

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

October 10, 2022

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: None

Staff Present: Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

The meeting was called to order at 6:00 pm. Quorum was established.

2. Public Comment

3. **Minutes of the September 8, 2022, Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved to approve the minutes of the September 8, 2022, Executive Committee Meeting; Mr. Hampton seconded. Both Mr. McKeever and Mr. Zavos abstained since they did not attend. The motion passed on a voice vote.

4. **Authorization of the Agency Director to Execute the 2023 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Parts 1 and 2 (*actionable item*)**

Mr. McKeever moved for Authorization of the Agency Director to Execute the 2023 FHWA subrecipient Title VI Assurances and Implementation of Plan Agreements Parts 1 and 2; Mr. Hampton seconded. The motion passed on a voice vote.

Mr. Steinhoff explained this was an annual action since the Agency receives some funding from the Federal Highway Administration (FHWA) through its WisDOT contract. The full plan will come out for action early in 2022.

5. **Authorization of the Agency Director to Execute an Engagement Letter with Johnson Block CPAs for the 2022 Financial Audit (*actionable item*)**

Mr. Hampton moved for Authorization of the Agency Director to Execute an Engagement Letter with Johnson Block CPAs for the 2022 Financial Audit; Ms. Crombie seconded. The motion passed on a voice vote.

Mr. McKeever asked if there was a regulation or statute that requires that the Agency have an annual audit and whether the fee was reasonable. Mr. Steinhoff responded that he was not aware of a regulation or statute for it, but rather it is done as a best practice. As a small, independent unit of government, having a third party review our financials conveys confidence to the outside stakeholders the Agency is accountable to. On the fee, we have found Johnson Block to be competitive with other firms for this type of work. Further discussion on what constitutes an audit, audit alternatives, current financial processes and the low risk of fraud due to having a third party process our financial activity were held.

6. SolSmart Regional Designation

Mr. Steinhoff reported that Kathy Kuntz, the Director of the Dane County Office of Energy and Climate Change (OECC) requested that CARPC consider applying for SolSmart regional designation. They are interested in promoting the use of renewable energy in the County and the SolSmart program is one of the tools they believe can help with the permitting and installation areas. The program itself is a set of actions communities / regions can take to achieve a designation of how prepared they are for solar energy installations. Going through the process to pursue the designation is within the scope of the CARPC work program and would have the added benefits of helping the region meet its core climate reduction and resiliency goals, expanding our partnerships with regional entities, increasing the level of assistance we can provide communities, make SolSmart no-cost technical assistance available to local communities and laying the groundwork for the Agency to address the siting of solar facilities from a land-use perspective. Based on these advantages staff recommends that applying for SolSmart designation be included in the CARPC 2023 Work Program.

Mr. McKeever stated he felt it was an excellent idea and that the result is action and does not just sit on the shelf. Mr. Hampton asked if the program conflicted with the Agency's farmland preservation goals. Mr. Steinhoff said that if we were to follow the process, it could lead towards taking more of a regional approach in the planning and siting of larger scale solar facilities that would better strike a balance in how and where they occur. However, our initial participation would be to help with education and outreach activities so that remains to be seen. Ms. Crombie noted several Midwest communities that were participating. Mr. Steinhoff also mentioned that the application was a list of actions to be taken and that OECC would be willing to help us accomplish them. Mr. Rupiper agreed that the program fits in well with the work program and the Agency's increasing focus on climate resiliency planning. Chair Pfeiffer added that working closely with the County would help avoid duplication of efforts and communicate best practices to local communities, which is a key role for CARPC as we have heard in recent conversations.

Chair Pfeiffer noted that no action was required but he heard widespread support among Committee members for pursuing this designation.

7. **August 2022 Financial Statements and the September 2022 Operating Account Reconciliation** (*actionable item*)

Mr. Zavos, newly appointed to the Executive Committee as the Treasurer at the September CARPC meeting, had not yet been trained on the financials and declined to present this evening. Mr. McKeever moved for approval of the August 2022 Financial Statements and the September 2022 Operating Account Reconciliation; Ms. Murphy seconded. The motion passed on voice vote.

Mr. McKeever asked a question about a specific transaction for the WI Department of Administration. Mr. Steinhoff provided an explanation for it and Chair Pfeiffer added some additional commentary.

8. Future Agenda Items (next meeting is November 7, 2022, via Zoom Meeting at 6:00 pm)

- None were mentioned at this time

9. Adjournment

Mr. Hampton moved to adjourn the meeting; Ms. Crombie seconded. The meeting adjourned at 6:44 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary