



**February 14, 2018**

## **Announcements**

### **Grant Amendment for Easement Implementation**

BWSR Easements had transitioned to the new Master Joint Powers Agreement (MJPA) process as of early 2017. You had received your first Work Order for Easement Delivery (\$50 per recorded, non-expired easement) and funds were direct deposited into the SWCD account. We'll look forward to the next round in summer/fall 2018 once again.

Eighteen SWCDs will be receiving a grant amendment one last time, as a clean-up for any easements that we worked on prior to the MJPA process being in effect. If your SWCD was one of the eighteen, we sent an email to you the afternoon of February 9<sup>th</sup>, 2018. This "clean-up" follows our previous process, where BWSR would annually process an amendment to the existing Base Grant with the SWCD to include this amount. Our last amendments to existing Base Grants had occurred in the first part of 2016, and Easements had moved to the MJPA process as of February 2017. As we continued to process easement applications during this time (2016-2017) and since this occurred prior to the MJPA process, we would need to complete amendments the old way this one last time. The amended Grants would be treated the same that they have been in the past (for additional information, see [Easement Delivery here](#) and [Easement Implementation here](#)). Once these grant amendments have been completed, we will be fully using the MJPA process moving forward.

With the MJPA process, there is no tracking or reporting needed in eLINK. There is no need to track time spent locally on tasks related to the MJPA. MJPA use Work Orders, which are contracts that list specific tasks to be completed. Once the applicable tasks are completed, the SWCD will submit an invoice for payment (with the exception of Easement Delivery, where no separate invoice is needed). If you have any specific questions about the MJPA process, please feel free to contact Dave Rickert (651-539-2569 or [dave.rickert@state.mn.us](mailto:dave.rickert@state.mn.us)).

### **Updated Documents**

BWSR has updated several forms or policy documents on our website.

The Revision Request Form has been updated and can be found at <http://www.bwsr.state.mn.us/easements/handbook/index.html>

Please be sure to use the current form when submitting revision requests.

The RIM Outside Request Easement Policy has been updated and can be found at <http://www.bwsr.state.mn.us/easements/rim/2013/RIM%20Reserve%20outside%20request%20easement%20policy.pdf>.

The Easement Alteration Policy has been updated and can be found at [http://www.bwsr.state.mn.us/easements/easement\\_alteration\\_policy.pdf](http://www.bwsr.state.mn.us/easements/easement_alteration_policy.pdf).

### **How to Reach BWSR Easement Staff**

Our telephone numbers can be found under [the Staff Directory on the BWSR Website](#). Mail intended for Easement Staff should be mailed to the following address:

**BWSR Easement Staff**  
**444 Pine Street, Suite 130**  
**St. Paul, MN 55155**

When mailing documents to BWSR, please put the easement number on the documents or on a post it note for reference. To save a postage stamp, any general inquiries and electronic documents can be sent to: [bwsr.rim@state.mn.us](mailto:bwsr.rim@state.mn.us). Placing the easement number in the Subject Line of the email enables us to process these emails more quickly.