

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

 Submittal date: \_\_\_\_\_  
 (mm/dd/yyyy)

 Approval date: \_\_\_\_\_ Minnesota Pollution Control Agency (MPCA) approver: \_\_\_\_\_  
 (mm/dd/yyyy)

### I. Project information

 Project title: Root River Watershed Pollutant Load Monitoring

 TEMPO Agency Interest ID: 191603 TEMPO Activity ID: PRO20200001

 SWIFT number: 174220 Purchase order number: 3000026181

#### Local partner information:

 Organization name: Fillmore SWCD

 Primary contact name: Nikki Wheeler Phone: ext. 129 (507) 765-3878 Email address: nikki.wheeler@fillmoreswcd.org

#### Reporting period:

 Start date: 1/1/2021 End date: 12/31/2021  
 (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): Root River Hydrologic unit code(s): 07040008

 Name of eligible laboratory: RMB Laboratories, Inc.

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.14

### 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	The Water Management Coordinator participated in a WebEx training on February 26 <sup>th</sup> , 2021 that included template and log data entry, monitoring procedures and program information.
Task B	Four invoices were submitted during the reporting period to our MPCA Project Manager.
Task C	The 2020 Interim Progress Report was submitted on January 20 <sup>th</sup> , 2021. It was approved on February 15 <sup>th</sup> , 2021.
Task C	The approved Interim Progress Report was posted on local partner's website.
Task D	The Water Management Coordinator attended 12 of the 15 call in meetings (80%).

Task E	The lab was contacted as needed for supplies such as bottles, coolers, and refillable ice packs. Billing information and lab data dissemination contacts were updated.
Task F	An array of precipitation and weather forecasting websites were consulted throughout the reporting period, and the Water Management Coordinator checked the hydrograph websites routinely to determine when sampling should occur. Hydrograph analysis for each site was completed. Laboratory results were reviewed for analytical, transcription, and/or site location errors and requests for corrections were made to the lab as needed.
Task G	The field meter was calibrated prior to each sampling event and recorded onto a calibration sheet. No probe maintenance was needed. Temperature checks were completed.
Task H	Ice out occurred over March 3 <sup>rd</sup> , 2021 – March 11 <sup>th</sup> , 2021 and was abnormally dry throughout the year. Sample counts by site: Main Branch: 26; Middle Branch: 23; South Branch: 26; South Fork: 24; and North Branch: 24. One field replicate was collected at each site and is included in the counts above.
Task I	The Water Management Coordinator and Conservation Technician entered field data into GoCanvas throughout the monitoring season. This information was submitted to our MPCA Project Manager within 7 days of sample collection, and all information was submitted by November 1 <sup>st</sup> , 2021.
Task I	The Water Management Coordinator and Conservation Technician entered field information into GoCanvas prior to the submittal deadline.

**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: 5/11/20
- 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: \_\_\_\_\_ 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 - Subwatershed sites only  
Deadline May 1. Submittal date: \_\_\_\_\_ Comments: NA - No hard copies to submit  
Deadline August 1. Submittal date: \_\_\_\_\_ Comments: NA - No hard copies to submit  
Deadline November 1. Submittal date: \_\_\_\_\_ Comments: NA - No hard copies to submit
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?  
 Rarely  Sometimes  Almost Always  Always  
Comments: \_\_\_\_\_
- 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: At least 1 staff from Fillmore SWCD attended every call-in meeting except for the July 14, 2021 meeting.

**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:

*Aaren Mathison, Conservation Technician, trained, sampled on: 03/07/2021, 03/22/2021, 05/27/2021, 06/23/2021, and 08/28/2021. Aaren has been trained for many years for WPLMN sampling.*

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

Yes.

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

*Sampling snowmelt/ice-out was a new challenge to current Fillmore SWCD WPLMN samplers this year, and having to balance those extra samples throughout the year was a bit difficult. 2021 was a dry year, so on occasion it was questionable whether or not the sites should be sampled; open communication with our MPCA Project Manager, as well as studying the hydrographs and completing hydrograph analysis, proved very helpful in completing effective sampling. There were also difficulties with navigating the COVID-19 pandemic on occasion throughout the sampling season, but overall it was a very successful sampling season.*

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	\$32,767.81	\$24,160.02	\$291.84	\$24,451.86	\$8,315.95	75%
Laboratory	\$13,380.00	\$12,501.00	\$0.00	\$12,501.00	\$879.00	93%
Mileage	\$3,094.04	\$3,029.64	\$0.00	\$3,029.64	\$64.40	98%
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Shipping	\$794.61	\$792.84	\$0.00	\$792.84	\$1.77	100%
Equipment and supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
<b>Total:</b>	<b>\$50,036.46</b>	<b>\$40,483.50</b>	<b>\$291.84</b>	<b>\$40,775.34</b>	<b>\$9,261.12</b>	<b>81%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

Comments:





