

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

September 8, 2025

Zoom Webinar

5:15 pm

Commissioners Present: Maureen Crombie, Cynthia Richson, Heidi Murphy, Bill Tishler (joined 5:23 pm)

Commissioners Absent: David Pfeiffer, Peter McKeever

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Vice Chair Murphy at 5:24 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of August 11, 2025, Executive Committee Meeting (*actionable item*) (5:24 pm)**

Motion to approve minutes of the August 11, 2025 meeting was made by Commissioner Crombie. Commissioner Richson seconded. The motion carried unanimously.

4. **July 2025 Financial Statements (*actionable item*) (5:25 pm)**

Commissioner Richson checked with legal counsel that advised non-financial expert boards, like the CARPC Commission, should review and only acknowledge receipt of monthly financial statements, and not approve them. Management has the direct responsibility for financial statements. Commission members lack the resources and expertise to check the financial reports for accuracy. Commission members present agreed to acknowledge receipt of financial statements moving forward accordingly.

Motion to acknowledge receipt of July 2025 Financial Statements was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

5. **Recommendation on Commission Resolution 2025-08 CARPC Operating Reserve Policy (*actionable item*) (5:28 pm)**

Executive Director Valerius provided an overview of the Resolution 2025-08, the purposes of CARPC's reserves, and answered questions about the impacts to operations for various levels of an operating reserve.

Motion to recommend approval of Commission Resolution 2025-08 was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.


6. Future Agenda Items (next meeting is **Monday, October 6, 2025**, via Zoom Webinar at **5:15 pm**)

- a. Final Audit copies for Commission

7. Adjournment

Motion to adjourn was made by Commissioner Richson and seconded by Commissioner Crombie. Meeting was adjourned at 5:39 pm.

Respectfully Submitted


Cynthia Richson, Secretary