

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

Submittal date: 2/1/2021
(mm/dd/yyyy)

Approval date: 4/15/2021 Minnesota Pollution Control Agency (MPCA) approver: Kelli Nerem
(mm/dd/yyyy)

I. Project information

Project title: 2020 Rainy River Basin WPLMN Sampling Program

TEMPO Agency Interest ID: 206936 TEMPO Activity ID: PRO20200005

SWIFT number: 148314 Purchase order number: 3000027278

Local partner information:

Organization name: Koochiching Soil and Water Conservation District

Primary contact name: Pam Tomevi Phone: 218-283-1174 Email address: pam.tomevi@co.koochiching.mn.us

Reporting period:

Start date: 10/5/2020 End date: 12/31/2020
(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, and Vermilion River Hydrologic unit code(s): 09030006, 09030005, 09030003, 09030002

Name of eligible laboratory: RMB Environmental Laboratories, Inc.

How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.03

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 D:	Primary sampler attended call in meetings with MPCA staff when he could and submitted updates for when he could not make it.
Task E:	Primary sampler contacted RMB to arrange billing for new contract and changes to project names.
Task E:	Sampler purchased scale for accurate cooler weights and shipping info.
Task F:	Primary sampler maintained a list of websites to check prior to sampling in order to ensure adequate sampling occurred.
Task F:	RMB lab reports were reviewed upon receipt.
Task G:	Sampler calibrated field meter prior to each time sampling.

Task G:	Primary Sampler maintained folders for calibration sheets. Calibration log was submitted to MPCA on 11/2/2020.
Task H:	Primary sampler sampled Rat Root River (S007-612) 2 times. Littlefork R. at Littlefork (S002-556) 5 times. Big Fork River at Big Falls (S004-000) 5 times. Littlefork R. on Hwy. 65 (S002-552) 4 times. Littlefork R. nr. Silverdale (S002-551) 2 times. Sturgeon R. nr. Meadow Brook (S004-871) 3 times. Littlefork R. nr. Linden Grove (S002-553) 3 times. Vermillion R. nr. Buyck (S006-505) 3 times. Vermillion R. nr. Crane Lake (S005-088) 4 times and shipped all samples to RMB Labs in Detroit Lakes via Speedee and were analyzed each time for total phosphorus, total suspended solids, total Kjeldahl nitrogen, nitrate-nitrite nitrogen. No DOP analysis was completed on the 3 outlet sites.
Task I:	Primary sampler collected field measurements on a tablet using the GoCanvas app. and uploaded information at the end of each sampling day.
Task J:	Primary sampler obtained flux files from project manager and completed pollutant load calculations on the Big Fork R. at Big Falls and Littlefork R. at Littlefork for the year 2019.

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: 10/15/20
- b. Was the QAPP revised during this reporting period? Yes No
 Revised date: 10/28/20 Reason for revision(s): DOP was inadvertently excluded on the 1st QAPP.
- c. Was the field meter calibration log submitted by January 1? Yes No
 If no, submittal date: 1/12/21 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: _____
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.
 Deadline January 1. Submittal date: _____ Comments: NA
 Deadline May 1. Submittal date: _____ Comments: NA
 Deadline August 1. Submittal date: _____ Comments: NA
 Deadline November 1. Submittal date: _____ Comments: No hard copies to submit.
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: NA, no new xmls were sent out in this reporting period.
- 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: If staff was not able to attend the call, an email was sent to the project manager for an update.

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?

DOP was not collected in 2020. The QAPP inadvertently excluded DOP which was caught soon after execution and was addressed and a new QAPP was executed. This information was not relayed to the Primary Sampler so DOP analysis was not completed in the November and December samples.

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):

Communication has been great!

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	\$30,240.00		\$3,052.00	\$3,052.00	\$27,188.00	10%
Laboratory	\$16,578.00		\$1,767.00	\$1,767.00	\$14,811.00	11%
Mileage	\$4,600.00		\$595.13	\$595.13	\$4,004.87	13%
Lodging	\$0.00		\$0.00	\$0.00	\$0.00	100%
Meals	\$418.00		\$18.49	\$18.49	\$399.51	4%
Shipping	\$429.00		\$105.52	\$105.52	\$323.48	25%
Equipment and supplies	\$585.00		\$21.55	\$21.55	\$563.45	4%
Total:	\$52,850.00	\$0.00	\$5,559.69	\$5,559.69	\$47,290.31	11%

Comments:

IV. Hydrographs

Please note hydrographs are provisional.

Comments:

Discharge and stage plots shown below for each site.

















