

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

Submittal date: 1/22/2024  
(mm/dd/yyyy)

Approval date: 1/29/2024 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: 3000026710

#### Local partner information:

Organization name: Sherburne SWCD

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

#### Reporting period:

Start date: 1/1/2023 End date: 12/31/2023  
(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 Laboratories (MVTL)

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .03

### 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	Urban Conservationist participated in the Ice-Out WebEx training on February 16 <sup>th</sup> , 2023 that included canvas updates, pollutant trends, and ice out guidance
Task B	4 invoices were submitted by the District Manager during this reporting period to the MPCA Project Manager
Task C	2022 Interim report was submitted and approved by the MPCA Project Manager on January 30 <sup>th</sup> , 2023.
Task D	Urban Conservationist attended 15 of the 22 weekly conference calls.
Task D	Urban Conservationist attended MPCA YSI training on February 14 <sup>th</sup>

Task E	Ice and distilled water was purchased as needed throughout the sampling season
Task E	Contacted MVTL to request sample bottles
Task F	Reviewed weather forecasting websites and Cooperative Stream Gaging Websites regularly throughout the monitoring season.
Task G	Field meter was calibrated according to MPCA SOP guidelines throughout the sampling season
Task H	Checked all 3 sites for ice-out on March 17 <sup>th</sup> . Ice out occurred March 17 <sup>th</sup> -20 <sup>th</sup> . First sample at Clearwater was March 17 <sup>th</sup> , and March 20 <sup>th</sup> at St. Francis and Elk. One large peak after spring melt, followed by drought and low water levels summer and fall.
Task H	Sampling counts based on site including one duplicate; Elk River - 19, St. Francis - 21, Clearwater - 20
Task H	One duplicate was taken on 7/17 and an equipment blank was taken on 10/23.
Task H	Samples were either picked up by the MVTL courier or shipped via SpeeDee to MVTL
Task I	Collected field meter measurements until meter stopped working in May. All field data was entered into GoCanvas and submitted prior to bi-weekly deadlines. Sherburne SWCD is paperless.
Task J	Completed Flux32 work for 2020 data and submitted zip files to MPCA project manager on the following dates for each sample: Clearwater - 3/9/2023, Elk River - 5/24/2023, and St. Francis - 9/18/2023
Task J	Attended verification sessions on 3/21/2023, 7/14/2023, 10/5/2023

**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: 11/2/23 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: \_\_\_\_\_  
 Deadline May 1. Submittal date: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Deadline August 1. Submittal date: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Deadline November 1. Submittal date: 11/2/23 Comments: \_\_\_\_\_
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?  
 Rarely  Sometimes  Almost Always  Always  
 Comments: 2 out of 3 sites were slightly over the 60 day deadline
- 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: 7 meetings were missed due to time off or field work

**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?

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

*More call-in meetings were missed than a typical year due to other scheduling conflicts, communicated as needed with MPCA project manager for any missed content.*

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	\$22,523.51	\$20,052.12	\$1,199.20	\$21,251.32	\$1,272.19	94%
Laboratory	\$13,770.28	\$12,560.54	\$473.20	\$13,033.74	\$736.54	95%
Mileage	\$2,651.12	\$2,341.02	\$179.65	\$2,520.67	\$130.45	95%
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	\$1,098.00	\$40.00	\$1,138.00	\$60.00	95%
Equipment and supplies	\$6,298.09	\$6,298.09	\$0.00	\$6,298.09	\$0.00	100%
<b>Total:</b>	<b>\$46,441.00</b>	<b>\$42,349.77</b>	<b>\$1,892.05</b>	<b>\$44,241.82</b>	<b>\$2,199.18</b>	<b>95%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

### Comments:

