MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

WPLMN/IWM Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN)
Intensive Watershed Monitoring (IWM)

Doc Type: Contracts Interim Report

Instructions on page 6.
Due February 1, annually

Submittal date: 1/8/2026 *(mm/dd/yyyy)*

Approval date: 8/31/2026 *(mm/dd/yyyy)* WPLMN Project Manager approver: Kelli Nerem

For joint WPLMN/ IWM projects: Approval date: 10/5/2026 *(mm/dd/yyyy)* IWM Project Manager approver: Lindsay Egge

I. Project information

Project title: High Island Creek Watershed Pollutant Load Monitoring Project

TEMPO Agency Interest ID: 191308 TEMPO Activity ID: PRO20240004

SWIFT number: 248093

Local partner information:

Organization name: Sibley Soil and Water Conservation District

Primary contact name: Jack Bushman Phone: 507-702-7077 Email address: jack.bushman@sibleyswcd.org

Reporting period:

Start date: 1/1/2025 *(mm/dd/yyyy)* End date: 12/31/2025 *(mm/dd/yyyy)*

Additional Details:

Name of eligible laboratory: Minnesota Valley Testing Laboratory, Inc. (MVTL, Inc.)

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.12

II. Activities completed

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
Project Oversight: Task A	An online training hosted by MPCA was attended on 2/18/25.
Project Oversight: Task B	Invoices were submitted quarterly.
Project Oversight: Task D	Primary water sampler attended conference calls throughout the monitoring season.
Project Oversight: Task D	A mid project meeting with Sibley SWCD and MPCA was held on December 10th, 2025.
Stream Monitoring: Task A	WPLMN SOPG was reviewed ahead of the 2025 monitoring season.
Stream Monitoring: Task B	Field meter was calibrated prior to sampling events.

Stream Monitoring: Task B	Field meter guidance for winter storage was followed post sampling season.
Stream Monitoring: Task B	Temperature sensor check was completed on 3/13/2025 & 5/27/2025.
Stream Monitoring: Task B	Calibration was documented via calibration logs at each occurrence.
Stream Monitoring: Task B	Calibration logs submitted to MPCA Project Manager on 12/3/2025
Stream Monitoring: Task C	18 WPLMN water quality samples were collected at S001-891 & S000-676 in 2025.
Stream Monitoring: Task C	Field replicates collected on 7/9/2025 & 9/4/2025 at S001-891 & S000-676.
Stream Monitoring: Task C	Equipment blank collected on 7/9/2025 at S000-676.
Stream Monitoring: Task C	COC forms were completed and all samples delivered to MVTL throughout the sampling season.
Stream Monitoring: Task D	IWM schedule and parameter list followed throughout the sampling season.
Stream Monitoring: Task D	E.coli samples delivered to the lab in a timely manner to ensure accurate analysis.
Stream Monitoring: Task D	COC forms were completed and all samples delivered to MVTL throughout the sampling season.
Stream Monitoring: Task E	Field measurements taken during all sampling events using HACH field meter.
Stream Monitoring: Task E	100 cm Secchi tube was utilized for stream transparency during all sampling events.
Stream Monitoring: Task E	Photos taken during each sampling event.
Stream Monitoring: Task E	Datalogger readings, error range, control conditions and water level information recorded during each sampling event.
Data Management: Task A	GoCanvas reports submitted after each sampling event.
Data Management: Task A	Field records submitted to MPCA in a timely manner See page 2 for dates.
Data Management: Task B	Lab reports were reviewed within 5 days of receiving.
Data Management: Task C	2022 Flux32 loads sent to MPCA project manager on 4/29/2025.
Data Management: Task C	Verification meetings on 9/10/2025 & 9/22/2025.

2. **If SWAG monitoring was included in this contract, describe any missed sampling details and any noteworthy site conditions that would be helpful when assessing the data.** 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.)

EQuIS ID	Sampling requirements fulfilled? Type **Yes** or **No** below:	Comments
S002-945	**Yes**	
S000-676	**Yes**	Low water levels Mid-August through October
S002-930	**Yes**	
S002-944	**Yes**	
S007-867	**Yes**	
S000-822	**No**	Sampling location moved to S003-371 due to road construction
S003-371	**Yes**	No May samples due to timing of change in sampling location

3. **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/yyyy format.*

a. Quality Assurance Project Plan (only applies to state university labs)

Approval date: _____

Was the QAPP revised during this reporting period? ☐ Yes ☐ No

Revised date: _____ Reason for revision(s): _____

b. Was the WPLMN field meter calibration log submitted by January 1? ☒ Yes ☐ No

If no, submittal date: _____ Comments: _____

c. Were WPLMN 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: _____

d. Please list the submittal dates *(in the reporting year)* for the WPLMN field sheets, field books, and extra pictures. Put 'NA' in Comments if there are no records or pictures to submit.

Deadline January 1: Submittal date (mm/dd/yyyy): N/A Comments: _____

Deadline May 1: Submittal date (mm/dd/yyyy): 5/1/2025 Comments: _____

Deadline August 1: Submittal date (mm/dd/yyyy): 7/30/2025 Comments: _____

Deadline November 1: Submittal date (mm/dd/yyyy): 11/3/2025 Comments: _____

e. Were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?

☐ Rarely ☐ Sometimes ☐ Almost Always ☒ Always ☐ Not Applicable

Comments: _____

f. 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: _____

g. Please list the submittal dates *(in the reporting year)* for the SWAG deliverables.

Field data Submittal date (mm/dd/yyyy): 11/18/2025 Comments: _____

Laboratory data Submittal date (mm/dd/yyyy): 11/18/2025 Comments: _____

Photos Submittal date (mm/dd/yyyy): _____ Comments: Submitted via GoCanvas

Calibration log Submittal date (mm/dd/yyyy): _____ Comments: See WPLMN Section

4. **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:

   Yes, Hayley Thies took WPLMN samples on 6/26/2025 at S000-676 & S001-891. She was trained in on 5/21/2025.

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

   Yes.

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

   S000-822 was not accessible due to road construction on State Hwy 93. May samples were missed at this site. The sampling location for Rush River was moved to S003-371.

7. **Were there any change orders and/or amendments to the contract and workplan? ☒ Yes ☐ No**

   If yes, copy the change order or amendment language here:

   Change Order #2: Upon review of the III. Sites and Schedules section, there were details missing. A verbal change order was issued in early May so sampling could continue while the change order was finalized.

   The following changes were made:

   1. Add sampling schedules for S000-676 for 2025 and 2026.

   2. Added WISKI IDs to the IWM sites so data entry can occur via GoCanvas.

   3. Updated an incorrect EQuIS ID in Section III and IV to the correct location at the bridge. S006-399 changed to S002-930.

   4. Added a temporary sampling location for S000-822. This site is under construction. S003-371 (W33096003) is the temporary location until construction is complete.

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

   All training and communications from MPCA project staff are instructive and well done.

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.

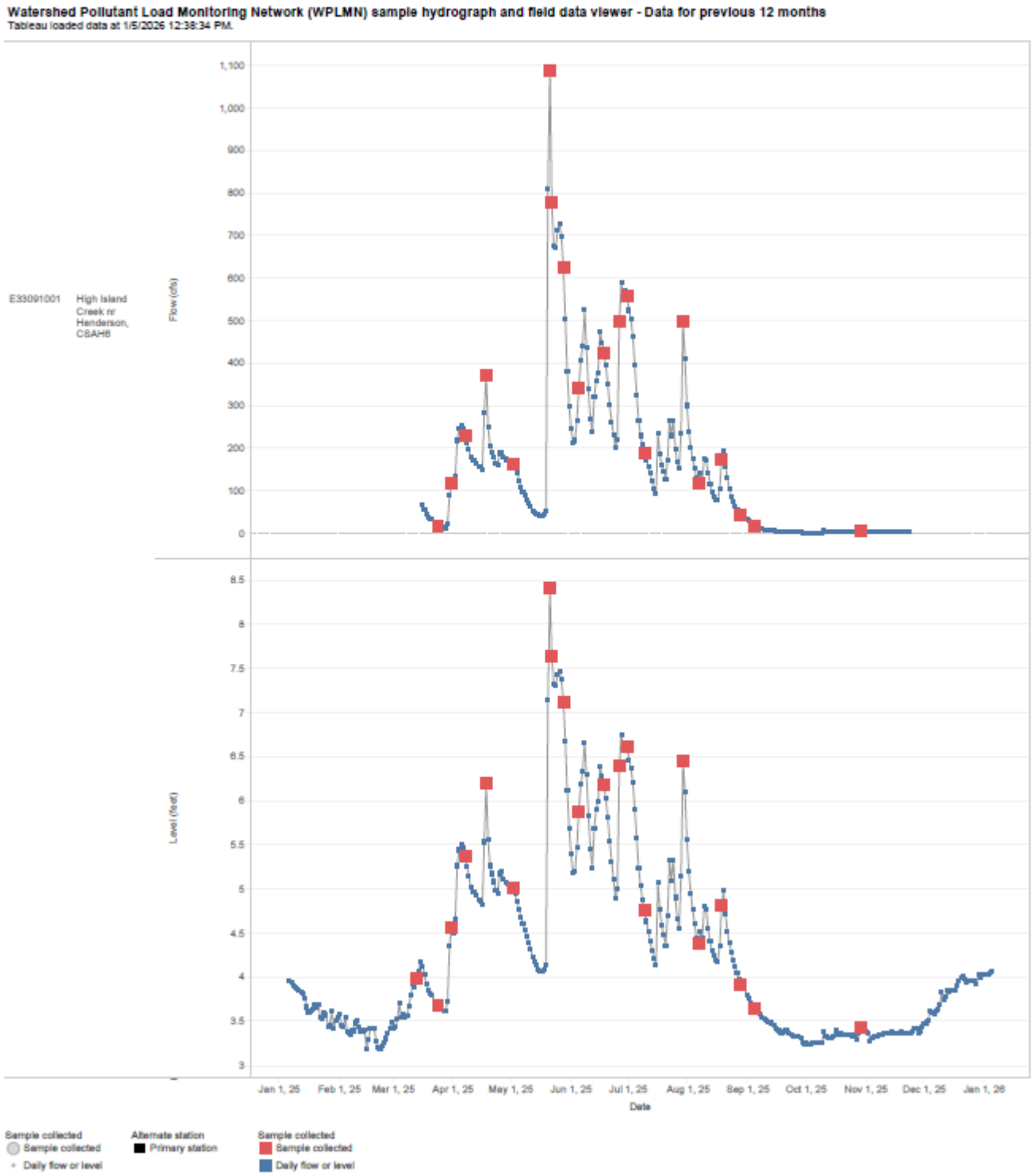
Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	$46,410.29	$22,556.94	$2,449.50	$25,006.44	$21,403.85	**54%**
Laboratory, Equipment/Supplies, Shipping	$16,108.41	$7,331.09	$92.39	$7,423.48	$8,684.93	**46%**
Travel (Mileage, Lodging and Meals)	$5,629.30	$2,475.90	$84.00	$2,559.90	$3,069.40	**45%**
Total:	**$68,148.00**	**$32,363.93**	**$2,625.89**	**$34,989.82**	**$33,158.18**	**51%**

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:



Watershed Pollutant Load Monitoring Network (WPLMN) sample hydrograph and field data viewer - Data for previous 12 months
Tableau loaded data at 1/5/2026 12:38:34 PM.

