

**Instructions on page 5.**

 Submittal date: 3/21/2024  
 (mm/dd/yyyy)

 Approval date: 3/25/2024 Minnesota Pollution Control Agency (MPCA) approver: Kelli Nerem  
 (mm/dd/yyyy)

## I. Project information

 Project title: Lake of the Woods SWCD WPLMN FY20

 TEMPO Agency Interest ID: 206936 TEMPO Activity ID: PRO20200004

 SWIFT number: 173245

### Local partner information:

 Organization name: Lake of the Woods Soil And Water Conservation District

 Primary contact name: Mike Hirst Phone: 218-634-1842 Email address: mike.hirst@mn.nacdnet.net

### Reporting period:

 Start date: 1/1/2024 End date: 3/21/2024  
 (mm/dd/yyyy) (mm/dd/yyyy)

### Project location:

 Name of eligible laboratory: RMB Environmental Laboratories

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.05

## II. Activities completed

1. Please list activities completed during the reporting period. 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	Description
Task A	No required training occurred during the reporting period in first months of 2024.
Task B	The final invoice was prepared and submitted on March 19 which covers expenditures for the reporting period and the final budget is included in this report.
Task C	An interim progress report for 2023 was submitted to the project manager on 1/22/2024 and was approved on 03/08/2024. This final progress report was completed and submitted on 03/21/2024 and details the work done over the current reporting period to close out the FY20 contract.
Task C	The 2023 approved Interim Progress Report was posted on <a href="http://www.lakeofthewoodsswcd.org">www.lakeofthewoodsswcd.org</a>
Task D	Only four one-hour calls occurred over this reporting period on 01/09/2024, 02/20/2024, 03/05/2024 and 03/19/2024. All were attended by the primary sampling staff.
Task E	LoW SWCD obtained a DNR permit to take and transport water. Permit number INF-20-002, valid through 12/31/2024. Copies of the permit are kept in both district vehicles that could be used for sampling.
Task E	A copy of MPCA's WPLMN 2018 SOPs for AIS is kept with the field data and all SOPs are followed while monitoring in AIS designated waters i.e., the Rainy River. LoW SWCD has a separate set of equipment designated for use in AIS invested waters which includes a secchi tube, photo bottle and sample bottle

Task F	Multiple websites are utilized for weather forecasting and past observations, but most reliable information comes from the NOAA's website.
Task F	All lab results were reviewed immediately after receiving them from RMB. No lab result issues were encountered during this reporting period. RMB was contacted on 2/7/2024 to request expedited turnaround for analysis and invoicing due to time restraints between contracts.
Task G	YSI provides KOR software for the ProDSS that LoW SWCD utilizes to perform calibrations. Calibrations for conductivity and pH were conducted once per month during the reporting period. In addition, the field meter is calibrated for dissolved oxygen before every sampling event. A temperature calibration was performed on 02/27/2024.
Task G	All calibrations are recorded by the KOR software and exported into a .csv file for submission to MPCA. Calibrations for conductivity and pH are also recorded on log sheets to document calibration solutions used and all calibration documentation is submitted to the project manager by the appropriate deadline. No deadlines occurred during this reporting period.
Task H	Three water quality samples were collected at the tier one major watershed site Rapid River at Clementson and the tier one basin site Rainy River at Manitou on 01/09/2024, 02/05/2024, and 03/04/2024. No QA/QC samples were collected during this reporting period.
Task H	All samples were shipped to RMB Labs for analysis via Spee-Dee Delivery. All lab data is submitted to Lab MN by RMB using an EDD format.
Task I	Field meter measurements (dissolved oxygen, temperature, pH, specific conductance) were collected with every sample visit. Secchi measurements are usually not collected through winter months but due to mild temperatures secchi measurements were collected during February and March sample events. All data and photos were entered in GoCanvas after each sample run.
Task I	Field sheets were submitted to the MPCA Project Manager on 03/21/2024.
Task J	Water Resources Tech completed 2022 load calculations for the Rainy River site S006-897 on 03/19/2024.

**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/yyyy format.**

- a. Quality Assurance Project Plan (QAPP) approval date: 11/12/2020
- 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 (mm/dd/yyyy): \_\_\_\_\_ 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 (*in the reporting year*) for field sheets, field books, and extra pictures by deadline date.
 

Jan 1 (if applicable)*	Submittal date (mm/dd/yyyy): _____	Comments: <u>NA</u>
May 1	Submittal date (mm/dd/yyyy): _____	Comments: <u>NA</u>
August 1	Submittal date (mm/dd/yyyy): _____	Comments: <u>NA</u>
November 1	Submittal date (mm/dd/yyyy): _____	Comments: <u>NA</u>

\*this would be previous year's data.
- f. If applicable, were pollutant loads submitted 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: \_\_\_\_\_

**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:

A back up sampler was used to assist the primary sampler during this reporting period due to increased safety risks involved with winter sampling.

**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?**

None.

**6. Were there any change orders and/or amendments to the contract and workplan during this reporting period?**

Yes  No

If yes, summarize the changes:

Change order #2 was signed by both parties on 01/09/2024. The Laboratory line item was short on funds. Remaining balances were adjusted to have enough money to do winter sampling at the two major/basin locations and closing out the contract before the new contract is in place. The total moved was \$521.00 into the Laboratory line item:

- \$11.49 from Personnel
- \$178.61 from Mileage
- \$82.99 from Lodging
- \$52.45 from Meals
- \$195.46 from Shipping

**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 Final Progress Report template. See Instructions for details.

Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	\$68,616.75	\$63,930.40	\$4,683.89	\$68,614.29	\$2.46	100%
Laboratory	\$20,032.00	\$19,282.00	\$750.00	\$20,032.00	\$0.00	100%
Mileage	\$4,713.47	\$4,568.76	\$144.71	\$4,713.47	\$0.00	100%
Lodging	\$217.01	\$217.01	\$0.00	\$217.01	\$0.00	100%
Meals	\$55.55	\$55.55	\$0.00	\$55.55	\$0.00	100%
Shipping	\$2,014.02	\$1,939.02	\$61.12	\$2,000.14	\$13.88	99%
Equipment and supplies	\$7,773.20	\$7,773.20	\$0.00	\$7,773.20	\$0.00	100%
<b>Total:</b>	<b>\$103,422.00</b>	<b>\$97,765.94</b>	<b>\$5,639.72</b>	<b>\$103,405.66</b>	<b>\$16.34</b>	<b>100%</b>

Comments:

## IV. Hydrographs

Please note hydrographs are provisional.

### Comments:

Hydrographs show the three samples collected at the basin and major sites over the last reporting period from 01/01/2024 to the latest update 03/09/2024. Rainy River at Manitou is a USGS site and did not have updated flow data only stage. The spikes in the Rapid River at Clementson hydrographs are assumed to be data logger malfunctions.

