I. General Report Information

1. Project title: Heron Lake Phosphorus Reduction Project

2. Project sponsor (Grantee): Heron Lake Watershed District

3. Contact name: Jan Voit, District Administrator

4. E-mail address: jan.voit@mysmbs.com

5. Funding: ☑ 319 ☑ CWP ☑ Clean Water Fund ☑ Other: 

6. Contract number: SRF0257

7. MPCA Project Manager: Katherine Pekarek-Scott


II. Semi-annual Report Information

1. Project activities completed during last six (6) months according to the program objectives or tasks (please be specific):

   Objective 1. Task A. Eight septic systems were installed. Gordon and Mary Liepold borrowed $9,830.00. Kevin Busch borrowed $11,045.54. Mark and Sara Eisfeld borrowed $13,759.15. Arthur Olsem borrowed $9,860.00. Karen Bullerman borrowed $14,382.93. Stuart Rogers borrowed $12,012.75. Gary Brewington and Erin Brewington borrowed $11,598.00. David and Sheila Bos borrowed $13,256.04. Total funds disbursed during this report period were $95,744.41.

   Objective 2. Task A. On the evening of July 10, 2014, Jan Voit met with Gordy and Mary Liepold to notarize their lien statement. A disbursement request was sent to MPCA on July 10. The lien statement was sent to Jackson County for recording on July 11.

   Objective 2. Task A. The certificate of compliance for the Busch septic system was issued on June 13, 2014. The contractor submitted the final bill on August 6, 2014. The lien statement was generated the same day. The notarized document was submitted on August 14, 2014. The document was made to the landowner the same day.

   Objective 2. Task A. Two applications for septic system loans were submitted on August 6, 2014. One for Arthur Olsem and one for Stuart Rogers. Landowner approval letters were sent the same day.

   Objective 2. Task A. The loan funds were disbursed to Kevin Busch on August 18, 2014.

   Objective 2. Task A. The final bill for the Eisfeld septic system was submitted on August 19, 2014. The lien statement was generated and sent to the Eisfeld for signatures.


   Objective 2. Task A. On August 27, 2014, Jan Voit met with Mark and Sara Eisfeld to notarize their lien statement. The notarized statement was sent to the Murray County Recorder and the disbursement request sent to MPCA on that same day.

   Objective 2. Task A. The Bos lien statement was drafted and mailed on September 8, 2014. The Rogers lien statement was drafted and mailed on September 9, 2014.

   Objective 2. Task A. Kurt Soular, MPCA contacted Jan Voit regarding the required resolution for the CWP loan program on extension on September 10, 2014. The resolution was drafted and distributed to managers on September 11, 2014.
Objective 2. Task A. The Brewington landowner approval letter was drafted and mailed on September 10, 2014. The lien statement was drafted and mailed on September 18, 2014.

Objective 2. Task A. The Bullerman landowner approval letter was drafted and mailed on August 25, 2014. Karen Bullerman and I met on September 15, 2014. The lien statement was drafted and notarized. A disbursement request form was sent to MPCA. The lien statement was sent to the Nobles County Recorder. The loan funds were received from MPCA on September 17, 2014. Payment was made to Rushmore Plumbing the same day.

Objective 2. Task A. The Olsem lien statement was drafted and mailed on September 10, 2014. The notarized form was submitted to the HLWD on September 15, 2014. A disbursement request form was sent to MPCA. The lien statement was sent to the Nobles County Recorder. The loan funds were received from MPCA on September 17, 2014. Mr. Olsem was contacted to determine if payment should be made to him or the contractor. Payment was made to Kropp Sewer Service on September 18, 2014.

Objective 2. Task A. Kurt Soular, MPCA contacted Jan Voit regarding the required resolution for the CWP loan program extension request on September 10, 2014. The resolution was drafted and distributed to managers on September 11, 2014. It was approved by the managers at the regular meeting on September 16, 2014. The amendment to the loan agreement was approved by MPCA effective September 26, 2014. The new end date is May 23, 2016.

Objective 2. Task A. On October 1, 2014, I met with Gary Brewington and Erin Brewington. Their lien statement was notarized and sent to the Jackson County Recorder. A disbursement request was completed.

Objective 2. Task A. On October 2, 2014, David Bos presented his notarized lien statement. The document was sent to the Nobles County Recorder. A disbursement request was completed.

Objective 2. Task A. On October 2, 2014, the loan funds for Stuart Rogers’ septic system loan were received. Payment was made to Spartz Plumbing and Heating, Inc. the same day.

Objective 2. Task A. On October 1, 2014, Jan Voit met with Scott and Lisa Johnson regarding their septic system loan application. On October 2, 2014, she contacted the Nobles County Auditor and Recorder regarding the application. Jan also sent correspondence to Wayne Smith, Nobles County Environmental Services. On October 6, 2014, she contacted Scott Johnson regarding the property valuation and requested a copy of the appraisal. Scott Johnson submitted the appraisal on October 23, 2014. The landowner approval letter was drafted and mailed on October 27, 2014.

Objective 2. Task A. On November 24, 2014, Jan Voit met with Anthony Johnson regarding his septic system loan application. She spoke with Alexa Johnson regarding the application on December 1, 2014. The landowner approval letter was sent on December 8, 2014.

Objective 2. Task B. The annual report was submitted on December 16, 2014.

2. List all products (documents, pamphlets, videos, maps, etc.) produced in this reporting period:

None.

3. Challenges faced (optional):

4. Summary of monitoring data collected (if applicable):

No monitoring will be conducted through this grant.

4a. Have all monitoring stations been established in EQuIS? □ Yes □ No □ N/A

4b. Are the data being routinely submitted for storage into EQuIS? □ Yes □ No □ NA

If yes, last submittal date (mm/dd/yyyy): __________

5. Are the Best Management Practices data being annually entered into eLINK)? □ Yes □ No □ N/A

If yes, date last entered (mm/dd/yyyy): __________

6. Describe specific (quantifiable, if possible) results achieved during this period:

n/a

Phosphorus Load Reduction: lbs./year
7. Did the MPCA execute a change order or amendment for this project during this reporting period? No [ ] Yes [x]

If yes, summarize those changes:

Due to weather constraints and inability to secure contractors, project staff has determined that the loan funds will not be used within the current loan period. This amendment would be an extension of the timeframe. No budget changes are requested.

* Objective 1: Project Implementation Task A: Loan implementation time frame end date changed from May 2015 to May 2016

* Objective 1: Project Oversight Task A: Loan program administration time frame end date changed from May 2015 to May 2016

* Objective 1: Project Oversight Task B: Submit reports time frame end date changed from May 2015 to May 2016

8. List anticipated program objectives or tasks to be completed during the next six (6) months please be specific):

Objective 1. Task A: Disburse loan funds
Objective 2. Task A: Complete internal routing for loan applications
Objective 2. Task B: Begin drafting semi-annual report

III. Expenditure Information for this Period

Provide a copy of your work plan budget showing cumulative expenditures and budget balances by work plan objective and task. Also, fill out the summary below.

☑ Expenditure Report attached

Complete the table below:

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Date form completed (mm/dd/yyyy): 12/16/2014