



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: WFDMR Watershed Project - Phase I
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 Clean Water Fund Other: _____
6. Contract number: 66623
7. MPCA Project Manager: Katherine Pekarek-Scott
8. Effective date (mm/dd/yyyy): 8/29/2013 Expiration date (mm/dd/yyyy): 12/31/2014

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: Watershed Project Planning and Development

Task A: Project Needs Assessment

- Typed and finalized all meeting notes from the agency meetings on January 30, 2014.

Task B: Partner Collaboration

- Sent an invitation to the partners regarding the large partner meeting. It will be held on February 6, 2014 at 10:30 am in the Heron Lake Community Center.
- Met with Barb Radke, University of Minnesota Extension (UM); Katherine Pekarek-Scott, Minnesota Pollution Control Agency (MPCA); and Jan Voit, Heron Lake Watershed District (HLWD) on January 9, 2013 at 10:00 am to discuss the format for the large partner meeting that will be held on February 6, 2014. Time management, meeting layout, and tasks were discussed at the meeting.
- Held a phone conversation with Barb Radke, UM; Katherine Pekarek-Scott, MPCA; and Jan Voit, HLWD on January 29, 2013 at 3:00 pm to finalize the layout and delegate tasks for the large partner meeting. Tasks were also delegated amongst staff at the meeting.
- Hosted the large partner meeting for the major watershed project on February 6, 2014 at 10:30 am in the Heron Lake Senior Citizens' Center. Topics addressed included: civic engagement, education, and data gaps. The results of the individual meetings were also presented. The partners were given a chance to express their concerns and offer feedback related to the three main topics. Attendance for the meeting was very good for the seven county area. Feedback was given on the layout and design of the meeting as it incorporated civic engagement techniques. Surveys came back predominantly positive.
- Held a partner meeting on April 28, 2014 at 9:00 am to seek input for the Phase II work plan. The purpose of the meeting was to determine the main objectives and provide input and direction for the next four years of the watershed approach.

Task C: Plan Development

- Explored ideas for the major watershed project work plan phase II on February 20 and 21, 2014. The purpose of the next

phase is to determine what types/methods of community involvement the partners would like to implement. Acquiring any data that does not require the results of the biological monitoring process will also be included in the next phase.

- Spoke with Katherine Pekarek-Scott, MPCA on March 19, 2014 about the work plan for the Major Watershed Project Phase II. Notes were reviewed from the discussion and development of the work plan began.
- Met with Katherine Pekarek-Scott, MPCA on March 26, 2014 at 9:00 am in Willmar to discuss the Major Watershed Project Work Plan. Objectives and tasks were identified and incorporated into the document. Future meetings will be needed to modify the work plan. Partner input will be needed as well.
- Worked on the work plan for Phase II on April 8, 2014.
- Spoke with Katherine Pekarek-Scott, MPCA and Jan Voit, HLWD on April 10, 2014 regarding the work plan for the major watershed project. Discussion was held regarding the objectives and tasks to be obtained in Phase II of the project. The work plan was revised to provide a more expanded version prior to the partner meeting on April 28, 2014.
- On April 28, 2014, Katherine Pekarek-Scott, MPCA, Kiel Tschumperlin and Jan Voit, HLWD met with Chris Bauer, Jackson Soil and Water Conservation District (SWCD) and Ed Lenz, Nobles SWCD to review the draft work plan. Further work was conducted on April 29 and April 30, 2014. A draft version was submitted to MPCA on April 29, 2014.
- Worked on the work plan for Phase II on April 14, 2014. Items discussed in the meeting on April 10, 2014 were incorporated into the work plan. The work plan was dispersed to partners who were attending the meeting on April 28, 2014.
- Assisted Jan Voit, HLWD with the Major Watershed Project Work Plan budget. The budget needs to be completed prior to the contract deadline.
- Met with Barb Radke, UM Extension and Jan Voit, HLWD on May 12, 2014 at 9:00 am to discuss the next phase of the Major Watershed Project revolving around community involvement.

Objective 2: Project Oversight

Task A: Project Coordination

- Attended an all staff grant work plan meeting on February 10, 2014 at the HLWD office. The work plan was reviewed for the major watershed project. It was determined that a change order was needed to move funds between several tasks.
- Attended MPCA Kickoff Meeting on April 2, 2014 at 9:00 am in Windom. The meeting covered the Intensive Watershed Monitoring (IWM) purposes and objectives. Presentations were given to increase clarity and outline the future of the IWM process.
- Work was done to revise the budget and work plan for a project amendment. The amendment was submitted on June 26, 2014. The amendment was approved on June 30, 2014.

Objective 3: Civic Engagement and Public Education

Task A: Civic Engagement and Public Education

- The Southwest Civic Engagement (SW CivE) Cohort on Water Quality met on March 26, 2014. John Knisley and Jan Voit gave short presentations regarding civic engagement activities undertaken. The primary topic of the day was Dimensions of Leadership Profile. Department of Natural Resources (DNR) staff gave a presentation on the Watershed Health Assessment Framework (WHAF). Chessa Frahm led a World Café on the WHAF.
- Jan Voit attended the SW CivE Cohort on Water Quality on April 23 and April 24, 2014. Larry Gunderson, Joanne Boetcher, and Mark Schaetzke gave a presentation on the civic engagement sessions they hosted. Group dynamics and proaction café were the topics on Day 1. Day 2 contained further learning about group dynamics and the opportunity to plan a civic engagement session.
- Barb Radke, Katherine Pekarek-Scott, Kiel Tschumperlin, and Jan Voit met on May 12, 2014 at 9 am to discuss the next phase of the Major Watershed Projoeect revolving around community involvement.
- Jan Voit attended the SW CivE on May 28, 2014. Learning stations and real time/real work were the focus of the morning sessions. The afternoon included real time/real work, evaluations, discussion on how to move forward, and graduation.

Task B: Public Education and Plan Development

- On April 16, 2014, Jan Voit met with UM Extension Watershed Education Program (WEP) staff. The purpose of the meeting was to discuss education needs for the four-year grant period. WEP staff submitted a draft proposal on April 24, 2014. Information from the draft proposal will be used in developing the work plan.

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

Planning Session summary - January 9, 2014

Rotating Stations Etiquette document

Partner's evaluation

Partner feedback

3. Challenges faced (optional):

The Watershed Coordinator submitted his resignation on April 17, 2014. The job description was updated. An advertisement was created. These documents were sent to the Personnel Committee the same day. Dale Bartosh and Mike McCarvel contacted me on April 21, 2014 and gave permission to begin the hiring process. The advertisement was sent to the Tri County News and Daily Globe. Information regarding the position was distributed to colleges on April 21, 2014.

The application deadline for the watershed coordinator position ended on May 15, 2014. Four applications were received. One was incomplete and one did not merit an interview. The interviews were held on May 29, 2014. References were checked on June 2, 2014 and an offer was made. Amanda Schultz accepted the position. She began her Watershed Coordinator position on June 23, 2014.

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:

The amendment constituted a time extension and reallocating funds from Objectives 1 and 3 to Objective 2 as follows:

Objective 1. Watershed Project Planning and Development. Timeline was extended from June 2014 to December 2014

Objective 1. Watershed Project Planning and Development. Total dollars were reduced from \$13,124.75 to \$12,853.29

Objective 2. Project Oversight. Timeline was extended from June 2014 to December 2014.

Objective 2. Project Oversight. Total dollars were increased from \$5,045.25 to \$11,659.33.

Objective 3. Civic Engagement Training and Development. Timeline was extended from June 2014 to December 2014.

Objective 3. Civic Engagement Training and Development. Total dollars were reduced from \$13,473.00 to \$7,130.24.

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

Objective 1. Task C: Complete plan development.

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

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

Objective 3. Task B: The HLWD Administrator and WC will work with UM staff to develop a Civic Engagement Plan.

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

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	\$31,642.86
Total Match Amount (if applicable)	\$0.00
Total Project Amount	\$31,642.86
Grant Expenditures this period	\$11,958.13
Match Expenditures this period (if applicable)	\$0.00
Cumulative Grant Expenditures to date	\$16,000.66
Cumulative Match Expenditures to date (if applicable)	\$0.00
Total Cumulative Expenditures to date	\$16,000.66

Date form completed (mm/dd/yyyy): 7/14/2014
