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

Fiscal contact name: Francine Larson  Phone: 763-241-1170 x5368  Email address: flarson@sherburneswcd.org

Field contact name: Frances Gerde  Phone: 763-241-1170 x5370  Email address: fgerde@sherburneswcd.org

Reporting period:
Start date: 7/1/2016  End date: 2/1/2017

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

1. 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.)

<table>
<thead>
<tr>
<th>Objective and task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stream Monitoring Task A</td>
<td>Familiarized sampling staff with monitoring sites, visited all 3 sites on February 25th, 2016.</td>
</tr>
<tr>
<td>Stream Monitoring Task B</td>
<td>The local partner completed and submitted the QAPP to MPCA on June 10th, 2016. The QAPP was fully executed on June 16th, 2016.</td>
</tr>
<tr>
<td>Stream Monitoring Task C</td>
<td>Acquired sample bottles from MVTL prior to sampling season</td>
</tr>
</tbody>
</table>
Stream Monitoring
Task D
The District Technician attended WebEx trainings on February 11th, 18th and 25th 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 31st.

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 31st 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: ________________________________
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.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Line Item</th>
<th>MPCA Funds Awarded</th>
<th>MPCA Funds Expended prior to this Invoice</th>
<th>MPCA Funds Expended this Invoice</th>
<th>MPCA Funds Expended</th>
<th>Balance</th>
<th>Budget Expended (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Monitoring</td>
<td>Personnel</td>
<td>$11,046.36</td>
<td>$2,243.38</td>
<td>$0.00</td>
<td>$2,243.38</td>
<td>$8,802.98</td>
<td>20%</td>
</tr>
<tr>
<td>1) Monitoring</td>
<td>Laboratory</td>
<td>$11,295.00</td>
<td>$3,313.20</td>
<td>$0.00</td>
<td>$3,313.20</td>
<td>$7,981.80</td>
<td>29%</td>
</tr>
<tr>
<td>1) Monitoring</td>
<td>Travel</td>
<td>$1,639.44</td>
<td>$561.60</td>
<td>$0.00</td>
<td>$561.60</td>
<td>$1,077.84</td>
<td>34%</td>
</tr>
<tr>
<td>1) Monitoring</td>
<td>Shipping</td>
<td>$1,000.00</td>
<td>$191.00</td>
<td>$0.00</td>
<td>$191.00</td>
<td>$809.00</td>
<td>19%</td>
</tr>
<tr>
<td>1) Monitoring</td>
<td>Equipment &amp; supplies</td>
<td>$2,069.00</td>
<td>$310.00</td>
<td>$0.00</td>
<td>$310.00</td>
<td>$1,759.00</td>
<td>15%</td>
</tr>
<tr>
<td>2) Data Management</td>
<td>Personnel</td>
<td>$8,392.11</td>
<td>$1,146.90</td>
<td>$344.07</td>
<td>$1,490.97</td>
<td>$6,901.14</td>
<td>18%</td>
</tr>
<tr>
<td>3) Project Oversight</td>
<td>Personnel</td>
<td>$6,461.37</td>
<td>$715.82</td>
<td>$150.81</td>
<td>$866.63</td>
<td>$5,594.74</td>
<td>13%</td>
</tr>
</tbody>
</table>

**Total:**  
$41,903.28  
$8,481.90  
$494.88  
$8,976.78  
$32,926.50  
21%

Comments:
IV. Hydrographs

Comments: