

**Instructions on page 5
Due February 1, annually**

 Submittal date: 1/30/2023
 (mm/dd/yyyy)

 Approval date: 1/30/2023 Minnesota Pollution Control Agency (MPCA) approver: Anthony Dingmann
 (mm/dd/yyyy)

I. Project information

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

 TEMPO Agency Interest ID: 196268 TEMPO Activity ID: PRO20200001

 SWIFT number: 179020 Purchase order number: 3000026710

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: 1/1/2022 End date: 12/31/2022
 (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): 07010203

 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): .03

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 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
Task A	Urban Conservationist participated in the Ice-Out WebEx training on February 24 th , 2022 that included canvas updates, pollutant trends, and ice out guidance
Task B	4 invoices were submitted by the District Manager during this reporting period to the MPCA Project Manager
Task C	2021 Interim report was submitted and approved by the MPCA Project Manager on January 28 th , 2022.
Task D	Urban Conservationist attended 15 of the 19 weekly conference calls.
Task D	Urban Conservationist and District Manager attended mid-project meeting with MPCA staff on February 24 th , 2022.

Task E	Ice and distilled water was purchased as needed throughout the sampling season
Task E	Contacted MVTL to request sample bottles
Task E	New meter was purchased from Tech Sales on 5/26/22. All items were shipped by 12/27/22.
Task G	Field meter was calibrated according to MPCA SOP guidelines until stopped working in May of 2022.
Task H	Checked all 3 sites for ice-out on March 14 th and March 17 th . Ice out occurred March 19 th or 20 th . First sample was March 21 st . High water conditions during the spring, followed by drought into summer and fall.
Task H	Sampling counts based on site; Elk River - 20, St. Francis - 22, Clearwater – 19
Task H	One duplicate was taken on 8/2 and an equipment blank was taken on 10/4.
Task H	Samples were either picked up by the MVTL courier or shipped via Speedee to MVTL
Task I	Collected field meter measurements until meter stopped working in May. All field data was entered into GoCanvas and submitted prior to bi-weekly deadlines. Sherburne SWCD is paperless.

2. 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/yy format.

- a. Quality Assurance Project Plan (QAPP) approval date: 7/2/20
- b. Was the QAPP revised during this reporting period? Yes No
 Revised date: _____ Reason for revision(s): _____
- c. Was the field meter calibration log submitted by January 1? Yes No
 If no, submittal date: 1/30/23 Comments: _____
- d. Were 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: _____
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.
 Deadline January 1. Submittal date: _____ Comments: NA
 Deadline May 1. Submittal date: _____ Comments: NA
 Deadline August 1. Submittal date: _____ Comments: NA
 Deadline November 1. Submittal date: 1/30/23 Comments: _____
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: 2 sites were, one sites was not within the 60 days
- g. 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: 4 meetings were missed due to time off or field work

3. 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:

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

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

Field meter stopped working mid May, did not have complete chemistry data for the remainder of the year. A new meter was ordered prior meter failure but wasn't fully delivered until the end of December of 2022.

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

If yes, summarize the changes:

7. 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.

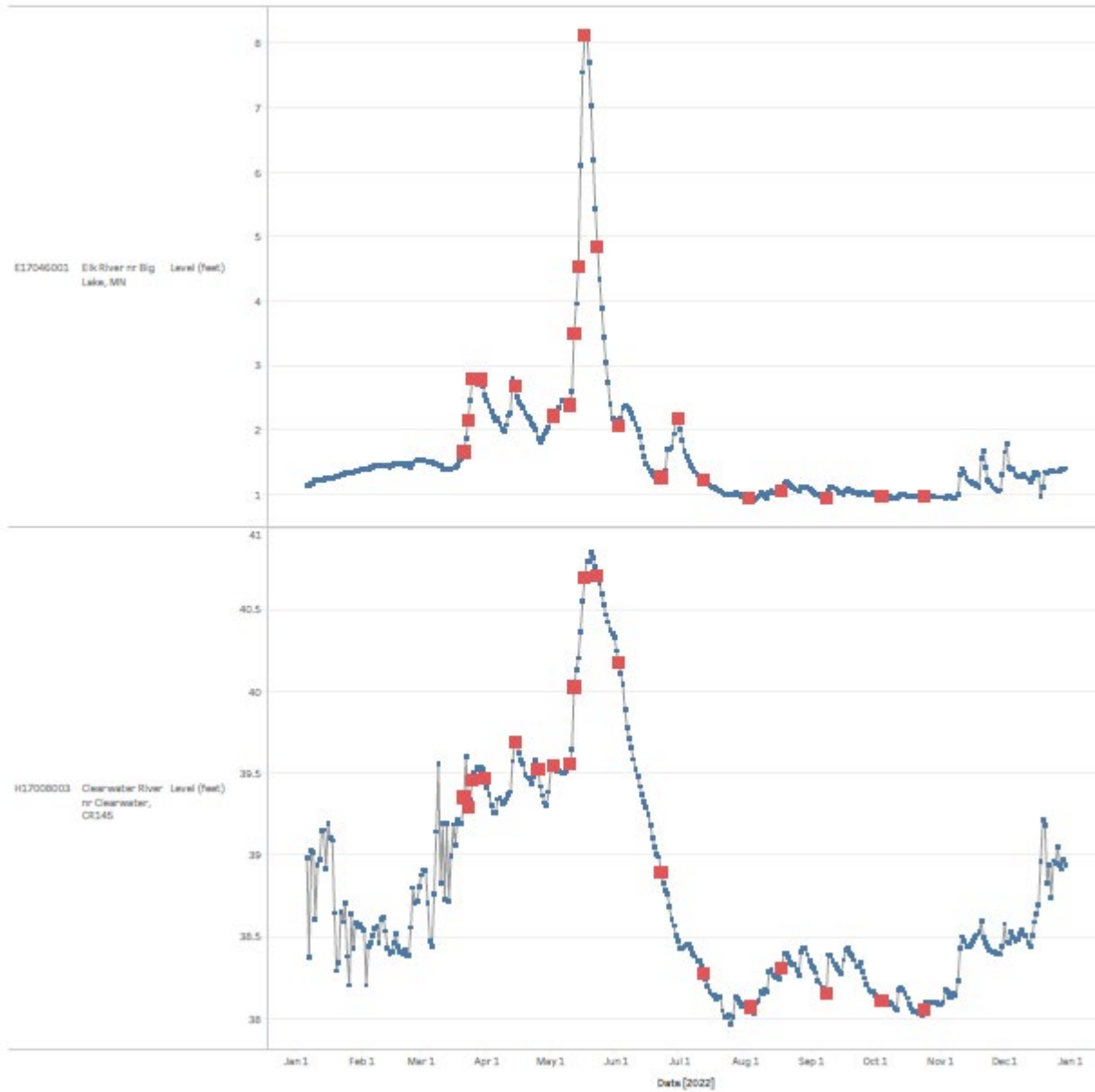
Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	\$23,663.25	\$13,368.03	\$720.32	\$14,088.35	\$9,574.90	60%
Laboratory	\$12,560.54	\$8,559.50	\$473.20	\$9,032.70	\$3,527.84	72%
Mileage	\$2,498.86	\$1,586.95	\$73.71	\$1,660.66	\$838.20	66%
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Meals	\$11.00	\$0.00	\$0.00	\$0.00	\$11.00	100%
Shipping	\$1,268.00	\$583.00	\$210.00	\$793.00	\$475.00	63%
Equipment and supplies	\$6,439.35	\$4,153.46	\$2,144.63	\$6,298.09	\$141.26	98%
Total:	\$46,441.00	\$28,250.94	\$3,621.86	\$31,872.80	\$14,568.20	69%

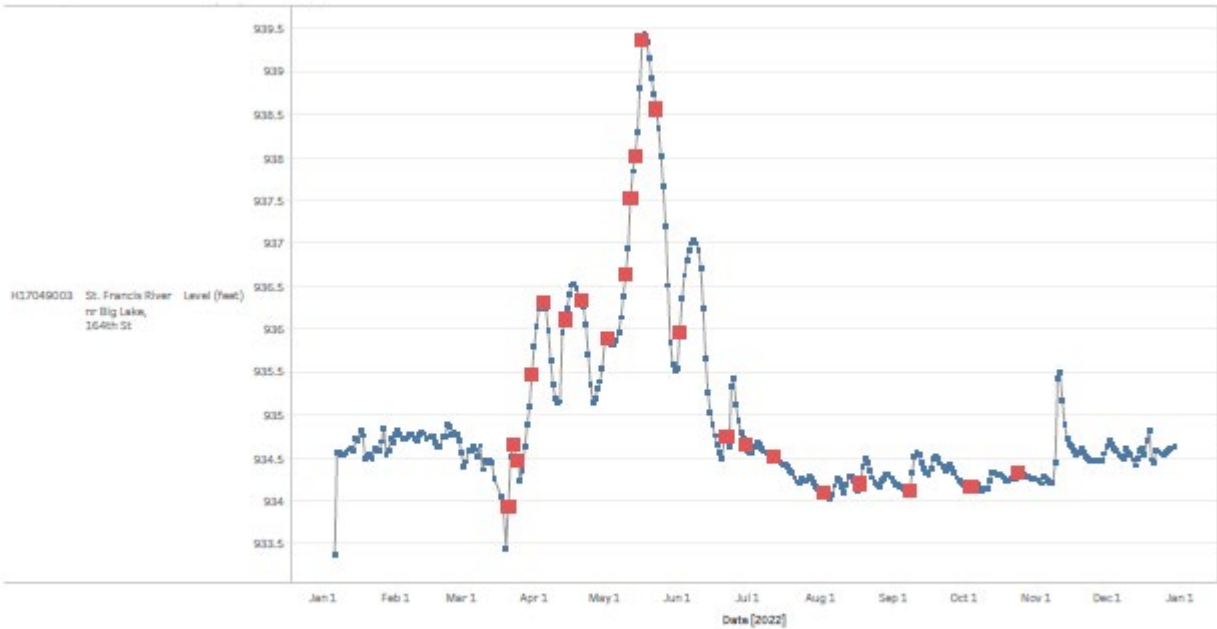
Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:





Sample collected: ● Sample collected, ○ Daily flow or level
 Alternate station: ■ Primary station
 Sample collected: ■ Sample collected, ■ Daily flow or level