



# 319/Clean Water Partnership (CWP)/ Total Maximum Daily Loads

Semi-Annual Report for Reporting Year 2013

*Doc Type: Semi-Annual Report*

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

All information is required by U.S. Environmental Protection Agency (EPA). Do not leave blanks. 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: WFDNR Watershed Project - Phase I
2. Project sponsor: Heron Lake Watershed District
3. Project representative: Jan Voit, District Administrator
4. E-mail address: jan.voit@mysmbs.com
5. Funding:  319  CWP  Clean Water Legacy/Clean Water Fund  Other: \_\_\_\_\_
6. Contract number: 66623 PRJ number: PRJ07752
7. MPCA Project Manager: Katherine Pekarek-Scott
8. Contract start date (mm/dd/yyyy): 8/29/2013 Contract end date (mm/dd/yyyy): 6/30/2014

**The following six questions refer to the lists on the Minnesota Pollution Control Agency (MPCA) website following this report form:**

9. Best Management Practices (BMPs): NA

10. Primary and Secondary Categories of Pollution:

	Primary	Secondary	Others
<b>Category</b> (name only)	Agriculture	Non-Irrigated Crop Production	NA

11. Nonpoint Source (NPS) Functional Category:

	Primary	Secondary	Others
<b>Category</b> (name only)	Watershed Planning	Watershed Management Planning	Watershed Assessment

12. Waterbody type: River/Stream, Lakes

13. Type of pollutant(s) (use name, not code #s): Phosphorus, Bacteria, Turbidity, Dissolved Oxygen (Low)

14. Ecoregion: Western Corn Belt Plains

15. Hydrologic unit code (12 digits): 071000010604 Latitude-longitude: 43°50'41.56"N, 95 28'00.06"W

16. Basin name (check all that apply): Statewide

- Lake Superior
- Lower Mississippi/Cedar
- Upper Mississippi
- Minnesota
- Rainy
- Red River
- Des Moines
- Missouri
- St. Croix

## II. Project Description

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### 1. Project Description Summary (taken from work plan summary) – Include at least two paragraphs that briefly summarize the project scope, the processes and the events that occurred before this reporting period.

The Minnesota Pollution Control Agency (MPCA) is committed to working with a range of partners using a watershed approach that addresses all of Minnesota's 81, 8-digit HUC watersheds, within a ten year cycle. The major components of the approach include unified methods to: 1) monitor and gather information, 2) assess the data, 3) develop implementation strategies to meet standards and protect waters, and 4) implement water quality protection and restoration activities. Intensive watershed monitoring will begin in the West Fork Des Moines River (WFDNR) 8-digit HUCs in 2014. This monitoring work expands on previously established routine water quality and flow sampling to include extensive fish and aquatic invertebrate surveys. Following completion of the intensive watershed monitoring, subsequent steps include assessment of the monitoring data to determine impairments, identification of stressors that are causing impairments, development of Total Maximum Daily Loads (TMDLs) using identification of pollutant sources using computer modeling and other techniques, civic engagement, and public education as approaches in progress towards water quality goals. The project will culminate in a set of strategies to restore impaired waters and protect unimpaired waters. These strategies will ultimately be executed by state and local governments, citizen organizations, businesses, and individuals.

In this first phase, a framework will be established that the local government can use to guide their involvement as the WFDNR Watershed Project progresses over the next four years. This will be accomplished through conversations with the MPCA and among all of the local agencies to determine the needs of this watershed. Identifying these needs and developing a plan to see that some of these needs are met will enhance the success in developing strategies that will protect or restore the waters in the WFDNR watershed.

Subsequent phases in this project will perform the tasks and duties developed in the plan from the first phase. These will potentially include involving more partners and the public through the use of civic engagement activities, aiding the MPCA in data collection and developing restoration and protection strategies that would be implemented by the local partners.

### 2. Specific Project Goals – Include numeric, quantifiable goals for environmental improvement, the number of Best Management Practices to be installed, pollutant reductions as well as programmatic and social goals.

The goal of this project is to establish a framework that the local government can use to guide their involvement as the WFDNR Watershed Project progresses over the next four years. This will enhance the success of the overarching goal of providing a framework for which the local government and watershed organizations can engage the public in a manner that will lead to water quality improvement. This will result in strategies to protect or restore the waters in this watershed. These strategies will be used as the basis for making informed local water quality and land use planning decisions, as well as development of grant applications to implement the restoration and protection of waters in the WFDNR watershed.

### 3. Methods to achieve Goals:

#### Objective 1: Watershed Project Planning and Development

The major watershed approach is a collaboration of multiple state and local agencies, as well as community organizations. A goal of this approach is to engage local stakeholders at the onset of the watershed effort and utilize their capacity to continue projects through the implementation stages. This requires the local partners to be part of the project early in the planning process to determine their needs.

#### Task A: Project Needs Assessment

- The WFDNR Watershed Coordinator (WC) will work with the MPCA to determine the steps necessary to complete the major watershed project. Meetings will take place with the WC, MPCA lead staff assigned to each step of the process, and the MPCA Project Manager. The meetings will determine the areas in the project where local assistance would be beneficial and will define the capabilities of the local staff.
- The WC will meet with Board of Water and Soil Resources staff to establish a framework for a final product to be used for implementation.

#### Task B: Partner Collaboration

- Agreement and understanding among all local partners is necessary for this project to be successful. The WC will meet with the county environmental offices and the Soil and Water Conservation District (SWCD) offices for the counties of Lyon, Murray, Nobles, Cottonwood, Jackson, Pipestone, and Martin (county staff, SWCD staff), and the HLWD to define roles and responsibilities for each entity and plan how the major watershed project tasks will be completed. The final product will be used by the local entities as the WFDNR Major Watershed Project moves into implementation. Discussions will take place between the WC and the local partners to identify the format of this final product.

#### Task C: Plan Development

- A plan will be developed by the WC that will describe the actions needed by the local entities to complete a major watershed project. This plan will describe the work that needs to be completed and who is responsible for such work. Funding requirements to complete the actions will also be developed. This plan will be utilized

throughout the WFDMR watershed by all local partners.

### **Objective 2: Project Oversight**

It is important for a watershed project to have continuity and organization. Past efforts have shown that this is best accomplished by having a coordinator to organize and direct the work.

#### **Task A: Project Coordination**

- The WC will be responsible for organizing and overseeing the work that is to be completed in this project. The WC will work closely with the HLWD Administrator in assuring that the work completed meets the requirements of the contract.
- The WC and the HLWD Administrator will be responsible for completing and submitting reports. Two semi-annual reports will be prepared for each year due February 1st and August 1st that include an update on the tasks and activities identified in the work plan that have been completed, and an update on the budget. A final progress report will be submitted electronically using the CWP/319/TMDL Final Report format that includes a final financial report. All deliverables will be submitted to the MPCA with the final report.
- The WC and the HLWD Administrator will be responsible for the fiscal management of this project which includes tracking of all expenses, payroll, and submittal of reimbursement requests.
- Mileage for the WC to complete the objectives and tasks will be funded through this task.

### **Objective 3: Civic Engagement and Public Education**

Civic engagement (CE) is an integral component when working on water quality. It is important that the citizens within the watershed recognize and take ownership of the water resource and its water quality. The methods and strategies utilized to develop a change in the watershed need to be properly selected and executed to see successful results. Public education is needed to raise awareness of water resource issues. A coordinated plan will be necessary to communicate with watershed residents and stakeholders.

#### **Task A: Civic Engagement Training and Development**

- The HLWD Administrator will be leading the CE development and execution for this project. An increase in the Administrator's knowledge on CE is necessary to properly select and develop the strategies that will be utilized throughout the project. This increased knowledge will be accomplished through the use of the Southwest CE Cohort (Cohort) training.
- This project will cover the HLWD Administrator's time and mileage to attend nine of the 18 training sessions. The remaining sessions will be covered by the HLWD and will not be reimbursed through this contract.
- The HLWD Administrator will utilize the methods and strategies learned from the Cohort to develop a CE plan. The plan will be a guide for completing CE work throughout the watershed project.
- The Assistant Extension Professor, University of Minnesota (UM) Extension, will work with the HLWD Administrator to co-design and co-facilitate CE planning sessions. This project will cover the Assistant Extension Professor's preparation, time, mileage, and co-facilitating two sessions as detailed in the attached budget.

#### **Task B: Public Education Plan Development**

- The WC and HLWD Administrator will meet with local partners and Watershed Education Program (WEP) staff, a University of Minnesota Extension resource to assist communities with watershed education and planning.
- The WC and HLWD Administrator will work with WEP staff to develop a Public Education Plan based upon needs identified at the partner meeting.

## **III. Semi-annual Report Information**

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### **1. Project activities completed during last six (6) months according to the program elements or tasks:**

#### **Objective 1: Watershed Project Planning and Development**

##### **Task A: Project Needs Assessment**

- Held a phone conversation with Katherine Pekarek-Scott and Jordan Donatell, Minnesota Pollution Control Agency (MPCA) on October 9, 2013. The purpose of the conversation was to explain the biological monitoring process to Kiel. Location of sites, methods, and results were explained in detail and questions were answered.
- Held a phone conversation with Katherine Pekarek-Scott and Mike Koschak, MPCA on October 10, 2013. The purpose of the conversation was to explain the stressor identification process to Kiel.
- Held a phone conversation with Katherine Pekarek-Scott and Joanne Boettcher, MPCA on October 21, 2013. The purpose of the conversation was to explain the various tools that can be used to target and prioritize projects. Available tools are not limited to the tools discussed. The conversation was intended to give Kiel ideas of possible tools and their uses.
- Held a phone conversation with Katherine Pekarek-Scott, MPCA on October 21, 2013. Katherine explained the Watershed Restoration and Protection Strategies (WRAPS) document to Kiel. Kiel had questions regarding the document's content. The questions will be answered during the conversation with the Board of Water and Soil Resources (BWSR).

- Held a phone conversation with Katherine Pekarek-Scott, MPCA; and Mark Hiles and Matt Drewitz, BWSR on October 22, 2013. The purpose of the conversation was to explain the requirements of the WRAPS document and how it pertains to BWSR grants and local watershed management plans.
- Held a phone conversation with Katherine Pekarek-Scott and Kelli Nerem, MPCA on December 12, 2013 at 9:00 am. The purpose of the conversation was to explain the load monitoring process to Kiel.

#### **Task B: Partner Collaboration**

- Held a phone conversation with Katherine Pekarek-Scott, MPCA; and Jan Voit, Heron Lake Watershed District (HLWD) on October 31, 2013. The purpose of the conversation was to simulate a partner meeting for Kiel. It is important that all information is accurate and that all points are covered during each meeting.
- Held a phone conversation with Katherine Pekarek-Scott, MPCA; and Jan Voit, HLWD on November 4, 2013. The purpose of the meeting was to simulate a partner meeting for Kiel. Talking points were revised after the first simulation and this meeting was the final “dry run” prior to the partner meetings.
- Met with Brian Nyborg, Jackson Soil and Water Conservation District (SWCD); and Andy Geiger, Jackson County on November 5, 2013. The purpose of the meeting was to explain the Major Watershed Project, cover all talking points, and ask them questions to discuss their current conservation measures in the county. They were also given the opportunity to ask questions. If their questions could not be answered, Kiel would e-mail them at a later date.
- Met with Kyle Krier, Pipestone County and SWCD on November 12, 2013. Kiel explained the Major Watershed Project, covered all talking points, and asked questions regarding current conservation practices in Pipestone County. Questions were also taken and answered.
- Met with David Bucklin, Cottonwood SWCD; and Gordy Olson, Cottonwood County on November 14, 2013. Kiel explained the Major Watershed Project, covered all talking points, and asked questions regarding current conservation practices in Cottonwood County. Questions were also taken and answered.
- Met with Rich Perrine, Ashley Brenke, and Kathy Smith, Martin SWCD, on November 18, 2013. Kiel explained the Major Watershed Project, covered all talking points, and asked questions regarding current conservation practices in Martin County. Discussion was held about combining the East and West Fork Des Moines Rivers in the Major Watershed Project. Martin County expressed interest in combining efforts. Questions were also taken and answered.
- Met with John Biren, Lyon County, on November 20, 2013. The purpose of the meeting was to explain the Major Watershed Project and what is expected as a result. John and Kiel went over the results of a feasibility study that was done by Bolton and Menk, Inc. for the Lake Yankton subwatershed. The study was done to explore options to reduce the flood pulse entering Lake Yankton in Balaton. Because the Lake Yankton subwatershed encompasses land from both Lyon and Murray Counties, John is looking for a governance structure that does not have to abide by county boundaries. The results of the study proposed sites in both counties that could reduce downstream flooding. The limitations of the Major Watershed Project were explained and Kiel needed to discuss pursuing this project with the MPCA and HLWD.
- Met with Wayne Smith, Nobles County; and Ed Lenz, Nobles SWCD, on November 27, 2013. Kiel explained the Major Watershed Project, covered all talking points, and asked questions regarding current conservation practices in Nobles County. Questions were also taken and answered. Some of the information presented was review because they are conducting the watershed approach in the Missouri River Basin as well. Strategies practiced in the Missouri River Basin were discussed to compare to strategies that could be implemented into the Des Moines River Watershed.
- Met with Howard Konkol and Craig Christensen, Murray SWCD; and Chris Hansen, Murray County on December 13, 2013. The purpose of the meeting was to explain the Major Watershed Project, cover all talking points, and ask them questions to discuss their current conservation measures in the county. They were also given the opportunity to ask questions. If their questions could not be answered, Kiel would e-mail them at a later date.
- Met with Rich Perrine, Ashley Brenke, and Kathy Smith, Martin SWCD on December 19, 2013 at 2:00 pm to discuss the combining the East and West Fork Des Moines Rivers for the Major Watershed Project. It was determined that Martin County would handle the East Fork portion of money and allocate funds as they see fit. Meetings will be held jointly between the two watersheds.

#### **Task C: Plan Development**

- No activities during this reporting period.

### **Objective 2: Project Oversight**

#### **Task A: Project Coordination**

- Met with Katherine Pekarek-Scott, MPCA; Jan Voit, HLWD; and Barb Radke, University of Minnesota Extension, on September 26, 2013. The purpose of the meeting was to establish a timeline for Phase I of the project and discuss civic engagement. The timeline was established for the completion of the partner meetings, compiling of the results, meeting to discuss the results, and the possible dates for the large group meeting in February.
- The first reimbursement request was approved on November 25, 2013.

### **Objective 3: Civic Engagement and Public Education**

#### **Task A: Civic Engagement and Public Education**

- Jan Voit attended the Southwest Civic Engagement Cohort on Water Quality (SW CivE Cohort) on September 25, 2013. This session focused on *Messaging*.
- Jan Voit attended the SW CivE on November 6, 2013. This session focused on *The Role of Influencing*.

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**Task B: Public Education and Plan Development**

- No activities during this reporting period.

**2. Challenges faced (optional):**

n/a

**3. Summary of monitoring data collected:**

n/a

**4. Have all monitoring stations been established in STORET?**  Yes  No  N/A**5. Is the data being routinely submitted for storage into STORET?**  Yes  No Last submittal date: \_\_\_\_\_**6. Is the data being annually entered into E-Link?**  Yes  No  N/A Date last entered: \_\_\_\_\_**7. Identify any significant findings and results of the project to date, as well as any unanticipated findings:**

none

**8. 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

**9. Summarize any work plan changes:**

n/a

**10. List anticipated activities for next six (6) months:**

Objective 1. Task B: Summarize information gathered at individual meetings.

Objective 1. Task B: Develop plan and agenda for partner meeting that will be held in February 2014.

Objective 1. Task B: Host partner meeting.

Objective 1. Task C: Begin plan development.

Objective 2. Task A: The WC continue to oversee and organize work.

Objective 2. Task A: Complete and submit annual report.

Objective 2. Task A: Begin drafting semi-annual report.

Objective 3. Task A: The HLWD Administrator will participate in the SW CivE.

Objective 3. Task B: The HLWD Administrator and WC will work with WEP staff to develop a Public Education Plan.

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

- a) Letter to project partners
- b) Talking points

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**IV. Expenditure Information for this Period**

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Provide a copy of your work plan budget showing cumulative expenditures and budget balances by work plan objective and task.

 Expenditure Report attached

<b>Complete the table below:</b>	<b>Amount</b>
Total Grant Amount:	\$31,643.00
Total Match Amount (if applicable)	\$0.00
<b>Total Project Amount:</b>	<b>\$31,643.00</b>
Cumulative Grant Expenditures through this period:	\$4,042.53
Cumulative Match Expenditures through this period:	\$0.00
<b>Total Cumulative Expenditures through this period:</b>	<b>\$4,042.53</b>

Date form completed: January 8, 2014**Please submit to:** Your project manager