

Instructions: Please complete this form 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: Sand and Coon Creeks Nine Key Elements Plan Phase 2
2. Project sponsor (Grantee): Coon Creek Watershed District
3. Contact name: Jon Janke; cc: Justine Dauphinais
4. Email address: jjanke@cooncreekwd.org; cc:jdauphinais@cooncreekwd.org
5. Funding: ☒ 319 ☐ CWP Loan
6. Contract number: 279496
7. MPCA Project Manager: Kate MacDonald
8. Effective date (mm/dd/yyyy): 1/1/2026 Expiration date (mm/dd/yyyy): 8/31/2029

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: Site Refinement and BMP Design

Subtask 1: Coordination with Property Owners and Regulators

Subtask 2: Finalize Site Selection (Feasibility, Permissions, Funding)

Subtask 3: Design and Bidding by District Engineer

Progress this period: After performing a desktop review of the top 10 priority barriers to aquatic organism passage (AOP), staff decided to first evaluate the feasibility of addressing the downstream-most crossing on Coon Creek, the Lower Coon Creek at Vale St Weir. CCWD staff tasked Stantec with completing a concept design to alleviate the AOP barrier caused by the weir (due to vertical head differential). CCWD staff spoke with the adjacent landowner to discuss project goals; no concerns were noted at this time. Stantec Engineer, Brady Schmitz, started on design work in March-April, but is currently away on leave and will resume design when he returns in August. Regulators will be consulted once there is an agreed upon concept design.

Objective 1, Task B: Implementation of BMPs

Subtask 1: Installation of AOP BMPs

Subtask 2: Bed/Bank Stabilization

Subtask 3: Construction Oversight by Engineer

Progress this period: N/A

Objective 2, Task A: General Project Management

Subtask 1: Coordination/Progress Meetings

Subtask 2: Contract Management

Subtask 3: General project management (file organization, progress tracking)

Progress this period: CCWD Operations and Maintenance Coordinator (Tyler Thompson), Water Quality Coordinator (Justine Dauphinais), and newly hired Water Restoration and Protection Coordinator (David Petry) met on 6/23/26 to review project work plan and assign responsibilities. Given project management staff vacancy from Jan-June 2026, CCWD has a backlog of work and will be primarily focusing on other time-sensitive projects through the rest of 2026, before advancing this AOP/Bank stabilization work again in 2027.

Objective 2, Task B: Expenditure tracking, invoicing, reporting

Subtask 1: Expenditure tracking and payment of bills

Subtask 2: Semiannual Invoicing

Subtask 3: Semiannual and Final Reporting

Progress this period: CCWD Water Quality Coordinator, Justine Dauphinais, created expenditure tracking and reporting templates and completed and submitted the first semiannual report. CCWD Financial Management Coordinator, Julie Peterson, processed and paid all project invoices (i.e. monthly billing by Stantec). No invoice was submitted to MPCA for reimbursement given that only match was reported this period.

2. **eLINK requirement:** February 1 each year Best Management Practices (BMPs) must be entered into the BWSR [eLINK](#) database, including mapping* and reductions.

Date last entered (mm/dd/yyyy): _____

If not entered yet, explain why: N/A; construction is not planned until ~2028

*Exception: SSTs projects **only** are not mapped.

3. In the table below 3a, describe BMPs and all applicable reductions achieved during this period.

3a. BMPs and reductions achieved during last six months:

BMPs	Size	Units	TP (lbs/yr)	TN (lbs/yr)	TSS (t/yr)	Soil loss (t/yr)	BOD5 (lbs/yr)	E. coli (CFU)
Total:								

3b. Cumulative reductions to date

Total Phosphorus (TP) Load Reduction: _____ lbs/year

Total Nitrogen (TN) Load Reduction: _____ lbs/year

Total Sediment Solids (TSS) Load Reduction: _____ tons/year

Soil Loss Load Reductions: _____ tons/year

Biochemical oxygen demand (BOD5) Load Reductions: _____ lbs/year

Escherichia coli (E. coli) Load Reductions: _____ CFU

3c. Additional comments: _____

4. Did the MPCA execute a change order or amendment for this project during this reporting period?

Yes ☐ No ☒

If yes, summarize those changes below:

- 4a. Is the project on track to finish by the expiration date? Yes ☒ No ☐

If no, explain why: _____

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

Objective 1, Task A: Site Refinement and BMP Design

Subtask 1: Coordination with Property Owners and Regulators

Subtask 2: Finalize Site Selection (Feasibility, Permissions, Funding)

Subtask 3: Design and Bidding by District Engineer

Progress planned for next period: Continue to advance concept design for Lower Coon Creek Weir, including on-site survey/verification

Objective 1, Task B: Implementation of BMPs

Subtask 1: Installation of AOP BMPs

Subtask 2: Bed/Bank Stabilization

Subtask 3: Construction Oversight by Engineer

Progress planned for next period: N/A

Objective 2, Task A: General Project Management

Subtask 1: Coordination/Progress Meetings

Subtask 2: Contract Management

Subtask 3: General project management (file organization, progress tracking)

Progress planned for next period: CCWD staff will have at least one progress meeting and will continue to oversee feasibility/design work by Stantec.

Objective 2, Task B: Expenditure tracking, invoicing, reporting

Subtask 1: Expenditure tracking and payment of bills

Subtask 2: Semiannual Invoicing

Subtask 3: Semiannual and Final Reporting

Progress planned for next period: CCWD staff will continue to track expenditures, pay any project invoices, and submit semiannual reports (and invoices if applicable) to MPCA.

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

N/A

7. Challenges faced (optional):

7a. Financial challenges: None

7b. Climate/weather challenges: None

7c. Staffing challenges: CCWD had project management staff vacancy from Jan-June 2026 which has now been filled. The lead design engineer assigned to this project took a 12-week parental leave and has now returned.

7d. Other: None

8. Summary of monitoring data collected including number of sites, parameters and sampling frequency (if applicable):

N/A

8a. Have all monitoring stations been established in EQuIS? Yes ☐ No ☐

8b. Data are required to be submitted to EQuIS by **November 1** each year.

Date data were submitted (mm/dd/yyyy): _____

III. Expenditure information for this period

Provide a copy of your workplan budget showing cumulative expenditures and budget balances by workplan objective and task. Also, fill out the summary below.

☐ **Expenditure report attached (Excel spreadsheet)**

Complete the table below:	Amount
Total grant or loan amount:	\$310,191.44
Total match amount (if applicable):	\$206,795.00
Total project amount:	\$516,986.44
Grant or loan expenditures this period:	\$0.00
Match expenditures this period (if applicable):	\$4,757.15
Cumulative grant or loan expenditures to date:	\$0.00
Cumulative match expenditures to date (if applicable):	\$4,757.15
Total cumulative expenditures to date:	\$4,757.15

Date form completed (mm/dd/yyyy): 6/30/2026