



Please complete and submit to your project manager.

Reporting Period:  January 1 through June 30 (Due August 1)  
 July 1 through December 31 (Due February 1)

All information is required by the U.S. Environmental Protection Agency (EPA) and the Minnesota Pollution Control Agency (MPCA). Do not leave blanks (unless otherwise noted). This report form can be typed using your computer. Use the "tab" key to move through the fields of this form. Enter responses using text and check boxes as indicated. Keep a copy for your records.

## I. General Report Information

- Project title: Cottonwood Redwood Pre-WRAPS
- Project sponsor (Grantee): Redwood-Cottonwood Rivers Control Area (RCRCA)
- Contact name: Kerry Netzke
- E-mail address: kerry.netzke@rcrca.com
- Funding:  319  CWP  CWP Loan  Clean Water Fund  Other: \_\_\_\_\_
- Contract number: 118176
- MPCA Project Manager: Mike Weckwerth
- Effective date (mm/dd/yyyy): 2/21/2017 Expiration date (mm/dd/yyyy): 12/30/2018

## II. Semi-annual Report Information

### 1. Project activities completed during last six (6) months according to the program objectives or tasks (please be specific):

#### Objective 1: Project Planning

The LWG met jointly on 8/10/2017 to interview three potential consultants for WRAPS and TMDL document writing. Wenck Associates was hired. Another meeting was held on 11/7/2017.

#### Objective 2: Public Participation Process

At the 11/7/2017 LWG meeting, it was decided that three public informational meetings will be held per watershed. Attendees will be informed of the WRAPS process, will be provided sampling data from the 2017 season, and will have the opportunity to voice concerns about the watershed or their local area, and to participate further on advisory committees.

#### Objective 3: Project Administration

Invoice #2 and #3 were prepared and submitted for the reporting period ended 12/31/2017. Time tracking, sample tracking, and timely payments to MVTL Laboratories and LWG organizations were completed.

#### Objective 4: Gap Monitoring

For this reporting period, RCRCA collected 7 samples for Chlorophyll A from 10 sites (1 sample for QA/QC), and 2 samples from 13 sites for Total Suspended Solids per the GAP sampling schedule. MVTL Laboratories inputs sample test results into the EQUIS database; RCRCA staff checks the data for accuracy.

### 2. List all products (documents, pamphlets, videos, maps, etc.) produced in this reporting period:

Invoice with expenditure list and budget tracking spreadsheet for the July-Sept and Oct-Dec 2017 quarters. Semi-Annual Report will be completed by the February 1, 2018 deadline.

### 3. Challenges faced (optional):

Several of the LWG members are working on other WRAPS or One Watershed, One Plan projects. Scheduling meetings has been a challenge. The LWG has chosen the 3<sup>rd</sup> Thursday of every month as the meeting day dedicated to this project.

4. Summary of monitoring data collected (if applicable):

N/A

4a. Have all monitoring stations been established in EQUIS?  Yes  No  N/A

4b. Are the data being routinely submitted for storage into EQUIS?  Yes  No  NA

If yes, last submittal date (mm/dd/yyyy): \_\_\_\_\_

5. Are the Best Management Practices data being annually entered into eLINK?  Yes  No  N/A

If yes, date last entered (mm/dd/yyyy): \_\_\_\_\_

6. Describe specific (quantifiable, if possible) results achieved during this period:

N/A

Phosphorus Load Reduction: \_\_\_\_\_ lbs./year

Nitrogen Load Reduction: \_\_\_\_\_ lbs./year

Sediment Load Reduction: \_\_\_\_\_ lbs./year

7. Did the MPCA execute a change order or amendment for this project during this reporting period? No  Yes

If yes, summarize those changes:

Change Order #1 was executed on 7/19/2017 to move funds within objectives 1 and 2 to provide additional funds for LWG county and SWCD staff.

8 List anticipated program objectives or tasks to be completed during the next six (6) months please be specific:

Over the next 6 months, the LWG will continue to meet to work with the consultant (Wenck), and to plan the informational meeting events for both watersheds. Samples for 2018 will be collected starting in June. Quarterly invoices for the Jan-March and April-June periods will be submitted as well as a Semi-Annual Report of grant activities and budget expenditures.

### III. Expenditure Information for this Period

Provide a copy of your work plan budget showing cumulative expenditures and budget balances by work plan objective and task. Also, fill out the summary below.

Expenditure Report attached

Complete the table below:	Amount
Total Grant Amount	\$77,000.00
Total Match Amount (if applicable)	N/A
<b>Total Project Amount</b>	<b>\$77,000.00</b>
Grant Expenditures this period	\$12,671.72
Match Expenditures this period (if applicable)	N/A
Cumulative Grant Expenditures to date	\$23,117.22
Cumulative Match Expenditures to date (if applicable)	N/A
<b>Total Cumulative Expenditures to date</b>	<b>\$23,117.22</b>

Date form completed (mm/dd/yyyy): 1/11/2018



# SEMI-ANNUAL REPORT BUDGET EXPENDITURES

Pre-Watershed Restoration and Protection Strategies (WRAPS)

Project Title: Cottonwood Redwood Pre-WRAPs  
 Contract Period: February 21, 2017 - June 30, 2018  
 Project Manager Name: Kerry Netzke, RCRCA  
 MPCA Project Manager Name: Mike Weckwerth

Original Grant Amount  
 10% Retainage Amount  
 MPCA Grant Funds Available

\$77,000.00  
\$7,700.00  
\$69,300.00

Report Date: 1/11/2018  
 Reporting Period: 7/1/17 - 12/31/17

Cost Category	Unit	Rate	Qty	Total Grant Cash	Feb-Jun 2017 Grant Expended	July-Oct 2017 Grant Expended	Oct-Dec 2017 Grant Expended	Jan-June 2018 Grant Expended	Jan-Jun 2018 Grant Expended	Total Grant Expended	Total Budget Remaining
<b>OBJECTIVE 1 - Project Planning</b>											
Task A - Coordination											
1A - RCRCA Staff	\$58.00 /hr.		331.00	\$19,198.00	\$2,639.00	\$2,334.50	\$928.00			\$5,901.50	\$13,296.50
1B - County Staff	\$40.00 /hr.		175.00	\$7,000.00	\$1,300.00	\$1,220.00	\$400.00			\$2,920.00	\$4,080.00
1C - SWCD Staff	\$40.00 /hr.		175.00	\$7,000.00	\$1,900.00	\$1,240.00	\$520.00			\$3,660.00	\$3,340.00
<b>OBJECTIVE 1 - TOTAL</b>				<b>\$33,198.00</b>	<b>\$5,839.00</b>	<b>\$4,794.50</b>	<b>\$1,848.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,481.50</b>	<b>\$20,716.50</b>
<b>OBJECTIVE 2 - Public Participation Process</b>											
Task B - Stakeholder Planning											
2A - RCRCA Staff	\$58.00 /hr.		320.00	\$18,560.00	\$928.00	\$0.00	\$928.00			\$1,856.00	\$16,704.00
2B - County Staff	\$40.00 /hr.		145.00	\$5,800.00	\$890.00	\$0.00	\$380.00			\$1,270.00	\$4,530.00
2C - Staff	\$40.00 /hr.		145.00	\$5,800.00	\$990.00	\$0.00	\$460.00			\$1,450.00	\$4,350.00
<b>OBJECTIVE 2 - TOTAL</b>				<b>\$30,160.00</b>	<b>\$2,788.00</b>	<b>\$0.00</b>	<b>\$1,768.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,556.00</b>	<b>\$25,604.00</b>
<b>OBJECTIVE 3 - Administration</b>											
Task A - Organization and Oversight											
3A - RCRCA Staff	\$58.00 /hr.		104.00	\$6,032.00	\$580.00	\$0.00	\$551.00			\$1,131.00	\$4,901.00
3B - Mileage	Commissioners Rate	/mi		\$610.00	\$0.00	\$10.70	\$38.52			\$49.22	\$560.78
<b>OBJECTIVE 3 - TOTAL</b>				<b>\$6,642.00</b>	<b>\$580.00</b>	<b>\$10.70</b>	<b>\$589.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,180.22</b>	<b>\$5,461.78</b>
<b>OBJECTIVE 4 - Gap Monitoring</b>											
Task A - Sample Collection											
4A - RCRCA Staff	\$58.00 /hr.		49.50	\$2,871.00	\$609.00	\$1,363.00	\$319.00			\$2,291.00	\$580.00
4B - Mileage	Commissioners Rate	/mi		\$130.00	\$0.00	\$0.00	\$0.00			\$0.00	\$130.00
4C - Lab Analysis				\$3,999.00	\$629.50	\$1,979.00	\$0.00			\$2,608.50	\$1,390.50
<b>OBJECTIVE 4 - TOTAL</b>				<b>\$7,000.00</b>	<b>\$1,238.50</b>	<b>\$3,342.00</b>	<b>\$319.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,899.50</b>	<b>\$2,100.50</b>
<b>OBJECTIVE 1 - TOTAL</b>				<b>\$33,198.00</b>	<b>\$5,839.00</b>	<b>\$4,794.50</b>	<b>\$1,848.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,481.50</b>	<b>\$20,716.50</b>
<b>OBJECTIVE 2 - TOTAL</b>				<b>\$30,160.00</b>	<b>\$2,788.00</b>	<b>\$0.00</b>	<b>\$1,768.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,556.00</b>	<b>\$25,604.00</b>
<b>OBJECTIVE 3 - TOTAL</b>				<b>\$6,642.00</b>	<b>\$580.00</b>	<b>\$10.70</b>	<b>\$589.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,180.22</b>	<b>\$5,461.78</b>
<b>OBJECTIVE 4 - TOTAL</b>				<b>\$7,000.00</b>	<b>\$1,238.50</b>	<b>\$3,342.00</b>	<b>\$319.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,899.50</b>	<b>\$2,100.50</b>
<b>GRAND TOTAL</b>				<b>\$77,000.00</b>	<b>\$10,445.50</b>	<b>\$8,147.20</b>	<b>\$4,524.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,117.22</b>	<b>\$53,882.78</b>