

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

Submittal date: 1/19/2024  
(mm/dd/yyyy)

Approval date: 3/7/2024 Minnesota Pollution Control Agency (MPCA) approver: Diana Macziewski  
(mm/dd/yyyy)

### I. Project information

Project title: RCRCA Watershed Pollutant Load Monitoring Network Project

TEMPO Agency Interest ID: 191308 TEMPO Activity ID: PRO20200002

SWIFT number: 186789 Purchase order number: \_\_\_\_\_

#### Local partner information:

Organization name: Redwood-Cottonwood Rivers Control Area (RCRCA)

Primary contact name: Kerry Netzke Phone: 507-532-1325 Email address: kerry.netzke@rcrca.com

#### Reporting period:

Start date: 1/3/2023 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): Redwood, Cottonwood, MN River-Mankato Hydrologic unit code(s): 0702(0006,0007,0008)

Name of eligible laboratory: Minnesota Valley Testing Laboratories (MVTL), Inc. - New Ulm, MN

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

### 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	Virtual Spring Training was attended by both staff on 2/16/2023.
Task A	Both staff attended in-person training in St. Cloud on 10/4/2023.
Task B	Tracked budget expenditures and prepared quarterly invoices with necessary documentation.
Task C	Prepared the Interim Progress Report (IPR) and submitted on 1/18/2023.
Task C	Approved IPR was posted to RCRCA's website.
Task D	Primary sampler attended 16 of 19 conference calls. Backup sampler attended 1 of those 3 calls.
Task E	No familiarization with sampling sites was required as they remained the same from prior grants.
Task E	No equipment was purchased in 2023. Purchased supplies consisted of ice and batteries.

Task E	Carried <b>Permit to Appropriate and Transport Water for Water Quality Sampling</b> in each sampling vehicle.
Task E	Used AIS-specific sampling equipment in accordance with protocol for Minnesota River near Morton site.
Task F	Reviewed laboratory results for any errors within 5 days of receiving.
Task G	Calibrated DO, pH, and specific conductance probes as recommended during open water sampling.
Task G	Documented calibration and maintenance records in logbook and submitted field meter calibration log by January 1, 2023.
Task H	Collected 64 water quality samples and field information at the Tier 3 subwatershed sites from ice out through October 31. Sample counts by site: 9 at Redwood River at Russell, 11 at Redwood River near Marshall, 23 at Cottonwood River near Leavenworth, and 21 at Sleepy Eye Creek near Cobden. Ice out occurred around 4/8/2023 for these sites.
Task H	Collected 69 water quality samples and field information at the Tier 3 major watershed and basin sites as follows: 29 at Cottonwood River near New Ulm, 21 at Redwood River near Redwood Falls, and 19 at Minnesota River near Morton. Ice out occurred between 4/10/2023 and 4/11/2023 for these sites.
Task H	Collected 1 field replicate sample at both Cottonwood River subwatershed sites but was unable to collect field replicate samples at the Redwood River subwatershed sites during 2023 due to drought conditions. Collected 1 field replicate sample at each major watershed. Collected 1 equipment blank on 8/25/2023.
Task I	Collected field measurements and observations at each visit. Recorded data in the field book and electronically using GoCanvas and submitted by the 1 <sup>st</sup> and 15 <sup>th</sup> of each month. Data not submitted via GoCanvas was submitted May 2, July 26 and November 1, 2023.
Task J	Obtained 2020 FLUX32 input files, calculated loads and verified calculations for the 3 remaining sampling sites: S001-203, S001-679 & S000-145. The other 4 sites were completed previously. Data for the 2021 season was not disseminated 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: 1/13/21
- 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: 11/1/23 Comments: Submitted with Q3 data, no updates to calibration log during Q4.
- 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: Outside of the early season (April and May) when much time was spent in the field, submissions were in within a day or two of the deadline if not prior.
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.  
 Deadline January 1. Submittal date: 1/16/24 Comments: Field notes  
 Deadline May 1. Submittal date: 5/2/23 Comments: Field notes  
 Deadline August 1. Submittal date: 7/26/23 Comments: Field notes  
 Deadline November 1. Submittal date: 11/1/23 Comments: Calibration log and field notes
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?  
 Rarely  Sometimes  Almost Always  Always  
 Comments: I lost track of one site during the season and was submitted after 60 days.
- 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: Primary Sampler attended all but 3 conference calls, missing these due to being in the field or off of work; backup sampler attended 1 of those 3 conference calls.

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:

*Kerry Netzke, trained backup sampler, collected samples on May 14<sup>th</sup> and May 15<sup>th</sup> of 2023.*

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?

*No problems encountered. Field replicate collection was challenging in the Redwood Watershed with only one minor event in mid-May after ice-out at the subwatershed sites.*

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):

### 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	\$69,425.87	\$42,863.73	\$4,703.63	\$47,567.36	\$21,858.51	69%
Laboratory	\$43,412.80	\$28,736.80	\$2,350.80	\$31,087.60	\$12,325.20	72%
Mileage	\$8,549.51	\$7,570.29	\$688.41	\$8,258.70	\$290.81	97%
Lodging	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
Meals	\$72.00	\$0.00	\$22.00	\$22.00	\$50.00	31%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$2,906.82	\$2,827.60	\$2.99	\$2,830.59	\$76.23	97%
<b>Total:</b>	<b>\$124,617.00</b>	<b>\$81,998.42</b>	<b>\$7,767.83</b>	<b>\$89,766.25</b>	<b>\$34,850.75</b>	<b>72%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

### Comments:

USGS does not plot flow during the winter.



