



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: High Island Creek Pollutant Load Monitoring Project

Contract number: NA SWIFT number: 152265 Purchase order number: 3000023186

Local partner information:

Organization name: Sibley Soil and Water Conservation District

Street address: 112 5th Street, P.O. Box 161

City: Gaylord State: MN Zip code: 55334

Primary contact name: Jack Bushman Phone: 507-702-7077

Email address: jack.bushman@sibleyswcd.org Fax: _____

Fiscal contact name: Joel Wurscher Phone: 507-702-7077

Email address: joel.wurscher@sibleyswcd.org Fax: _____

Field contact name: Jack Bushman Phone: 507-702-7077

Email address: jack.bushman@sibleyswcd.org Fax: _____

Reporting period:

Start date: 2/13/2019 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): Lower Minnesota Hydrologic unit code(s): 07020012

Project details:

Name of eligible laboratory: MVTL, Inc.

How many full-time equivalents (FTEs) worked on this project in 2019 (total project hours/2,088 hours): .09

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
Task A	Conservation Technician visited site with MPCA and DNR staff to become familiar with sampling locations and on-site equipment.
Task B	Conservation Technician worked with MVTL, Inc., MPCA to get approved QAPP which was fully executed on 3/20/19.
Task C	Conservation Technician worked with MVTL, Inc., MPCA to get necessary equipment for monitoring and purchased supplies as needed throughout the year.
Task D	Due to wet conditions, 59 water quality samples were taken in the 2019 sampling season at sub watershed sites (S000-676 & S001-891) including QA/QC samples. All protocols defined in the WPLMN SOPG were followed. Samples were delivered to MVTL for analyses.
Task E	Following the WPLMN SOPG, field measurements were taken at each site visit during the 2019 sampling season. All measurements were recorded on approved field sheets and submitted electronically using GoCanvas.
Task F	All necessary calibration to the field meter was done in accordance with the WPLMN SOPG.
Task G	QA/QC lab data review was done in accordance with the workplan.
Task H	All visual observations, field meter measurements and water level information were submitted in a timely fashion using GoCanvas.
Task I	Submitted photos, copies of field sheets and field meter calibration log to MPCA Project Manager by November 1, 2019 deadline.
Task J	No FLUX32 modeling was done in 2019. Staff was not trained until 2020.
Task K	All expenditures were accounted for and invoices were submitted on a monthly to quarterly basis.
Task L	Completed reporting requirements using format provided by MPCA Project Manager. Interim progress report was submitted ahead of February 1 st , 2020 deadline.
Task M	Sibley SWCD staff met with Lee Ganske and Kelli on October 24, 2019 in St. Peter, MN to complete mid-project meeting requirements.
Task N	Participated in weekly telephone conferences March through October and monthly in November and December.
Task O	Kelli Nerem, MPCA provided training via multiple WebEx meetings and also an in person field training in March 2020. Sibley SWCD staff met with DNR on May 7. Sibley SWCD staff attended statewide WPLMN meeting in Brainerd on October 2, 2019.

2. Please answer the following questions relating to the deliverables for the project.

- a. Was the Quality Assurance Project Plan (QAPP) executed in 2019?
☒ Yes ☐ No If yes, approval date (mm/dd/yyyy): 3/20/2019
- b. Were the field meter calibration logs, Canvas entries, and field notes submitted by February 1, 2019 (if applicable) and November 1, 2019?
☒ Yes ☐ No If no, please comment: _____
- c. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?
☐ Yes ☒ No If no, please comment: No data available and training was not offered in 2019.
- d. Were you able to attend a majority of the weekly check in telephone conferences during the reporting period?
☒ Yes ☐ No If no, please comment: _____
- e. 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:

- a. Collect stream samples over the entire range of the hydrograph? ☒ Yes ☐ No

Comments:

Training before the sampling season helped prepare project staff. During the sampling season, communication with MPCA Project Manager ensured that samples were taken at appropriate times.

- b. Calibrate and use the field meter and equipment? ☒ Yes ☐ No

Comments:

Written instructions and in person training was adequate.

- c. Enter information into the GoCanvas application and submit the calibration log, field notes and additional photos?

☒ Yes ☐ No

Comments:

GoCanvas is easy to use. Logs, notes, and photos were submitted on time.

- d. Use the FLUX32 model accurately and submit pollutant loads? ☐ Yes ☒ No

Comments:

Training was not offered in 2019 and there was no data available.

- e. Complete and submit invoices? ☒ Yes ☐ No

Comments:

Training was adequate. Comments on invoices were provided in timely manner.

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?

No major problems, delays, or difficulties occurred. All minor issues were resolved by communicating with MPCA Project Manager.

5. Were there any change orders and/or amendments to the contract and work plan? If yes, summarize the changes.

☒ Yes ☐ No

Comments:

Change Order #1: This change order is needed to add funds for the potential analysis of five additional samples in September and October.

Move \$288.00 from Water Planner to Laboratory Analysis.

Change Order #2: This change order is needed to add funds for the potential analysis of four additional samples in September and October.

Move \$240.00 from Water Planner to Laboratory Analysis.

6. Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, deliverables, deadlines, program directives):

All of the trainings and meetings attended proved to be beneficial.

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 (%)
Conservation Technician	\$11,184.00	\$5,964.00	\$2,880.00	\$8,844.00	\$2,340.00	79%
Water Planner	\$432.00	\$0.00	\$0.00	\$0.00	\$432.00	0%
Laboratory	\$3,393.00	\$2,693.10	\$687.60	\$3,380.70	\$12.30	100%
Mileage	\$1,799.16	\$1,239.17	\$432.68	\$1,671.85	\$127.31	93%
Shipping	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0%
Lodging	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0%
Equipment and Supplies	\$367.00	\$54.94	\$38.30	\$93.24	\$273.76	25%
Meals	\$56.00	\$0.00	\$22.00	\$22.00	\$34.00	39%
Total:	\$17,431.16	\$9,951.21	\$4,060.58	\$14,011.79	\$3,419.37	80%

Comments:

Budget as of 12/31/2019.

IV. Hydrographs

Comments:

Hydrographs are provisional.

