



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: 2016-2017 Rainy River Basin WPLMN Sampling Program
 Contract number: _____ SWIFT number: 101043 Purchase order number: 3000015235

Local partner information:

Organization name: Koochiching Soil and Water Conservation District
 Street address: 501 3rd Street Suite 201
 City: International Falls State: MN Zip code: 56649
 Primary contact name: Pam Tomevi Phone: 218-283-1174
 Email address: pam.tomevi@co.koochiching.mn.us Fax: _____
 Fiscal contact name: Pam Tomevi Phone: 218-283-1174
 Email address: pam.tomevi@co.koochiching.mn.us Fax: _____
 Field contact name: Eric Olson Phone: 218-283-1175
 Email address: eric.olson@co.koochiching.mn.us 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): Big Fork River, Little Fork River, Rainy River-Rainy Lake Hydrologic unit code(s): 09030006, 09030005, 09030003
 Name of eligible laboratory: RMB Environmental Laboratories, INC.
 How many full-time equivalents (FTEs) worked on this project in 2017 (total project hours/2,088 hours): 0.125

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	The QAPP was revised and completed with signatures on 9/26/2017.
1: Stream Monitoring Task B	Grantee purchased necessary equipment to complete stream monitoring tasks.
1: Stream Monitoring Task C	Lead sampler met with MPCA staff on Thursday August 17th, 2017 for in field training and met with DNR numerous times throughout the year for in field training on site.

1: Stream Monitoring Task D	Lead sampler under sampled all sites due to drier conditions. Two field replicates samples were taken at each subwatershed site (S006-203, S002-551, S002-552, and S009-293) and three field replicate samples were taken at each major watershed site (S002-556 and S004-000). One blank sample was collected at the major watershed site S004-000. In 2017 there was 17 samples taken at site S002-556, 18 samples taken at S004-000, 13 samples taken at S006-203, 12 samples taken at S002-551, 12 samples taken at S002-552, and 13 samples taken at S009-203.
1: Stream Monitoring Task E	The lead sampler collected and entered field information into the Canvas application routinely. All inspections were submitted the same day samples were collected.
1: Stream Monitoring Task F	The lead sampler calibrated the field meter each week samples were taken and replaced probes as needed throughout the year. The field meter was checked against a NIST thermometer twice during 2017 and documented in calibration log sheets as each calibration was completed.
2: Data Management Task B	Visual observations and water level information was submitted through the Canvas application and submitted by November 1st.
2: Data Management Task C	Copies of field sheets were submitted to the project manager prior to the approval of using the Canvas application entirely.
2: Data Management Task D	Lead sampler completed 6 FLUX 32 load calculations in 2017. Some of the loads were not calculated within 60 days due to the busy field season and other program tasks. Lead sampler participated in flux verification sessions as well.
2: Data Management Task E	Lead sampler attended FLUX 32 refresher WebEx training on January 5th, 2017.
3: Project Oversight Task A	Grantee submitted 4 quarterly invoices to project manager.
3: Project Oversight Task B	Grantee compiled and submitted interim progress report by February 1st, 2017.
3: Project Oversight Task C	Grantee participated in mid project meeting on October 3rd, 2017.
3: Project Oversight Task D	Lead sampler participated and updated project manager on sampling activities during progress calls and by email when not available.

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): 9/26/2017
- b. Were the field meter calibration logs, Canvas entries, and field notes submitted by November 1?
 Yes No If no, please comment: _____
- c. Were pollutant loads computed in a timely manner (within 60 days of receiving the .xml)?
 Yes No If no, please comment: With the busy field season and other programs, some pollutant loads didn't get computed within 60 days.
- 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: _____

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:

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

Comments:

- c. Enter information into the Canvas application and submit the calibration log, field notes and additional photos?
 Yes No

Comments:

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

Comments:

- e. Complete and submit invoices? Yes No

Comments:

- 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?**

No, fewer issues/problems are arising the longer our office is involved with the WPLMN program.

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

Yes No

Comments:

Once Canvas was fully operating, we submitted data through the Canvas application instead of EQulS. The work plan was revised to document that we needed to have our field visit data submitted in Canvas by the 1st and 15th of each month from March through October. No funds were moved for this change.

- 6. Please provide any constructive feedback regarding the WPLMN (training, midproject meeting, 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.

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	\$16,188.00	\$14,460.00	\$1,035.00	\$15,495.00	\$693.00	96%
1) Stream Monitoring	Laboratory	\$21,590.00	\$10,097.00	\$952.50	\$11,049.50	\$10,540.50	51%
1) Stream Monitoring	Travel	\$7,015.00	\$4,070.71	\$251.45	\$4,322.16	\$2,692.84	62%
1) Stream Monitoring	Shipping	\$1,100.00	\$558.84	\$71.53	\$630.37	\$469.63	57%
1) Stream Monitoring	Training	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00	0%
1) Stream Monitoring	Equipment & supplies	\$4,760.00	\$700.14	\$2,543.42	\$3,243.56	\$1,516.44	68%
1) Stream Monitoring	Per diem	\$104.00	\$20.00	\$0.00	\$20.00	\$84.00	19%
2) Data Management	Personnel	\$15,120.00	\$8,235.00	\$3,598.50	\$11,833.50	\$3,286.50	78%
3) Project Oversight	Personnel	\$8,943.00	\$5,430.00	\$1,227.00	\$6,657.00	\$2,286.00	74%
Total:		\$75,000.00	\$43,571.69	\$9,679.40	\$53,251.09	\$21,748.91	71%

Comments:

IV. Hydrographs

Comments:





