

Instructions on page 5
Due February 1, annually

Submittal date: 1/25/2021
(mm/dd/yyyy)

Approval date: 2/2/2021 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: 03/22/2020 End date: 12/31/2020
(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): 0.05

II. Activities completed

Table 1: Workplan activities

1. 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 B	Project staff prepared invoices (3) by quarter. Two were submitted in reporting period.
Task D	Primary water sampler attended conference calls as scheduled by MPCA which occurred bimonthly through October. There was also one call in December.
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	Field meter was properly stored during winter months.
Task G	Primary water sampler performed (2) temperature sensor checks during monitoring season.
Task G	All calibration was documented, and calibration logs submitted on November 2, 2020, ahead of January 1 st deadline.
Task H	13 water samples taken at each site (HIC-5P & HIC-10P) by primary water sampler during 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 H	All samples were driven to MVTL, Inc. in a timely manner. QAPP was followed.
Task I	Field visits and sampling was done by primary water sampler in accordance with MPCA guidance and contract workplan. All data and field observations were documented on a field sheet.
Task I	All GoCanvas submissions were submitted by the 1 st and 15 th of each month.
Task I	All field records were submitted on 08/10/2020 and 11/02/2020.

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: _____ Comments: N/A
 Deadline May 1. Submittal date: _____ Comments: N/A
 Deadline August 1. Submittal date: 8/10/20 Comments: _____
 Deadline November 1. Submittal date: 11/2/20 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:

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?**

Delays in contracting caused some problems in starting the sampling season. MPCA staff filled in during ice out and post ice out sampling to cover for Sibley SWCD staff. Precautions around the COVID-19 pandemic caused some difficulties and delays in March, April, and May. This was resolved when field work resumed.

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	\$4,105.81	\$314.32	\$4,420.13	\$8,290.19	35%
Laboratory	\$5,821.68	\$1,578.60	\$121.60	\$1,700.20	\$4,121.48	29%
Mileage	\$2,225.25	\$465.75	\$37.38	\$503.13	\$1,722.12	23%
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	\$23.52	\$1.49	\$25.01	\$91.99	21%
Total:	\$20,874.25	\$6,173.68	\$474.79	\$6,648.47	\$14,225.78	32%

Comments:

N/A

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

N/A

