

WPLMN/IWM Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN) Intensive Watershed Monitoring (IWM)

Doc Type: Contracts Interim Report

**Instructions on page 6.
Due February 1, annually**

 Submittal date: 1/13/2025
 (mm/dd/yyyy)

 Approval date: 2/24/2025
 (mm/dd/yyyy)

 WPLMN Project Manager approver: Kelli Nerem

For joint WPLMN/

 IWM projects: Approval date: _____ IWM Project Manager approver: _____
 (mm/dd/yyyy)

I. Project information

 Project title: Root River Watershed Pollutant Load Monitoring

 TEMPO Agency Interest ID: 191603 TEMPO Activity ID: PRO20240001

 SWIFT number: 257055

Local partner information:

 Organization name: Fillmore SWCD

 Primary contact name: Riley Buley Phone: (507) 887-0240 Email address: riley.buley@fillmoreswcd.org

Reporting period:

 Start date: 10/4/2024 End date: 12/31/2024
 (mm/dd/yyyy) (mm/dd/yyyy)

Additional Details:

 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): 0.01

II. Activities completed

1. **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 B	Expenditures were tracked and the MPCA sent the WPLMN invoice template on 12/23/2024.
Task C	Fillmore SWCD staff compiled information for the 2024 Interim Progress Report.
Task D	Primary sampling staff attended one call-in meeting during this time frame, on 10/06/2024, and secondary sampling staff attended one call-in meeting during this time frame, on 12/06/2024.
Task E	Lab staff were contacted throughout the sampling season for bottle needs, billing and results.
Task E	A current copy of the Permit to Appropriate and Transport Water for Water Quality Sampling resides in the main sampling vehicle.
Task E	No AIS are identified at sampling locations.
Task F	Field meter remained calibrated and in good working order throughout the sampling season.
Task F	Records of calibrations and maintenance were kept and submitted to MPCA staff on December 30 th , 2024.
Task G	All five sites monitored by Fillmore SWCD are Tier 3 sites. One full round of baseflow was collected during this time frame and submitted to RMB for analysis.

Task H	Field measurements and observations were collected at each site visit and recorded electronically via GoCanvas.
Task I	Laboratory results were reviewed in a timely manner.

2. If SWAG monitoring was included in this contract, describe any missed sampling details and any noteworthy site conditions that would be helpful when assessing the data. 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.)

EQUIS ID	Sampling requirements fulfilled? Type Yes or No below:	Comments

3. 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/yyyy format.

- a. Quality Assurance Project Plan (only applies to state university labs)

Approval date: _____

Was the QAPP revised during this reporting period? Yes No

Revised date: _____ Reason for revision(s): _____

- b. Was the WPLMN field meter calibration log submitted by January 1? Yes No

If no, submittal date: _____ Comments: Submitted on 12/30/2024

- c. Were WPLMN 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: _____

- d. Please list the submittal dates (in the reporting year) for the WPLMN field sheets, field books, and extra pictures. Put 'NA' in Comments if there are no records or pictures to submit.

Deadline January 1: Submittal date (mm/dd/yyyy): _____ Comments: _____

Deadline May 1: Submittal date (mm/dd/yyyy): _____ Comments: _____

Deadline August 1: Submittal date (mm/dd/yyyy): _____ Comments: _____

Deadline November 1: Submittal date (mm/dd/yyyy): _____ Comments: NA-Data collected on-site

- e. Were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?

Rarely Sometimes Almost Always Always Not Applicable

Comments: _____

- f. 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: At least 1 staff was at every meeting during this time frame.

- g. Please list the submittal dates (in the reporting year) for the SWAG deliverables.

Field data Submittal date (mm/dd/yyyy): _____ Comments: _____

Laboratory data Submittal date (mm/dd/yyyy): _____ Comments: _____

Photos	Submittal date (mm/dd/yyyy): _____	Comments: _____
Calibration log	Submittal date (mm/dd/yyyy): _____	Comments: _____

4. 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:

5. Were you comfortable with your level of training and current ability to complete the obligations of your workplan?

Yes.

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

There was a delay in the start of the contract resulting in the MPCA conducting the field work and sampling until the contract was executed.

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

If yes, copy the change order or amendment language here:

8. 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	\$21,873.75	\$0.00	\$1,700.33	\$1,700.33	\$20,173.42	8%
Laboratory, Equipment/Supplies, Shipping	\$15,750.15	\$0.00	\$536.81	\$536.81	\$15,213.34	3%
Travel (Mileage, Lodging & Meals)	\$2,164.10	\$0.00	\$85.02	\$85.02	\$2,079.08	4%
Total:	\$39,788.00	\$0.00	\$2,322.16	\$2,322.16	\$37,465.84	6%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

2024 sampling was done by Fillmore SWCD and the MPCA. For this reporting period, only the October sample was covered under this contract.

Watershed Pollutant Load Monitoring Network (WPLMN) sample hydrograph and field data viewer - Historic data

