

**Instructions on page 5
Due February 1, annually**

 Submittal date: 1/11/2022
 (mm/dd/yyyy)

 Approval date: 8/17/2022 Minnesota Pollution Control Agency (MPCA) approver: Kelli Nerem
 (mm/dd/yyyy)

I. Project information

 Project title: High Island Creek Watershed Pollutant Load Monitoring Project

 TEMPO Agency Interest ID: 196264 TEMPO Activity ID: PRO20200001

 SWIFT number: 173659 Purchase order number: 3000026115

Local partner information:

 Organization name: Sibley Soil and Water Conservation District

 Primary contact name: Joel Wurscher Phone: 507-702-7077 Email address: joel.wurscher@sibleyswcd.org

Reporting period:

 Start date: 1/1/2021 End date: 12/31/2021
 (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

 Name of eligible laboratory: MVTL, Inc.

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.09

II. Activities completed

Table 1: Workplan activities

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

Objective/task	Description
Task A	N/A
Task B	Project staff submitted invoices (4) by quarter.
Task C	Interim progress report submitted in lieu of a final progress report due to pending contract amendment. IPR was submitted ahead of February 1 st deadline.
Task C	Upon approval, the interim progress report was posted on www.sibleyswcd.org
Task D	Primary water sampler attended conference calls as scheduled by MPCA. Approx. bi-monthly.
Task D	A mid project meeting was held on November 16 th 2021.
Task E	Primary water sampler prepared for sampling season by following tasks listed in work plan.

Task E	Primary water sampler obtained all necessary sampling equipment (ice, bottles) as needed.
Task E	Project staff reviewed all necessary Aquatic Invasive Species (AIS) information.
Task F	Primary water sampler consulted all necessary weather forecasting and hydrographs to aid in determining sampling collection timing and frequency.
Task F	Primary water sampler reviewed all laboratory results within 5 days of receiving.
Task G	Primary water sampler ensured that field meter was properly calibrated during the sampling season.
Task G	All calibration was documented, and calibration logs submitted ahead of January 1st deadline.
Task H	22 water samples were collected at HIC-5P and 23 water samples were collected at HIC-10P by the primary water sampler during the sampling season.
Task H	1 field replicate was taken at each site by primary water sampler during sampling season.
Task H	1 equipment blank was taken by primary water sampler during sampling season.
Task I	Field visits and sampling was done by primary water sampler in accordance with MPCA guidance and contract workplan.
Task I	All GoCanvas submissions were submitted by the 1st and 15th of each month.
Task I	All field records were submitted on 04/29/2021,07/30/2021, 11/01/2021.

2. Please answer the following questions relating to the deliverables for the project. If deadlines were missed, please provide comments. Dates should be entered in the mm/dd/yy format.

- a. Quality Assurance Project Plan (QAPP) approval date: 3/24/20
- b. Was the QAPP revised during this reporting period? Yes No
 Revised date: _____ Reason for revision(s): _____
- c. Was the field meter calibration log submitted by January 1? Yes No
 If no, submittal date: _____ Comments: _____
- d. Were GoCanvas submissions completed by the 1st and 15th of each month (check one)?
 Rarely (9+ missed deadlines) Sometimes (3-8 missed deadlines)
 Almost always (1-2 missed deadlines) Always
 Comments: _____
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.
 Deadline January 1. Submittal date: NA Comments: No submissions during this time.
 Deadline May 1. Submittal date: 4/29/21 Comments: _____
 Deadline August 1. Submittal date: 7/30/21 Comments: _____
 Deadline November 1. Submittal date: 11/1/21 Comments: _____
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: N/A
- g. Were project staff able to attend the check in telephone conferences during the reporting period?
 Rarely (9+ missed meetings) Sometimes (3-8 missed meetings)
 Almost always (1-2 missed meetings) Never missed a meeting
 Comments: _____

3. 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:

MPCA staff collected samples on 10/5/2021.

4. Were you comfortable with your level of training and current ability to complete the obligations of your workplan?

Yes, my previous training allowed me to complete all obligations in the workplan.

5. Describe in detail any problems, delays, or difficulties that occurred in fulfilling the requirements of the workplan. How did you resolve these problems?

The sampling season went well. Events were sampled in a timely manner and all deadlines were met.

6. Were there any change orders and/or amendments to the contract and workplan? Yes No

If yes, summarize the changes:

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

MPCA staff have been very helpful in aiding project staff in completing the obligations of the workplan. MPCA guidance are easy to follow.

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. If budget information does not encompass all expenditures through December 31, please provide the date in the Comments. The documented amounts should be within 30 days of December 31.

Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	\$12,710.32	\$11,011.03	\$1,139.41	\$12,150.44	\$559.88	96%
Laboratory	\$5,821.68	\$4,314.60	\$304.00	\$4,618.60	\$1,203.08	79%
Mileage	\$2,225.25	\$1,583.93	\$112.00	\$1,695.93	\$529.32	76%
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$117.00	\$59.94	\$0.00	\$59.94	\$57.06	51%
Total:	\$20,874.25	\$16,969.50	\$1,555.41	\$18,524.91	\$2,349.34	89%

Comments:

As of 12/31/2021.

IV. Hydrographs

Please note hydrographs are provisional.

Comments:



