

WPLMN/IWM Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN) Intensive Watershed Monitoring (IWM)

Doc Type: Contracts Interim Report

**Instructions on page 6.
Due February 1, annually**

Submittal date: 1/28/2025
(mm/dd/yyyy)

Approval date: 2/5/2025
(mm/dd/yyyy)

WPLMN Project Manager approver: Anthony J. Dingmann

For joint WPLMN/

IWM projects: Approval date: 2/10/2025 IWM Project Manager approver: Lindsay Egge
(mm/dd/yyyy)

I. Project information

Project title: Mississippi River (St. Cloud) Watershed Partner Monitoring

TEMPO Agency Interest ID: 196268 TEMPO Activity ID: PRO20200001

SWIFT number: 179020

Local partner information:

Organization name: Sherburne SWCD

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

Reporting period:

Start date: 4/11/2024 End date: 12/31/2024
(mm/dd/yyyy) (mm/dd/yyyy)

Additional Details:

Name of eligible laboratory: Minnesota Valley Testing Laboratories (MVTL)

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .06

II. Activities completed

1. **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
Project Oversight Task B	3 invoices were submitted by the District Manager during this reporting period to the MPCA WPLMN and IWM Project Managers
Project Oversight Task D	Urban Conservationist attended 19 of 22 bi-weekly conference calls
Stream Monitoring Task A	Ice and distilled water were purchased as need throughout the monitoring season
Stream Monitoring Task B	Field meter was calibrated on a regular basis and tracked in the Calibration Log, which was submitted to MPCA WPLMN Project Manager on Nov 4 th , 2024
Stream Monitoring Task B	DO probe was replaced on June 27 th , 2024
Stream Monitoring Task C	Sampling counts during reporting period based on site including one duplicate are as follows: Elk River – 15, St. Francis – 16, Clearwater – 14.

Stream Monitoring Task C	Two new sites were added at the end of sampling season (West Branch and Rum River), Urban Conservationist and District Technician met with MPCA WPLMN Project Manager on 10/28 to take a final sample and become familiar with the sites.
Stream Monitoring Task C	One duplicate was taken on 6/27 and an equipment blank was taken on 10/17
Stream Monitoring Task E	Collected field meter measurements during each sample run. All field data was entered into GoCanvas and submitted prior to bi-weekly deadlines. Sherburne SWCD is paperless.
Lake Monitoring Task A	Collected lake samples at East and West Hunter lakes once per month from May-September with one duplicate in July.
Data Management Task C	Completed Flux32 work for 2021 data and submitted zip files to MPCA WPLMN Project Manager on the following dates for each sample: Clearwater 11/12/24, Elk River 11/26/24, St. Francis 12/4/24.
Data Management Task C	Attended two verification sessions on 12/23/24 and 12/30/24.

2. If SWAG monitoring was included in this contract, describe any missed sampling details and any noteworthy site conditions that would be helpful when assessing the data. 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.)

EQUIS ID	Sampling requirements fulfilled? Type Yes or No below:	Comments
71-0023-00-201	yes	Collected lake profile data each month
71-0022-00-201	yes	Collected lake profile data each month

3. 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/yyyy format.

- a. Quality Assurance Project Plan (only applies to state university labs)

Approval date: 7/20/2020

Was the QAPP revised during this reporting period? Yes No

Revised date: _____ Reason for revision(s): _____

- b. Was the WPLMN field meter calibration log submitted by January 1? Yes No

If no, submittal date: _____ Comments: _____

- c. Were WPLMN 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: _____

- d. Please list the submittal dates (in the reporting year) for the WPLMN field sheets, field books, and extra pictures. Put 'NA' in Comments if there are no records or pictures to submit.

Deadline January 1: Submittal date (mm/dd/yyyy): _____ Comments: NA

Deadline May 1: Submittal date (mm/dd/yyyy): _____ Comments: NA

Deadline August 1: Submittal date (mm/dd/yyyy): _____ Comments: NA

Deadline November 1: Submittal date (mm/dd/yyyy): 11/4/202
4 Comments: _____

- e. Were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?

Rarely Sometimes Almost Always Always Not Applicable

Comments: _____

- f. 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 meetings were missed due to scheduling conflicts or time off

g. Please list the submittal dates (*in the reporting year*) for the SWAG deliverables.

Field data	Submittal date (mm/dd/yyyy): _____	Comments: _____
Laboratory data	Submittal date (mm/dd/yyyy): _____	Comments: _____
Photos	Submittal date (mm/dd/yyyy): _____	Comments: _____
Calibration log	Submittal date (mm/dd/yyyy): <u>11/4/2024</u>	Comments: _____

4. 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:

5. Were you comfortable with your level of training and current ability to complete the obligations of your workplan?

yes

6. Describe in detail any problems, delays, or difficulties that occurred in fulfilling the requirements of the workplan. How did you resolve these problems?

No major issues

7. Were there any change orders and/or amendments to the contract and workplan? Yes No

If yes, copy the change order or amendment language here:

Workplan Amendment: 10/25/24

The Sherburne SWCD District Technician will be responsible for the monitoring of the two Rum River stream locations and the Sherburne SWCD Urban Conservationist will be the backup.

Brief project summary:

Sherburne Soil and Water Conservation District (SWCD) will coordinate monitoring of two stream locations in the Rum River Watershed, three stream locations within the Mississippi River (St. Cloud) Watershed and 2 lakes within the Mississippi River-Headwaters Rum River watershed. The activities and timelines will be completed as follows:

Project Oversight: Sherburne SWCD will ensure progress reports are submitted by the deadline, FTEs are tracked and reported, and MPCA-led training is attended for all monitoring staff. Additionally, the SWCD will oversee and coordinate the project, ensure monitoring and data management tasks are completed according to schedule for Sherburne SWCD. Invoices will be submitted to MPCA in a timely manner. Monitoring staff will participate in scheduled telephone conferences with the MPCA project manager throughout the project.

Monitoring: Sherburne SWCD will coordinate to ensure that all required documents are completed prior to sampling. For the Watershed Pollutant Load Monitoring Network (WPLMN), Sherburne SWCD Urban Conservationist will be responsible for monitoring the two sites in Sherburne County and one site in Wright County. Sherburne SWCD District Technician will be the back-up for all monitoring locations. The Sherburne SWCD District Technician will be responsible for the monitoring of the two Rum River stream locations and the Sherburne SWCD Urban Conservationist will be the backup. Each staff person will be responsible for following the WPLMN standard operating procedures and guidance when monitoring. Water samples will be sent to MVTL, Inc. for analysis of total phosphorus, total suspended solids, total Kjeldahl nitrogen and nitrate-nitrite nitrogen. Field data will also be collected and recorded. Up to 20 samples will be collected at each Tier 1 site and up to 23 samples will be collected at the Tier 3 site including two replicate samples per year. All staff will attend required field training as needed. For the Intensive Watershed Monitoring (IWM) program, the Sherburne SWCD Urban Conservationist will collect water samples at 2 lake sites following standard operating procedures. Samples (including field replicates) will be analyzed at MVTL, Inc for total phosphorus, chlorophyll-A, chloride, and hardness. Field data will also be collected.

Data Management: Sherburne SWCD monitoring staff will be responsible for data management of GoCanvas submissions, lake field data, sonde calibration log and site photos. Staff will also calculate pollutant loads and attend verification sessions and training as needed.

8. 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	\$25,235.10	\$5,750.43	\$2,306.33	\$8,056.76	\$17,178.34	32%
Laboratory, Equipment/Supplies, Shipping	\$13,994.18	\$5,137.10	\$448.38	\$5,585.48	\$8,408.70	40%
Travel (Mileage, Lodging and Meals)	\$3,047.72	\$768.49	\$89.11	\$857.60	\$2,190.12	28%
Total:	\$42,277.00	\$11,656.02	\$2,843.82	\$14,499.84	\$27,777.16	34%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

Watershed Pollutant Load Monitoring Network (WPLMN) sample hydrograph and field data viewer
These data were last updated September 27, 2024 and will be updated several times per year.

