

January 24, 2022

Mr. Ryan Raab, Budget Coordinator
Wisconsin Department of Natural Resources
Monitoring & Management Section
Bureau of Watershed Management-WY/3
PO Box 7921
Madison, WI 53707

**RE: 2021 Quarter 4 Progress Report and Billing:
ECWRPC Water Quality Management Planning Work Program
WDNR Purchase Order: 37000-0000019371**

Dear Mr. Raab:

Enclosed is the Invoice Number: 0001478-IN dated December 31, 2021 for a total of \$15,000 for services rendered from July 1, 2021 to December 31, 2021 under the Contract dated October 7, 2021.

The Quarter 4 Progress Report summarizing the progress of the work completed from October 1, 2021 to December 31, 2021 is also included.

If you have any questions, please feel free to contact me at wpaustian@ecwrpc.org or 920-886-6832.

Sincerely,

Wilhelmina Paustian

Wilhelmina Paustian
Senior Planner

Cc: Melissa Kraemer-Badtke, ECWRPC (*via email*)
Kevin Englebert, ECWRPC (*via email*)
Sara Otting, ECWRPC (*via email*)
Lisa Helmuth, WDNR (*via email and SWIMS*)
Tim Asplund, WDNR (*via email*)
Ruth Person, WDNR (*via email*)



**East Central Wisconsin
Regional Planning Commission
ECWRPC**

INVOICE

INVOICE NUMBER : 0001478-IN

INVOICE DATE : 12/31/2021

Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Waushara • Winnebago
400 Ahnaip St. Suite 100 Menasha, WI 54952 (920) 751-4770
www.ecwrpc.org FEIN# 39-1170145

RYAN RAAB
WI. DEPT. OF NATURAL RESOURCES
MONITORING & MGMT SECTION
BUREAU OF WATERSHED MGMT-WY/3
PO BOX 7921
MADISON, WI 53707

CUSTOMER NUMBER : 1200WDN
CUSTOMER PO : 37000-0000019371
TERMS : PAYABLE UPON RECEIPT

CODE	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT
PROJECT	PROJECT SERVICES RENDERED JULY THRU DECEMBER 2021 WATER QUALITY MANAGEMENT PLANNING ASSISTANCE	EA	1.00	15,000.00	15,000.00

Please reference invoice number with remittance.

Net Invoice: 15,000.00
Freight: 0.00
Sales Tax: 0.00

INVOICE TOTAL 15,000.00

EAST CENTRAL 2021 SSA EXPENDITURES

	1231 SSA Promotion, Implementation & Administration	1232 SSA Amendments & Reviews	1233 SSA Updates	Total Expenditures per month
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January	2,277.05	5,699.62	4,566.56	12,543.23
February	956.11	4,136.40	5,563.13	10,655.64
March	992.56	1,625.48	7,314.45	9,932.49
1st Quarter	4,225.72	11,461.50	17,444.14	33,131.36
Adj to IDC	(114.93)	(361.31)	(550.50)	(1,026.74)
April	1,250.36	1,454.51	3,673.11	6,377.98
May	324.14	673.25	5,482.75	6,480.14
June	257.22	1,715.60	4,488.06	6,460.88
2nd Quarter	1,716.79	3,482.05	13,093.42	18,292.26
July	404.22	2,000.89	6,730.28	9,135.39
August	82.51	757.86	430.42	1,270.79
September	468.53	3,708.99	9.66	4,187.18
3rd Quarter	955.26	6,467.74	7,170.36	14,593.36
October	1,683.14	5,683.10	0.36	7,366.60
November	2,858.09	5,802.90	1,162.16	9,823.15
December	4,638.44	3,759.01	103.94	8,501.39
4th Quarter	9,179.67	15,245.01	1,266.46	25,691.14
Yearly Total	16,077.44	36,656.30	38,974.38	91,708.12

Total Expenditures per quarter	50% WDNR share (up to \$17,000)	ECW share
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33,131.36	16566	16566
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18,292.26	9146	9146
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14,593.36	7297	7297
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25,691.14	12846	12846
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91,708.12	45854	45854
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**Job Transaction Detail Report
Sorted by Job Number**

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Job Number: 1231-021 SSA Plan Administration

Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES

Job Type: 000 ECW Job Billing Method: T Time and Material Estimator: Start Date:
 Job Status: O Open Status Date: 1/24/2021 Manager: VERBOOM Compl Date:
 Contract Number: Contract Date: 1/1/2021 Rev.Contract: 8,433.00
 % Complete: 0.00% Reported Date: Rev.Estimate: 8,305.00 Calc % Cmp: 137.74%

Cost Code/Type							Revised			
Trans. Date	Source	Reference/Posting	Remarks	Billed	Unit Cost	Units	Dollars	Estimate	%Estimate	
001-000		Direct Labor - ECW								
L	Labor			U/M: HR			0.00	3,181.00		
7/31/2021	JC	0000743	correct date entry	No	0.000	0.000	107.28		3.37%	
7/31/2021	JC	0000746	COST CODE CORRECTION	No	0.000	0.000	107.28-		3.37-%	
7/31/2021	JC	VERBOOM 7/31/2021	JT-000041	No	31.976	5.500	175.87		5.53%	
8/4/2021	JC	0000742	reverse wrong date entry	No	0.000	0.000	107.28-		3.37-%	
8/31/2021	JC	0000753	8/4 correction	No	0.000	0.000	107.28		3.37%	
8/31/2021	JC	ENGLE 8/31/2021	JT-000042	No	35.897	1.000	35.90		1.13%	
9/30/2021	JC	ENGLE 9/30/2021	JT-000045	No	35.897	0.500	17.95		0.56%	
9/30/2021	JC	PAUS 9/30/2021	JT-000045	No	29.744	6.250	185.90		5.84%	
10/31/2021	JC	ENGLE 10/31/2021	JT-000047	No	35.897	3.000	107.69		3.39%	
10/31/2021	JC	PAUS 10/31/2021	JT-000047	No	29.744	21.000	624.62		19.64%	
11/30/2021	JC	ENGLE 11/30/2021	JT-000048	No	35.897	2.000	71.79		2.26%	
11/30/2021	JC	KRAEMER 11/30/2021	JT-000048	No	49.692	3.500	173.92		5.47%	
11/30/2021	JC	PAUS 11/30/2021	JT-000048	No	29.744	30.750	914.62		28.75%	
11/30/2021	JC	ROTH 11/30/2021	JT-000048	No	24.872	1.250	31.09		0.98%	
11/30/2021	JC	ZUEGE 11/30/2021	JT-000048	No	34.517	1.500	51.78		1.63%	
12/31/2021	JC	ENGLE 12/31/2021	JT-000050	No	35.897	6.000	215.38		6.77%	
12/31/2021	JC	KRAEMER 12/31/2021	JT-000050	No	49.692	2.000	99.38		3.12%	
12/31/2021	JC	PAUS 12/31/2021	JT-000050	No	29.744	55.250	1,643.34		51.66%	
12/31/2021	JC	ROTH 12/31/2021	JT-000050	No	24.872	1.000	24.87		0.78%	
12/31/2021	JC	ZUEGE 12/31/2021	JT-000050	No	34.517	1.000	34.52		1.09%	
Cost Type L Total:						141.500	4,408.62		138.59%	
Cost Code 001-000 Total:							4,408.62	3,181.00	138.59%	
030-000		Postage/Copies								
P	Postage/Misc			U/M: EA			0.00	301.00		
11/30/2021	JC	0000764	b&w copies	No	0.060	12.000	0.72		0.24%	
12/31/2021	JC	0000767	b&w copies	No	0.060	24.000	1.44		0.48%	
Cost Type P Total:						36.000	2.16		0.72%	
Cost Code 030-000 Total:							2.16	301.00	0.72%	
050-000		Indirect Costs								
B	Fringe_Burden			U/M: HR			0.00	1,870.00		
8/4/2021	JC	Time Track Burden Allocation Register -		No	19.505	5.500	107.28		5.74%	
8/31/2021	JC	0000752	reverse 8/4 entry	No	0.000	0.000	107.28-		5.74-%	
8/31/2021	JC	Time Track Burden Allocation Register -		No	21.900	1.000	21.90		1.17%	
9/30/2021	JC	Time Track Burden Allocation Register -		No	18.422	6.750	124.35		6.65%	
10/31/2021	JC	Time Track Burden Allocation Register -		No	18.613	24.000	446.71		23.89%	
11/30/2021	JC	Time Track Burden Allocation Register -		No	19.445	39.000	758.35		40.55%	
12/31/2021	JC	Time Track Burden Allocation Register -		No	18.861	65.250	1,230.67		65.81%	
Cost Type B Total:						141.500	2,581.98		138.07%	
O	Overhead			U/M: HR			0.00	2,583.00		
7/31/2021	JC	0000746	COST CODE CORRECTION	No	0.000	0.000	107.28		4.15%	
7/31/2021	JC	Labor OVERHEAD ALLOCATION		No	121.070	0.000	121.07		4.69%	
8/31/2021	JC	Labor OVERHEAD ALLOCATION		No	49.140-	0.000	49.14-		1.90-%	
8/31/2021	JC	Labor OVERHEAD ALLOCATION		No	73.850	0.000	73.85		2.86%	
9/30/2021	JC	Labor OVERHEAD ALLOCATION		No	140.330	0.000	140.33		5.43%	
10/31/2021	JC	Labor OVERHEAD ALLOCATION		No	504.120	0.000	504.12		19.52%	
11/30/2021	JC	Labor OVERHEAD ALLOCATION		No	855.820	0.000	855.82		33.13%	
12/31/2021	JC	Labor OVERHEAD ALLOCATION		No	1388.840	0.000	1,388.84		53.77%	

**Job Transaction Detail Report
Sorted by Job Number**

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Job Number: 1231-021 SSA Plan Administration				Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES			
Cost Code/Type							
Trans. Date	Source Reference/Posting	Remarks	Billed	Unit Cost	Units	Dollars	Revised Estimate %Estimate
Cost Type O Total:					0.000	3,142.17	121.65%
Cost Code 050-000 Total:						5,724.15	4,453.00 128.55%
Job 1231-021 Total:						10,134.93	7,935.00 127.72%

Job Number: 1232-021 SSA Continuing Mngmnt				Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES			
Job Type:	000 ECW Job	Billing Method:	T Time and Material	Estimator:		Start Date:	
Job Status:	O Open	Status Date:	1/24/2021	Manager:	VERBOOM	Compl Date:	
Contract Number:		Contract Date:	1/1/2021	Rev.Contract:	19,331.00		
% Complete:	0.00%	Reported Date:		Rev.Estimate:	14,328.00	Calc % Cmp:	229.60%

Trans. Date	Source Reference/Posting	Remarks	Billed	Unit Cost	Units	Dollars	Revised Estimate %Estimate
001-000	Direct Labor - ECW						
L	Labor			U/M: HR		0.00	5,866.00
7/31/2021	JC	0000743 correct date entry	No	0.000	0.000	530.96	9.05%
7/31/2021	JC	0000746 COST CODE CORRECTION	No	0.000	0.000	530.96-	9.05-%
7/31/2021	JC	BONNIN 7/31/2021 JT-000041	No	22.338	0.500	11.17	0.19%
7/31/2021	JC	ENGLE 7/31/2021 JT-000041	No	35.898	4.750	170.51	2.91%
7/31/2021	JC	VERBOOM 7/31/2021 JT-000041	No	31.976	21.000	671.49	11.45%
7/31/2021	JC	ZUEGE 7/31/2021 JT-000041	No	34.517	0.500	17.26	0.29%
8/4/2021	JC	0000742 reverse wrong date entry	No	0.000	0.000	530.96-	9.05-%
8/31/2021	JC	0000753 8/4 correction	No	0.000	0.000	530.96	9.05%
8/31/2021	JC	ENGLE 8/31/2021 JT-000042	No	35.897	4.250	152.56	2.60%
8/31/2021	JC	VERBOOM 8/31/2021 JT-000042	No	31.976	5.500	175.87	3.00%
9/30/2021	JC	ENGLE 9/30/2021 JT-000045	No	35.897	16.250	583.33	9.94%
9/30/2021	JC	KONKLE 9/30/2021 JT-000045	No	30.678	12.500	383.48	6.54%
9/30/2021	JC	PAUS 9/30/2021 JT-000045	No	29.744	16.750	498.21	8.49%
9/30/2021	JC	ROTH 9/30/2021 JT-000045	No	21.128	0.500	10.56	0.18%
9/30/2021	JC	ZUEGE 9/30/2021 JT-000045	No	34.517	4.000	138.07	2.35%
10/31/2021	JC	ENGLE 10/31/2021 JT-000047	No	35.897	6.750	242.31	4.13%
10/31/2021	JC	KONKLE 10/31/2021 JT-000047	No	30.678	3.500	107.37	1.83%
10/31/2021	JC	PAUS 10/31/2021 JT-000047	No	29.744	66.750	1,985.39	33.85%
10/31/2021	JC	ROTH 10/31/2021 JT-000047	No	24.872	2.750	68.40	1.17%
10/31/2021	JC	ZUEGE 10/31/2021 JT-000047	No	34.517	2.000	69.03	1.18%
11/30/2021	JC	ENGLE 11/30/2021 JT-000048	No	35.897	3.000	107.69	1.84%
11/30/2021	JC	PAUS 11/30/2021 JT-000048	No	29.744	78.000	2,320.00	39.55%
11/30/2021	JC	ROTH 11/30/2021 JT-000048	No	24.872	2.500	62.18	1.06%
11/30/2021	JC	ZUEGE 11/30/2021 JT-000048	No	34.517	1.000	34.52	0.59%
12/31/2021	JC	ENGLE 12/31/2021 JT-000050	No	35.897	2.750	98.72	1.68%
12/31/2021	JC	PAUS 12/31/2021 JT-000050	No	29.744	38.000	1,130.26	19.27%
12/31/2021	JC	ZUEGE 12/31/2021 JT-000050	No	34.517	11.750	405.57	6.91%
Cost Type L Total:					305.250	9,443.95	160.99%
Cost Code 001-000 Total:						9,443.95	5,866.00 160.99%

030-000	Postage/Copies						
P	Postage/Misc			U/M: EA		0.00	125.00
7/31/2021	JC	0000739 b&w copies	No	0.060	5.000	0.30	0.24%
8/31/2021	JC	0000750 B&W copies	No	0.060	50.000	3.00	2.40%
9/30/2021	JC	0000756 b&w copies	No	0.060	3.000	0.18	0.14%
10/31/2021	JC	0000758 black copies	No	0.060	5.000	0.30	0.24%
11/30/2021	JC	0000764 b&w copies	No	0.060	14.000	0.84	0.67%
12/31/2021	JC	0000767 b&w copies	No	0.060	14.000	0.84	0.67%
12/31/2021	JC	0000767 color copies	No	0.120	11.000	1.32	1.06%
Cost Type P Total:					102.000	6.78	5.42%
Cost Code 030-000 Total:						6.78	125.00 5.42%

**Job Transaction Detail Report
Sorted by Job Number**

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Job Number: 1232-021 SSA Continuing Mngmnt			Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES					
Cost Code/Type								
Trans. Date	Source	Reference/Posting Remarks	Billed	Unit Cost	Units	Dollars	Revised Estimate	%Estimate
050-000		Indirect Costs						
B	Fringe_Burden			U/M: HR		0.00	3,449.00	
8/4/2021	JC	Time Track Burden Allocation Register -	No	19.849	26.750	530.96		15.39%
8/31/2021	JC	0000752 reverse 8/4 entry	No	0.000	0.000	530.96-		15.39%
8/31/2021	JC	Time Track Burden Allocation Register -	No	20.548	9.750	200.34		5.81%
9/30/2021	JC	Time Track Burden Allocation Register -	No	19.686	50.000	984.32		28.54%
10/31/2021	JC	Time Track Burden Allocation Register -	No	18.449	81.750	1,508.23		43.73%
11/30/2021	JC	Time Track Burden Allocation Register -	No	18.223	84.500	1,539.88		44.65%
12/31/2021	JC	Time Track Burden Allocation Register -	No	18.992	52.500	997.08		28.91%
Cost Type B Total:					305.250	5,229.85		151.63%
O	Overhead			U/M: HR		0.00	4,763.00	
7/31/2021	JC	0000746 COST CODE CORRECTION	No	0.000	0.000	530.96		11.15%
7/31/2021	JC	Labor OVERHEAD ALLOCATION	No	599.200	0.000	599.20		12.58%
8/31/2021	JC	Labor OVERHEAD ALLOCATION	No	139.420-	0.000	139.42-		2.93%
8/31/2021	JC	Labor OVERHEAD ALLOCATION	No	365.510	0.000	365.51		7.67%
9/30/2021	JC	Labor OVERHEAD ALLOCATION	No	1110.840	0.000	1,110.84		23.32%
10/31/2021	JC	Labor OVERHEAD ALLOCATION	No	1702.070	0.000	1,702.07		35.74%
11/30/2021	JC	Labor OVERHEAD ALLOCATION	No	1737.790	0.000	1,737.79		36.49%
12/31/2021	JC	Labor OVERHEAD ALLOCATION	No	1125.220	0.000	1,125.22		23.62%
Cost Type O Total:					0.000	7,032.17		147.64%
Cost Code 050-000 Total:						12,262.02	8,212.00	149.32%
Job 1232-021 Total:						21,712.75	14,203.00	152.87%

Job Number: 1233-021 SSA Plan Updates			Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES					
Job Type:	000 ECW Job	Billing Method:	T Time and Material	Estimator:		Start Date:		
Job Status:	O Open	Status Date:	1/24/2021	Manager:	VERBOOM	Compl Date:		
Contract Number:		Contract Date:	1/1/2021	Rev.Contract:	37,536.00			
% Complete:	0.00%	Reported Date:		Rev.Estimate:	43,625.00	Calc % Cmp:	89.10%	

Cost Code/Type								
Trans. Date	Source	Reference/Posting Remarks	Billed	Unit Cost	Units	Dollars	Revised Estimate	%Estimate
001-000		Direct Labor - ECW						
L	Labor			U/M: HR		0.00	17,563.00	
7/31/2021	JC	0000743 correct date entry	No	0.000	0.000	1,776.31		10.11%
7/31/2021	JC	0000746 COST CODE CORRECTION	No	0.000	0.000	1,776.31-		10.11%
7/31/2021	JC	BONNIN 7/31/2021 JT-000041	No	22.338	5.750	128.44		0.73%
7/31/2021	JC	ENGLE 7/31/2021 JT-000041	No	35.898	1.500	53.85		0.31%
7/31/2021	JC	ROTH 7/31/2021 JT-000041	No	21.128	19.750	417.28		2.38%
7/31/2021	JC	VERBOOM 7/31/2021 JT-000041	No	31.976	68.000	2,174.34		12.38%
7/31/2021	JC	ZUEGE 7/31/2021 JT-000041	No	34.517	4.000	138.07		0.79%
8/4/2021	JC	0000742 reverse wrong date entry	No	0.000	0.000	1,776.31-		10.11%
8/31/2021	JC	0000753 8/4 correction	No	0.000	0.000	1,776.31		10.11%
8/31/2021	JC	ROTH 8/31/2021 JT-000042	No	21.128	2.750	58.10		0.33%
8/31/2021	JC	VERBOOM 8/31/2021 JT-000042	No	31.976	3.500	111.91		0.64%
8/31/2021	JC	ZUEGE 8/31/2021 JT-000042	No	34.517	0.500	17.26		0.10%
11/30/2021	JC	PAUS 11/30/2021 JT-000048	No	29.744	17.000	505.64		2.88%
12/31/2021	JC	PAUS 12/31/2021 JT-000050	No	29.744	1.500	44.62		0.25%
Cost Type L Total:					124.250	3,649.51		20.78%
Cost Code 001-000 Total:						3,649.51	17,563.00	20.78%
030-000		Postage/Copies						
P	Postage/Misc			U/M: EA		0.00	700.00	
7/31/2021	JC	0000739 b&w copies	No	0.060	324.000	19.44		2.78%
7/31/2021	JC	0000739 color copies	No	0.120	141.000	16.92		2.42%
7/31/2021	JC	0000740 WDNR WQM inv billing	No	0.000	0.000	1.02		0.15%

Job Transaction Detail Report
Sorted by Job Number

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Job Number: 1233-021 SSA Plan Updates

Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES

Cost Code/Type								Revised	
Trans. Date	Source	Reference/Posting	Remarks	Billed	Unit Cost	Units	Dollars	Estimate	%Estimate
9/30/2021	JC	0000756	b&w copies	No	0.060	159.000	9.54		1.36%
9/30/2021	JC	0000756	color copies	No	0.120	1.000	0.12		0.02%
10/31/2021	JC	0000758	black copies	No	0.060	6.000	0.36		0.05%
12/31/2021	JC	0000767	b&w copies	No	0.060	3.000	0.18		0.03%
12/31/2021	JC	0000767	color copies	No	0.120	10.000	1.20		0.17%
Cost Type P Total:						644.000	48.78		6.97%
Cost Code 030-000 Total:							48.78	700.00	6.97%
050-000	Indirect Costs								
B	Fringe_Burden			U/M: HR			0.00	10,327.00	
8/4/2021	JC	Time Track Burden Allocation Register -	No	17.943	99.000	1,776.31			17.20%
8/31/2021	JC	0000752 reverse 8/4 entry	No	0.000	0.000	1,776.31			17.20%
8/31/2021	JC	Time Track Burden Allocation Register -	No	16.924	6.750	114.24			1.11%
11/30/2021	JC	Time Track Burden Allocation Register -	No	18.144	17.000	308.44			2.99%
12/31/2021	JC	Time Track Burden Allocation Register -	No	18.147	1.500	27.22			0.26%
Cost Type B Total:						124.250	449.90		4.36%
O	Overhead			U/M: HR			0.00	14,261.00	
7/31/2021	JC	0000746 COST CODE CORRECTION	No	0.000	0.000	1,776.31			12.46%
7/31/2021	JC	Labor OVERHEAD ALLOCATION	No	2004.610	0.000	2,004.61			14.06%
8/31/2021	JC	Labor OVERHEAD ALLOCATION	No	1093.900	0.000	1,093.90			7.67%
8/31/2021	JC	Labor OVERHEAD ALLOCATION	No	1222.810	0.000	1,222.81			8.57%
11/30/2021	JC	Labor OVERHEAD ALLOCATION	No	348.080	0.000	348.08			2.44%
12/31/2021	JC	Labor OVERHEAD ALLOCATION	No	30.720	0.000	30.72			0.22%
Cost Type O Total:						0.000	4,288.63		30.07%
Cost Code 050-000 Total:							4,738.53	24,588.00	19.27%
Job 1233-021 Total:							8,436.82	42,851.00	19.69%
Report Total:							40,284.50	64,989.00	61.99%

1200 MAJOR WORK PROGRAM ELEMENT Water Quality Management Planning Program

2021 Q4 Quarterly Progress Report

OCTOBER 2021

1205 Work Element – Community Facilities Committee Administration

- The Community Facilities Committee did not meet during this month.

1231 Work Element – WQM Program Administration

- Staff attended virtual training sessions led by Lisa Helmuth (DNR) on the background of the AWQM Program, the SSA program areas, the roles of the Coordinating Agencies, and setting up a SWIMS account and document submittal instructions.
- Staff completed the Q3 Quarterly Progress Report and uploaded to SWIMS on 10/27/21.
- Staff met with the DNR to discuss the 2021 contract amendment and the DNR's billing and funding timeline.

1232 Work Element – WQM Continuing Management

- Staff reviewed and issued conformance approvals for two sanitary sewer extension projects and two private lateral projects.
- New staff read through Wis. Admin. Codes NR 110, NR 112, and other Statutes to learn more information about the WQM Program.
- Staff answered questions from sanitary districts requesting maps with the most current sanitary district boundary. ECWRPC does not keep that data up to date, and referred them to their respective county to get the sanitary district boundary data.
- Staff answered questions from an engineering consultant and the City of Appleton regarding the Appleton Planning Boundary. A church in the Town of Freedom wanted to learn about the process to amend the Sewer Service Planning Boundary to extend sewer. Conversations with the consultant and City Engineer resulted in the church not pursuing sanitary sewer extension at this time.
- ECWRPC staff strategized how to conduct preliminary plat reviews within our WQM program and developed a process for conducting plat reviews.
- Staff had a conversation with the Town of Algoma Sanitary District 1 and was able to teach them how to use ECWRPC's online SSA web map application to view SSA Planning boundaries, SSA Amendments, and ESA information.

1233 Work Element – Update Sewer Service Area Plans

- No action during this month.

Budget - Expenditures for October 2021 totaled \$7,366.60

NOVEMBER 2021

1205 Work Element – Community Facilities Committee Administration

- The Community Facilities Committee did not meet during this month.

1231 Work Element – WQM Program Administration

- Staff drafted the DNR 2022 WQM Work Program and sent the draft to DNR staff for review.
- Staff compiled and sent the DNR requested documents and information regarding 2021 deliverables to-date, i.e. SSA Amendment Process flow chart.
- Staff received the AWQMP Program Cooperative Agreement from the DNR. Staff signed the contract and uploaded to SWIMS.

1232 Work Element – WQM Continuing Management

- Staff reviewed and issued conformance approvals for four sanitary sewer extension projects, one sanitary sewer mainline replacement, and one private lateral project. Staff also provided memos for two preliminary plat reviews.
- Staff had conversations with the Village of Greenville about a potential SSA Amendment. Staff discussed the process and policy options for an amendment. Staff determined the unanticipated growth policy option was the most appropriate for this potential Amendment. The Village of Greenville presented the option to their Plan Commission and the decision was to not move forward with an amendment at this time as the development is not finalized yet.
- Staff continued to review documents and education materials on wastewater treatment operations and water quality conditions found in the DNR's Surface Water Quality and Water Condition Viewers to learn more about the WQM Program.
- New staff reviewed the SSA Amendment Track 164 (Town of Neenah North Grimes Area) and subsequent cost-effective analysis from the Town of Neenah Sanitary District #2 and Fox Crossing Utilities. Staff is now up-to-date with the Amendment request from Quarter 3, which is currently tabled at the Community Facilities Committee.

1233 Work Element – Update Sewer Service Area Plans

- Staff created a draft timeline and task list to update the WQM Program Policies and Procedures as well as the Fox Cities SSA Plan, and incorporated it into the draft 2022 WQM Work Program.

Budget - Expenditures for November 2021 totaled \$9,823.15

DECEMBER 2021

1205 Work Element – Community Facilities Committee Administration

- The Community Facilities Committee did not meet during this month.
- Staff prepared the meeting agenda and materials for the CFC Meeting in the next quarter scheduled for January 12, 2022.

1231 Work Element – WQM Program Administration

- Staff met with the DNR to discuss the draft 2022 Work Program and program deliverables. The DNR stated additional funding for 2022 was possible and would be determined at the beginning of the Quarter 1 in 2022.
- Staff met with the DNR to discuss ECWRPC's current Environmentally Sensitive Areas (ESA) Policies and to review CARPC's and Brown County's mapping system for ESAs.
- Staff developed the WQMP 2022 Work Program staff allocations and budget and finalized the 2022 Work Program.
- Staff had introduction meeting with CARPC SSA Program managers to introduce new staff and discuss an overview of their program.
- Staff had check-in meeting with Brown County staff to discuss the WQM Program and collaborate on the development of the ESA definitions.

1232 Work Element – WQM Continuing Management

- Staff reviewed and issued conformance approvals for one sanitary sewer extension project and one private lateral project.
- Staff attended DNR's Floodplains 101 Workshop to learn about Wis. Adm. Code NR 116 to learn more about the regulations to incorporate in the ESA definitions.
- Staff researched wetland standards to use for defining ESAs using Wis. Adm. Code NR 151, NR 281, NR 115 and County Zoning Ordinances.
- GIS Staff processed LiDAR data to derive steep slope dataset by County to create ESA layers.
- Staff met with the City of Neenah planning staff to discuss the WQMP Program and introduce new staff.

1233 Work Element – Update Sewer Service Area Plans

- Staff updated and added information to the 2022 Work Program regarding the task list and timeline for the Fox Cities 2040 SSA Plan Update.

Budget - Expenditures for December 2021 totaled \$8,501.39

ADDITIONAL Quarter 4 COMMENTS

- ECWRPC has not received the 2022 AWQMP Contract from the DNR during the 4th Quarter. Ideally, East Central would like to receive the contract prior to the start of the new year and get it signed in the first quarter of 2022.