|  |  |
| --- | --- |
| ole0 | WPLMN Interim Progress Report  Watershed Pollutant Load Monitoring Network (WPLMN)  *Doc Type: Contracts Interim Report* |

**Instructions on page 5**

**Due February 1, 2020**

**I. Project information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project title: | | | Mississippi River (St. Cloud) Watershed Partnership Monitoring | | | | | | | | | | | | | | | | | | | | |
| Contract number: | | | | | 8635 | | | | | | SWIFT number: | | 103096 | | | | | Purchase order number: | | | | | 3000015409 |
| **Local partner information:** | | | | | | | | | | | | | | | | | | | | | | | |
| Organization name: | | | | | | | Sherburne Soil and Water Conservation District | | | | | | | | | | | | | | | | |
| Street address: | | | | 425 Jackson Ave NW | | | | | | | | | | | | | | | | | | | |
| City: | Elk River | | | | | | | | | | | | | State: | MN | | | | | | | Zip code: | 55330 |
| Primary contact name: | | | | | | | | Francine Larson | | | | | | | | | | | | Phone: | | 763-220-3434 | |
| Email address: | | | | | | | | flarson@sherburneswcd.org | | | | | | | | | | | | Fax: | |  | |
| Fiscal contact name: | | | | | | | | Francine Larson | | | | | | | | | | | | Phone: | | 763-220-3434 | |
| Email address: | | | | | | | | flarson@sherburneswcd.org | | | | | | | | | | | | Fax: | |  | |
| Field contact name: | | | | | | | | Frances Gerde | | | | | | | | | | | | Phone: | | 763-220-3434 | |
| Email address: | | | | | | | | fgerde@sherburneswcd.org | | | | | | | | | | | | Fax: | |  | |
| **Reporting period:** | | | | | | | | | | | | | | | | | | | | | | | |
| Start date: | | 1/1/2019 | | | | | | | | End date: | | 12/31/2019 | | | |  | | | | |
|  | | *(mm/dd/yyyy)* | | | | | | | |  | | *(mm/dd/yyyy)* | | | | | | | | | | | | |
| **Project location:** | | | | | | | | | | | | | | | | | | | | | | | |
| Basin (check all that apply): | | | | | | | | | | | | | | | | | | | | | | | | |
| Red River  Rainy River  Lake Superior  Minnesota  Lower Mississippi  St. Croix  Upper Mississippi | | | | | | | | | | | | | | | | | | | | | | | | |
| Major watershed(s): | | | | | | Mississippi River St. Cloud | | | | | | | | | | | Hydrologic unit code(s): | | | | | | 07010203 | |
| **Project details:** | | | | | | | | | | | | | | | | | | | | | | | |
| Name of eligible laboratory: | | | | | | | | | Minnesota Valley Testing Laboratory | | | | | | | | | | | | | | | |
| How many full-time equivalents (FTEs) worked on this project in 2018 (total project hours/2,088 hours): | | | | | | | | | | | | | | | | | | | | | | | .08 | |
| Were there any staff changes on the project?  Yes  No | | | | | | | | | | | | | | | | | | |  | | | |  | |
| If yes, please describe: | | | | | | | | |  | | | | | | | | | | | | | | | |

**II. Activities completed**

**Table 1: Workplan activities**

1. **Please list activities completed during the report period. Include task level detail as appropriate**. Refer to the instructions for an example. (Insert more rows as needed by hitting the tab key in the last row/column.)

|  |  |
| --- | --- |
| **Objective and task** | **Description** |
| 1: Stream Monitoring Task A | Visited all sites on March 14th, 2019. Met with project manager at the Clearwater River site on July 29th, 2019. |
| 1: Stream Monitoring Task B | Borrowed sample bottles from Mille Lacs SWCD until received shipment from MVTL on March 25th, 2019. Calibrated equipment before first sampling on March 18th, 2019. |
| 1: Stream Monitoring Task C | The District Technician attended the WPLMN Webex training on March 5th, 2019 |
| 1: Stream Monitoring Task D | Ice out occurred March 19th, 2019. There was a large amount of snow melt, coupled with high water levels going into the fall of 2018 hydrographs jumped in the spring. Spring and early summer had several large storm events, followed by a few summer months of dry weather. Fall picked back up with storm events, water levels were above baseflow going into the winter. |
| 1: Stream Monitoring Task E | District Technician replaced pH probe and DO cap. pH port malfunctioning, received spare sonde from MPCA on June 12th, 2019, calibration was successful. |
| 1: Stream Monitoring Task F | Field measurements were collected when samples were collected. Photos, secchi tube measurements, and stream conditions were documented. pH was not measured for a period while the YSI sonde was malfunctioning. |
| 1: Stream Monitoring Task G | The field meter was calibrated as necessary and recorded into log book |
| 2: Data Management Task A | District Technician submitted field observations into Canvas on a bi-weekly basis. |
| 2: Data Management Task B | All field data including calibration logs were submitted to the MPCA by the November 1st, 2018 deadline. |
| 2: Data Management Task C | The District Technician completed load calculations for the St. Francis, Elk River, and Clearwater rivers and participated in verification sessions on October 25th, the second verification session was held in January of 2020. |
| 2: Data Management Task D | The District Technician attended the Flux32 Webinar on January 3rd, 2019 |
| 2: Project Oversight Task A | 14 invoices were submitted during the reporting period to the MPCA project manager |
| 2: Project Oversight Task B | The District Technician attended 28 of the weekly call-in meetings |
| 2: Project Oversight Task C | The District Technician attended the state-wide meeting on October 2nd, 2019 |
| 2: Project Oversight Task D | The District Manager and District Technician attended a mid-contract review meeting with the MPCA staff on December 11th, 2019. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Please answer the following questions relating to the deliverables for the project.** | | | | | |
| 1. Was the Quality Assurance Project Plan (QAPP) revised in 2019? | | | | | |
| Yes  No | If yes, approval date (mm/dd/yyyy): | | |  |
| 1. Were the field meter calibration logs, Canvas entries, and field notes submitted by February 1, 2018 (if applicable) and November 1, 2019? | | | | | |
| Yes  No | If no, please comment: | |  | | |
| 1. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)? | | | | | |
| Yes  No | If no, please comment: | | *One of the 3 pollutant loads was finished outside of the 60 day period.* | | |
| 1. Were you able to attend a majority of the weekly check in telephone conferences during the reporting period? | | | | | |
| Yes  No | If no, please comment: | |  | | |
| 1. Was a backup sampler used to collect any of the samples?   Yes  No If yes, please describe when, who, if they were trained, and any other details: | | | | | |
|  | |  | | | |

|  |  |  |
| --- | --- | --- |
| **3.** | **Please answer the following questions *and* provide comments.** | |
|  | Were you comfortable with your level of training and current ability to:   1. Collect stream samples over the entire range of the hydrograph?  Yes  No | |
| Comments:  *Checked in periodically with project manager to discuss sampling during events* | |
| b. Calibrate and use the field meter and equipment?  Yes  No | | |
| Comments: | |
| 1. Enter information into the GoCanvas application and submit the calibration log, field notes and additional photos?  Yes  No | |
| Comments: | |
| 1. Use the FLUX32 model accurately and submit pollutant loads?  Yes  No | |
| Comments: | |
| 1. Complete and submit invoices?  Yes  No | |
| Comments: | |
| **4.** | **Describe in detail any problems, delays, or difficulties that occurred in fulfilling the requirements of the work plan. How did you resolve these problems?**  *Determining the most effective times to sample in order to stay within the allotment of samples. I did exceed the designated 18 samples during the 2019 monioring season.* | |
| **5.** | **Were there any change orders and/or amendments to the contract and work plan? If yes, summarize the changes.**  Yes  No |
| Comments: | |
| **6.** | **Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, deliverables, deadlines, program directives):** |
|  | |

**III. Budget Information**

**Please copy the information on the Invoice tab from the Microsoft Excel Invoice workbook and paste into this Interim Progress Report template. See Instructions for details.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line Item** | **MPCA Funds Awarded** | **MPCA Funds Expended prior to this Invoice** | **MPCA Funds Expended this Invoice** | **MPCA Funds Expended** | **Balance** | **Budget Expended (%)** |
| Staff 1 District Technician | $23,668.56 | $21,748.35 | $250.02 | $21,998.37 | $1,670.19 | **93%** |
| Staff 2 WRS | $1,961.46 | $928.79 | $0.00 | $928.79 | $1,032.67 | **47%** |
| Staff 3 District Manager | $3,291.48 | $2,721.92 | $118.08 | $2,840.00 | $451.48 | **86%** |
| Ob 1 (Monitoring) Laboratory | $15,745.98 | $15,325.60 | $343.80 | $15,669.40 | $76.58 | **100%** |
| Ob 1 (Monitoring) Mileage | $3,607.90 | $3,191.89 | $0.00 | $3,191.89 | $416.01 | **88%** |
| Ob 1 (Monitoring) Shipping | $1,262.00 | $1,099.98 | $20.00 | $1,119.98 | $142.02 | **89%** |
| Ob 1 (Monitoring) Equipment & supplies | $2,050.18 | $1,923.44 | $0.00 | $1,923.44 | $126.74 | **94%** |
| **Total:** | **$51,587.56** | **$46,939.97** | **$731.90** | **$47,671.87** | **$3,915.69** | **92%** |

**Comments:**

**IV. Hydrographs**

**Comments:**





