

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

 Submittal date: 1/28/2022
 (mm/dd/yyyy)

 Approval date: 1/28/2022 Minnesota Pollution Control Agency (MPCA) approver: Anthony Dingmann
 (mm/dd/yyyy)

I. Project information

 Project title: Mississippi River (St. Cloud) Watershed Partnership Monitoring

 TEMPO Agency Interest ID: 196268 TEMPO Activity ID: PRO20200001

 SWIFT number: 179020 Purchase order number: 3000015409

Local partner information:

 Organization name: Sherburne Soil and Water Conservation District

 Primary contact name: Francine Larson Phone: x101 763-220-3434 Email address: flarson@sherburneswcd.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): Mississippi River St. Cloud Hydrologic unit code(s): 07010203

 Name of eligible laboratory: Minnesota Valley Testing Laboratory

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .07

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	The Urban Conservationist participated in a WebEx training on March 3, 2021 that included canvas updates, new ice out monitoring procedures and program information.
Task B	4 invoices were submitted by the District Manager during this reporting period to the MPCA Project Manager
Task C	2020 Interim report was submitted to the MPCA Project Manager on January 29, 2021. The report was approved on February 8, 2021.
Task C	The 2020 Interim Progress Report was posted on Sherburne SWCD's website on February 25 th , 2021
Task D	Urban Conservationist attended 18 of 19 weekly conference calls

Task D	Urban Conservationist and District Manager attended mid-project meeting with MPCA staff on December 6, 2021
Task E	Ice and distilled water was purchased throughout the season
Task E	Contacted MVTL to request sample bottles, maintained current copy of Permit to Appropriate and Transport Water for Water Quality Sampling.
Task F	Hydrographs and forecasts were monitored to determine hydrologic response times and sampling needs
Task F	Urban Conservationist submitted hydrograph analysis on July 20, 2021
Task F	Laboratory results were reviewed for errors as they were received
Task G	Field meter was calibrated according to the MPCA SOP guidelines
Task G	A replacement pH probe and DO cap were installed on 2/25/2021, both were calibrating out of range before replacements
Task G	All calibrations were documented in calibration log and submitted with final data by November 1 st , 2021
Task H	Ice out March 9 th , first sample March 11 th . Drought conditions most of the season. Sampling counts based on site; Elk – 18, St. Francis – 20, Clearwater – 16.
Task H	One duplicate was taken on 9/14/21 and an equipment blank was taken on 10/12/21
Task H	All samples shipped via SpeedDee to MVTL.
Task I	Collected field meter measurements during each sampling event, all field data was entered into GoCanvas and submitted prior to bi-weekly deadlines. Sherburne SWCD is paperless
Task J	Received xml's for all 3 sites and sent completed load files to MPCA project manager on November 12 th , 2021.
Task J	Participated in 2 verification sessions on 11/8/21 and 12/8/21

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: 7/2/20
- 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 - Paperless
 Deadline May 1. Submittal date: _____ Comments: N/A - Paperless
 Deadline August 1. Submittal date: _____ Comments: N/A - Paperless
 Deadline November 1. Submittal date: 11/9/21 Comments: _____
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: 2 of the 3 stations were received within the 60 day requirement
- 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?

I felt like I could have used a little more training while working through the hydrograph analysis.

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 only issue worth noting would be submitting completed Flux32 data within the 60 day window

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):

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	\$11,519.40	\$7,202.48	\$812.02	\$8,014.50	\$3,504.90	70%
Laboratory	\$5,672.70	\$4,525.90	\$425.60	\$4,951.50	\$721.20	87%
Mileage	\$1,890.60	\$833.28	\$35.28	\$868.56	\$1,022.04	46%
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	\$560.00	\$368.00	\$20.00	\$388.00	\$172.00	69%
Equipment and supplies	\$183.92	\$11.55	\$0.00	\$11.55	\$172.37	6%
Total:	\$19,826.62	\$12,941.21	\$1,292.90	\$14,234.11	\$5,592.51	72%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

