

May 20, 2015

Mr. Ryan Raab, Natural Resources Program Specialist
Budget Coordinator
Bureau of Watershed Management
Wisconsin Dept. of Natural Resources
P.O. Box 7921
Madison, WI 53707

RE: 2015 Work Program Contract Quarterly Report (1st Quarter)

Dear Mr. Raab:

Pursuant to the 2015 contract for Water Quality Management planning, please find attached the quarterly progress report for the first quarter of 2015, (January-March). As requested, an electronic copy of this submission has been sent to fran.keally@wisconsin.gov.

The total amount for the three months' expenses under the work program is \$23,820.45.

East Central, at this time, is **not** requesting payment of the above referenced progress report. If you have any questions, please feel free to contact myself or Eric Fowle at (920) 751-4770.

Sincerely,

Joe Huffman
Sewer Service Area Planner

Cc: Eric Fowle, ECWRPC
Joe Huffman, ECWRPC
Pam Scheibe-Johnson, ECWRPC
Fran Keally, WDNR, (via email & SWIMS)
Lisa Helmuth, WDNR, (via email & SWIMS)
Johanna Lathrop, WDNR, (via email)

WDNR WATER QUALITY PLANNING PROGRAM PROGRESS REPORT – JANUARY, 2015 EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

1200 Program Element – Sustainable/Efficient Community Services & Facilities Committee

1205 Work Element – Committee Administration & Coordination

Staff prepared materials for the January 29, 2015 Sustainable/Efficient Community Services & Facilities Committee. This meeting approved summary of proceedings from the September, 2014 committee meeting. In addition, the 1200 Program Element for 2015 was discussed.

1210 Work Element – Technical Assistance

1212 Work Item – Town of Clayton Service Provision Analysis

- This carry-over work item has been more or less inactive for the month of January, 2015. Periodic contact with the Town of Clayton chairman indicates the project is still active. It has been intimated the Town will formally commission a more detailed study through a private consultant to advance the project. East Central continues to provide assistance where applicable.

1230 Work Element – Sewer Service Area Planning

1231 Work Item – Overall Plan Promotion, Implementation & Administration

- Staff assisted a private property owner with understanding the dynamic between a sanitary district and sewer service area boundary focusing on a specific development proposal. Staff provided data and information to fulfill the request, (Greenville Sanitary District, 2030 Grand Chute-Menasha West SSA).
- Staff fulfilled a mapping request for Midwest Contractor Operations to clarify eligible areas for sewer service, (2030 Neenah-Menasha SSA).

1232 Work Item – Continuing Management for Sewer Service Area Planning

- Staff reviewed and commented on two sanitary sewer extension and three private interceptor main projects. One comprehensive land use plan update was received and reviewed for the Town of Winneconne. The land use plan update by the Town of Winneconne is in response, in part, to on-going issues with the Butte des Morts wastewater treatment plant capacity issues and as it relates to future development. In addition, staff met with a private consultant to discuss the City of Oshkosh's CMOM and Sewer Evaluation and Capacity Assurance Plan. ECWRPC subsequently reviewed and commented on the plan.

1233 Work Item – Updates for Sewer Service Area Plans

- Staff is actively conducting updates for the Villages of Eden and Oakfield and continues to edit the plan documents. As these draft reports are nearing completion. Coordination with each community to schedule public hearings during this first quarter were conducted. The draft mapping exhibits have been finalized for each of the two communities and the pertinent tables, (population/housing projections, comparative acreage summaries for pre/post update, pollutant loading increases, etc), have been formatted for the reports. Additional data from Fond du Lac County regarding existing holding tanks was procured. This data was included in these updates. The completed draft documents have been submitted to the respective communities for their initial

review process. Additional copies have been submitted to interested parties such as Fond du Lac County, the St. Peter law firm and WDNR officials.

- The proposed update for the Fond du Lac urbanized area remains on hold until the areas' Outside User Group agreement can be finalized. The groups' Technical and Executive Committees continue to meet monthly to resolve issues with the review of the annual budget, a sanitary district reluctant to sign an amendment to the Master Sewer Agreement, a proposed ordinance for sewer lateral inspections, the issuance of a RFP to televise sewer lines for at least six communities and continues to monitor the proposed phosphorous regulations being developed by the WDNR/EPA. East Central will continue to monitor the progress of the Outside User Agreement progress and will begin the 2030 Fond du Lac Sewer Service Area Plan update as soon as the final agreement is released.

Expenditures for January, 2015 totaled \$9,825.60.

**WDNR WATER QUALITY PLANNING PROGRAM PROGRESS REPORT – FEBRUARY, 2015
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

1200 Program Element – Sustainable/Efficient Community Services & Facilities Committee

1205 Work Element – Committee Administration & Coordination

No committee business conducted in February, 2015.

1230 Work Element – Sewer Service Area Planning

1231 Work Item – Overall Plan Promotion, Implementation & Administration

- Staff began the process of preparing and completing the 3rd and 4th quarter billing reports for the WDNR to complete the 2014 Water Quality Management Agreement.
- Staff made arrangements for a meeting with the Town of Winneconne, WDNR personnel, (Wastewater Facilities Engineers), and East Central which materialized on February 26, 2015. This meeting covered issues regarding the potential update for the Butte des Morts wastewater treatment facility. Also discussed were the impacts to the current Butte des Morts SSA plan, by which, an amendment to the plan and/or a complete update of the plan based on the results of facilities planning.
- Staff reviewed with the City of Fond du Lac East Central's policy on sewer related activities fees. A packet of information was assembled and submitted to the City of Fond du Lac.

1232 Work Item – Continuing Management for Sewer Service Area Planning

- Staff reviewed and commented on two sanitary sewer extensions for the month of February, 2015.
- East Central provided base mapping and other informational materials for use in the upcoming meeting with the Town of Winneconne, (Feb. 26, 2015).
- Updates to sewer main locations and road right-of-way data for the 2030 Neenah-Menasha and Grand Chute-Menasha West SSA's. The 2030 Oshkosh SSA sewer main data was updated based on an approved force main and lift station project.
- Based on requests from the Town of Greenville, (Outagamie Co.), and the Calumet Sanitary District #1, (Fond du Lac Co.), East Central provided sewer service area determinations. In addition, staff filled a sewer service area and sanitary district boundary request for the V. of Little Chute, (Outagamie Co.).
- Updates made to the regional Plat file based on recently approved by the Department of Administration.

1233 Work Item – Updates for Sewer Service Area Plans

- Staff coordinated with the Oakfield Sanitary District and the Town of Oakfield to arrange a meeting to discuss the previously submitted 2035 Draft Oakfield Sewer Service Area Plan update. This meeting was held on February 9, 2015. No objections to the plan were raised by either the Town or Oakfield Sanitary

District. A similar meeting was scheduled with the Village of Oakfield for March 11, 2015.

- Arrangements were made to meet with the Town and Village of Eden to discuss the previously submitted 2035 Draft Eden Sewer Service Area Plan update. This meeting took place on February 23, 2015 where no objections to the plan were raised.
- The proposed update for the Fond du Lac urbanized area remains on hold until the areas' Outside User Group Agreement can be finalized. However, updates to the Town of Taycheedah existing land use were made involving the Taycheedah and St. Peter Sanitary Districts.

Expenditures for February, 2015 totaled \$8,432.24

**WDNR WATER QUALITY PLANNING PROGRAM PROGRESS REPORT – MARCH, 2015
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION**

1200 Program Element – Sustainable/Efficient Community Services & Facilities Committee

1205 Work Element – Committee Administration & Coordination

No committee business conducted in March, 2015.

1230 Work Element – Sewer Service Area Planning

1231 Work Item – Overall Plan Promotion, Implementation & Administration

- Staff re-posted the 2035 draft Eden and Oakfield SSA plans containing updated information regarding the section on Endangered Resources. This information suggested in a conference call with the Department's Water Resource Management Division. Also discussed in the conference call with WDNR officials were the 2015 Water Quality Management Agreement and a re-formatting of the quarterly reporting. In addition, a brief walk-through using the SWIMMS functionality was conducted by WDNR staff to avoid 'mis-uploading' of pertinent documents.
- Staff prepared mapping for the Commission's 2014-2015 Annual Report depicting wastewater treatment locations with approved sewer service area plans.
- Staff attended the 16th Annual Watershed Conference hosted by the Fox-Wolf Watershed Alliance, (Oshkosh).
- Staff attended the 2015 APA- Wisconsin Annual Planning Workshop, (Milwaukee).

