

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

August 7, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer, Nick Zavos (6:04 pm)

Commissioners Absent: None

Staff Present: Sean Higgins, Caitlin Shanahan, Haley Smith, Steve Steinhoff

Others Present: None

1. Establish Quorum

The meeting was called to order at 6:01 pm and quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. **Minutes of the July 7, 2023, Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved to approve the Minutes of the July 7, 2023, Executive Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote with Ms. Murphy abstaining.

4. **Authorize the Agency Director to Execute an Agreement with Source One Technology Inc for an IT Assessment (*actionable item*)**

Mr. McKeever moved to Authorize the Agency Director to Execute an Agreement with Source One Technology for an IT Assessment; Ms. Murphy seconded. The motion passed on voice vote.

Mr. Steinhoff noted that the assessment was one agreement, and the ongoing services were a separate agreement. Both agreements have been reviewed by the attorney with some additional notations and comments. The payment terms were also changed from Net 15 to Net 30 Days to accommodate our bi-weekly payment schedule.

5. **Authorize the Agency Director to Execute an Agreement with Krystal Images Photography for Photographic Services (*actionable item*)**

Ms. Murphy moved to Authorize the Agency Director to Execute an Agreement with Krystal Images Photography for Photographic Services; Mr. Hampton seconded. The motion passed on a voice vote.

Ms. Crombie asked for clarification on the annual budget amount for consulting services. Mr. Zavos asked for more information on what prompted the need for additional services. Mr. Steinhoff responded that periodic updates to the photo library were needed to support current projects and to maintain the library stock.

6. Review and Discuss the CARPC Planning Services Policy

Mr. Steinhoff stated that some important changes had been made since the original policy was drafted five years ago. Sean Higgins gave a brief overview on the evolution of planning services for context and Mr. Steinhoff provided more detail. Questions were raised about whether the Agency has lost money doing this work and how its billing rates compare against the private sector. Mr. Steinhoff shared the current policy for review, provided additional commentary and noted a few sections that may need to be revisited.

Discussion ensued. Chair Pfeiffer noted the challenge of managing Agency capacity with the demand for services and suggested subsidizing an annual grant for planning services at the local level that further framework goals. Mr. Hampton felt the current policy was fine and that the Agency was never meant to subsidize a comprehensive plan update. Mr. McKeever asked if there were needs that the County is unable to fill that CARPC could help with. Chari Pfeiffer added that the criteria for when to waive fees also need to be addressed.

Ms. Murphy asked if we could continue with the status quo until the strategic planning sessions were completed. Mr. Steinhoff stated that there was no urgency at this point and that tying it to the strategic planning process made sense. One key consideration is to what extent the policy should be changed so that it explicitly promotes the implementation of the Regional Development Framework (RDF). Mr. McKeever felt the policy should clearly address what types of planning the Agency will and will not do and that the estimating process needs to improve. Ms. Crombie agreed the discussion should be tabled until the strategic planning session and suggested that there be an actual hardship application and / or provide incentives for certain grants. Ms. Shanahan stated she could use some guidance on estimating for upcoming projects prior to the strategic planning sessions and that relationship building with the communities is also a goal of the Agency. Chair Pfeiffer suggested maintaining current practices for now.

Mr. Hampton moved to table this discussion until after the strategic planning sessions were held in 2024; Mr. Zavos seconded. The motion passed on a voice vote.

7. Approval of the 2023-2024 Draft Cost Allocation Plan (*actionable item*)

Mr. Hampton moved for approval of the 2023-2024 Draft Cost Allocation Plan; Mr. McKeever seconded. The motion passed on a voice vote.

8. June 2023 Financial Statements and the July 2023 Operating Account Reconciliation (*actionable item*)

Mr. Hampton moved for approval of the June 2023 Financial Statements and the July 2023 Operating Account Reconciliation; Ms. Crombie seconded. The motion passed on a voice vote.

9. Future Agenda Items (next meeting is **Monday, September 11, 2023, via Zoom webinar at **6:00 pm**)**

- A Personnel Committee needs to be scheduled for next week; Mr. Steinhoff will take a poll to determine availability
- Due to lack of capacity, staff will no longer be able to offer a hybrid meeting option

10. Adjournment

Mr. McKeever moved for adjournment; Ms. Crombie seconded. The meeting adjourned at 6:55 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary