

Instructions on page 5.

Submittal date: 3/11/2024
 (mm/dd/yyyy)

Approval date: 3/26/2024 Minnesota Pollution Control Agency (MPCA) approver: Anthony J. 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

Local partner information:

Organization name: Sherburne SWCD

Primary contact name: Francine Larson Phone: 763-220-3434 Email address: flarson@sherburneswcd.org
 Phone: x101

Reporting period:

Start date: 1/1/2024 End date: 3/18/2024
 (mm/dd/yyyy) (mm/dd/yyyy)

Project location:

Name of eligible laboratory: Minnesota Valley Testing Laboratories (MVTL)

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .01

II. Activities completed

- Please list activities completed during the reporting period. 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	Description
Task B	District Manager submitted final invoice for contract.
Task C	District Manager submitted the 2023 Interim Progress Report prior to Feb. 1 st deadline, on Jan. 22 and it was approved by the MPCA Project Manager on Jan. 29, 2024.
Task C	In March, Sherburne SWCD staff drafted the Final Progress Report and submitted it to the Project Manager on March 18th and it was approved on March 26, 2024.
Task D	Urban Conservationist attended all conference calls within final reporting period.
Task E	Urban Conservationist visited all 3 sites to check for ice out on February 1 st , 2024. Bottles were ordered and shipped to the SWCD.
Task G	Equipment was calibrated on February 2 nd before first sampling run.
Task H	Ice out samples occurred on February 7 th and 8 th , 2024.
Task H	Urban Conservationist collected a total of 3 samples per site within the final reporting period.
Task I	Field observations and measurements were submitted in GoCanvas.

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/yyyy format.

- a. Quality Assurance Project Plan (QAPP) approval date: 7/2/2020
- 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 (mm/dd/yyyy): _____ 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 (*in the reporting year*) for field sheets, field books, and extra pictures by deadline date.
Jan 1 (if applicable)* Submittal date (mm/dd/yyyy): _____ Comments: NA
May 1 Submittal date (mm/dd/yyyy): _____ Comments: NA
August 1 Submittal date (mm/dd/yyyy): _____ Comments: NA
November 1 Submittal date (mm/dd/yyyy): _____ Comments: NA

*this would be previous year's data.

- f. If applicable, were pollutant loads submitted within 60 days of receiving the .xml?
 Rarely Sometimes Almost Always Always
Comments: Pollutant loads were not sent to partner or calculated during this reporting period
- 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

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

Inconsistent spring weather made it difficult to predict when final samples could occur before ending existing contract. Consistent communication between Sherburne staff and the MPCA Project Manager aided in reviewed river levels, precipitation and previous samples and planning when sampling should occur to maximize sampling efforts.

6. Were there any change orders and/or amendments to the contract and workplan during this reporting period?

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 Final 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 (%)
Personnel	\$22,523.51	\$21,251.32	\$1,272.19	\$22,523.51	\$0.00	100%
Laboratory	\$13,770.28	\$13,033.74	\$608.40	\$13,642.14	\$128.14	99%
Mileage	\$2,651.12	\$2,520.67	\$126.63	\$2,647.30	\$3.82	100%
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	\$1,198.00	\$1,138.00	\$53.00	\$1,191.00	\$7.00	99%
Equipment and supplies	\$6,298.09	\$6,298.09	\$0.00	\$6,298.09	\$0.00	100%
Total:	\$46,441.00	\$44,241.82	\$2,060.22	\$46,302.04	\$138.96	100%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

Watershed Pollutant Load Monitoring Network (WPLMN) sample hydrograph and field data viewer - Historic data

