

October 18, 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 3 Progress Report:
ECWRPC Water Quality Management Planning Work Program**

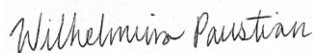
Dear Mr. Raab:

Attached please find the third quarter progress report summarizing the work completed from July 1, 2022 through September 30, 2022. I would like to highlight that the East Central Wisconsin Regional Planning Commission has not yet received a contract amendment from the Wisconsin Department of Natural Resources for the work completed July 1, 2022 through December 31, 2022.

Also enclosed is the Project Budget Table from our accounting system for work completed during the third quarter.

If you have any questions, please feel free to contact me at wpaustian@ecwrpc.org or 920-751-4770.

Sincerely,



Wilhelmina Paustian
Senior Planner

Att: Quarter 3 Progress Report and Budget Table

cc: Melissa Kraemer Badtke, ECWRPC
Kevin Englebert, ECWRPC
Sara Otting, ECWRPC
Tim Asplund, WDNR
Ruth Person, WDNR
Gunilla Goulding, WDNR
BetsyJo Howe, WDNR

1200 MAJOR WORK PROGRAM ELEMENT

Water Quality Management Planning Program Administration and Coordination

3rd Quarter Progress Report

WQM Program Progress Report Overview

- The ECWRPC has not yet received a contract amendment from the WDNR for the work completed July 1, 2022 through December 31, 2022.
- The ECWRPC will need a Purchase Order Number from the WDNR in order to submit an invoice for the 3rd and 4th Quarters.
- Expenditures for Quarter 3 totaled \$37,701.78 – The budget table from ECWRPC's accounting system is enclosed.
- Updating the ECWRPC's Policies and Procedures document for the WQM Program was included as a deliverable in the 2022 Work Program. ECWRPC staff began research to update the policies and procedures in Quarters 2 and 3. However, during a WQM Program Meeting with ECWRPC staff and WDNR staff on September 13th, WDNR staff mentioned that they will be more available to work with the ECWRPC staff on new policies and procedures in the year 2023. Therefore, this deliverable will be included in the Work Program for 2023. Work on the Fox Cities 2040 SSA Plan will continue in 2022. The Policies and Procedures will be updated separately, as opposed to the original plan for a congruent update to both documents.

July 2022

1205 Work Element – Community Facilities Committee Administration

- The Community Facilities Committee did not meet during this month

1231 Work Element – Program Administration

- Staff communicated with WDNR AWQMP staff to discuss the WDNR's letter requesting more information from the ECWRPC regarding the Oshkosh SSA Amendment application (Track 173)
- Staff had multiple conversations with staff and attorneys from the City of Oshkosh, the Algoma Sanitary District, and the WDNR, to discuss the Oshkosh SSA Plan Amendment (Track 173); requests for more information, and assistance from the DNR AWQMP Staff during evaluation of the cost-effectiveness analyses

- Staff started building a GIS Hub design for the WQM Program
- Staff continued building an updated SSA web viewer using Arc GIS Online to improve user's interaction
- Staff completed the Q2 Quarterly Progress Reporting and Invoicing
- Staff sent email to DNR to provide an opportunity to send comments back on two Amendment applications (Track 174 and Track 175)

1232 Work Element – Continuing Management

- Staff reviewed AWQMP conformance requests:
 - Sanitary Sewer Extensions: Fond du Lac SSA (1), Fox West SSA (1), Oshkosh SSA (1), non-designated SSA (2)
 - Amendments: Fox Cities – Heart of the Valley SSA (Track 174), Stockbridge SSA (Track 175)
- Staff had multiple conversations with consultants and City staff while conducting conformance reviews to gather information and answer questions about specific projects and locations
- Staff researched documents and all communication related to the Oshkosh SSA Plan Amendment (Track 173) to prepare timeline and submit additional information to the WDNR, as requested, regarding the Commission's communication with all interested parties during the SSA Amendment review
- Staff evaluated the Town of Algoma Sanitary District's and the City of Oshkosh's cost-effectiveness analyses and prepared a staff report and final analysis of the findings with a recommendation for the Community Facilities Committee (CFC) in August, and the WDNR
- Staff attended check-in meeting with WQM Program manager in Brown County to coordinate on SSA planning program management activities
- Staff held internal check-in meetings with ECWRPC leadership to discuss WQM Program updates and status of various projects and conformance reviews

1233 Work Element – Update Sewer Service Area Plans

- Staff continued work on the draft SSA Amendment Policies and Procedures Document
- Staff met to discuss population projections in the Fox Cities
- Staff researched ways to develop the planning area boundaries and growth allocations in the Fox Cities

Expenditures for July 2022 totaled \$11,196.15

August 2022

1205 Element – Community Facilities Committee Administration

- The Community Facilities Committee met on August 23, 2022
- Staff prepared Community Facilities Agenda, Meeting Materials, and Meeting Packet for August 23, 2022 Meeting
- Staff communicated with the Community Facilities Committee Chair to discuss the agenda items prior to and following the meeting

1231 Work Element – Program Administration

- Staff continued building an updated SSA web viewer using Arc GIS Online to include more layer capabilities
- Staff continued building the GIS Hub to better represent the WQM Program online and share important information with our communities and stakeholders
- Staff had multiple conversations with Staff and attorneys from the City of Oshkosh, the Algoma Sanitary District, and the DNR, to discuss the Oshkosh SSA Amendment re-submittal process and the August CFC meeting

1232 Work Element – Continuing Management

- Staff reviewed AWQMP conformance requests:
 - Sanitary Sewer Extension: Shawano SSA (1), Fox Cities - Heart of the Valley (1), Sherwood SSA (1), Oshkosh SSA (1)
 - Private Lateral: Oshkosh SSA (1)
 - Amendments: Oshkosh SSA (Track 173 – re-submittal)
- Staff wrote memo, report, and created maps of Track 173 and Track 174 for the CFC meeting in August
- Staff held internal check-in meetings with ECWRPC leadership to discuss WQM Program updates and status of various projects and conformance reviews
- Staff had conversations with Public Works Directors in the Community to answer questions about connection fees to understand the process as it related to the Oshkosh SSA Amendment cost-effectiveness analyses
- Staff communicated with WQM Program manager in Brown County to coordinate with a project engineer regarding a 208 review that was in Outagamie County but within a SSA overseen by Brown County

1233 Work Element – Update Sewer Service Area Plans

- Staff communicated with the Wastewater Treatment Facility Operators in the Fox Cities to gather data for the SSA Plan
- Staff sent draft SSA Plan maps to each community in the Fox Cities to gather input on their priority growth areas

Expenditures for August 2022 totaled \$14,993.15

September 2022

1205 Work Element – Community Facilities Committee Administration

- The Community Facilities Committee did not meet during this month

1231 Work Element – Program Administration

- Staff completed the WQM and SSA Program dashboard on the GIS Hub page
- Staff had a mid-year check-in call with the WDNR AWQMP staff on September 13th to discuss contract details, funding for next year, and pending SSA Amendments (Tracks 173, 174, 175)
- Staff reviewed SSA review fees and began developing new fee structure to bring to the CFC and Commission Board

1232 Work Element – Continuing Management

- Staff reviewed AWQMP conformance requests:
 - Sanitary Sewer Extension: Fond du Lac SSA (1), Fox Cities – Heart of the Valley (1), Fox Cities – Neenah-Menasha SSA (1), non-designated SSA (1)
 - Private Lateral: Fond du Lac SSA (1)
- Staff communicated with consulting firm engineer about the SSA Amendment process for an upcoming Sherwood SSA Plan Amendment application
- Staff held internal check-in meetings with ECWRPC leadership to discuss WQM Program updates and status of various projects and conformance reviews
- Staff had conversations with consultants while conducting conformance reviews to gather information and answer questions

1233 Work Element – Update Sewer Service Area Plans

- Staff drafted and formatted the following sections in the Fox Cities SSA Plan with associated tables and figures
 - ESA descriptions
 - WWTF descriptions
 - Population projections
 - Residential land use acreage allocations
- Staff communicated with communities in the Fox Cities discussing their priority growth areas

Expenditures for September 2022 totaled \$11,512.48

EAST CENTRAL 2022 SSA EXPENDITURES

	1231 SSA Promotion, Implementation & Administration	1232 SSA Amendments & Reviews	1233 SSA Updates	Total Expenditures per month	Total Expenditures per quarter	WDNR share	ECW share
January	5,055.77	5,206.14	1,410.12	11,672.03			
February	2,870.44	8,903.34	1,785.20	13,558.98			
March	2,486.79	6,731.93	5,749.34	14,968.06			
1st Quarter	10,413.00	20,841.41	8,944.66	40,199.07	40,199.07	11,000	29,199.07
April	1,223.15	5,240.51	964.26	7,427.92			
May	286.98	7,295.33	4,087.97	11,670.28			
June	1,513.79	3,773.39	1,606.46	6,893.64			
2nd Quarter	3,023.92	16,309.23	6,658.69	25,991.84	25,991.84		25,991.84
July	1,410.90	8,612.71	1,172.54	11,196.15			
August	3,762.35	6,483.97	4,746.83	14,993.15			
September	1,778.91	3,842.68	5,890.89	11,512.48			
3rd Quarter	6,952.16	18,939.36	11,810.26	37,701.78	37,701.78		37,701.78
October				-			
November				-			
December				-			
4th Quarter	-	-	-	-	-	24,000	
Yearly Total	20,389.08	56,090.00	27,413.61	103,892.69	103,892.69	35,000	92,893