

THE RIM RUNDOWN

October 2026

MN CREP REMINDERS FOR NEW EASEMENTS

As staff continue to work on newly enrolled CREP easements, please keep the following in mind:

- Sites with planned wetland restorations should request cultural resource/environmental review materials from FSA. This lets BWSR staff know if the site is cleared for wetland restoration or if additional review will be needed. The cultural resource/environmental review materials may include a SHPO response letter. These can be submitted to the CREP Module, and staff should also send a notification to dusty.vanthuyne@state.mn.us.
- The RIM easement **must** be recorded within 18 months of the CRP contract approval date. The CRP contract approval date can be found under section 12B on the CRP-1.

12. CCC USE ONLY	A. SIGNATURE OF CCC REPRESENTATIVE	B. DATE (MM-DD-YYYY)
<small>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this</small>		

Contact Dusty Van Thuyne (dusty.vanthuyne@state.mn.us), Easement Programs Coordinator, with questions.

SEED TAGS AND CERTIFICATION FOR COST-SHARE REIMBURSEMENT

When submitting a PIRR for projects that involve seeding, seed tags and seed mix certification will be required to provide cost-share. A copy of the seed tag should be submitted as well as the [NRCS Seed Calculator](#) Seeding Checkout to show a seed mix has been certified. These materials should also be kept as a record in the local file.

Contact Alan Ritche (alan.ritchie@state.mn.us), Assistant Program Analyst, with questions.

SEE YOU AT BWSR ACADEMY!

RIM staff will be holding office hours on Wednesday, October 21st from 1:15 to 2:45 during BWSR Academy. Easement program managers and acquisition staff will be available to answer questions. SWCDs that indicated a need for additional RIM signs should use this time for sign pick up.

Contact Sara Reagan (sara.reagan@state.mn.us), Easement Programs Coordinator, with questions.



TEMPORARY GUIDANCE: ELECTRONIC PAYMENT SETUP AND BANKING UPDATES

Important Security Notice:

The option to add and edit banking information within the online Supplier Portal has been disabled to protect against unauthorized access and fraud. All banking information must now be verified and processed through Minnesota Management and Budget (MMB).

BWSR has posted temporary electronic payment guidance for landowners and SWCD staff. You can access the full instructions online [here](#).

Please share the following required steps with interested landowners.

Required Steps for Electronic Payment Setup

- **Step 1 - Indicate Interest & Receive BWSR Info:** Check the appropriate box on Page 2 of the easement application's Agreement Information Form. If the landowner is eligible for electronic RIM payments, BWSR will provide initial information to begin setup.
- **Step 2 - Contact MMB EFT Helpline:** Landowners must reach out directly to MMB via phone (651-201-8106) or email efthelpline.mmb@state.mn.us to request the required paper authorization form. MMB will verify identity prior to sending the form packet.
- **Step 3 - Complete & Notarize Paper Authorization Form:** Landowners carefully complete the specific authorization form provided by MMB. To be valid for processing, the form **MUST** be signed by an authorized representative **AND** stamped/signed by a Notary Public.
- **Step 4 - Submit Form to MMB:** Landowners return the completed, signed, and notarized document directly to MMB following the delivery instructions provided in their MMB form packet.

Important SWCD Guidance

- **Data Privacy Reminder:** SWCD staff should NOT collect, handle, or store landowners' private financial or banking documents. All completed notarized forms must be sent directly from the landowner to MMB.

Note on easement payments issued under the RIM Refresh Process: For RIM easements following the RIM Refresh pilot process, and for all new applications funded in 2027, easement payments will be disbursed to the landowner by the title insurance company instead of MMB. Under this new process, the title company will give the landowner the option to pick up the check at their local office, have the check mailed to a specified location, or have the payment wired to a bank account (fees may apply).

Title reimbursement can be submitted for easements that have been recorded or are close to recording, as long as costs have been incurred. We recommend waiting to submit until all costs are incurred.

Contact Sumbal Rana (sumbal.rana@state.mn.us), Assistant Program Analyst, with questions.



BWSR EASEMENT STAFF CONTACTS FOR SWCDs

If you have a general question and aren't sure who to ask, send it to the RIM inbox (bwsr.rim@state.mn.us).

Topic	BWSR Contact
General Easement Processing	Lucy Dahl 651-358-8676 lucy.dahl@state.mn.us
Easement Application Submittal and Landowner Eligibility (Non-CREP Programs)	Brittany Polzin 651-539-2565 brittany.polzin@state.mn.us Contact appropriate BWSR Program Manager (see Program pages)
General Payment Questions	Kristina Geiger 651-539-2531 kristina.geiger@state.mn.us
Electronic Payments	Sumbal Rana 651-539-2592 sumbal.rana@state.mn.us
SharePoint LGU File Share	Sumbal Rana 651-539-2592 sumbal.rana@state.mn.us
General CREP Questions	Dusty Van Thuyne 651-539-2573 dusty.vanthuyne@state.mn.us
CREP Module Questions	Pat Sherman 651-539-2570 pat.sherman@state.mn.us
Site Inspections and Boundary Issues	Peter Jordet 651-539-2580 peter.jordet@state.mn.us
Easement Compliance and Violations	Karli Swenson 651-440-2456 karli.swenson@state.mn.us
Easement Alteration Questions	Karli Swenson 651-440-2456 karli.swenson@state.mn.us
Conservation Plan Amendments & Practice Implementation Request for Funding (PIRF)	Sara Reagan 651-539-2533 sara.reagan@state.mn.us <i>Continue to submit PIRFs to bwsr.rim@state.mn.us</i>
Practice Implementation Reimbursement Request (PIRR)	Alan Ritchie 651-539-2562 alan.ritchie@state.mn.us <i>Continue to submit PIRRs to bwsr.rim@state.mn.us</i>
Work Orders	Alan Ritchie 651-539-2562 alan.ritchie@state.mn.us
Wetland Bank Easements	Brittany Polzin 651-539-2564 brittany.polzin@state.mn.us
Questions on Specific Easement Programs	<u>Contact appropriate BWSR Program Manager (see Program pages)</u> Darren Mayers 218-290-8384 darren.mayers@state.mn.us Sara Reagan 651-539-2533 sara.reagan@state.mn.us Kevin Roth 651-539-2521 kevin.roth@state.mn.us John Voz 218-850-4283 john.voz@state.mn.us Dusty Van Thuyne 651-539-2573 dusty.vanthuyne@state.mn.us