



Instructions on Page 6

I. Project information

Project title: 2019 Rum River Load Monitoring

Local Partner information:

Organization name: Mille Lacs Soil and Water Conservation District

Street address: 635 2nd Street SE

City: Milaca

State: MN

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Reporting period for Section II Table 1:

Start date: 1/1/2020
(mm/dd/yyyy)

End date: 09/28/2020
(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): Rum River

Hydrologic unit code(s): 07010207

Name of eligible laboratory: Minnesota Department of Health

How many full-time equivalents (FTEs) worked on this project (total project hours/2,088 hours): 0.11

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 2020. Previous years' activities can be found on past Interim Progress Reports.

Objective	Description
Task A	Reviewed hydrographs on National Weather Service (NWS), and Cooperative Stream Gaging (CSG) websites to determine when sampling should occur
Task C	Purchased ice and water throughout season. Batteries and bags were also purchased.
Task D	Ice out was the 2nd week of March on the West Branch and samples were collected. Ice out on the Rum River was the 4 th week in March and was missed due to the timing of COVID19, Shelter in Place, and the DNRs availability to measure flow. Sampling was halted with COVID19 March 27 through mid May. Sampling resumed May 15th. 13 samples were collected at the West Branch and

	10 samples were collected at Rum River mainstem. Early ice out samples were sent to MVTL and starting in May samples were shipped to MDH.
Task E	Field observations were collected and documented (transparency, data logger, tape down, WWG, photos) when samples were collected.
Task F	YSI was calibrated weekly and logged.
Task G	Lab reports were reviewed upon receiving.
Task H	All field information (transparency, data logger, tape down, WWG, photos) was entered into Go Canvas routinely.
Task I	Field sheets, calibration log and extra photos were submitted.
Task J	After training, obtained FLUX32 input files from Project Manager for both sites, calculated seasonal loads for both sites and participated in two FLUX32 verification sessions (dates: January 24 th and April 30 th)
Task K	Budget, expenditures and invoices were tracked and compiled January through September. Eleven invoices were submitted during the reporting period to MPCA Project Manager. Two Change Orders were executed 2/12 and 6/4
Task L	Completed an interim progress report January 15th of 2020. MPCA approved on January 16 th , 2020.
Task M	Participated in monthly telephone conference calls in January and February. From March to contract end, participated in conference calls every other week (approximately 18-19 calls).
Task N	Participated in FLUX32 Training on January 8th in person, and a phone call Hydrograph Analysis Training with Tony and Kelli (project managers) on April 21st.

1. Please answer the following questions for activities completed in 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:

Rum River 2018, West Branch 2018

If no, please describe why:

b. Were you able to attend a majority of the weekly check-in telephone conferences during the reporting period?

Yes No If no, please describe:

c. 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:

Anthony Dingmann was able to collect samples in 2019 as a backup

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): 3/22/2019

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

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): _____

If no, please describe why:

2017: Yes No Submittal date (mm/dd/yyyy): _____

If no, please describe why:

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

2019: Yes No Submittal date (mm/dd/yyyy): 1/15/2020
If no, please describe why:

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:

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

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

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

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 2020. How did you resolve these problems?

I did not have any problems

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

Yes No

Comments:

Change Order #1: This change order details several changes to add funds to Laboratory and the Watershed Coordinator line items as well as zero out line items that will not be used in 2020 .

1. *Move \$194.76 from SWCD Administrator to Watershed Coordinator and Laboratory:*
 - *\$106.50 to Watershed Coordinator*
 - *\$88.26 to Laboratory*
 2. *Move \$93.78 from SWCD Administrative Assistant to Laboratory*
 3. *Move \$528.90 from SWCD Shoreland Technician to Laboratory*
 4. *Move \$600.00 from Equipment and Supplies to Laboratory*
 5. *Move \$5.69 from Meals to Laboratory*
- Total moved: \$1,423.13*

Change Order #2: This change order details several changes to add funds to Watershed Coordinator, Mileage, and Shipping line items as well as zero out line items that will not be used in 2020. The Laboratory line item was zeroed out and sample analysis will be done by the MN Department of Health and paid by the MPCA.

1. Move \$1,087.43 from Laboratory to Watershed Coordinator, Mileage, and Shipping:
 - \$998.45 to Watershed Coordinator
 - \$48.98 to Mileage
 - \$40.00 to Shipping
- Total moved: \$1,087.43

The FTE changed from 0.10 to 0.11 FTE and email addresses were updated

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

There are funds remaining - Shipping: \$10.29 as no additional samples needed to be shipped, Mileage: \$47.68 as no additional sampling was done on this contract, and Equipment/Supplies: \$8.34 as no additional equipment or supplies was needed.

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

I really appreciate my project managers (Tony and Kelli) helpfulness and the information they provide, always willing to answer quesitons.

III. Budget information

This budget summary is a compilation of the entire contract.

Contract execution date: 2/11/2019

Contract End Date: 9/28/2020

Budget item	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Total expended
Objective title:						
Personnel: wages and benefits						
Staff #1:						
No. of hours <u>210.75</u>	\$ 11222.45	\$	\$	\$	\$	\$ 11222.45
Staff #2:						
No. of hours <u>7.0</u>	\$ 454.44	\$	\$	\$	\$	\$ 454.44
Staff #3:						
No. of hours <u>7.75</u>	\$ 323.02	\$	\$	\$	\$	\$ 323.02
Staff #4:						
No. of hours <u>0</u>	\$	\$	\$	\$	\$	\$ 0.00
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>49</u>	\$ 2,807.70	\$	\$	\$	\$	\$ 2,807.70
Travel reimbursement: No. of miles <u>1661.00</u>	\$ 960.62	\$	\$	\$	\$	\$ 960.62
Monitoring supplies and Equipment	\$ 1,897.66	\$	\$	\$	\$	\$ 1,897.66
Shipping	\$ 529.71	\$	\$	\$	\$	\$ 529.71
Lodging	\$	\$	\$	\$	\$	\$
Other (describe the activity and cost – be specific):						
Meals	\$ 21.31	\$	\$	\$	\$	\$ 21.31
	\$	\$	\$	\$	\$	\$
Column total:	\$ 18,216.91	\$	\$	\$	\$	\$ 18,216.91

Comments:

Staff #1 total was adjusted by up one cent to account for rounding differences. Total column matches with invoices.

IV. Hydrographs

Comments:

Flow data is provisional.

