

The DWG had a very good discussion on the use of MDM/CWF The Drainage Management Team returned to provide further discussion on the "Watershed Hydrology: Considerations in Watershed Planning" document from the previous meeting. A one page overview document was provided to DWG membership which helped clarify the purpose/scope and intent and seemed to alleviate most concerns from the previous discussion.

BWSR staff provided a status update on the Drainage Maintenance Policy document which was discussed earlier in the year. An anticipated timeline of sharing final versions with the DWG and a future agenda topic to provide one last brief discussion on the purpose is intended.

Group think/discussion for topics to consider in 2021. BWSR staff will generate an online survey for DWG members this spring to rank and prioritize anticipated activities for the next DWG season. Meetings for next year are anticipated to start in June or July of 2021 and go through Dec/January.

Currently anticipating that the next DWG meetings will begin in a virtual format in June/July of 2021.

Tom Gile thanked Emily Javens for her suggestions on virtual meetings.

Gerald Van Amburg asked if Drainage Viewers take part in the drainage work group routinely. Tom stated that Membership from the State Viewers Association has been an active participant in the group.

#### **AGENCY REPORTS**

**Minnesota Department of Agriculture** – Thom Petersen reported the Governor is recommending a onetime fund appropriation to establish the Climate Smart Farms Project through the Minnesota Water Quality Certification Program. Governor is also requesting additional \$2 million for the Ag BMP Loan Program.

**Minnesota Department of Health** – Steve Robertson reported COVID caseloads have been declining. Supply and distribution have had some problems.

New rule from EPA, the lead and copper rule revision affects public drinking water systems across the country. Changes to rule were remedies to strengthen the rule and will roll out in the next several months.

National Source Water Collaborative has a new learning exchange on forestry. Adding this exchange and focusing on the critical role of well managed forests in watershed health and insuring safe and reliable supplies in drinking water.

**Minnesota Department of Natural Resources** – Sarah Strommen reported they held their annual Minnesota DNR Roundtable virtually. Theme focused on the intersections between public health, social equity, and natural resources management.

Gave overview of the budget proposals for DNR. Need to maintain critical service, there is a new forestry initiative on climate change, fee increase proposals for state park vehicles, and watercraft permit fees. In the new climate change proposal, the Governor has recommended a general fund investment to expand tree growing capacity at the Badoura State Forest Nursery. The proposed Reinvest in Minnesota Critical Habitat Program policy changes to the match ratio dollars from critical habitat license plates and other private donations and funding sources to invest dollars in land protection and management to improve critical habitat.

Jill Crafton stated she attended the Roundtable and enjoyed the panel. Jill asked about the tree project and if there would be a diversity in the trees. Commissioner Strommen said they will plant a variety of trees and the climate proposal is not just about density but also enhancing resiliency on the landscape.

**Minnesota Pollution Control Agency** – Katrina Kessler gave an overview of the Governor’s budget. Working on addressing the high level of mercury in the St. Louis River. MPCA is working with agency partners on a PFAS workplan. Working on establishing a climate adaptation fund to provide resources to local government partners. Will be attending the House Legacy Committee with Clean Water Council Administrator Paul Gardner to talk about the impacts to clean water fund work from the COVID pandemic.

Jill Crafton asked if the agency has been considering labeling PFAS products so consumers know. Katrina stated that is one of their policy proposals they are working on.

Chair Van Amburg asked with shutting down coal plants and electrical generation will it have a measurable impact on the mercury problem? Katrina stated 90% of mercury in Minnesota comes from outside of Minnesota. Most sources are air sources that get deposited into water. Need to continue working with federal partners and other states.

**Minnesota Extension** – Joel Larson reported they held their Climate Adaptation conference. Keynote speaker was Sam Grant from MN350. He spoke of the importance of addressing racial justice alongside climate change. There was a panel lead by the new Climate Extension Specialist Heidi Roop. Joel stated they will be restarting monthly webinar series and will send information out once available. One of the projects they are looking into is continuing a team that developed a detailed down-scaled climate projection data for the state.

Nitrogen Conference is on February 9 and the Nutrient Management Conference is on February 16. The Water Resources Conference is being planned for next fall.

## **ADVISORY COMMENTS**

**Association of Minnesota Counties** – Brian Martinson reported they appreciate that there are no general fund reductions to the appropriations that support local government environmental work or the work with partners in the state. Glad to see in the BWSR budget an investment in the water storage initiative. Appreciates the investment in the Ag BMP loan program.



One of the topics AMC is working on this year is the Public Waters Inventory work the DNR has undertaken. Local government and the public was given an opportunity to offer comments and are engaging in the process. Comment period closed on November 30. Also working on the ordinary high water mark issue that was started last year but was slowed due to the pandemic. AMC is working closely with BWSR to get an extension for the 404 Assumption and that it's a priority for AMC.

**Minnesota Association of Conservation District Employees** – No report was provided.

**Minnesota Association of Soil & Water Conservation Districts** – No report was provided.

**Minnesota Association of Townships** – Nathan Redalen reported the Minnesota Association of Townships ED David Hann has resigned and they are in the process of finding new ED.

**Minnesota Association of Watershed Districts** – Emily Javens reported Harvey Kruger was not reappointed on the Heron Lake Board and this will be his last BWSR Board meeting. Emily thanked Harvey for his work.

Minnesota Association of Watershed Administrators want to get more involved and work on state issues. The first committee put together is the Education Committee where their first task is to make sure they understand the different components of their training programs.

Jill Crafton and Chair Van Amburg thanked Harvey Kruger for his work.

**Natural Resources Conservation Service** – No report was provided.

Chair Van Amburg recessed the meeting at 10:42 a.m. and called the meeting back to order at 10:50 a.m.

## **COMMITTEE RECOMMENDATIONS**

### **Northern Region Committee**

**Bois de Sioux - Mustinka Comprehensive Watershed Management Plan** – Neil Peterson, Pete Waller, and Ryan Hughes presented Bois de Sioux - Mustinka Comprehensive Watershed Management Plan.

The Bois de Sioux - Mustinka Comprehensive Watershed Management Plan (Plan) planning area is in west-central Minnesota encompassing portions of Big Stone, Grant, Otter Tail, Stevens, Traverse, and Wilkin counties. The planning area is the same as the political boundary of the Bois de Sioux Watershed District. The Plan was developed as part of the One Watershed, One Plan program.

On December 4, 2020, BWSR received the Plan, a recording of the public hearing, and copies of all written comments pertaining to the Plan for final State review. The planning partnership has responded to all comments received during the 60-day review period and incorporated appropriate revisions to the final Plan.

BWSR staff completed its review and subsequently found the Plan meets the requirements of Minnesota Statutes and BWSR Policy.

On January 6, 2021, the Northern Regional Committee met to review and discuss the Plan. The Committee's decision was to recommend approval of the Bois de Sioux - Mustinka Watershed Comprehensive Watershed Management Plan as submitted to the full Board per the attached draft Order.

Jill Crafton thanked them for their work.

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21-03 Moved by Neil Peterson, seconded by Rich Sve, to approve the Bois de Sioux - Mustinka Comprehensive Watershed Management Plan. **Motion passed on a voice vote.**

**Roll Call Vote: Bois de Sioux - Mustinka Comprehensive Watershed Management Plan**

Name of Board member	Affirmative	Opposed	Abstained	Absent
Joe Collins	X			
Jill Crafton	X			
Andrea Date	X			
Jayne Hager Dee	X			
Steven Robertson (MDH)	X			
Katrina Kessler (MPCA)				X
Kathryn Kelly	X			
Harvey Kruger	X			
Sarah Strommen (DNR)	X			
Joel Larson	X			
Neil Peterson	X			
Nathan Redalen	X			
Tom Schulz	X			
Thom Petersen	X			
Rich Sve	X			
Ted Winter	X			
Gerald Van Amburg, Chair	X			
<b>TOTALS</b>	16			1

**RIM Reserve Committee**

**Working Lands RIM Easement Pilot Program** – Sharon Doucette presented Working Lands RIM Easement Pilot Program.

Minnesota Session Laws 2019, Chapter 2, Article 1, Section 4(a) appropriated \$10,000,000 to BWSR with the following language:

(a) To the Board of Water and Soil Resources to acquire conservation easements from landowners to preserve, restore, create, and enhance wetlands and associated uplands of prairie and grasslands, and restore and enhance rivers and streams, riparian lands, and associated uplands of prairie and grasslands in order to protect soil and water quality, support fish and wildlife habitat, reduce flood damage, and provide other public benefits. The provisions of Minnesota Statutes, section 103F.515, apply to this program.

(d) Of this appropriation, up to five percent may be used for restoration, rehabilitation, and enhancement, and no more than \$1,000,000 may be used to acquire working lands easements.

Easement staff have been working with The Nature Conservancy to develop a Working Lands Easement pilot program to utilize \$1M of bonding in the Redeye, Crow Wing and Pine River watersheds. Program

materials, including program description, scoresheet and revised agreement and easement documents have been developed for the pilot program. The working lands perpetual easement would allow for haying and grazing of lands through an approved conservation plan as well as solar installations and would prevent conversion of land to row-crop agricultural uses.

Members of the RIM committee reviewed and discussed the program without recommendation on December 16, 2020 because open meeting law provisions could not be met for the meeting that was held. Members of the Committee that were present are in support of this item being considered by the Board.

Jill Crafton stated she appreciates the haying and grazing option and asked if they will be monitoring soil organic matter or assessing the progress on how well its performing. Sharon stated they have not discussed that as an option but could look into some monitoring through conservation plans.

Chair Van Amburg stated that it's an important pilot project that moves us in the direction of using RIM in another way adding a lot of benefit.

Tom Schulz stated it's a good step to getting perennial cover on the ground that will work into the future.

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21-04 Moved by Tom Schulz, seconded by Kathryn Kelly, to approve the Working Lands RIM Easement Pilot Program. **Motion passed on a voice vote.**

**Roll Call Vote: Working Lands RIM Easement Pilot Program**

Name of Board member	Affirmative	Opposed	Abstained	Absent
Joe Collins	X			
Jill Crafton	X			
Andrea Date	X			
Jayne Hager Dee	X			
Steven Robertson (MDH)	X			
Katrina Kessler (MPCA)				X
Kathryn Kelly	X			
Harvey Kruger	X			
Sarah Strommen (DNR)	X			
Joel Larson	X			
Neil Peterson	X			
Nathan Redalen	X			
Tom Schulz	X			
Thom Petersen	X			
Rich Sve	X			
Ted Winter	X			
Gerald Van Amburg, Chair	X			
<b>TOTALS</b>	16			1

**Audit and Oversight Committee**

**2020 Performance Review and Assistance Program Legislative Report** – Dale Krystosek and Brett Arne presented 2020 Performance Review and Assistance Program Legislative Report.

BWSR staff have prepared the 2020 Performance Review and Assistance Program (PRAP) Legislative Report which presents a summary of PRAP reviews and activities conducted in 2020. The report also contains a list of planned program objectives including three focused items for 2021: Continue updating protocols for PRAP Level I and Level II reviews for performance-based funding for implementation of watershed-based One Watershed-One Plans and work with BWSR Water Planning Team to develop protocol for tracking, assessment, evaluation and reporting for One Watershed, One Plans.

Kathryn Kelly thanked Dale for his work.

Joe Collins thanked Dale for his work. Joe noted the high compliance on the level one assessments and stated part of that was Dale preparing the report early in preparation for his retirement. Joe stated at the Audit and Oversight Committee meeting Chair Van Amburg mentioned the need to have local government agencies update their website and was a good recommendation from this report.

Jayne Hager Dee noted a correction in number one of page 24. At the December 17, 2020 board meeting the Dakota County Ground Water Plan was approved and the report should reflect this. Dale stated he would make the correction in the final report. Jayne Hager also stated she would like to see the WMO and the Watershed Districts at higher compliance level.

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21-05 Moved by Joe Collins, seconded by Kathryn Kelly, to approve the 2020 Performance Review and Assistance Program Legislative Report. ***Motion passed on a voice vote.***

***Roll Call Vote: 2020 Performance Review and Assistance Program Legislative Report***

<b>Name of Board member</b>	<b>Affirmative</b>	<b>Opposed</b>	<b>Abstained</b>	<b>Absent</b>
Joe Collins	X			
Jill Crafton	X			
Andrea Date	X			
Jayne Hager Dee	X			
Steven Robertson (MDH)	X			
Katrina Kessler (MPCA)	X			
Kathryn Kelly	X			
Harvey Kruger	X			
Sarah Strommen (DNR)	X			
Joel Larson	X			
Neil Peterson	X			
Nathan Redalen	X			
Tom Schulz	X			
Thom Petersen	X			
Rich Sve	X			
Ted Winter	X			
Gerald Van Amburg, Chair	X			
<b>TOTALS</b>	17			

## **NEW BUSINESS**

**BWSR's Climate Change Trends and Action Plan and State Climate Initiatives** – Dan Shaw and Suzanne Rhees presented BWSR's Climate Change Trends and Action Plan and State Climate Initiatives.

BWSR's programs have always supported local partners' adaptation and resilience to climate change. With new state initiatives, our climate-related activities have expanded, both internally and in partnership with other agencies.

Jill Crafton stated she appreciates the work they've put into this. There are a lot of opportunities and think the Lawns to Legumes program is one of the best things to come along to help. Jill stated there is a GreenStep Cities program under MPCA that is having a soil health workshop in February.

Joe Collins asked with the water storage will there be some way to inventory how much will eventually be stored. Suzanne stated it is ultimately one of their goals. Governor's budget would provide funding for grants to do multipurpose storage.

## **UPCOMING MEETINGS**

- Next BWSR meeting is scheduled for 9:00 AM, March 24, 2021 in St. Paul and by WebEx.

Chair VanAmburg adjourned the meeting at 11:55 AM

Respectfully submitted,

Gerald Van Amburg  
Chair

## **COMMITTEE RECOMMENDATIONS**

### ***Water Management and Strategic Planning***

1. Update to One Watershed, One Plan Operating Procedures – Julie Westerlund – ***DECISION ITEM***

## Internal Memo

**Date:** March 24, 2021

**To:** BWSR Board

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

**RE:** One Watershed, One Plan Program Update

This memo gives an update on One Watershed, One Plan Planning efforts, including developments since the last program update for the BWSR board in August 2020.

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)	*	1 (20)

\*anticipate planning grants will awarded in August of 2021, keeping us on track with the transition plan.

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

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

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

## Approved Plans

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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.

## 2017 Starts

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**Buffalo-Red River:** The partnership submitted the plan to BWSR on September 16, 2020 and the BWSR board approved it on October 28, 2020. All members of the partnership adopted the plan and signed an implementation agreement (collaborative). They submitted a WBIF request and anticipate having a work plan and grant agreement in place before the end of March.

**Lower St. Croix River:** The BWSR board approved the plan on October 28, 2020. All partners adopted the plan; a new partner, the Valley Branch Watershed District also adopted the plan and joined the implementation partnership. All partners have signed the implementation agreement (collaborative). This watershed is bisected by the metro boundary. Worth noting: the metro members of the partnership decided to pool their metro WBIF funds with the non-metro funds to be used to implement plan. In addition to the work plan for WBIF, they are developing a work plan for implementing the rest of the plan with non-WBIF dollars.

**Mustinka/Bois de Sioux:** The partnership submitted the plan to BWSR on December 4, 2020 and the BWSR board approved it on January 27. All members of the partnership adopted the plan and signed an implementation agreement (collaborative). They submitted a WBIF request and anticipate a work plan and grant agreement in place before the end of March and are looking forward to implementing the plan!

**Sauk River:** The 60-day review period ended on December 18, 2020 and the partnership held a public hearing on January 28<sup>th</sup>. Following the public hearing, the policy committee approved having each entity do a final review and decision to submit the final plan to BWSR, as required in their partnership agreement. The partner entities are currently in that process and the group anticipates submitting the plan for board consideration by the end of March.

**Watonwan River:** The partnership submitted the plan to BWSR on October 14, 2020 and the BWSR board approved it on December 17, 2020. All members of the partnership adopted the plan and signed an implementation agreement (collaborative). They submitted a WBIF request and anticipate a grant agreement in place in April.

## 2018 Starts

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**Hawk Creek – Middle Minnesota:** The partnership is getting close to a complete draft of the plan. The state agency members of the advisory committee reviewed an early draft included priority areas and issues and an implementation schedule. They are currently discussing future implementation governance structures. Their timeline was delayed due to turnover of half of the policy committee membership. We anticipate a draft for 60-day review and comment in spring and a final plan submittal for board consideration in late summer.



**Mississippi River Headwaters:** The partnership finished an internal review and submitted the draft plan for 60-day review and comment period on March 11. They intend to submit the final plan for BWSR board in July. The group is also working on an implementation agreement (collaborative) and drafting a WBIF work plan and budget.

**Nemadji River:** The partnership submitted the plan to BWSR on November 3, 2020 and the BWSR board approved it on December 17. All members of the partnership adopted the plan and signed an implementation agreement (collaborative). They submitted a WBIF request and work plan and are waiting on an executed grant agreement.

**Rum River:** The partnership is in the process of developing the implementation schedule and programs as well as formalizing areas for targeting. The policy committee has spent a considerable amount of time drafting an implementation agreement for establishment of a joint powers entity. The partnership anticipates having a draft plan ready for 60-day review in late summer/early fall.

**Shell Rock River and Winnebago Watershed:** The plan is progressing, but the inability to meet in person has slowed progress. The group established priority concerns, developed issue statements, and drafted measurable goals. They are currently working on the implementation table and discussing organizational structures for implementation both with the policy committee and individual boards. We anticipate a draft plan for 60-day review and comment in summer with final submittal for BWSR in fall.

**Two Rivers Plus:** After an informal round of review of the draft plan, the partnership submitted the draft plan for 60-day review and comment on February 12. They will schedule a public hearing will be scheduled after the comment period closes on April 14. We anticipate a final plan submitted to BWSR in early summer.

**Wild Rice and Marsh Rivers Watersheds:** The BWSR board approved the plan on December 17, 2020. All members of the partnership adopted the plan and signed an implementation agreement (collaborative). They are currently working on their WBIF request and work plan.

**Greater Zumbro River:** All chapters of the plan have been drafted. The advisory and policy committee are currently doing an internal review of the measurable goals, implementation schedule, and implementation programs chapters. The partnership anticipates a draft plan for 60-day review and comment by April and a final plan submitted to BWSR in July.

## 2019 Starts

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**Lower Minnesota River West:** The partnership used a public survey as their planning kickoff due to the inability to hold a public meeting in person. In December 2020, they sent flyers and press releases, put the survey on social media, and direct mailed over 2,300 surveys to watershed residents. So far, they've gotten a total of 250 survey responses (200 via internet, and 50 via mail). The partnership is reviewing the draft land and water resource narrative and started identifying and prioritizing issues. In March the policy committee will also listen to a presentation on organizational structures from MCIT. In previous months, the policy committee heard presentations from BWSR, DNR, MDH, and MPCA about each agency's priority concerns and available information for the planning area.

**Snake River:** The advisory committee held the kickoff and outreach meetings and continues to work to refine and contextualize the priorities and is beginning to look toward future outcomes. The policy committee remains

active in reviewing the efforts of the advisory committee and maintaining local elected body support of the process. There have been changes in participants on both the advisory and policy committees, but the partnership continues to work on the planning effort while bringing the new members up to speed.

**St. Louis River:** In November the partnership hosted a month-long virtual kickoff meeting by sending out a survey to stakeholders in the watershed; they received 224 responses. The advisory committee is reviewing issues for recommendation to the policy committee in March. The next step is prioritizing issues.

## 2020 Starts

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**Clearwater River:** All partners have signed the planning agreement. The partnership completed their planning grant work plan. The policy committee recommended Houston Engineering, Inc. for consulting/plan writing services. The group anticipates sending the initial public planning notification soon.

**Des Moines River:** All partners have signed the planning agreement, approved bylaws, and elected officers. The partnership completed their planning grant work plan and they have an executed planning grant agreement. They are in the process of hiring a planning consultant. They anticipate sending the initial planning notification soon and plan to have a public kickoff in spring. The group started work on the land and water resource narrative, which they will hand off to the consultant.

**Lac qui Parle- Yellow Bank:** All partners have signed the planning agreement, approved bylaws, and elected officers. The partnership completed their planning grant work plan. The policy committee met for the first time on February 24; they approved moving forward with the RFQ for plan writing consultants and the initial planning notification.

**Le Sueur:** The partners are completing the planning grant work plan and anticipate an executed grant agreement in April. The policy committee met for the first time in March. The steering team is working on the RFQ for plan writing consultants and the initial planning notification. They anticipate a kick-off meeting in early summer, after a consultant is hired.

**Long Prairie:** All partners have signed the planning agreement, approved bylaws, and elected officers. The partnership completed their planning grant work plan and they have an executed planning grant agreement. The initial planning notification period was from January 4 to March 5 and they held a public kickoff meeting on the evening of March 18 as a virtual event. The policy committee has been meeting regularly; so far, they have heard presentations from state agencies from each planning partner regarding priorities for the watershed. This watershed will also benefit from a landscape stewardship plan funded through a US Forest Service grant in collaboration with the MN DNR. This plan will help prioritize, target and measure forest protection goals and identify best management practices to help private landowners manage their forest land. The partnership has set an aggressive goal of completing the plan in 12 months!

**Middle-Snake Tamarac:** All partners have signed the planning agreement, approved bylaws, and elected officers. The partnership completed their planning grant work plan and they have an executed planning grant agreement. The policy committee approved a consultant proposal and the fiscal agent signed a contract with Houston Engineering, Inc. in early March. The steering team has been active in the early stages of planning and anticipate sending the initial planning notification in March.

**Otter Tail:** All required participants have signed the planning agreement except Becker County, whose board voted not to enter into the planning agreement on March 16th. Per BWSR's 1W1P Operating Procedures, the majority of the participates will request BWSR to assess the potential impact of Becker County's nonparticipation and if the remaining participates should be able to proceed.

**Winona-La Crescent:** All partners have signed the planning agreement, approved bylaws, and elected officers. The partnership completed their planning grant work plan and they anticipate having an executed planning grant agreement in mid-March. They sent the initial planning notification on March 9th. The policy committee has met twice to complete the necessary pre-planning steps. They are currently starting the process of hiring a plan consultant and planning a public kickoff event.

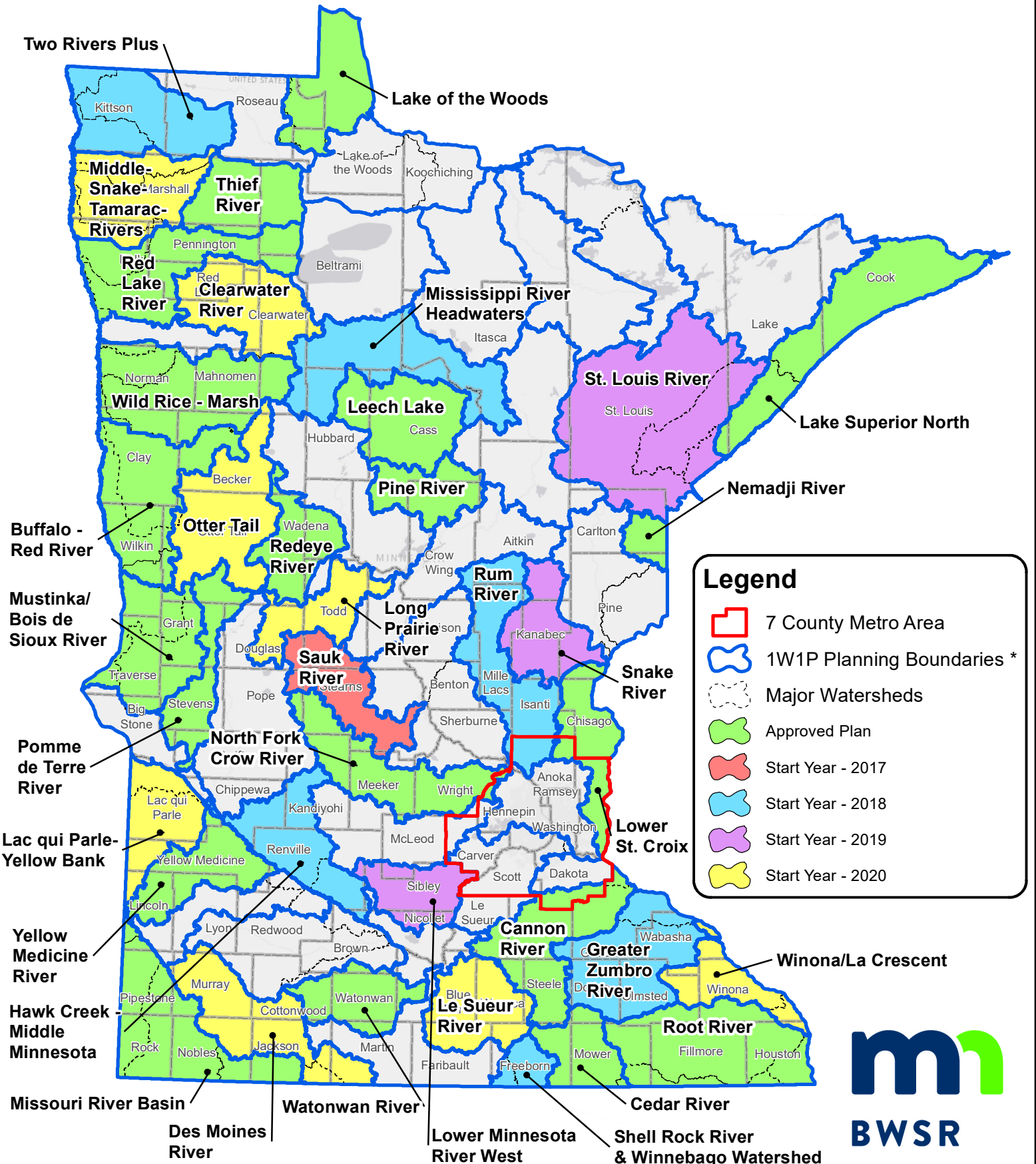
**ATTACHMENTS:**

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.



February 2021



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

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

**2018**

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

**2017**

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

**2016**

<b>Cannon River (14)</b>	<b>Cedar River (11)</b>	<b>Pomme de Terre River (13)</b>	<b>Leech Lake River (4)</b>	<b>Missouri River Basin (14)</b>	<b>Thief River (7)</b>
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	<b>Lake of the Woods (5)</b>	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**

<b>Lake Superior North (4)</b>	<b>North Fork Crow River (14)</b>	<b>Red Lake River (7)</b>	<b>Root River (13)</b>	<b>Yellow Medicine River (10)</b>
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			

# One Watershed, One Plan

## Operating Procedures

*From the Board of Water and Soil Resources, State of Minnesota*

**Version:** 2.1  
**Effective Date:** 3/24/2021  
**Approval:** Board Decision # **XX-XX**

### Policy Statement

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These are the minimum procedural requirements for developing a comprehensive watershed management plan through the Minnesota Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The One Watershed, One Plan vision is to align local water planning on major watershed boundaries with state strategies towards prioritized, targeted, and measurable implementation plans. These procedures are based on the *One Watershed, One Plan Guiding Principles* adopted by BWSR on December 18, 2013.

[Minnesota Statutes §103B.101 Subd. 14](#) permits BWSR to adopt methods to allow comprehensive plans, local water management plans, or watershed management plans to serve as substitutes for one another, or to be replaced with one comprehensive watershed management plan and requires BWSR to establish a suggested watershed boundary framework for these plans. [Minnesota Statutes §103B.801](#) outlines the purpose of, and requirements for, comprehensive watershed management plans and directs BWSR to establish operating procedures for plan development.



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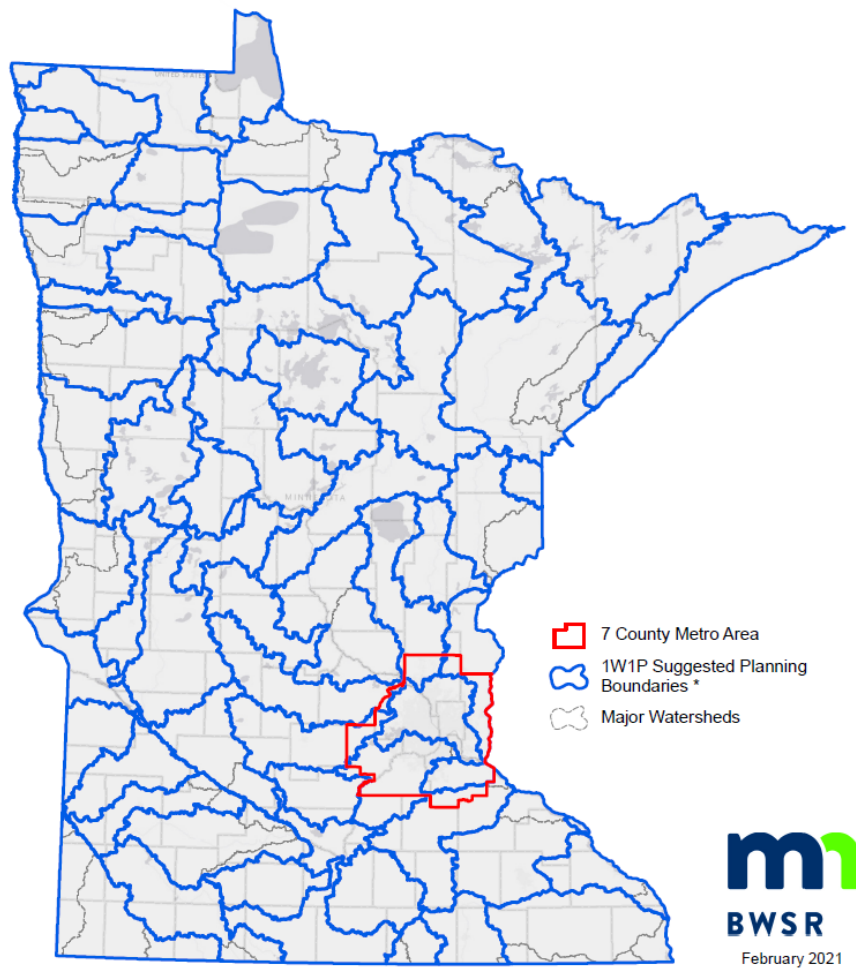
# I. Boundary Framework

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The One Watershed, One Plan Boundary Framework consists of three parts: the suggested boundary map; procedures for establishing boundaries, requesting variances on boundaries, and appealing boundaries; and the criteria used to establish and consider requested variances from the suggested boundary map.

## A. Suggested Boundary Map

Local governments partnering to develop a comprehensive watershed management plan through the One Watershed, One Plan program must begin with the planning boundaries identified in the suggested boundary map adopted by the BWSR Board on April 23, 2014 and as subsequently revised (Figure 1). Boundaries within this map are recommended but not mandated; procedures for establishing and deviating from the boundaries are in this section.



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

Figure 1. Suggested Boundary Map

## B. Boundary Establishment and Adjustment Procedures

As per Minnesota Statute §103B.101 Subd. 14, BWSR “shall, to the extent practicable, incorporate a watershed approach when adopting the resolutions, policies, or orders, and shall establish a suggested watershed boundary framework for development, approval, adoption, and coordination of plans.” The procedures for determining boundaries will conform to the following:

1. **Planning Boundary Establishment.** BWSR Board adopted the One Watershed, One Plan Suggested Boundary Map on April 23, 2014. This map establishes the suggested planning boundaries for plans developed through One Watershed, One Plan.
  - a. Before commencing planning under Minnesota Statutes §103B.101 Subd. 14, local governments participating in the plan (section II) shall notify the BWSR board conservationist and regional manager of the intent to initiate planning. This notification shall include:
    - i. Local concurrence of all participants that they will use the planning boundary established in the BWSR Board adopted map, or
    - ii. A new map delineating a revised planning boundary with local concurrence of all participants as well as required participants in adjacent planning boundaries that would be affected by a deviation from the BWSR Board adopted map. If submitting a new map, participants must provide written documentation of the rationale and justification for deviation from the BWSR Board adopted map.
  - b. BWSR staff shall have 60 days to determine if a proposed plan boundary conforms with the requirements of Minnesota Statutes §103B.101 Subd. 14 and notify the participants of the determination.
  - c. If the participants disagree with the determination, they may submit a request for review to the executive director. The executive director may bring the issue before the BWSR Board if resolution cannot be found.
  - d. The final planning boundary will be approved by the BWSR Board concurrent with plan approval and incorporated into the BWSR Board order and adopted map.
2. **Planning Boundary Amendment or Adjustment.** After a plan has been approved, participants may find adjustments or amendments to the boundary are necessary. Procedures for changing a boundary will follow the boundary establishment procedure above. The final adjusted boundary will be approved by the BWSR Board concurrent with a plan amendment or the next plan approval. BWSR comments on the boundary may include findings that an amendment to the plan is necessary to address the newly included or excluded area(s).
3. **Appeals.** Participants may appeal a BWSR Board decision to deny approval of a plan or the establishment of a plan boundary. Appeals and disputes of decisions follow existing authorities and procedures of the BWSR Board.

## C. Boundary Criteria

The following criteria, based on the criteria used for establishing the suggested boundary map, should be used to justify planning boundary adjustments.

1. **Full Coverage.** The adjustment will not leave small, orphaned watershed areas between planning boundaries or areas that are in more than one planning boundary.
2. **Smaller Boundaries.** For adjusted boundaries smaller than the suggested planning boundary:
  - a. Smaller area does not conflict with the purposes/intent of 1W1P
  - b. Significant dissimilarities or complexities in resource issues and solutions within suggested planning boundary justify the smaller area
  - c. Suggested planning boundary crosses a major river, e.g. on both sides of the Mississippi River
  - d. Existing watershed district in the area
  - e. Suggested planning boundary crosses Metro Water Planning area
  - f. Boundary for the smaller area closely follows a minor watershed, e.g. a 10 or 12-digit hydrologic unit code or watersheds defined by drainage systems managed pursuant to Minnesota Statutes §103E.
3. **Larger boundaries.** For adjusted boundaries larger than a suggested planning boundary, e.g. one boundary plus additional minor or major watershed(s):
  - a. Inclusion of a partial watershed on a state line
  - b. Confluence of major basins
  - c. Efficiencies due to similarity of issues and solutions
  - d. Existing watershed district that includes larger area
  - e. Major watersheds/8-digit hydrologic unit codes already lumped for PCA 10-year watershed approach/WRAPs
  - f. Boundary for the larger area closely follows a minor watershed, e.g. a 10 or 12-digit hydrologic unit code.
4. **Seven County Metro Area.** When a suggested planning boundary crosses into the seven-county metropolitan area, the area within the seven-county metro may or may not be considered for inclusion in the boundary. If included, the area within the seven-county metro is not excluded from Metro Surface Water Management Act.

## II. Participation Requirements

---

When the One Watershed, One Plan planning process is initiated within a watershed area, all potentially affected units of government within the planning boundary are entitled to participate.

For the purposes of this section, levels of participation are defined as:

- **Required Participant** - The local government unit must formally agree to a role in plan development and subsequent implementation. “Formally agree” means an in-writing consent to participate (section III).
- **Optional Participant** - The government unit is encouraged to be directly involved in the planning process but is not required to formally agree. All municipalities (cities and townships) and Minnesota Tribal Nations (“tribes” or “tribal governments”) are optional participants.

As planning partnerships come together, required participants must extend an invitation to Minnesota Tribal Nations with reserved lands within the proposed planning boundary. Participants must also invite municipalities to become involved.\*\* All municipalities must be included in the planning notification (sections IV.A.2 and section V); if not already involved, a municipality may join the partnership early in the planning process.

Table 1. Participation Requirements by Government Type

Government Type	Participation Requirement
Soil & Water Conservation District	Required (Metro* SWCDs optional)
County	Required (Metro* counties optional)
103D Watershed District	Required
103B (Metro*) Watershed District or Watershed Management Organization	Optional***
Municipality (city or township)**	Optional***
Minnesota Tribal Nation	Optional***

\*Metro refers to the seven-county metropolitan area.

\*\* See “Guidance for Committees and Getting Ready to Plan” for considerations for municipal participation.

\*\*\*Required participants must invite these groups to participate.

## A. Participation by Land Area

It may not be practical for required local governments with a small portion of their land area in the watershed to participate in plan development, especially if that area will not play an important role in implementing the plan. If less than 10% of the jurisdictional land area of the local government is within the One Watershed, One Plan planning boundary, participation by that local government is optional unless the area will be important to the success of the plan. Important areas are those identified in a Watershed Restoration and Protection Strategies (WRAPS) report, a completed TMDL, a local diagnostic study, and/or another study or plan as being important places to take watershed management actions and include those areas in close proximity to the watershed outlet.

## B. Participation Requirements Procedure

Participation requirements will be discussed as part of the plan initiation process with final determinations made by the board conservationist in consultation with the participants and BWSR regional manager. Disputes of staff decisions will be reviewed by the executive director and brought before the BWSR Board if resolution cannot be found.

Lack of willingness or interest of one required participant should not be used as an initial basis for denying participation of the majority in One Watershed, One Plan. Additional factors or criteria may be considered, including the anticipated impact to the planning process or perceived challenges with implementation of the

resulting plan if certain critical stakeholders are unwilling to participate. At the request of the majority of participants, BWSR may conduct an assessment of the potential impact of the nonparticipation and make a determination as to if the remaining participants should be able to proceed. This assessment and the final recommendation will be reviewed by the executive director and brought before the BWSR Board if resolution cannot be found. In some situations, a watershed planning group may not be able to proceed until One Watershed, One Plan participation requirements are met.

### **C. Participation by Minnesota Tribal Nations**

Executive Order 19-24 affirms the government-to-government relationship between the State of Minnesota and Minnesota Tribal Nations. BWSR is committed to promoting consultation, coordination, and cooperation among tribes, state agencies, and local governments via the One Watershed, One Plan process.

Minnesota Tribal Nations have natural resource management authorities (including those delegated under the Clean Water Act), responsibilities, programs and information for lands within reservation boundaries and ceded territories. Each tribal government has a unique structure; the nature of tribal participation in a planning effort will be determined by the tribe(s). See “Guidance for Committees and Getting Ready to Plan” for more information.

### **D. Participation Requirements and Plan Adoption**

After a plan has been completed by participants and approved by the BWSR Board, it will need to be formally adopted within 120 days by all parties. Whether the plan is adopted individually by each county, soil and water conservation district, and/or watershed district, or by an established joint powers board on behalf of the participants, is a decision of the participants as outlined in the formal agreement and the authorities provided therein (section III).

In the case that a required participant decides not to formally adopt the plan after it has been approved by BWSR, the remaining local governments will need to reassess whether the plan can be successfully implemented without adoption by the particular local government. If it is possible the plan will work to a degree without the participant, the plan may need to be amended to function without the participant, and/or the remaining participants may need to work with the non-participant to address issues or concerns. BWSR staff may be available to assist in assessment or mediation at the request of the local governments involved. The decision to adopt the plan or not is an individual government decision. Any repercussions, such as ineligibility for state grants, will be specific to the individual participant(s) who chose not to adopt the plan.

See section IV for more detailed and specific plan adoption information.

## **III. Planning Agreement and Organizational Structures for Implementation**

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A formal agreement for planning describes the relationships, responsibilities, and structure of the partners during the development of comprehensive watershed management plan. It is not intended to address or mandate consolidation or changes to existing authorities of local or tribal governments.

### **A. Planning Agreement**

Prior to initiating plan development, participating partners must enter into a Memorandum of Agreement (MOA) or other type of formal agreement. Planning agreements must include the following:

1. **Purpose.** The purpose statement of the agreement must include participation in developing a watershed plan.
2. **Participants.** The agreement must include all required participants (section II; agreement may include more than the required participants, e.g. a regional agreement that encompasses multiple One Watershed, One Plan planning boundaries or one or more cities).
3. **Procedures.** The agreement must include or refer to operating procedures and/or bylaws that outline a method for decision-making that gives each participant equal status in the planning partnership and include procedures for plan submittal (section IV.C). Bylaws may also include procedures for stakeholder processes, committees, etc.
4. **Fiscal Agent.** The agreement must identify a fiscal agent and/or requirement for an audit meeting the provisions of Minnesota Statutes §6.756 if the agreement creates an entity or organization that will be receiving funds directly.

Partners may use an existing formal agreement (e.g. a Joint Powers Agreement) if it includes the required elements listed above.

## B. Organizational Structures for Implementation

During the planning process, partners will identify programs essential to achieving goals and implementing the projects for the watershed. The partners must determine and identify in the plan the organizational structures, whether existing or new, that will most effectively and efficiently implement the plan (section IV.B.3).

## IV. Plan Development Procedures

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The intent of the One Watershed, One Plan program is to develop a high quality, long-term comprehensive watershed management plan that builds off of existing local, state, and tribal plans and data as well as existing services and capacity, emphasizes watershed management and implementation through shorter-term work plans and budgeting, and can be updated via a streamlined process to incorporate or reference new data, trend analysis, changes in land use, and watershed priorities.

These procedures reflect the vision that the procedures for developing a plan through One Watershed, One Plan should not be any less rigorous than those of the implementation plans that are being substituted for or replaced.

### A. Committees, Notifications, and Initial Planning Meeting

The following steps assume the formal agreement and/or bylaws establishing the planning partnership and outlining the process and procedures for committee involvement and decision-making are in place.

1. **Establish committees and workgroups.** The following committees and workgroups are all critical to successful development and implementation of the plan.
  - a. Steering Team – A small group of local and tribal government (if applicable) staff {typically local water planners and lead staff from participating local governments, tribal natural resources staff (if applicable), BWSR board conservationist, and possibly consultants} is strongly recommended for the purposes of **logistical** and process (not policy) decision-making in the plan development process.

- b. Policy Committee – This is a required committee of local plan authorities and tribal and/or municipal governments (if applicable) for the purposes of **making final decisions** about the content of the plan and its submittal and regarding expenditure of funds allocated for plan development. The committee membership and the committee’s decision-making process must clearly be a part of the formal agreement for planning and associated bylaws (section III). This committee may or may not continue after plan adoption.
  - c. Advisory Committee(s) – An advisory committee is required to meet public and stakeholder participation goals and requirements identified in rule and statute for existing local water plans. The purpose of an advisory committee is to **make recommendations** on the plan content and plan implementation to the policy committee. Full establishment of the advisory committee may not be finalized until after Steps 2 and 4 (below).
    - i. More than one advisory committee may be formed (e.g. regional committees, and/or separate citizen and technical advisory subcommittees).
    - ii. Advisory committee members should include members of the steering team, drainage authority representatives, county highway and planning and zoning staff, and potentially other stakeholders as noted in Step 2 below.
    - iii. Advisory committee membership must include state agency representatives. The state’s main water agencies, or plan review agencies, are committed to bringing state resources to the planning process. Each agency will designate a lead contact for their agency to participate on the advisory committee; however, specific participation may vary depending on local needs. Consideration should also be given to including federal agency representatives and tribal representatives if they choose not to participate at the policy committee level.
    - iv. In the initial meeting of the advisory committee(s), a basic set of ground rules should be adopted that identify a decision-making process and a chair should be appointed. The position of chair can be rotating.
2. **Notify plan review authorities and other stakeholders.** Prior to the development of the plan, notification must be sent to the plan review authorities of plan initiation. The notification must include an invitation to submit priority issues and plan expectations and must allow 60 days for response to the notification. The notification may also be sent to other stakeholders or alternative methods for receiving input may be used for these interested parties.
- a. Stakeholders: drainage authorities, federal agencies, tribal governments, lake or river associations, citizen-based environmental group(s), sporting organization(s), farm organization(s) and agricultural groups, other interested and technical persons such as current and former county water plan taskforce members.
  - b. Additional methods for public input should also be considered along with the formal notification process, such as web surveys, workshops with specific interest groups, and other citizen surveys.
3. **Start to aggregate watershed information.** Make use of existing water plans, input received from agencies, TMDL studies, WRAPS, and other local, agency, and tribal (if applicable) or other natural resource plans. Information to be aggregated includes land and water resources inventories, data,



issues, goals, strategies, actions, etc. This aggregation of plan information is not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed and orientation to the watershed. This step and the previous step generally occur concurrently.

4. **Hold initial planning meeting.** The meeting is often referred to as the public information meeting for county water planning or a kickoff meeting in watershed district planning after the priority issues of stakeholders have been gathered and should be held after steps 2 and 3 above.
  - a. The planning meeting must be legally noticed to meet the requirements of MN Statutes §103B.313, Subd. 3 (county water planning).
  - b. In consideration of the size of the watersheds, participants may want to consider more than one initial planning meeting and/or options for participating through video conference. Be sure to thoroughly document this participation.
  - c. Talk to BWSR staff about potential resources available to assist in planning and facilitating this initial planning meeting in order to achieve effective participation.

## B. Draft Plan

This section outlines the high-level steps for drafting the plan. Specifics on the plan content requirements can be found in the *One Watershed, One Plan – Plan Content Requirements* document. Steps are not always linear; some steps may be repeated more than once throughout the planning process and others may occur concurrently.

1. **Review information.** Review and assess aggregated watershed information for commonalities, conflicts, and gaps, and to better support understanding, discussion, and prioritization. Make use of input received at the initial planning meeting, existing water plans, input received from agencies, TMDL studies, WRAPS, and other natural resource plans.
2. **Draft the plan.** Analyze gathered information and draft the plan using available tools for prioritizing, targeting, and assessing measurability. Refer to the *One Watershed, One Plan – Plan Content Requirements* document for required elements and to the *One Watershed, One Plan Guidebook* for more information on the requirements and suggestions for planning.
3. **Determine organizational structure for implementation.** Determine the most effective and efficient organizational structure(s), existing and/or new, to implement the actions identified in the plan, such as shared services or collaborative grant-making. Modifications to an existing agreement and/or a new agreement may or may not be necessary depending on the implementation plan and needs of the participating governments. Partners may request help from the Minnesota Counties Intergovernmental Trust (MCIT) and/or the legal counsel of the participating organizations.

## C. Formal Review and Public Hearing

After the plan has been drafted, the policy committee submits the plan on behalf of the local plan authorities to the plan review authorities and Minnesota Tribal Nations with reserved lands within the planning boundary for formal review. Depending on the decision-making outlined in the formal agreement for plan development, the participating local governments may need to approve the draft prior to submittal.

1. **Submit the draft plan.** The draft plan may be submitted to the plan review authorities electronically via email attachment, website link, or digital storage device. BWSR must receive a paper copy, email attachment or digital storage device of all submitted documents (website link not acceptable) in order to maintain a record of the submittal. If paper copies are requested, they must be provided. Partnerships are encouraged to make a copy of the draft plan available online with a clear process for stakeholder comments.
2. **60 day review.** Plan review authorities have 60 days to provide comment on the plan. Comments must be submitted to both the policy committee (can be via a staff or consultant contact - does not mean submitting to each member of the policy committee) and BWSR (board conservationist).
3. **Public hearing(s).** The policy committee will schedule and hold a public hearing(s) on the draft plan no sooner than 14 days after the 60-day review period of the draft plan. Responses to comments received during the review period must be provided to BWSR, the state review agencies, and anyone who provided comments 10 days before the public hearing.
  - a. Depending on the formal agreement, the participating local governments may need to hold individual public hearings.
  - b. If the formal agreement allows the policy committee to ‘host’ the public hearing, the committee may want to consider more than one hearing in a large watershed.

#### **D. Approval by BWSR**

After the public hearing, the policy committee submits the final draft plan to the plan review agencies for final review on behalf of the local plan authorities according to the process outlined in IV.C.1. Submittal must include: a copy of all written comments received on the draft plan, a record of the public hearing(s), and a summary of responses to comments including comments not addressed and changes incorporated as a result of the review process. The revised responses to comments will be published to the BWSR website. Depending on the decision-making outlined in the formal agreement, the participating local governments may need to approve the final draft prior to submittal.

1. **BWSR Board Review.** The BWSR Board shall review the plan for conformance with the requirements of Minnesota Statutes §103B.101, Subd. 14 and §103B.801, final input from the state review agencies, this policy, and the *One Watershed, One Plan – Plan Content Requirements* document. The review process includes BWSR staff review and recommendation to a regional BWSR committee where the plan will be presented to the committee by representatives of the planning partnership. The regional BWSR committee makes a recommendation to the BWSR Board where final decision is made.
2. **BWSR Board Decision.** The BWSR Board may approve or disapprove a plan which it determines is not in conformance. The BWSR Board shall complete its review and approval within 90 days or the next scheduled BWSR Board meeting.
3. **Appeals and Disputes.** Appeals and dispute of plan decision follow existing authorities and procedures of BWSR Board.

## E. Local Adoption and Implementation

1. **Local Adoption.** Local adoption by the local plan authority is required within 120 days of BWSR Board approval. If so granted through a joint powers agreement, the adoption may be by a watershed joint powers entity. If no joint powers entity with the authorities of the local plan authority was created, each local government unit shall adopt the plan individually. A copy of resolution(s) to adopt the plan must be sent to BWSR in order to be eligible for grants.
2. **Implementation.** Implementation may occur individually or cooperatively for all or parts of the plan depending on ongoing agreement(s) between the planning partners.

## F. Assessment, Evaluation, Reporting, and Plan Amendments and Updates

Assessment, evaluation and reporting should be completed according to the approach described in the plan (see the *One Watershed, One Plan – Plan Content Requirements*).

Updates to the plan are required every ten years. The extent of the required update (or amendments) will depend on evidence that implementation is occurring. BWSR can issue “findings” when a complete update is not required based on the strength of the plan and amendments that have occurred since the plan was last approved.

## V. Definitions

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- **Local plan authority.** A local plan authority is a county, soil and water conservation district, or watershed organization with authority to write and implement a local plan. County local water planning may be delegated with restrictions as per Minnesota statutes §103B.311.
- **Local water plan.** A local water plan is a county water plan authorized under Minnesota statutes §103B.311, a watershed management plan required under §103B.231, a watershed management plan required under §103D.401 or 103D.405, a county groundwater plan authorized under §103B.255, or a soil and water conservation district “comprehensive plan” under Minnesota statutes §103C.331, Subd. 11.
- **Metropolitan Council.** The Metropolitan Council was created by Minnesota Statutes, section 473.123.
- **Plan review agencies.** Plan review agencies are: the Department of Agriculture, the Department of Health, the Department of Natural Resources, the Pollution Control Agency and the Board of Water and Soil Resources, and the Metropolitan Council if substituting for or replacing a plan under MN Statutes §103B.231. The Environmental Quality Board must also receive final submittal.
- **Plan review authorities.** Plan review authorities are: the Department of Agriculture, the Department of Health, the Department of Natural Resources, the Pollution Control Agency, the Board of Water and Soil Resources, counties, cities, towns, soil and water conservation districts, watershed districts, and watershed management organizations partially or wholly within the watershed, and the Metropolitan Council if substituting for or replacing a plan under MN Statutes §103B.231.

- **Reserved Lands.** Land reserved for a tribe or tribes under treaty or other agreement with the United States, executive order, or federal statute or administrative action as permanent tribal homelands, and where the federal government holds title to the land in trust on behalf of a tribe.

## History

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Version	Description	Date
2.1	<ul style="list-style-type: none"><li>■ Clarified requirements for tribal and municipal participation</li><li>■ Updated Suggested Boundary Map to reflect approved boundary changes to date</li><li>■ Minor edits to improve clarity and readability</li></ul>	March 24, 2021
2.00	<ul style="list-style-type: none"><li>■ Formatted with new policy template and logo; edited to improve clarity and readability</li><li>■ Removed background information not directly relevant to the policy (in addition to minor text modifications, the following sections from Version 1.00 were removed: Introduction, Overview, and Table 3 – Formal Agreement Types and Recommended Uses)</li><li>■ Simplified and clarified participation requirements and planning agreements (II.A and III.A.3, respectively)</li><li>■ Added requirements for sharing public comments during the plan review and approval process (IV.C.3 and IV.D)</li></ul>	March 28, 2018
1.00	<ul style="list-style-type: none"><li>■ Pilot Program Operating Procedures modified to reflect transition to program</li></ul>	March 23, 2016
0.00	<ul style="list-style-type: none"><li>■ Pilot Program Operating Procedures</li></ul>	June 25, 2014

## Internal Memo

**Date:** March 24, 2021

**To:** BWSR Board

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

**RE:** *One Watershed, One Plan Operating Procedures* modification following Water Management and Strategic Planning Committee

On March 9 BWSR's Water Management and Strategic Planning Committee recommended BWSR Board approval of version 2.1 of the One Watershed, One Plan Operating Procedures. I respectfully submit two modifications to the version of the document that the committee approved:

- 1) **Suggested Boundary Map** (page 3). The committee approved revising the map that was included in the draft they received with two possible changes for the final version 2.1 of the Operating Procedures:
  - a. Numbered vs. not numbered. The version presented to the contained a suggested boundary map with planning boundary numbers. The committee asked that the numbers be removed. The revised version of the map was not available until after the board packet went out; it is included in the final version.
  - b. Including tribal lands on the suggested boundary map. I presented the possible inclusion of tribal lands but could not locate the appropriate data set (reservations boundaries only) for use on the map. If the spatial data become available, I will bring a recommendation to the committee in the future.
- 2) **Minor Wording Clarification re: Municipal Participation** (top of page 6). A wording change suggested by the committee resulted in an unclear statement in the subsequent sentence. I suggest the following change, which has been made in the final version:

As planning partnerships come together, required participants must extend an invitation to Minnesota Tribal Nations with reserved lands within the proposed planning boundary. Participants must also invite municipalities to become involved.\*\* All municipalities must be included in the planning notification (sections IV.A.2 and section V); if not ~~previously invited~~ already involved, a municipality may join the partnership early in the planning process.

## **COMMITTEE RECOMMENDATIONS**

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

1. 2021 Request for Proposals for One Watershed, One Plan Planning Grants – Julie Westerlund – ***DECISION ITEM***
2. Reallocation of Previous Years' Clean Water Funds – Kevin Bigalke – ***DECISION ITEM***

# Carver County habitat restored



A wetland and part of a lakebed once drained for crop production support wildlife and benefit water quality in a watershed that flows to the Minnesota River. MN CREP was the best option for landowners, who enrolled in the voluntary state-federal program via Carver SWCD staff.

*A few months after a wetland and part of a previously-drained lakebed were restored, trumpeter swans swim at the site in Carver County near Waconia. The Carver SWCD worked with landowners to enroll the land in MN CREP easements.*

**Photo Credit:**  
Karen Bonde,  
BWSR



**Clean Water Funds are one source of MN CREP easement funding.**

WACONIA — One Carver Soil & Water Conservation District (SWCD) project encompassing two Minnesota Conservation Reserve Enhancement Program (MN CREP) easements on either side of Minnesota Highway 25 has restored a previously drained segment of Patterson Lake and an upstream wetland.

Together, the 152 acres in conservation easements will improve water quality and wildlife habitat.

Before it was restored, the land produced corn and soybeans. Aerial photos from 1937 show row crops growing there; farmers worked the land in dry years. Drainage installed in the 1970s — an open ditch, miles

of subsurface drainage tile, and two lift stations — made annual crop production possible. The lift stations pumped water directly from the drained and tiled lakebed back into the lake.

“When we bought it, it wasn’t farmed because it was peat ground and often quite wet, so my husband did some ditching and then some tiling and then was able to farm it. He was an avid farmer, but after he died it was hard for me to rent the land out because it was often wet,” said Pat Beier, 81, who enrolled the Waconia Township lakebed parcel into MN CREP.

Beier’s two daughters co-own the Camden Township land, where the MN





Northeast-facing (left) and north-facing (right) views show the restored wetland, one of two related MN CREP easements in Carver County that enrolled a combined 152 acres. Water that flows through the wetland eventually reaches a previously drained segment of Patterson Lake, (center), viewed from Minnesota Highway 25. That segment of lake also was restored. **Photo Credits:** Ben Datres, Carver SWCD

CREP enrollment includes the restored wetland and surrounding uplands. Highway 25 divides Waconia and Camden townships.

Carver SWCD Farm Bill technician Ben Datres worked with the landowners and staff from the Minnesota Board of Water and Soil Resources (BWSR) on the MN CREP enrollments.

“Ben approached me with the conservation program, and I thought, ‘Well that would be perfect because I believe in the conservation, for the future of the rest of the people,’” Beier said. “We need more wetlands.”

Combined, the two-site project’s 56.5 acres of restored wetlands and 95.5 acres of surrounding uplands filter water from about 480 acres of farmland within the watershed that drains to the project area. Sediment and the pollutants it carries settle out as water moves through the wetland and percolates through the soil before it reaches the lake. Water from Patterson Lake eventually flows into the Minnesota River.

Some wildlife benefits appeared immediately after the restoration.

Trumpeter swans and other waterfowl occupied the restored lakebed in May 2020 when BWSR engineering

## How MN CREP Works

The voluntary, federal-state funded program targets the highest priority areas across 54 counties in southern and western Minnesota. Landowners enroll simultaneously in a 14- to 15-year federal Conservation Reserve Program (CRP) contract

administered by the USDA’s Farm Service Agency, and a perpetual Reinvest in Minnesota (RIM) conservation easement administered by BWSR. Enrollments remain privately owned. The easements are not open to public hunting.

specialist Karen Bonde inspected the site a few months after construction.

As native prairie grasses and forbs mature, the uplands will attract pheasants, songbirds and pollinators.

The two easements tie in to about 1,000 acres of permanently protected habitat, including public land, that lies within a 1.5-mile radius of the sites. Connecting or augmenting existing habitat is among the ranking considerations that determine which MN CREP projects are funded.

“I’m very pleased with it,” Beier said. “It’s truly a wetlands, and last fall I drove by one day and there were I’m sure at least 50 (trumpeter) swans.”



Datres



Bonde

Restoration work started with the wetland site in early December 2019 and finished with the lakebed extension

in late January 2020. The project removed two pumps, disabled about 17,800 feet of drainage tile and filled about 300 feet of ditch within the lakebed site. It disabled another 6,500 feet of drainage tile in the Camden Township restored wetland site.

“The minute we took out the pumps and earthen plug, the lake water just flowed right into the low area,” said Bonde, who helped design the project. “Now we get more filtration and more sediment fallout before it gets into the main part of the lake.”

Water flows through the two-part restoration starting in the Camden Township wetland. It travels through a structure under the highway, and then up through an intake on the east side of the road. From there, water flows to a culvert and ditch leading to the restored segment of Patterson Lake.

Other elements of the restoration include a reinforced concrete pipe that creates access to otherwise landlocked fields. Rerouting a powerline and constructing a berm to keep water from the wetland out of the Highway 25 right of way were among the project’s biggest challenges. Negotiations with neighboring landowners whose drainage was altered made the work possible.

Schneider Excavating & Grading of Norwood Young America finished the wetland restoration in December 2019. Burns Excavating of Mayer finished the lake restoration in January 2020.

“Just the size of it and the restoration potential made it stand apart,” Datres said. We have roughly 160 acres now of permanently restored land within 20, 30 minutes of the (Twin) Cities.”

# Building a productive pasture



*Jennifer Olson is converting former CRP land into a rotationally grazed pasture for the herd of beef cattle she is building in Pope County. She selects animals with mild temperaments. She and husband James fit the work between full-time jobs.*

**Photo Credits:** Ann Wessel, BWSR

**VIDEO:** [Jennifer Olson discusses plans for the beef operation.](#)

## With an NRCS rotational grazing plan and EQIP assistance, Pope County beef producer improves forage on former CRP land, anticipates water-quality benefits, erosion control

VILLARD —Jennifer Olson is building up a herd of beef cattle as she works with the USDA’s Natural Resources Conservation Service (NRCS) to develop a more productive pasture on the Pope County farm where she grew up.

“Our end goal here is farm-raised beef. We’ll do some farm-to-fork eventually,” Olson said.

She introduced British whites to the Charolais-Angus mix, selecting animals that exhibit a docile temperament and finish well on grass. She’ll add diversity to the brome grass-dominated pasture, land previously enrolled in the federal Conservation Reserve Program (CRP).

Environmental Quality Incentives Program (EQIP) assistance from NRCS will offset the cost of fencing the 155-acre pasture, installing a watering system, and seeding 4.2 acres with a native plant mix. As a beginning farmer, Olson, who recently took over the operation, qualifies for slightly higher payment rates.

Olson and her husband, James, recently completed the second year of her five-year NRCS contract. Their three-year rotational grazing plan is designed to support 50 cow-calf pairs.

On weekends and evenings between full-time day jobs — she’s a Farm Service Agency program technician in Glenwood,



Natural Resources  
Conservation  
Service website:  
[www.nrcs.usda.gov](http://www.nrcs.usda.gov)

he works in automation manufacturing for Aagard in Alexandria — they’ve erected all 5,000 feet of four-wire perimeter fence and about a third of the 12,000 feet of single-wire interior fencing.

The finished pasture will contain 20 rotationally grazed paddocks, more than 1 mile of buried water pipeline and nine shared water tanks.

Rotational grazing results in more lush, green grass with well-developed root systems that help to stifle weeds. By keeping cattle out of streams, water systems address water quality and erosion concerns.

Olson’s is one of about 20 active grazing contracts in Pope County, where NRCS soil conservation technician Melissa Behrens works with producers to improve pasture.

“So much of the land is either in production or it’s in CRP. We had to better manage the pastures and grassland we had. I think that’s where some of this came from, is there’s a shortage of land for grazing producers,” Behrens said.

Throughout Pope County, 2,860 acres were enrolled



The herd includes Jennifer Olson’s cattle and her mother’s cattle. Eventually, Olson plans to take over the entire operation as her mother transitions to retirement.

in NRCS grazing contracts in 2020.

Perham-based NRCS regional grazing specialist

Jeff Duchene worked with Olson on her rotational grazing plan.

Recycling the nutrients tied up in dead plant litter on CRP land sitting idle for several years can take time. Productivity will improve once native grasses and forbs take hold, and as the cattle spread seeds while they graze.



Behrens



Duchene

“The idea is to get some cool-season native grasses for early in the season, and then some native warm-

season grasses, and then add some forbs for diversity and hopefully make some habitat for native pollinators and other wildlife,” Duchene said.

For the 4.2-acre native prairie seeding, Duchene suggested adding to those cool- and warm-season grasses a legume-heavy mix of forbs —including

“Managing the cattle is my passion. As far as marketing, breeding, veterinary care — all of that is kind of my wheelhouse. We’re a team. We do it together. But the cattle are primarily my operation.”

— Jennifer Olson, Pope County beef producer

purple prairie clover, white prairie clover and Canada milk vetch — plus golden Alexander, Maximillian sunflower and long-headed coneflower.

“Ultimately, with grazing management they should be able to build productivity over time on the pasture. In general, with a well-managed pasture you’ll have virtually no soil erosion if you maintain good ground coverage in the pasture, and very little runoff. A well-managed pasture will soak up virtually all the rainfall,” Duchene said.

Olson will receive



**Left:** “It’s generally marginal land. There can be some environmental benefit by turning it into pasture as opposed to cropland,” Jeff Duchene, NRCS grazing specialist, said of converting former CRP acreage to pasture. “(T)hey may have livestock but don’t have enough pasture.” **Middle:** Jennifer Olson went back into the pasture with a remote fencer control to check for signs of low voltage. **Right:** “I never remember there not being cattle around. It’s just been different kinds of cattle,” Jennifer Olson said of the farm where she grew up. Her grandparents milked cows. Her parents later raised Holstein springing heifers before they started a beef herd.

about \$59,500 in NRCS reimbursements.

“Without NRCS assistance we probably would have still completed this project,” Olson said, “but it would have taken us a lot longer to accomplish. We would have been looking more at a 10-year to a 15-year plan vs. a five-year plan. So it allowed us to move forward a lot faster, and thus benefiting water quality and environmental concerns through the rotational grazing.”

The Olsons plan to install the watering system over the next two summers. Meanwhile, Olson continues to improve herd genetics.

“I’ve got grass and I’ve got time,” Olson said.

A breed’s ability to finish well on pasture takes precedence over fast weight gain.

On a late fall Saturday afternoon, Jennifer strode through the herd, calling some cattle by name, some by number. The tamest nuzzle her outstretched hand. This is what she wants customers to experience.

In 2016, she bought two animals of her own, a pair of crossbred heifers.

A current member of the Glacial Ridge Cattlemen’s Association, Olson grew up showing cattle in the Villard Livewires 4-H Club and participating in Future Farmers of America (FFA) at Osakis High School. She went on to earn a biology degree from the University of Minnesota-Morris.

She sharpened her cattle-judging skills accompanying her father to sales, and then helping to decide which heifers to keep.



*Jennifer Olson is one of two women in Pope County who are the primary NRCS grazing contract-holders. She’s worked with Melissa Behrens of the Pope County NRCS office, which handles about 20 active NRCS grazing contracts. Women are involved in most family farming operations even if they don’t serve as the primary contract-holder.*

“I remember going to a lot of auctions and a lot of sales with Dad through the years, and I was helping pick out bulls and trying to decide which cattle we would keep,” Olson said.

They would watch the cattle, bet on which cows would calve first and analyze traits. Olson became skilled at recognizing family lines.

“Managing the cattle is my passion,” Olson said. “As far as marketing, breeding, veterinary care — all of that is kind of my wheelhouse. ... We’re a team. We do it together. But the cattle are primarily my operation.”

Olson’s grandmother milked cows alongside her grandfather. By the 1990s, her parents, Deb and Emery Evenson, had gotten out of dairy. They raised Holstein springing heifers for a while, and then started a beef herd. He died a few years ago. Deb Evenson owns half of the current cow-calf pairs; she plans to transition

out of the operation as she nears retirement.

“It was just sort of a mixed bunch of whatever we picked up at the time,” Olson said of the herd she had helped her father develop.

Remnants of those mixed beef calves — two Charolais, two Herefords, a couple of Angus, a couple of Simmentals — remain in the current commercial herd.

“Since then, we’ve selected for the cattle that we like being around. I think that there are merits to every breed, and you just have to decide which ones work for you. The basis of our current herd is primarily Charolais and Angus genetics. We like the finishing ability of the Angus, the hardiness and temperament of the Charolais. We’ve selected within those cattle for docility and for type for the structural type cow that we appreciate — not necessarily characteristics of

those breeds 100%, but individual animals within our herd that we liked the lines

## Pipelines vs. surface water

Many producers with available surface water don’t see a need for a pipeline system. Melissa Behrens of the Pope County NRCS office points to benefits including increased weight gain, and less erosion and compaction.

“Most people are leery about the pipeline system, and it’s really key to the whole grazing system,” Behrens said. “We have so much surface water available, they think the surface water is just as good as their clean water source.”

Spreading out water sources leads to uniform grazing, which in turn leads to higher quality forage, less compaction and less streambank erosion.

Over the past five years, most new pipelines have been buried 6 feet or deeper, eliminating concerns about lines freezing in winter and giving producers flexibility to graze longer into the fall.

of and have kept.”

They’ll continue to experiment.

Most recently, they’re watching the line of British white crosses, which could add a smaller animal with a docile temperament.

“They are super docile, super good mothers, good milkers, they don’t have a lot of size. They’re kind of slow growing. But I’m OK with that. I don’t need them to finish fast, I just need them to finish well.”



*USDA is an equal opportunity provider, employer and lender.*

# BWSR guide offers options for groundwater protection

A guide recently released by the Minnesota Board of Water and Soil Resources (BWSR) recommends conservation practices to protect groundwater and drinking water on Minnesota farmland.

“Several years ago, a need emerged for more comprehensive information specific to groundwater and drinking water protection,” said Dave Weirens, BWSR assistant director for programs and policy. “We hope this guide will serve as a starting point for local governments looking to learn more about groundwater protection practices, and the state and federal funding available to support implementation of those practices.”

The Groundwater/Drinking Water Protection Practices for Agricultural Lands guide was developed to provide advice to local governments on a range of groundwater protection practices, programs and initiatives,



Solar installations that incorporate native plants for pollinator habitat — such as this site in Annandale — are one practice recommended by BWSR’s Groundwater/Drinking Water Protection Practices for Agricultural Lands guide. **Photo Credit:** Paul Erdmann, BWSR

focusing on public water suppliers and private well owners. Work began in 2018. The final document was published online in late March.

BWSR water programs coordinator Annie Felix-Gerth and BWSR special programs coordinator Suzanne Rhees compiled

information for the guide. Felix-Gerth said the guide aligns with an emerging transition in how conservation professionals address groundwater protection.

The guide organizes recommended conservation practices into three tiers: cropping practices with

known groundwater benefits (Tier 1), cropping system changes (Tier 2) and land use changes (Tier 3). The level of protection increases as you move from Tier 1 through Tiers 2 and 3.

“Historically, conservation programs have tended to focus mostly on two ends of the groundwater protection



BWSR’s Groundwater/Drinking Water Protection Practices for Agricultural Lands guide recommends state and federal funding programs available to landowners that support groundwater protection. These programs include the Minnesota Conservation Reserve Enhancement Program (MN CREP), **left**, the Minnesota Agricultural Water Quality Certification Program, **center**, and the Reinvest in Minnesota (RIM) Reserve program, **right**. **Photo Credits:** BWSR, Minnesota Department of Agriculture (center photo)

spectrum: best management practices applied to existing cropping systems, or land retirement,” Felix-Gerth said. “Lately, we’ve seen increasing interest among conservation professionals — including public water suppliers — in practices that transition from a system based solely on annual row crops toward one that incorporates perennials and extended crop rotations to improve water quality and soil health.”

Tier 1 covers practices that fit smoothly into a standard crop rotation, such as integrated pest management, karst sinkhole treatment and nutrient management. Tier 2 focuses on incorporating new practices such as agroforestry, cover crops, conservation crop rotation and pollinator conservation plantings. Tier 3 covers other land uses that establish native vegetation, including conservation cover, critical area planting, recreational land uses and solar farms with pollinator habitat and perennial land cover.

“This booklet fills a crucial knowledge gap by providing specific guidance for conservation partners regarding practices and programs available to aid in local drinking water protection efforts in rural Minnesota,” said Sandeep Burman, Minnesota Department of Health drinking water protection section manager, who

provided input on the guide.

Staff from the Minnesota Department of Agriculture (MDA) also reviewed the guide and provided input that informed the final version.

“This new groundwater protection guide will help support implementation of agricultural practices to protect groundwater in Minnesota,” said MDA Assistant Commissioner Whitney Place. “It provides science-based options landowners can choose that fit into their operation. We hope local government partners and landowners will use this guide to prompt water quality discussions and increase water conservation practices.”

In addition to recommending practices, the guide outlines programs available to support implementation. Featured programs include the MDA’s Minnesota Agricultural Water Quality Certification Program, MDA’s AgBMP Loan Program and BWSR’s Minnesota Conservation Reserve Enhancement Program (MN CREP). The guide highlights the USDA’s Environmental Quality Incentive Program (EQIP) and Conservation Stewardship Program (CSP) programs through the Natural Resources Conservation Service (NRCS), and its Conservation Reserve Program available through the Farm Service Agency.



Graphics and photos used in the guide illustrate multiple approaches to groundwater protection.

Graphic Credit: MDA

Scott Hanson, source water specialist for the Minnesota Rural Water Association (MRWA), also provided input on the guide. He said MRWA plans to use the guide at local meetings about wellhead protection to show the variety of practices available.

“I can see (MRWA) using it to match and stack practices that will provide a higher degree of drinking water protection,” Hanson

said. “It can also be used to target the most highly vulnerable fields in a wellhead protection area. Landowners may be able to benefit through diversification, soil health improvements and funding opportunities to offset some of the risk associated with making (land) management changes.”

The guide is available on [BWSR’s website](http://www.bwsr.state.mn.us).

# Adrian protects city water supply



Willing landowners, Nobles SWCD, Minnesota Rural Water Association work with municipality on permanent nitrate reduction via Clean Water Fund project



The purchase was the first time a Clean Water Fund wellhead protection grant was used to buy land. It will ensure continued nitrate filtration.

ADRIAN — A Clean Water Fund-backed land purchase will lower nitrate levels in Adrian’s drinking water supply by keeping intact more than 30 acres of perennial grass within the city’s wellhead protection area, and by acquiring a parcel along a creek that feeds three wells on the north edge of town.

The first Minnesota Board of Water and Soil Resources (BWSR) wellhead protection grant used to buy land ensures the three parcels totaling 58.5 acres will continue to filter nitrates.

Expiring Conservation Reserve Program (CRP) contracts on two of the three parcels prompted the city of Adrian, Nobles Soil & Water Conservation

District (SWCD) and the Minnesota Rural Water Association to find a way to keep that property in permanent cover.

“If that land use were to change, it would have had a negative impact,” said Aaron Meyer. A sourcewater protection specialist with the nonprofit Minnesota Rural Water Association, he helped Adrian to develop its wellhead protection plan.

The third parcel was farmed through last fall’s harvest, when it was prepared

*Three wells supply Adrian’s 648 residential and business customers. The wells lie within 1,000 feet of each other on the northern edge of the city. A south-facing view from the city’s water treatment plant (top) shows the wellhead protection area.*

**Photo Credits:**  
Ed Lenz, BWSR



for spring seeding.

Sales with the two landowners, the Morgenthaler Family Trust and Pat and Cammie Dorn, were finalized in early 2020.

“We’ve been trying cover crops. We’ve been trying all these other things. For the city, to have a guarantee of their water quality, owning it was the next step,” said John Shea, Nobles SWCD manager. The SWCD will oversee the conservation plan for the parcels.

The city had leased the Morgenthaler land for about two years, after the CRP contract expired.

“Now we are looking at some wellhead protection options to do some restoration to (bring) the land back to more of a natural state, so it’s in the best condition to filter the water as it seeps into the ground,” said Adrian City Administrator Jill Wolf, the city’s fiscal agent for the project.

The SWCD and city this winter will determine what other nitrate-reducing practices to install with about \$148,000 in

**“ The ultimate goal is to implement enough changes — whatever those changes might be — to (meet drinking water) standards so the city doesn’t have to have treatment in place.**

— Aaron Meyer,  
Minnesota Rural Water Association



”

remaining grant funds. The \$426,590 Clean Water Fund grant, part of a legislative appropriation for wellhead protection that BWSR awarded through a request for proposals, covered 90% of the property’s appraised value. The Kanaranzi-Little Rock Watershed District (KLRWD) contributed an \$89,620 match. The sale price was higher than the appraised value; the city’s water fund made up the difference.

“It was the whole reason why we were able to proceed,” Meyer said of the Clean Water Fund grant, which runs through December 2021.

“This grant allows us a whole lot more flexibility to work with individual landowners and individual

communities to find what works best with them,” Meyer said. “Without it we wouldn’t have a project. It’s as simple as that.”

Meyer said past monitoring showed field tile lines contributed to higher nitrate levels. Haying the land kept in perennial cover encourages plants’ nitrogen uptake. Keeping it out of row crops means nitrogen fertilizer isn’t being added.

Meyer and Shea aim to work with farmers to find solutions.

“With our rich soils, we use nitrates to grow corn and compete in the world market. We get leaching in some of these sandier soils. The only way to protect that in full is to not allow nitrogen to be added — and

*A south-facing view from the city of Adrian’s water treatment plant shows part of the newly acquired wellhead protection property beyond the treeline. The city likely will continue to maintain the 32-acre parcel it bought from the Morgenthaler Family Trust through haying, which generated about \$5,000 income for the city via requests for proposals in 2019.*

that pretty much takes the farming aspect out of it. That’s not an option for the farmers,” said Shea, who is also the KLRWD executive secretary.

The U.S. Environmental Protection Agency’s standard for nitrates in drinking water is 10 parts per million (ppm). For treatment to stop, nitrate levels must remain under 7 ppm for a certain length of time.

Consuming too much nitrogen can affect how the blood carries oxygen. The Minnesota Department of Health (MDH) links nitrates to blue baby syndrome.

Adrian opened a water treatment plant in 1998 to reduce nitrogen levels. When water treatment equipment broke down for three months about five



years ago, the city supplied pregnant or breastfeeding customers with bottled water.

“The best goal would be to get our nitrogen levels down to where we don’t have to do treatment. A realistic goal is just to lower or maintain our costs for treating the water, and hopefully lower it,” said Adrian Utilities Superintendent Adam Henning, who has since taken a different job. Henning also serves on Kanaranzi-Little Rock Watershed District’s board of managers.

The city aims to keep nitrogen levels under 3 parts per million.

Three wells supply Adrian’s 648 residential and business customers. Previously, three other wells were closed and the existing wells were dug about one block north to avoid a plume of volatile organic compounds (VOCs) and high nitrate levels.

Once a week, the city tests pre- and post-treatment nitrate levels. Once a month, it sends samples to Minnesota Valley Testing Laboratories.

The water treatment plant can reduce nitrate levels to 5 ppm or less. But more treatment requires more salt water, which costs more. To keep levels within limits, the plant mixes water

**“ It may not fix the problem, but it’s definitely going to help, and it’s going to guarantee that it’s protected. ”**

— John Shea, Nobles SWCD manager

from the three wells.

Well No. 6 is closest to the creek. It has tested highest for nitrates, with levels at times exceeding 30 ppm. In 2017, the city started pumping and treating water from well No. 6 to lower nitrate levels in the other wells by preventing the water from traveling through the aquifer to the north. Nitrate levels fluctuate throughout the year, depending partly upon rainfall totals and timing, and what crops were grown.

Since 2017, individual wells’ pre-treatment nitrate levels have been as low as 4.5 ppm.

Over the past few years, Henning said the levels had been trending downward.

“Since we started doing some of these different things, I have noticed a drop in our nitrates,” Henning said. “I couldn’t tell you what’s doing it because we’re doing about five different things.”



*A south-facing view from the city’s water treatment plant shows the wellhead protection area. Adrian’s location just off Interstate Highway 90 has made it more challenging to plant cover crops. The powerlines that parallel the freeway make aerial seeding impossible. In recent years, equipment has become more available for ground seeding.*

Those include best management practices on cropland.

MDH grants offset the financial risk to farmers who planted cover crops within Adrian’s 1,865-acre Drinking Water Supply Management Area (DWSMA). The Kanaranzi-Little Rock Watershed District added \$10 to the grant’s \$40 an acre payment.

Two producers planted cover crops on 236 acres within the wellhead protection area in fall 2018. One of them, the renter who farmed the Morgenthaler land, enrolled 96 acres for a second year.

“These are our ultimate goals. This is what we’d like to see within our wellhead area,” said Laura DeBeer, a Pipestone County-based regional water resources specialist who works with highly vulnerable wellhead protection areas in six southeastern Minnesota counties.

Fifteen producers own agricultural land within the DWSMA. One of those is in the area classified as highly vulnerable.

The MDH implementation grant awarded in 2017 for the 2018 season was followed by another grant for 2019.

DeBeer also has worked with producers to more efficiently and effectively deliver nitrogen fertilizer through manure management.

“What’s going to be good for the wellhead protection area is also going to be good for the application,” DeBeer said.

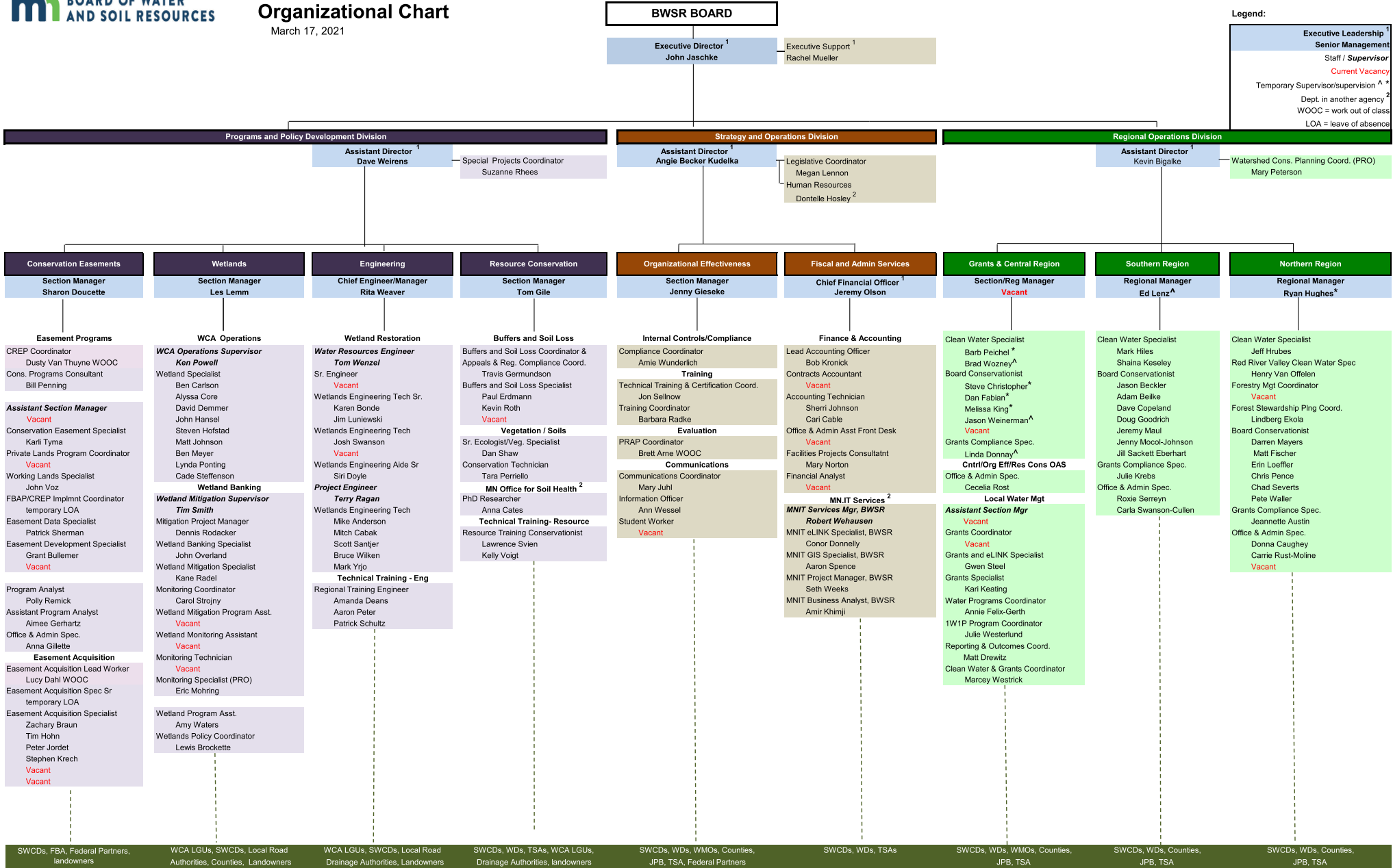
The SWCD will continue to work with farmers on cover crops, split nitrogen application and other practices that maintain productivity.

“This isn’t the only shallow aquifer in Nobles County, so this is the first step,” Shea said

“I would like to see all of the upland farms using best management practices and still utilizing their property for their cash flow of their operation. If we can get it to work and put in permanent grass, that’s even better. But I don’t think everybody needs to give up farming in this watershed. I just want them to be aware that what they put on the field might affect their neighbor,” Shea said.

**Legend:**

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



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Revised 3/17/2021

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		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
		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
		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													

## 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		