**BOARD OF WATER AND SOIL RESOURCES**
**520 LAFAYETTE ROAD NORTH**
**ST. PAUL, MN 55155**
**WEDNESDAY, OCTOBER 22, 2025**

**AGENDA**

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

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

**MINUTES OF SEPTEMBER 24, 2025 BOARD MEETING**

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

**INTRODUCTION OF NEW STAFF**

- Tracy Ohmann, Human Resources Director

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

**COMMITTEE RECOMMENDATIONS**
***Grants Program and Policy Committee – Part 1***
1. Manure Management and Groundwater Protection Grant – Justin Hanson – ***DECISION ITEM***

**REPORTS**

- Chair & Administrative Advisory Committee – Todd Holman
- Acting Executive Director – Dave Weirens
- Audit & Oversight Committee – Joe Collins
- Dispute Resolution and Compliance Report – Travis Germundson/Rich Sve
- Grants Program & Policy Committee – Mark Zabel
- RIM Reserve Committee – Jayne Hager Dee
- Water Management & Strategic Planning Committee – Joe Collins
- Wetland Conservation Committee – Jill Crafton
- Buffers, Soils & Drainage Committee – LeRoy Ose
- 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 – Mike Schultz
- Minnesota Association of Soil & Water Conservation Districts – LeAnn Buck
- Minnesota Association of Townships – Eunice Biel
- Minnesota Watersheds – Jan Voit
- Natural Resources Conservation Service – Troy Daniell

**COMMITTEE RECOMMENDATIONS**

***Buffers Soils and Drainage Committee***

1. Buffer Program Procedures Update Request for Public Comment – Travis Germundson and Tom Gile – ***DECISION ITEM***

***Grants Program and Policy Committee – Part 2***

1. FY26 Soil Health Delivery Authorization – Jared House and Tom Gile – ***DECISION ITEM***

2. Funding Recommendations for the FY26 Water Quality and Storage Program Grants – Rita Weaver – ***DECISION ITEM***

***RIM Reserve Committee***

1. Conservation Easement Alteration Policy Revision – Karli Swenson – ***DECISION ITEM***

**NEW BUSINESS**

1. 2026 Proposed BWSR Board Meeting Schedule – Dave Weirens – ***DECISION ITEM***

**UPCOMING MEETINGS**

- Central Region Committee is scheduled for December 8th at 2:00 p.m. in St. Paul and by MS Teams.
- BWSR Board meeting is scheduled for December 18th at 9:00 a.m. in St. Paul and by MS Teams.

**ADJOURN**

BOARD DECISION #_______

BOARD OF WATER AND SOIL RESOURCES

# BOARD ORDER

## Fiscal Year 2026 Water Quality and Storage Program – Round 2

**PURPOSE**

Authorize the FY26 Water Quality and Storage Program – Round 2.

**RECITALS /FINDINGS OF FACT**

1. Minn. Stat. 103F.05 provides the statutory authority for the Water Quality and Storage Program. The purpose of the Program is to control water volume and rates to protect infrastructure, improve water quality and related public benefits, and to mitigate climate change impacts. Statute establishes that the priority areas for the program are the Minnesota River basin and the lower Mississippi River basin in Minnesota.
2. Laws of Minnesota 2021, 1st Special Session, Chapter 6, Article 1, Sec. 4(l), appropriated $2 million to a water quality and storage program. Due to returned funds, approximately $500,000 of this appropriation is remaining.
3. Laws of Minnesota 2023, Regular Session, Chapter 60, Article 1, Sec. 4(p), appropriated $17 million in Fiscal Years 24-25 to a water quality and storage program. Approximately $10 Million of this appropriation is remaining.
4. The Grants Program and Policy Committee, at their October 13, 2025 meeting, reviewed the proposed Water Quality and Storage Program RFP and associated documents and recommend approval to the board.

**ORDER**

The Board hereby:

A. Adopts the scoring and ranking criteria identified in Table 1 and Table 2.
B. Authorizes staff to develop and issue the FY26 Request for Proposal – Round 2, score and rank the responses, and enter into grant agreements consistent with the RFP criteria in an amount up to $4.5 Million.
C. Authorizes staff to complete all pre-agreement processes and enter into agreements for these purposes.
D. Authorizes staff to redistribute funds that are returned consistent with the provisions of the RFP.
E. Directs staff to report to the Board on the status of Water Quality and Storage program awards

**MINNESOTA BOARD OF WATER AND SOIL RESOURCES**

____________________________ Date: _________________________

Todd Holman, Chair
Board of Water and Soil Resources

| Table 1. Water Quality and Storage Program – Final Design and Construction Grants | |
|---|---|
| **Scoring and Ranking Criteria** | **Maximum Points Possible** |
| Activity Eligibility: The proposed grant-funded activities are eligible under this RFP. | YES |
| 1. Project Description: Applicant has clearly described the area of interest and the flooding concerns, water quality issues, or climate change vulnerabilities at this site. Additional points will be awarded if more than one issue is addressed with this project and if the applicant can describe how the issue has changed over time (i.e. increase in water quality concerns) OR how the issue varies under different flood events (i.e. 10-year vs. 50-year). Include a description of the location of nearest public drainage system. | 20 |
| 2. Priority Location: Projects located in the priority areas of the Minnesota River Basin and the Lower Mississippi River Basin in Minnesota (as stated in MN Statute 103F.05 Subd. 2 (b)) will be awarded the maximum points in this category. Projects outside of this priority area will receive zero points in this category. | 10 |
| 3. Prioritization: The project or practice type (i.e. storage) is referenced within a watershed management plan locally adopted and approved by the State (include plan title, section and page number) or is a Tribal Government priority. Applicant describes how a comprehensive approach is being taken to water management and the placement of the practice will support that management.<br><br>Applicant includes other measures or actions are being taken in the watershed to reduce peak flooding or improve water quality, such as soil health practices or other structural practices and a variety of funding sources is being used to implement these practices.<br><br>Include any consideration given to how the proposed project may change the timing of peak runoff from the area of interest and if that will positively or negatively impact areas downstream. | 20 |
| 4. Measurable Outcomes: Applicant provides calculated results for peak flow reduction, water quality improvements, or measurable climate impact improvements and the methodology used for these calculations. Applicant must provide the total storage volume provided by the projects and/or practices.<br><br>Applicant should consider the following questions when deciding what outcomes to report: What is the reduction in peak flow during different storm events? What is the estimated annual reduction in pollutant(s) being delivered to the water resource(s) of concern by this project? If there have been specific pollutant reduction goals set for the pollutant(s) and resource(s) of concern, please indicate the goals and the process used to set them. | 20 |

| | |
|---|---|
| 5. Project Readiness: List all expected permits that will be required for this project and include where you are in the permitting process. Describe steps and actions that have been taken to ensure that project implementation can begin soon after grant award, such as partner coordination, preliminary identification of potential conservation practice/activity locations, coordination with landowners, archaeological and/or cultural resources review, and/or preliminary discussions with permitting and approval authorities, including the DNR Area Hydrologist and Minnesota Department of Health regarding effects on drinking water. Provide information on if the proposed project is in a Wellhead Protection Area (WHPA), Historical Source Water Assessment Area, or a groundwater or surface water Drinking Water Supply Management Area (DWSMA). If so, describe any potential impacts of the project on ground water aquifers or surface water drinking water resources. | 20 |
| 6. Cost Effectiveness: The application identifies a cost-effective solution to address the issue at the area of concern. Applicant should consider factors such as, but not limited to, BMP effectiveness, timing, site feasibility, practicality, property owner willingness, and public acceptance. The cost per acre-foot of storage is reasonable and the cost for the resulting flow reduction is reasonable. | 10 |
| 7. List all easements that will be obtained or modified as part of this project. Include if the easement has already been acquired. | 0 |
| 8. A portion of the available funds for this RFP must be spent by December 31, 2027. Please indicate if you can guarantee your project could be completed within that timeframe. | 0 |
| **Total Points Available** | **100** |

| Table 2. Water Quality and Storage Program – Modeling and Conceptual Design Grants | |
|---|---|
| **Scoring and Ranking Criteria** | **Maximum Points Possible** |
| Activity Eligibility: The proposed grant-funded activities are eligible under this RFP. | YES |
| 1. Project Description: Applicant has clearly described the area of interest and the flooding concerns, water quality issues, or climate change vulnerabilities at this site. Applicant has provided a watershed extent that will be modeled and the modeling software and methodology that will be used for this effort.<br><br>Additional points will be awarded if more than one issue will be considered with the modeling effort and how the issue(s) change during different flood events (i.e. 10-year vs. 50-year). | 20 |

| | |
|---|---|
| 2. Priority Location: Projects located in the priority areas of the Minnesota River Basin and the Lower Mississippi River Basin in Minnesota (as stated in MN Statute 103F.05 Subd. 2 (b)) will be awarded the maximum points in this category. Projects outside of this priority area will receive zero points in this category. | 10 |
| 3. Prioritization: The area to be modeled is referenced within a watershed management plan locally adopted and approved by the state (include plan title, section and page number) or is a Tribal Government Priority. Applicant describes how a comprehensive approach is being taken by the LGUs and other practices that are being installed to support the plan's efforts. | 5 |
| 4. Measurable Outcomes: Applicant has explained the intended deliverables of this project. Examples of this include: which storm events will be modeled, how results will be quantified upon completion of the modeling, and/or how sites will be selected for conceptual and final design. Applicant has shown that this project will result in a feasibility study that can be used for a final design and construction application. | 25 |
| 5. Project Readiness: Applicant has described steps and actions taken to ensure that this effort will move into a final design and construction phase, such as partner coordination, coordination with landowners, and preliminary discussions with permitting authorities, including the DNR Area Hydrologist and the Minnesota Department of Health if drinking water or groundwater is a concern in the area of the proposed work. Discuss if an alternative path(s) forward will be pursued for this area if this grant is not received. List expected permits that may be required during implementation. | 30 |
| 6. Cost Effectiveness: The application identifies a cost-effective solution to evaluate the issue at the area of concern. Include a consideration of other modeling efforts of this system and why this additional effort is needed. | 10 |
| 7. List all easements that will be obtained or modified as part of this project. Include if the easement has already been acquired. If this is unknown at the time of modeling, you can enter unknown at this time. | 0 |
| 8. A portion of the available funds for this RFP must be spent by December 31, 2027. Please indicate if you can guarantee your project could be completed within that timeframe. | 0 |
| **Total Points Available** | **100** |

# Conservation Easement Alteration Policy

**Version:** 4.0
**Effective Date:** ~~9/24/2025~~January 1, 2026
**Approval:** Board Order 25-xx

## A. Policy Statement

The Minnesota Board of Water and Soil Resources (BWSR) occasionally receives requests to alter or modify an existing conservation easement when a proposed activity will impact the easement area or would not be consistent with easement terms and conditions. The easement alteration policy was created to establish the requirements and conditions necessary for BWSR to consider a request to alter an existing conservation easement.

The Board will only consider a proposed alteration to a conservation easement when the outcome will fulfill a public need, improve public health or safety, result in additional natural resource protection or further enhance the original purpose of the easement, and when easement impacts cannot be reasonably avoided.

## B. Policy Purpose

The purpose of this policy is to provide direction, clarity and consistency to BWSR staff, Soil and Water Conservation District (SWCD) staff, and entities wishing to request an easement alteration, by outlining the circumstances under which an easement alteration request will be considered by the board, and to ensure that public and natural resource benefits are not lost or diminished if an easement is altered. The policy also outlines the compensation, either monetary or through land exchange, and administrative fees due to the board by the proposing entity when an easement alteration is requested or approved.

## C. Applicability

This policy applies to requests to alter existing State Reinvest In Minnesota (RIM), Permanent Wetland Preserve (PWP), Conservation Reserve Enhancement Program (CREP) and Army Compatible Use Buffer (ACUB) easements and future similar BWSR Conservation Easement acquisitions. This policy does not apply to Wetland Bank easements.

An easement alteration request must be approved by the board before any proposed activity occurs within an existing easement boundary that would result in long-term impacts, such that the land would no longer meet easement terms and conditions or be able to be maintained according to the BWSR-approved conservation plan. **Easement alteration requests should only be made if there is no reasonable alternative location for the proposed activity, and in such cases, impacts to the easement should be minimized to the extent possible.**

Certain activities or modifications to land within the easement may be compatible with the terms and conditions of the easement and may not require an easement alteration if the impacts are temporary and the easement area can be restored and maintained according to the BWSR-approved conservation plan after the temporary disturbance. Certain easement land use changes may be allowed through an amendment to the easement's conservation plan.

This policy is not intended to resolve new or existing violations on conservation easements. A request to alter an easement must be approved **before** any activity occurs on the land that would otherwise be a violation of the conservation easement. Landowners or entities who violate a conservation easement may be liable for treble damages or other monetary penalties under MN Statute 103F.515 Subd. 9.

This policy does not apply to easement boundary corrections that are authorized, without compensation, by MN Statute 103.515 Subd. 8.

## D. Public Infrastructure, Utilities, and other Public Needs Requests

This section of the policy applies to partial releases proposed for public infrastructure, utilities, and projects that fulfill a public need, have a demonstrated health or safety benefit, and there is no reasonable alternative than to impact the conservation easement. Examples include public road safety improvements, municipal water and sanitation projects, energy facilities or transmission lines, and other projects that fulfill a compelling need to the general public and the State of Minnesota. The entity responsible for the project should submit the easement alteration request.

Public infrastructure, utilities, and other public needs alteration requests will be reviewed and authorized, conditioned or denied by the BWSR Executive Director. If the alteration request is denied or conditioned, the alteration request may be appealed to the RIM Reserve Committee for a subsequent recommendation to the BWSR board for approval or denial.

**Easement alteration requests for public infrastructure, utilities, and other public needs projects to alter a conservation easement are subject to the following conditions for BWSR consideration:**

1) A non-refundable $1,000 administrative fee is required at the time a request is submitted. The fee shall be paid by the entity proposing the easement alteration.
2) The entity must describe alternatives considered and why there is no reasonable alternative that would avoid impacting the conservation easement.
3) When there is no reasonable alternative, entities should minimize proposed impacts to the conservation easement to the extent feasible and practical.
4) Compensation due to the state for damages and loss of benefits to the conservation easement, upon BWSR approval of a request, will be as follows:
   A. For alterations proposed by government entities, for public infrastructure wholly owned, operated and maintained by the government entity, compensation to the board will be:
   - Payment at (1x) the current RIM payment rate for any easement acres released, and
   - Reimbursement of any state funds previously disbursed to establish conservation practices on the land being released.

   B. For other non-governmental infrastructure, utilities, and ~~other~~ public needs alteration requests, compensation to the Board will be:
   - Payment at twice (2x) the current RIM payment rate for easement acres released, and
   - Reimbursement of any state funds previously disbursed to establish conservation practices on the land being released.

   C. For alterations proposed to install public wells and associated access roads on wellhead/drinking water protection easements:
   - Reimbursement of the per-acre easement payment at the time of easement acquisition, for acres released, and
   - Reimbursement of any state funds previously disbursed to establish conservation practices on the land being released.
5) If the proposing entity does not hold a fee title or easement interest in the property at the time of the request, the entity must have written permission from the landowner to request the alteration.
6) For utility projects regulated by the MN Public Utilities Commission (PUC), the Certificate of Need and PUC Route Permit must be submitted with the easement alteration request.
7) An easement's funding source or partnering agency may have additional requirements for easement alteration and **prior approval from other agencies/councils may be necessary** before BWSR can alter the easement, depending on the easement type.

## E. Other Easement Alteration Requests

This section applies to requests to alter a conservation easement that are not included in Section D for public infrastructure, utilities, and other public needs. Approval or denial of these alteration requests is at the discretion of the Board after a recommendation by the RIM Reserve Committee.

**Other Easement Alteration Requests must meet the following conditions for BWSR consideration:**

1) A non-refundable $1,000 administrative fee is required at the time a request is submitted.
2) Landowners must explain why there is no reasonable alternative location for the proposed activity that would avoid impacts to the conservation easement.
3) When there is no reasonable alternative, impacts to the conservation easement must be minimized to the extent feasible and practical.
4) Landowners (or their designee) may be required to attend the RIM Reserve Committee and/or BWSR Board meeting to address questions related to an easement alteration request. Failure to attend the meeting(s) may be grounds for denial of the easement alteration request.
5) The resource protection or habitat benefits for which the easement was originally acquired will be increased or enhanced by the proposed alteration.
6) The alteration will not result in restored wetland acres being drained or filled.
7) Compensation to the Board shall be replacement land at a minimum of a 2:1 ratio for any easement acres released. Acres released from the easement must be replaced by additional land, as follows:
   - To release acres enrolled at a cropland rate and replace with cropland: A minimum of 2:1 replacement. (Cropland proposed as replacement acres must meet RIM crop history requirements, being cropped at least 2 of last 5 years).
   - To release acres enrolled at the cropland rate and replace with non-cropland: A minimum of 4:1 replacement.
   - To release acres enrolled at a non-cropland rate and replace with cropland: a minimum of 1:1 replacement
   - To release acres enrolled at the non-cropland rate and replace with non-cropland: a minimum of 2:1 replacement

   Replacement acres must be adjacent to or as near as possible to the existing easement and be owned in whole by the same landowner(s) of the existing easement lands.

8) The ratios above may be modified upon recommendation by the RIM Reserve Committee when the conservation benefits of the replacement acres significantly outweigh those of the land proposed for release. Alternatively, the Board may request additional replacement acres to compensate for natural resource values lost when proposing to release higher value easement acres.

9) **Landowners will be subject to an additional $2,000 administrative fee, after Board approval**, to cover SWCD and BWSR staff time to coordinate title review and draft easement amendment documents. Amendment drafting will not begin until the fee is paid.
10) Landowners will be required to pay necessary title insurance and recording fees, and all costs associated with providing clear title on replacement lands. The replacement lands must not subject to any prior liens or encumbrances that are determined to be objectionable by the attorney general. If the landowner cannot provide title that is free of objectionable encumbrances, the alteration and amendment cannot occur until title issues are resolved.
11) Landowners will be required to cover the cost of establishment of conservation practices on replacement acres according to an amended, BWSR-approved conservation plan.
12) Landowners will be required to sign an amended conservation easement including the replacement lands that will be subject to all easement terms and conditions.
13) **An easement's funding source or partner agency may have additional requirements for easement alterations and prior approval from other agencies/councils may be necessary before BWSR can alter the easement.**

## History

| Version | Description | Date |
| --- | --- | --- |
| 1.0 | Policy for Requests to Modify Easements adopted by Board | 4/26/1989 |
| 2.0 | Conservation Easement Alteration Requests and Board Policy developed by Easement Alteration Subcommittee and adopted by BWSR | 5/24/2006 |
| 3.0 | Conservation Easement Alteration Requests and Board Policy update adopted by board resolution 17-105 | 12/20/2017 |
| 4.0 | Conservation Easement Alteration Policy adopted by board resolution 25-XX | 09/24/2025 |

## Contact

karli.swenson@state.mn.us

BOARD OF WATER AND SOIL RESOURCES

## Memo

**Date:** October 21, 2025

**To:** Board of Water and Soil Resources

**From:** Ara Gallo and Melissa Sjolund

## RE: Program Update: Clean Water Legacy Partners FY 26

The purpose of the Clean Water Legacy Partners (CWLP) program is to expand partnerships for clean water. The program is administered by the Board of Water and Soil Resources (BWSR) and seeks to protect, enhance and restore water quality in Minnesota by providing funding to partners outside the scope of BWSR's traditional local government clients.

Fiscal year 2026, the third grant cycle of the program, arose to utilize remaining funding from FY 24/25 that were not awarded during the previous Request for Proposals (RFP). This round of funding saw a total of twenty-three applications received from Tribal and Nonprofit entities by the close of the RFP period on August 5, 2025.

Tribal entities submitted five applications requesting a total of $772,877 and sufficient funds were available to allow all Tribal requests to be awarded. NGOs/Nonprofits submitted 18 applications totaling $2,615,691 which exceeded available funding of $272,075, allowing two grants to be awarded.

**Table 1. Clean Water Legacy Partners FY 26 Application Summary**

| Organizations | Applications | Amount Requested | Amount Available | Difference | Awards |
|---|---|---|---|---|---|
| Tribal Entities | 5 | $772,877 | $793,950 | +$21,073 | 5 |
| NGO/Nonprofits | 18 | $2,615,691 | $272,075 | -$2,343,616 | 2 |

Table 1 – CWLP FY 26 Applications

| Table 2. Clean Water Legacy Partners FY 26 Summary of Awards | | | |
|---|---|---|---|
| **Grant ID** | **Applicant Name** | **Application Title** | **Award** |
| C26-0032 | Leech Lake Band of Ojibwe | Steamboat Lake Shoreline Septic System Inventory and Assessment | $53,727.00 |
| C26-0041 | Lower Phalen Creek | Daylighting Phalen Creek | $218,148.00 |
| C26-0042 | Upper Red Lake Area Association | KEEP IT CLEAN 2025 - Ice is No Place for Garbage and Waste | $75,000.00 |
| C26-0050 | Fond du Lac Band of Lake Superior Chippewa | Increasing Water Quality via Street Sweeper Acquisition | $240,000.00 |
| C26-0055 | Upper Sioux Community | In-Lake Management; Proposed Actions to Reduce Adult Carp for Clean Water, habitat, and wild rice reintroduction. | $139,150.00 |
| C26-0056 | Red Lake Nation | Clean Water Legacy Partners Infiltration Basin/Raingarden | $250,000.00 |
| C26-0065 | Leech Lake Band of Ojibwe | Leech Lake Band of Ojibwe: Natural Shorelines | $90,000.00 |
| **Total** | | | **$1,066,025** |

Table 2-CWLP FY 26 Summary of Awards

# NRCS-backed balsam removal a factor in sparing house from fire



Minnesota NRCS website: **www. mn.nrcs.usda.gov**

**Related article: NRCS-SWCD forestry partnership supports fire safety in Arrowhead**

BRIMSON — Susan Dettweiler credits both firefighters and preemptive tree-clearing with saving her house from the Camp House Fire, which destroyed more than 180 buildings and 12,000 acres this spring in northeastern Minnesota.

"I think it made a huge difference in that the fuel just wasn't there," Dettweiler said of the 2019 project supported by the USDA Natural Resources Conservation Service's (NRCS) Environmental Quality Incentives Program (EQIP). "This was before green-up, so it was so dry. The conditions were so bad that having the dead and dying balsam not there made a complete difference on what was damaged and not."

The fire destroyed a barn that stood opposite the house on a circular driveway. The house was undamaged, but a few lines of grass burned up to the foundation. Wooden garden gates once connected the house and garden. Firefighters managed to remove one gate and open the second, which burned.

The EQIP project cleared trees from 18 acres of Dettweiler's 33-acre Fairbanks Township property. The work came about through the Arrowhead Forest Partnership (AFP). An agreement between NRCS and five northeastern Minnesota soil and water conservation districts (SWCD), the AFP aims to create a more fire-adaptive community in the wake of a spruce budworm outbreak that has killed hundreds of thousands of acres of balsam fir.

> **"This was before green-up, so it was so dry. The conditions were so bad that having the dead and dying balsam not there made a complete difference on what was damaged and not."**
> — Susan Dettweiler, Brimson, on a 2019 project completed with NRCS support

Dettweiler, a former member of the Brimson Area Volunteer Fire Department, knew removing the dead and dying balsams surrounding the house was necessary.

"I learned since the fire how explosive these evergreens are. The sap makeup

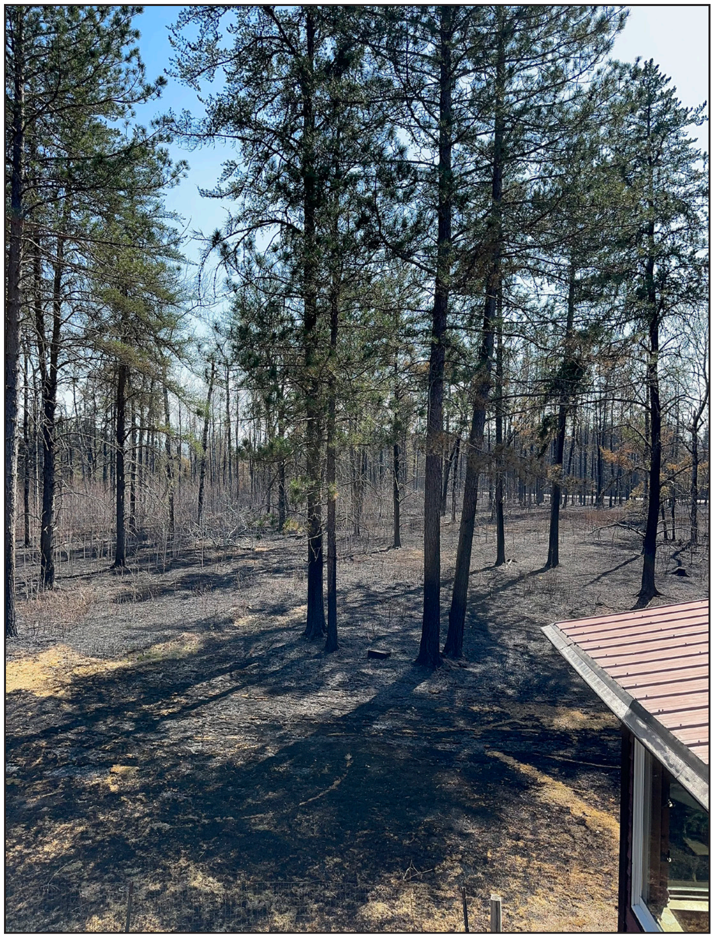
*The Camp House Fire near Brimson burned 12,000 acres this spring north of Duluth in St. Louis County, according to the Minnesota Department of Natural Resources. Brimson was among the spruce budworm outbreak hotspots. These post-fire scenes depict two other properties affected by the fire.* **Photos Courtesy of North St. Louis SWCD** is likened to gasoline, so it makes these conifer forests some of the most dangerous for firefighting and the environment," Dettweiler said.

North St. Louis SWCD regional Farm Bill forester Tristan Nelson said Brimson-area landowners' interest in EQIP was already high before the fire. Afterward, he's heard from even more landowners from Brimson to Duluth and beyond.

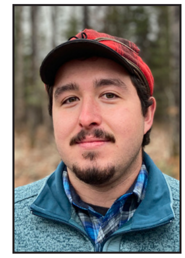
"It's been a lot of folks that were kind of on the fence about it," Nelson said late this summer. "They have been very interested in doing cleanup now that they're seeing how hot and how fast it burned through a lot of other areas."

He's also heard from landowners who want to replant, which he sees as an opportunity to diversify the aspen-dominated regrowth.

Dettweiler said she wants to see what else a forester might advise for her land. She's thought of protecting the house's foundation with a rock apron. And she plans to move the garden farther from the house.



*Susan Dettweiler photographed this scene from her upper deck in May, after the fire. She was staying in Duluth when the fire reached her property.* **Contributed Photo**



**"They have been very interested in doing cleanup now that they're seeing how hot and how fast it burned through a lot of other areas."**

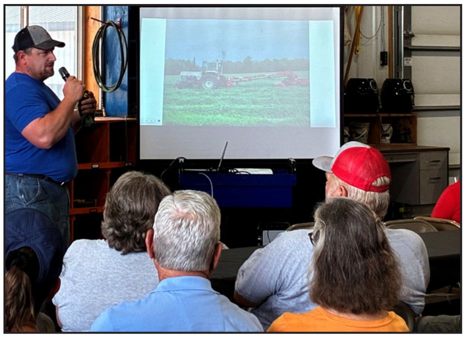
— Tristan Nelson, North St. Louis SWCD regional Farm Bill forester

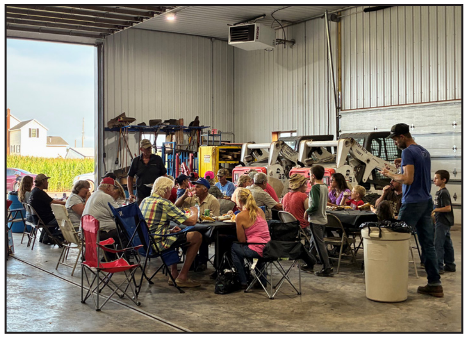
"I'd like to see more people take advantage of what's out there, because it certainly makes a difference," she said.

The current AFP agreement runs until September 2026.

BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

# Cookout on the Farm: Serving up burgers with a side of conservation





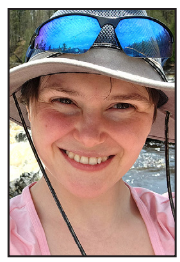
**"They make it easy and don't force anything on you. They work with you on what is best for your operation."**

— Mark Watrin, on working with NRCS, Minnesota Department of Agriculture

SANDSTONE — On a hot August night in Sandstone, more than 100 farmers, neighbors and residents of the Kettle River/Upper St. Croix watershed gathered to learn about local farmers' challenges and successes implementing conservation practices — and the resources available to help landowners protect water quality — during Cookout on the Farm, hosted by the Pine County Soil & Water Conservation District (SWCD).

"The goal of the event was to build community and raise awareness of local farming best management practices," said Heather Donoho, the Pine County SWCD agriculture technician who coordinated the event.

Working with farmers is an important goal of the Kettle River/Upper St. Croix Comprehensive Watershed Management Plan. One of the key takeaways to emerge during the planning process — that peer-to-peer education increases best management practice (BMP) adoption — inspired Donoho to plan the event.



**Donoho**

Mark and Shannon Watrin agreed to host. Donoho asked them because the plan identifies as priorities many of the BMPs they put in practice. Those include soil-health BMPs, nutrient management, rotational grazing, cover crops, diverse crop rotation, reduced tillage and expanded buffers.

In the family since 1945, their 500-Holstein dairy near Grindstone Lake has a strong history of conservation. In addition to the dairy, the Watrins raise corn, soybeans and alfalfa.

The Watrin farm is certified through the Minnesota Agricultural Water Quality Certification Program (MAWQCP). The Watrins use a wide variety of conservation practices to protect the quality of water bound for Grindstone Lake, a priority resource in the Kettle River/Upper St. Croix plan. Over the years, the

CLEAN WATER LAND & LEGACY AMENDMENT

YOUR Clean Water Fund AT WORK

**Watershed-Based Implementation Funding covered all expenses related to the event, including food and promotion. Clean Water Funds are the sole source of WBIF.**

**Left:** *"Conservation is a process, not a destination," said Mark Watrin, who delivered a presentation about his family's farm and the conservation practices in play.* **Center:** *Mark and Shannon Watrin hosted Cookout on the Farm and provided the beef for the event, which conveyed some of the best management practices available to help landowners protect water quality.* **Right:** *Those who attended got the chance to learn more from staff from Pine County and Carlton SWCDs, the USDA's Natural Resources Conservation Service, the Minnesota Department of Agriculture and the University of Minnesota Extension.* **Photo Credits:** Shayna Vendela, Pheasants Forever

Watrins have worked with partners including the Pine County SWCD; the Minnesota Department of Agriculture (MDA), which leads MAWQCP; and the USDA's Natural Resources Conservation Service (NRCS).

"The Watrins are active and well-respected within their community, and when they tell their neighbors and friends that conservation practices have been not only successful but profitable on their farm, it makes a much bigger impact than if a stranger says it," Donoho said.

During the event, Mark Watrin relayed the farm's history and how the family started to implement conservation practices. While it required work and dedication, Watrin said those practices have paid off over time with higher yields and reduced costs.

Watrin candidly discussed the challenges of implementing soil-health practices in northern Minnesota, where the growing season is shorter. He discussed how he overcame those challenges with equipment and labor. And he discussed how nutrient management helped to offset a challenge related to the ag market: higher costs tied to inputs that must be shipped farther.

> **"Conservation is a process, not a destination. ... Just try one new thing every year."**
>
> — Mark Watrin, on overcoming the learning curve tied to implementing soil health measures

Reducing nutrient inputs and timing them correctly not only protects important resources such as Grindstone Lake but also helps to reduce costs associated with buying and applying unnecessary fertilizer.

The cows are central to this cycle, turning crops and grasses into beef and milk while their manure enriches the soil. This closed-loop system keeps nutrients on the farm and out of lakes and streams. When asked, Watrin said nutrient management was the conservation practice that saved him the most money. He worked with NRCS and MDA water-quality programs to optimize nutrient management.

"They make it easy and don't force anything on you. They work with you on what is best for your operation," Watrin said.

At first, Watrin said he was skeptical about working cover crops into his operation. Now, he said he enjoys seeing green in his fields when everything else is brown. Cover crops have been an important tool in improving soil health on the farm, and in providing additional feed sources for the cattle.

"Conservation is a process, not a destination," Watrin said.

As is the case with any new management practice, implementing soil-health measures came with a learning curve. Watrin encouraged producers to "just try one new thing every year," and to see what programs are available through the SWCD to help cut the risk.

The Watrin farm started small with nutrient management and expanded buffers before exploring soil health and rotational grazing.

Staff from NRCS, MDA, the University of Minnesota Extension, and Carlton and Pine County SWCDs helped to plan Cookout on the Farm. During the event, producers learned of technical assistance, funding and other resources available from Hinckley-based NRCS District Conservationist Jason Rehn, Northeast Area MAWQCP Certification Specialist Ryan Clark, Pine County-based University of Minnesota Extension Educator Katie Hagen, and Donoho.

"These events are special because each farmer has a unique message to convey about their journey and how conservation has impacted their operation. I learn more from these farmers and working closely with them than I would from any training," Donoho said.

The Pine County SWCD and its partners plan to continue supporting producers through programs, partnerships, and peer-to-peer learning.

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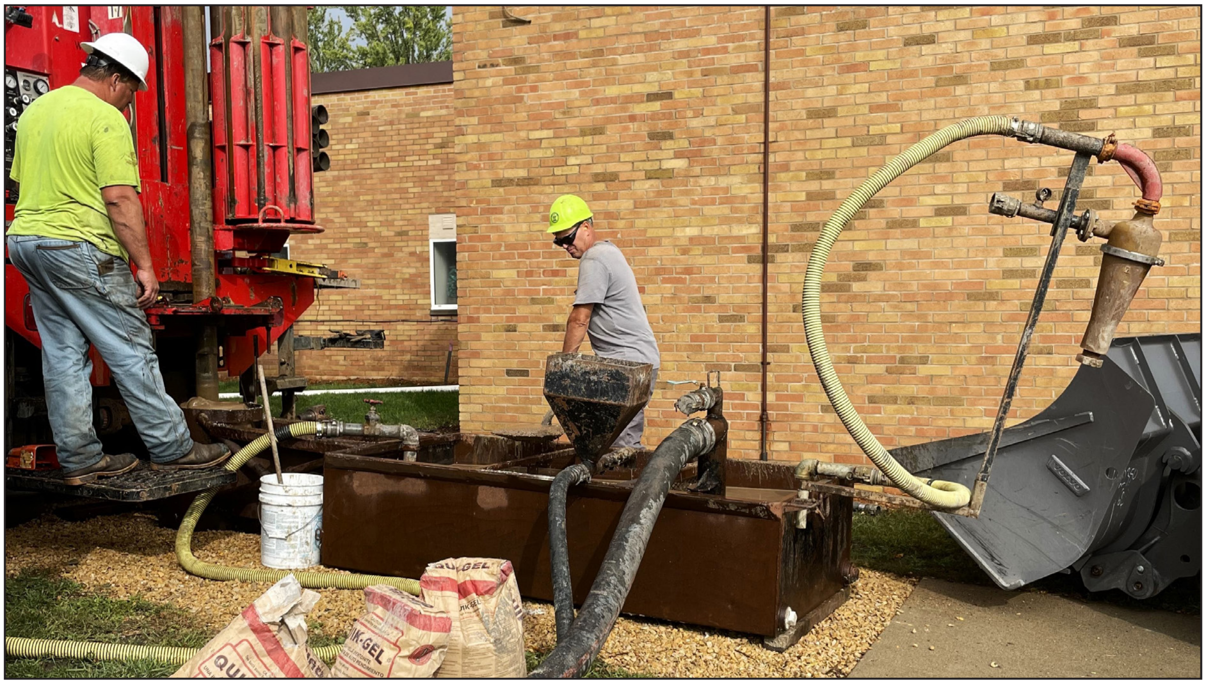
BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

# Le Sueur County well-sealing efforts protect drinking water sources



**Left:** *Le Sueur County and the city of Le Center leveraged state and local funding sources to locate and seal a municipal well in June.* **Inset:** *The well was buried several feet underneath a sidewalk adjacent to City Hall.* **Photo Credits:** Le Sueur County

CLEAN WATER LAND & LEGACY AMENDMENT

YOUR Clean Water Fund AT WORK

**Three competitive Clean Water Fund grants from BWSR support Le Sueur County's well-sealing work. The county received $22,000 in 2019, $65,000 in 2023 and $181,000 in 2025.**

Working with partners and landowners, Le Sueur County has sealed more than 35 private, commercial and municipal wells since 2019 — an effort that protects groundwater quality.

Unused or abandoned wells can be entry points for contaminants such as nitrates and bacteria to enter groundwater sources such as aquifers. When they are in vulnerable areas — such as fields adjacent to shorelines or within Drinking Water Supply Management Areas (DWSMA) — the wells pose risks to drinking water quality.

Well-sealing is one option for preventing groundwater pollution.

"I like to call these slam-dunk projects because it doesn't just benefit the landowner, it benefits the community, too," said Holly Bushman, water resources manager for Le Sueur County. "These projects go a long way not just for environmental health, but for public health, too."

The first step is often to locate abandoned wells, which don't always appear on property records. Then the wells can be drilled into and sealed with concrete.

Project requirements and costs vary widely depending on a well's condition, depth, diameter and factors such as obstructions. Bushman said residential well-sealing projects tend to be the most straightforward and affordable. Le Sueur County offers landowners up to $3,000 per well to seal private wells. Most of the time, the county covers 100% of the cost. When a project exceeds $3,000, landowners pay the balance.

Three competitive Clean Water Fund grants from the Minnesota Board of Water and Soil Resources

> **The bigger the well, the bigger the risks (to groundwater). All of our groundwater is connected via aquifers. It's a community-level concern.**
>
> — Holly Bushman, Le Sueur County water resources manager

(BWSR) support Le Sueur County's well-sealing work. The county received $22,000 in 2019, $65,000 in 2023 and $181,000 in 2025.

Sealing large industrial and municipal wells can be more costly and more complex than residential projects.

"The bigger the well, the bigger the risks (to groundwater)," Bushman said. "All of our groundwater is connected via aquifers. It's a community-level concern."

The county partnered with the city of Le Center on the first large-scale project, which involved sealing a municipal well drilled in 1923. The city of Le Center used a $10,000 Surface Water Protection Plan Implementation grant from the Minnesota Pollution Control Agency (MPCA) to locate the well, which was buried several feet underneath a sidewalk adjacent to City Hall.

The project started smoothly but soon hit a snag: A contractor's equipment became stuck while drilling into the well casing. The contractor was concerned about damaging equipment, and halted work. The Minnesota Department of Health (MDH) required this specific well to be drilled to a depth of 303 feet in order to be sealed; the equipment became stuck while drilling through the last 2 feet. The well also contained an obstruction, further complicating work to seal it.

Le Sueur County leveraged nearly $59,000 in Clean Water Funds from BWSR to hire a new contractor to complete the work. The city of Le Center also contributed $4,600 of local funds in addition to the $10,000 MPCA grant. The well was sealed in June 2024.

The county is now working with the city of Le Sueur and landowners to locate and seal two large-scale industrial wells drilled more than a century ago to support the Green Giant canning facility, which has since been demolished.

Both wells are priorities in the city of Le Sueur's Wellhead Protection Plan because their proximity to the Minnesota River increases the risk of contamination. One well has been located; plans for sealing are being developed. The second is in the process of being located — with assistance from Le Sueur County and technical assistance from MDH.

The second well was located in early October by the city of Le Sueur with assistance from MDH. The well was found under an electrical transformer that serves a large portion of the city. To seal the well, the municipal transformer and corresponding electric lines will require relocation.

"The end goal is to seal them, but we've hit roadblocks. It's hard to plan for these unknowns," Bushman said. "While there have been hiccups, it's a worthwhile thing to do. Being proactive and having a plan has been our approach."

In addition to the competitive grants, $31,000 in Watershed-Based Implementation Funding (WBIF) from BWSR has also supported the work.

Local governments form planning partnerships to collaboratively write Comprehensive Watershed Management Plans (CWMPs) through BWSR's One Watershed, One Plan (1W1P) Program. These plans identify the highest-priority resource concerns within a specific watershed or planning area. Once BWSR approves a CWMP, the partnership becomes eligible for WBIF, which can be used for water-quality activities outlined in their plans. BWSR awards WBIF every two years to eligible planning partnerships. Since WBIF was first awarded in 2018, BWSR has distributed more than $146 million to planning partnerships for plan implementation.

Le Sueur County has been involved in three separate 1W1P efforts: the Lower Minnesota River East, Cannon River Watershed and the Middle Minnesota River-Mankato (currently under review). Each plan identifies groundwater protection as a priority.

"The vulnerability of drinking water elevates it as a priority," Bushman said. "The city of Le Sueur's DWSMA in particular is highly vulnerable."

Bushman said the work has been successful thanks to the contributions of landowners, plus local and state partners.

"Without these partnerships, we wouldn't have been able to do any of these projects," Bushman said. "I think it's really important to build those relationships that give back to the community."

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**BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.**

# Restored Jackson County wetland benefits wildlife, water quality

**MN CREP is funded by $175 million in state dollars, including more than $68.8 million from the Clean Water Fund. These state funds make $350 million in federal matching funds available for direct payments to landowners.**

Two landowners worked with the Jackson Soil and Water Conservation District (SWCD) this summer to complete a large wetland restoration that will enhance habitat and improve water quality.

Approximately 62 acres — including a 28-acre wetland — were restored via the Minnesota Board of Water and Soil Resources' (BWSR) Minnesota Conservation Reserve Enhancement Program (MN CREP). The work involved constructing an outlet structure to manage flow rates, and a rock spillway that outlets into a downstream ditch. A private diversion ditch was closed, which allows surface runoff to enter the restored wetland. Private drainage tile was rerouted to accommodate the restoration design, and a second private tile now outlets into the restored wetland. The site was seeded with a native vegetation mix including Western wheatgrass, big bluestem, Canada wild rye and Indiangrass.

Construction began in July. The contractor, Dodge Center-based Hodgman Drainage Co., completed the work in late August.

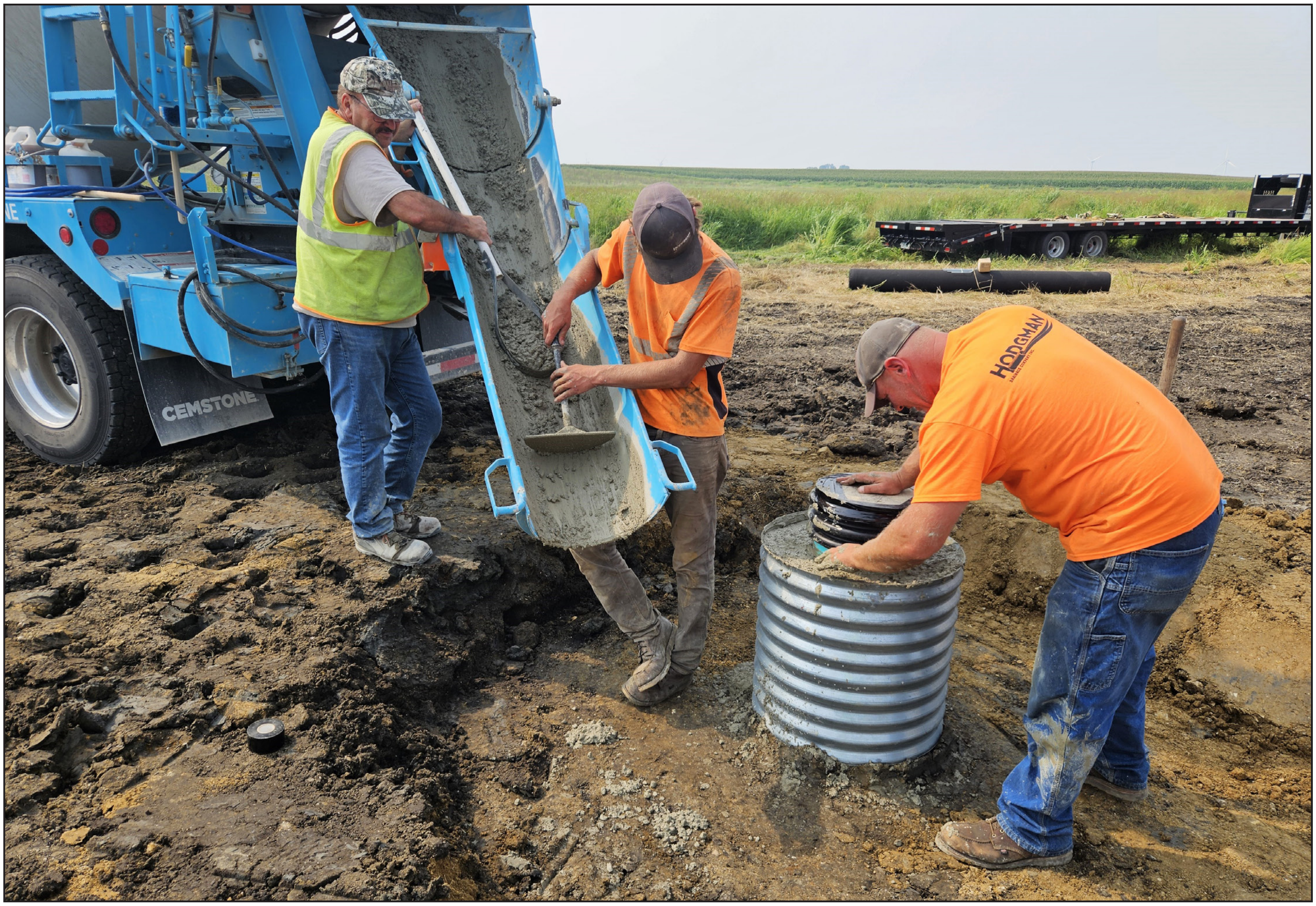
"There are several benefits to a project like this: Wildlife habitat is improved by implementing additional cover and biodiversity through native seedings, water quality is improved by allowing nutrients to settle out before leaving the basin, and increasing surface water storage decreases peak flows of neighboring drainage systems and reduces erosion concerns," said Daniel Bartosh, Jackson SWCD manager.

**Bartosh**

MN CREP is a voluntary program that leverages state and federal funds to permanently protect environmentally sensitive land within targeted counties. Participants enroll in the USDA Farm Service Agency (FSA)-administered Conservation Reserve Program (CRP) for 14 to 15 years, and in the BWSR-administered Reinvest in Minnesota (RIM) Reserve program, which taps state funds to establish perpetual conservation easements.

MN CREP compensates participating landowners for enrolling land into conservation easements and establishing native vegetation on economically marginal, flood-prone, environmentally sensitive or highly

**Left:** *A rock spillway was constructed to direct water out of the wetland during major storm events.* **Center:** *An inspection pipe was installed to monitor drainage flow underground.* **Right:** *Employees from Hodgman Drainage Co. constructed an earthen embankment as part of the wetland restoration. The Jackson County project restored a total of 62 acres, including a 28-acre wetland.* **Photo Credits:** BWSR




*Workers from Dodge Center-based Hodgman Drainage Co. constructed the primary outlet structure for the wetland restoration in August. Structures like this one help control water flow, regulating the quantity and speed of water as it is released from a wetland.*

erodible lands. SWCDs implement the program with oversight and guidance from BWSR.

“MN CREP provides options for landowners to earn income off marginal cropland while simultaneously enhancing water quality and habitat,” said BWSR Executive Director John Jaschke. “Conservation lands protected via MN CREP offer multiple benefits including improved habitat, better water quality and increased floodwater storage.”

> **“Wetland restorations (like this one) create additional surface water storage, which allows nutrients to settle out before entering the downstream watershed. This is especially true in (predominantly agricultural) areas such as southwest Minnesota.”**
>
> — Daniel Bartosh, Jackson SWCD manager

A signed agreement between BWSR and the FSA launched the program in 2017. Initially, MN CREP was available in 54 western and southern Minnesota counties. In January, the agreement was amended to add 12 more.

Since the program started, 25 MN CREP easements have been recorded in Jackson County, protecting a total of 1,545 acres. While MN CREP enrollments were more common in Jackson County between 2019 and 2021, Bartosh said this recently restored wetland marks the first MN CREP project in several years.

“It’s a significant enrollment,” Bartosh said. “Wetland restorations (like this one) create additional surface water storage, which allows nutrients to settle out before entering the downstream watershed. This is especially true in (predominantly agricultural) areas such as southwest Minnesota.”

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BWSR staff members write and produce Snapshots, a monthly newsletter highlighting the work of the agency and its partners.

BOARD OF WATER AND SOIL RESOURCES

# Organizational Chart

October 3, 2025

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

## BWSR BOARD

**Executive Director [1]**
**John Jaschke**

Executive Support [1]
Rachel Mueller
General Counsel
Craig Engwall

## Programs and Policy Development Division

**Assistant Director [1]**
**Dave Weirens**

Special Projects Coordinator
Suzanne Rhees
Federal Conservation Programs Coord
Jennifer Hahn

### Conservation Easements

**Section Manager**
**Sharon Doucette**

**Easement Programs**
Easement Programs Coordinator
Bill Penning
Sara Reagan
Kevin Roth
Dusty Van Thuyne
John Voz

Program Analyst
Kristina Geiger
Easement Data Specialist
Patrick Sherman
Assistant Program Analyst
Sumbal Rana
Alan Ritchie

**Easement Man. and Acq.**
***Easement Supervisor***
***Lucy Dahl***
Conservation Easement Specialist Lead
Karli Swenson
Easement Development Specialist, Sr.
Peter Jordet
Easement Acquisition Specialist, Sr.
Brittany Polzin
Easement Acquisition Specialist
Zachary Braun
Eric Forward
Julie Hendrickson
Brad Leibfried
David Plagge
Jen Swartz

SWCDs, FBA, Federal Partners, landowners

### Wetlands

**Section Manager**
**Les Lemm**

Wetlands Policy Coordinator
Lewis Brockette

**WCA Operations**
***WCA Operations Supervisor***
***Ken Powell***
Wetland Specialist
Jed Chesnut
Dilan Christiansen
Alyssa Core
David Demmer
Steven Hofstad
Matt Johnson
Ben Meyer
Lynda Ponting
Devin Ryan
Cade Steffenson

