

July 19, 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 2 Progress Report:  
ECWRPC Water Quality Management Planning Work Program**

Dear Mr. Raab:

Attached please find the second quarter progress report summarizing the work completed from April 1, 2022 through June 30, 2022 under the Contract Agreement between ECWRPC and the Wisconsin Department of Natural Resources. Also enclosed is the Project Report from our accounting system for work completed during the second quarter.

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 2 Progress Report and Budget

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

**1200 MAJOR WORK PROGRAM ELEMENT**  
**Water Quality Management Planning Program Administration and Coordination**  
Q2 Quarterly Progress Report

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**APRIL 2022**

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

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

**1231 Work Element – Program Administration**

- Staff received the 2022 Agreement Between the WDNR and ECWRPC for the AWQMP on April 1, 2022
- Staff reviewed and signed the contract
- Staff completed the Q1 Quarterly Progress Report and Invoicing

**1232 Work Element – Continuing Management**

- Staff reviewed AWQMP conformance requests:
  - Sanitary Sewer Extensions: Freedom SSA (1), Neenah-Menasha SSA (1)
  - Private Laterals: Neenah-Menasha SSA (1), Oshkosh SSA (2)
  - Amendments: Fox Cities Neenah-Menasha SSA (Track 171 – acreage swap in the Village of Harrison), Fond du Lac SSA (Track 172 - 0.6 acres increased in the Johnsburg Sanitary District)
- Staff attended check-in meeting with WQM Program manager in Brown County to coordinate on SSA planning management
- Staff held internal check-in meetings with ECWRPC leadership to discuss WQM Program updates and status of various projects and conformance reviews
- Staff contacted the City of Neenah regarding a proposed development in the floodplains (Section 208 WQM Review) and researched their floodplain/shoreland zoning ordinances

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

- Staff discussed data collection and DOA population projections for the Fox Cities Plan
- Staff researched land consumption and acreage allocations used in previous plans to assist in the development of the calculations for the Fox Cities Plan
- GIS team streamed State Parcel Data and created a map to show the recent historical development patterns in the Fox Cities

Expenditures for April 2022 totaled \$7,427.92

## MAY 2022

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

- The Community Facilities Committee did not meet during this month.
- Staff prepared Community Facilities Agenda, Meeting Materials, and Meeting Packet for June 8, 2022 Meeting

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

- Staff had multiple conversations with Staff and attorneys from the City of Oshkosh, the Algoma Sanitary District, and the DNR, to discuss the Oshkosh sewer extension request along Witzel Ave. and the SSA Amendment process
- Staff corresponded with Wastewater Treatment Staff reviewers at the DNR to learn what information is needed to gather and review for the Appleton WWTP Facility Plan Amendment
- Staff sent email to DNR to provide an opportunity to send comments back on two Amendment applications (Track 171 and Track 172)

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

- Staff reviewed AWQMP conformance requests:
  - Facility Plan Review: Appleton Wastewater Treatment Plant Facility Plan Amendment
  - Amendments: Oshkosh SSA (Track 173 – DMA Change)
- Document Management – Staff researched old files in the SSA Office to find DMA SSA Amendment and Wastewater Treatment Plant Facility Plan review examples from the past to help with the Oshkosh Amendment request and Facility Plan review request
- Staff researched the Appleton WWTP Facility Plan Amendment document and how the population projections were calculated in the Plan to ensure consistency in calculating the projections during the review
- Staff held internal check-in meetings with ECWRPC leadership to discuss WQM Program updates and status of various projects and conformance reviews
- Staff wrote memo, report, and created maps of Track 171 and Track 172 for the CFC meeting in June

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

- Staff researched Wastewater Treatment Facilities in the Fox Cities
- GIS team developed SSA/Land Use/ESA layers using ModelBuilder and Arc Pro, and automated SSA Land Use Calculations for SSA Plan updates

Expenditures for May 2022 totaled \$11,670.28

## **JUNE 2022**

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

- Prepared Community Facilities Agenda and Meeting Packet for June 8, 2022 Meeting and provided overview of the agenda items to the Committee Chair
- Reached out to Lynn Lorensen (City of Oshkosh Attorney) and Kevin Mraz (Algoma Sanitary District) to prepare them for the public hearing process and time limit at the Committee Meeting
- The Community Facilities Committee met on June 8, 2022 – Staff held public hearing, presented a Staff update and three SSA Amendments

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

- Staff had a call with the DNR AWQMP Staff to discuss the City of Oshkosh's SSA Amendment for 'The Wit' sanitary sewer extension project and to prepare for the CFC Meeting on June 8<sup>th</sup>
- Staff communicated with DNR AWQMP Staff to follow-up on the Oshkosh SSA Amendment and the letter from the DNR requesting more information to include in the application
- Staff communicated with DNR AWQMP Staff to learn the SSA Amendment submittal process and document management on SWIMS

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

- Staff wrote memo and report of Track 173 for the CFC meeting
- Staff attended monthly check-in meeting with WQM Program managers across the State to coordinate on SSA planning management and ESA definitions
- Staff researched Floodplain and Wetland Zoning and Permitting to learn more about environmentally sensitive areas and conduct conformance reviews
- Staff had conversations with consultants while conducting conformance reviews to gather information and answer questions
- Staff reviewed AWQMP conformance requests:
  - Sanitary Sewer Extension: Fox West SSA (1), non-designated SSA (1)
  - Private Lateral: Heart of the Valley SSA (1), Freedom SSA (1), Oshkosh SSA (1)

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

- Staff met to discuss the SSA Land Use Calculation Standards for the SSA Plan
- Staff worked on draft SSA Amendment Policies and Procedures Document

Expenditures for June 2022 totaled \$6,893.64

## **WQM PROGRAM PROGRESS REPORT OVERVIEW**

### **Next Quarter Goals**

- Fox Cities 2040 SSA Plan – for each SSA:
  - Determine Draft Planning Area Boundaries
  - Calculate Draft Acreage Allocations

Expenditures for Quarter 2 totaled \$25,991.84 – The Project Report from ECWRPC's accounting system is enclosed.

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

**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	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			
<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>11,000</b>	<b>29,199.07</b>
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			
<b>2nd Quarter</b>	<b>3,023.92</b>	<b>16,309.23</b>	<b>6,658.69</b>	<b>25,991.84</b>	<b>25,991.84</b>		<b>25,991.84</b>
July				-			
August				-			
September				-			
<b>3rd Quarter</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
October				-			
November				-			
December				-			
<b>4th Quarter</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Yearly Total</b>	<b>13,436.92</b>	<b>37,150.64</b>	<b>15,603.35</b>	<b>66,190.91</b>	<b>66,190.91</b>	<b>11,000</b>	<b>55,191</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:** 45.98%

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	10,524.07	
4/30/2022	JC	PAUS 4/30/2022	JT-000057	No	31.119	15.750	490.13		4.66%
5/31/2022	JC	KRAEMER 5/31/2022	JT-000060	No	52.821	1.000	52.82		0.50%
5/31/2022	JC	PAUS 5/31/2022	JT-000060	No	31.119	2.000	62.24		0.59%
6/30/2022	JC	PAUS 6/30/2022	JT-000061	No	31.119	19.500	606.83		5.77%
<b>Cost Type L Total:</b>						38.250	1,212.02		11.52%
<b>Cost Code 001-000 Total:</b>							1,212.02	10,524.07	11.52%
030-000		Postage/Copies							
P	Postage/Misc				U/M: EA		0.00	50.00	
4/30/2022	JC	0000782	b&w copies	No	0.060	11.000	0.66		1.32%
6/30/2022	JC	0000789	color copies	No	0.120	2.000	0.24		0.48%
<b>Cost Type P Total:</b>						13.000	0.90		1.80%
<b>Cost Code 030-000 Total:</b>							0.90	50.00	1.80%
050-000		Indirect Costs							
B	Fringe_Burden				U/M: HR		0.00	6,630.17	
4/30/2022	JC	Time Track Burden Allocation Register -		No	20.881	15.750	328.88		4.96%
5/31/2022	JC	Time Track Burden Allocation Register -		No	25.733	3.000	77.20		1.16%
6/30/2022	JC	Time Track Burden Allocation Register -		No	20.881	19.500	407.18		6.14%
<b>Cost Type B Total:</b>						38.250	813.26		12.27%
O	Overhead				U/M: HR		0.00	8,103.54	
4/30/2022	JC	Labor OVERHEAD ALLOCATION		No	403.480	0.000	403.48		4.98%
5/31/2022	JC	Labor OVERHEAD ALLOCATION		No	94.720	0.000	94.72		1.17%
6/30/2022	JC	Labor OVERHEAD ALLOCATION		No	499.540	0.000	499.54		6.16%
<b>Cost Type O Total:</b>						0.000	997.74		12.31%
<b>Cost Code 050-000 Total:</b>							1,811.00	14,733.71	12.29%
<b>Job 1231-022 Total:</b>							3,023.92	25,307.78	11.95%

**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:** 61.53%

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	17,348.97	
4/30/2022	JC	ENGLE 4/30/2022	JT-000057	No	41.538	4.500	186.92		1.08%
4/30/2022	JC	PAUS 4/30/2022	JT-000057	No	31.119	60.250	1,874.94		10.81%
4/30/2022	JC	ROTH 4/30/2022	JT-000057	No	26.022	1.500	39.03		0.22%
5/31/2022	JC	ENGLE 5/31/2022	JT-000060	No	41.538	5.250	218.08		1.26%
5/31/2022	JC	PAUS 5/31/2022	JT-000060	No	31.119	80.750	2,512.88		14.48%
5/31/2022	JC	ROTH 5/31/2022	JT-000060	No	26.022	7.000	182.16		1.05%
6/30/2022	JC	ENGLE 6/30/2022	JT-000061	No	41.538	2.250	93.46		0.54%
6/30/2022	JC	PAUS 6/30/2022	JT-000061	No	31.119	44.750	1,392.59		8.03%
6/30/2022	JC	ROTH 6/30/2022	JT-000061	No	26.022	1.000	26.02		0.15%
<b>Cost Type L Total:</b>						207.250	6,526.08		37.62%



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**Sorted by Job Number**

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

Job Number: 1232-022 SSA Continuing Mngmnt		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	
<b>Cost Code 001-000 Total:</b>					6,526.08	17,348.97	37.62%	
021-000	Car Expenses - ECW							
C	Car Expenses	U/M: EA			0.00	0.00		
5/31/2022	AP 00PAUS MAY 2022 EXP RPT 5/25 Willa AP/ No		0.585	46.000	26.91		0.00%	
<b>Cost Code 021-000 Total:</b>					26.91	0.00	0.00%	
030-000	Postage/Copies							
P	Postage/Misc	U/M: EA			0.00	750.00		
4/30/2022	JC 0000782 b&w copies	No	0.060	8.000	0.48		0.06%	
5/31/2022	JC 0000786 b&w copies	No	0.060	34.000	2.04		0.27%	
5/31/2022	JC 0000786 color copies	No	0.120	4.000	0.48		0.06%	
6/30/2022	JC 0000789 b&w copies	No	0.060	31.000	1.86		0.25%	
6/30/2022	JC 0000789 color copies	No	0.120	1.000	0.12		0.02%	
<b>Cost Type P Total:</b>					78.000	4.98	0.66%	
<b>Cost Code 030-000 Total:</b>					4.98	750.00	0.66%	
050-000	Indirect Costs							
B	Fringe_Burden	U/M: HR			0.00	10,929.85		
4/30/2022	JC Time Track Burden Allocation Register -	No	21.278	66.250	1,409.69		12.90%	
5/31/2022	JC Time Track Burden Allocation Register -	No	21.018	93.000	1,954.70		17.88%	
6/30/2022	JC Time Track Burden Allocation Register -	No	21.138	48.000	1,014.60		9.28%	
<b>Cost Type B Total:</b>					207.250	4,378.99	40.06%	
O	Overhead	U/M: HR			0.00	13,358.70		
4/30/2022	JC Labor OVERHEAD ALLOCATION	No	1729.450	0.000	1,729.45		12.95%	
5/31/2022	JC Labor OVERHEAD ALLOCATION	No	2398.080	0.000	2,398.08		17.95%	
6/30/2022	JC Labor OVERHEAD ALLOCATION	No	1244.740	0.000	1,244.74		9.32%	
<b>Cost Type O Total:</b>					0.000	5,372.27	40.22%	
<b>Cost Code 050-000 Total:</b>					9,751.26	24,288.55	40.15%	
<b>Job 1232-022 Total:</b>					16,309.23	42,387.52	38.48%	

Job Number: 1233-022 SSA Plan Updates		Customer Number: 1200WDN WI. DEPT. OF NATURAL RESOURCES						
<b>Job Type:</b>	000 ECW Job	<b>Billing Method:</b>	T Time and Material	<b>Estimator:</b>		<b>Start Date:</b>		
<b>Job Status:</b>	O Open	<b>Status Date:</b>	1/1/2022	<b>Manager:</b>	PAUSTIAN	<b>Compl Date:</b>		
<b>Contract Number:</b>		<b>Contract Date:</b>	1/1/2022	<b>Rev.Contract:</b>	66,831.62			
<b>% Complete:</b>	0.00%	<b>Reported Date:</b>		<b>Rev.Estimate:</b>	66,831.62	<b>Calc % Cmp:</b>	14.83%	

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	27,429.84		
4/30/2022	JC PAUS 4/30/2022 JT-000057	No	31.119	10.000	311.19		1.13%	
4/30/2022	JC ZUEGE 4/30/2022 JT-000057	No	37.611	2.000	75.22		0.27%	
5/31/2022	JC PAUS 5/31/2022 JT-000060	No	31.119	24.000	746.86		2.72%	
5/31/2022	JC ROTH 5/31/2022 JT-000060	No	26.022	25.250	657.06		2.40%	
5/31/2022	JC ZUEGE 5/31/2022 JT-000060	No	37.611	6.250	235.07		0.86%	
6/30/2022	JC ENGLE 6/30/2022 JT-000061	No	41.538	1.000	41.54		0.15%	
6/30/2022	JC PAUS 6/30/2022 JT-000061	No	31.119	14.250	443.45		1.62%	
6/30/2022	JC ROTH 6/30/2022 JT-000061	No	26.022	2.500	65.06		0.24%	
6/30/2022	JC ZUEGE 6/30/2022 JT-000061	No	37.611	2.500	94.03		0.34%	
<b>Cost Type L Total:</b>					87.750	2,669.48	9.73%	
<b>Cost Code 001-000 Total:</b>					2,669.48	27,429.84	9.73%	
030-000	Postage/Copies							
P	Postage/Misc	U/M: EA			0.00	1,000.00		
4/30/2022	JC 0000782 color copies	No	0.120	4.000	0.48		0.05%	
<b>Cost Code 030-000 Total:</b>					0.48	1,000.00	0.05%	

**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

<b>Cost Code/Type</b>				<b>Billed</b>	<b>Unit Cost</b>	<b>Units</b>	<b>Dollars</b>	<b>Revised Estimate</b>	<b>%Estimate</b>
<b>Trans. Date</b>	<b>Source Reference/Posting</b>	<b>Remarks</b>							
050-000		Indirect Costs							
B	Fringe_Burden		U/M: HR				0.00	17,280.80	
4/30/2022	JC	Time Track Burden Allocation Register -	No	21.607	12.000		259.28		1.50%
5/31/2022	JC	Time Track Burden Allocation Register -	No	19.815	55.500		1,099.76		6.36%
6/30/2022	JC	Time Track Burden Allocation Register -	No	21.342	20.250		432.17		2.50%
		<b>Cost Type B Total:</b>				87.750	1,791.21		10.37%
O	Overhead		U/M: HR				0.00	21,120.98	
4/30/2022	JC	Labor OVERHEAD ALLOCATION	No	318.090	0.000		318.09		1.51%
5/31/2022	JC	Labor OVERHEAD ALLOCATION	No	1349.220	0.000		1,349.22		6.39%
6/30/2022	JC	Labor OVERHEAD ALLOCATION	No	530.210	0.000		530.21		2.51%
		<b>Cost Type O Total:</b>				0.000	2,197.52		10.40%
		<b>Cost Code 050-000 Total:</b>					3,988.73	38,401.78	10.39%
		<b>Job 1233-022 Total:</b>					6,658.69	66,831.62	9.96%
		<b>Report Total:</b>					25,991.84	134,526.92	19.32%