



Instructions on Page 6

I. Project information

Project title: Root River Watershed Pollutant Load Monitoring

Local Partner information:

Organization name: Fillmore SWCD

Street address: 900 Washington St. NW

City: Preston State: MN Zip code: 55965

Primary contact name: Laura Christensen Phone: 507-765-3878

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Fiscal contact name: Laura Christensen Phone: 507-765-3878

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Reporting period for Section II Table 1:

Start date: 1/1/2019 End date: 3/27/2020
(mm/dd/yyyy) (mm/dd/yyyy)

Project details:

Basin (check all that apply):

Red River Rainy River Lake Superior Minnesota Lower Mississippi St. Croix Upper Mississippi

Major Watershed(s): Root River Hydrologic unit code(s): 07040008

Name of eligible laboratory: Minnesota Department of Health from 2016 to Jun 1, 2018, RMB Labs from June 1, 2018 ongoing

How many full-time equivalents (FTEs) worked on this project (total project hours/2,088 hours): 0.68

II. Activities completed

Table 1: Workplan activities

Please list activities completed during the reporting period. Include task level detail as appropriate. Please separate activities by calendar year, if applicable. Refer to the instructions for examples. (Insert more rows as needed by hitting the tab key in the last row/column.)

This section includes activities completed in 2019 and 2020. Previous years' activities can be found on past Interim Progress Reports.

Objective	Description
1 Stream Monitoring Task A	No updates/changes were made to the QAPP.
1 Stream Monitoring Task B	Necessary supplies and equipment were purchased in order to complete effective and safe monitoring. Items included DR-30 battery pack for Hydrolab sonde; size S and size XL nitrile gloves for use while sampling; S/M hi-vis vest; S/M hi-vis soft shell jacket; two pairs of rubber knee-high boots, as well as other supplies.
1 Stream Monitoring Task C	Statewide WPLMN meeting was attended by WMC on October 2 nd , 2019. In the field training was conducted with the MPCA Project Manager on August 8, 2019 and October 23, 2019.

1 Stream Monitoring Task D	Process of how to review and analyze hydrographs was shown to new WMC.
1 Stream Monitoring Task E	During the sampling season for 2019, 320 water quality samples were taken and analyzed by RMB Labs. There were no water quality samples taken from January 1 st , 2020 – March 27 th , 2020. Samples and field data were collected by MPCA due to budget constraints.
1 Stream Monitoring Task F	During the sampling season for 2019, field measurements and observations were collected at each site visit and submitted via GoCanvas. There were no field measurements or observations recorded from January 1 st , 2020 – March 27 th , 2020. Samples and field data was collected by MPCA due to budget constraints.
1 Stream Monitoring Task G	Conducted monthly winter calibrations on field meter, as well as a mid-winter temperature check using an NIST traceable thermometer; all calibrations documented, and all appropriate documentation was sent to MPCA.
2 Data Mgmt Task B	Sonde measurements, transparency data, photos, visual observations and water level information was collected and submitted to MPCA via GoCanvas.
2 Data Mgmt Task C	Copies of field meter calibrations were sent to the MPCA Project Manager by November 1 deadline.
2 Data Mgmt Task D	Load calculations using the FLUX32 model were completed for E43017001 (Main Branch Root River near Houston, MN) for the 2018 sampling season; results were submitted to MPCA for review. As this was a working/learning session, a verification session was not completed for this site. Load calculations for 2017 monitoring season using the FLUX32 model were completed for sites E43017001, E43054001, W43022001, H43076001 and H3049001. Results were submitted to MPCA, Fillmore did not attend the verification session due to staff leaving the position.
2 Data Mgmt Task E	Attended FLUX 32 training on 01/08/2020, as well as various WebEx meetings.
3 Project Oversight Task A	Tracked project expenditures and submitted invoices.
3 Project Oversight Task B	Completed reporting requirements using format provided by MPCA Project Manager.
3 Project Oversight Task C	Participated in mid-project meeting with Kelli Nerem and Mike Walerak on November 6, 2019 at Fillmore SWCD office
3 Project Oversight Task D	Monthly check-ins completed either by phone or email.
3 Project Oversight Task E	Participated in WebEx invoice training with Kelli Nerem.

1. Please answer the following questions for activities completed in 2019 and 2020.

a. Were FLUX32 pollutant loads submitted to your MPCA Project Manager?

Yes No N/A

Please list the sites and year(s) that loads were calculated:

2017 loads completed E43017001, W43022002, H43049001, E43054001, H43076001

2018-E43017001

If no, please describe why:

b. Were you able to attend a majority of the weekly check-in telephone conferences in 2019 and 2020?

Yes No If no, please describe:

c. Was a backup sampler used to collect any of the samples in 2019 and 2020?

Yes No

If yes, please describe when, who, if they were trained, and any other details:

The Conservation Technician is the dedicated backup sampler. In 2019, they became the primary sampler during staff turnover transition. They were also the backup sampler in early 2019 for a couple rain events. They received all of the training from the primary sampler and did an adequate job.

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

a. When was the Quality Assurance Project Plan executed?

Date (mm/dd/yyyy): MDH: 6/1/2016 RMB: 7/18/2018

b. Were any changes made to the Quality Assurance Project Plan?

Yes No Revision date (mm/dd/yyyy): _____

If yes, please summarize:

c. Were Interim Progress Reports submitted?

2016: Yes No Submittal date (mm/dd/yyyy): 2/1/2016
If no, please describe why:

2017: Yes No Submittal date (mm/dd/yyyy): 2/1/2017
If no, please describe why:

2018: Yes No Submittal date (mm/dd/yyyy): 2/2/2018
If no, please describe why:

2019: Yes No Submittal date (mm/dd/yyyy): _____
If no, please describe why:
2019 Interim report combined with Final Report

3. Please answer the following questions and provide comments to the following questions regarding the overall experience during the contract.

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:

Older staff very comfortable, new staff still learning but is comfortable with current ability. When needed, a second opinion is always asked of the MPCA Project Manager, and an explanation given from the Project Manager assists in furthering staff knowledge and understanding.

b. Calibrate and use the field meter and equipment? Yes No

Comments:

All staff involved are very comfortable with how to operate and calibrate field meters and other equipment.

c. Enter data and information into the MPCA templates and logs? Yes No

Comments:

All staff involved are very comfortable with entering data and information into MPCA templates and logs.

d. Use the FLUX32 model and submit pollutant load data and supporting information? Yes No

Comments:

WMC is comfortable with current level of training and ability to use FLUX32.

e. Complete and submit invoices? Yes No

Comments:

f. Complete the Interim Progress Report? Yes No

Comments:

4. Describe in detail any problems, delays, or difficulties that occurred in fulfilling the requirements of the workplan in 2019 and 2020. How did you resolve these problems?

There were issues with obtaining timely reports from RMB which led to Fillmore SWCD having to front the cost of testing of some samples due to MPCA rules of needing to have funding in the designated categories before the cost was incurred even though there was funding left in the overall grant.

5. Were there any change orders and/or amendments to the contract and workplan in 2019 and 2020? If yes, summarize the changes.

Yes No

Comments:

2019- CO5

This change order is to transfer funds to allow work to continue with sampling and project oversight until amendment execution. A total of \$890.00 was transferred to Objective 1 Stream Monitoring Laboratory Analysis from several line items. This allows for two additional sampling rounds. In addition, there was \$302.30 transferred to Objective 3 Project Oversight for Staff 1 and 3.

2019-CO6

This change order is required for the completion of sampling through October 31. A total of \$530.00 was moved to Objective 1 Laboratory Analysis. A total of \$333.74 was also moved to Objective 1 Mileage.

2019-CO7

This change order is required for the completion of sampling through October 31. A total of \$590.98 was moved to Objective 1 Laboratory Analysis. A total of \$340.93 was also moved to Objective 1 Mileage.

2019-CO8

This change order moves funds in order to continue work into 2020. Staff time is needed to attend FLUX32 training. In addition, change order 7 failed to include additional funds for shipping. A verbal change order was authorized to collect samples for 4 more additional rounds on October 8. This should have included the shipping costs as well. Change Order 8 includes funds for shipping

2020-CO9

This change order reallocates funds to spend down the remaining balance of the contract. A verbal change order was issued on January 7, 2020. Lodging was needed for January 7 and there were still discussions of how to reallocate the remaining funds. The verbal change order issued the approval of \$6.50 for the hotel stay.

6. If there are unspent funds, please list the Objective and Task and explain the reason for the unspent funds:

All funds were expended.

7. Please provide any constructive feedback regarding the WPLMN (training, forms, program directives, etc.):

It is our perspective that all expenses incurred to implement this program should be covered by this program as long as these expenses fall within the expense categories and overall budget. It would be my suggestion to discontinue the policy of needing to have a change order in place prior to making an expense. I would be happy to provide further input on this suggestion if requested.

III. Budget information

This budget summary is a compilation of the entire contract.

Contract execution date: 1/15/2016

Contract End Date: 3/27/2020

Budget item	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Total expended
Objective title:	Stream Monitoring	Data Management	Project Oversight			
Personnel: wages and benefits						
Staff #1: No. of hours <u>1,046.96</u>	\$ 24,386.83	\$ 16,139.91	\$ 2,838.28	\$	\$	\$ 43,365.18
Staff #2: No. of hours <u>253.31</u>	\$ 8,852.90	\$ 2,468.79	\$ 193.60	\$	\$	\$ 11,515.29
Staff #3: No. of hours <u>113.65</u>	\$	\$	\$ 6,603.80	\$	\$	\$ 6,603.80
Staff #4: No. of hours _____	\$	\$	\$	\$	\$	\$
Staff #5: No. of hours _____	\$	\$	\$	\$	\$	\$
Staff #6: No. of hours _____	\$	\$	\$	\$	\$	\$
Staff #7: No. of hours _____	\$	\$	\$	\$	\$	\$
Staff #8: No. of hours _____	\$	\$	\$	\$	\$	\$
Staff #9: No. of hours _____	\$	\$	\$	\$	\$	\$
Laboratory analyses: No. of samples <u>547</u>	\$ 38,641.84	\$	\$	\$	\$	\$ 38,641.84
Travel reimbursement: No. of miles <u>18,299.9</u>	\$ 8,631.61	\$	\$	\$	\$	\$ 8,631.61
Monitoring supplies and Equipment	\$ 4,205.10	\$	\$	\$	\$	\$ 4,205.10
Shipping	\$ 1,040.29	\$	\$	\$	\$	\$ 1,040.29
Lodging	\$ 208.44	\$ 361.50	\$	\$	\$	\$ 569.94
Other (describe the activity and cost – be specific):						
Per diem (meals)	\$ 72.00	\$ 72.00	\$	\$	\$	\$ 144.00
	\$	\$	\$	\$	\$	\$
Column total:	\$	\$	\$	\$	\$	\$

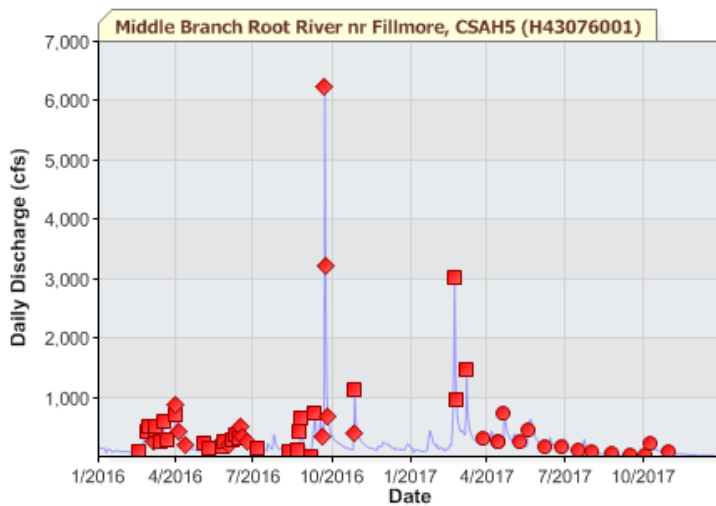
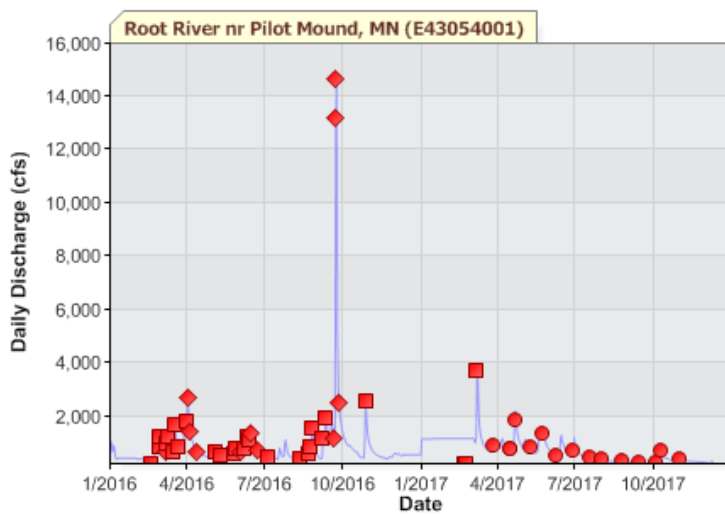
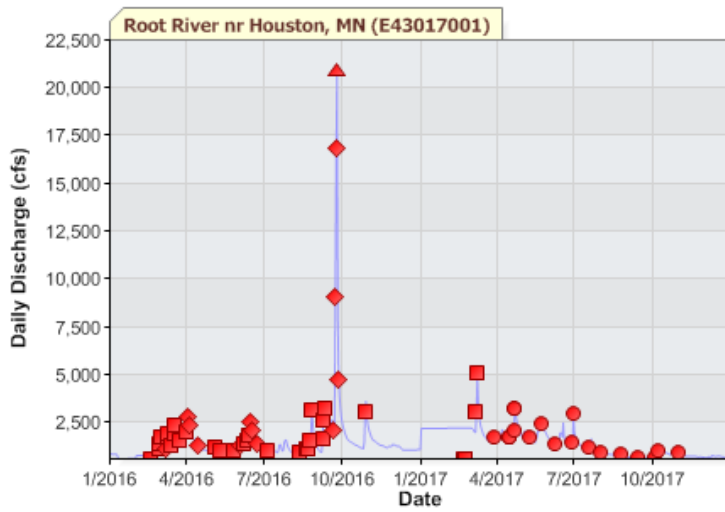
Comments:

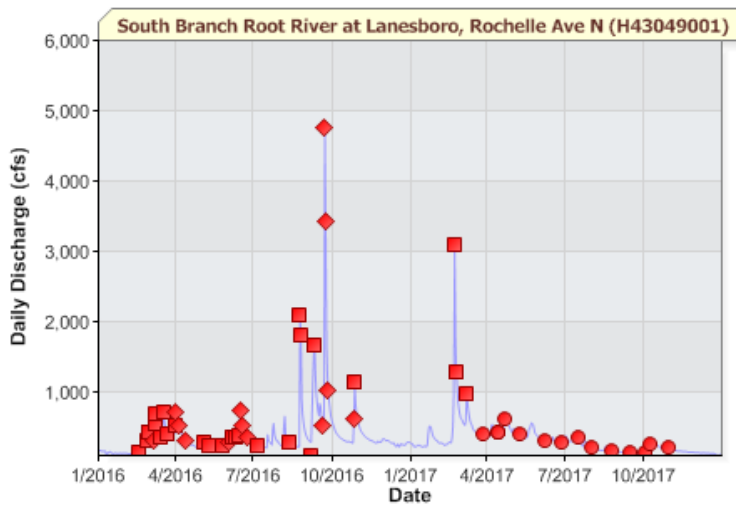
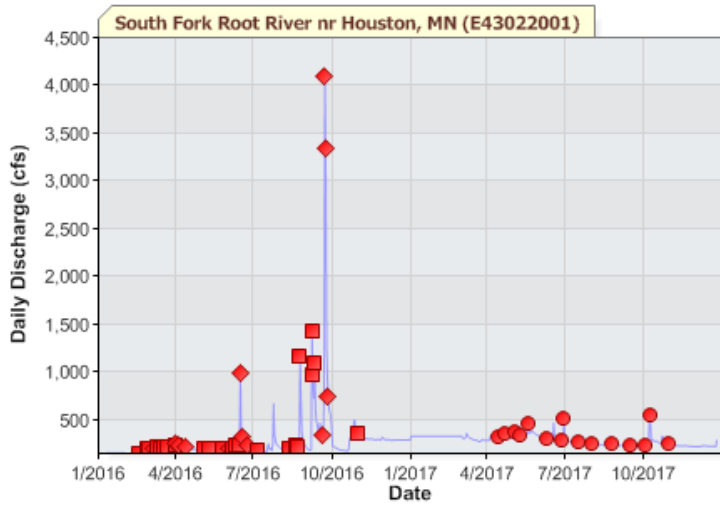
Staff #1 Objective totals are off by \$0.16 due to rounding differences. Total expended amount matches invoice totals.

IV. Hydrographs

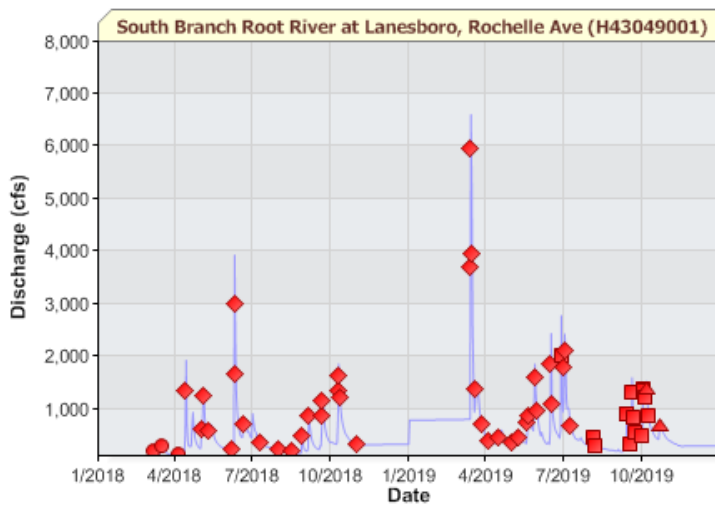
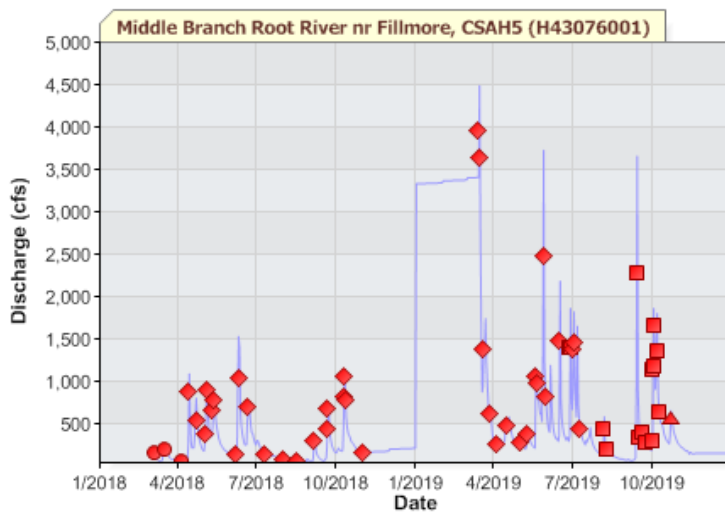
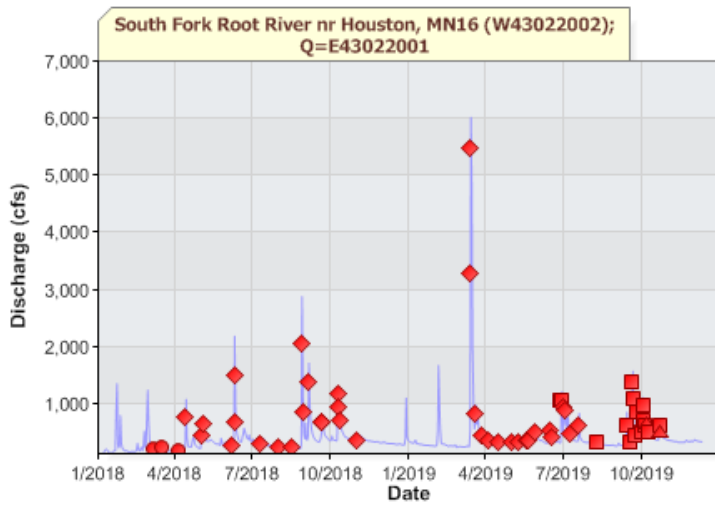
Comments: Hydrographs are provisional.

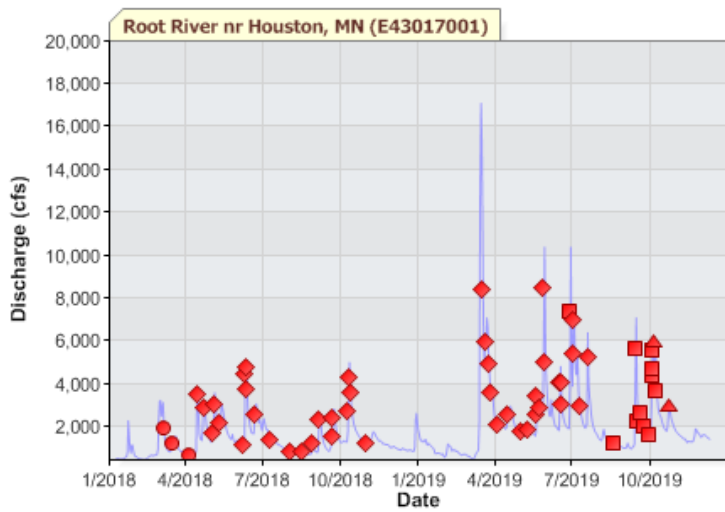
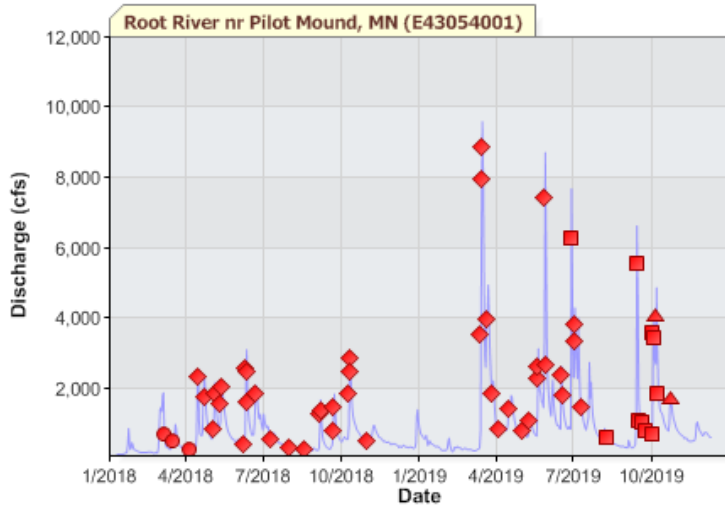
2016-2017 Hydrographs:





2018-2019 Hydrographs:





2019 Hydrographs:

