



Please complete and submit to your project manager.

- Reporting Period: [] January 1 through June 30 (Due August 1)
[X] 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 Major 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 [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. Subtask 1:

Erin Nordquist, West Fork Des Moines River (WFDMR) Watershed Coordinator, met with Ed Lenz, Board of Water and Soil Resources (BWSR) at 1:30 pm in the Heron Lake Watershed District (HLWD) office on October 19, 2015 to get acquainted.

Erin Nordquist, WFDMR Watershed Coordinator, met with Wayne Smith, Nobles County at 9:30 am in Worthington on October 20, 2015 to get acquainted.

Erin Nordquist, WFDMR Watershed Coordinator, met with Chris Bauer, Jackson Soil and Water Conservation District (SWCD) at 9 am in Lakefield on October 21, 2015 to get acquainted.

Erin Nordquist, WFDMR Watershed Coordinator, met with Jared Morrill, Cottonwood County at 3:30 pm in Windom on October 21, 2015 to get acquainted.

Erin Nordquist, WFDMR Watershed Coordinator, met with Howard Konkol, Murray SWCD, Chris Hansen, Murray County, and Jon Bloemendaal, Murray County in Slayton at 9 am on October 22, 2015 to get acquainted.

Erin Nordquist, WFDMR Watershed Coordinator, held a phone call with Katherine Pekarek-Scott, Minnesota Pollution Control Agency (MPCA) on October 21, 2015 at 10:30 am to discuss plans for the first Local Work Group (LWG) meeting that will be held on November 5, 2015. Brainstorming questions were formulated and the decision was made that the WFDMR Watershed Coordinator will be running the meeting.

Erin Nordquist, WFDMR Watershed Coordinator, held a phone call with Katherine Pekarek-Scott, MPCA at 9:30 am on November 4, 2015 to discuss final plans for the LWG meeting that was originally scheduled for November 5, 2015. Due to the number of members who expressed that they could not attend, it was decided that the meeting would be postponed one week.

Erin Nordquist, WFDMR Watershed Coordinator, held a phone call with Katherine Pekarek-Scott, MPCA at 1:30 pm on November 9, 2015. A list of possible inventories was discussed in order to bring some more suggestions to the first LWG meeting.

A LWG meeting was held on November 12, 2015 at 10:30 am. This meeting consisted of an introduction to the new watershed coordinator, an overview of the project work plan, an update on the activities of each part of the work plan, and a

group discussion. The group discussion involved decisions about the formation of the citizen council and about the data collection needs.

Objective 1. Task A. Subtask 2:

On August 20, 2015, Katherine Pekarek-Scott, MPCA, Amanda Schultz, WFDNR Watershed Coordinator, and Jan Voit, HLWD met. The purpose of the meeting was to review the outcomes spreadsheet created for tracking civic engagement.

On September 9, 2015, Jan Voit, HLWD contacted Kent Olson, University of Minnesota (UM) Extension Associate Dean, regarding the civic engagement (CE) contract and staffing. On September 10, 2015, Mr. Olson informed her that Toby Spanier will be working on this project.

On September 14, 2015 Toby Spanier, UM Extension; Katherine Pekarek-Scott, MPCA; and Jan Voit, HLWD scheduled a date to review the work plan and begin efforts on this grant.

On September 28, 2015, Jan Voit, HLWD contacted Kent Olson, UM Extension regarding the contract. Erin Barclay, UM Extension let her know that she never received the signed contract that was mailed to her on August 17, 2015. The start date on the contract was revised and submitted on September 30, 2015.

Erin Nordquist, WFDNR Watershed Coordinator met with Jan Voit, HLWD; Katherine Pekarek-Scott, MPCA; and Toby Spanier, UM Extension in Marshall on October 13, 2015 at 10 am to make decisions about citizen council formation timeline and group design. It was decided that the citizen council would not be formed until January of 2017.

Erin Nordquist, WFDNR Watershed Coordinator, contacted Ed Lenz, BWSR and Toby Spanier, UM Extension on December 10, 2015 to explore options for incentives for the citizen council.

Objective 1. Task A. Subtask 3:

No activities during this reporting period.

Objective 1. Task B. Subtask 1:

Erin Nordquist, WFDNR Watershed Coordinator, accompanied Department of Natural Resources (DNR) staff on the annual survey of five channel cross sections on Jack, Lime, and Okabena Creeks on October 14, 2015.

Erin Nordquist, WFDNR Watershed Coordinator held a phone call with Katherine Pekarek-Scott, MPCA at 9:30 am on November 4, 2015. Katherine gave suggestions on what data to begin collecting and how to go about it.

Erin Nordquist, WFDNR Watershed Coordinator held a phone call with Katherine Pekarek-Scott, MPCA at 9:20 am on November 18, 2015. Katherine helped explain the inventory and data collection projects in greater detail.

Erin Nordquist, WFDNR Watershed Coordinator held a phone call with Katherine Pekarek-Scott, MPCA at 10:15 am on December 2, 2015. Discussion was held about GIS maps, wildlife counts, and USDA census data.

Erin Nordquist, WFDNR Watershed Coordinator collected data from the US Department of Agriculture (USDA) Agricultural Census. She compiled all necessary data between the years of 1950-2012. The purpose of this data collection is to show the change in farm practices over time as a means of better characterizing the watershed.

Erin Nordquist, WFDNR Watershed Coordinator collected data about cities within the watershed (size, human population, pet population, etc.) and any storm water oriented ordinances they may have. The purpose of this data collection is to show that all entities within the watershed are responsible for water quality.

Erin Nordquist, WFDNR Watershed Coordinator worked on characterizing the watershed through visuals in GIS.

Erin Nordquist, WFDNR Watershed Coordinator held a phone call with Katherine Pekarek-Scott, MPCA at 9:30 am on December 16, 2015. Katherine answered questions about next steps for data collection. It was decided that work can begin on completing the level III feedlot inventory.

Erin Nordquist, WFDNR Watershed Coordinator analyzed the collected USDA census data. The purpose of the analysis was to learn about the context of certain trends seen in the census data.

Erin Nordquist, WFDNR Watershed Coordinator created and compiled GIS maps of watershed characteristics. These maps will be distributed that the next Local Work Group meeting to ensure accuracy.

Erin Nordquist, WFDNR Watershed Coordinator researched possible drained lakes and created a shapefile for visualization. Local Work Group members and local historical societies will be asked to review shapefile for accuracy.

Erin Nordquist, WFDNR Watershed Coordinator collected estimated pet population data for urban areas within the watershed.

Erin Nordquist, WFDNR Watershed Coordinator researched TMDL water quality standards. The purpose of this research was to put the standards into a context that the general public may better understand. Instead of using a measurement such as mg/L, we can use something like dump truck loads to better demonstrate the standards. The need for this was brought up at the Local Work Group meeting on November 12, 2015. It was discussed that our group needs to be very clear about what the water quality standards really mean for stakeholders.

Erin Nordquist, WFDNR Watershed Coordinator met with Brooke Burmeister, Jackson County Feedlot Officer, on December 31, 2015 at 9:00AM to go over the specifics of completing the feedlot inventory. Discussion and training was held regarding what to expect and how to perform required tasks.

Objective 1. Task C. Subtask 1:

The semi-annual report was submitted to MPCA on July 2, 2015. It was approved on July 15, 2015.

On September 30, 2015, MPCA staff hosted a Des Moines River WRAPS meeting. Following introductions project updates were given from MPCA, DNR, and the East and West Fork watersheds. Andrea Plevan, TetraTech gave a PowerPoint presentation about the Hydrologic Simulation Program Fortran (HSPF) modeling for the WRAPS being done by their firm. The model will be based on flow and water quality data for 1995 through 2014. Discussion was held regarding data needs for model development.

Following the Des Moines River WRAPS meeting, Katherine Pekarek-Scott, MPCA and Jan Voit, HLWD met to discuss the priorities for the WFDNR Watershed Coordinator. A task list was reviewed. A meeting was scheduled for October 7, 2015 to review the work plan.

Erin Nordquist, WFDNR Watershed Coordinator started her position on October 5, 2015. Orientation was held.

On October 7, 2015, Katherine Pekarek-Scott, MPCA; Catherine Wegehaupt, HLWD; Erin Nordquist, WFDNR Watershed Coordinator; and Jan Voit, HLWD, met. Katherine gave a PowerPoint presentation to help explain the Clean Water Act, TMDL process, 2006 Clean Water Legacy Act, the 10-year cycle, the Watershed Approach, WRAPS report, monitoring and assessment reports, biotic stressor identification, Hydrologic Simulation Program Fortran (HSPF) model, TMDL report, 2013 Clean Water Accountability Act, and the status of the WFDNR Major Watershed Project (MWP) Phase 2. The WFDNR MWP Phase 2 work plan was reviewed. Specific tasks were assigned. A contact list was created. Individual meetings were scheduled for the week of October 19, 2015.

Erin Nordquist, WFDNR Watershed Coordinator attended the CE Summit on Water Quality in Mankato on October 15, 2015. This all-day training included presentations by Dr. Ryan Atwell, Yellowstone National Park and Toby Spanier, UM Extension, about the role of civic engagement and public participation in water quality projects, as well as small group activities and brainstorming sessions. Attendees included water quality specialists from across Southern Minnesota.

Erin Nordquist, WFDNR Watershed Coordinator attended BWSR Academy in Breezy Point, Minnesota on October 27-29, 2015. The three-day training included sessions on meeting facilitation, employee engagement, and BWSR's One Watershed, One Plan program.

Erin Nordquist, WFDNR Watershed Coordinator, had the opportunity to participate in the Watershed Specialist Training. Applications were accepted for the sessions that run from January 19 through May 1, 2016. Katherine Pekarek-Scott, MPCA, and Jan Voit, HLWD, discussed this. It is possible to move funds in the budget to cover the registration fee. A draft change order was submitted to MPCA on November 16, 2015. The change order was approved on November 18, 2015.

When working on the reimbursement request for November 2015, it was realized that the budget figure for project management was inadequate. A change order was drafted on December 8, 2015. Through this change order, 600 hours were moved from the Local Work Group task to the Project Management task. The change order was approved on December 8, 2015.

The HLWD was contacted by Jeremy Braaksma on December 16, 2015 to present information about the Total Maximum Daily Load (TMDL) and Watershed Restoration and Protection Strategies (WRAPS) at the Minnesota Wastewater Operators Association annual meeting on February 3, 2016. Erin Nordquist, WFDNR Watershed Coordinator started preparing presentation and notes.

Erin Nordquist, WFDNR Watershed Coordinator applied for the Watershed Specialist Training through the UM on December 18, 2015 and was accepted into the program on December 19, 2015.

Objective 1. Task C. Subtask 2:

No activities during this reporting period.

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

WFDNR Project Tasks

Contact information spreadsheet

LWG agenda

Brainstorming questions

LWG PowerPoint presentation

LWG meeting minutes

USDA Census data

census data

city data

DesMoines_1969

DesMoines_AgChemSpills

DesMoines_Agroecoregions
 DesMoines_AlteredWatercourse
 DesMoines_AnnualPrecip
 DesMoines_DamLocations
 DesMoines_DrainedLakes
 DesMoines_Feedlots
 DesMoines_Hillshade
 DesMoines_Impairments
 DesMoines_LTAs
 DesMoines_PresettlementVeg
 DesMoines_RegulatedAreas
 DesMoines_Restorable_Wetlands
 DesMoines_SchoolDistricts
 DesMoines_Slope
 DesMoines_UrbanAreas

3. Challenges faced (optional):

On July 13, 2015, Amanda Schultz, WFDNR Watershed Coordinator, informed Jan Voit, HLWD that she accepted a new job. On July 14, 2015, Katherine Pekarek-Scott, MPCA; Amanda Schultz, WFDNR Watershed Coordinator; and Jan Voit, HLWD met to review grant work plans.

The job description and advertisement were updated on July 21, 2015. They were sent to Katherine Pekarek-Scott, MPCA, for review the same day. The job description and advertisement were distributed to local news media and colleges on July 22 and July 23, 2015.

Seven applications were received for the WFDNR Watershed Coordinator position. One application was incomplete. Two applications did not meet the criteria. Four candidates were chosen to interview on September 8, 2015. The interview committee recommended hiring Erin Nordquist. The board of managers approved her hiring on September 15, 2015.

On September 16, 2015, Jan Voit, HLWD spoke with Erin Nordquist regarding the Watershed Coordinator position. She accepted. Her start date was set for October 5, 2015.

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): _____

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

Nitrogen Load Reduction: _____ lbs./year

Sediment Load Reduction: _____ 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:

WFDNR MWP Phase 2 - Change Order 1

Barb Radke took a new position. Toby Spanier, UM Extension, will be the CE lead for the project.

To allow the Watershed Coordinator to participate in the Watershed Specialist Training, \$414.00* was moved from Task C Project Coordination Sub-Task 1: Project Management Training-Lodging to Training-Registration.

*Per the contract language, a change order is not required to move funds within a Sub-task. This change order document is to provide documentation of the changes describe, however will not be added in the 10% cumulative amount allowed to move in a change order.

Approved: November 18, 2015

WFDNR MWP Phase 2 - Change Order 2

When creating a budget, it is always difficult to estimate the number of hours that will be required for each task. The number of hours for project coordination was grossly underestimated. To allow additional hours for project coordination, 600 hours were moved from Task A Community Outreach Sub-Task 1 Local Work Group to Task C Project Coordination Sub-Task 1 Project Management. These additional hours will be for training, reports, reimbursement requests, orientation of new project coordinator, and ensuring contract requirements are met.

Approved: December 8, 2015

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:

Research funding possibilities for the citizen council

Objective 1. Task B. Subtask 1:

Continue data collection

Objective 1. Task C. Subtask 1:

Meet with East Fork Des Moines River staff

Submit annual report

Submit reimbursement requests

Begin semi-annual report

Objective 1. Task C. Subtask 2:

Assist MPCA with data collection

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	\$14,721.87
Match Expenditures this period (if applicable)	\$0.00
Cumulative Grant Expenditures to date	\$16,221.87
Cumulative Match Expenditures to date (if applicable)	\$0.00
Total Cumulative Expenditures to date	\$16,221.87

Date form completed (mm/dd/yyyy): 1/25/2016