



WPLMN Interim Progress Report

Watershed Pollutant Load Monitoring Network (WPLMN)

Doc Type: Contracts Interim Report

Instructions on page 5
Due February 1, 2018

I. Project information

Project title: FY16 RCRCWA Watershed Pollutant Load Monitoring Network Project
Contract number: 8467 SWIFT number: 98167 Purchase order number: 3000014985

Local partner information:

Organization name: Redwood - Cottonwood Rivers Control Area (RCRCA)
Street address: 1424 East College Drive, Suite 300
City: Marshall State: MN Zip code: 56258
Primary contact name: Kerry Netzke Phone: 507-532-1325
Email address: kerry.netzke@rcrca.com Fax: _____
Fiscal contact name: Kerry Netzke Phone: 507-532-1325
Email address: kerry.netzke@rcrca.com Fax: _____
Field contact name: Shawn Wohnoutka Phone: 507-532-1325
Email address: shawn.wohnoutka@rcrca.com Fax: _____

Reporting period:

Start date: 1/1/2017 End date: 12/31/2017
(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 2017 (total project hours/2,088 hours): .35

II. Activities completed

Table 1: Workplan activities

1. Please list activities completed during the report period. Include task level detail as appropriate. Refer to the instructions for an example. (Insert more rows as needed by hitting the tab key in the last row/column.)

Objective and task	Description
1. Stream Monitoring – Task A	Replacement DO cap, pH probe, thermometer, solutions and calibration standards were purchased February 2017. Additional supplies and equipment purchased as needed throughout 2017. In June 2017, the DO cap was replaced as it was accidentally dropped and cracked. Budget funds were used to purchase the DO cap instead of waders.
1. Stream Monitoring – Task C	Collected 192 samples from the 7 monitoring sites and delivered to MVTL. Field data collected at each site. Ice leaving upstream subwatershed sites by mid-February. All 7 sites were sampled on 2/21/2017. Redwood subwatershed sites were fully open by 2/21/2017. Cottonwood subwatershed sites were 80-95% ice covered on 2/17/2017; down to 5-10% shore ice by 2/20/2017. Cottonwood River near New Ulm was 75% open by late January and down to 5% shore ice on 2/21/2017. Redwood and Minnesota River major watershed sites were 100% ice covered on 2/10/2017, but were 95% open on 2/21/2017. Subwatershed sites were sampled 23 to 27 times each. Major watershed sites were sampled 30 to 32 times each. Two duplicates were taken at major watershed sites and one duplicate taken at each subwatershed site during the 2017 season.

1. Stream Monitoring – Task D	Collected field meter measurements, stream transparency, stream conditions and data logger/water level information at each site during the 2017 season. Information was reported using the Canvas application.
1. Stream Monitoring – Task E	Field meter was calibrated weekly before sampling and recorded into the log book. Calibration log was submitted to MPCA on 10/30/2017. pH probe and two DO caps were replaced in 2017 as one cap was damaged during use.
2. Data Management – Task A	Reviewed lab results for accuracy.
2. Data Management – Task B	Submitted the collected field data (field notebook, calibration logs) from each site via e-mail on 10/30/2017. Photos and field data were submitted via Canvas throughout the season and completed (December stops) on 1/12/2018.
2. Data Management – Task C	Completed load calculations for the 2015 calendar year using Flux32 model and verified data with MPCA personnel. Loads were calculated for all sampled sites.
2. Data Management – Task D	Primary Sampler and Backup Sampler attended the statewide training in St. Cloud on 2/7/2017. Primary Sampler and MPCA Project Manager plan to visit the sampling sites in 2018.
3. Project Oversight – Task A	Tracked 2017 project expenditures and submitted quarterly invoices for reimbursement. Two change orders were processed to move funds between objectives as needed to cover expenses.
3. Project Oversight – Task B	2016 Interim Report was submitted on 1/30/2017. Due to the amendment for FY18 & FY19, the Final Progress Report will now be a 2017 Interim Report due 2/1/2018.
3. Project Oversight – Task C	In-person mid-project review was held on 7/21/2017 between Kerry Netzke, Diana Macziewski and Kelli Nerem.
3. Project Oversight – Task D	Primary sampler participated in weekly teleconferences with the project manager, other staff and local partners.
3. Project Oversight – Task E	Executive Director/Backup Sampler attended the statewide training in St. Cloud on 2/7/2017.

2. Please answer the following questions relating to the deliverables for the project.

- a. Was the Quality Assurance Project Plan (QAPP) revised in 2017?
 Yes No If yes, approval date (mm/dd/yyyy): _____
- b. Were the field meter calibration logs, Canvas entries, and field notes submitted by November 1?
 Yes No If no, please comment: Some Canvas entries were submitted after November 1.
- c. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?
 Yes No If no, please comment: A site or two were not done within 60 days due to sampling project load.
- d. Were you able to attend a majority of the weekly check in telephone conferences during the reporting period?
 Yes No If no, please comment: _____
- e. 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:
*MPCA staff collected the January 20 sample at Minnesota River near Morton.
Kerry Netzke, RCRCA's trained backup sampler collected samples on the following dates:
April 21 and August 17: collected the two upper Redwood watershed sites.
August 18, 19 and 20: collected all samples.*

3. Please answer the following questions and provide comments.

Were you comfortable with your level of training and current ability to:

- a. Collect stream samples over the entire range of the hydrograph? Yes No

Comments:

Years of experience help to determine when to sample and ensure good coverage over the entire hydrograph.

- b. Calibrate and use the field meter and equipment? Yes No

Comments:

When the DO probe cap broke, the SWAG probes were used. Identical probe models are used for both the WPLMN and SWAG programs. Calibration logs from both SWAG and WPLMN probes were submitted on 10/30/2017.

- c. Enter information into the Canvas application and submit the calibration log, field notes and additional photos?

Yes No

Comments:

Some data were input into Canvas while in the field; the majority of Canvas inputs were completed in the office. Field notes and calibration logs were submitted by the November 1 deadline. Photos were submitted through Canvas.

- d. Use the FLUX32 model accurately and submit pollutant loads? Yes No

Comments:

FLUX verification meetings went well with little to no changes in the submitted loadings.

e. Complete and submit invoices? Yes No

Comments:

Invoices and supporting documents were submitted quarterly.

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

RCRCA purchased a tablet in Spring 2017 in order to use Canvas in the field. Staff is still learning the use of the application and gaining more confidence in its operation. Data collection is not yet paperless. The SWAG sampling schedule for 2017 created a heavy load on the Primary Sampler. Due to diligence, the pilot program of sampling SWAG and WPLMN sites at the same time was very successful for RCRCA, however not all of the data submissions met the deadline due to the heavier than usual work load.

5. Were there any change orders and/or amendments to the contract and work plan? If yes, summarize the changes.

Yes No

Comments:

Change Order #1 was executed 2/6/2017 to cover Per Diem for meals at the St. Cloud training; change the mileage reimbursement rate from \$0.54/mile to \$0.535/mile; and add language pertaining to the use of Canvas with field visit information submitted by the 1st and 15th of the month from May through October.

Change Order #2 was executed 12/13/2017 to move funds from Objective 1 Personnel to Objective 1 Laboratory to cover the costs of December 2017 and January 2017 samples.

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

The state-wide training in St. Cloud was very helpful to understand the overall direction and goals of WPLMN and to network with other WPLMN local partners. The mid-project review (7/21/2017) was informative and allowed discussion of: 1) the upcoming WPLMN amendment process for FY18 & FY19; 2) the current budget and any need for a change order to move funds before the amendment; and 3) the pilot project of sampling WPLMN and SWAG sites at the same time to reduce program costs. The SWAG program was charged the mileage and the majority of the labor associated with the sampling. The WPLMN budget experienced significant savings due to this pilot project. Sampling both programs simultaneously requires considerable organization and forethought to: plan sampling routes; develop preprinted Chains of Command to ensure proper EQuIS reporting and correct laboratory invoices for the separate sampling programs; maintain an ample supply of sample bottles, and create preprinted bottle labels to reduce the amount of documentation in the field. The larger sampling work load did make it difficult to meet all of the submission deadlines, particularly Canvas, as the Primary Sampler is not completely comfortable with the paperless reporting system.

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.

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	\$43,921.40	\$24,770.42	\$2,030.56	\$26,800.98	\$17,120.42	61%
1) Stream Monitoring	Laboratory	\$31,324.80	\$29,045.30	\$2,033.10	\$31,078.40	\$246.40	99%
1) Stream Monitoring	Travel	\$8,337.50	\$6,211.38	\$433.92	\$6,645.30	\$1,692.20	80%
1) Stream Monitoring	Shipping	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
1) Stream Monitoring	Equipment & supplies	\$4,430.00	\$4,397.44	\$3.48	\$4,400.92	\$29.08	99%
2) Data Management & Analysis	Personnel	\$32,634.00	\$10,209.75	\$2,792.02	\$13,001.77	\$19,632.23	40%
2) Data Management & Analysis	Travel	\$345.00	\$160.50	\$0.00	\$160.50	\$184.50	47%
2) Data Management & Analysis	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
2) Data Management & Analysis	Per Diem	\$27.00	\$10.00	\$0.00	\$10.00	\$17.00	37%
3) Project Oversight	Personnel	\$21,110.96	\$12,849.60	\$2,593.08	\$15,442.68	\$5,668.28	73%
3) Project Oversight	Per Diem	\$27.00	\$10.00	\$0.00	\$10.00	\$17.00	37%
Total:		\$142,257.66	\$87,664.39	\$9,886.16	\$97,550.55	\$44,707.11	69%

Comments:

Due to the pilot program of sampling SWAG and WPLMN sites at the same time, considerable cost savings were recognized in the Personnel categories for Objective 1 and Objective 2, and Objective 1 Travel.

IV. Hydrographs

Comments:







