

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

Submittal date: 1/29/2021  
(mm/dd/yyyy)

Approval date: 2/8/2021 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: 103096 Purchase order number: 3000015409

**Local partner information:**

Organization name: Sherburne Soil and Water Conservation District

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

**Reporting period:**

Start date: 7/1/2020 End date: 12/31/2020  
(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): .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 B	2 invoices were submitted since the beginning of this contract in July
Task D	Urban Conservationist attended 10 of the 11 bi-weekly conference calls
Task F	Hydrographs and forecasts were monitored to determine hydrologic response times and sampling needs
Task F	Urban Conservationist began hydrograph analyses in December of 2020
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 8/10/2020, 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 <sup>st</sup> , 2020
Task H	21 samples were taken between 7/1-10/31/2020. This included one field blank and one field duplicate. Only one field duplicated was taken due to lack of significant flow changes.
Task H	All samples were either shipped or pick-up via lab courier and transported to MVTL within all required holding times.
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 25 <sup>th</sup> , 2020.
Task J	Participated in one verification session on December 10 <sup>th</sup> , 2020.

**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: NA  
 Deadline May 1. Submittal date: \_\_\_\_\_ Comments: NA  
 Deadline August 1. Submittal date: \_\_\_\_\_ Comments: NA  
 Deadline November 1. Submittal date: \_\_\_\_\_ Comments: NA
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?  
 Rarely  Sometimes  Almost Always  Always  
 Comments: \_\_\_\_\_
- 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?

*No issues*

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	\$1,083.07	\$1,447.47	\$2,530.54	\$8,988.86	22%
Laboratory	\$5,672.70	\$1,121.10	\$425.60	\$1,546.70	\$4,126.00	27%
Mileage	\$1,890.60	\$199.53	\$36.23	\$235.76	\$1,654.84	12%
Lodging	\$0.00	\$0.00		\$0.00	\$0.00	100%
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Shipping	\$560.00	\$110.00	\$20.00	\$130.00	\$430.00	23%
Equipment and supplies	\$183.92	\$1.99	\$0.00	\$1.99	\$181.93	1%
<b>Total:</b>	<b>\$19,826.62</b>	<b>\$2,515.69</b>	<b>\$1,929.30</b>	<b>\$4,444.99</b>	<b>\$15,381.63</b>	<b>22%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

Comments:

