

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

February 5, 2024

via Zoom Webinar

6:00 pm

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/83017658267?pwd=WjJqZXZlWxuVDJGMVFYcmphWHhSdz09>

or by telephone at: 312-626-6799 (Webinar ID: 830 1765 8267, Passcode: 156398). If you need other accommodation to attend the meeting, please call Tanya Sime at 608-509-6025.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Establish Quorum
2. Public Comment on Matters not on the Agenda
3. **Minutes of the January 8, 2024, Executive Committee Meeting (*actionable item*)**
4. Revising the Purpose of the Ad Hoc Water Quality Planning Committee
5. **December 2023 Financial Statements and the January 2024 Operating Account Reconciliation (*actionable item*)**
6. Future Agenda Items (next meeting is **Monday, March 11, 2024**, via Zoom webinar at **6:00 pm**)
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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

January 8, 2024

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, David Pfeiffer, Heidi Murphy (6:01 pm)

Commissioners Absent: Nick Zavos

Staff Present: Tanya Sime, Steve Steinhoff, Jason Valerius

Others Present: Forbes McIntosh

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:01 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of the December 11, 2023, Executive Committee Meeting (*actionable item*)**

Mr. Mc Keever moved for approval of the Minutes of the December 11, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

4. **Authorize Agency Director to Execute Amendment to the Research Agreement with UW-Madison (*actionable item*)**

Mr. Hampton moved for approval of the Agency Director to Execute Amendment to Research the Agreement with UW-Madison. Ms. Murphy seconded. The motion passed on a voice vote.

5. **November 2023 Financial Statements and the December 2023 Operating Account Reconciliation (*actionable item*)**

Ms. Murphy moved for approval of the November 2023 Financial Statements and the December 2023 Operation Account Reconciliation. Mr. Mc Keever seconded. Mr. Steinhoff stated that the surplus of \$82,000 will be smaller at the end of the year due to some large expenses. The motion passed on a voice vote.

6. Future Agenda Items (next meeting is **Monday, February 5, 2024**, via Zoom webinar at **6:00 pm**)

Send out Future Meeting Calendars to Commissioners.

7. Adjournment

Mr. Hampton moved for adjournment. Ms. Crombie seconded. The meeting adjourned at 6:17 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted

Kris Hampton, Secretary

Kris Hampton, Secretary

Re: Revising the Purpose of the Ad Hoc Water Quality Planning Committee

Requested Action:

None

Background:

The Commission adopted Resolution 2023-11 Establishing an Ad Hoc CARPC Water Quality Planning Committee on December 14, 2023.

Staff Comments:

Since the adoption of Resolution 2023-11, issues have come up regarding formation of the Water Quality Planning Committee:

1. Lengthened Urban Service Area Amendment process. Resolution 2023-11 was revised to require full commission action of urban service area amendments. This additional step lengthened the total USA amendment process and increased the number of meetings that applicants need to attend.
2. Difficulty recruiting commissioners to serve on the committee. Commissioners who support shifting commission focus away from USA amendment reviews, who constitute a majority of the commission, are generally not interested in continuing to participate in the process at a committee level.
3. High volume of USA amendment in the docket. Several amendment applications are anticipated over the next few months. It is difficult to start up the WQP Committee with many applications coming through.

In response to these issues, the Executive Chairperson is considering changing the purpose of the WQP Committee to making recommendations to the Commission for changes to its Water Quality Plan Amendment process to better align the process with statutory charges and authority of regional planning commissions, CARPC’s mission and vision, effective implementation of the Regional Development Framework, and recommendations that will result from CARPC’s strategic planning process currently underway.

Attachments:

1. REVISED CARPC Resolution 2023-11 Establishing an Ad Hoc CARPC Water Quality Planning Committee – DRAFT FOR DISCUSSION PURPOSES

Staff Contact:

David Pfeiffer, Executive Chairperson
david.pfeiffer.carpc@gmail.com
608 873 0880

Next Steps:

Potentially, bring revised Resolution 2023-11 to full Commission for vote.



REVISED

**CARPC Resolution 2023-11 Establishing an Ad Hoc CARPC
Water Quality Planning Committee**

WHEREAS, In March 1975, Dane County was designated by the Governor of Wisconsin as an area having substantial and complex water quality control problems, and certified such designation to the federal Environmental Protection Agency; and

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a duly created regional planning commission under Wis. Stats. § 66.0309; and

WHEREAS, CARPC has an agreement with the Wisconsin Department of Natural Resources (DNR) to provide water quality management planning assistance to the DNR; and

WHEREAS, the *Dane County Water Quality Plan* (WQP) is the approved areawide water quality management plan for the Dane County region; and

WHEREAS, CARPC has adopted, reaffirmed, and recommended amendment of the WQP; and

WHEREAS, in 2015, Wis. Act 55 made several changes to the Water Quality Management Plan amendment process as established in Wis. Stat. § 283.83(1m); and

WHEREAS, CARPC revised the policies and criteria for the review of sewer service area amendments to reflect these changes in 2017, including limiting the criteria for recommendations to DNR regarding amendments to the WQP to water quality standards in Wis. Stat. § 281.15; and

WHEREAS, Commission action on amendments to boundaries of sewer service area and environmental corridor boundaries consists of approving, as drafted or with changes, a Management Letter to DNR prepared by CARPC staff conveying findings of compliance, or lack of compliance, of the amendments with the WQP and water quality standards in Wis. Stat. § 281.15, and any recommendations to the applicant to undertake actions beyond legal requirements; and

WHEREAS, the Commission continues ~~devotesto devote~~ a large portion of its meeting time and its primary focus to sewer service area amendments, ~~limiting its capacity to consider other planning and resource protection initiatives; and~~ ~~which will hinder commissioner participation in the strategic planning process; and~~

WHEREAS, on June 9, 2022 the Capital Area Regional Planning Commission (CARPC) approved [Resolution 2022-07 Adopting the CARPC Regional Development Framework 2050](#); and

WHEREAS, The Regional Development Framework was a culmination of seven years of work to shift the primary focus of, and perception of, CARPC from sewer service area amendment reviews to facilitating a vision and plan for the physical development of the region as charged under Wis. Stats. § 66.0309; and

WHEREAS, on February 10, 2022, CARPC adopted [Resolution 2022-05 Establishing the Ad-Hoc Committee on Proactive Planning](#) with the purpose to fulfill CARPC's mission and vision, and promote implementation of the Regional Development Framework, through proactive and collaborative planning; and

WHEREAS, on June 8, 2023 CARPC adopted [Resolution 2022-03 Approving the Recommendations of the CARPC Proactive Planning Committee](#) (PPC), which focused on actions and strategies for implementing the Regional Development Framework; and

WHEREAS, PPC recommendations to CARPC included the recommendation that “CARPC should consider options for changes to the Urban Service Area Amendment process that would facilitate acceptance of applications based on future land use plans produced by comprehensive, cooperative, intergovernmental planning processes;” and

WHEREAS, CARPC will undertake a strategic planning process during the first quarter of 2024 to better align its operations and governance to achieve the desired relationships with local units of government as recommended by the PPC; and

NOW, THEREFORE BE IT RESOLVED that, under the provision of [CARPC Bylaws](#), Article V, Section 1, the Capital Area Regional Planning Commission hereby establishes, effective ~~January 1, 2024~~upon adoption of this REVISED Resolution, an Ad Hoc Water Quality Planning Committee; and

BE IT FURTHER RESOLVED that the purpose and function of the committee is to: ~~a) administer the process for review of applications to amend the Dane County Water Quality Plan (WQP) for the purpose of making a change to urban sewer service area boundaries, receive and present findings regarding compliance with the WQP and Wis. Stat. § 281.15, and, recommend a Management Letter to DNR for placement on the Consent Agenda of the Commission, and: b) provide guidance to the Commission on the Areawide Water Quality Management Planning Program~~ make recommendations to the Commission for changes to its Water Quality Plan Amendment process to better align the process with the authority and functions of regional planning commissions under Wis. Stat. § 66.0309, Wisconsin Act 55, CARPC’s mission and vision, recommendations of the CARPC Proactive Planning Committee, and recommendations that will result from CARPC’s current strategic planning process; and

~~BE IT FURTHER RESOLVED that the establishment of this committee is NOT intended to alter CARPC’s legal role regarding urban service area boundary amendments; and~~

BE IT FURTHER RESOLVED that the Committee shall be comprised of five members including one commissioner appointed by each of the four appointing authorities to CARPC, and the CARPC Chairperson as a non-voting member except when needed to break ties; and

~~BE IT FURTHER RESOLVED that one additional commissioner appointed by each of the four appointing authorities to CARPC, shall be designated as alternate members of the Committee to substitute for the corresponding appointed member as needed; and~~

BE IT FURTHER RESOLVED that the committee will select its chairperson by majority vote; and

BE IT FURTHER RESOLVED that the Committee Chairperson will provide the Commission with monthly-regular updates regarding its activities and a final report and recommendations ~~regarding future oversight of the WQP and Areawide Water Quality Management Planning Program;~~ and

BE IT FURTHER RESOLVED that the committee is scheduled to dissolve on ~~September 30~~December 31, 2024.

~~November 9, 2023~~

Date Adopted

David Pfeiffer, Executive Chairperson

Re: Monthly Financial Reports (*actionable item*)**Requested Action:**

Approval of the December 2023 Financial Statements and the January 2024 Operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Agency Director and Commission Treasurer. Upon review and approval of the financial packet, the Agency Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Chairperson would sign off on them per the terms of the CAPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Agency Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the AASC.

Attachments:

1. December 2023 Agency Balance Sheet
2. December 2023 Agency Category Summary Statement of Operations
3. January 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

General Ledger System

Capital Area Regional Planning
 For User: d.hentrich
 Agency Balance Sheet

December 2023

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 Date: 1/25/2024
 Time: 1:35:06 PM

Account Description	Balance Amount	Totals
Assets:		
1000 OPERATING ACCOUNT	\$85,560.95	
1001 MONEY MARKET ACCOUNT	\$80,137.95	
1002 INVESTMENT ACCOUNT	\$790,475.65	
1105 PROJECT AND GRANTS REC	\$35,263.00	
1110 UNBILLED ACCOUNTS REC	\$23,126.98	
1150 PREPAID EXPENSES	\$6,225.00	
1152 PREPAID DENTAL INS	(\$1,237.54)	
1153 PREPAID HEALTH INS	\$13,530.92	
1154 PREPAID DISABILITY INS	(\$162.13)	
1157 PREPAID PARKING	\$113.76	
1165 PREPAID LICENSES	\$3,195.25	
1200 FURNITURE AND EQUIPMENT	\$7,171.66	
1201 ACCUM DEP-FURNITURE/EQUIP	(\$7,171.66)	
1210 RIGHT OF USE ASSET	\$6,076.50	
1211 ACCUMULATED AMORTIZATION	(\$2,481.36)	
Total assets		\$1,039,824.93
Liabilities:		
3202 WRS PENSION PLAN	\$7,571.28	
3300 UNUSED VACATION, WELLNESS	\$31,448.60	
3500 SICK LEAVE ACCRUAL PAY	\$156,754.98	
3655 INVEST IN RIGHT OF USE	\$3,595.14	
3700 PRIOR YEAR BALANCE	\$49,957.86	
Total liabilities		\$249,327.86
Prior year fund balance	\$702,986.88	
Current fund balance	\$87,510.19	
Total liabilities and fund balance:		\$1,039,824.93

(Funds included: ALL)

General Ledger System

Capital Area Regional Planning

For User: d.hentrich

Agency Category Summary Statement of Operations

December 2023

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Date: 1/25/2024

Time: 1:37:57 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized
	Estimated	Actual	Pct	Estimated	Actual	Pct		
Objects without category	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
PROPERTY TAX REVENUE	\$86,030.00	\$86,024.50	99.99%	\$1,032,294.00	\$1,032,294.00	100.00%	\$1,032,294.00	\$0.00
STATE/FEDERAL GRANTS REV.	\$8,516.00	\$0.00	0.00%	\$102,093.00	\$73,603.65	72.09%	\$102,093.00	\$28,489.35
FEES REVENUE	\$9,750.00	\$2,000.00	20.51%	\$117,000.00	\$106,273.61	90.83%	\$117,000.00	\$10,726.39
SERVICES REVENUE	\$2,087.00	\$0.00	0.00%	\$25,000.00	\$41,541.41	166.17%	\$25,000.00	(\$16,541.41)
PASS THROUGH REVENUE	\$10,713.00	\$10,249.01	95.67%	\$128,446.00	\$126,531.62	98.51%	\$128,446.00	\$1,914.38
OTHER REVENUE	\$8,880.00	\$27,423.33	308.82%	\$106,450.00	\$213,576.15	200.64%	\$106,450.00	(\$107,126.15)
Total Revenues	\$125,976.00	\$125,696.84	99.78%	\$1,511,283.00	\$1,593,820.44	105.46%	\$1,511,283.00	(\$82,537.44)

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Objects without category	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
SALARIES AND LEAVE TIME	\$76,013.00	\$58,018.70	76.33%	\$911,969.00	\$861,482.64	94.46%	\$911,969.00	\$50,486.36
FRINGE BENEFITS	\$27,809.00	\$20,110.16	72.32%	\$333,213.00	\$294,149.20	88.28%	\$333,213.00	\$39,063.80
OCCUPANCY	\$4,093.00	\$0.00	0.00%	\$49,006.00	\$44,854.71	91.53%	\$49,006.00	\$4,151.29
CONTRACTED SERVICES	\$3,350.00	\$6,280.00	187.46%	\$40,200.00	\$46,820.07	116.47%	\$40,200.00	(\$6,620.07)
TRAVEL AND TRAINING	\$792.00	\$788.73	99.59%	\$9,240.00	\$20,241.82	219.07%	\$9,240.00	(\$11,001.82)
OFFICE EXPENSES	\$1,412.00	\$4,226.74	299.34%	\$16,790.00	\$18,372.17	109.42%	\$16,790.00	(\$1,582.17)
INFORMATION TECHNOLOGY	\$2,350.00	\$3,730.19	158.73%	\$28,035.00	\$32,857.89	117.20%	\$28,035.00	(\$4,822.89)
COMMISSION	\$899.00	\$200.00	22.25%	\$10,700.00	\$9,399.59	87.85%	\$10,700.00	\$1,300.41
FINANCIAL SERVICES	\$4,403.00	\$227.80	5.17%	\$52,671.00	\$35,563.25	67.52%	\$52,671.00	\$17,107.75
PASS THROUGH EXPENSES	\$10,713.00	\$0.00	0.00%	\$128,446.00	\$95,884.53	74.65%	\$128,446.00	\$32,561.47
OTHER	\$2,000.00	\$23,990.60	1199.53%	\$23,681.00	\$46,684.38	197.14%	\$23,681.00	(\$23,003.38)

General Ledger System

Capital Area Regional Planning

For User: d.hentrich

Agency Category Summary Statement of Operations

December 2023

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Date: 1/25/2024

Time: 1:37:57 PM

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Total Expenditures	\$133,834.00	\$117,572.92	87.85%	\$1,603,951.00	\$1,506,310.25	93.91%	\$1,603,951.00	\$97,640.75
Excess (Deficit)	(\$7,858.00)	\$8,123.92		(\$92,668.00)	\$87,510.19		(\$92,668.00)	(\$180,178.19)

(Funds included: ALL)