

Contract Signature, Invoice Request or Contract Closeout

Quarterly Report & Invoice

Received by

Lisa Helmuth

Date Received

April 15, 2015

Sewer Service Area

BCPC

Date Reviewed

July 16, 2015

Submitting Agency

Brown County Planning

Program Signoff

July 20, 2015

Designated Area

Yes

☒

No

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Contract Elements

Program Administration:

BCPC staff provided 201.5 hours of technical assistance related to water quality

SSA Plan Updates:

BCPC assisted 24 municipalities with revisions to the Brown County Sewage Plan

SSA Plan Amendments:

BCPC reviewed zero SSA plan amendments

Conformance Reviews:

BCPC reviewed two public and two private sanitary sewer plans for conformance V. Ashwaubenon, Hobart and Howard sanitary sewer extension reviews.

Information Technology/
Automation and Outreach:

Interactive webmapping tool reflects plan updates and is a fantastic tool!!

WQM Plan Elements
(appendices, misc.)
or other issues:

Updated SSA Plan will be helpful. New amendments in progress for: hbotart, T Ledgeview, and Brown county.

Wastewater Specialists and Biologists feedback or comments

Better coordination needed between wetland fill permit program and water quality planning program to avoid fill permits prior to submittal to Brown County (e.g., 10Kft2) wetland in V. Howard.

Issues or conditions for follow up

Recommend clarifying why they reported 75% of their activities are reimburseable by WDNR on quarterly report when in the contract they specified 74% of their activities would be reimburseable. (seems like typo, should clarify before next invoice/report).

Reviewed By:

Josie Lathrop and Lisa Helmuth

Date:

7/20/15

Administrative Decision:

Approved

Program Sign off:

Lisa Helmuth

1. Update Contract worksheet with check mark on invoice received (or date) and email list
2. Email Region (cc Lisa) indicating invoice has been received and invite them to review if they'd like.
3. Review invoice against contract (Or review workplan/contract against last year and need)
4. If needed, set up meeting and discuss priorities, issues, concerns or unfinished work from last year (especially include regional management and staff if this is a new contact)
5. Identify recommended changes to work plan or invoice/reports if needed.
6. Receive updated submittal, re-review and process.
7. Send original signed through finance to agency.
8. Upload documents to SWIMS, send email to contractee ccing appropriate DNR and partners.