



WPLMN Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN)

Doc Type: Contracts Interim Report

Instructions on page 5

Due February 1, 2018

I. Project information

Project title: WPLMN SR12, Miss Sauk, SR1 2016-2017

Contract number: 8636 SWIFT number: 103097 Purchase order number: 3000015300

Local partner information:

Organization name: Sauk River Watershed District

Street address: 524 4th Street South

City: Sauk Centre State: MN Zip code: 56378

Primary contact name: Sarah Jo (Schmitz) Boser Phone: 320.352.2231

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Fiscal contact name: Sarah Jo (Schmitz) Boser Phone: 320.352.2231

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Field contact name: Sarah Jo (Schmitz) Boser Phone: 320.352.2231

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Reporting period:

Start date: 1/1/2017 End date: 12/31/2017
(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): Sauk River, Mississippi River Hydrologic unit code(s): 07010202, 07010201

Name of eligible laboratory: RMB Environmental Laboratories, Inc.

How many full-time equivalents (FTEs) worked on this project in 2017 (total project hours/2,088 hours): 175.75/2088 = 0.085

II. Activities completed

Table 1: Workplan activities

- Please list activities completed during the report period. Include task level detail as appropriate.** Refer to the instructions for an example. (Insert more rows as needed by hitting the tab key in the last row/column.)

Objective and task	Description
1: Stream Monitoring Task B	Worked with RMB and MPCA to revise QAPP based on RMB change to NO2_NO3_N.
1: Stream Monitoring Task C	Acquired monitoring equipment and supplies, including calibration solutions and ProDss sonde.
1: Stream Monitoring Task D	Staff met with MPCA and DNR staff on site to review protocol and discuss any questions or concerns for the sites.
1: Stream Monitoring Task E	Collected water quality samples according to protocols defined in the WPLMN SOPG. Sample counts per site: SR 12 (S000-702) = 23; SR 1 (S000-017) = 25; Miss Sauk (S000-702) = 26. All duplicates and equipment blanks were also collected.

1: Stream Monitoring Task F	Field measurements and observations were collected during each site visit on field sheets.
1: Stream Monitoring Task G	Some difficulties were experienced with the sonde during 2017. Staff worked with the MPCA to borrow a working sonde until the MPCA approved the SRWD to purchase a new one of their own.
2: Data Management Task A	November and December 2016 data was prepared and submitted to MPCA by February 1, 2017. .
2: Data Management Task B	Sonde data, transparency data, photos, visual observations and water level information was submitted to the MPCA via Canvas.
2: Data Management Task C	Photos, copies of field note sheets and field meter calibration logs were submitted to the Project Manager in 2017.
2. Data Management Task D	2015 Pollutant loads were calculated using FLUX32 and submitted by January 24, 2017. FLUX32 verification sessions were attended.
2. Data Management Task E	Staff attended the in person training in St. Cloud on February 7, 2017.
3: Project Oversight Task A	Projected expenditures were tracked and invoices submitted in a timely manner.
3: Project Oversight Task B	Compiled and submitted 2016 Interim Progress Report on January 25, 2017.
3. Project Oversight Task D	SRWD Monitoring Coordinator attend weekly and monthly call-ins, and on the rare occasions where attendance wasn't possible, coordinated with MPCA Project Manager to receive necessary information.
3. Project Oversight Task E	Staff was unable to attend the Flux32 refresher WebEx in January 2018, but made prior arrangements with MPCA Project Manager to obtain a recording of the training session.

3. Please answer the following questions relating to the deliverables for the project.

- a. Was the Quality Assurance Project Plan (QAPP) revised in 2017?
 Yes No If yes, approval date (mm/dd/yyyy): 09/26/2017
- b. Were the field meter calibration logs, Canvas entries, and field notes submitted by November 1?
 Yes No If no, please comment: _____
- c. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?
 Yes No If no, please comment: _____
- d. Were you able to attend a majority of the weekly check in telephone conferences during the reporting period?
 Yes No If no, please comment: _____
- e. 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: _____

3. Please answer the following questions *and* provide comments.

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:
- b. Calibrate and use the field meter and equipment? Yes No
Comments:
- c. Enter information into the Canvas application and submit the calibration log, field notes and additional photos?
 Yes No
Comments:
- d. Use the FLUX32 model accurately and submit pollutant loads? Yes No
Comments:
Looking forward to the recording from the refresher session since it has been a few months since I have used FLUX32.

e. Complete and submit invoices? Yes No

Comments:

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

The only problems, delays, and difficulties in fulfilling the requirements of the work plan all come back to my workload outside of the grant making it difficult at times to complete tasks by the frequent deadlines set by the grant, as discussed during our mid-project review meeting in 2018.

5. Were there any change orders and/or amendments to the contract and work plan? If yes, summarize the changes.

Yes No

Comments:

A change order was made to accommodate the unforeseen need to purchase a new sonde, due to the SRWD's sonde no longer working.

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

Flexibility with data entry and other submittals during the peak monitoring season is greatly appreciated.

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.

Objective	Line Item	MPCA Funds Awarded	MPCA Funds Expended prior to this Invoice	MPCA Funds Expended this Invoice	MPCA Funds Expended	Balance	Budget Expended (%)
1) Stream Monitoring	Personnel	\$13,716.50	\$4,767.86	\$649.44	\$5,417.30	\$8,299.20	39%
1) Stream Monitoring	Laboratory	\$12,065.00	\$6,858.00	\$825.50	\$7,683.50	\$4,381.50	64%
1) Stream Monitoring	Travel	\$3,538.08	\$1,715.73	\$278.21	\$1,993.94	\$1,544.14	56%
1) Stream Monitoring	Shipping	\$72.56	\$0.00	\$0.00	\$0.00	\$72.56	0%
1) Stream Monitoring	Equipment & supplies	\$7,051.50	\$6,588.49	\$0.00	\$6,588.49	\$463.01	93%
2) Data Management	Personnel	\$4,810.84	\$734.89	\$25.64	\$760.53	\$4,050.31	16%
2) Data Management	Travel	\$174.96	\$0.00	\$0.00	\$0.00	\$174.96	0%
3) Project Oversight	Personnel	\$7,363.98	\$1,734.77	\$341.81	\$2,076.58	\$5,287.40	28%
Total:		\$48,793.42	\$22,399.74	\$2,120.60	\$24,520.34	\$24,273.08	50%

Comments:

IV. Hydrographs

Comments:



