MINUTES FROM THE AUGUST 10, 2017 REGULAR BOARD MEETING

Chairman Pesta called the Thursday, August 10, 2017 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Kenny Pesta, Dale Katterhagen, Norman Krause, Tom Williamson and Leland Buchholz. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Feedlot Advisor, Shannon Wettstein, Water Planner, Danielle Anderson, Conservation Technician, Lew Noska, Conservation Technician, Ethan Dahl, Conservation Corp, Sabin Adams, Pheasants Forever, and Russell Kleinschmidt, NRCS.

Commissioner Absent: Randy Neumann and Gary Kneisl.

The Pledge of Allegiance was recited.

Pesta asked if there were any additions to the agenda. Williamson made a motion, seconded by Katterhagen to approve the revised agenda for regular August 10, 2017 meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Pesta asked if there were any additions or corrections to the minutes from the July 13, 2017 regular board meeting. Katterhagen made a motion, seconded by Buchholz to approve the minutes as distributed from the July 13, 2017 regular board meeting. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

S. Katterhagen and Stieber reviewed July’s Program Summary. Buchholz made a motion, seconded by Katterhagen to accept July’s program summary with receipts totaling $31,909.85 and disbursements totaling $21,690.22. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve Riparian Buffer Cost Share policy (#20170810-01). Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Katterhagen to approve Countryside, Thunder Lodge, or the Hub for the location for the Awards luncheon depending on availability. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Williamson to approve encumbering CWP funds for City of Swanville, contract #2-16CWP, in the amount of $9,758.50 for a shoreline project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Krause made a motion, seconded by Buchholz to approve encumbering FY17 State Cost Share funds for Connie Davis, contract #6-14, in the amount of $174.25 for the well sealing project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.
Buchholz made a motion, seconded by Williamson to approve re-encumbering MPCA 319 funds in the amount of $8,959.82 & $148.40 for a total of $9,108.22. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve amendment to encumber additional MPCA 319 funds in the amount of $4,485.95, contract #10-14/319 for Paul Cebulla for a pit closure project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve payment of MPCA 319 funds for Paul Cebulla, contract #10-14/319 in the amount of $21,550.35 for pit closure project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Krause to approve amendment to encumbering additional MPCA 319 funds in the amount of $4,622.27, contract #11-14/319 for Paul Cebulla for a pit closure project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Buchholz to approve payment of MPCA 319 funds for Marcus Meiners, contract #12-14/319 in the amount of $63,577.97 for an Ag waste management project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Williamson made a motion, seconded by Buchholz to approve payment of FY16 State Cost Share funds for Marcus Meiners, contract #8-16 in the amount of $148.82 for an Ag waste management project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve payment of FY16 Local Capacity cost share funds for Marcus Meiners, contract #3-16LC in the amount of $880.01. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Katterhagen made a motion, seconded by Williamson to approve encumbering additional FY17 Local Capacity cost share funds in the amount of $3,689.60 for Marcus Meiners, contract #1-17LC. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Buchholz made a motion, seconded by Katterhagen to approve payment of FY17 Local Capacity cost share funds in the amount of $9,406.08 for Marcus Meiners, contract #1-17LC for an Ag waste management project. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

Board consensus to sign letter of acknowledgement for service for Ethan Dahl and Hagen Gamradt.

Krause made a motion, seconded by Williamson to approve board members to attend the AREA II meeting on September 6, 2017. Affirmative: Pesta, Katterhagen, Krause, Williamson and Buchholz. Motion Carried.

NACD 2017 INVOICE: Board acknowledge letter and invoice from NACD. No action was taken.

DISCUSS 2018 ANNUAL WORK PLAN—PRINCIPALS AND VALUES: Stieber reported that he is looking for input from the board of supervisors on the guiding principles to establishing goals for the District. The goal of the plan is to prioritize work load. Board would like Stieber to receive input from staff and to bring to the next board meeting.
Kleinschmidt joined the meeting at 9:30 a.m.

**DISCUSS 25 BY 25 WATER QUALITY TOWN HALL MEETING:** Board would like to see staff members attend the town hall meeting, and Katterhagen is interested in attending the meeting.

**COMMISSIONER REPORT:** No report.

**STAFF REPORTS:** (See attachment) Stieber reported he has been working with Gordon Township to close a mining pit that is too close to the road.

Anton explained that air quality exemptions are when she receives notifications from landowners that they moving, hauling manure, or stirring their pits. Anton also has been working on facility assessments for multiple farmers.

Anderson added that she received two waiver applications for the buffer program. Stieber also added that Anderson submitted a CWL application a Streambank project for Villard Township.

Wettstein reported that she submitted to CWL application for pit closures for the Partridge River Watershed area, and has a cemetery in the Motely area looking into Streambank project.

Noska reported that he is optimistic about getting the Wetland violations resolved.

S. Katterhagen reported that in the next month she hopes to start working on the 2018 budget with Stieber. Stieber added prior to starting the 2018 budget, the 2nd quarter wage report needs to be completed.

Dahl reported that he has been working with Joe Magner from the University about doing research on some of the lakes in Todd County.

Adams reported that he is reporting acres for completed conservation plans for CRP, two Ag Solver subscriptions were fulfilled.

Board commented that they have seen many pollinator plantings that have weed issues. Kleinschmidt reported it is best to call the County Weed Inspector, and they will contact NRCS.

Kleinschmidt reported he is working on EQIP and CSP programs.

**Other:** Krause noted that he received a complaint from a local contractor. Recently a local contractor contacted him about an issue regarding the wetland program and that the contractor finds it difficult to work with Todd County.

Chairman Pesta adjourned the meeting at 10:28 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be **held on Thursday, September 14, 2017 beginning at 8:30 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.**

Following the regular board meeting on Thursday, September 14, 2017 the Board of Supervisors will hold the Annual Awards Luncheon beginning at 11:15 a.m. Location will be determined after arrangements have been made.

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3 Page Todd SWCD Board Minutes from August 10, 2017
## Todd Soil & Water Conservation District
### SWCD Treasurer's Monthly Report
#### Program Summary

<table>
<thead>
<tr>
<th>Program</th>
<th>Cash Balance 07/01/17</th>
<th>Receipts 07/01/17</th>
<th>Disbursements 07/01/17</th>
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**Total**

- **Cash Balance**: $628,027.65
- **Receipts**: $31,900.85
- **Disbursements**: $21,690.22
- **Cash Balance**: $638,247.28

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Prepared by: Sarah Katterhagen, Program Coordinator

District Treasurer, Tom Williamson

Date: 8/10/17
Meetings & Coordination

• Participated in SWCD & PZ staff meetings as needed – generally 1X per week.
• Prepared for BOC meetings with action forms presented on July 5th and July 18th. Presented on lot split legislation implementation at BOC work session.
• Prepared for and participated in a SWCD board meeting.
• Participated in meeting organized by Shannon with Dr. Joe Magner re: Latimer and Long Lakes.
• Participated in TEP meeting and discussed cases with Lew as needed.
• Met with staff regarding grant development ideas.

Operations

• Began working on options to enhance Riparian Protection using funds made available to the county. Developed a plan for funds to cover a variety of activities.
• Accepted bid for vehicle and prepared BAF for approval by Commissioners to purchase vehicle.
• Attended 1 Department Head meeting.
• Presented on radio with Danielle speaking about buffers and ag water quality program.
• Worked with Sarah on 2018 budget preparation. Discussed with finance committee.
• Continued development of annual work plan and new format for the plan.

Field Projects and Activities

• Worked with Emergency Management Coordinator on response plan questionnaire.
• Participated in staff appreciation day.

Planning & Zoning

• Met with County Recorder and coordinated a plan to put forward a lot split resolution.
• Attended Gordon township meeting to discuss mining permit along roadway.
• Worked with staff on SSTS forms and backup requested by MPCA related to privys.
• Worked with Danielle and a model ordinance from BWSR to draft and submit a section of ordinance for review to allow buffer plan implementation and enforcement.
• Prepared materials, presentations, and follow-up for cases for Planning Commission and Board of Adjustment meeting.

Staff Management

• Participated in team training for SWCD staff and other departments (June 6th).
• Met with staff one-on-one as needed during the past month.
• Started mid-year progress meetings with staff and compiling training needs.
• Developed several coaching memo’s and reviewed with staff during the month.
• Met with Brian from Conservation Corps and UW Advisor for Ethan (our intern).
• Participated in supervisor training provided by HR Department.

Signatures

• Signed vouchers for SWCD and P&Z Expenses during the month.
• Signed WCA decisions for the month.
• Signed Planning and Zoning permits and decisions.
Feedlot Staff Report for- July 3, 2017 to August 9, 2017

Site visits (29 total):
- Meiners- Construction Inspections (2) and Final Compliance Inspection/ SWCD contract inspection (1)
- Buderus Stockyard- Construction Inspection (1) and assistance to contractors
- Baum- Feed Storage Final Compliance Inspection (1)
- Rewitzer- WCTSA Facility Assessment (1)
- Greenwaldt- Tentative: WCTSA Facility Assessment (1)
- Cebulla- Pre- Con Inspection and registration Update (1); Construction Inspections (10); and Final Compliance/ SWCD Contract Inspection (1)
- Hollerman Family Dairy- Assistance/ Conservation Delivery Visit (1)
- Varner/ Rowe Farm- Return to Full compliance Feedlot Inspection and SWCD Spot Check (1)
- Margaret Tomsche- Dry Cow Facility- CSF Permit Construction Inspection for Milkhouse Waste system and calf hutch site (1)
- Thom- Registration Inspection (1)
- Kraemer- CSF Construction inspection and Registration visit (1)
- Middendorf- WCTSA Facility Assessment (1)
- David Holmquist- WCTSA Facility Assessment (1)
- Steve Katterhagen- Stake Out and Pre- Con (1)
- Koska- Assistance/ Low Cost Fix visit (1)
- Curt Judd- Tentative: WCTSA Facility Assessment (1)

In Office Producer Meetings (2):
- 7/10 - Rowe
- 8/4 - Schmitz Red Angus

Complaints: (1) Feedlot Conditions on Lake; unsubstantiated by rule but L/O made voluntary resolution

Air quality exemptions (1)

Producer/Citizen Assistance (Feedlot Related): (51)

Meetings/ Trainings: SWCD Staff Meetings (7/24&31); Division Meeting (8/1); Livestock Advisory Meeting (7/19); SWCD Board meeting (7/13); Feedlot/NRCS Meeting (8/2); Draft Fertilizer Rule- Wadena (7/11); R&B labs Presentation (7/6); Meyer Dairy Extension Tour (8/1); Dirt rich: Soil Health Training (8/8 & 9)

Other: J-V Feeders Web Soil Survey, Facility Assessment & Permit Issued; Panek MinnFarm; Douglas County Mentorship; 319 data Collection for 319 grant (2 hrs); MPCA Mid- year reporting (6.5 hrs.); SWCD Quarterly Reporting (3.5 hrs.); AgBMP loan assistance; County feedlot/Zoning Assistance for customers purchasing property; Todd County Feedlot Tour Preparations; Review of Receipts/ SWCD 319 Contracts for meiners & Cebulla and SWCD Board Presentation Preparation; BWSR Grant Research (13.5 hrs.); Feedlot Registration Processing (to 8/2 = 17 hrs.); TEMPO Inspection Entry (9hrs.)

Submitted by Déjà C. Anton- SWCD Livestock Advisor, CFO — August 2, 2017

To Meet the Public’s Needs by Protecting the Land and Safeguarding the Water
Board meeting date: August 10th, 2017

Meetings, Training, Events & Outreach
- AgSolver Informational Meeting 7/10/2017
- RUSLE2 Training 7/11/2017

Buffers
- County Buffer Resolution
- Analyzing data and compliance
- Working with landowners to identify buffer needs
- Working in BWSR's BuffCAT (Buffer Compliance and Tracking Tool)
- Submitted “Other Waters” Resolution to BWSR
- Assist at counter
- Open Mic radio show
- Cost-share program
- Mailed waiver applications to 129 landowners
- Site visits/buffer flagging – 1

MAWQCP
- 13 applications being processed
- 11 certified producers
- Site visit/meetings
  - Peyton

Feedlots
- Assisting Deja with Registrations and Site Visits
- Site visits – 2

Trees
- Assist with tree selection for specific sites/conditions
- Site visits – 2

Cost Share
  Potential Project Site Visits
- Jay Noska – clean water diversion, exclusion fencing
Training
- None

Projects
- Current/Recently Completed Projects/Upcoming projects for approval
  - Swanville City Park, Pillsbury Lake
- Visited Cost Share Spot Checks
  - None
- Provided Technical Assistance & Potential projects for Shore Land / River Restoration / Erosion *
  - Long and Latimer Lake Association
  - Disher, Sauk
  - Tree assistance with Jason Kern, DNR forester at several locations
  - Kittelson, Long
  - Sinnen and Wolters, Big Swan
  - Bauer, Ashley Creek*
  - Motley Cemetery
  - Pine Island Residents (6)
  - Ziebarth, Bass
- Aquatic Invasive Species (AIS)
  - Reviewed watercraft inspection data
  - Planning on Starry Stonewart BioBlitz Day
  - Replaced two tablets for watercraft inspectors
  - Reported inspector harassment to the Todd County Sheriff’s Department
  - Veliger sampling
  - Press releases and advertising
- RIM/WRP
  - None
- Mississippi River Brainerd Watershed
  - Lake sampling in 11 lakes for July
  - Press Releases
- Outreach
  - Pine Island Lake Association Annual Meeting with Ethan Dahl
  - Arranged for two additional MPCA water quality readers on Bass and Pine Island Lakes
  - Todd County Fair booth set-up and take-down
- Meetings
  - SWCD Staff Meeting
  - NRCS Joint Meeting
  - Grant Meeting Discussions
- Funding
  - Applying for CWL funding through BWSR – Pit Closures along the Partridge River Watershed (Parts of Germaina, Bertha, Wykehame, Bartlett and Stowe Prairie)
- Other
  - MN Conservation Corp prep, shadowing and reviews
  - University of MN Professor Joe Magner evaluation of Long and Latimer Lakes
  - Enviro-Fest Planning
  - Reporting for SWAG
Reporting Dates: July 2017

**Trainings attended:** RUSLE2 Soil Erosion Training

**Upcoming trainings to attend:** September-Wetland Delineation, November-BWSR Academy

**WCA:**
New Applications received:
- Enos Borntreger – Eagle Valley Twp.
- Mike Marquardt – Iona Twp.

Notice of Decisions:
- Pete Bosl – Reynolds Twp.
- Kimberly Stach – Iona Twp.
- Enos Borntreger – Eagle Valley Twp.
- Mike Marquardt – Iona Twp.

Ongoing cases and Violations:
- Mose Miller – Eagle Valley Twp.
- Olaf Dahlgren C/O Josh Discher – Germania Twp.
- Eric Denny – Reynolds Twp.
- Dennis Thiel – Germania Twp.
- Tim Pesta – Long Prairie Twp. – Restoration Order

Customer outreach:
- 12 Site visits
- 30 Phone calls, office visits, etc.

**SWCD:**
- DNR OB Wells
- Unpermitted Pits
- Todd County Fair Display
- Survey and calculations for Stream Restoration Grant
- Lake Monitoring

**County:**
- Attended County Picnic
Financial/Administrative:
- Met with Tim regarding County budgets.
- S&W Budget planning has not started, due 2nd quarter reporting isn’t completed
- Reviewed July’s activity logs. 2nd quarter wages are not reflected in report, as staff are still completing timecards for Tim to review
- Provided comments/suggestions to Tim and Danielle about S&W Buffer Cost Share program
- Submitted request for reimbursement to Stearns SWCD for Ag Quality program
- Worked with Tim on the S&W Board agenda

Feedlot Program:
- Continue to work on registrations
- Updated PIT closure list with sites that should close their pit

Funding:
- MPCA 319 Grant will be closing out on August 31, 2017. Final payment will be approved during board meeting
- Worked with landowner on a cost share contract for a well sealing project. (Stowe Prairie)
- 1 potential AgBMP Loan application coming through for a septic system install

Meetings/Trainings:
- Attended Soil and Water staff meetings
- Attended NRCS/S&W Meeting

Upcoming Meeting/Trainings:
- BWSR Academy-End of October
- Point and Pay-(for credit card payments)
- Will be taking notes for BOA and PC Meetings while a staff member is out of the office

County Programs:
- Assisted in Septic Cost Share program and inventory program. (paperwork)
- Assisted Planning & Zoning in their septic inventory program
- Planning and Zoning vouchers and deposits
- Assisted at front counter when needed.
- Provided comments to Tim about County Riparian Funds
- Provided comments about Budgets

AIS Program:
- Updated tracking sheets

Upcoming Events:
- Enviro Fest—September 21, 2017
Staff Report
Sabin Adams
July 2017

- Signed 10 CRP Cons. Plans
  - 16.7 acres buffers
  - 163 acres Upland
  - 15.3 acres wetland
  - 20 acres pollinator
- Conducted NRCS WRP monitoring.
  - Becker County
  - East Polk County
- Continuing AgSolver Precision Ag Program
  - Two of Five Subscriptions gone. Stelling Land and Cattle, Cornerstone Farms.
  - Looking for recommendations.
- Finishing up RIM Wild Rice Easement.
  - One left. Blake Dirks Little Fish Trap Lake.
OVERVIEW

1. General Program Work
   - Wetland Meeting 07/11/17
   - Todd County Geology Research
   - Site visit from Minnesota Conservation Corps. Program Coordinator Brain Hubbard on 07/17/17

2. Training
   - GIS feedlot project
   - Zebra mussel veliger sampling

3. AIS Program
   - New AIS sign installments on Fairy and Cedar Lake

4. GIS
   - Feedlot Project for Todd County

5. Feedlot Program
   - Site Inspection visits with Deja Anton on 07/12/17 and 07/21/17.

6. Tree & Plant Surveys
   - Tree inspection sites with Forester Jason Kern

7. Erosion Control
   - Erosion bank inspection with Lew Noska on 07/28/17.
   - Multiple shoreline site visits on lakeshore management

8. Community Outreach
   - Pine Island Lake Association meeting on 07/22/17

9. Water Quality Sampling
   - Observation Wells with Lew Noska 07/25/17
   - Meeting with U of M professor Joe Magner on possible lake projects on 07/11/17.
   - Zebra mussel villager sampling at Pine Island and Big Swan with Shannon Wettstein.
   - Initial lake site inspection with U of M professor Joe Magner at Lake Latimer and Long Lake on 07/26/17.
   - Lake quality sampling at Pine Island, Little Sawn, Mary, Trace, Beauty, Bass, Lady, Twin, Long, Moose, Buck, Mons, and Bass Lake with Shannon Wettstein.