1232 Work Item – Continuing Management for Sewer Service Area Planning

- Staff reviewed and commented on four sanitary sewer extensions, one private interceptor main project and one subdivision plat.
- Efforts were made to arrange an additional meeting with the Town of Winneconne, WDNR and East Central to further discuss strategies for a potential wastewater facilities plan. The Butte des Morts wastewater treatment plant is at or near capacity which would prohibit future development. This meeting was scheduled for April 27, 2015.
- East Central provided sewer service area boundary data based on a WDNR Groundwater Section request.
- Staff reviewed and commented on the City of Oshkosh's Sewer Evaluation and Capacity Assurance Plan.
- Staff prepared and submitted the 2015 Water Quality Management Agreement application to the WDNR.
- Staff provided an analysis of a potential annexation by the C. Oshkosh involving parcels within the Algoma Sanitary District and the impacts on sewer infrastructure regarding ownership and maintenance of the infrastructure.

1233 Work Item – Updates for Sewer Service Area Plans

- Staff drafted public hearing notices for the 2035 Oakfield and Eden SSA Plan updates. The 2035 Eden notice was published in the local media and the meeting was held on March 24, 2015. The 2035 Oakfield public hearing was

scheduled for the 2nd quarter, (April 20, 2015). Materials were prepared for these meetings with the public.

- As mentioned above, the 2035 Oakfield SSA plan update was nearing its public hearing date. Staff attended a V. Oakfield Council meeting, (March 11, 2015), to address any concerns with the draft document or mapping exhibits prior to the public hearing.
- Staff drafted a summary on the status of the 2030 Sherwood Sewer Service Area Plan update. This update was short-circuited as a result of the successful incorporation efforts by the Town of Harrison.
- The 2030 Fond du Lac SSA Plan update remains on hold while the Outside Sewer Group continues to update their growth area agreements between the two incorporated areas, (V. N. Fond du Lac, C. Fond du Lac), and the fourteen established and active sanitary districts. A telephone conference call with the John St. Peter Law Offices, (March 13, 2015), revealed that a draft OSG boundary was available which has been subsequently submitted to our offices. John St. Peter asked that East Central standby until the OSG process was completed. It was anticipated that East Central could begin the 2030 SSA update by mid-summer, 2015. In the meantime, staff continues to update land use data when warranted.
- The Rosendale Sewer Service Area was added to the list of updates per the 2015 Water Quality Management application. Efforts are underway to collect the existing land use and environmental data.

Expenditures for March, 2015 totaled \$5,562.61

Quarter: 01 Jan – 31 Mar 2015



Time Report >
Joe Huffman

Hours Tracked

480.00



Billable Hours

480.00 Billable
0.00 Non-Billable

Billable Amount

N/A

Uninvoiced Amount

N/A

Projects

Name	Clients	Hours		Billable Hours
[1205-015] 1205-015: Community Facilities Committee Coordination & Administration	XEast Central WI Regional Planning Commission	2.00	<div style="width: 100%;"></div>	2.00 (100%)
[1231-015] 1231-015: Sewer Service Area Plan Promotion, Implementation, & Administration	DNR	58.75	<div style="width: 100%;"></div>	58.75 (100%)
[1232-015] 1232-015: Sewer Service Area Plan Continuing Management	DNR	31.50	<div style="width: 100%;"></div>	31.50 (100%)
[1233-015] 1233-015: Sewer Service Area Plan Updates	DNR	255.75	<div style="width: 100%;"></div>	255.75 (100%)
[1612-015] 1612-015: Calumet Co. - Manitowoc River Watershed - Green Infrastructure Plan	XEast Central WI Regional Planning Commission	37.00	<div style="width: 100%;"></div>	37.00 (100%)
[1615-015] 1615-015: T. Empire Drainage Study	XEast Central WI Regional Planning Commission	29.00	<div style="width: 100%;"></div>	29.00 (100%)
[1718-015] 1718-015: T. Greenville - Everglade Swamp Neighborhood/Watershed Plan	XEast Central WI Regional Planning Commission	3.50	<div style="width: 100%;"></div>	3.50 (100%)
[5200-015] 5200-015: Staff Development	XEast Central WI Regional Planning Commission	20.50	<div style="width: 100%;"></div>	20.50 (100%)
[5901-015] 5901-015: Holiday	XEast Central WI Regional Planning Commission	7.50	<div style="width: 100%;"></div>	7.50 (100%)
[5902-015] 5902-015: Sick Time	XEast Central WI Regional Planning Commission	9.25	<div style="width: 100%;"></div>	9.25 (100%)
		25.25	<div style="width: 100%;"></div>	25.25 (100%)

Name	Clients	Hours	Billable Hours
[5903-015] 5903-015: Vacation Time	XEast Central WI Regional Planning Commission		
Total		480.00	480.00