

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

February 8, 2024

Waunakee Public Library, 201 N Madison St, Waunakee
and via Zoom Webinar

6:00 pm

Participant Information

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Jim Schuler, Caryl Terrell, Bill Tishler

Commissioners Absent: Cynthia Richson, Barbara Harrington-McKinney, Steve Greb, Nick Zavos

Staff Present: Nick Bower, Matthew Krempley, Melissa Michaud, Prachi Mehendale, Tanya Sime, Jason Valerius

Others Present: Bill Chang (V-Deforest), Tom Mathies (T-Verona), Mark Roffers(V-Deforest), Tyler Braatz (Vierbicher Assoc.), Forbes McIntosh (Lobbyist),

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:00 p.m. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Consent Agenda (all items below in #3 are actionable items)**

a. Minutes of the January 11, 2024 CARPC Meeting

Ms. Murphy moved for the approval of the January 11th, 2024 CARPC Meeting Minutes. Ms. Crombie seconded. The motion passed unanimously.

b. Executive Committee Recommendations

(1) December 2023 Financial Statements and the January 2024 Operating Account Reconciliation

Ms. Murphy moved for the approval of the December 2023 financial Statements and the January 2024 Operating Account Reconciliation. Ms. Crombie seconded the motion. The motion passed unanimously.

4. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area (Village of DeForest – “Northern Interstate Corridor Area”)

a. Opportunity for Public Comment – No Public Comment.

b. Overview of Consistency with State and Local Standards – Presentation by Nick Bower

c. Approval of CARPC Management Letter #2310 – Northern USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Northern Urban Service Area (actionable item)

Mr. Schuler moved for approval of the CARPC Management Letter #2310 – Northern USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Northern Urban Service Area. Mr. Hampton seconded. The motion passed unanimously.

5. **Adoption of Revised CARPC Resolution 2023-11 Establishing an AD HOC Water Quality Planning Committee (actionable item)**

Mr. Pfeiffer 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. In response to questions, Mr. Pfeiffer explained that the committee had not yet been formed, and that the initial attempts to appoint commissioners to the committee revealed concerns that the committee and process as previously approved could not achieve the goal of improving the amendment process for applicants. Mr. Schuler moved for approval of the Adoption of Revised CARPC Resolution 2023-11 Establishing an AD HOC Water Quality Planning Committee. Ms. Terrell seconded. The motion passed unanimously.

6. Reports

a. Executive Chairperson and Executive Committee

(1) Ad Hoc Water Quality Planning Committee – Chair Pfeiffer will be seeking to make appointments for the committee after receiving interested parties.

b. Greater Madison MPO – no verbal report – see the meeting packet.

c. Executive Director

(1) Staffing – Administrative Services Manager Tanya Simes is now a CARPC employee, LTE Liz Levy's employment was extended to June.

(2) Commissioner Interviews – Jason will be setting up interview times with commissioners to get to know them in the next month.

(3) Programs – no verbal report – see the meeting packet.

(4) Meeting Logistics – Purchased an Owl video conference device to handle hybrid meetings effectively. Working to settle connection issues for remote participants by troubleshooting with commissioners and changing our meeting link sharing practices to offer the link only in the meeting agenda posted on the CARPC website.

(5) Strategic Planning – Encouragement to attend the March 5 event at the Waunakee Public Library and discussion about additional attendees to invite to be in the room for that event.

7. Future Agenda Items (next meeting is **Thursday, March 14, 2024**, via Zoom webinar at **6:00 pm**)

No future items were presented.

8. Adjournment

Mr. Hampton moved the motion for adjournment. Mr. McKeever seconded. The motion passed on voice vote. The meeting adjourned at 6:43 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully submitted:


Kris Hampton, Secretary