

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson, Dave Albrecht*

Place: EC Offices (400 Ahnaip Street, Suite 100; Menasha)

Date: Wednesday, September 20, 2023

Time: 1:30 p.m.

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

- 1. Welcome and Introductions**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Approval of the Minutes of the July 28, 2023 Executive Committee Meeting**
- 6. Announcements and Discussion Items**
 - A. Director's Report
 - B. Discussion on Tentative 2024 Executive Committee and Commission Board Meeting Schedule
- 7. New Business/Action Items**
 - A. Discussion and action on the WisDOT Concurrence Letter for 2024 Funding established for State Metropolitan Planning Organizations
 - B. Discussion regarding the 2024 Unified Planning Work Program for the Transportation Program
 - i. The waiver of the local match requirement for the Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Bipartisan Infrastructure Law (BIL)
 - C. Discussion regarding the hiring SERDI to develop a board assessment
 - D. Approval of the 2024 Employee Health Insurance, Dental Coverage & Vision Program
 - E. Discussion regarding the Commission's 2024 Special Projects

CLOSED SESSION: The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position and Section 19.85(1)(c) of the Wisconsin Statutes to consider and discuss personnel matters, 2024 staffing plan, and compensation.

- F. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

i. Action from closed session discussions

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*)

9. Establish Time and Place for Next Commission Meeting

- A. **Executive Committee Meeting:** The next Executive Committee meeting scheduled for Wednesday, October 18, 2023 at 1:30 pm at East Central offices (400 Ahnaip Street, Suite 100; Menasha, WI 54952).
- B. **Executive Committee Meeting:** The next Executive Committee meeting scheduled for Wednesday, November 15, 2023 at 1:30 pm at East Central offices (400 Ahnaip Street, Suite 100; Menasha, WI 54952).
- C. **Commission Meeting:** The next Commission meeting will be held on Friday, October 27, 2023 at 10:00 a.m. Location to be determined. An agenda and meeting materials will be forthcoming.

10. Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

**DRAFT MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Jeff Nooyen (Chair), Alice Connors (Vice Chair), Steven Abel, Dick Koeppen, Thomas Kautza, Jeremy Johnson (Perm. Alt. for Elizabeth Moses), Dave Albrecht (Perm. Alt. for Tom Egan)*

Date: Friday – July 28, 2023 @ 9:00 a.m. (Prior to Quarterly Commission meeting)
City of New London, City Hall (215 N. Shawano Street, New London WI 54961)

1. **Welcome and Introductions** – Chair Nooyen called the meeting to order at 9:00 a.m.

2. **Roll Call**

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Alice Connors (Vice Chair)	Calumet County
Steve Abel	Fond du Lac County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses)	Menominee County
Jeff Nooyen (Chair)	Outagamie County
Tom Kautza	Shawano County
Dick Koeppen (Virtual)	Waupaca County
David Albrecht (Perm. Alt. for Tom Egan)	Winnebago County

Committee Members Absent (Excused):

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Craig Moser	Deputy Director
Sara Otting	Controller
Wilhelmina Paustian	Senior Planner
Colin Kafka	Associate Planner
Brenna Root	Associate Planner
Leann Buboltz	Administrative Coordinator

3. **Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Abel and seconded Vice Chair Connors to approve of the agenda as presented. Motion carried.

4. **Public Comment** – No public comments

5. **Approval of the Minutes of the June 14, 2023 Executive Committee Meeting** – a motion was made by Vice Chair Connors and second by Mr. Kautza to approve of the minutes as presented. Motion carried unanimously.

6. **Announcements and Discussion Items**

A. Director's Report presented by Melissa Kraemer-Badtke (List not all inclusive)

1. **Staffing Updates:**

- Tanner Russell accepted a planner position with the Town of Grand Chute.
- Adam Bell/Corelli has accepted a position with Winnebago County Office of Administration. Adam has been with the Commission for 3 years and we appreciate Adam's years of service to the Commission and wish him all the best in future endeavors.
- East Central staff has hired Tom Walsh as an LTE Special Projects Planner to work with communities and WisDOT in the MPOs on projects.
- East Central staff hired a part time human resources consultant to assist with staff recruitment, leadership training and assisting with updates on the employee manual.

- Hired Chris Colla for the Associate Transportation Planner position and he will be starting in mid-August. Thank you to Brenda Schneider for helping to recruit for the Associate Planner position.
2. **CARES Act Funding:** The CARES Act Grant award period expired on June 30, 2023. The Continuity Plan for the Commission along with the Disaster Recovery and Economic Development Resiliency Plan are completed. Ms. Kraemer-Badtke noted that having all the program deliverables completed, East Central staff will be working with the Economic Development Administration staff to close out the grant award. It was noted that \$43,852.35 was remaining in the CARES Act grant and will be returned to the U.S. Department of Treasury. In discussions with the staff from the Economic Development Administration, this will not impact the Commission in receiving future funding for the three-year planning partnership grant.
 3. **Transportation Program:**
 - a. **Appleton TMA Certification Review:** Ms. Kraemer-Badtke shared that every 4 years the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must review and certify the metropolitan transportation planning processes for metropolitan planning organizations that have a population over 200,000 in accordance with 23 U.S.C. 134(k)(5) and 49 U.S.C. 5303(k). She noted that the review focuses on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the Wisconsin Department of Transportation, and public transportation operators throughout the metropolitan transportation planning processes.

The Review will consist of four primary activities: • *Review of planning products* (desk audit/review) • *Site Visit* on Wednesday, August 23rd and Thursday, August 24th at East Central Offices • *Preparation of a Certification Review Report:* The report is issued 60 days following the site visit and summarizes the process and finding of the review as well as if the process is certified. • *Certification Review Closeout Presentation* (Quarterly Commission Board Meeting in October).
 - b. **Local Contracts: Comprehensive Plans:** East Central staff received notice from the Wisconsin Department of Administration that they are sending out letters to communities whose comprehensive plan has not been updated in the last 10 years. East Central staff is able to work with communities on updating their comprehensive plan through a contract that covers the Commission staff time and costs to complete the project. As part of the Commission's reorganization plan which was approved in 2020, local contracts are considered based on staff capacity and are considered, in part, as backfill for additional revenue for the budget as necessary.
 - c. **MPO Policy Board Structure:** Ms. Kraemer-Badtke shared with the members that one area that will be discussed in the future is the MPO structure. Currently the Board serves as the MPO Policy Board for Appleton/Fox Cities. She noted that future dialogue will most likely take place discussing if it should that be a separate policy body or if it should be the Commission Board.
 - B. Discussion regarding Non-member Counties and the Specialized Transportation Coordination Plans – Ms. Kraemer-Badtke. June of 2023 the WisDOT rolled out the Specialized Transportation Coordination Plan materials, where every 4 years an update take place. She shared that Marquette County reached out to East Central staff requesting services to update their Plan. Upon further discussion it was the unanimous consensus of the Commission that services provided by East Central staff, at this time, would be prioritized to the member-counties.
7. **New Business/Action Items**
 - A. **2nd Quarter, 2023 Financial Report** presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Second Quarter. One of the items

noted is that with the GASB changes it shows that the Commission could be released from the building lease earlier than expected with the timeframe of July of 2023. Overall, she shared that we are on track.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to accept 2nd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- B. **2nd Quarter, 2023 Project Status Report.** Ms. Otting gave an overview of the 2023 Project Status Report. Amongst other items, she noted that the accounts are all on track. Report on file.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of the 2nd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

- C. **Proposed Resolution 31-23:** Adoption of the Preliminary Budget for Calendar Year 2024, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the 2024 preliminary budget and levy options for the Commission based on the recommendations from the June Executive Committee meeting. She shared with the members that based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program. It was noted that each budget and levy option rely on the following information; Equalized Property Values 2018 through 2022, Levy Amounts 2020-2023 and Proposed 2024 Levy Options, Preliminary 2024 Budget Summary with Levy Options Comparison, Programs & Grants – (These amounts remain the same for all levy options), and Overhead Budget – (These amounts remain the same for all levy options).

Staff presented the four options

Option 1: 2024 Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Budget and Proposed Levy Amount - \$625,000 (recommended by Executive Committee at their June meeting)

Option 4: 2024 Budget and Proposed Levy Amount - \$702,443

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission – Option 3: 2024 Budget and Proposed Levy Amount - \$625,000.00. Motion carried unanimously.

- D. **Proposed Resolution 32-23:** Amending the 2023 Work Program, Budget, and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the three components to the amendment for the 2023 Work Program, Budget and Staffing plan. She noted the following:

- The first is an update to the economic development program to reflect the funding that is being utilized for the Small Community Technical Assistance Project.
- The second is the additional funding for the New North Broadband Mapping project and the inclusion of \$40,000 to complete the mapping for this project.
- The third is to amend the 2023 staffing plan. Included in the 2024 work program, budget and staffing plan, is an additional associate planner position for the transportation department. Due to staff turnover and current capacity challenges, East Central staff would request to hire that individual in the third and fourth quarter prior to 2024 to assist with program deliverables.

A motion was made by Mr. Johnson and a second by Mr. Abel to approve of **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

- E. **Proposed Resolution 33-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical

Assistance Project. Mr. Kafka gave a brief overview. He noted that staff anticipated that there would be funding remaining from the Economic Development Administration (EDA) 3 Year Planning Partnership Grant, which will conclude at the end of 2023. He shared that East Central staff submitted a request for proposals and worked with the selection team to review the proposals and selected a consultant, Ayres Associates. It is expected that the project(s) would commence in August and then begin meetings with local communities in October.

A motion was made by Mr. Kautza and a second by Mr. Albrecht to approve of **Resolution 33-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical Assistance Project. Motion carried unanimously.

- F. **Proposed Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO). Ms. Kraemer-Badtke shared that one of the work program deliverables outlined in the 2023 work program was to develop an Electric Vehicle Readiness Plan for the Oshkosh MPO. She noted that East Central staff released a request for proposals and received proposals from six firms. The selection committee reviewed the submittals and selected SRF Consulting Group to develop the Electric Vehicle Readiness Plan. Ms. Kraemer-Badtke stated that the purpose of the plan will be to work with community stakeholders including, but not limited to, City staff, economic development professionals, chambers of commerce, local fire departments, and others.

A motion was made by Mr. Kautza and a second by Mr. Abel to approve of **Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO). Motion carried unanimously.

- G. **Proposed Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Mr. Kafka reported to the Commission that this was a deliverable of the CARES Act funding. He noted that many sectors were impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan.

A motion was made by Vice Chair Connors and second by Mr. Abel to approve of **Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Motion carried unanimously.

Ms. Kraemer-Badtke as well as the members went on record commending Rachel Roth-GIS Analyst I and Colin Kafka-Associate Planner on the great job compiling the information and the presentation as it is a tremendous resource that is now available. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

- H. **Proposed Resolution 36-23**: Authorizing the Executive Director of the Commission to Enter into a Service Agreement with New North, Inc. and Bay Lake Wisconsin Regional Planning Commission. Mr. Moser reported that the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program. He noted that the BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will provide information for Wisconsin's Five-Year Action Plan. New North, Inc. as the Regional Economic Development Organization (REDO) has been working with counties within East Central Wisconsin to begin the process to develop each of the County plans. Mr. Moser shared that during the initial conversations with the New North Broadband Alliance, it was communicated that there was a need to have GIS data analysis and visualization services provided as part of the plan development. Staff from New North, Inc. and the participating counties requested the GIS and data analysis services from East Central

Wisconsin Regional Planning Commission and Bay Lake Wisconsin Regional Planning Commission. East Central staff has continued to work with staff from the Wisconsin Public Service Commission and several other Regional Planning Commissions from across the state to develop statewide and regionwide GIS datasets for broadband data. The Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Project will begin August 1, 2023 and will be completed by December 31, 2023. East Central Wisconsin Regional Planning Commission will be provided \$40,000 to develop the regional broadband dataset along with conducting data analysis. At the completion of the project, the GIS data and information will be provided back to the counties.

A motion was made by Vice Chair Connors and a second by Mr. Kautza to approve of **Resolution 36-23:** Authorizing the Executive Director of the Commission to Enter into a Contract with New North, Inc. for the Regional Broadband Mapping Project. Motion carried unanimously.

8. Informational/Discussion Items

A. County Roundtable Discussion (*as time permits*) - None

9. Establish Time and Place for Next Commission Meeting

A. **Executive Committee Meeting:** *The next Executive Committee meeting will be Wednesday – September 20, 2023 at 1:30 p.m. (August Meeting Canceled)*

B. **Commission Meeting:** *The next Commission meeting will be held on Friday, October 27, 2023 at 10:00 a.m. Information will be forthcoming.*

10. Adjourn – A motion was made by Mr. Albrecht and second by Mr. Kautza to adjourn with the time noted at 9:49 a.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
ECWRPC

East Central Wisconsin Regional Planning Commission – September 20, 2023 Report

By Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

- A. **Staffing Updates:** East Central recently hired Brice Richardson and Abby Mader for the Associate Transportation Planner Positions. We are excited to have Brice and Abby join the transportation team.
- B. **Innovation in Planning Award:** At the Wisconsin American Planning Association meeting on Thursday, September 21, 2023, East Central staff will be presented with the APA – WI Innovation Award for our work on the Equitable Engagement Toolkit and Guidebook. The purpose of this project was to create a toolkit, complementary guidebook, and training tools to enhance ECWRPC's and local communities' engagement efforts surrounding transportation-related plans and projects. Congratulation to the Transportation Team that assisted in the development of the Equitable Engagement Toolkit and Guidebook!
- C. **Economic Development Program**
 - 1. **Comprehensive Economic Development Strategy (CEDS):** East Central staff continues to develop the Comprehensive Economic Development Strategy and a draft will be available for the Economic Development Committee for review at their October meeting.
 - 2. **EDA 3 Year Planning Partnership Grant:** It is anticipated that East Central will receive the invitation to apply for the Economic Development Administration 3 Year Planning Partnership Grant in mid to late September. East Central staff will provide an update to the Economic Development Committee and Executive Committee at their October meetings.
 - 3. **Small Community Technical Assistance Programs:** East Central staff has received nine applications for the Small Community Technical Assistance Program. The evaluation committee will be meeting on Friday, September 15th to evaluate the applications and select four projects for this program cycle.
- D. **Transportation Planning Program**
 - 1. **Appleton (Fox Cities) MPO Certification Review:** Federal Highway Administration and Federal Transit Administration met with East Central staff and the Wisconsin Department of Transportation staff to discuss projects and programs related to the Appleton (Fox Cities) MPO Certification Review. A representative from Federal Highway Administration will be attending the October Commission Board meeting to report out on their findings.
 - 2. **College Avenue Corridor Project and Community Connectors Program:** Smart Growth America announced earlier this week that the Redesigning the College Avenue Corridor Project has been selected for their Community Connectors Program. These projects will receive grants of up to \$130,000 to build local capacity to co-design projects alongside impacted communities to advance new transportation infrastructure projects that repair damage from divisive infrastructure. This project is being led by Outagamie County and a number of partner organizations will be participating and assisting in the project.
 - 3. **Fond du Lac Area Bicycle and Pedestrian Plan:** East Central staff has been working with local community representatives to develop a Fond du Lac Area Bicycle and Pedestrian Plan. The Commission staff is currently conducting community engagement at events along with an online community engagement portal - <https://tinyurl.com/FDLBike>.
 - 4. **Specialized Coordinated Human Services Plans:** East Central staff has conducted meetings for Calumet County, Fond du Lac, Winnebago and Outagamie Counties. Meetings for the Shawano/Menominee County Plan and the Waupaca County Plan will be held within the next

few weeks. It is anticipated that all of the member County meetings will be completed by early October and will have draft plans available for review.

E. **Regional Safe Routes to School**

1. **Local Safe Routes to School Action Plans:** Safe Routes to School Team continues to work with local school districts and public works professionals on the evaluation of traffic flow and potential conflicts with students walking and bicycling to school. Currently the team is working with Appleton Area School District and Shawano School District for fall semester.
2. **Walking School Bus Program:** The Walking School Bus Program continues to expand for the 2023-2024 school year with additional schools joining the program.

F. **NR-135 Non-Metallic Mining Program**

1. **Site Inspections and Field Work:** East Central staff continues to conduct site inspections and field work over the summer. East Central staff will be setting up meetings with County staff regarding the 2024 program deliverables and budget within the next couple of months.

G. **Water Quality Management Program**

1. **Fox Cities Sewer Service Area Plan:** The final draft of the Fox Cities Sewer Service Area Plan was submitted to the Wisconsin Department of Natural Resources for their review and consideration. East Central staff will begin working to update the Sherwood Sewer Service Area Plan and the Stockbridge Sewer Service Area Plan later in 2023 throughout 2024.

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: September 13, 2023
RE: Discussion regarding 2024 Commission Schedule

Staff is working to finalize the 2024 meeting schedule, to align with key action items. Article III of East Central's bylaws specifically dictate the Quarterly Commission meeting schedule, as follows (emphasis added):

“Section 1. ANNUAL MEETING: There shall be an annual meeting of the Commission in conjunction with, and following, the April Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities and any other business as may properly come before it.

Section 2. QUARTERLY MEETINGS: In addition to the annual meeting, quarterly meetings of the Commission shall be held on the last Friday of January, April, July, and October, except when a different date is designated by the officers. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at their discretion, but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the April quarterly meeting. The levy and draft annual budget shall be adopted by the Commission at the July quarterly meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent January meeting.

Section 3. SPECIAL MEETINGS: Special meetings may be called at any time by the Chairperson of the Commission. Special meetings shall also be called by the Chairperson upon written request by three or more members of the Commission.”

As has been discussed previously, the last Friday of the month has been problematic in terms of ensuring a quorum. In addition, the July meeting date conflicts with an annual WI Counties Association meeting on the even years.

Finally, the April meeting date can be challenging given County Board elections in April and the subsequent timing of appointments to the Commission. For example, in 2022, the calendar of events was as follows:

- **Tuesday, April 5, 2022** – Elections in Wisconsin
- **Tuesday, April 19, 2022** – Counties have their reorganization meeting (except for Menominee County – their elections are on the odd years)
- **Wednesday, April 20-Friday, April 22nd, 2022** – Counties provide Commission Board Appointments; however, some counties did not have their appointments until May based on their process.
- **Wednesday, April 20, 2022** – Executive Committee Meeting
- **Friday, April 29, 2022** – Quarterly Commission and Annual Meetings

Staff Recommendation: Staff recommends discussion and feedback from the Executive Committee regarding bylaw adjustments to allow additional flexibility to the Chair in terms of the meeting schedule. Based on that feedback, proposed bylaw edits would be brought forward at a subsequent meeting.

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: September 13, 2023
RE: Discussion and action on the Wisconsin Department of Transportation Concurrence Letter for 2024 Funding established for the State Metropolitan Planning Organizations

After the collection of the decennial U.S. Census Bureau data, the U.S. Census Bureau posts the Metropolitan Planning Areas, including the population data, on the federal register. This information along with the population is used by the Wisconsin Department of Transportation in coordination with the designated Metropolitan Planning Organizations to determine the funding amounts for Metropolitan Planning Programs. For the Commission, this would include the Appleton (Fox Cities)/Oshkosh MPOs and the Fond du Lac MPO (East Central serves as staff for the MPO).

Federal planning funds are split by population into two categories: Transportation Management Areas (TMAs – areas over 200,000 in population; this would include the Appleton (Fox Cities) MPO) and Non-TMA MPOs (areas with a population between 50,000-200,000; this would include the Oshkosh MPO and the Fond du Lac MPO).

The Transportation Management Areas (Green Bay, Appleton, Milwaukee, and Madison) agreed to contribute up to 3% of the federal funding to cover a supplemental contribution to fund a minimum amount for the Non-TMA MPOs, so they are able to have two full time staff members at each non-TMA MPO (this would include the Fond du Lac MPO).

Outlined in the subsequent materials is the process that was discussed and coordinated between the Wisconsin department of Transportation and the State Metropolitan Planning Organizations.

Staff Recommendation: Staff is recommending approval of the concurrence letter that establishes the 2024 funding for the State Metropolitan Planning Organizations.



WisDOT / Division of Transportation Investment Management

www.dot.wisconsin.gov

June 15, 2023

TO: Wisconsin Metropolitan Planning Organizations

FROM: Chuck Wade, Bureau of Planning and Economic Development

SUBJECT: Metropolitan Planning Organization (MPO) concurrence with the 2020 U.S. Census urban area population totals to be used in conjunction with the Planning distribution formula.

BACKGROUND

- The Planning (PL) distribution formula was mutually agreed upon by the MPO's, WisDOT, FHWA and FTA in 2013.
- Federal PL funds are split by population into two categories: Transportation Management Areas (TMA), and Non-TMA MPO's.
- TMAs will contribute up to 3% percent of federal funding to cover the supplemental contribution toward a minimum funding amount for non-TMA MPOs to support two staff members in each non-TMA MPO.
- In May 2022, it was mutually agreed the minimum funding allocation would be raised from \$168,000 to \$180,000 federal funding to support a minimum of two staff members for each non-TMA MPO. This adjustment resulted in a new target level of \$225,000 total that includes federal, state, and local shares.
- The Federal Fiscal Year (FFY) 2022 Bipartisan Infrastructure Law (BIL) FHWA and FTA PL apportionments were used for the calendar year (CY) 2023 Unified Planning Work Program (UPWP) allocations. Using previous FFY PL apportionments for the subsequent year's UPWP allocations will continue for the remaining BIL PL apportionments (i.e., available FFY 2023 PL apportionments will be used for CY 2024 UPWP allocations, etc.....).
- MPOs, WisDOT, FHWA and FTA mutually agreed the attached 2020 Census populations will be used in the PL distribution formula starting with the CY 2024 UPWP PL allocations.

Concurrence:

Each MPO is asked to provide their concurrence with continued PL fund allocation calculations using the PL distribution formula and the attached 2020 US Census population totals starting with the CY 2024 UPWP PL allocations:

WisDOT: Charles Wade 6/14/2023
Date

MPO: _____

Signature: _____
Date

Title: _____

MPO Planning Distribution Formula

- **April 2013**
 - MPO agreed on a Planning funding distribution formula
 - Planning funds were split by population into two TMA and Non-TMA funding categories.
 - TMA agreed to contribute up to 3% from the TMA funds to support a minimum federal funding of \$168,000 ($\$168,000/80\% = \$210,000$).
 - For bi-state MPOs minimum federal funding would apply to the percentage of population in Wisconsin.
 - TMA contributions were also used to hold MPOs harmless the 2014 allocations at 2013 funding levels.
- **April 2016**
 - Review of the 2013 Planning formula was done. It was agreed to continue using the Planning distribution formula with a couple of added items
 - MPOs are to identify any funding that cannot be used by August each year.
 - WisDOT will automatically reallocate unclaimed PL funding to the TMAs to reimburse them for the contributions to the non-TMAs.
- **May 2022**
 - The Input-Funding tab were updated with the current 2022 PL funding amounts to be used for the 2023 MPO PL funding allocations.
 - TMA contribution percentage cell in Step 2 on the Allocation Formula tab was adjusted to only cover the supplemental contribution amount needed.
 - Federal Target Level cell in Step 5 on the Allocation Formula tab was updated from 168,000 to 180,000 federal funding to support a minimum of two staff member for each MPO. This adjustment resulted in a new target level of \$225,000 total that includes federal, state and local shares.
 - 2022 BIL FHWA and FTA Planning apportionments were used for the 2023 CY UPWP allocations. Using previous FFY PL apportionments for the subsequent years UPWP will continue for the remaining BIL Planning apportionments (i.e. FFY 2023 used for CY 2024 UPWP allocations).
 - Continue using the 2010 Census populations for distribution percentages.
- **January 2023**
 - Discuss formula update using 2020 Census populations and 2022 PL funding.
- **February 2023**
 - Discuss formula update using 2020 Census populations along with both 2022 PL funding and 2023 PL funding.
 - SEWRPC had questions on the MPO status of West Bend with a 2020 U.S. Census population under the 50,000 MPO threshold.
- **April 2023**
 - Discussed PL distribution formula update using 2020 Census populations with 2023 PL funding.
 - Include West Bend population for at least the 2024 UPWP PL allocations.
- **June 2023**
 - Discussed PL distribution formula using 2020 Census populations with the 2023 PL funding.
 - The 2024 PL distribution formula will include West Bends populations. This can be revisited for 2025 PL distribution if West Bend decides to end MPO status.
 - Dubuque will receive a 2024 PL allocation using the same population total as in the 2023 PL distribution formula. Dubuque will not receive any PL funding in 2025 as there is no urban area in Wisconsin.

MPO ID	MPO	Milw	Racine	Kenosha	W. Bend	RLB
10	SEWRPC (Milwaukee, Racine, Kenosha, West Bend, Round Lake Beach)	1,376,476	133,700	124,060	68,444	30562 1,733,242
9	Madison	1,306,795	134,877	125,865	34,552	13,374 1,615,463
1	Appleton+Oshkosh				Osh Appleton	450,305
6	Green Bay				76,190	230,967
4	Eau Claire					224,156
8	La Crosse					105,475
13	Wausau					93,411
11	Sheboygan					77,429
7	Janesville					74,369
5	Fond du Lac					72,285
2	Beloit					54,731
12	Duluth-Superior					44,092
3	Dubuque (Jamestown, WI) - Population in R					27,191
	TOTAL MPO POP (WI only)					2,076

MPO ID	MPO	2020 Wisconsin Urban POP	% of Urban Population	2020 ranking	% of TMA	% of Small MPO	Non-Wi Pop	% of total Pop in WI	Population Change = 2020 - 2010
10	SEWRPC (Milwaukee, Racine, Kenosha, West Bend, Round Lake Beach)	1,615,463	51.31%	1	62%	-3.65%		100%	(117,779)
9	Madison	450,305	14.30%	2	17%	2.08%		100%	48,644
1	Appleton+Oshkosh	307,157	9.76%	3	12%	0.78%		100%	16,508
6	Green Bay	224,156	7.12%	4	9%	0.78%		100%	17,636
4	Eau Claire	105,475	3.35%	5	0.20%	19%		100%	2,623
8	La Crosse	93,411	2.97%	6	-0.63%	17%	5,461	94%	(2,099)
13	Wausau	77,429	2.46%	7	0.31%	14%		100%	2,797
11	Sheboygan	74,369	2.36%	8	0.37%	13%		100%	3,056
7	Janesville	72,285	2.30%	9	0.29%	13%		100%	2,627
5	Fond du Lac	54,731	1.74%	10	-0.18%	10%		100%	(1,701)
2	Beloit	44,092	1.40%	11	-0.31%	8%	18,981	70%	(1,031)
12	Duluth-Superior	27,191	0.86%	12	-0.05%	5%	92,220	23%	146
3	Dubuque (Jamestown, WI) - Population in R	2,076	0.07%	13	-0.01%	0%		0%	-
	TOTAL MPO POP (WI only)	3,148,140	100.00%		100%	100.0%	116,662	96%	(27,042)

	= 2020 - 2010
TMA	2,597,081 (34,991)
MPO	551,059 7,949
	82.50% 17.50%

MPO ID	MPO	2010 Wisconsin Urban POP	% of Urban Population	2010 ranking	% of TMA	% of Small MPO	Non-Wi Pop	% of total Pop in WI
10	SEWRPC (Milwaukee, Racine, Kenosha, West Bend, Round Lake Beach)	1,733,242	54.59%	1	66%			100%
9	Madison	401,661	12.65%	2	15%			100%
1	Appleton+Oshkosh	290,649	9.15%	3	11%			100%
6	Green Bay	206,520	6.50%	4	8%			100%
4	Eau Claire	102,852	3.24%	5		19%		100%
8	La Crosse	95,510	3.01%	6		18%	5,358	95%
13	Wausau	74,632	2.35%	7		14%		100%
11	Sheboygan	71,313	2.25%	8		13%		100%
7	Janesville	69,658	2.19%	9		13%		100%
5	Fond du Lac	54,901	1.73%	10		10%		100%
2	Beloit	45,123	1.42%	11		8%	18,712	71%
12	Duluth-Superior	27,045	0.85%	12		5%	93,333	22%
3	Dubuque (Jamestown, WI) - Population in R	2,076	0.07%	13		0%		0%
	TOTAL MPO POP (WI only)	3,175,182	100.00%		100%	100%	117,403	96%

TMA	2,652,072 82.90%
MPO	543,110 17.10%

Population data was taken from the US Census. Population is reported for the urban area only, except for Dubuque. Since it doesn't have an urbanized area in WI, WisDOT uses the 2010 population in its planning area.

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: September 20, 2023
RE: Discussion regarding the Draft 2024 Unified Planning Work Program for the Transportation Program

The Unified Planning Work Program (UPWP) is developed annually and outlines the planning priorities and projects that will be completed by the MPO staff in the upcoming year. In addition, MPO staff must ensure that the plan is consistent with federal and state regulations and that there is coordination with local communities, the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration (23 CFR 450.308(b)).

The draft 2024 Unified Planning Work Program has been developed and East Central staff has met with WisDOT, FHWA, and FTA to discuss the planning priorities and projects for 2024. There will be minor modifications to the work program based on the feedback East Central staff has received. For the 2024 Work Program, there are additional requirements per the funding letters that need to be included in the work program for next year, which includes:

- housing coordination;
- program deliverables and funding amounts related to safe and accessible transportation/complete streets deliverables;
- assistance for communities on grant applications and materials.

The Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization, the Regional Transportation Program received increases in funding levels for 2024, while the Fond du Lac Metropolitan Planning Organization and the Regional Transportation Program remained at the same funding levels for 2024. In addition, East Central staff will continue to work with the consultant and GO Transit on the development of their Transit Development Plan (5304 funding).

A copy of the draft 2024 Unified Planning Work Program can be viewed at the following website: <https://www.ecwrpc.org/programs/transportation/work-program-and-budget/>. Any questions or comments can be emailed to Melissa Kraemer Badtke at mbadtke@ecwrpc.org.

NEW - Waiver of local match requirement for Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Bipartisan Infrastructure Law (BIL)

Staff received the 2024 Unified Planning Work Program kickoff memo from WisDOT dated August 11, 2023 (attached), which included preliminary MPO allocations of Metropolitan Planning (PL) funding from Federal Highway Administration and Federal Transit Administration. The memo also indicated that the allocations for Increasing Safe and Accessible Transportation Options (SATO) are eligible for 100% reimbursement if used for Completed Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2024 UPWP, due to a waiver of the local match requirement.

This information was not factored into the 2024 preliminary budget approved by the Commission at the July 28th meeting. Due to this change, \$52,288.41 of local levy that had been budgeted as local match is now available for levy reduction or reallocation.

The following options have been identified by staff for discussion and consideration by the Executive Committee:

1. Reduce the 2024 levy contribution of member counties accordingly.
2. Reallocate the levy funds for evaluation/implementation of a rural economic development program – possibly continuation of the Small Communities Technical Assistance program in 2024.
3. Reserve the funding for potential costs associated with the identified 2024 special projects based on the update of the Commission's Strategic Plan.
4. Continue to use the local match for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations Transportation Projects.

The Fond du Lac MPO Policy Board chair has requested that local match that was initially provided for the Safe Accessible Transportation Options funding remain with the Fond du Lac MPO. The total for the Fond du Lac MPO would remain at \$225,000 for 2024.

2024 Unified Work Program and Budget

The transportation program is one of the largest programs the Commission administers and the Executive Committee, as the fiscal agent for the Commission, should be aware of the financial commitments for the transportation program. The 2024 Unified Planning Work Program will be on the Transportation Committee's agenda for consideration in October. It is anticipated that there would be final approvals by the Wisconsin Department of Transportation, Federal Highway Administration and Federal Transit Administration in November/December, 2023.

Below are projects have been identified as priorities within the work program and it should be noted that this is not comprehensive list of projects.

Appleton (Fox Cities)/Oshkosh Metropolitan Planning Organization

- **Administration:** Continue to administer the Appleton (Fox Cities) MPO programming and ensuring it is consistent with federal and state regulations.
- **MPO Policy Board Structure:** East Central staff will continue to work with WisDOT, Federal Highway Administration and Federal Transit Administration to develop a separate policy board as it relates to the Appleton (Fox Cities) MPO. This will require redesignation and East Central is currently reviewing data from the
- **MPO Boundaries:** Update the Appleton (Fox Cities) Urbanized and Metropolitan Planning Area Boundaries.
- **Functional Classification Network:** Update the functional classification network to be consistent with the Urbanized and metropolitan planning area boundaries.
- **Congestion Management Process:** Begin the process to analyze data regarding efficiencies and safety issues within the transportation network and begin to develop a Congestion Management Process for the Appleton (Fox Cities) MPO.
- **Plan Implementation and Updates:** Implement and update MPO Planning documents as guidance regarding the Bipartisan Infrastructure Law (BIL) is provided. The planning documents include:
 - Long Range Transportation Plan
 - Transportation Improvement Plan (developed annually)
 - Bicycle and Pedestrian Plan
- **Northeast Travel Demand Model:** Coordinate with WisDOT to update the Northeast Travel Demand Model with the new boundaries, the functional classification network and data provided by the U.S. Census Bureau.
- **Comprehensive Safety Action Plan:** Develop the Comprehensive Safety Action Plan for Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations.

Regional Transportation Program

- **County Meetings:** East Central staff will be meeting with each of the Counties to discuss how East Central staff can assist on various transportation projects.
- **State of the Region Report:** East Central staff will be updating the State of the Region to analyze how the transportation network is functioning within the region.

Fond du Lac Metropolitan Planning Organization

- **Administration:** Continue to administer the Appleton (Fox Cities) MPO programming and ensuring it is consistent with federal and state regulations.
- **MPO Boundaries:** Update the Appleton (Fox Cities) Urbanized and Metropolitan Planning Area Boundaries.
- **Functional Classification Network:** Update the functional classification network to be consistent with the Urbanized and metropolitan planning area boundaries.
- **Metropolitan Transportation Plan:** Begin to review and analyze data related to the current transportation network and begin the process of updating the Metropolitan Transportation Plan.
- **Plan Development and Implementation:** East Central staff will begin the update to the Long Range Transportation Plan for the Fond du Lac MPO. The planning documents include:
 - Long Range Transportation Plan
 - Transportation Improvement Plan (developed annually)
- **MPO Bicycle and Pedestrian Plan:** This will be a comprehensive plan to evaluate and propose recommendations for the multi-modal network.

Regional Safe Routes to School Program

- **Local Safe Routes to School Action Plans:** Conduct bicycle and walk audits, surveys and work with the local coalition to develop a safe routes to school action plan.
- **Events and Programs:** Continue to work with schools and communities on events and programs such as walk to school day, walking school bus, Project RADAR, etc.
- **Youth Engagement:** Continue to work with schools to implement SRTS curriculum and also develop youth coalitions to have a voice in the planning process.
- **Evaluation:** Continue to evaluate the Regional Safe Routes to School Program by updating East Central's demographic dataset and providing best practices.

GO Transit – Transit Development Plan

- **Plan Update:** East Central staff will work with GO Transit to hire a consultant to complete the update of the transit development plan. East Central staff will administer this grant.

Staff Recommendation: At this time, this is provided to the Executive Committee as an informational item and staff would appreciate discussion and feedback from the Executive Committee regarding the local levy that was initially budgeted as local match for the Appleton/Oshkosh MPO Programs. The 2024 Unified Work Program and Budget will be on the Transportation Committee October meeting agenda for their consideration.



WisDOT / Division of Transportation Investment Management

www.wisconsindot.gov

August 11, 2023

To: MPO Directors and Transportation Planners:

This memo contains planning activities for consideration in developing and obtaining approval of your 2024 Unified Planning Work Programs (UPWP). It also provides a table detailing the metropolitan Planning (PL) fund estimates for calendar year 2024.

2024 UPWP Considerations:

When developing your 2024 Work Program, reference the [UPWP Handbook](#) on WisDOT's website.

In addition, consider the following planning activities and priorities when developing your 2024 UPWP:

- Work with WisDOT on development of statewide transportation plans including the [Active Transportation Plan 2050](#)
- Work with WisDOT on development and approval of Urban Area Boundary adjustments and Metropolitan Planning Area boundaries
- Include assistance on WisDOT grant applications, if needed
- Include a webpage link to the current Cooperative Agreement for Continuing Transportation Planning, with signatures and approval date
- Include the FHWA and FTA logos on the document, along with a credit/disclaimer statement noting that the document was prepared with Federal funds but does not necessarily reflect the official views or policy of the U.S. Department of Transportation
- Include specific activities that meet the Complete Street/Safe and Accessible Transportation Options requirements¹
- Include any Bipartisan Infrastructure Law (BIL) MPO work program activities (i.e., web-based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering)¹
- Include and/or identify 2021 Planning Emphasis Areas (PEA) activities – [2021 Planning Emphasis Areas \(dot.gov\)](#)
- Support WisDOT's freight planning efforts
- Performance measure updates needed in the Transportation Improvement Program (TIP) or TIP Amendments
- Include any anticipated planning activities involving potential direct recipient funding
- If there are plans to apply for and use any FTA 5304 funds Statewide Planning and Research program (SPR) for transit planning projects in 2024, (which are separate from PL funds) these projects must also be programmed in the MPO's 2024 UPWP (do not include in the PL budget table)
- Any planning activities using federal Discretionary funding (i.e., SS4A) within the MPA needs to be included in the MPO's 2024 UPWP (do not include in the PL budget table)

Complete and submit the UPWP Checklist within [WisDOT's UPWP Handbook](#). Provide page numbers in the check box where UPWP items are located, if the item is applicable to your UPWP.

¹ [BIL - Metropolitan Planning Program \(MPP\) Fact Sheet | Federal Highway Administration \(dot.gov\)](#)

2024 UPWP PL Funding and Non-federal Match

The attached table shows the preliminary MPO allocations assuming maximum Complete Streets/Safe and Accessible Transportation Options (SATO) 100% reimbursement of the 2023 PL FHWA 2.5% Set Aside (\$153,799) and the full 2023 PL FTA transferred funding (\$2,004,993)².

There are Non SATO allocations for each MPO that require 20% non-federal (state and local) match. The **FHWA 2.5% SATO and FTA SATO** allocations are eligible for 100% reimbursement **if used for Completed Streets/SATO eligible planning activities and specifically detailed as such within the MPO's 2024 UPWP.**

[FTA Dear Colleague Letter Non-Federal Share Waiver for Complete Streets Planning.pdf](#) – includes Complete Streets/SATO eligible activities

[FHWA SPR-PL Waiver Memo.pdf](#) – includes the same SATO/Complete Street eligible activities

The FTA Complete Street/SATO 100% reimbursements are only available if SATO activities and corresponding funding amounts are specifically detailed and included in the MPO's 2024 UPWP. Any remaining FTA funding not used for SATO activities will require a 20% non-federal (state and local) match.

An individual MPO calculator workbook will be forwarded to each MPO to declare the total funding the MPO will use on eligible SATO (Complete Street) planning activities for 100% reimbursement. Once the UPWP is approved; funding will need to remain at the approved the SATO 100% and Non SATO 80%/20% allocation amounts. **Please return these workbooks to the Planning Section by Friday, September 8, 2023.**

Disclaimer: the allocation totals are preliminary estimates. Final 2024 Planning (PL) funding amounts will be based on FHWA/FTA approval of the MPOs' UPWPs.

Please notify WisDOT BPED if you will not be accepting your total allocation amount by **September 1, 2023**, so those funds can be reallocated to the TMAs toward reimbursement of the supplemental fund contributions

Extending the Period of Availability for 2023 UPWP: (Pages 10-11 of the [UPWP Handbook](#))

If 2023 work activities will not be able to be completed by the end of the calendar year, a policy board approved UPWP amendment must be submitted to WisDOT and FHWA as soon as possible but no later than November 1, 2023. WisDOT's policy allows extending the period of availability for 2023 PL activities due to unforeseen circumstances, with approval from WisDOT and FHWA. The 2023 work activities must be invoiced no later than May 31, 2024. Any 2023 unspent PL funds will expire after that date and are not eligible for reimbursement, even if costs were incurred.

The 2024 UPWP must clearly account for the work activities included in any approved 2023 UPWP extension of period of availability amendment, in particular the staff resources (hours) needed to complete the extended work activities. Any extended 2023 UPWP funding must be invoiced separately from the 2024 reimbursement requests as federal, state, and local reimbursement percentages will differ from the 2024 UPWP funding percentages.

² PL Funding formula distributes base funds on population and uses a transfer from the TMAs to the non-TMA MPOs to offset the difference between the funding distributed on population and the non-TMA MPOs target funding level. Non-TMA target fund level was adjusted to \$180,000 Federal funds for a total Federal, State and Local target fund level of \$225,000, based on concurrence from the TMA supplemental fund contributors. For bi-state MPOs, target fund levels are prorated on the percentage of population within Wisconsin.

MPO Work Program Development & Approval Timeline

ACTIVITY/EVENT	TIMEFRAME	RESPONSIBILITY
WisDOT sends UPWP Kickoff letters to the MPOs	July	WisDOT
Draft UPWPs are due to FHWA, FTA and WisDOT	September 1 st – 15 th	MPO
Fall Work Program Review Meetings	Completed by October 31 st	WisDOT, FHWA, FTA
Final Approved UPWP due to FHWA, FTA and WisDOT	November 15 th – 30 th	MPO
Distribution of final UPWPs	November 15 th - 30 th	MPO
WisDOT sends endorsement letter to FHWA	Mid –December	WisDOT Planning
Project IDs established, and funds entered in FMIS	Mid –December	WisDOT Planning & BFM
FHWA/FTA approves UPWPs and sends authorization letter to WisDOT	December 23 rd	FHWA/FTA
WisDOT sends individual funding letters to MPOs	December 30 th	WisDOT Planning

Thank you. Your cooperation with these important planning efforts is greatly appreciated.

Sincerely,



Charles Wade; Director
Bureau of Planning and Economic Development

cc: Mary Forlenza, FHWA
Karl Buck, FHWA
Jason Nordberg, FHWA
Evan Gross, FTA
William Wheeler, FTA
MPO Transportation Planners
Alex Gramovot, WisDOT Bureau of Planning Section Chief
WisDOT Region Planning Chiefs

2024 MPO Kickoff Funding Allocation Table (assumes maximum SATO 100% reimbursement)

(using federal 2023 PL funding and 2020 Census populations)

Percentages were adjusted to four decimals

MPO	Total	Federal	State	Local	Federal	State	Local	Total
Appleton+Oshkosh								
Non SATO 80/20	\$ 726,019.29	\$ 580,815.43	\$ 36,266.12	\$ 108,937.74	80.00000%	4.99520%	15.00480%	100.00000%
FTA SATO	\$ 194,147.82	\$ 194,147.82	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 15,005.82	\$ 15,005.82	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Beloit								
Non SATO 80/20	\$ 115,866.25	\$ 92,693.00	\$ 5,205.87	\$ 17,967.38	80.00000%	4.49300%	15.50700%	100.00000%
FTA SATO	\$ 30,984.27	\$ 30,984.27	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,154.07	\$ 2,154.07	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Dubuque								
Non SATO 80/20	\$ 4,944.27	\$ 3,955.41	\$ 245.11	\$ 743.74	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 1,322.17	\$ 1,322.17	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 101.42	\$ 101.42	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Eau Claire								
Non SATO 80/20	\$ 251,202.52	\$ 200,962.01	\$ 12,453.36	\$ 37,787.14	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 67,175.10	\$ 67,175.10	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 5,152.87	\$ 5,152.87	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Fond du Lac								
Non SATO 80/20	\$ 166,126.88	\$ 132,901.50	\$ 6,462.00	\$ 26,763.37	80.00000%	3.88980%	16.11020%	100.00000%
FTA SATO	\$ 44,424.68	\$ 44,424.68	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 2,673.82	\$ 2,673.82	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Green Bay								
Non SATO 80/20	\$ 529,831.91	\$ 423,865.53	\$ 26,466.16	\$ 79,500.22	80.00000%	4.99520%	15.00480%	100.00000%
FTA SATO	\$ 141,684.54	\$ 141,684.54	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 10,950.90	\$ 10,950.90	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Janesville								
Non SATO 80/20	\$ 172,156.19	\$ 137,724.95	\$ 8,534.64	\$ 25,896.59	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 46,037.00	\$ 46,037.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,531.41	\$ 3,531.41	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
La Crosse								
Non SATO 80/20	\$ 222,470.53	\$ 177,976.42	\$ 11,028.98	\$ 33,465.13	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 59,491.76	\$ 59,491.76	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 4,563.49	\$ 4,563.49	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Madison								
Non SATO 80/20	\$ 1,064,374.62	\$ 851,499.69	\$ 53,167.64	\$ 159,707.28	80.00000%	4.99520%	15.00480%	100.00000%
FTA SATO	\$ 284,628.82	\$ 284,628.82	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 21,999.17	\$ 21,999.17	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
SEWRPC								
Non SATO 80/20	\$ 3,818,429.33	\$ 3,054,743.46	\$ 190,734.36	\$ 572,951.50	80.00000%	4.99510%	15.00490%	100.00000%
FTA SATO	\$ 1,021,101.99	\$ 1,021,101.99	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 78,921.71	\$ 78,921.71	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Sheboygan								
Non SATO 80/20	\$ 177,119.51	\$ 141,695.60	\$ 8,780.70	\$ 26,643.20	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 47,364.26	\$ 47,364.26	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,633.22	\$ 3,633.22	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Duluth-Superior								
Non SATO 80/20	\$ 64,758.92	\$ 51,807.14	\$ 3,210.42	\$ 9,741.36	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 17,317.45	\$ 17,317.45	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 1,328.39	\$ 1,328.39	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Wausau								
Non SATO 80/20	\$ 184,407.30	\$ 147,525.84	\$ 9,141.99	\$ 27,739.47	80.00000%	4.95750%	15.04250%	100.00000%
FTA SATO	\$ 49,313.12	\$ 49,313.12	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5% SATO	\$ 3,782.71	\$ 3,782.71	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Total	\$ 9,656,499.50	\$ 8,156,958.00	\$ 371,697.37	\$ 1,127,844.13				
	Total	Federal	State	Local	Federal	State	Local	Total
Non SATO 80/20	\$ 7,497,707.50	\$ 5,998,166.00	\$ 371,697.37	\$ 1,127,844.13	80.00000%	4.95748%	15.04252%	100.00000%
FTA SATO	\$ 2,004,993.00	\$ 2,004,993.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
FHWA 2.5%	\$ 153,799.00	\$ 153,799.00	\$ -	\$ -	100.00000%	0.00000%	0.00000%	100.00000%
Total	\$ 9,656,499.50	\$ 8,156,958.00	\$ 371,697.37	\$ 1,127,844.13	\$ 9,656,499.50			

	PL	Set Aside 2.5%	
FHWA 2323 PL	\$ 5,998,166.00	\$ 153,799.00	\$ 6,151,965.00
FTA 2023	\$ 2,004,993.00		\$ 2,004,993.00
Total 2023	\$ 8,003,159.00	\$ 153,799.00	\$ 8,156,958.00



U.S. Department
of Transportation

**Federal Transit
Administration**

Administrator

1200 New Jersey Avenue, SE
Washington, DC 20590

March 10, 2023

Dear Colleague:

This letter is to inform you that the Federal Transit Administrator (FTA) has approved a waiver of the non-Federal match for the Metropolitan Planning Program (MPP) and the State Planning and Research Program (SPRP) authorized at 49 U.S.C. § 5305 for Complete Streets planning activities conducted by States and Metropolitan Planning Organizations (MPOs) in their transportation planning processes. The waiver will support the full consideration of public transportation in the development and implementation of Complete Street policies that require or encourage a safe, comfortable, integrated transportation network for all users, regardless of age, ability, income, ethnicity, or mode of transportation. Therefore, the Administrator has determined that it is in the interests of the Government not to require a State or local match.

FTA is taking this action in coordination with the January 5, 2023, decision by the Federal Highway Administrator, Shailen Bhatt, to waive the non-Federal match requirement for State Planning and Research and Metropolitan Planning funds for eligible Complete Streets planning activities under Section 11206 of the Infrastructure Investment and Jobs Act (Public Law 117-58), also known as the Bipartisan Infrastructure Law (BIL). (See: [Waiver of Non-Federal Match for State Planning and Research \(SPR\) and Metropolitan Planning \(PL\) Funds in Support of Complete Streets Planning Activities \(BIL § 11206\) \(dot.gov\)](#)). The MPP and SPRP (23 CFR part 450) are jointly administered by FTA and the Federal Highway Administration (FHWA).

The non-Federal match waiver for SPRP and MPP funds is limited to Complete Streets planning activities identified in BIL § 11206(C). If permissible under State and local laws, these may include:

- (1) Adoption of Complete Streets standards or policies;
- (2) Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street;
- (3) Development of transportation plans to:
 - (A) Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers;
 - (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;

- (C) Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities;
 - (D) Increase public transportation ridership; and
 - (E) Improve the safety of bicyclists and pedestrians.
- (4) Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
- (5) Development of transportation plans and policies that support transit-oriented development.

The waiver of the non-Federal match of SPRP and MPP funds for Complete Streets planning activities is in effect for each fiscal year under the BIL and subject to the following conditions: (1) the SPRP and MPP funds would be expended on Complete Street planning activities identified under BIL § 11206(c)); and (2) the waiver will end once a State or MPO receives FHWA approval of a request to opt out of meeting the requirements described in BIL § 11206(e). Once a State or MPO opts out, they must notify FTA.

Should you have any questions or need additional information regarding this matter, please contact Mr. Fleming El-Amin, Director, Office of Planning at (202) 493-0316 or Fleming.El-Amin@dot.gov.

Sincerely,



Nuria I. Fernandez



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **ACTION:** Waiver of Non-Federal Match
for State Planning and Research (SPR) and
Metropolitan Planning (PL) Funds in
Support of Complete Streets Planning
Activities (BIL § 11206)

Date: January 5, 2023

From: Kenneth Petty
Acting Associate Administrator for Planning,
Environment and Realty

In Reply Refer To:
HEPP-1

To: Shailen P. Bhatt
Administrator

This request is for your approval to waive the non-Federal match requirement for State Planning and Research (SPR) and Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58), also known as the Bipartisan Infrastructure Law (BIL). This section addresses “Complete Streets planning activities” (*see* BIL § 11206(c)) conducted by States and Metropolitan Planning Organizations (MPOs) in their transportation planning processes.

BIL § 11206(a) defines *Complete Streets standards or policies* as “...standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.” BIL § 11206(b) requires States and MPOs to use not less than 2.5 percent of SPR and PL funds, respectively, on Complete Streets planning activities. Further, BIL § 11206(d) provides that “[t]he Federal share of the cost of an activity carried out under this section shall be 80 percent, unless the Secretary determines that the interests of the Federal-aid highway program would be best served by decreasing or eliminating the non-Federal share.”

FHWA encourages States and communities to adopt and implement Complete Streets policies that prioritize the safety of all users in transportation network planning, design, construction and operations. Application of a Complete Streets design model is recommended on roadways where adjacent land use suggests that trips could be served by varied modes, and to achieve complete travel networks for various types of road users. This includes urban and suburban non-freeway arterials or rural arterials that serve as main streets in smaller communities, consistent with the AASHTO *A Policy on Geometric Design of Highways and Streets* (2018) (“Green Book”) context classifications of urban core, urban, suburban and rural town.

States and MPOs use SPR and PL funds, respectively, to carry-out “3-C” (comprehensive, continuous, and cooperative) transportation planning processes pursuant to 23 U.S.C. 135 (Statewide and Non-Metropolitan Transportation Planning) and 23 U.S.C. 134 (Metropolitan Transportation Planning). Those processes are the basis for subsequent

transportation investment decisions made in partnership with and collaboration between States, MPOs, and local governments (including cities and counties).

The Office of Planning, Environment and Realty (HEP) recommends that the non-Federal match for SPR and PL funds on Complete Streets planning activities be waived. BIL § 11206 implementation is one of FHWA's initiatives supporting the Department's National Roadway Safety Strategy and Safe System Approach. Providing safe streets for all users (i.e., reducing fatal and injury accidents, including bicyclists and pedestrians) is in the national interest of the Federal-aid highway program, and this non-Federal match waiver further encourages and makes it easier for States and MPOs to advance Complete Streets activities within their transportation planning processes. Further, implementation of BIL § 11206 provisions and issuance of this waiver of the non-Federal match for SPR and PL funds for Complete Streets planning activities will foster the development of metropolitan and statewide transportation plans, metropolitan Transportation Improvement Programs (TIPs), and Statewide Transportation Improvement Programs (STIPs) that consider the unique circumstances affecting community members' safety and mobility needs and allocate resources consistently with those needs, enabling the transportation network to effectively serve all community members. Eliminating the non-Federal share will serve the interests of the Federal-aid highway program by providing additional resources to promote timely development of these important safety-related plans.



The non-Federal match waiver for SPR and PL funds for Complete Streets planning activities will assist the States and MPOs in including within their respective SPR Work Programs and Unified Planning Work Programs (UPWPs) an activit[ies] "to increase safe and accessible options for multiple travel modes for people of all ages and abilities," which, if permissible under State and local laws, may include (*see* BIL § 11206(c)):

- (1) Adoption of Complete Streets standards or policies;
- (2) Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street;
- (3) Development of transportation plans to...
 - (A) Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers;
 - (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;
 - (C) Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities;
 - (D) Increase public transportation ridership; and
 - (E) Improve the safety of bicyclists and pedestrians.
- (4) Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
- (5) Development of transportation plans and policies that support transit-oriented development.

HEP recommends that waiving the non-Federal match of SPR and PL funds for Complete Streets planning activities would be effective for each fiscal year under the BIL, subject to the following

conditions: (1) it would cover the 2.5 percent minimum SPR and PL fund expenditure thresholds described in BIL § 11206(b); and (2) it would end once a State or MPO receives FHWA approval of a request to opt out of meeting the requirements described in BIL § 11206(e). Separate implementation guidance on this provision will be submitted for your review and approval.

I concur and grant the waiver consistent with HEP's recommendation:

 _____ Signature	 _____ Date
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I DO NOT Concur:

_____ Signature	_____ Date
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TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: September 13, 2023
RE: Discussion regarding a possible contract with the Southeast Regional Directors Institute (SERDI) to conduct a Board Assessment

In December, the Commission leadership staff was contacted by the National Association of Development Organizations (NADO). NADO is a national association that promotes regional development strategies, partnerships, and initiatives that strengthen economic competitiveness and quality of life within local communities across the country. NADO staff reached out to East Central leadership staff requesting input and insight regarding the roles and responsibilities of an Executive Director position. NADO is currently developing an executive director training manual template that will be shared with regional councils of government and regional planning commissions across the country. During the conversation, the NADO staff mentioned that they would be willing to connect the East Central staff with peers from across the country. Since January, we have had the pleasure of connecting with leadership staff from the following organizations:

- Former Executive Director of Buckeye Hills Regional Council
- Mid-Ohio Regional Planning Commission
- Region 9 Economic Development District of Southwest Colorado
- Apalachee Regional Planning Commission (Florida)
- Southeast Regional Directors Institute (SERDI)

One of the recommendations from the peer organizations, was to work with the Southeast Regional Directors Institute (SERDI) to conduct a board assessment. SERDI is a voluntary professional development association for regional council executive directors in the southeastern portion of the United States. SERDI has conducted 64 assessments since 1994 and they have been customized to the regional planning commission/regional council of governments. They would build an assessment tool that would be most beneficial for East Central and likely include the following components, as provided by SERDI:

- 1. Online Survey of Regional Leaders.** At a minimum, your Board of Directors needs to be asked to participate in an online survey to gauge their thoughts on East Central and their support of the local governments in the region. We will develop and conduct up to 4 additional online surveys of regional leaders if you decide you would want to do that... Other surveys for example might be the other chief elected and appointed local government leaders that are not on the Board, local government managers, and other sector interests (ex. workforce, aging, planners, etc.).
- 2. Focus Group Sessions.** Up to 7 focus groups can be held. We would need to decide whether you want to do the sessions by geography or by sector (ex. local government professionals, transportation leaders, workforce etc. The session will be up to 1 1/2 hours in length and should not exceed 20 participants.

3. **One-on-one Interviews with identified Regional Leaders.** Up to 15 30-minute interviews of regional leaders, current or projected; involved or not involved with East Central but key to future of East Central and the region. The interviews will be conducted at a site chosen by the regional leader. The results of the interview will not be part of the complete record report of the assessment, the interview results are for the benefit of the East Central executive director and its use are the responsibility of the executive director.
4. **Work Session with East Central Board of Directors.** SERDI staff will facilitate an hour to hour-and-one-half work session with the Board of Directors and if desired, other elected officials not on the Board. The purpose of the work session will be to review the results of the interviews and one-on-one interviews, and, to review preliminary and refine recommendation strategies with action steps, responsible parties, and, financial and other commitments to ensure implementation of strategies to enhance the future of East Central and its role in the region. It will be up to Board to determine whether it wants the work session to be held as part of the their regularly scheduled Board meeting or at a separate date.
5. **Complete Record Report.** The complete record report of the assessment will be submitted to the East Central Executive Director and Board Chair within 30 days of the completion of the Work Session.

Assessment Process Costs. The cost of the SERDI Assessment Process is \$4,500 plus travel reimbursement of SERDI staff costs related to the process. The \$4,500 fee will be assessed with the submission of the complete record report. Travel reimbursement will be paid upon request.

With the anticipated completion of the reorganization plan, the Comprehensive Economic Development Strategy for the region, and the forthcoming reorganization of the Appleton/Fox Cities and Oshkosh MPO Policy Board, this would be a great opportunity for the Commission Board and regional stakeholders to provide input and have ownership regarding the strategic direction of the Commission over the next five years and into the future.

Executive Committee discussed this possibility at the March meeting, but deferred action due to staffing turnover at that time. Based on recent discussions with SERDI staff, a possible timeline would be project launch in February, 2024 with final report delivery in June, which would align well with 2025 Preliminary Budget considerations.

Staff Recommendation: Staff does not have a recommendation at this time, however, the leadership team would appreciate any feedback, thoughts, or suggestions regarding a possible Board Assessment with SERDI.

DATE: September 15, 2023

TO: ECWRPC Steering Committee

FROM: Sara Otting, Controller

RE: Discussion and Action on Health Insurance Premiums 2024

The State of Wisconsin has provided the Commission with the Health Insurance Premium Options for 2024. The 2024 proposed options are outlined on the following documents. We have also included a comparison from 2023 to 2024 with amounts for our current staff.

In the attached document, you will see three proposals (rows B – D), which detail the various health insurance premium options for 2024. While looking at the employee minimum share it's important to note these amounts come from the state. Tier 1 plan has an employee minimum of 12% (a Commission maximum of 88%).

- A (Current 2023 Rates): The actual premium amounts for employee and Commission.
- Proposal B: Minimum amounts allowed by the state. The employee portion would be 12%. Commission portion would be 88% and the
- Proposal C: The employee portion would be at 16%. The Commission portion would be 84%.
- Proposal D: The employee portion would remain at 19%. The Commission portion would remain at 81%. While this would increase both the employee premium and the Commission premium, it maintains the current employee and Commission shares.

Staff Recommendation: Staff recommends Proposal D with employee portion at 19% and the Commission portion at 81%. This option is a manageable increase for both employees and the Commission, which is approximately a 9-10% increase from 2023. It also aligns with our preliminary budget amounts of \$50,000 surplus for 2024.

ECWRPC - 2024 Health Insurance Premiums Options

	Employee Rates per Month		Total Commission Costs (Monthly)		Participants		Total Commission Costs (Annual)	
	Family	Single	Family	Single	Family	Single	Family	Single
Network w/ dental Tier 1 Rates Per Month								
A: Employee Share 2023 current dollar amount	\$ 2,430.52	\$ 987.12						
B: Employee Share 2024 minimum (12%)	\$ 414.19	\$ 168.50			7	9	\$ 149,823.24	\$ 78,170.40
C: Employee Share (16%)	\$ 291.66	\$ 118.45			7	9	\$ 179,664.04	\$ 93,815.88
D: Employee Share (19%)	\$ 388.88	\$ 157.94			7	9	\$ 171,497.49	\$ 89,551.53
	\$ 461.80	\$ 187.55			7	9	\$ 165,372.58	\$ 86,353.26
Network w/o dental Tier 1								
A: Employee Share 2023 current dollar amount	\$ 2,350.32	\$ 955.04						
B: Employee Share 2024 minimum (12%)	\$ 399.09	\$ 162.46			1	0	\$ 20,649.72	\$ -
C: Employee Share (16%)	\$ 282.04	\$ 114.60			1	0	\$ 24,819.38	\$ -
D: Employee Share (19%)	\$ 376.05	\$ 152.81			1	0	\$ 23,691.23	\$ -
	\$ 446.56	\$ 181.46			1	0	\$ 22,845.11	\$ -
Totals	19%		2023 Budgeted amount		8	9	\$ 195,188.72	\$ 89,551.53
	2023 Current Dollar Amount						\$ 219,308.00	\$ 274,570.95
	12%						\$ 248,643.36	\$ 298,299.30
	16%						\$ 284,740.24	\$ 284,740.24

DATE: September 20, 2023

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director & Craig Moser, Deputy Director

RE: Discussion regarding 2024 Special Projects

As we work to further develop the 2024 Work Program and Budget, there are a number of potential special projects we wish to bring to the attention of the Executive Committee for discussion and consideration. They include the following:

1. **Appleton/Fox Cities & Oshkosh MPO Policy Board Restructuring** – During the recent federal Appleton Transportation Management Area Certification Review, it was clearly communicated that a restructuring of the Policy Board would be required, as anticipated. While we are unsure how lengthy and involved this process will be at this point, it is highly likely that there will be considerable time and effort involved in making this change. Timeframe: Q1 – Q3
2. **SERDI Assessment of ECWRPC** – As detailed in the previous MEMO, the objective of this independent, third-party review of the Commission is to develop strategies to maximize East Central's support and assistance to its member counties. Should the Commission approve of this work, staff will be involved in assisting the consultant with various aspects of the project. Timeframe: Q1 – Q2
3. **Potential Office Relocation** – As detailed in the previous memo, the lease for the current office space expires on July 31, 2024. Should the Commission make the decision to relocate, staff will work to strategically time the move to minimize impacts, but we anticipate at least a week of lost productive time related to this transition. Timeframe: TBD
4. **Staff Training** – With at least 5 new staff joining the team in 2023, a significant focus over the next 12 – 18 months will be on training and professional development. We are working to identify high quality, cost effective training options to provide staff the tools and support needed to excel in their roles. Timeframe: Q1 – Q4
5. **Website Update** – This project has been on the radar but deferred due to more pressing matters, but aligning this work with the MPO restructuring and potential office move would be beneficial. It would also align with a branding refresh we're currently working to integrate into all Commission materials. Timeframe: Q3 – Q4
6. **Server Replacement/Potential Software Investments** – We have budgeted for the replacement of the server in 2024, as the warranty expires in July. In addition, we are in the process of evaluating several potential software programs that could increase operational efficiency and organizational effectiveness. Final recommendations and implementation will be deferred until after the SERDI assessment is completed, should the Commission approve of that work, to ensure alignment with their recommendations. Timeframe: Q3 – Q4
7. **Evaluation of Economic Development Program Enhancement** – Following the 5-year update to the Regional Comprehensive Economic Development Strategy this fall, we'll be identifying how best the Commission can play a meaningful role in implementing the recommendations contained therein. We have identified several potential options, but would strategically defer implementation until after the SERDI assessment is completed, if approved. Timeframe: Q1 – Q4

Staff Recommendation: Staff is seeking discussion and input from the Executive Committee regarding these items to help guide final 2024 Work Program and Budget development.