

# WPLMN Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN)

Doc Type: Contracts Interim Report

Instructions on page 5

1, 2019

| Project information   | Due February 1, 20                              |
|---|---|
| Project information   | A   |
| Project title: Mississippi River (St. Cloud) Watershed Partnership M  |   |
| Contract number: <u>8635</u> SWIFT number: <u>103096</u>  | Purchase order number: <u>3000015409</u>        |
| Local partner information:  |   |
| Organization name: _ Sherburne Soil and Water Conservation Distri   | ct  |
| Street address: 425 Jackson Ave NW  |   |
| City: Elk River State: M  | IN Zip code: <u>55330</u>                       |
| Primary contact name: Francine Larson   | Phone: 763-220-3434                             |
| Email address: <u>flarson@sherburneswcd.org</u>   | Fax:  |
| Fiscal contact name: Francine Larson  | Phone: 763-220-3434                             |
| Email address: flarson@sherburneswcd.org  | Fax:  |
| Field contact name: Frances Gerde   | Phone: 763-220-3434                             |
| Email address: <u>fgerde@sherburneswcd.org</u>  | Fax:  |
| Reporting period:   |   |
| Start date:         1/1/2018         End date:         12/31/2018           (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 Mississip |
| Major watershed(s): Mississippi River St. Cloud   | Hydrologic unit code(s): 07010203               |
|   |   |
| Project details:  |   |
| Amendment execution date: <u>6/26/2018</u>  |   |
| Name of eligible laboratory: <u>Minnesota Valley Testing Laboratory</u>                                       |   |
| How many full-time equivalents (FTEs) worked on this project in 2018  | 8 (total project hours/2,088 hours): .08        |
| Were there any staff changes on the project? 🗌 Yes 🛛 No   |   |
| If yes, please describe:  |   |

## II. Activities completed

### Table 1: Workplan activities

1. 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<br>Task A | Familiarized sampling staff with monitoring sites, visited all 3 sites on March 5 <sup>th</sup> , 2018   |
| 1: Stream monitoring<br>Task B | Acquired sample bottles from MVTL prior to sampling season, installed new pH probe and DO cap on March 22 <sup>nd</sup> , 2018.  |
| 1: Stream Monitoring<br>Task C | The District Technician attended the WPLMN WebEx trainings on February 27 <sup>th</sup> , March 6 <sup>th</sup> and March 27 <sup>th</sup> .   |
| 1: Stream Monitoring<br>Task D | Ice out occurred on March 16 <sup>th</sup> , 2018. There was a round of heavy snow early spring, the combination of a wet fall and late spring snow led to a large amount of spring melt. There were also late fall rains, one duplicate was used as a routine sample because of the need to monitor the event adequately. |
| 1: Stream Monitoring<br>Task E | Field Measurements were collected when samples were collected. Photos, secchi tube measurements, and stream conditions were documented.  |
| 1: Stream Monitoring<br>Task F | The field meter was calibrated as necessary and recorded into log book   |
| 2: Data Management<br>Task A   | District Technician submitted field observations into Canvas on a bi-weekly basis  |
| 2: Data Management<br>Task B   | All field data including calibration logs were submitted to the MPCA by the November 1 <sup>st</sup> , 2018 deadline   |
| 2: Data Management<br>Task C   | The District Technician completed load calculations for the St. Francis, Elk River and Clearwater rivers and participated in verifications sessions on June 12 <sup>th</sup> and September 18 <sup>th</sup>  |
| 2: Data Management<br>Task D   | The District Technician participated in the Flux32 webinar on January 11 <sup>th</sup> , 2018  |
| 3: Project Oversight<br>Task A | 12 invoices were submitted during the reporting period to the MPCA project manager   |
| 3: Project Oversight<br>Task B | The District Technician attended a majority of the weekly call-in meetings   |
| 3: Project Oversight<br>Task C | The District Manager attended WebEx on invoicing with the MPCA in July of 2018   |
| 3: Project Oversight<br>Task D | The District Technician and District Manager attended a mid-contract review meeting with MPCA staff on January 9 <sup>th</sup> , 2018  |

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

- a. Was the Quality Assurance Project Plan (QAPP) revised in 2018?
  - ☐ Yes ☐ No If yes, approval date (mm/dd/yyyy):
- b. Were the field meter calibration logs, Canvas entries, and field notes submitted by February 1, 2018 (if applicable) and November 1, 2018?

 $\boxtimes$  Yes  $\square$  No If no, please comment:

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

 $\boxtimes$  Yes  $\square$  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:

Dan Cibulka is the back up sampler, he has the proper training for WPLMN sampling. He sampled for the District Technician on June 18<sup>th</sup> and August 10<sup>th</sup>

#### 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? Xes No Comments:
- b. Calibrate and use the field meter and equipment? ⊠ Yes □ No Comments:
- c. Enter information into the GoCanvas 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 learning how to determine when a change is needed in the Flux32 software, the verification sessions have been very helpful though.
- 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 only issue I had was judging when to sample to maximized the reduce amount of samples allotted for subwatershed sites, especially as samples became limited during the fall storm events. I sought advice from project managers, which was very helpful.

5. Were there any change orders and/or amendments to the contract and work plan? If yes, summarize the changes. ⊠ Yes □ No

Comments:

A changed order was executed on January 22<sup>nd</sup>, 2018. An amendment was executed on June 26<sup>th</sup>, 2018

6. Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, 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.

| Line Item                              | MPCA<br>Funds<br>Awarded | MPCA Funds<br>Expended prior<br>to this Invoice | MPCA Funds<br>Expended<br>this Invoice | MPCA Funds<br>Expended | Balance     | Budget<br>Expended<br>(%) |
|--|--------------------------|---|--|------------------------|-------------|---------------------------|
| Staff 1 District Technician            | \$23,668.56              | \$14,768.61                                     | \$41.67                                | \$14,810.28            | \$8,858.28  | 63%                       |
| Staff 2 WRS                            | \$1,961.46               | \$928.79  | \$0.00                                 | \$928.79               | \$1,032.67  | 47%                       |
| Staff 3 District Manager               | \$3,291.48               | \$2,042.96                                      | \$29.52                                | \$2,072.48             | \$1,219.00  | 63%                       |
| Ob 1 (Monitoring) Laboratory           | \$15,745.98              | \$11,830.30                                     | \$0.00                                 | \$11,830.30            | \$3,915.68  | 75%                       |
| Ob 1 (Monitoring) Mileage              | \$3,607.90               | \$2,272.13                                      | \$0.00                                 | \$2,272.13             | \$1,335.77  | 63%                       |
| Ob 1 (Monitoring) Shipping             | \$1,262.00               | \$849.98  | \$0.00                                 | \$849.98               | \$412.02    | 67%                       |
| Ob 1 (Monitoring) Equipment & supplies | \$2,050.18               | \$1,384.45                                      | \$0.00                                 | \$1,384.45             | \$665.73    | 68%                       |
| Total:                                 | \$51,587.56              | \$34,077.22                                     | \$71.19                                | \$34,148.41            | \$17,439.15 | 66%                       |

Comments:

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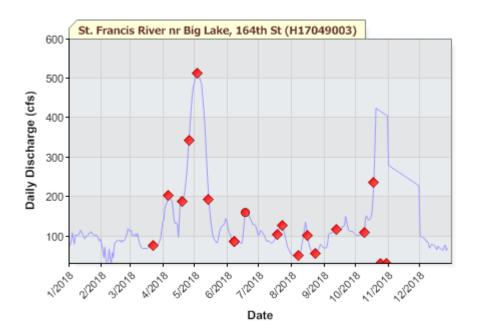
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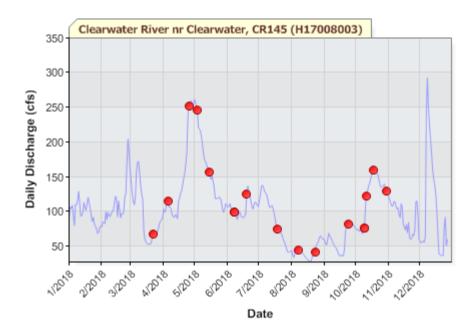
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## IV. Hydrographs

Comments:





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