

Instructions on page 5
Due February 1, annually

Submittal date: 1/13/2022
(mm/dd/yyyy)

Approval date: _____ Minnesota Pollution Control Agency (MPCA) approver: Mike Walerak
(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: _____

Local partner information:

Organization name: Fillmore SWCD

Primary contact name: Riley Buley Phone: ext. 123 (507) 765-3878 Email address: riley.buley@fillmoreswcd.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): 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): 0.11 FTE

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	Online sampling training was attended by all sampling staff on 02/24/2022.
Task B	Expenditures were tracked, invoices were submitted to MPCA in a timely manner.
Task C	2022 IPRs was submitted on 01/13/2022
Task D	Primary sampling staff attended 17 out of 21 call-in meetings in 2022; secondary sampling staff attended 10 out of 21 call-in meetings in 2022.

Task E	Staff were already familiarized with sampling locations and procedures; lab staff were contacted throughout the sampling season for bottle needs, billing and results. No equipment was purchased during 2022 as no new equipment was needed. A current copy of the Permit to Appropriate and Transfer Water for Water Quality Sampling resides in the main sampling vehicle. No AIS are identified at sampling locations.
Task F	Several precipitation and weather forecasting sources are consulted throughout the sampling season. Hydrographs on both USGS and MN DNR sites are monitored. No hydrograph analysis was completed in 2022. Laboratory results were reviewed in a timely manner.
Task G	Field meters remained calibrated and in good working order throughout the sampling season; records of calibrations and maintenance were kept and submitted to MPCA staff on November 1 st , 2022.
Task H	All five sites monitored by Fillmore SWCD are Tier 3 sites; field replicate and equipment blank samples were collected in 2022. Including field replicate and equipment blank samples, 27 samples were collected in 2022. In 2022, 4 of the 27 samples were snowmelt samples.
Task I	Field measurements and observations were collected at each site visit and recorded electronically via GoCanvas.

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: N/A
 Deadline May 1. Submittal date: _____ Comments: N/A
 Deadline August 1. Submittal date: _____ Comments: N/A
 Deadline November 1. Submittal date: 10/31/22 Comments: data collected on-site submitted on daily basis.
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: No FLUX work was completed during this reporting period due to it being cut from Fillmore SWCD's budget due to COVID-19 funding restraints.
- 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 was at every meeting except for 1 meeting in 2022, on 01/12/2022; staff who missed a meeting contacted MPCA Project Manager to update both parties on information missed.

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: 04/13/2022, 05/27/2022, 07/09/2022, 07/29/2022 08/07/2022; trained from previous sampling seasons.

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?

None.

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

If yes, summarize the changes:

Fillmore SWCD had a new District Administrator (main contact) start in February, 2022, and also shifted monies around in the budget to account for shipping price changes and other needs. A lodging/meals and equipment budget was also added, in anticipation of an in-person training occurring in 2023.

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

This is a great monitoring program that provides invaluable data to help direct the future of Minnesotas waters. The work of MPCA staff to coordinate with so many local partners to provide training and direction to ensure the accuracy of the data collected is amazing. A HUGE group effort, with lasting impacts for generatios to come. Great work all!

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	\$56,487.53	\$26,525.16	\$1,468.03	\$27,993.19	\$28,494.34	50%
Laboratory	\$30,101.00	\$13,269.00	\$320.00	\$13,589.00	\$16,512.00	45%
Mileage	\$7,727.19	\$3,348.11	\$59.38	\$3,407.49	\$4,319.70	44%
Lodging	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	100%
Meals	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00	100%
Shipping	\$1,707.84	\$844.08	\$38.65	\$882.73	\$825.11	52%
Equipment and supplies	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	100%
Total:	\$96,309.56	\$43,986.35	\$1,886.06	\$45,872.41	\$50,437.15	48%

Comments:

A Change Order is being worked on to shift \$1,000.00 from Personnel to Shipping, but the Change order will not be finalized until 2023.

IV. Hydrographs

Please note hydrographs are provisional.

Comments: