



WPLMN Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN)

Doc Type: Contracts Interim Report

Instructions on page 5

Due February 1, 2018

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: 1/1/2017 End date: 12/31/2017
(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: Minnesota Valley Testing Laboratory

How many full-time equivalents (FTEs) worked on this project in 2017 (total project hours/2,088 hours): .29

II. Activities completed

Table 1: Workplan activities

- Please list activities completed during the report period. 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
1: Stream Monitoring Task A	Familiarized sampling staff with monitoring sites, visited all 3 sites on February 17 th , 2017.
1: Stream Monitoring Task B	The local partner completed and submitted the QAPP to MPCA on June 20 th , 2016. The QAPP was fully executed on June 16 th , 2016.
1: Stream Monitoring Task C	Acquired sample bottles from MVTL prior to sampling season, installed new pH probe on June 15 th , 2017.
1: Stream Monitoring Task D	The District Technician attended the WPLMN field training on February 7 th , 2017.

1: Stream Monitoring Task E	The field meter was calibrated as necessary and recorded into a log book. Ice out occurred on February 23rd and there was a wet spring and late fall but summer was fairly dry. Sample counts by site: Elk River: 25, St. Francis: 22, and Clearwater River: 22. Two field duplicates were collected at each site and included in the counts above. There was one equipment blank collected in October.
2: Data Management Task A	District Technician submitted field observations into Canvas on a bi-weekly basis, all field data including calibration logs were submitted to the MPCA by the November 1 st deadline.
2: Data Management Task B	The District Technician completed load calculations for the St. Francis and Clearwater rivers, and participated in verification sessions on February 21 st and August 18 th .
2: Data Management Task C	The District Technician attended the January 11 th FLUX32 refresher webinar
3: Project Oversight Task A	The District Technician attended 19 of the weekly call-in meetings
3: Project Oversight Task B	13 invoices were submitted during the reporting period to our MPCA Project Manager
3: Project Oversight Task C	District Manager attended WebEx on invoicing with MPCA in August, 2017

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

- a. Was the Quality Assurance Project Plan (QAPP) revised in 2017?
 Yes No If yes, approval date (mm/dd/yyyy): _____
- b. Were the field meter calibration logs, 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:

District Technician was out of state for 3 weeks at a training, the Water Resource Specialist sampled on 4/4/17 and 4/21/17. The Water Resource Specialist sampled with the District Technician multiple times before the District Technician was absent to ensure his familiarity with sampling protocol. The Water Resource Specialist attended the weekly call-ins during this time.

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 information into the Canvas application and submit the calibration log, field notes and additional photos?
 Yes No

Comments:

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

Comments:

I am still getting used to the Flux software, the verifications sessions were very helpful.

- 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?

The weekly call-ins were sometimes difficult to attend because of conflicts during the field season, there was always e-mail correspondence with the project coordinator to fill me in on any pertinent information if i happened to miss the call-in.

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

Yes No

Comments:

10/13/2016 - Change order, funds were moved around in supplies and equipment to help pay for a new thermometer.

6. Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, deliverables, deadlines, program directives):

The weekly call-ins on Thursdays were sometimes difficult to attend, there may not necessarily be a better day during the week to switch it with. Even making them slightly shorter would help, for the days that field work needs to get started early.

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	\$6,089.84	\$0.00	\$6,089.84	\$4,956.52	55%
1) Monitoring	Laboratory	\$11,295.00	\$8,584.20	\$0.00	\$8,584.20	\$2,710.80	76%
1) Monitoring	Travel	\$1,639.44	\$1,604.87	\$0.00	\$1,604.87	\$34.57	98%
1) Monitoring	Shipping	\$1,000.00	\$583.79	\$0.00	\$583.79	\$416.21	42%
1) Monitoring	Equipment & supplies	\$2,069.00	\$851.50	\$0.00	\$851.50	\$1,217.50	41%
2) Data Management	Personnel	\$8,392.11	\$3,287.78	\$0.00	\$3,287.78	\$5,104.33	39%
3) Project Oversight	Personnel	\$6,461.37	\$2,032.20	\$0.00	\$2,032.20	\$4,429.17	31%
Total:		\$41,903.28	\$23,034.18	\$0.00	\$23,034.18	\$18,869.10	55%

Comments:

IV. Hydrographs

Comments:



