



April 14, 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: 2022 Quarter 1 Progress Report and Billing:  
ECWRPC Water Quality Management Planning Work Program  
WDNR Purchase Order: 37000-0000020631**

Dear Mr. Raab:

Attached please find the first quarter progress report summarizing the work completed from January 1, 2022 to March 31, 2022 under the Contract Agreement between ECWRPC and the Wisconsin Department of Natural Resources. Also enclosed is the Invoice Number: 0001492-IN dated March 31, for a total of \$11,000 for services rendered from January 1, 2022 through March 31, 2022

If you have any questions, please feel free to contact me at [wpaustian@ecwrpc.org](mailto:wpaustian@ecwrpc.org) or 920-751-4770.

Sincerely,

*Wilhelmina Paustian*

Wilhelmina Paustian  
Senior Planner

Att: Quarter 1 Progress Report  
Invoice 0001492-IN

cc: Melissa Kraemer-Badtke, ECWRPC  
Kevin Englebert, ECWRPC  
Sara Otting, ECWRPC SD  
Tim Asplund, WDNR  
Lisa Helmuth, WDNR  
Ruth Person, WDNR

*MKB Melissa Kraemer Badtke*

## **1200 MAJOR WORK PROGRAM ELEMENT**

### **Water Quality Management Planning Program Administration and Coordination**

#### **Q1 Quarterly Progress Report**

---

#### **JANUARY 2022**

##### **1205 Work Element – Community Facilities Committee Administration**

- Prepared Community Facilities Agenda and Meeting Packet
- The Community Facilities Committee met on January 12, 2022 – Staff presented the AWQMP 2022 Work Program and Budget.

##### **1231 Work Element – Program Administration**

- Staff coordinated with the DNR and finalize the 2022 Work Program and Budget.
- Staff completed the Q4 Quarterly Progress Report and final invoicing for the 2021 Contract Agreement.
- Staff researched community administrators and staff in the Fox Cities region to connect and engage with local stakeholders and to build community relations; corresponded with the stakeholder to set up introduction meetings.
- Staff met with the following communities to provide an overview of the AWQM program and introduce new Staff: The Town of Neenah, the Town of Grand Chute, the City of Kaukauna, the City of Appleton, the Village of Little Chute, and the City of Menasha.

##### **1232 Work Element – Continuing Management**

- Staff updated internal spreadsheets to track WQM conformance review requests, SSA Amendment requests, and Preliminary Plat reviews.
- Staff attended virtual DNR webinar on new updates to NR151 regarding runoff management to learn more about issues relating to water quality.
- Staff researched Track 168 following a conversation with the Town of Neenah to find documentation from 2004 regarding a request to swap the area to a new SSA Planning Boundary.
- Staff reviewed AWQMP conformance requests:
  - Sanitary Sewer Extension: Heart of the Valley SSA (1), Fox West SSA (1)
  - Preliminary Plat: Heart of the Valley SSA (1)
  - Amendments: Correspondence with the Village of Greenville regarding amendment policies and researched past amendments for transporter sewer lines.

- Staff researched information on the Clean Water Act and Section 208 for greater understanding of the history of the program.
- Staff held internal check-in meetings with ECWRPC leadership to discuss the WQM Program updates.

**1233 Work Element – Update Sewer Service Area Plans**

- Staff researched company files related to the Fox Cities 2030 SSA Plan to learn more about the update process.
- Staff outlined the Fox Cities 2040 SSA Plan.

Expenditures for January 2022 totaled \$11,672.03

## **FEBRUARY 2022**

### **1205 Element – Community Facilities Committee Administration**

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

### **1231 Work Element – Program Administration**

- Staff met with the following communities to provide an overview of the AWQM program and introduce new Staff: The Village of Fox Crossing, the Village of Greenville, the Town of Buchanan, the Village of Kimberly, and the Village of Harrison.
- Staff attended virtual training session led by Lisa Helmuth (DNR) on the AWQM Program and discussed amendment policies.
- ECWRPC Staff had a conversation with the DNR leadership team to discuss the City of Oshkosh and the Town of Algoma Sanitary District situation regarding 'The Wit' sewer extension project and DMA status.

### **1232 Work Element – Continuing Management**

- Staff had correspondence with the Town of Algoma Sanitary District regarding 'The Wit' sewer extension project in Oshkosh, WI.
- Staff reviewed AWQMP conformance requests:
  - Sanitary Sewer Extension: Fox West SSA (2), Oshkosh SSA (1), Fond du Lac SSA (2), Heart of the Valley SSA (1), Neenah-Menasha SSA (1)
  - Amendments: Track 170 (Fox West – Village of Greenville)
- Document Management – Staff researched old files in the SSA Office for relevant information to the program for current use and managing files on our online system for better organization.
- Staff researched CARPC and Brown County's SSA Plans and websites to compare the amendment and conformance review processes, State statutes on Sanitary Districts, and water quality resources for program management.
- ECWRPC Staff generated list of improvement to the web map and began incorporating elements into the map viewer.
- Staff Digitized more SSA amendments on the SSA web map and troubleshooted issues with attributes and attachments.

### **1233 Work Element – Update Sewer Service Area Plans**

- Staff researched and drafted sections of the Fox Cities 2040 SSA Plan:
  - Introduction
  - Background
- Staff met with the Heart of the Valley Metropolitan Sewerage Commission to give an overview of the AWQM Program and SSA Plan update.

Expenditures for February 2022 totaled \$13,558.98

## MARCH 2022

### **1205 Work Element – Community Facilities Committee Administration**

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

### **1231 Work Element – Program Administration**

- Staff had a virtual call with the DNR AWQMP leadership to discuss the City of Oshkosh and the Town of Algoma Sanitary District situation with 'The Wit' sanitary sewer extension project and how to proceed with a 208 letter of non-conformance.
- Staff updated the internal review process document for WQM/208 conformance reviews and amendments to the SSA Plans.
- Staff attended virtual training session led by Lisa Helmuth with other AWQM Program managers.
- ECWRPC communicated with the WDNR requesting the 2022 Contract Agreement.

### **1232 Work Element – Continuing Management**

- Document Management – Staff organized program documents, saved new contacts, kept track of meetings, and updated Fox Cities Plan update checklist.
- Staff corresponded with the City of Oshkosh and the Town of Algoma Sanitary District regarding 'The Wit' sanitary sewer extension project in the City of Oshkosh and subsequent issuance of the 208 Letter of non-conformance.
- Staff met with WQM Program manager in Brown County to coordinate on SSA planning management.
- Staff reviewed AWQMP conformance requests:
  - Sanitary Sewer Extension: Appleton SSA (2), Oshkosh SSA (2), Forest Junction SSA (1), Neenah-Menasha SSA (1), Wautoma/Silver Lake SSA (1), Fox West SSA (1)
  - Amendments: Staff corresponded with the Village of Harrison/Martenson & Eisele, Inc. to provide input on the amendment process and policies available for a potential amendment to the Neenah-Menasha SSA. Staff corresponded with a property owner regarding the amendment process and policies available for a potential amendment to the Fond du Lac SSA.
- GIS Staff created maps for Track 170, and 'The Wit' WQM Conformance review.

### **1233 Work Element – Update Sewer Service Area Plans**

- Staff researched and drafted the following sections of the Fox Cities 2040 SSA Plan:
  - Basin plans and watersheds in the region
  - Water quality, TMDLs, and Nine Key Elements Plans
  - Editing the chapter organization

- Staff drafted an outline for the TAC/Working Group meetings.
- Staff continued researching data for acreage allocations, population and household projections, and for determining the planning boundary
- Staff met with the Heart of the Fox West Wastewater Treatment Facility and Appleton Wastewater Treatment Plant to provide an overview of the AWQM Program and SSA Plan update.

Expenditures for March 2022 totaled \$14,968.06

## WQM PROGRAM PROGRESS REPORT OVERVIEW

### **Areas of Improvement**

- ECWRPC would like to get the contract agreement executed early in the fiscal year. The 2022 Agreement was not received until April 1, 2022.

### **Next Quarter Goals**

- Fox Cities 2040 SSA Plan – for each SSA:
  - Generate list of Technical Advisory Committee/ Working Group Members
  - Calculate Existing Land Use
  - Determine Draft Planning Area Boundary

Expenditures for Quarter 1 totaled \$40,199.07

ECWRPC invoiced the WDNR for a total of \$11,000 (Invoice No. 0001492) on March 31, 2022



East Central Wisconsin  
Regional Planning Commission  
**ECWRPC**

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

**INVOICE**

INVOICE NUMBER: 0001492-IN

INVOICE DATE: 3/31/2022

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: 37000-0000020631

TERMS: PAYABLE UPON RECEIPT

CODE	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT
PROJECT	PROJECT  SERVICES RENDERED JANUARY THRU MARCH 2022  WATER QUALITY MANAGEMENT PLANNING ASSISTANCE	EA	1.00	11,000.00	11,000.00
Please reference invoice number with remittance.				Net Invoice:	11,000.00
				Freight:	0.00
				Sales Tax:	0.00
<b>INVOICE TOTAL</b>					<b>11,000.00</b>



**EAST CENTRAL 2022 SSA EXPENDITURES**

	<b>1231 SSA Promotion, Implementation &amp; Administration</b>	<b>1232 SSA Amendments &amp; Reviews</b>	<b>1233 SSA Updates</b>	<b>Total Expenditures per month</b>	<b>Total Expenditures per quarter</b>	<b>WDNR share</b>	<b>ECW share</b>
January	5,055.77	5,206.14	1,410.12	<b>11,672.03</b>			
February	2,870.44	8,903.34	1,785.20	<b>13,558.98</b>			
March	2,486.79	6,731.93	5,749.34	<b>14,968.06</b>			
<b>1st Quarter</b>	<b>10,413.00</b>	<b>20,841.41</b>	<b>8,944.66</b>	<b>40,199.07</b>	<b>40,199.07</b>	<b>11000</b>	<b>29199</b>
April				-			
May				-			
June				-			
<b>2nd Quarter</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>
July				-			
August				-			
September				-			
<b>3rd Quarter</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>
October				-			
November				-			
December				-			
<b>4th Quarter</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>
<b>Yearly Total</b>	<b>10,413.00</b>	<b>20,841.41</b>	<b>8,944.66</b>	<b>40,199.07</b>	<b>40,199.07</b>	<b>11000</b>	<b>29199</b>

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

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

**Job Number:** 1231-022 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:** 1/1/2022      **Manager:** PAUSTIAN      **Compl Date:**  
**Contract Number:**      **Contract Date:** 1/1/2022      **Rev.Contract:** 25,307.78  
**% Complete:** 0.00%      **Reported Date:**      **Rev.Estimate:** 25,307.78      **Calc % Cmp:** 0.00%

Cost Code/Description	U/M	Unit Cost	Units	Dollars	Revised Estimate	%Estimate
001-000 Direct Labor - ECW						
L Labor	HR	31.119	123.250	4,031.22	10,524.07	38.30%
<b>Cost Code 001-000 Total:</b>				4,031.22	10,524.07	38.30%
011-000 Direct Expenses - ECW						
D Direct Expenses	EA	0.000	0.000	333.33	0.00	0.00%
<b>Cost Code 011-000 Total:</b>				333.33	0.00	0.00%
021-000 Car Expenses - ECW						
C Car Expenses	EA	0.585	37.000	21.65	0.00	0.00%
<b>Cost Code 021-000 Total:</b>				21.65	0.00	0.00%
030-000 Postage/Copies						
P Postage/Misc	EA	0.120	54.000	3.36	50.00	6.72%
<b>Cost Code 030-000 Total:</b>				3.36	50.00	6.72%
050-000 Indirect Costs						
B Fringe_Burden	HR	22.839	123.250	2,704.94	6,630.17	40.80%
O Overhead	HR	812.580	0.000	3,318.50	8,103.54	40.95%
<b>Cost Code 050-000 Total:</b>				6,023.44	14,733.71	40.88%
<b>Job 1231-022 Total:</b>				10,413.00	25,307.78	41.15%

**Job Number:** 1232-022 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:** 1/1/2022      **Manager:** PAUSTIAN      **Compl Date:**  
**Contract Number:**      **Contract Date:** 1/1/2022      **Rev.Contract:** 42,387.52  
**% Complete:** 0.00%      **Reported Date:**      **Rev.Estimate:** 42,387.52      **Calc % Cmp:** 0.00%

Cost Code/Description	U/M	Unit Cost	Units	Dollars	Revised Estimate	%Estimate
001-000 Direct Labor - ECW						
L Labor	HR	26.022	262.500	8,352.70	17,348.97	48.15%
<b>Cost Code 001-000 Total:</b>				8,352.70	17,348.97	48.15%
030-000 Postage/Copies						
P Postage/Misc	EA	0.120	120.000	8.10	750.00	1.08%
<b>Cost Code 030-000 Total:</b>				8.10	750.00	1.08%
050-000 Indirect Costs						
B Fringe_Burden	HR	21.049	262.500	5,604.66	10,929.85	51.28%
O Overhead	HR	2220.800	0.000	6,875.95	13,358.70	51.47%
<b>Cost Code 050-000 Total:</b>				12,480.61	24,288.55	51.38%
<b>Job 1232-022 Total:</b>				20,841.41	42,387.52	49.17%

**Job Number:** 1233-022 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:** 1/1/2022      **Manager:** PAUSTIAN      **Compl Date:**  
**Contract Number:**      **Contract Date:** 1/1/2022      **Rev.Contract:** 66,831.62  
**% Complete:** 0.00%      **Reported Date:**      **Rev.Estimate:** 66,831.62      **Calc % Cmp:** 0.00%

Cost Code/Description	U/M	Unit Cost	Units	Dollars	Revised Estimate	%Estimate
001-000 Direct Labor - ECW						
L Labor	HR	37.611	115.250	3,565.77	27,429.84	13.00%
<b>Cost Code 001-000 Total:</b>				3,565.77	27,429.84	13.00%

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

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

**Job Number:** 1233-022 SSA Plan Updates

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

Cost Code/Description						Revised	
Cost Type	Description	U/M	Unit Cost	Units	Dollars	Estimate	%Estimate
021-000	Car Expenses - ECW						
C	Car Expenses	EA	0.585	87.000	50.91	0.00	0.00%
	<b>Cost Code 021-000 Total:</b>				<u>50.91</u>	<u>0.00</u>	<u>0.00%</u>
050-000	Indirect Costs						
B	Fringe_Burden	HR	20.647	115.250	2,392.64	17,280.80	13.85%
O	Overhead	HR	1880.740	0.000	2,935.34	21,120.98	13.90%
	<b>Cost Code 050-000 Total:</b>				<u>5,327.98</u>	<u>38,401.78</u>	<u>13.87%</u>
	<b>Job 1233-022 Total:</b>				<u>8,944.66</u>	<u>65,831.62</u>	<u>13.59%</u>
	<b>Report Total:</b>				<u>40,199.07</u>	<u>133,526.92</u>	<u>30.11%</u>