



Please complete and submit to your project manager.

- Reporting Period: [] January 1 through June 30 (Due August 1)
[] July 1 through December 31 (Due February 1)

All information is required by the U.S. Environmental Protection Agency (EPA) and the Minnesota Pollution Control Agency (MPCA). Do not leave blanks (unless otherwise noted). This report form can be typed using your computer. Use the "tab" key to move through the fields of this form. Enter responses using text and check boxes as indicated. Keep a copy for your records.

I. General Report Information

- 1. Project title: West Fork Des Moines River Watershed Project Phase 2
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 [] CWP Loan [x] Clean Water Fund [] Other:
6. Contract number: 89268
7. MPCA Project Manager: Katherine Pekarek-Scott
8. Effective date (mm/dd/yyyy): 3/26/2015 Expiration date (mm/dd/yyyy): 6/30/2018

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 Community Outreach Subtask 1 Local Work Group (LWG)

Toby Spanier and Karen Terry, University of Minnesota (UM) Extension; Katherine Pekarek-Scott, Minnesota Pollution Control Agency (MPCA); Ross Behrends, and Jan Voit met on December 8, 2017. Discussion was held regarding the "must-haves" for the Major Watershed Project (MWP), as well as a potential meeting with the City of Currie and the upcoming LWG meeting.

Plans were made for holding a LWG meeting on January 3, 2018. Ross Behrends sent an invitation to LWG members on December 11, 2017 and a reminder on December 27, 2017.

Objective 1 Task A Community Outreach Subtask 2 Citizen Council

On July 11, 2017, Katherine Pekarek-Scott, Ross Behrends, and Jan Voit met via conference call. Documents and time frame for the Citizen Council meeting were reviewed. The first meeting of the Citizen Council was held on July 18, 2017.

On August 14, 2017, Toby Spanier and Karen Terry, UM Extension, Katherine Pekarek-Scott, MPCA, Ross Behrends, and Jan Voit met via conference call. The purpose of the call was to review the agenda and plan for the upcoming Citizen Council meeting.

The second meeting of the Citizen Council was held on September 6, 2017. The meeting focused on fostering citizen leadership and engagement in the watershed. Time was spent brainstorming about potential public involvement opportunities. It will be necessary to complete an amendment to move funds for the civic engagement meetings that will be planned.

Toby Spanier and Karen Terry, UM Extension; Katherine Pekarek-Scott, MPCA; Ross Behrends, and Jan Voit met on November 22, 2017 to plan the upcoming Citizen Council meeting.

The Citizen Council met on November 28, 2017. The purpose of the meeting was to generate ideas for community involvement events and begin the planning process.

Objective 1 Task A Community Outreach Subtask 3 Public Participation and Education

Toby Spanier and Karen Terry, UM Extension; Katherine Pekarek-Scott, MPCA; Ross Behrends, and Jan Voit met on December 8, 2017. Discussion was held regarding the “must-haves” for the MWP, as well as a potential meeting with the City of Currie and the upcoming LWG meeting.

Ross Behrends met with Jeb Malone and Gene Short, City of Currie on December 13, 2017 to begin planning an educational meeting to be held in the upper portion of the West Fork Des Moines River watershed.

Objective 1 Task B Information Analysis Subtask 1 Data Collection:

On-site feedlot inspections to collect information required for MinnFARMS were completed on August 8, 2017.

MinnFARM entry was done on December 27, 28, 29, and 30, 2017.

Objective 1 Task C Project Coordination Subtask 1 Project Management:

The draft version of the semi-annual report (SAR) was sent to Ross Behrends on June 30, 2017. His changes were incorporated on July 10, 2017. The SAR was submitted to Katherine Pekarek-Scott on July 11, 2017. The document was revised on July 17 and July 24, then resubmitted. It was approved on July 20, 2017.

Katherine Pekarek-Scott and Jan Voit met on September 21, 2017. The purpose of the meeting was to review the budget and begin working on a grant amendment.

Katherine Pekarek-Scott and Jan Voit met on December 4, 2017 to work on the grant amendment.

Jan Voit began drafting the annual report on December 20, 2017. The draft document was submitted to Ross Behrends for review. He submitted a revised version on December 26, 2017. The report was updated on December 27 and 28, 2017. It was submitted on December 28, 2017.

Objective 1 Task C Project Coordination Subtask 2 Assist MPCA in Data Collection in the Watershed Approach

No activity during this reporting period.

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

Citizen Council #2

CC Agenda Session 2

Citizen Council Civic Engagement Outcomes

Civic Engagement Examples

Fostering Citizen Leadership Heron Lake

Session 2 Evaluation

Session 2 Evaluation Summary

Citizen Council #3

CC Agenda Session 3

Citizen Council Ideas and Audiences

Action Plans

City of Currie meeting summary

LWG Invitation

WFDMR Watershed Survey

3. Challenges faced (optional):

The HLWD has a contract with the UM Extension to train our Citizen Council and help plan all of the events identified in the work plan. Our Citizen Council is established and moving forward with planning events to gather input from the community. So, we are moving ahead with civic engagement (CE). However, there are some issues that are making this process very difficult.

In the original timeframe for the contract, our WRAPS report was supposed to be completed by June 30, 2018. The MPCA staff person that was writing the reports encountered medical issues and was unable to continue. The MPCA staff person that was writing the Total Maximum Daily Load reports took another position within the agency. The water sampling for stressor identification was supposed to be done by MPCA, but that position was vacant. The HLWD did the sampling, but the analysis has not been done. That report will not be available until the end of 2018. Our WRAPS report is being written by MPCA. It will likely not be done until the end of 2019.

The HLWD's contract for the Major Watershed Project ends June 30, 2018. Tasks remaining include the CE efforts determined by the Citizen Council, as well as two education events, and two shared leadership events. Essentially we have six months to complete our assigned work plan tasks.

Before any of these events can happen, a contract amendment must be completed. We hope to have the revised budget completed by the end of December. Once a new budget is drafted, it must be submitted to the MPCA contracting staff in St. Paul. It is often a process that takes several months before approval is received.

Ross Behrends is the lead staff for the HLWD. He is working part-time. Because his main job is farming, he will not be working on this in April, May, or June. If the amendment is not approved until February, that would leave us with the month of March to complete all of these tasks.

The goal of the CE in this project is to gather input on how watershed residents value their water resources, provide them with information about the problems on the landscape, and to determine what types of practices they would be willing to install to improve water quality. We will not even have draft information about impairments and stressors in the watershed before the contract expires.

CE is a difficult process, even with adequate time and resources. If we are required to complete the tasks within the allotted contract timeframe, it is my opinion that the work done will be inadequate and ineffective.

Katherine Pekarek-Scott provided the following update on December 19, 2017. The money that was encumbered for this contract will run out at the end of June and cannot be carried over to the next fiscal year. Unspent funds on July 1 will be unencumbered and put back into the state general fund. My plan is to start writing the WRAPS this spring (March or April) by filling in the portions that we have (background, watershed characteristics, assessments). We will have the TMDL equations by the end of June (but not the report) that can be used as well.

Timing of the WRAPS products in time for 1W1P:

- Monitoring and Assessment Report - Completed and on website
- Stressor ID Report - End of 2018/beginning of 2019
- TMDL and WRAPS Reports - Public notice end of 2019/beginning of 2020

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

n/a

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): NA

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

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

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

n/a

Phosphorus Load Reduction: n/a lbs./year

Nitrogen Load Reduction: n/a lbs./year

Sediment Load Reduction: n/a lbs./year

7. Did the MPCA execute a change order or amendment for this project during this reporting period? No Yes

If yes, summarize those changes:

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

Objective 1. Task A. Subtask 1:

Convene LWG

Objective 1. Task A. Subtask 2:

Work with LWG and Citizen Council to determine education activities

Work with Citizen Council to plan and host events

Work with UM Extension to develop Shared Leadership sessions

- Create Facebook page
- Print and distribute surveys
- Create survey monkey
- Enter surveys into survey monkey
- Complete story maps
- Objective 1. Task B. Subtask 1:
 - Complete feedlot data entry
- Objective 1. Task C. Subtask 1:
 - Meet with East Fork Des Moines River staff
 - Submit annual report
 - Submit reimbursement requests
 - Begin final 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:	Amount
Total Grant Amount	\$175,000.00
Total Match Amount (if applicable)	\$0.00
Total Project Amount	\$175,000.00
Grant Expenditures this period	\$12,677.07
Match Expenditures this period (if applicable)	\$0.00
Cumulative Grant Expenditures to date	\$87,134.05
Cumulative Match Expenditures to date (if applicable)	\$0.00
Total Cumulative Expenditures to date	\$87,134.05

Date form completed (mm/dd/yyyy): 12/28/2017