

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

March 11, 2024

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=WjJqZXZlWxVVDJGMVFYcmphWHhSdz09>

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 608-474-6017.

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 February 8, 2024, Executive Committee Meeting (*actionable item*)**
4. **January 2024 Financial Statements and February 2024 Operating Account Reconciliation (*actionable item*)**
5. Future Agenda Items (next meeting is **Monday, April 8, 2024**, via Zoom webinar at **6:00 pm**)
6. 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**

February 5, 2024

via Zoom Webinar

6:00 pm

Commissioners Present: Nick Zavos, Kris Hampton, Peter McKeever, Heidi Murphy (6:12 pm)

Commissioners Absent: David Pfeiffer, Maureen Crombie

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

Heidi Murphy called the meeting to order at 6:12 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No members of the public were present.

3. **Minutes of the January 8, 2024, Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved for approval of the minutes of the January 8, 2024, Executive Committee Meeting; Mr. Zavos seconded. The motion passed on a voice vote.

4. Revising the Purpose of the Ad Hoc Water Quality Planning Committee

Director Valerius explained the intent of the revised resolution, to switch from having the committee begin handling urban service area amendments right away, to having the committee evaluate and recommend changes to the urban service area amendment process by the end of the year. The Committee indicated support for bringing the resolution forward on the February 8 Commission agenda as an actionable item. Committee action was not necessary.

5. **December 2023 Financial Statements and the January 2024 Operating Account Reconciliation (*actionable item*)**

Mr. Hampton moved for approval of the December 2023 Financial Statements and the January 2024 Operating Account Reconciliation. Mr. McKeever seconded. The motion passed on a voice vote.

6. Future Agenda Items (next meeting is **Monday, March 11, 2024**, via Zoom webinar at **6:00 pm**)

No future items.

7. Adjournment

Mr. McKeever moved for adjournment. Mr. Zavos seconded. The meeting adjourned at 6:28 PM.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted

Kris Hampton, Secretary

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

Approval of the January 2024 Financial Statements and the February 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 Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive 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 Executive Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the ASM.

Attachments:

1. January 2024 Agency Balance Sheet
2. January 2024 Agency Category Summary Statement of Operations
3. February 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.

Capital Area Regional Planning Commission

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	120,287.97
1001 MONEY MARKET ACCOUNT	300,096.13
1002 INVESTMENT ACCOUNT	1,061,955.56
1072 Bill.com Money Out Clearing	114.41
Total Bank Accounts	\$1,482,454.07
Accounts Receivable	
1105 PROJECT AND GRANTS REC	195,728.02
Total Accounts Receivable	\$195,728.02
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	8,020.50
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	10,578.33
1154 PREPAID DISABILITY INS	0.00
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	0.00
1157 PREPAID PARKING	14.22
1165 PREPAID LICENSES	2,727.21
Total Other Current Assets	\$21,340.26
Total Current Assets	\$1,699,522.35
Fixed Assets	
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	-2,515.12
Total Fixed Assets	\$3,561.38
TOTAL ASSETS	\$1,703,083.73

Capital Area Regional Planning Commission

Balance Sheet

As of January 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	68,775.64
Total Accounts Payable	\$68,775.64
Credit Cards	
3002 Park Bank CC	5,373.94
Total Credit Cards	\$5,373.94
Other Current Liabilities	
3005 ACCRUED PAYROLL	33,314.32
3202 WRS PENSION PLAN	4,144.83
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	21,519.05
3500 SICK LEAVE ACCRUAL PAY	159,916.07
3600 DEFERRED/UNEARNED REVENUE	0.00
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	3,595.14
Total Other Current Liabilities	\$222,489.41
Total Current Liabilities	\$296,638.99
Total Liabilities	\$296,638.99
Equity	
3700 PRIOR YEAR BALANCE	0.00
3701 PRIOR YEAR FUND BALANCE	840,363.19
3702 CURRENT FUND BALANCE	0.00
Net Income	566,081.55
Total Equity	\$1,406,444.74
TOTAL LIABILITIES AND EQUITY	\$1,703,083.73

Capital Area Regional Planning Commission

Profit and Loss

January 2024

	TOTAL
Income	
5100 PROPERTY TAX REVENUE	
5101 DANE COUNTY PROP TAX-OTH	544,634.52
Total 5100 PROPERTY TAX REVENUE	544,634.52
5300 FEES REVENUE	213,648.28
5301 FEES - SEWER EXTENSIONS	3,600.00
5302 FEES-USA/LSA APP REVIEW	19,000.00
Total 5300 FEES REVENUE	236,248.28
5500 OTHER REVENUE	800.00
5501 INTEREST INCOME	3,801.59
5502 MISCELLANEOUS REVENUES	2,808.48
Total 5500 OTHER REVENUE	7,410.07
Total Income	\$788,292.87
GROSS PROFIT	\$788,292.87
Expenses	
6100 SALARIES AND LEAVE TIME	
6101 DIRECT SALARIES & WAGES	82,111.25
6102 COMPENSATED LEAVE TIME	16,118.60
Total 6100 SALARIES AND LEAVE TIME	98,229.85
6104 FRINGE BENEFITS	
6105 FICA BENEFITS	7,983.98
6116 LIFE INSURANCE	133.16
6117 DENTAL INSURANCE	0.00
6118 HEALTH INSURANCE	12,896.14
6119 DISABILITY INSURANCE	-283.93
6122 UNEMPLOYMENT	393.35
Total 6104 FRINGE BENEFITS	21,122.70
6200 OFFICE EXPENSES	
6250 SUPPLIES	108.56
6251 PRINTING	748.44
6252 POSTAGE	3.21
6265 EQUIPMENT	1,581.12
6341 ADMINISTRATIVE FEES	125.00
Total 6200 OFFICE EXPENSES	2,566.33
6280 INFORMATION TECHNOLOGY	
6270 SOFTWARE	1,108.39
6275 IT SERVICES	3,047.10
Total 6280 INFORMATION TECHNOLOGY	4,155.49
6300 OCCUPANCY	
6310 RENT	8,303.42
Total 6300 OCCUPANCY	8,303.42

Capital Area Regional Planning Commission

Profit and Loss

January 2024

	TOTAL
6400 CONTRACTED SERVICES	
6125 CONTRACTED SERVICE	37,251.98
6425 LEGAL SERVICES	335.00
6431 CONSULTING SERVICES	1,750.00
Total 6400 CONTRACTED SERVICES	39,336.98
6410 PASS THROUGH EXPENSES	398.00
6414 COOP WATER RESOURCE MON	30,747.25
Total 6410 PASS THROUGH EXPENSES	31,145.25
6426 COMMISSION	
6422 COMMISSION PER DIEMS	350.00
6423 COMMISSION TRAVEL	20.03
Total 6426 COMMISSION	370.03
6435 FINANCIAL SERVICES	
6430 PAYROLL FEES	948.93
6432 FINANCIAL SERVICES	1,585.63
Total 6435 FINANCIAL SERVICES	2,534.56
6500 TRAVEL AND TRAINING	
6130 MEALS	44.66
6150 EMPLOYEE TRAVEL	356.96
6170 CONFERENCES & MEETINGS	516.00
Total 6500 TRAVEL AND TRAINING	917.62
6600 OTHER	
6172 DUES/MEMBERSHIP/SUBSCRIPTION	8,525.94
6501 INSURANCE	4,969.39
6565 AMORITIZATION EXPENSE	33.76
Total 6600 OTHER	13,529.09
Total Expenses	\$222,211.32
NET OPERATING INCOME	\$566,081.55
NET INCOME	\$566,081.55

Capital Area Regional Planning Commission

Profit and Loss

January 2024

	TOTAL
Income	
5100 PROPERTY TAX REVENUE	544,634.52
5300 FEES REVENUE	236,248.28
5500 OTHER REVENUE	7,410.07
Total Income	\$788,292.87
GROSS PROFIT	\$788,292.87
Expenses	
6100 SALARIES AND LEAVE TIME	98,229.85
6104 FRINGE BENEFITS	21,122.70
6200 OFFICE EXPENSES	2,566.33
6280 INFORMATION TECHNOLOGY	4,155.49
6300 OCCUPANCY	8,303.42
6400 CONTRACTED SERVICES	39,336.98
6410 PASS THROUGH EXPENSES	31,145.25
6426 COMMISSION	370.03
6435 FINANCIAL SERVICES	2,534.56
6500 TRAVEL AND TRAINING	917.62
6600 OTHER	13,529.09
Total Expenses	\$222,211.32
NET OPERATING INCOME	\$566,081.55
NET INCOME	\$566,081.55

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending February 29, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
02/01/24		Beginning Balance (Reconciled)				\$ 120,287.97	
02/02/24	EFT	Staff Reimbursement		(1,094.92)		\$ 119,193.05	
02/02/24	EFT	Commissioner per diem.Caryl Terrell		(100.00)		\$ 119,093.05	
02/05/24	ACH	City Of Madison/			400.00	\$ 119,493.05	
02/05/24	ACH	City Of Madison/			400.00	\$ 119,893.05	
02/05/24	DP	Cross Plains Area Chamber Commers/Invoice 1081 Black Earth Creek WM			4,000.00	\$ 123,893.05	
02/05/24	DP	Homburg Equipment Inc./ Invoice 1078 Sew Ext 07-23-05			400.00	\$ 124,293.05	
02/05/24	DP	Wyser Engineering/ Invoice 1091 Sew Ext 06-24-02			400.00	\$ 124,693.05	
02/07/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 164,693.05	
02/07/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 164,577.67	
02/07/24	EFT	Commissioner per diem./ Kris Hampton		(120.03)		\$ 164,457.64	
02/07/24	EFT	Pellitteri/Shredding services rendered		(75.00)		\$ 164,382.64	
02/07/24	EFT	Blue Plate Catering/ Strategic Planning Lunch		(643.37)		\$ 163,739.27	
02/08/24	EFT	Payroll A/Direct deposit		(37,114.54)		\$ 126,624.73	
02/08/24	EFT	Workforce Development Board/January Fiscal & Payroll		(1,043.48)		\$ 125,581.25	
02/08/24	EFT	US Geological Society/USAA Passthru		(30,747.25)		\$ 94,834.00	
02/08/24	EFT	Costco Membership		(63.30)		\$ 94,770.70	
02/08/24	EFT	Connect Search/Contract for Tanya Sime/S1090042		(2,680.00)		\$ 92,090.70	
02/08/24	EFT	Connect Search/Contract for Tanya Sime/S1090127		(11,160.00)		\$ 80,930.70	
02/08/24	EFT	Connect Search/Contract for Tanya Sime/S1088210		(2,680.00)		\$ 78,250.70	
02/08/24	EFT	Connect Search/Contract for Tanya Sime/S1089330		(2,680.00)		\$ 75,570.70	
02/08/24	EFT	Connect Search/Contract for Tanya Sime/S1087836		(2,120.00)		\$ 73,450.70	
02/09/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 113,450.70	
02/09/24	EFT	Commissioner per diem/ Maureen Crombie		(50.00)		\$ 113,400.70	
02/09/24	ACH	Payroll B/Deferred compensation contributions		(1,588.00)		\$ 111,812.70	
2/12/2024	EFT	Payroll B/ETF-WRS remittance		(351.50)		\$ 111,461.20	
02/13/24	EFT	Staff Reimbursement/ Matt Noone		(45.10)		\$ 111,416.10	
02/13/24	EFT	Staff Reimbursement/ Matt Noone		(34.17)		\$ 111,381.93	
02/13/24	EFT	Commissioner per diem/ Kris Hampton		(128.81)		\$ 111,253.12	
02/13/24	EFT	Connect Search/Contract for Tanya Sime/S1090407		(2,680.00)		\$ 108,573.12	
02/13/24	ACH	Staff Reimbursement/ Caitlin Shanahan		(73.56)		\$ 108,499.56	
02/15/24	DP	Village of Cross Plains/ Black Earth Creek WM			8,000.00	\$ 116,499.56	
02/15/24	DP	Town of Middleton/ Black Earth Creek WM			1,000.00	\$ 117,499.56	
02/16/24	EFT	Selective Insurance/ February & March premiums		(288.00)		\$ 117,211.56	
02/20/24	DP	Vierbicher/ Invoice 1062 Sew Ext 175.23.09			800.00	\$ 118,011.56	
02/20/24	DP	Town of Cross Plains/ Invoice 1089 Black Earth Creek WM			5,000.00	\$ 123,011.56	
02/20/24	DP	Southern Chapter Trout Unlimited/Invoice 2005 Black Earth Creek WM			2,500.00	\$ 125,511.56	
02/20/24	ACH	City of Madison/			21,168.00	\$ 146,679.56	
02/20/24	XFR	Replenish Operating Account/ Steve's Retirement Funds			120,000.00	\$ 266,679.56	
02/20/24	EFT	Microsoft/ February monthly invoice		(205.87)		\$ 266,473.69	
02/22/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 266,358.31	
02/22/24	EFT	Source One/ IT Services Inv. 24188		(900.00)		\$ 265,458.31	
02/22/24	EFT	Source One/ IT Services Inv. 23909		(1,200.00)		\$ 264,258.31	
02/22/24	EFT	Commissioner per diem/ Maureen Crombie		(68.49)		\$ 264,189.82	
02/22/24	EFT	Commissioner per diem/ Heidi Murphy		(126.20)		\$ 264,063.62	
02/22/24	EFT	Delta Dental/ March employee premiums		(1,417.84)		\$ 262,645.78	
02/22/24	EFT	Dean Health Plan/January Add on (Nick)February Add on(Prachi), March Add		(21,409.27)		\$ 241,236.51	
02/22/24	ACH	Payroll A/Direct deposit		(103,670.64)		\$ 137,565.87	
02/23/204	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 177,565.87	
02/23/24	EFT	Ricoh Usa Inc/ Monthly Printer & Scanner counts		(67.67)		\$ 177,498.20	
02/23/24	EFT	Standard Insurance/ March Premiums		(162.13)		\$ 177,336.07	
02/26/24	ACH	Payroll B/ETF-WRS remittance		(1,588.00)		\$ 175,748.07	
02/26/24	EFT	City Of Madison/Scheduled Monthly Rent/invoice 48463		(4,151.71)		\$ 171,596.36	
02/26/24	EFT	City Of Madison/Scheduled Monthly Rent/invoice 48147		(4,151.71)		\$ 167,444.65	
02/27/24	EFT	ATT/ March monthly internet services		(191.20)		\$ 167,253.45	
02/27/24	EFT	Employee Trust Fund WRS Remittance		(8,388.39)		\$ 158,865.06	
02/28/24	DP	Village of Waunakee/Invoice 1088/ Sew Ext 24.24.01			400.00	\$ 159,265.06	
02/28/24	DP	Snyder & Associates, Inc./Invoice 2009/ Sew Ext 07.24.01			800.00	\$ 160,065.06	
02/28/24	DP	Town & Country Engineering, Inc./Invoice 2002/ Sew Ext 06.24.09			400.00	\$ 160,465.06	
02/28/24	DP	Village of Shorewood Hills/Invoice 1094/ Q4 2023 COMP Plan			1,997.40	\$ 162,462.46	
02/28/24	DP	Town of Bristol/Invoice 1095/ Q4 2023 COMP Plan			4,648.88	\$ 167,111.34	
02/28/24	DP	Madison Metropolitan Sewerage Dist/Invoice 1099/ Sew Ext 06.24.06			400.00	\$ 167,511.34	
02/28/24	EFT	Staff Reimbursement/ Tanya Sime		(135.30)		\$ 167,376.04	
02/28/24	EFT	Staff Reimbursement/ Matt Krempely		(31.87)		\$ 167,344.17	
02/28/24	EFT	Park Bank/ February Credit Card Payment		(6,362.66)		\$ 160,981.51	
02/28/24	5000	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 160,935.51	
						\$ 160,935.51	
Total (Debits) and Credits				\$ (195,000.37)	\$ 45,600.00		
Difference					\$ (149,400.37)		
Accounts Payable Expenditures				\$ (252,066.74)			
Accounts Receivable Deposits					\$ 292,714.28		
Non-AR Items							
Payroll-related Expenses				\$ (152,701.07)		\$ 160,935.51	Adjusted
Transfers between Accounts					\$ 240,000.00		