

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

 Submittal date: 1/18/2024  
 (mm/dd/yyyy)

 Approval date: 04/23/2024 Minnesota Pollution Control Agency (MPCA) approver: Kelli Nerem  
 (mm/dd/yyyy)

### I. Project information

 Project title: High Island Creek Watershed Pollutant Load Monitoring Project

 TEMPO Agency Interest ID: 196264 TEMPO Activity ID: PRO20200001

 SWIFT number: 173659 Purchase order number: NA

#### Local partner information:

 Organization name: Sibley Soil and Water Conservation District

 Primary contact name: Joel Wurscher Phone: 507-702-7077 Email address: joel.wurscher@sibleyswcd.org

#### Reporting period:

 Start date: 1/1/2023 End date: 12/31/2023  
 (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): Lower Minnesota Hydrologic unit code(s): 07020012

 Name of eligible laboratory: MVTL, Inc.

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.08

### 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	Primary sampler attended the WPLMN Statewide meeting on 10/4/2023 in Saint Cloud.
Task B	Project staff submitted invoices (4) by quarter.
Task C	The 2022 Interim Progress Report was submitted on 1/11/2023. The MPCA approved the report on 2/27/2023.
Task C	Upon approval, the interim progress report was posted on <a href="http://www.sibleyswcd.org">www.sibleyswcd.org</a>
Task D	Primary water sampler attended conference calls as scheduled by MPCA. Approx. bi-monthly.
Task D	Primary water sampler and District Manager attended a virtual midproject meeting with MPCA on 12/20/2023.
Task E	Primary water sampler prepared for sampling season by following tasks listed in work plan.

Task E	Primary water sampler obtained all necessary sampling equipment (ice, bottles) as needed.
Task E	Project staff reviewed all necessary Aquatic Invasive Species (AIS) information.
Task F	Primary water sampler consulted all necessary weather forecasting and hydrographs to aid in determining sampling collection timing and frequency.
Task F	Primary water sampler reviewed all laboratory results within 5 days of receiving.
Task G	Primary water sampler ensured that field meter was properly calibrated during the sampling season.
Task G	All calibration was documented, and calibration logs submitted on 11/01/23.
Task H	10 water samples were collected at HIC-5P and 16 water samples were collected at HIC-10P by the primary water sampler during the sampling season. Drought conditions limited sampling.
Task H	1 field replicate was taken at HIC-10P by primary water sampler during sampling season.
Task H	Due to low water levels, an equipment blank sample was not completed during the sampling season.
Task I	Field visits and sampling was done by primary water sampler in accordance with MPCA guidance and contract workplan.
Task I	All GoCanvas submissions were submitted by the 1st and 15th of each month.
Task I	All field records were submitted on 5/1/23, 8/1/23, 11/1/23.
Task J	No FLUX32 work was completed during 2023.

**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: 3/24/20
- 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: \_\_\_\_\_ Comments: Submittal 11/1/2023
- 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: NA Comments: No submissions during this time.  
 Deadline May 1. Submittal date: 5/1/23 Comments: \_\_\_\_\_  
 Deadline August 1. Submittal date: 8/1/23 Comments: \_\_\_\_\_  
 Deadline November 1. Submittal date: 11/1/23 Comments: \_\_\_\_\_
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?  
 Rarely  Sometimes  Almost Always  Always  
 Comments: N/A
- 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, my previous training allowed me to complete all obligations in the workplan.*

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

*Drought conditions impacted sampling. HIC-5P was not sampled after 07/5/2023. No equipment blank sample was collected. Events were sampled in a timely manner and all deadlines were met.*

**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):**

*MPCA staff have been very helpful in aiding project staff in completing the obligations of the workplan. MPCA guidance are easy to follow.*

### 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	\$28,719.29	\$25,174.24	\$1,371.75	\$26,545.99	\$2,173.30	92%
Laboratory	\$10,946.12	\$8,673.40	\$67.60	\$8,741.00	\$2,205.12	80%
Mileage	\$4,205.58	\$3,588.98	\$157.20	\$3,746.18	\$459.40	89%
Lodging	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0%
Meals	\$26.00	\$0.00	\$11.00	\$11.00	\$15.00	42%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$2,852.58	\$2,710.61	\$1.99	\$2,712.60	\$139.98	95%
<b>Total:</b>	<b>\$46,869.57</b>	<b>\$40,147.23</b>	<b>\$1,609.54</b>	<b>\$41,756.77</b>	<b>\$5,112.80</b>	<b>89%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

### Comments:

A large beaver dam affected water levels at H33075001 - High Island Creek near Arlington from September through the end of the year.



