

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM July 10, 2019 REGULAR BOARD MEETING

Hubbard County Soil and Water Conservation District Board of Supervisors meeting
at 603 Central Avenue North, Suite 100, Park Rapids, MN.

Members present: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Bob Iles, Treasurer
Lynn Goodrich, Secretary
Don Sells, PR&I

Others present: Julie Kingsley, District Manager
William Lee, Water Quality Resource Specialist
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Jody Peek, NRCS Bemidji Team Lead
Tom Krueger, Hubbard County Commissioner

Chair Noyes opened the meeting at 8:30 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda: under New Business-non action (h) Forest Stewardship Policy Draft; under New Business-action item (f) East Crooked Lake Association Monitoring Contract; under Correspondence (a) Forest Stewardship with Beltrami SWCD and (b) Miscellaneous. **Supervisor Iles moved to accept the agenda as amended. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Goodrich had requested staff to update his report and read off as updated. **Supervisor Sells moved to approve the minutes as amended. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried.** Staff Reports will be recorded as “see attached reports” statement for the District staff and their individual reports will be included with the monthly minutes when posted to website.

TREASURER’S REPORT

Staff answered several questions on the financial reports submitted. Staff mentioned the addition of a new report that shows all project and grant totals at the end of the reporting month. The Board agreed that this report should be submitted monthly. Treasurer Iles presented the Treasurer’s report to the board, subject to the auditor’s review.

PUBLIC INPUT

Commissioner Krueger: Mr. Krueger indicated the hot topic at the county has been cabin leasing on county/public land and is looking for recommendations on how to improve the program going forward. The county will be addressing the Bolten CUP in a special meeting on July 17, 2019 at 6:00 pm.

Chair Noyes commented that the road construction has been great on county roads 38, 39 and 71 and the community members appreciated that the one road by Laporte was not torn up until after Ruby's Pantry and the Laporte Days events were completed.

DISTRICT CONSERVATIONIST & TEAM LEAD: *see attached reports*

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: attended Lakeport and Hart Lake township meetings; a plat book was donated to the Lions silent auction and went for \$32, he then identified all the publicity used for the event; attended the Mississippi River Headwaters 1W1P policy committee meeting and mentioned the bus tour scheduled through the watershed will be August 2nd with signup deadline date of July 10th; mentioned that we might want to get a 4 x 8 banner to hang up to help identify where we are located for our nitrate clinics. A suggestion was given to include a small map on each of the flyers to show location of the clinic for future events.

Supervisor Rettinger: attended the JPB meeting on June 25th and questioned the voting process at their meetings that every 3 months.

Julie gave highlights from the June 25th TSA 8 meeting.

Supervisor Sells: will be attending the Forestry meeting next week, July 18th, and they have a tour scheduled to a peat plant to learn about the harvesting/processing of peat.

Supervisor Iles: attended the Clover township meeting and worked the nitrate clinic with wife Nan and administrative assistant at the Laporte Independence Days. He mentioned that many clients looked over our information available while they waited for their test results.

Supervisor Goodrich: attended the MN COLA Minnesota Lakes & Rivers Advocates (MLR) annual meeting in Walker and was able to visit with Carrie Ruud and John Percell to discuss SWCD funding options; attended the Crow Wing Crest workshop and indicated that we should do more of this type of event and need to set ground rules for future presentations; attended the Minnesota Pollution Control Agency (MPCA) chloride workshop in Alexandria and handed out some information covering road salt, water softeners and contamination from agriculture/industrial/animal wastes (*1 teaspoon of salt will permanently destroy 5 gallons of lake water*). MPCA is working on a Clean Water Partnership (CWP) Program. More information is available at www.pca.state.mn.us or email Info.pca@state.mn.us.

Staff indicated that we are able to test lakes for critical chloride levels and indicated that it would be good to have the lake associations have their lake tested to get a baseline reading now for comparison in the future.

SWCD Staff: *see attached reports.*

OLD BUSINESS

- Financial Management Update: staff updated supervisors on the interest rates for the new CD and new checking account through the Citizens National Bank and indicated that the paperwork and the check are ready to take to the bank. Staff will go to the bank today and have signature cards ready for the Treasurer and Alternate Treasurer to sign.
- NRCS CIG Grant RFP application & letter of support: staff recommend that Hubbard SWCD participate in this program. **Supervisor Goodrich moved to commit to the “Integrating Precision Irrigation Conservation Technologies in Minnesota Central Sands” with an estimated commitment of \$2,500 per year for the next 4 years. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.** Chair Noyes signed both the letter and the Applicant In-kind Contribution form.

NEW BUSINESS

- JPB/TSA 8 Review: covered earlier.
- Nitrate Clinics Update: covered earlier.
- National Envirothon update: nothing to report at this time, update at next meeting.
- Awareness Articles: Supervisor Rettinger brought in a clipping from the Bemidji Advertiser about the upcoming nitrate clinics with information on how to take the sample and bring in for testing at one of our clinics.
- Staff is working on doing something for our 50th Anniversary at the Fall Area 8 meeting.
- Fair-final plans: staff handed out the new nitrate work schedule for the fair; the display board has been updated; the photo identification contest prizes will be a baseball hat for the 12-year-old and under, and a plat book for the adult winner. Supervisor Goodrich requested a hat for the 50th Anniversary. Staff will visit with Unknown Legends for the design and bring back next month.
- Tree Order: staff reviewed the trees that had been requested and asked for additional ideas for species to include. Supervisors would like to have all native species, keep the river birch over the paper birch because it is hardier, and bring updated information to next month’s meeting. COLA will have a new person to organize their 2020 tree orders.
- Area 8 Fall Tour: staff received a flyer from Clearwater SWCD recently for the Fall Tour and Area 8 meeting to be held September 12 & 13 at Itasca State Park and requested the anticipated attendance count by the August board meeting.
- Forest Stewardship Policy Draft: staff brought a policy draft to the board and asked for suggestions, additions or changes. Staff will update as indicated and bring to the August meeting.

Chair Noyes called for a break at 10:35 am.

Meeting reconvened at 11:00 am.

- Westfield Lakeshore Restoration Cost-Share Project: staff presented a recent request for help with 440 feet of shoreline on Garfield Lake and asked for approval from the Board to go ahead with the project. Chad Severts, from BWSR, indicated that he approves going forward with the plan prepared by Prairie Restorations, Inc. if Julie signs as the technical expert. **Supervisor Iles moved to go ahead with the Westfield Cost-Share Project**

and authorize up to \$8,500 and allow Julie to sign off as the technical expert.

Supervisor Sells seconded. Discussion: this contract will be treated, maintained and inspected like our normal cost share contracts, with the \$8,500 covering our 50% share of the total cost for the project through the normal 10-year period. **Affirmative: All.**

Opposed: None. Motion carried.

- Hauser Cost-Share Project: staff brought a plan, also on Garfield Lake, to the board that our TSA Area 8 engineers have been working on since last October. It is still not a complete plan, but staff would like to see if we could work on getting it moving forward. Supervisors would like to see the plan before approving. **Supervisor Sells moved to approve the Hauser Shoreline Protection Cost-Share Project up to \$3,000 of District funds contingent on an acceptable plan being delivered.** Chair Noyes called for a second. Without a second, this item is tabled.
- East Crooked Lake Association Monitoring Contract: staff will be attending the annual meeting on Saturday to do a presentation and expects to receive a signed contract to do lake testing on the following Monday. **Chair Noyes made a motion to move forward with the East Crooked Lake Water Chemistry Monitoring cost 2019 Quote and have it executed if signed. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** Chair Noyes questioned if there was length of validation for this quote and suggested that we add to this quote and our template.

The WQRS Annual Review, Administrative Assistant Review and Personnel items were moved to end of meeting for closed session.

CORRESPONDENCE

- Forest Stewardship with Beltrami SWCD: staff presented information about Forest Stewardship requests with any amount of land in the Mississippi Watershed can now go through the Beltrami SWCD application process with special grant monies they have received.
- Our nitrate testing schedule did not make it in the fair booklet, so the The Enterprise will run this information a couple of times before the fair.
- Staff requested supervisors' thoughts for their new badges with new logos, staff will prepare name tags with card stock and will work with Supervisor Goodrich to complete.
- Staff updated information for the a-frame signs with samples and costs and will bring more information to the next meeting.
- Staff will print off book markers for the fair as giveaways.
- Staff passed around an announcement on upcoming webinars and workshops through the U of M on Sustainable Forest Education Cooperative.
- There will be a meeting in Perham on Source Water Protection Collaborative.
- Staff received information from the MPCA regarding an online smart testing tool for counties to use to see if they are using the correct amount of chloride.
- Supervisors were reminded to register for the Mississippi River Headwaters 1W1P bus tour on August 2nd, Julie is planning to attend.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, August 14, 2019, at 8:30 a.m. in the office at 603 Central

Avenue North, Park Rapids, MN. Items on the agenda include: tree order update, Hauser Cost Share Project, Forest Stewardship Policy. Don Rettinger will have refreshments.

Chair Noyes requested that we move into a closed session for personnel review.

The meeting went into closed session at 11:39 am. The meeting reopened at 12:25 pm.

The District Manager and Personnel Committee recommend that both the Water Quality Resource Specialist and the Administrative Assistant continue their employment with the District with the appropriate step increase retroactive to their hire date. **Supervisor Goodrich made this as a motion. Chair Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

The board reluctantly accepted WQRS William Lee's pending resignation effective on 7/17/2019 and instructed the DM to process his final termination on his last day of work. They then discussed how to proceed with hiring a replacement District Manager (DM) and Water Quality Resource Specialist (WQRS). It was decided and the board directed DM Julie Kingsley to develop and fly a position announcement for District Manager ASAP to allow the new DM to have time before she retires to come up to speed as DM. We will fly a position for WQRS subsequent to hiring a DM, as Bob Gack will cover some of the WQRS responsibilities this summer.

ADJOURNMENT: Motion by Supervisor Iles to adjourn the meeting; meeting adjourned at 12:30 pm.

APPROVED: 8/14/2019
Date

SECRETARY: 
Lynn Goodrich, Secretary



Administrative Assistant Update



July 2019 Meeting

- **Forest Stewardship** – We received 1 more contract for a stewardship plan. We have 1,538 acres in process and can contract approximately 250 more acres with the grant \$ we originally tagged for Forest Stewardship Program. I emailed Chad Severts (BWSR) about using remain WQRS billable dollars in the 2017 Local Capacity Grant. He indicated we could. We have approximately \$16,000 available as of August 1st and we will need to figure need to be used towards the new WQRS hire.
- **Tree orders** – I researched possible trees to include in the 2020 tree order and visited with Julie for our list. (*see back*) I also checked into other surrounding SWCD pricings from 2019 sales and have attached a spreadsheet to show the results. In 2019 I used a 25% mark-up for our trees. I also calculated what our prices would be with a 35% and 40% mark-up on these same trees. (*see back*)
- **Rain monitoring sheets** – We had 31 monitors turn in June information.
- **SWCD Awareness** – will update at meeting. No new info from Dain on a web posting, will continue to check in with him.
- **Financial** – The new checking account has been opened with \$1,000 balance as well as the new \$50,000 CD. The 2018 LWMP Grant has been completed and I have update eLink with the financial information. We are working on closing out the 2018 Buffer Cost-Share grant by sending the remaining dollars back to BWSR hoping someone else can use. MCIT sent notice that we will be receiving our 2019 Dividend mid-November (WC = \$561 & Property/Casualty = \$312). I spent time on putting a Budget Comparison Report together and have included a copy with my report. The original thought was to do the report from 2014 – 2020, but with the accounting change over in 2016/2017 I decided to have a second option and
- **Fair Photo Contest** - We had 13 adult and 14 children entries for the photo guessing contest. We presented the winners with their prizes and have them posted to our Facebook page. It didn't seem like many items were picked up over the several days, I didn't have to replenish much this year.
- **Nitrate clinics** – This year's fair nitrate clinic brought in 86 clients with 98 tests: 47 < 1.0 ppm, 25 < 5.0 ppm, 6 < 10.0 ppm, 4 < 15.0 ppm, 3 < 20.0 ppm & 1 > 30.0 ppm. Aria, Marcel and I attended the Lake George Blueberry Festival Nitrate Clinic from 10am – 2pm. We had a total of 10 test with 8 under 1.0 and 2 under 5.0. Our August 2nd inhouse clinic brought in 19 clients with 22 tests – 4 < 1.0 ppm, 8 < 5.0 ppm, 2 < 10ppm, 4 < 15ppm and 1 > 15ppm.
- **Website & Social Media** – I updated both sites as needed including posting the DM position on our website and added a link to our Facebook page for the position. The Mississippi River Headwaters 1W1P has been added to our website and added a link for the 'One Watershed Online Survey' to our website and added a link to our Facebook page.
- **Workshops** – MCIT will be having a Risk Management Workshop in Bemidji on Sept 18th – cost \$65 and a Workers' Compensation Workshop in Bemidji on Oct 23rd – cost \$65. There is also a Payroll Law 2020 workshop in Bemidji on October 25th through Fred Pryor Seminars I'm checking out.
- **MCIT NOTICE** – In last month's bulletin there was an article indicating that we needed to follow the new 'Wage-theft and Employer Record Keeping Law'. We had everything needed on our check stubs other than our telephone number. It's been updated. There is also a recommended form



District Managers Report

August 14, 2019

- TSA 8 mtg. with Hubbard Township on Chippewa Loop. Will be a cost share project not a Long Lake Grant project if the surrounding landowners go along with the project. Township has not determined this yet.
- July 19, 2019: Worked the Hubbard County fair Nitrate clinic.
- July 20, 2019: Lower Crow Wing Lake Association meeting – did presentation on the Dept. of Agriculture Township Nitrate testing. Answered questions about aquatic vegetation, permitting, what you can and can't do. Handed out DNR brochure for when you need permits. They gave a stipend to the Nature Conservancy- Mississippi River headwaters for my presentation. This goes right back to what we are doing the easements with the Nature Conservancy.
- July 22, 2019: Meeting with City of Park Rapids on the possibility of a small park where the old train trestle bridge is on the Fish Hook River. I was there to talk about possible shoreline protection, buffers etc.
- July 24, 2019: Meeting with client, Edgewood Estates, after large washout down her driveway from the storm the Sunday before. She wanted technical advice on putting in a dry rock stream bed. When the association found out I was coming out on the 24th they started the project before. They were not doing it correctly and had a sediment basin at the end of the river bed that was 8 feet from the client's well. It should have been at least 50 feet from their well.
- July 24, 2019: Coalition of Lake Assoc. (COLA) meeting with Aria doing her presentation. Did a very good job.
- August 9, 2019: Colton Van Zee coming for refresher training for Aria, Bob and myself on Observation wells.

Cost Share:

- July 22, 2019: Client plan sent to them from Area 8 have not heard anything back from them for cost share. Have left three messages by phone and email no response.
- July 22, 2019: Client on Lake Lasalle. Bill Westerberg sent the landowners a letter stating that there are three avenues for them to take that he would be comfortable in doing designs for. Other than that, he will not design for them. The slope is too steep, and he will not guarantee the work done. Multiple calls to the land owners and no response back.
- July 26, 2019: calls and emails to clients, again no response.
- 7/30/2019: another call to client's, no response.
- July 31, 2019: Possible Cost Share for stormwater erosion at client site in Henrietta Township. Need to do site visit which is scheduled for August 8, 2019.

Leech Lake One Watershed One Plan:

- July 18, 2019: Reviewed draft MOA and made corrections. Eric Nerness and Josh Stevenson's (County Coordinators) were not there. Updated draft sent to the Policy committee for comment.

- July 31, 2019: Set up meeting with the City of Laporte at their next city council meeting to discuss the possibility of doing a stormwater assessment for the City of Laporte with remaining Leech Lake River 1W1P planning funds. **The meeting will be August 13, 2019 at 7 pm at the Lakeport Fire Hall.**

Mississippi Headwaters 1W1P:

- July 22, 2019: Advisory meeting, then steering committee meeting. Not well attended. Getting ready for Kick off events at Bemidji Brewing on July 29 and in Grand Rapids on July 30.
- July 29, 2019: Kick off event for Mississippi Headwaters 1W1P. Approximately 46 people showed up (no staff or agency people were included in this count). Did an overall explanation of the 1W1P and about the Mississippi 1W1P. Had the audience complete the survey that is also available online and should be done by August 12, 2019.
- August 2, 2019: Mississippi Headwaters bus tour and Policy and Steering committee meeting during the tour.
- July 29, 2019: Nevis Township, 8th Crow Wing Lake, determination if wetland to remove part of an ice ridge to access the lake and get their dock and boat lift out of the lake. August 1, 2019 submitted Notice of Decision that is a no loss and would be up to the Area Hydrologist and Environmental services for obtaining the necessary permits and a variance to do this. There is no wetland in the area they want to do work as stated in their application.
- NO August meeting of Advisory Committee or steering committee for Miss. Headwaters.

Nature Conservancy – Crow Wing Healthy Waters:

- July 22, 2019: Meeting, have one easement starting the process on the Straight River. Second set of letters should be going out to land owners on the Crow Wing River for easements.

WCA:

- July 26, 2019: Grey Goose Drive, Arago Township possible WCA violation. Second call this month on Grey Goose Drive homeowners association calling on each other for reporting violations. Need a site visit with Matt Johnson from BWSR. Called and talked to Jonathan Frieden, county attorney, about the plat covenant on this development with a common access lot. They don't want to lose their common access. If it was a WCA matter that is up to use. As far as enforcing the plat covenant that would then be on the homeowners, not the county.
- August 9, 2019: site visit for wetland determination Arago Township for building a garage.

<h3><u>Upcoming Events</u></h3>
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- **NEXT BOARD MEETING:** Wednesday August 14, 2019 at 8:30 am.
- Friday August 16, 2019: Leech Lake River Policy meeting 1pm Cass County Courthouse.
- Friday August 23, 2019: Aria's last day of work.
- Saturday August 31, 2019 Becida days Nitrate testing 10 – 2 pm

WQRS August 14 Board Meeting Notes

Reporting on activities July 1 – July 17

General Admin:

- Debrief meeting with Sharon N (HC COLA), Sally S (U of M Extension), Supervisor Goodrich and the District Manager regarding the Lakeshore Restoration Clinic I presented at in June, on improvements for next time and begin preplanning for 2020 – on July 1, 2019.
- Slightly edit Facebook flyer created by District Intern (good job Aria) for the lake association monitoring drive and post to district Facebook account and distribute to interested parties.
- Meeting with District Manger to announce and discuss my resignation, discuss priorities and tasks for my final few weeks – on July 2, 2019
- Review WQRS position description and job postings, suggest edits to District Manager.
- Create a Forest Stewardship Policy
- Assist Administrative Assistant and District Intern with maps for new running for SWCD supervisor pamphlet.
- Create a presentation for the annual East Crooked Lake Association Meeting about the lake trends that are available and talk about water quality monitoring and explain all the parameters we can test for; I presented my quote and agreement. They voted to sign the agreement and hired us to perform monitoring – on July 13, 2019
- Meeting with Bob Gack on July 12 to catch him up on activities this summer and show him the district boat. He said he'd be willing to winterize the boat for us.
- Work on Sonde multiple times calibrating and troubleshooting.
 - o **On July 15, 2019 I showed in detail Bob Gack, District Manager, Administrative Assistant and the District Intern, in person, how to fully calibrate our multiprobe/Sonde/NX10 V3 tablet equipment.**
- Last day I cleaned went through files, recycling and shredding as necessary. I went through my entire filing cabinet with the District Manager showing her where all the files were located. I also went through all 2019 WCA cases and explained what happened, how they went, when I issued documents, what still needed to be done, all due dates, everything else etc I also did this with all cost share projects with the District Manager.

Buffer:

- Performed an annual check up site visit at the Laporte Buffer Project with district Manager and District Intern on July 8, 2019. The buffer has reestablished very well and the vegetation that's coming back up looks fantastic, I'm very happy with the success of this project. On that same day I inventoried all leftover materials we had, consulted NRCS staff on their ideas and came up with a maintenance plan for the project. I went to Menards in Bemidji, Co-op in Bemidji, and L & M in Park Rapids for supplies and parts.
 - o On July 11, 2019 I replaced five 7-foot steel posts with 10 footers and used the 5 footers to reinforce on the drier side of one wetland area. Used all new fence clasps once the wire was re-strung. Used a turnbuckle on one of the end braces to pulled the brace back the other way. Built a barbed wire cage around the turnbuckle so the cattle would not mess with it. Showed landowner how to tighten turnbuckles and maintain fence going forward. Landowner said she would seed buffer area when able.

- Buffer compliance when I left was all compliant although the annual buffer check still needs to be done, I was hoping to at least start this but due to heavy workload throughout my time at HCSWCD including my last few weeks I did not have the time to do this.

WCA:

- Old case – landowner that had a violation last year came in to report that he had fixed the issue by July 1, 2019 which was the due date. I sent him a Voluntary Compliance Request last year to bring his site back into compliance, this was done because his tenant was the person creating a violation and he was willing to work with me. He removed the fill that was placed and vegetation has begun to reestablish. In my documents I stated that he needs to remove the fill that was placed and adhere to the HC ESD office revegetation plan, he did not want to follow this because that plan required him to plant 30 shrubs and there were no shrubs in the area before. After talking to Eric B. he still has to do this unless he can provide sufficient evidence that there were not any shrubs there before. I relayed this onto the landowner and it is up to him to appeal the vegetation plan to the ESD office, if not he must follow the plan.
- Old Case – landowners on Benedict lake would like to build a garage and a pole shed on their property. The District Intern and I went out in May to look at the site and I recommended they get a certified delineator. Landowners submitted delineation report in June that was inadequate. I informed the landowners and certified delineator that this was not adequate and they would need to submit an adequate version. On July 2, 2019 the landowners submitted an adequate version. I reviewed the documents and sent out a Notice of Application to the correct parties. I, Aria, and Matt Johnson went out on July 12 for site visit with the landowners and certified delineator. Both Matt and I agreed with the wetland boundaries and report as a whole. I filled out a TEP Finding Of Fact document to reflect these thoughts and to assist district staff in decision making for the notice of decision. I informed the district Manager of all due dates for comments and submittals and all case information as a whole. All dates, phone logs, documents etc is also in the WCA Master File on the S – Drive all of which I discussed with the District Manager.
- Old Case - last year I issued a Notice of Decision to deny an application because BWSR staff wanted to take a closer look at the wetland. On July 12, 2019 BWSR staff went out with me to determine wetland type and discuss the project. We determined the wetland to be a type 3 thus the landowner could not perform his project without a replacement plan, I sent them a letter discussing this and presenting alternatives that would not require a replacement plan.
- New Case – landowner on Benedict lake wants to do some vegetation management on a parcel they would like to sell, largely this is not under the scope of WCA and they can remove brush in a wetland in performed correctly. I said I won't issue and NOD without being on site, they live in Oregon so I sent them an RFA form to fill out and return, they did not return while I was there.
- New Case – Landowners on the Crow Wing Chain want to remove an ice ridge, Matt Johnson, district Intern and I were out on site and looked at the soils and vegetation determined it was not a wetland and we don't have any jurisdiction in this case but the DNR or County may have restrictions, I left an application on site and we explained how to apply. They came in a few days later and talked to the district manager for clarification.

Had other soft contacts with prospective buyers and general WCA questions in the office, through email and on the phone.

Cost Share:

- Coordinate with County ESD staff on the potential project on La Salle lake for potential issues. Bryan H sent me his prospective and potential issues. Bill W with TSA 8 wrote a memo for the landowners describing that he would need to design the driveway to 10 – 12 % grade and we would not participate

in a project unless the landowners agree to one of Bill's proposals. I sent this to the landowners and expressed our desire to help them and do a project there but they would have to agree with one of our ideas.

- Had a meeting with Hubbard Township Supervisor on July 11, 2019 to discuss the Chip Loop project. It was decided that Sharon N will contact the surrounding landowners and find out what their thoughts are for the project. If that goes well a boundary survey will be done and then go from there.
- I created a contract, worked with the contractor to come up with a final plan and I created an Operation and Maintenance Plan for the Westfield project. I sent these documents to the contractor and landowners for signature. I coordinated efforts and signature form all parties, when I left all that was left was to receive the documents from the Westfield's and have District signatures on the documents, other than that I had the project ready to go.

Fees For Service:

- Perform first round of Zebra Mussel Veliger sampling on East Crooked, Middle Crooked and Spider Lake with District Intern on July 3, 2019
 - o Perform second round of testing on July 15, 2019

Water Quality Sampling:

- Water quality sampling on Lake George and Benedict with District Intern on July 16, 2019

Water Quality Monitoring:

- Monitor water quality on East crooked Lake with District Intern on July 15, 2019 – \$250
- Monitor on Lake George and Benedict with District Intern on July 16, 2019

One Watershed One Plan:

- I sent all my work and report to Megan and Zach at Beltrami SWCD and explained what needed to be finished etc, hand over all responsibilities back to Beltrami staff.

July 17, 2019 was my last day, thus this report is only on about 2.5 weeks of activity.