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

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

### Engineering

**Chief Engineer/Manager**
**Rita Weaver**

**Wetland Restoration**
***Senior Water Resources Engineer / Wetland Design Unit Supervisor***
***Tom Wenzel***
Sr. Engineer
Josh Swanson
Engineering Technician, Sr.
Mitch Cabak
Mark Yrjo
Engineering Technician
Siri Kubesh
Engineering Aide, Sr.
Vacant
***Water Resources Engineer / Field Staff Supervisor***
***Terry Ragan***
Engineering Technician, Sr.
Scott Santjer
Bruce Wilken
Engineering Technician
Mike Anderson
Brandon Ellickson
Vacant

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

WCA LGUs, SWCDs, Local Road Drainage Authorities, Landowners

### Resource Conservation

**Section Manager**
**Tom Gile**

**Buffers and Soil Loss**
Buffers and Soil Loss Coordinator & Appeals & Reg. Compliance Coord.
Travis Germundson
Buffers and Soil Loss Specialist
Ethan Dahl
Laura DeBeer
Chad Hildebrand

**Climate / Vegetation / Soils**
Sr. Ecologist/Veg. Specialist
Dan Shaw
Soils Programming Coordinator
Jared House
Conservation Technician
Vacant
Ecological Science Conservationist
Jason Beckler
Erin Loeffler

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

**Technical Training- Resource**
Resource Training Conservationist
Tyler Knutson
Kelly Voigt

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

## Strategy and Operations Division

**Assistant Director [1]**
Andrea Fish

Legislative Coordinator
Michael Nelson
Human Resources Director
Tracy Ohmann
Agency Tribal Liaison
Melissa King
Human Resources Technician
Carla Swanson-Cullen

### Organizational Effectiveness

**Section Manager**
**Jenny Gieseke**

**Internal Controls/Compliance**
Compliance Coordinator
Jacob Rossow

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

**Evaluation**
PRAP Coordinator
Don Bajumpaa

**Communications**
Communications Coordinator
Mary Juhl
Conservation Marketing Coordinator
Ann Wessel
Communications Specialist
Ashley Rezachek

**Organizational Development & DEI**
Organizational Development & DEI Coord
Mandy Duong

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

### Fiscal and Admin Services

**Chief Financial Officer [1]**
**Amie Wunderlich**

**Finance & Accounting**
Lead Accounting Officer
Bob Kronick
Contracts Accountant
Vacant
Accounting Technician
Cari Cable
Lisa Sweep
Office & Admin Asst Front Desk
Vacant
Space & Facilities Team Lead
Mary Norton
Senior Financial Analyst
Wendy Murphy
Renee Sutton

**MN.IT Services [2]**
***MNIT Services Mgr, BWSR***
***Nasir Qureshi***
MNIT eLINK Specialist, BWSR
Conor Donnelly
MNIT Business Analyst, BWSR
Amir Khimji
MNIT Application Portfolio Manager, BWSR
Muneeza Raza
MNIT GIS Specialist, BWSR
Aaron Spence
MNIT ITS5 Application Developer, BWSR
Peter Yang
MNIT QA Analyst, BWSR
Ryan Gustafson
MNIT QA Analyst, BWSR
Rizwan (Riz) Jalil

SWCDs, WDs, TSAs

## Regional Operations Division

**Assistant Director [1]**
Justin Hanson

### Grants & Central Region

**Section/Reg Manager**
**Marcey Westrick**

Clean Water Specialist
Barb Peichel
Brad Wozney
Board Conservationist
Jennifer Dullum
Zach Guttormson
Anne Sawyer
Jason Weinerman
Vacant
Grants Compliance Specialist
Laura Godfrey
Teressa Pickar

**Cntrl/Org Eff/Res Cons OAS**
Office & Admin Specialist
Vacant

**Land & Water**
Clean Water Coordinator
Vacant
Modeling & Outcomes Coordinator
Udai Singh
Outcomes Analyst
Cameron Gasprod
1W1P Program Coordinator
Julie Westerlund

**Land & Water Grants**
***Land & Water Programs Supervisor***
***Adam Beilke***
Grants Coordinator
James Adkinson
Grants Specialist
Kari Keating
NGO/Tribal Grants Specialist
Ara Gallo
NGO/Tribal Grants Specialist
Melissa Sjolund
eLINK Coordinator
Janna Fitzgerald
eLINK Data Specialist
Christa Branham-MacLennan

SWCDs, WDs, WMOs, Counties, JPB, TSA

### Southern Region

**Regional Manager**
**Ed Lenz**

Clean Water Specialist
Mark Hiles
Jeremy Maul
Board Conservationist
Shane Bugeja
Dave Copeland
Doug Goodrich
Annie Gunness
Luke Olson
Jill Sackett Eberhart
John Shea
Grants Compliance Specialist
Gabrielle Holman
Julie Krebs
Water Programs Coordinator
Vacant
Office & Admin Specialist
Denise Lauerman
Vacant

SWCDs, WDs, Counties, JPB, TSA

### Northern Region

**Regional Manager**
**Ryan Hughes**

Clean Water Specialist
Jeff Hrubes
Red River Valley Clean Water Spec
Henry Van Offelen
Board Conservationist
Brett Arne
Melanie Bomier
Matt Fischer
Darren Mayers
Chad Severts
Pete Waller
Grants Compliance Specialist
Becca Reiss
Vacant
Office & Admin Specialist
Donna Caughey
Carrie Rust-Moline
Vacant

SWCDs, WDs, Counties, JPB, TSA

Last updated October 19, 2018

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

**Meeting:** **Date:**

I certify that I have read and understand the descriptions of conflict of interest provided, reviewed my participation for conflict of interest, and disclosed any perceived, potential, or actual conflicts. As a BWSR Board member, appointed according to Minnesota Statute Section 103B.101, I am responsible for evaluating my participation or abstention from the review process as indicated below. If I have indicated an actual conflict, I will abstain from the discussion and decision for that agenda item.

*Please complete the form below for all agenda items. If you indicate that you do not have a conflict for an agenda item, you do not need to fill out additional information regarding that agenda item.*

| **Agenda Item** | **No conflict** (mark here and stop for this row) | **Grant applicant(s) associated with conflict** (required if conflict identified) | **Conflict Type** (required if conflict identified) | **Will you participate?** (required if conflict identified) | **Description of conflict** (optional) |
|---|---|---|---|---|---|
| | | | | Yes / No | |
| | | | | Yes / No | |
| | | | | Yes / No | |
| | | | | Yes / No | |

Printed name: ______________________________________________________________

Signature: ______________________________________________________________ Date:_____________

*All disclosed conflicts will be noted in the meeting minutes. Conflict of interest disclosure forms are considered public data under Minn. Stat. §13.599.*

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

# SEMA4 EMPLOYEE EXPENSE REPORT

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

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

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

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

A. Description:

B. Description:

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

Figure mileage reimbursement below

## MILEAGE REIMBURSEMENT CALCULATION

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

## OTHER EXPENSES – See reverse for list of Earn Codes.

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

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

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

Employee Signature ______________________________ Date ______________ Work Phone:

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

Supervisor Signature ______________________________ Date ____________ Work Phone:

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

Signature ______________________________________ Date __________________

# EMPLOYEE EXPENSE REPORT (Instructions)

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

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

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

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

| Description | Earn Code In State | Earn Code Out of State | Description | Earn Code In State | Earn Code 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 | | |

**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.