

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

 Submittal date: 1/3/2022
 (mm/dd/yyyy)

 Approval date: 3/22/2022 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: 3000027655

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: 1/4/2021 End date: 12/31/2021
 (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): 0.17

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	Attended WebEx training on 3/3/2021 addressing "River Trends in MN" and contract changes.
Task B	Tracked budget expenditures and prepared quarterly invoices with necessary documentation.
Task C	Prepared the Interim Progress Report (IPR) and submitted prior to the 2/1/2022 due date.
Task C	Approved IPR will be posted to RCRCA's website.
Task D	Primary sampler attended 16 conference calls. Backup sampler attended 2 conference calls.
Task E	No familiarization with sampling sites was required as they remained the same from prior grants.
Task E	No equipment purchases were made in 2021. Only purchased supplies consisting of ice, distilled water, gloves, USB flash drives, camera bag, and tote bag for carrying sampling equipment.

Task E	Maintained Permit to Appropriate and Transport Water for Water Quality Sampling in each sampling vehicle.
Task E	Used AIS-specific sampling equipment in accordance to protocol for MN River-Morton site.
Task F	Reviewed laboratory results for any errors within 5 days of receiving.
Task G	Calibrated DO, pH, and specific conductance probes prior to each sampling event during open water sampling.
Task G	Documented calibration and maintenance records in log book and submitted field meter calibration log by January 1, 2022.
Task H	Collected 61 water quality samples and field information at the Tier 3 subwatershed sites from ice out through October 31. Sample counts by site: 11 at Redwood River near Russell, 13 at Redwood River near Marshall, 23 at Cottonwood River near Leavenworth, and 14 at Sleepy Eye Creek near Cobden. Ice out occurred between 3/8/21 and 3/11/21 for these sites.
Task H	Collected 74 water quality samples and field information at the Tier 3 major watershed and basin sites as follows: 26 at Cottonwood River near New Ulm, 21 at Redwood River near Redwood Falls, and 27 at Minnesota River near Morton. Ice occurred between 3/5/21 and 3/10/21 for these sites.
Task H	Collected 1 field replicate sample per year at each subwatershed site. Collected 1 field replicate sample per year at each major watershed site. Collected 0 equipment blank samples due to the drought conditions of 2021.
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 st and 15 th of each month. Data not submitted via GoCanvas was submitted by January 1, May 1, August 1, and November 1.
Task J	Obtained 2019 FLUX32 input files, calculated loads and verified calculations for all 7 sampling sites: S000-145, S001-679, S001-203, S000-696, S001-920, S001-919, and S001-918.

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: _____ 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: Missed deadlines were due to deadlines falling on weekends or holidays. Submissions were only a few days past due.
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.
Deadline January 1. Submittal date: 12/29/21 Comments: _____
Deadline May 1. Submittal date: 4/30/21 Comments: _____
Deadline August 1. Submittal date: 8/3/21 Comments: August 1 was a Sunday
Deadline November 1. Submittal date: 11/9/21 Comments: Sampler on vacation which delayed submission.
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
Comments: _____
- 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 2 conferences; backup sampler attended those 2 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:

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?**

Duplicate and equipment blank samples were not completed as planned due to low flow conditions for the majority of the sample season and low sample counts overall. Field duplicates are normally collected under higher flow conditions, which did not occur in 2021, and very few storm events occurred after the spring melt.

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	\$31,715.62	\$11,840.43	\$4,235.68	\$16,076.11	\$15,639.51	51%
Laboratory	\$14,514.80	\$8,078.80	\$1,934.80	\$10,013.60	\$4,501.20	69%
Mileage	\$4,743.75	\$1,529.92	\$459.20	\$1,989.12	\$2,754.63	42%
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$272.00	\$140.46	\$2.69	\$143.15	\$128.85	53%
Total:	\$51,246.17	\$21,589.61	\$6,632.37	\$28,221.98	\$23,024.19	55%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:







