



Please complete and submit to your project manager.

- Reporting Period: [X] 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):

The LWG meeting was held on February 23, 2017. The purpose of the meeting was to recognize the purpose and goals of a watershed citizens group in the development and completion of the WRAPS report. The result of the meeting was identification and analysis of potential watershed stakeholders to serve on the citizen group. There were 17 people in attendance.

Objective 1 Task A Community Outreach Subtask 2 Citizen Council

On January 20, 2017, Ross Behrends and Jan Voit met with Katherine Pekarek-Scott, MPCA; Toby Spanier and Karen Terry, University of Minnesota (UM) Extension. The purpose was to discuss the MWP and identify next steps.

Ross Behrends and Jan Voit met on January 27, 2017 to discuss the WFDNR Work Plan and develop the agenda and attendee list for the upcoming LWG Meeting. A date was selected for the meeting. Ross will draft a meeting invitation. The document will be sent to MPCA and UM Extension for review.

On February 10, 2017, Toby Spanier, Karen Terry, UM Extension; Katherine Pekarek-Scott, MPCA; Ross Behrends, and Jan Voit participated in a conference call. The purpose was to cover the lead roles and responsibility in the MWP and create the agenda for the LWG meeting.

On February 13, 2017, Katherine Pekarek-Scott, Ross Behrends, and Jan Voit participated in a conference call. The purpose was to identify the negotiable and non-negotiable items for the LWG as well as the citizen council.

On May 17, 2017, Ross Behrends, Katherine Pekarek-Scott, and Jan Voit participated in a conference call. The purpose was to discuss the project timeline and the process to secure Citizen Council members.

On June 1 and 8, 2017, Jan Voit spoke with Mona Henkels regarding the possibility of her serving as a member of the Citizen Council. She contacted Ross Behrends regarding additional information to share with her on June 8. On June 9, Mona Henkels confirmed her commitment.

Ross Behrends worked with the LWG to recruit potential members for the Citizen Council.

On June 15, 2017, Ross Behrends, Katherine Pekarek-Scott, and Jan Voit met via conference call to work on the Citizen Council Development and discuss the WFDMR Work Plan. The bulleted items below were sent to UM Extension following the conference call.

- Three people have agreed to be citizen council members: Paul Henning, Ron Tibodeau, and Mona Henkels. All three are excellent candidates.
- The Band of 5 had agreed that the first citizen council meeting should take place in July. If that is still the case, these dates are options: July 11, July 13, July 18 (afternoon only), or July 20. Do any of those work for the two of you?
- Once the meeting date is set, how should we proceed with planning the citizen council meeting?
- There are two shared leadership sessions required in the grant work plan. What is the timeline for these?
- The Band of 5 should plan a check-in in the near future. Dates for that will be needed from all of us.

On June 30, 2017, Ross Behrends, Jan Voit, Toby Spanier, Karen Terry, and Katherine Pekarek-Scot met via conference call to discuss the details for the first Citizen Council meeting.

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:

Ross Behrends met with Jon Bloemendaal on June 20 and June 30, 2017 to schedule feedlot inspections in Murray County.

Objective 1 Task C Project Coordination Subtask 1 Project Management:

Jan Voit completed the following tasks.

The annual report was submitted on January 12, 2017. It was approved on February 6, 2017.

The reimbursement voucher for the MWP was completed and sent to Katherine Pekarek-Scott, MPCA for review on April 11, 2017. On April 12, 2017, she contacted Jan Voit with some questions regarding expenditures. The document was revised and sent to MPCA's accounts payable department that afternoon.

Began drafting the semi-annual report on June 30, 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:

LWG Planning Agenda

Facilitator Agenda

LWG Meeting Agenda

LWG Meeting Notes

LWG Photo 1

LWG Photo 2

Citizen Council Purpose and Promise

Lead Roles and Responsibilities

Negotiables for LWG

Stakeholder Identification

Vision Worksheet

Power and Interest Grid

Stakeholder Identification, Mapping, and Analysis

Check In Notes 6-15-17

Check In Notes 6-30-17

3. Challenges faced (optional):

The recruitment process for the Citizen Council was challenging. Our goal was to recruit two citizens from each county. However after much correspondence with the LWG and potential citizens, we were only able to find three members for the Citizen Council.

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 UM Extension for Citizen Council team and capacity building

Work with Citizen Council to determine education activities

Work with Citizen Council to plan and host public meetings

Work with UM Extension to develop Shared Leadership sessions

Objective 1. Task B. Subtask 1:

Complete feedlot data collection

Objective 1. Task C. Subtask 1:

Meet with East Fork Des Moines River staff

Submit semi-annual report

Submit reimbursement requests

Begin 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	\$5,746.25
Match Expenditures this period (if applicable)	\$0.00
Cumulative Grant Expenditures to date	\$74,456.98
Cumulative Match Expenditures to date (if applicable)	\$0.00

Total Cumulative Expenditures to date	\$74,456.98
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Date form completed (mm/dd/yyyy): 7/20/2017
