

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

 Submittal date: 1/10/2022
 (mm/dd/yyyy)

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

I. Project information

 Project title: Itasca County SWCD Watershed Pollutant Load Monitoring

 TEMPO Agency Interest ID: 196170 TEMPO Activity ID: PRO20200004

 SWIFT number: 191102 Purchase order number: _____

Local partner information:

 Organization name: Itasca County Soil and Water Conservation District (SWCD)

 Primary contact name: Matt Gutzmann Phone: 218-999-4435 Email address: matt.gutzmann@itascaswcd.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): Big Fork River Hydrologic unit code(s): 09030006

 Name of eligible laboratory: RMB Laboratories, Detroit Lakes and Hibbing

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): .077

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 annual WPLMN training virtually on February 24, 2022.
Task B	Compiled and submitted quarterly invoices for 2022 sampling season and submitted January 6 th , June 10 th (delayed due to addendum), August 4 th , including personnel, lab, shipping, and mileage line items. Amendment was executed on May 2, 2022 and the MPCA revised the invoice template to include the additional funds.
Task C	Complied and submitted an interim progress report for 2021 on January 10, 2022 which was approved on September 10, 2022. In December 2022, work began on the 2022 Interim Progress Report. Website has been updated for content.
Task D	Attended 17 of 19 conference call meetings. Project coordinator has been updated regularly with progress of budget.

Task E	Staff was familiarized with sampling locations, communicated with RMB labs regarding ordering supplies and updated cost list. Fieldwork folder was updated with maps, data collection sheets, water transport permit. AIS locations were identified and protocols were reviewed.
Task F	Previous hydrologic data was reviewed to improve accuracy of sample collection timeline. Forecast, precip collection, and stream gaging websites were analyzed throughout the season to identify hydrologic changes to the sample sites. Lab results were reviewed and analyzed.
Task G	Sonde was calibrated weekly for pH and conductivity; each day samples were collected was calibrated for DO. Temp was checked on 4/11 and 8/3 during the sampling year. Field meter calibrations were submitted 11/1 for the season.
Task H	20 samples were collected at Big Fork MN6 and 20 samples were collected at Big Fork Craigsville. Field replicates and blanks were collected and all samples were delivered to RMB labs for analysis. No samples were lost or flagged for holding time, however there was a TP outlier at MN6 on 6/1 that was unable to be re-sampled at the lab despite multiple attempts to contact them in a reasonable amount of time. SOPG was followed for sample collection.
Task I	Field measurements were collected at each site x20 observations including stream transparency, photographs, and datalogger readings. All observations were submitted to GoCanvas and field sheets were submitted on time as requested. Typically, field sheets were submitted on or before the deliverable deadline (1 exception).

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: 4/12/21
- 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: <u>n/a</u>	Comments: _____
Deadline May 1.	Submittal date: <u>4/29/22</u>	Comments: _____
Deadline August 1.	Submittal date: <u>8/2/22</u>	Comments: _____
Deadline November 1.	Submittal date: <u>11/1/22</u>	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: Two meetings were missed due to prior obligations. Majority of meetings were attended by primary sampler.

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:

Trained backup sampler collected samples twice during the 2022 season.

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?

The season went smoothly, overall. There was an amendment to the contract that went into effect May 2nd, however there were very minimal modifications to the workplan which did not affect daily operations. Continued to have great communication with project coordinator throughout the season. There were a couple of issues with lab samples being re-run due to being outside of expected values; these were corrected with the exception of one sample at MN6 taken 6/1 where RMB did not re-run the sample despite immediate notification of the sample values.

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

If yes, summarize the changes:

An amendment was completed which was executed on 5/2/2022. This added funds to the contract and extended the end date to 06/30/2024. There were no significant changes to the workplan.

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

The MPCA program coordinator continues to provide excellent communication throughout the season. Has provided much appreciated insight into when to sample during events, monitoring or lab sample values, and general information that has been helpful to this less experienced staff.

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	\$17,579.50	\$10,606.23	\$424.00	\$11,030.23	\$6,549.27	63%
Laboratory	\$6,791.00	\$3,953.00	\$118.00	\$4,071.00	\$2,720.00	60%
Mileage	\$4,000.20	\$2,442.83	\$75.00	\$2,517.83	\$1,482.37	63%
Lodging	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	0%
Meals	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	0%
Shipping	\$630.00	\$155.00	\$20.00	\$175.00	\$455.00	28%
Equipment and supplies	\$30.00	\$2.58	\$0.00	\$2.58	\$27.42	9%
Total:	\$29,270.70	\$17,159.64	\$637.00	\$17,796.64	\$11,474.06	61%

Comments:

IV. Hydrographs

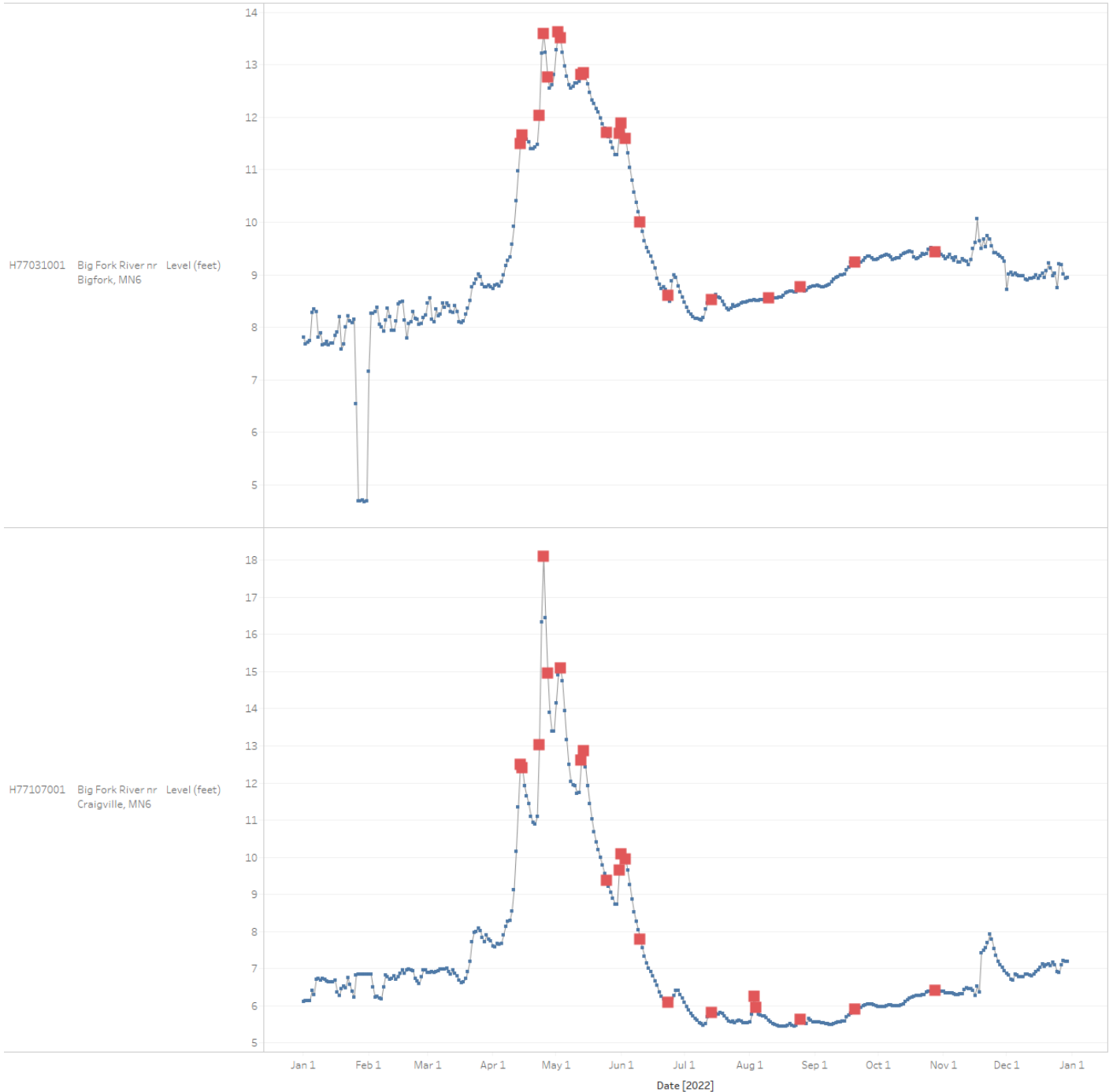
Please note hydrographs are provisional.

Comments:

Shown by flow and level.

Watershed Pollutant Load Monitoring Network (WPLMN) sample hydrograph and field data viewer - Data for previous 12 months

WISKI exported data at All and Tableau loaded it at 12/30/2022 6:41:45 AM.



Sample collected ● Alternate station ■ Sample collected ■
● Sample collected ■ Primary station ■ Sample collected
● Daily flow or level ■ Daily flow or level

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