

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

 Submittal date: 1/5/2022
 (mm/dd/yyyy)

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

I. Project information

 Project title: 2020 Rum River Load Monitoring

 TEMPO Agency Interest ID: 191713 TEMPO Activity ID: PRO20200002

 SWIFT number: 183616 Purchase order number: 3000027241

Local partner information:

 Organization name: Mille Lacs Soil and Water Conservation District

 Primary contact name: Harmony Maslowski Phone: 612-518-5680 Email address: harmony.maslowski@millelacs.mn.gov

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): Rum River Hydrologic unit code(s): 07010207

 Name of eligible laboratory: Minnesota Valley Testing Laboratories (MVTL)

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .048

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	Attended a virtual site review with DNR staff on March 31 st 2021.
Task B	Four invoices submitted during the reporting period to the MPCA Project Manager tracked expenditures, compiled and submitted invoice from beginning of the year through December 2021.
Task C	Interim Progress Report submitted on January 15 th , 2021 approved on January 28 th , 2021.
Task C	The 2021 Interim Progress Report was posted on Mille Lacs SWCD's website.
Task D	Participated in all except one, one hour calls between January 1 st and December 31 st .
Task D	Participated in Mid-Project meeting November 24 th , 2021.
Task E	Ice and distilled water were purchased throughout the season as needed.

Task E	Contacted MVTL to request sample bottles, maintained current copy of Permit to Appropriate and Transport Water for Water Quality Sampling.
Task F	Checked weather and forecasting sites in addition to the Cooperative Stream Gaging Websites routinely to determine when sampling should occur.
Task F	Reviewed all sampling results from MVTL.
Task F	Completed Hydrograph analysis and submitted on January 14, 2021, reviewed and finalized April 30 th , 2021.
Task G	Calibration of YSI weekly in sampling months, and moving to monthly over storage in the winter. Calibration logs scanned and sent to project manager.
Task G	Replacement of probes for YSI in Spring of 2021 in preparation for the sampling season.
Task G	Conducted Temperature sensor checks with NIST thermometer three times (3/22, 6/7,10/29) and submitted meter calibration logs to project manager.
Task H	Collected 14 water samples and field measurements at Rum River and collected 17 of samples at West Branch. Also collected replicate and field blank samples on July 19 th 2021.
Task H	All samples shipped via SpeedDee to MVTL.
Task I	All submitted to GoCanvas by due dates. Also scanned and submitted field sheets by due date to project manager.
Task J	Flux32 work for Rum River and submitted zip files to project manager on January 22 nd 2021 and verification on January 29 th 2021 and February 5 th 2021.

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: 9/30/20
- 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: 1/19/21 Comments: Winter storage calibration sent on 1/19/21
- 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: 4/30/21 Comments: _____
 Deadline August 1. Submittal date: 7/30/21 Comments: _____
 Deadline November 1. Submittal date: 10/29/21 Comments: _____
- 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: Missed one on August 12 2021, but let my project manager know ahead of time and confirmed anything I needed to know.

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, very comfortable, Anthony Dingmann and Kelli Nerem are extremely knowledgeable and helpful.

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

Have ongoing issues with my older YSI model DO probe readings being inconsistent, even when calibrating and have troubleshot many times and replaced probes.

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):

This year I realized I was sending calibration logs in with fieldsheets, and when I only had 2 calibration logs left (November and December) for the winter storage months, I wasn't hitting the January 1st deadline.

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	\$12,344.80	\$6,112.93	\$644.88	\$6,757.81	\$5,586.99	55%
Laboratory	\$3,040.00	\$2,128.00	\$243.20	\$2,371.20	\$668.80	78%
Mileage	\$951.05	\$444.96	\$53.76	\$498.72	\$452.33	52%
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	\$650.00	\$260.18	\$34.16	\$294.34	\$355.66	45%
Equipment and supplies	\$929.80	\$34.14	\$0.00	\$34.14	\$895.66	4%
Total:	\$17,915.65	\$8,980.21	\$976.00	\$9,956.21	\$7,959.44	56%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

