

Instructions on page 5
Due February 1, annually

Submittal date: 2/1/2021
(mm/dd/yyyy)

Approval date: 6/16/2021 Minnesota Pollution Control Agency (MPCA) approver: Mike Walerak
(mm/dd/yyyy)

I. Project information

Project title: Zumbro River Load Monitoring Network

TEMPO Agency Interest ID: 186719 TEMPO Activity ID: PRO20200001

SWIFT number: 0177910 Purchase order number: 3000026750

Local partner information:

Organization name: Olmsted County Soil and Water Conservation District

Primary contact name: Skip Langer Phone: 507-328-7070 Email address: langer.skip@co.olmsted.mn.us

Reporting period:

Start date: 7/9/2020 End date: 12/31/2020
(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): Zumbro River Hydrologic unit code(s): 07040004

Name of eligible laboratory: RMB Environmental Laboratories Inc.

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .04

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	No training scheduled by MPCA.
Task B	Submitted one invoice for Q3-Q4 of 2020 to MPCA Project Manager.
Task D	Attended 10 of 10 conference calls with MPCA project manager.
Task E	Coordinated with RMB throughout season to supply adequate sampling supplies to fulfill needs. Received updated <i>Permit to Appropriate and Transport Water for Water Quality Sampling</i>
Task E	Purchased ice and sampling shipping tape as needed.
Task F	Reviewed hydrographs on the Hydrometeorological Automated Data System and Cooperative Stream Gaging websites to determine appropriate sampling times. Reviewed all submitted sample analysis within five days of receiving information from RMB.

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Task G	New field meter used for 2020 season. Cleaned and calibrated monitoring equipment before each sampling and according to WPLMN SOP document. Calibration records submitted to project manager by Nov. 1, 2020.
Task H	Due to a late signing for 2020 WPLMN contract, sampling by Olmsted SWCD started in July of 2020. Sample count: S007-112 ZUMBRO R MF SB 5TH RD - 6 S003-802 ZUMBRO R S FK AT 90TH ST - 7 S007-141 ZUMBRO R NF AT CSAH-7 - 6 S007-111 ZUMBRO R MF NB 5TH RD - 6
Task I	All on site field data was recorded and submitted through GoCanvas. GoCanvas submissions were double checked and submitted prior to the 1 st and 15 th of each month of sampling.
Task J	No FLUX32 calculations had been completed in 2020 contract by Olmsted SWCD staff.

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: 7/10/20
- b. Was the QAPP revised during this reporting period? Yes No
Revised date: 11/30/20 Reason for revision(s): RMB added new TKN method
- 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-no contract in place
Deadline May 1. Submittal date: _____ Comments: NA-no contract in place
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: NA-no flows available during reporting period.
- 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: _____

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?

Yes, Olmsted SWCD's first year of WPLMN was 2019. MPCA and DNR were very proactive in providing on site and online training to get staff comfortable and competent with sampling procedures. Training was provided on hydrograph analysis and FLUX32 getting staff familiar with the process that will help with successful data management in the future.

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

Due to COVID 19 in the sampling season of 2020, there were several challenges to overcome. One being late contract approval between Olmsted SWCD and MPCA. MPCA's communication during this time was excellent and Olmsted SWCD staff still took part in regularly scheduled meetings in order to keep up to date on the program. Once the contract was approved for work to begin, the program implementation went smooth with no issues.

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	\$31,626.42	\$0.00	\$4,057.37	\$4,057.37	\$27,569.05	13%
Laboratory	\$10,879.00	\$0.00	\$1,532.00	\$1,532.00	\$9,347.00	14%
Mileage	\$1,610.00	\$0.00	\$225.40	\$225.40	\$1,384.60	14%
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	\$690.00	\$0.00	\$90.00	\$90.00	\$600.00	13%
Equipment and supplies	\$131.54	\$0.00	\$14.94	\$14.94	\$116.60	11%
Total:	\$44,936.96	\$0.00	\$5,919.71	\$5,919.71	\$39,017.25	13%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:







