

SWAG Interim Progress Report
Surface Water Assessment Grant (SWAG)

Doc Type: Contracts Interim Report

Instructions are at the end of the form.
Due December 31, annually

Project information

Project title: RCRCA Middle Minnesota Surface Water Assessment Grant FY24

TEMPO Agency Interest ID: 190053 TEMPO Activity ID: PRO20230003

SWIFT number: 242493 Purchase order number: _____

Local partner information:

Organization name: Redwood-Cottonwood Rivers Control Area

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

Reporting period:

Start date: 3/1/2024 End date: 12/31/2024
(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): Minnesota-Mankato Hydrologic unit code(s): 07020008

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

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.047

Section I – Workplan

1. Were field and laboratory data submitted to EQulS by November 1?

☒ Yes ☐ No Submittal date (mm/dd/yyyy): 10/2/2024

2. If applicable, were stream photos submitted by November 1?

☒ Yes ☐ No Submittal date (mm/dd/yyyy): 10/2/2024

3. Is the field meter calibration log being submitted with this report?

☐ Yes ☒ No Submittal date (mm/dd/yyyy): 10/2/2024

4. Describe the details of stream and/or lake monitoring for the first contract year within Table 1. Indicate yes or no for the completion of all tasks for each of your monitoring locations. Explain the details of missing or incomplete tasks within the comments field for each site designated as "no." This includes, but is not limited to...

- No flow
- Access not possible
- Adverse site conditions
- Missing water samples or field meter observations (indicate specific parameters) and reasons why.
- Missed QA/QC monitoring.
- Samples not shipped on time or the occurrence of a temperature exceedance.

Additionally, within the comments field provide details regarding noteworthy or adverse site conditions to provide assessment staff with additional site information. This includes, but is not limited to...

- Drought or low flow.
- Construction
- High waterfowl activity or beaver impoundments
- Notable presence of wetlands
- Feedlot/livestock activity
- Impervious surfaces

Add rows as necessary by placing cursor in the last row of last column and hit tab.

Table 1. Monitoring summary

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Site ID#	Scheduled annual sampling		Actual for past season		Comments
	Parameter	No.	Parameter	No.	
S005-625	TSS	5	TSS	5	One Field Replicate was taken as well – 7/11/24 Only one sample was collected with a Van Dorn unit (5/9/24), the three June samples were collected with a sampling rod due to high waters not allowing for a Van Dorn unit to be used at this culvert site. Eight other samples were collected with the sampling rod due to low water conditions not allowing for Van Dorn use.
Spring Creek	TP	9	TP	9	
	Chlorophyll-a	8	Chlorophyll-a	8	
	Secchi, pH, Temperature, Conductivity, DO	12	Secchi, pH, Temperature, Conductivity, DO	12	
	E.coli	9	E.coli	9	
	Chloride	1	Chloride	1	
	Hardness	1	Hardness	1	
S005-628	TSS	5	TSS	5	One Field Replicate was taken as well – 7/11/24 One Equipment Blank (Van Dorn unit) was taken at this site on 7/11/24. Van Dorn used for all sample collections.
Crow Creek	TP	5	TP	5	
	Secchi, pH, Temperature, Conductivity, DO	11	Secchi, pH, Temperature, Conductivity, DO	11	
	E.coli	9	E.coli	9	
	Chloride	1	Chloride	1	
	Hardness	1	Hardness	1	
S008-553	TSS	5	TSS	5	One Field Replicate was taken as well – 7/11/24 Large rain event in mid to late June had a dramatic impact on the upstream river bed/channel – visible in submitted pics – between June 13 and June 27 stops. Both September samples were collected with a sampling rod as the flow was too low to utilize the Van Dorn unit.
Wabasha Creek	TP	9	TP	9	
	Chlorophyll-a	8	Chlorophyll-a	8	
	Secchi, pH, Temperature, Conductivity, DO	12	Secchi, pH, Temperature, Conductivity, DO	12	
	E.coli	9	E.coli	9	
	Chloride	1	Chloride	1	
	Hardness	1	Hardness	1	

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

Yes

6. Were there any change orders and/or amendments to the contract and work plan?

☐ Yes ☒ No If yes, describe the related change order(s).

Section II – Budget

Copy and paste the information from the invoice tab of the SWAG Reimbursement Request spreadsheet. If budget information does not encompass all expenditures through December 31, please provide the date. Note: Documented amounts must 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	\$10,250.00	\$4,323.01	\$817.05	\$5,140.06	\$5,109.94	50%
Laboratory, Equipment/Supplies, Shipping	\$7,950.00	\$5,927.14	\$0.00	\$5,927.14	\$2,022.86	75
Travel (Mileage)	\$1,800.00	\$711.54	\$0.00	\$711.54	\$1,088.46	40%
Total:	\$20,000.00	\$10,961.69	\$817.05	\$11,778.74	\$8,221.26	59%

Instructions (Delete instructions prior to submitting.)

The Minnesota Pollution Control Agency (MPCA) evaluates projects based on their contribution to the MPCA's mission. To ensure a routine, fair and consistent evaluation, the MPCA requires local partners to submit periodic narrative and financial reports. In preparing your interim report(s), please refer back to Exhibit A (the workplan and budget) in your agreement.

The progress report shall include detailed results in the form of data and information that best demonstrates progress toward achieving the tasks identified in your workplan. The MPCA will use the information from this agreement and others to document progress toward meeting these objectives to external parties, such as taxpayers and/or the legislature. Local partners are required to complete and submit Interim reports as outlined in the contract and workplan during the project period. **Failure to submit a detailed Interim report may result in the loss of current funds, the withholding of additional disbursements or removal from consideration for future funding.**

The report shall be sent to the attention of your MPCA Project Manager electronically.

Examples:

Table 1. Monitoring summary

Waterbody ¹	Site ID#	Planned annual sampling		Actual for past season		Comments
		Parameter	No.	Parameter	No.	
Lake A	71-***	Chl-A	4	Chl-A	3	Missed one sampling event – will pick it up next June.
		TP	4	TP	3	
		Secchi	4	Secchi	3	
Stream A	S****)	TP, TSS, DO, pH, conductivity	22	TP, TSS, DO, pH, conductivity	15	Stream ran dry for several months and prevented us from obtaining planned samples

¹ Identify target watershed site by using asterisk (*).

Budget reporting instructions

It is recommended that local partners submit an invoice at the end of the reporting period which includes all expenditures through December 31. This will ensure that the budget information presented in the Interim Progress Report is accurate for the reporting period. The information on the Invoice tab from the Microsoft Excel reimbursement request can be copied and pasted into this Interim Progress Report template.

To complete this copy and paste exercise:

- In the Invoice tab of the Microsoft Excel reimbursement request, select the cells pictured below by clicking on them and dragging your mouse over and down to select the pertinent information. Choose Copy.

Objective	Line Item	MPCA Funds Awarded	MPCA Funds Expended prior to this Invoice	MPCA Funds Expended this Invoice	MPCA Funds Expended	Balance	Budget Expended (%)
1) Stream Monitoring	Personnel	\$51,771.20	\$1,796.78	\$7,532.85	\$9,329.63	\$42,441.57	18%
1) Stream Monitoring	Laboratory	\$32,088.00	\$0.00	\$4,992.80	\$4,992.80	\$27,095.20	16%
1) Stream Monitoring	Travel	\$13,921.90	\$239.73	\$2,302.56	\$2,542.29	\$11,379.61	18%
1) Stream Monitoring	Equipment & supplies	\$11,310.00	\$299.98	\$9,334.76	\$9,634.74	\$1,675.26	85%
2) Project Oversight	Personnel	\$14,028.60	\$649.44	\$1,650.66	\$2,300.10	\$11,728.50	16%
2) Project Oversight	Travel	\$41.40	\$0.00	\$0.00	\$0.00	\$41.40	0%
3) Data Management	Personnel	\$11,900.16	\$0.00	\$849.03	\$849.03	\$11,051.13	7%
Total:		\$135,061.26	\$2,985.93	\$26,662.66	\$29,648.59	\$105,412.67	22%

- In the Interim Progress Report template, select <Insert here> and choose Paste (Use Destination Styles). Using this Paste function should autofit the budget onto the page. You can also Paste and select Autofit under Table Tools-Layout.

Please do not paste the table as a photo.

