

Pope County Soil & Water Conservation District



1680 Franklin Street North
 Glenwood, MN 56334
 Phone (320) 634-5327 Fax (320) 634-4278

BILL TO:
 MN Department of Agriculture

INVOICE

DATE: 3/31/2015
INVOICE # Draw #1

CONTRACT # 13738

PROJECT TITLE: Pope Co. Targeted Township
 Nitrate-Nitrogen Sampling Program

INVOICING PERIOD: 1/1/2015 to 3-31-15

Description	Previously Billed Expenses	Current Expenses	Cumulative Total
Postage for kits results, letters, program invitation letter			\$ -
Analysis costs and supply costs			\$ -
Mail merge, survey data entry and associated administrative support for database			\$ -
Partnership admin, public outreach, and mailing list development		\$ 614.04	\$ 614.04
Totals	\$ -	\$ 614.04	\$ 614.04

TOTAL AMOUNT DUE: \$ 614.04

Make Remittance Payable to: **POPE County SWCD**
 State Vendor ID #: **0000203672**
 Mailing Address: 1680 N. Franklin St
 Glenwood, MN 56334

For questions please contact: [Holly Kovarik](mailto:holly.kovarik@mn.nacdnet.net)
 Email: holly.kovarik@mn.nacdnet.net
 Telephone: (320) 634-5327

**Minnesota Department of Agriculture
Pesticide & Fertilizer Management**

QUARTERLY PROGRESS REPORTING FOR PERIOD ENDING MARCH 31, 2015

PROJECT DESCRIPTION: Pope County Targeted Township Nitrate—Nitrogen Sampling Program
REPORT DUE DATE: 04/20/2015
CONTRACT NUMBER: #85170
PROJECT MANAGER NAME: Holly Kovarik
ORGANIZATION: Pope Soil and Water Conservation District
ADDRESS: 1680 Franklin Street North Glenwood, Minnesota 56334

PHONE NUMBER: 320-634-5327
EMAIL: holly.kovarik@mn.nacdnet.net

- 1.) GOALS AND OBJECTIVES OBTAINED (*Specific to the work plan in the agreement, which goals or objectives have you accomplished. If possible, quantify progress made on each objective [example: we planted and maintained 10 of the 15 plots]. Include analysis, explanation, and specific reasons why goals and objectives were not met.*)

Pope SWCD staff has been coordinating with RMB lab to get a cost estimate for completing the mailing of kits and letters to landowners in the townships identified in the project. Pope SWCD staff has attained parcel information and address for all parcels in this targeted township area 4,000+ and has begun to remove duplicate landowner names from the list to create the mailing list for the lab and project. A significant amount of time has been spent for this part of the project so far.

Pope SWCD has completed some outreach to groups including annual township meeting, a newsletter publication/annual report, meeting with the SWCD board of supervisors, Pope County Commissioners meeting, City of Glenwood board meeting where a presentation was given and information was shared to interested individuals about the targeted township testing program.

- 2.) ACTIVITIES PERFORMED AND OUTCOMES (*Describe the types of activities that you performed and the resulting outcomes...may include maps, photographs, etc.*)

Pope SWCD staff is working on the spreadsheet for the mailing list to the landowners, requested a proposal from RMB for the work and mailings to be sent from the lab directly.

- 3.) CHALLENGES ENCOUNTERED AND LESSONS LEARNED (*Describe any challenges that you encountered and what was learned from those challenges.*)

There has been a considerable amount of time spent on the mailing list. There are a lot of parcels to review and narrow down. However once this is prepared things should move faster.

- 4.) FINANCIAL INFORMATION (*This may include balance sheets or general ledger. As listed in the agreement, no more than 10% of the total award can moved from one budget category to another without prior approval. Describe any problems in this area and provide analysis, explanations, and specific reasons why any cost overruns or under spending may have occurred.*)

Submitted separately.

Pope County Soil & Water Conservation District



INVOICE

1680 Franklin Street North
 Glenwood, MN 56334
 Phone (320) 634-5327 Fax (320) 634-4278

DATE: 9/30/2015
INVOICE # Draw #2

CONTRACT # 13738

PROJECT TITLE: Pope Co. Targeted Township
 Nitrate-Nitrogen Sampling Program

BILL TO:
 MN Department of Agriculture

INVOICING PERIOD: 7-1-15 to 9-30-15

Description	Previously Billed Expenses	Current Expenses	Cumulative Total
Postage for kits results, letters, program invitation letter			\$ -
Analysis costs and supply costs			\$ -
Mail merge, survey data entry and associated administrative support for database			\$ -
Partnership admin, public outreach, and mailing list development	\$ 614.04	\$ 228.48	\$ 842.52
Totals	\$ 614.04	\$ 228.48	\$ 842.52

TOTAL AMOUNT DUE: \$ 228.48

Make Remittance Payable to: **POPE County SWCD**
 State Vendor ID #: **0000203672**
 Mailing Address: 1680 N. Franklin St
 Glenwood, MN 56334

For questions please contact: [Holly Kovarik](mailto:holly.kovarik@mn.nacdnet.net)
 Email: holly.kovarik@mn.nacdnet.net
 Telephone: (320) 634-5327

**Minnesota Department of Agriculture
Pesticide & Fertilizer Management
QUARTERLY PROGRESS REPORTING FOR PERIOD ENDING JUNE 30, 2015**

PROJECT DESCRIPTION: Pope County Targeted Township Nitrate—Nitrogen Sampling Program
REPORT DUE DATE: 7/20/2015
CONTRACT NUMBER: #85170
PROJECT MANAGER NAME: Holly Kovarik
ORGANIZATION: Pope Soil and Water Conservation District
ADDRESS: 1680 Franklin Street North Glenwood, Minnesota 56334

PHONE NUMBER: 320-634-5327
EMAIL: holly.kovarik@mn.nacdnet.net

- 1.) GOALS AND OBJECTIVES OBTAINED (*Specific to the work plan in the agreement, which goals or objectives have you accomplished. If possible, quantify progress made on each objective [example: we planted and maintained 10 of the 15 plots]. Include analysis, explanation, and specific reasons why goals and objectives were not met.*)

Pope SWCD staff has been coordinating with RMB lab to get a cost estimate for completing the mailing of kits and letters to landowners in the townships identified in the project. Pope SWCD staff has attained parcel information and address for all parcels in this targeted township area 4,000+ and has begun to remove duplicate landowner names from the list to create the mailing list for the lab and project. A significant amount of time has been spent for this part of the project so far.

Pope SWCD has had to get the property tax system information in order to further refine the mailing list. This has caused some setbacks in getting the spreadsheet finalized and the information to the lab. The SWCD has finally received a list that can be narrowed more easily.

- 2.) ACTIVITIES PERFORMED AND OUTCOMES (*Describe the types of activities that you performed and the resulting outcomes...may include maps, photographs, etc.*)

Pope SWCD staff is working on the spreadsheet for the mailing list to the landowners, requested a proposal from RMB for the work and mailings to be sent from the lab directly.

- 3.) CHALLENGES ENCOUNTERED AND LESSONS LEARNED (*Describe any challenges that you encountered and what was learned from those challenges.*)

There has been a considerable amount of time spent on the mailing list. There are a lot of parcels to review and narrow down. However once this is prepared things should move faster. We had to redo this work with a different data set. We have asked for a time extension to finish the project.

- 4.) FINANCIAL INFORMATION (*This may include balance sheets or general ledger. As listed in the agreement, no more than 10% of the total award can be moved from one budget category to another without prior approval. Describe any problems in this area and provide analysis, explanations, and specific reasons why any cost overruns or under spending may have occurred.*)

Nothing financial to report this quarter.

**Minnesota Department of Agriculture
Pesticide & Fertilizer Management
QUARTERLY PROGRESS REPORTING FOR PERIOD ENDING SEPTEMBER 30, 2015**

PROJECT DESCRIPTION: Pope County Targeted Township Nitrate—Nitrogen Sampling Program
REPORT DUE DATE: 10/20/2015
CONTRACT NUMBER: #85170
PROJECT MANAGER NAME: Holly Kovarik
ORGANIZATION: Pope Soil and Water Conservation District
ADDRESS: 1680 Franklin Street North Glenwood, Minnesota 56334

PHONE NUMBER: 320-634-5327
EMAIL: holly.kovarik@mn.nacdnet.net

- 1.) GOALS AND OBJECTIVES OBTAINED (*Specific to the work plan in the agreement, which goals or objectives have you accomplished. If possible, quantify progress made on each objective [example: we planted and maintained 10 of the 15 plots]. Include analysis, explanation, and specific reasons why goals and objectives were not met.*)

Pope SWCD staff has been coordinating with RMB lab to get a cost estimate for completing the mailing of kits and letters to landowners in the townships identified in the project. Pope SWCD staff has attained parcel information and address for all parcels in this targeted township area 4,000+. We had to redo the list several times to get the list smaller. We finally signed a contract with RMB lab to do the analysis and send out the kits. Kits are going out soon and letters have been distributed to the landowners.

We had several setbacks with the list generation. The database is not managed by the county which presented some issues in attaining the information in the format necessary.

- 2.) ACTIVITIES PERFORMED AND OUTCOMES (*Describe the types of activities that you performed and the resulting outcomes...may include maps, photographs, etc.*)

RMB has begun the process to send out the kits and analyze the samples. We are going to be finishing this project by year end.

- 3.) CHALLENGES ENCOUNTERED AND LESSONS LEARNED (*Describe any challenges that you encountered and what was learned from those challenges.*)

There has been a considerable amount of time spent on the mailing list. There are a lot of parcels to review and narrow down. We have a finalized list and we are working on the mailing of the kits.

- 4.) FINANCIAL INFORMATION (*This may include balance sheets or general ledger. As listed in the agreement, no more than 10% of the total award can be moved from one budget category to another without prior approval. Describe any problems in this area and provide analysis, explanations, and specific reasons why any cost overruns or under spending may have occurred.*)

See attached

Pope County Soil & Water Conservation District



1680 Franklin Street North
 Glenwood, MN 56334
 Phone (320) 634-5327 Fax (320) 634-4278

BILL TO:
 MN Department of Agriculture

INVOICE

DATE: 12/30/2015
INVOICE # Draw #3

CONTRACT # 13738

PROJECT TITLE: Pope Co. Targeted Township
 Nitrate-Nitrogen Sampling Program

INVOICING PERIOD: 10-1-15 to 12-31-15

Description	Previously Billed Expenses	Current Expenses	Cumulative Total
Postage for kits results, letters, program invitation letter			\$ -
Analysis costs and supply costs		\$ 10,569.06	\$ 10,569.06
Mail merge, survey data entry and associated administrative support for database		\$ 2,913.12	\$ 2,913.12
Partnership admin, public outreach, and mailing list development	\$ 842.52	\$ 428.65	\$ 1,271.17
Totals	\$ 842.52	\$ 13,910.83	\$ 14,753.35

TOTAL AMOUNT DUE: \$ 13,910.83

Make Remittance Payable to: **POPE County SWCD**
 State Vendor ID #: **0000203672**
 Mailing Address: 1680 N. Franklin St
 Glenwood, MN 56334

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 Email: holly.kovarik@mn.nacdnet.net
 Telephone: (320) 634-5327

**Minnesota Department of Agriculture
Pesticide & Fertilizer Management
QUARTERLY PROGRESS REPORTING FOR PERIOD ENDING DECEMBER 31, 2015**

PROJECT DESCRIPTION: Pope County Targeted Township Nitrate—Nitrogen Sampling Program
REPORT DUE DATE: 12/31/2015
CONTRACT NUMBER: #85170
PROJECT MANAGER NAME: Holly Kovarik
ORGANIZATION: Pope Soil and Water Conservation District
ADDRESS: 1680 Franklin Street North Glenwood, Minnesota 56334

PHONE NUMBER: 320-634-5327
EMAIL: holly.kovarik@mn.nacdnet.net

- 1.) GOALS AND OBJECTIVES OBTAINED (*Specific to the work plan in the agreement, which goals or objectives have you accomplished. If possible, quantify progress made on each objective [example: we planted and maintained 10 of the 15 plots]. Include analysis, explanation, and specific reasons why goals and objectives were not met.*)

Pope SWCD staff has been coordinating with RMB and completed the mailing of kits and letters to landowners in the townships identified in the project. Pope SWCD staff attained parcel information and addresses for all parcels in this targeted township area 4,000+ and reviewed the information to narrow the list. There were 940 invite letters distributed, 893 kits distributed, and 324 survey results entered into the master spreadsheet.

- 2.) ACTIVITIES PERFORMED AND OUTCOMES (*Describe the types of activities that you performed and the resulting outcomes...may include maps, photographs, etc.*)

There were 940 invite letters distributed, 893 kits distributed, and 324 survey results entered into the master spreadsheet.

- 3.) CHALLENGES ENCOUNTERED AND LESSONS LEARNED (*Describe any challenges that you encountered and what was learned from those challenges.*)

There has been a considerable amount of time spent on the mailing list and trying to get the list narrow. There may be some cities that did not have a municipal water supply that was not included due to time constraints.

- 4.) FINANCIAL INFORMATION (*This may include balance sheets or general ledger. As listed in the agreement, no more than 10% of the total award can be moved from one budget category to another without prior approval. Describe any problems in this area and provide analysis, explanations, and specific reasons why any cost overruns or under spending may have occurred.*)

See attached