

Instructions on page 5.

 Submittal date: 4/17/2024
 (mm/dd/yyyy)

 Approval date: 5/9/2024 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

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: 1/1/2024 End date: 5/1/2024
 (mm/dd/yyyy) (mm/dd/yyyy)

Project location:

 Name of eligible laboratory: MVTL, Inc.

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.03

II. Activities completed

1. **Please list activities completed during the reporting period. 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	Description
Task B	A change order was completed on 2/23/2024 and 4/25/2024 and the final invoice was submitted on 05/07/2024.
Task C	The Interim Progress Report was submitted on 01/18/2024 and approved on 04/23/2024. The report was posted www.sibleyswcd.org .
Task C	A draft Final Progress Report was submitted on 04/17/2024. The MPCA approved on 05/09/2024. The report was posted on www.sibleyswcd.org .
Task D	Primary water sampler attended 4 call ins during the reporting period.
Task E	Purchased new Hach HQ2200 and several bags of ice.
Task F	Primary water sampler reviewed lab results for all samples taken during the reporting period.
Task G	Calibration, maintenance and equipment storage were handled in accordance with the SOPG and field meter guidance.
Task H	5 samples were taken and delivered to MVTL at each Tier 3 subwatershed site during the reporting period.
Task I	Field measurements and observations at each site were done in accordance with the SOPG and submitted to GoCanvas. The field sheet copies were submitted to MPCA.

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/yyyy format.

- a. Quality Assurance Project Plan (QAPP) approval date: 3/24/2020
- 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 (mm/dd/yyyy): _____ 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 (*in the reporting year*) for field sheets, field books, and extra pictures by deadline date.
- | | | |
|------------------------|--|---------------------|
| Jan 1 (if applicable)* | Submittal date (mm/dd/yyyy): _____ | Comments: <u>NA</u> |
| May 1 | Submittal date (mm/dd/yyyy): <u>5/1/2024</u> | Comments: _____ |
| August 1 | Submittal date (mm/dd/yyyy): _____ | Comments: _____ |
| November 1 | Submittal date (mm/dd/yyyy): _____ | Comments: _____ |
- *this would be previous year's data.
- f. If applicable, were pollutant loads submitted within 60 days of receiving the .xml?
 Rarely Sometimes Almost Always Always
Comments: Missed 60 day deadline for 2021 loads due to workload on other programs.
- 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.

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

Task J - Project staff were unable to complete the 2021 load calculations within the 60-day framework due to workload on other programs.

6. Were there any change orders and/or amendments to the contract and workplan during this reporting period?

Yes No

If yes, summarize the changes:

Change order #1: Money was moved out of the laboratory, lodging and meals categories into the equipment and supplies category. This change was made to facilitate the purchase of a new Hach HQ Series field meter.

Change order #2: Money was moved from Equipment and supplies, laboratory and mileage to Personnel to finish work on the project.

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

MPCA staff have been excellent to work with and provide project staff will clear direction and objectives.

III. Budget Information

Please copy the information on the Invoice tab from the Microsoft Excel Invoice workbook and paste into this Final Progress Report template. See Instructions for details.

Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	\$28,903.89	\$26,545.99	\$2,323.13	\$28,869.12	\$34.77	100%
Laboratory	\$9,417.00	\$8,741.00	\$676.00	\$9,417.00	\$0.00	100%
Mileage	\$4,205.13	\$3,746.18	\$458.95	\$4,205.13	\$0.00	100%
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Meals	\$11.00	\$11.00	\$0.00	\$11.00	\$0.00	100%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$4,332.55	\$2,712.60	\$1,619.95	\$4,332.55	\$0.00	100%
Total:	\$46,869.57	\$41,756.77	\$5,078.03	\$46,834.80	\$34.77	100%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

E33091001 flow was not available until 03/07/2024.

