



# WPLMN Interim Progress Report

## Watershed Pollutant Load Monitoring Network (WPLMN)

Doc Type: Contracts Interim Report

Instructions on page 5

**Due February 1, 2017**

### 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 SWCD

Street address: 14855 Highway 10

City: Elk River State: MN Zip code: 55330

Primary contact name: Francine Larson Phone: 763-241-1170 x5368

Email address: flarson@sherburneswcd.org Fax: 763-635-0037

Fiscal contact name: Francine Larson Phone: 763-241-1170 x5368

Email address: flarson@sherburneswcd.org Fax: 763-635-0037

Field contact name: Frances Gerde Phone: 763-241-1170 x5370

Email address: fgerde@sherburneswcd.org Fax: 763-635-0037

#### Reporting period:

Start date: 7/1/2016 End date: 2/1/2017  
 (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): 0701203

Name of eligible laboratory: MVTL

How many full-time equivalents (FTEs) worked on this project in 2016 (total project hours/2,088 hours): \_\_\_\_\_

### 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 for an example. (Insert more rows as needed by hitting the tab key in the last row/column.)

Objective and task	Description
Stream Monitoring Task A	Familiarized sampling staff with monitoring sites, visited all 3 sites on February 25 <sup>th</sup> , 2016.
Stream Monitoring Task B	The local partner completed and submitted the QAPP to MPCA on June 10 <sup>th</sup> , 2016. The QAPP was fully executed on June 16 <sup>th</sup> , 2016.
Stream Monitoring Task C	Acquired sample bottles from MVTL prior to sampling season

Stream Monitoring Task D	The District Technician attended WebEx trainings on February 11 <sup>th</sup> , 18 <sup>th</sup> and 25 <sup>th</sup> with the MPCA and DNR
Stream Monitoring Task E	The field meter was calibrated as necessary and recorded into a log book. Ice out occurred on March 1st and the season was abnormally wet throughout the year. Sample counts by site: Elk River: 20, St. Francis: 21, and Clearwater River: 24. Two field duplicates were collected at each site and included in the counts above. There was one equipment blank collected in August.
Data Management Task A	The District Technician attended the FLUX32 training on December 14th hosted by the MPCA.
Data Management Task B	The District Technician documented field data into the EQUIS template on a biweekly basis throughout the monitoring season. This information was submitted to our MPCA Project Manager on October 31 <sup>st</sup> .
Data Management Task C	The District Technician entered field information into the Canvas application routinely. All inspections were submitted by the November 1 deadline.
Data Management Task D	The District Technician completed load calculations for the Elk River and has participated in one verification session on January 31 <sup>st</sup> with a second planned in February.
Project Oversight Task A	Six invoices were submitted during the reporting period to our MPCA Project Manager.
Project Oversight Task B	The District Technician attended 11 of the weekly can-in meetings
Project Oversight Task C	District Manager attended WebEx on invoicing with MPCA in April

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

- a. Was the Quality Assurance Project Plan (QAPP) approved by the Quality Assurance/Quality Control (QA/QC) Coordinator and your Project Manager prior to the monitoring season?

Yes  No Approval date (mm/dd/yyyy): 6/16/16

If no, please comment: \_\_\_\_\_

- b. Were the field meter calibration log, EQUIS template, Canvas entries, and field notes, submitted by November 1?

Yes  No If no, please comment: \_\_\_\_\_

- c. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?

Yes  No If no, please comment: \_\_\_\_\_

- d. Were you able to attend a majority of the weekly check in telephone conferences during the reporting period?

Yes  No If no, please comment: \_\_\_\_\_

- e. 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:

**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 data and information completely into the EQUIS template, the Canvas application and the calibration log?

Yes  No

Comments:

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

Comments:

*Submitted all zip files for site S000-278 on 1/25/16. Have not received xml files for sites S002-952 or S004-508.*

- 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?**

*There were no problems fulfilling the requirements of the work plan*

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

Yes  No

Comments:

- 6. 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.

Objective	Line Item	MPCA Funds Awarded	MPCA Funds Expended prior to this Invoice	MPCA Funds Expended this Invoice	MPCA Funds Expended	Balance	Budget Expended (%)
1) Monitoring	Personnel	\$11,046.36	\$2,243.38	\$0.00	\$2,243.38	\$8,802.98	20%
1) Monitoring	Laboratory	\$11,295.00	\$3,313.20	\$0.00	\$3,313.20	\$7,981.80	29%
1) Monitoring	Travel	\$1,639.44	\$561.60	\$0.00	\$561.60	\$1,077.84	34%
1) Monitoring	Shipping	\$1,000.00	\$191.00	\$0.00	\$191.00	\$809.00	19%
1) Monitoring	Equipment & supplies	\$2,069.00	\$310.00	\$0.00	\$310.00	\$1,759.00	15%
2) Data Management	Personnel	\$8,392.11	\$1,146.90	\$344.07	\$1,490.97	\$6,901.14	18%
3) Project Oversight	Personnel	\$6,461.37	\$715.82	\$150.81	\$866.63	\$5,594.74	13%
<b>Total:</b>		<b>\$41,903.28</b>	<b>\$8,481.90</b>	<b>\$494.88</b>	<b>\$8,976.78</b>	<b>\$32,926.50</b>	<b>21%</b>

Comments:

## IV. Hydrographs

Comments:



