



Instructions on page 5

Due February 1, 2019

I. Project information

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

Contract number: 8635 SWIFT number: 103096 Purchase order number: 3000015409

Local partner information:

Organization name: Sherburne Soil and Water Conservation District

Street address: 425 Jackson Ave NW

City: Elk River State: MN Zip code: 55330

Primary contact name: Francine Larson Phone: 763-220-3434

Email address: flarson@sherburneswcd.org Fax: _____

Fiscal contact name: Francine Larson Phone: 763-220-3434

Email address: flarson@sherburneswcd.org Fax: _____

Field contact name: Frances Gerde Phone: 763-220-3434

Email address: fgerde@sherburneswcd.org Fax: _____

Reporting period:

Start date: 1/1/2018 End date: 12/31/2018
(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

Project details:

Amendment execution date: 6/26/2018

Name of eligible laboratory: Minnesota Valley Testing Laboratory

How many full-time equivalents (FTEs) worked on this project in 2018 (total project hours/2,088 hours): .08

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
1: Stream monitoring Task A	Familiarized sampling staff with monitoring sites, visited all 3 sites on March 5 th , 2018
1: Stream monitoring Task B	Acquired sample bottles from MVTL prior to sampling season, installed new pH probe and DO cap on March 22 nd , 2018.
1: Stream Monitoring Task C	The District Technician attended the WPLMN WebEx trainings on February 27 th , March 6 th and March 27 th .
1: Stream Monitoring Task D	Ice out occurred on March 16 th , 2018. There was a round of heavy snow early spring, the combination of a wet fall and late spring snow led to a large amount of spring melt. There were also late fall rains, one duplicate was used as a routine sample because of the need to monitor the event adequately.
1: Stream Monitoring Task E	Field Measurements were collected when samples were collected. Photos, secchi tube measurements, and stream conditions were documented.
1: Stream Monitoring Task F	The field meter was calibrated as necessary and recorded into log book
2: Data Management Task A	District Technician submitted field observations into Canvas on a bi-weekly basis
2: Data Management Task B	All field data including calibration logs were submitted to the MPCA by the November 1 st , 2018 deadline
2: Data Management Task C	The District Technician completed load calculations for the St. Francis, Elk River and Clearwater rivers and participated in verifications sessions on June 12 th and September 18 th
2: Data Management Task D	The District Technician participated in the Flux32 webinar on January 11 th , 2018
3: Project Oversight Task A	12 invoices were submitted during the reporting period to the MPCA project manager
3: Project Oversight Task B	The District Technician attended a majority of the weekly call-in meetings
3: Project Oversight Task C	The District Manager attended WebEx on invoicing with the MPCA in July of 2018
3: Project Oversight Task D	The District Technician and District Manager attended a mid-contract review meeting with MPCA staff on January 9 th , 2018

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

- Was the Quality Assurance Project Plan (QAPP) revised in 2018?
 Yes No If yes, approval date (mm/dd/yyyy): _____
- Were the field meter calibration logs, Canvas entries, and field notes submitted by February 1, 2018 (if applicable) and November 1, 2018?
 Yes No If no, please comment: _____
- Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?
 Yes No If no, please comment: _____
- Were you able to attend a majority of the weekly check in telephone conferences during the reporting period?
 Yes No If no, please comment: _____
- 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:

Dan Cibulka is the back up sampler, he has the proper training for WPLMN sampling. He sampled for the District Technician on June 18th and August 10th

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:

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

Comments:

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

Yes No

Comments:

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

Comments:

I am still learning how to determine when a change is needed in the Flux32 software, the verification sessions have been very helpful though.

- e. Complete and submit invoices? Yes No

Comments:

- 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?**

The only issue I had was judging when to sample to maximize the reduce amount of samples allotted for subwatershed sites, especially as samples became limited during the fall storm events. I sought advice from project managers, which was very helpful.

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

Yes No

Comments:

A changed order was executed on January 22nd, 2018. An amendment was executed on June 26th, 2018

- 6. Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, 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.

Line Item	MPCA Funds Awarded	MPCA Funds Expended prior to this Invoice	MPCA Funds Expended this Invoice	MPCA Funds Expended	Balance	Budget Expended (%)
Staff 1 District Technician	\$23,668.56	\$14,768.61	\$41.67	\$14,810.28	\$8,858.28	63%
Staff 2 WRS	\$1,961.46	\$928.79	\$0.00	\$928.79	\$1,032.67	47%
Staff 3 District Manager	\$3,291.48	\$2,042.96	\$29.52	\$2,072.48	\$1,219.00	63%
Ob 1 (Monitoring) Laboratory	\$15,745.98	\$11,830.30	\$0.00	\$11,830.30	\$3,915.68	75%
Ob 1 (Monitoring) Mileage	\$3,607.90	\$2,272.13	\$0.00	\$2,272.13	\$1,335.77	63%
Ob 1 (Monitoring) Shipping	\$1,262.00	\$849.98	\$0.00	\$849.98	\$412.02	67%
Ob 1 (Monitoring) Equipment & supplies	\$2,050.18	\$1,384.45	\$0.00	\$1,384.45	\$665.73	68%
Total:	\$51,587.56	\$34,077.22	\$71.19	\$34,148.41	\$17,439.15	66%

Comments:

IV. Hydrographs

Comments:



