



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 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:

Erin Nordquist completed the following tasks.

Had a phone call with Katherine Pekarek-Scott on August 1, 2016 at 9AM. Discussion was held regarding the next Local Work Group Meeting. A date and time for the meeting were established and a general outline of the meeting was formulated.

Had a phone call with Katherine Pekarek-Scott on August 9, 2016 at 9AM. Further discussion was held about the agenda for the Local Work Group meeting.

Created an agenda for the Local Work Group meeting on August 15, 2016. The agenda and other information about the meeting was sent to Local Work Group members on August 18, 2016.

Had a phone call with Katherine Pekarek-Scott on August 25, 2016 at 2PM. Discussion was held about the format of the Local Work Group meeting, getting data from the HSPF model to present to the group, and a deadline was set for getting meeting materials in for review.

Created handouts outlining general project activities as well as specific data collection activities associated with the project.

Planned the format of the Local Work Group meeting, wrote discussion questions, and created materials for a group activity.

Had a phone conversation with Katherine Pekarek-Scott on September 8, 2016 at 9AM. The purpose of this conversation was to go over the discussion questions for the Local Work Group meeting and to discuss any changes to the handouts that were needed.

Facilitated the Local Work Group meeting on September 15, 2016 at 10AM. Project updates were presented to the group members. Group discussion was held about the upcoming formation of the citizen council, ideas regarding citizen council activities, and possible names for the citizen council.

Typed minutes from the Local Work Group meeting. Emailed minutes to the Local Work Group members on September 26, 2016.

Objective 1 Task A Community Outreach Subtask 2 Citizen Council

Erin Nordquist completed the following tasks.

Conducted research on strategies for forming a citizen council. The purpose of this research was to determine a way to include as many people that represent the population within the watershed as possible. This includes, women, people of differing ages, and other minority groups. Collected demographic data and calculated numbers of individuals in each group living within the watershed.

Set up a meeting with Toby Spanier, UM Extension; Katherine Pekarek-Scott, MPCA; and Jan Voit, HLWD to discuss the formation of the citizen council.

Met with Toby Spanier and Karen Terry, UM Extension; Katherine Pekarek-Scott, MPCA; and Jan Voit, HLWD. The purpose of this meeting was to familiarize Toby and Karen with the work that has been done with the Local Work Group for planning the formation and structure of the citizen council.

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

No activities during this reporting period.

Objective 1 Task B Information Analysis Subtask 1 Data Collection:

Erin Nordquist completed the following tasks.

Conducted a longitudinal Secchi tube survey on North Fork Jack Creek on July 6, 2016 from 12PM to 5PM.

Worked on the narrative for the Story Map project. Completed draft sections on watershed impairments, agriculture, hydrology, impervious surface, and septic systems.

Conducted feedlot inspections with Brooke Burmeister, Jackson County, on July 7, 2016 from 11AM to 5PM.

Conducted a longitudinal Secchi tube survey of Lime Creek on July 12, 2016 from 10AM to 3PM.

Worked on compiling a document of all feedlots in the West Fork Des Moines River watershed and all relevant information from each feedlot inspection. In addition, organizing data files to make all feedlot information easier to access.

Met with Devin Ryan and Luke Olson, Lyon County feedlot staff, on July 27, 2016 at 9AM to discuss the process for conducting some feedlot inspections within Lyon County.

Continued working on organizing and compiling all of the feedlot inspection data into one document.

Met with Jared Morrill, Cottonwood County, on August 3, 2016 at 2PM to set up inspections for remaining Cottonwood County feedlots.

Met with Kathy Henderschiedt, Nobles County, on August 4, 2016 at 9AM to clear up some of the issues with the list of Nobles County feedlots. Some feedlots were duplicated within the State reporting system. This caused some confusion with the list of feedlots that have not yet been inspected.

Conducted feedlot inspections for Lyon County with Devin Ryan and Luke Olson on August 8, 2016 until 1:30PM. All feedlot inspections for Lyon County were completed.

Met with Jon Bloemendaal, Murray County, on August 9, 2016 at 11AM to set up two days of feedlot inspections.

Ran MinnFARM models on August 15, 2016 for the Lyon County feedlots that were inspected on August 8, 2016.

Inspected a feedlot with Jared Morrill, Cottonwood County, on August 17, 2016 at 8:30AM.

Inspected a feedlot with Jared Morrill, Cottonwood County, on August 22, 2016 at 8:30AM.

Conducted feedlot inspections with Jon Bloemendaal, Murray County, on August 23, 2016 until 3PM.

Inspected a feedlot with Jared Morrill, Cottonwood County, on August 24, 2016 at 8:30AM.

Conducted feedlot inspections with Jon Bloemendaal, Murray County, on August 25, 2016 until 2PM.

Continued working on organizing and compiling all of the feedlot inspection data into one document.

Met with Jon Bloemendaal, Murray County, on September 7, 2016 at 10AM to plan two days of feedlot inspections.

Prepared inspection forms and aerial photos for Murray County feedlot inspections.

Conducted MinnFARM modeling for Murray County feedlots that were inspected in August 2016.

Communicated with Adam Ossefoort, Pipestone SWCD, on September 19, 2016 about inspecting the feedlots in Pipestone County that are within the WFDNR watershed.

Conducted feedlot inspections with Jon Bloemendaal, Murray County, on September 19, 2016.

Conducted feedlot inspections with Jon Bloemendaal, Murray County, on September 20, 2016.

Conducted a feedlot inspection with Adam Ossefoort, Pipestone SWCD, on September 26, 2016.

Continued working on organizing and compiling all of the feedlot inspection data into one document.

Completed a first draft of the narrative for the Story Map project. The draft document was sent to Katherine Pekarek-Scott and Ashley Ignatius, MPCA, for review.

Completed all MinnFARMS for the Murray County feedlot inspections that were conducted on August 23, 2016; August 25, 2016; September 19, 2016; and September 20, 2016.

Prepared inspection forms and aerial photos for Pipestone County feedlot inspections.

Conducted feedlot inspections with Adam Ossefoort, Pipestone SWCD, on October 6 - 7, 2016.

Completed all MinnFARMS for the Pipestone County feedlot inspections that were conducted on October 6 - 7, 2016.

Objective 1 Task C Project Coordination Subtask 1 Project Management:

Erin Nordquist completed the following tasks.

Attended the Southwest District's Water Management Partners Workshop on July 26, 2016. The purpose of this workshop was to provide support for local watershed district managers and staff, address any questions they may have, and help managers learn about their role and responsibilities.

Had a phone conversation with Katherine Pekarek-Scott on September 26, 2016 at 9AM to discuss the remaining components of the Major Watershed Project – Phase II.

Created a task list and instructional document outlining the remainder of the work to be done on the Major Watershed Project – Phase II.

Organized GIS files on the Watershed Coordinator computer to make them easier to find and understand.

Jan Voit completed the following tasks.

Met with Katherine Pekarek-Scott, MPCA on September 8, 2016, via conference call. Discussion was held regarding the MWP budget. The original work plan budget estimated the number of hours that the Watershed Coordinator would need for each task. After the Watershed Coordinator started the work, it was apparent hours would need to be reallocated to provide adequate funds for each task. The total contract amount would remain unchanged. Katherine contacted the contracting division in St. Paul. A contract specialist was assigned, work can begin on the amendment request.

Informed by Erin Nordquist on September 26, 2016 that she had accepted a new position and would be resigning as Watershed Coordinator. Spoke with Katherine Pekarek-Scott about this situation. A meeting was scheduled for September 28, 2016.

Met with Katherine Pekarek-Scott on September 28, 2016 to discuss options for moving forward with the MWP. While dedicated staff for this project would be ideal, the learning curve and time constraints make it unlikely that hiring is an option. Civic engagement constitutes the majority of the remaining tasks for this grant. The University of Minnesota (UM) Extension is the lead for developing CE. However, staff time will be required as well. The first option that will be explored is subcontracting with an individual to assume the remaining watershed coordinator duties related to CE and data collection. If that fails to happen, then securing additional time from UM Extension will be pursued.

Participated in a Skype meeting on October 17, 2016 with Katherine Pekarek-Scott, Karen Terry, Toby Spanier, and Erin Nordquist. Updates on MWP activities to date, local work group meetings, and civic engagement were given. Next steps were discussed. Contacted Ross Behrends regarding the possibility of working part-time in the watershed coordinator position.

Met with Katherine Pekarek-Scott on October 20, 2016 to draft a timeline and work on the amendment. These documents were sent to Ross Behrends for review.

Received confirmation from Ross Behrends on November 8, 2016 that he would accept the part-time position to work on the MWP.

Spoke with Katherine Pekarek-Scott on November 14 and 15, 2016 about the budget and amendment process.

Discussed the civic engagement and education plan with Toby Spanier, University of Minnesota Extension on November 15.

Revised the budget. The amended work plan and budget were submitted to the MPCA Contracting Specialist in St. Paul on November 21, 2016.

Began drafting the annual report on December 13, 2016.

Signed the amendment contract on December 19, 2016.

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

Erin Nordquist completed the following tasks.

Conducted Stressor ID sampling on July 5, 2016 until 3PM.

Entered Stressor ID data and photos, prepared cooler, chain of custody forms, and coordinated shipping on July 5, 2016.

Had a phone conversation with Katherine Pekarek-Scott on July 12, 2016 at 9AM to discuss the timeframe for deploying sondes at some of the Stressor ID sites.

Checked sites to evaluate the water depth and flow on July 12, 2016. The purpose of this was to decide whether or not to deploy sondes at the sites the following day.

Conducted Stressor ID sampling on July 20, 2016 until 3PM.

Conducted Stressor ID sampling on July 21, 2016 until 12PM.

Entered Stressor ID data and photos, prepared cooler, chain of custody forms, and coordinated shipping on July 21, 2016.

Conducted Stressor ID sampling on August 2, 2016 until 5PM.

*Conducted Stressor ID sampling on August 3, 2016 until 12PM.

Entered Stressor ID data and photos, prepared coolers, chain of custody forms, and coordinated shipping on August 3, 2016.

Assisted Katherine Pekarek-Scott and Matt Moon, MPCA, on August 4, 2016 until 5:30PM to deploy sondes at some stream sites around the West Fork Des Moines Watershed. Sondes are probes that stay in a stream for an extended time that periodically record water quality data. This gives watershed analysts a better understanding of the water quality data. They may be able to find patterns in what the data indicates at certain times of the day.

Conducted Stressor ID sampling on August 16, 2016 until 3:30PM.

Entered Stressor ID data and photos, prepared cooler, chain of custody forms, and coordinated shipping on August 17, 2016.

Conducted Stressor ID sampling on August 17, 2016 until 5PM.

Entered Stressor ID data and photos, prepared cooler, chain of custody forms, and coordinated shipping on August 18, 2016.

Conducted Stressor ID sampling on August 30, 2016 until 7PM.

Conducted Stressor ID sampling on August 31, 2016 until 12PM.

Entered Stressor ID data and photos, prepared coolers, chain of custody forms, and coordinated shipping on August 31, 2016.

Conducted Stressor ID sampling on September 13, 2016 until 5:30PM.

Conducted Stressor ID sampling on September 14, 2016 until 12:30PM.

Prepared coolers, chain of custody forms, and coordinated shipping on September 14, 2016.

Entered Stressor ID data and photos on September 15, 2016.

Conducted Stressor ID sampling, prepared cooler and chain of custody form, and coordinated shipping on September 29, 2016.

Entered Stressor ID data and photos on October 3, 2016.

Conducted Stressor ID sampling and entered data and photos on October 12, 2016.

Prepared cooler and chain of custody form, and coordinated shipping on October 13, 2016.

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

Map Activity

Data Collection Update Handout

Des Moines Potential Tile Drain

MWP 2 General Project Update Handout

Secchi Tube High Flows

WFDNR Drained Lakes

3. Challenges faced (optional):

Staff turnover has proved to be a big challenge during this contract period. When Ross Behrends begins working in January 2017, he will be the third person in this position.

HLWD staff struggles with inputting data into the reporting form. The inability to use track changes, find and replace, or any formatting options available in Word makes entering information into the form very difficult.

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:

WFDNR MWP Phase 2 - Amendment 1, approved December 22, 2016

The Heron Lake Watershed District is requesting an amendment to the contract for the Major Watershed Project Phase 2. After the Watershed Coordinator started the work, it was apparent hours would need to be reallocated to provide adequate funds for each task. The total contract amount would remain unchanged. Details would be provided in the work plan narrative. After the initial amendment request was submitted, the Watershed Coordinator took another position. Since that time, the HLWD has secured an individual to work part-time in the Watershed Coordinator's position. In addition, the HLWD Administrator will assume additional responsibilities in order to ensure that contract commitments are completed. Funds for UM Extension were reallocated in Subtask 1 and Subtask 2, but the amount for the contract with this organization remained the same.

The total contract amount for the MPW Phase 2 remains unchanged. Budget changes are described below.

Objective 1: WRAPS Development Task A: Community Outreach Sub-Task 1: Local Work Group. The amount for Watershed Coordinator 1 was reduced from \$20,655 (765 hours) to \$3,813.75 (141.25 hours), a line item was added for Watershed Coordinator 2 of \$1,080.00 (40 hours), a line item was added for the HLWD Administrator of 125 hours (\$4,375.00). These changes resulted in a reduction of \$11,386.25 in this subtask.

Objective 1: WRAPS Development Task A: Community Outreach Sub-Task 2: Citizen Council. The amount for Watershed Coordinator 1 was reduced from \$35,694.00 (1,322 hours) to \$918.00 (34 hours), a line item was added for Watershed Coordinator 2 of \$34,776.00 (1,288 hours), a line item was added for the HLWD Administrator of \$2,625.00 (75 hours), UM Extension Teaching Rate was increased by \$125.00 (1 hour), Coaching Rate was reduced by \$450.00 (5 hours), UM Extension Prep Rate was reduced by \$200 (4 hours), UM Extension mileage was increased by \$707.20, UM Extension lodging was increased by \$210.00, UM Extension meals were reduced by \$83, UM Extension Supplies were increased by \$4.00. These changes resulted in an increase of \$2,938.20 in this subtask.

Objective 1: WRAPS Development Task A: Community Outreach Sub-Task 3: Public Participation and Education. The amount for Watershed Coordinator 1 was reduced from \$6,210.00 (230 hours) to \$459.00 (17 hours), a line item was added for Watershed Coordinator 2 of \$8,613.00 (319 hours), a line item was added for the HLWD Administrator of \$2,625.00 (75 hours), UM Extension Teaching Rate was reduced by \$750.00 (6 hours). UM Extension Prep Rate was increased by \$400 (8 hours), UM Extension mileage was increased by \$209.80, UM Extension lodging was reduced by \$280.00, UM Extension meals were increased by \$72.00, and UM Extension supplies were increased by \$30.00. The changes resulted in an increase of \$5,173.80 in this subtask.

Objective 1: WRAPS Development Task B: Information Analysis Sub-Task 1: Data Collection. The amount for the Watershed Coordinator 1 was reduced from \$50,139.00 (1,857 hours) to \$25,764.75 (954.25 hours), a line item was added for Watershed Coordinator 2 of \$1,800.00 (300 hours), and mileage was reduced from \$4,480.00 to \$1,904.08. These changes resulted in a reduction of \$18,850.17 in this subtask.

Objective 1: WRAPS Development Task C: Project Coordination Sub-Task 1: Project Management. The amount for the HLWD Administrator was increased from \$3,290.00 (94 hours) to \$10,500.00 (300 hours), the amount for the Watershed Coordinator 1 was increased from \$20,115.00 (745 hours) to \$23,334.75 (864.25 hours), a line item was added for the

Watershed Coordinator 2 in the amount of \$15,403.50 (570.50 hours), Training-Registration was reduced from \$1,194.00 to \$948.00, Training-Meals was reduced from \$630.00 to \$45.32, Training-Lodging was reduced from \$1,176.00 to \$251.70, and mileage was increased by \$29.63. These changes resulted in an increase of \$24,107.90 in this subtask.

Objective 1 WRAPS Development Task C: Project Coordination Sub-Task 2: Assist MPCA. The amount for the Watershed Coordinator 1 was decreased from \$7,155.00 (265 hours) to \$5,838.75 (216.25 hours), mileage was reduced by \$614.39, and supplies were reduced by \$52.84. These changes resulted in a decrease of \$1,983.48 in this subtask.

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 UM Extension and LWG to identify Citizen Council members

Work with UM Extension for Citizen Council team and capacity building

Work with UM Extension to develop Shared Leadership sessions

Objective 1. Task B. Subtask 1:

Continue feedlot 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

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	\$21,592.34
Match Expenditures this period (if applicable)	\$0.00
Cumulative Grant Expenditures to date	\$68,710.73
Cumulative Match Expenditures to date (if applicable)	\$0.00
Total Cumulative Expenditures to date	\$68,710.73

Date form completed (mm/dd/yyyy): 1/12/2017