

AGENDA
of the
Capital Area Regional Planning Commission

December 11, 2025 Zoom Webinar and Madison Central Library, 201 W. Mifflin St 6:00 pm

5:00 SOCIAL GATHERING – NOTICE OF POSSIBLE QUORUM

CARPC Commission members and agency staff are invited to a social gathering at the meeting venue beginning at 5:00. A quorum of the commission may be present but no actions will be taken or considered.

Participant Information

How to Attend: This meeting will take place in person at the Madison Central Library (201 W. Mifflin St.) and via Zoom Webinar. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/85681285412?pwd=9SeBL9buMbVJa1AaGCpdng2JCXbzzp.1>

Phone: 1-312-626-6799

Meeting ID: 856 8128 5412

Passcode: 464856

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

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 Commission may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline and up to 24 hours before the meeting will be provided to Commissioners at the meeting.

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.

Agenda

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Consent Agenda (*all items are actionable*)**
 - a. **Minutes of the November 13, 2025 CARPC Meeting**

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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

- b. Executive Committee Recommendations**
 - i. Authorize Executive Director to Execute Agreement with the City of Madison (the Greater Madison MPO) for 2026 Transportation Planning Services**
 - ii. Authorize the Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2026**
 - iii. CARPC Deputy Director Job Description**
- 4. Acknowledgement of Receipt – October 2025 Financial Management Report (*actionable item*)**
- 5. CARPC Resolution 2025-14, Adopting the CARPC 2026 Work Program – Staff Presentation and Action on Adoption (*actionable item*)**
- 6. Review of Components of a Proposed Amendment to the *Dane County Water Quality Plan* by Revising the *Policies and Criteria for the Review of Sewer Service Area Amendments* – Staff Presentation and Discussion
 - a. Sewer Service Area Amendments – General (see Section 01 of Policies & Criteria document)
 - b. Sewer Service Area Major Amendments – Standard Process (see Section 02)
 - c. Sewer Service Area Major Amendments – Expedited Process (see Section 03)
 - d. Sewer Service Area Minor Amendments (see Section 04)
- 7. Review of Proposed Fee Resolution for the Review of Sewer Service Area Amendments – Staff Presentation and Discussion
- 8. CARPC Resolution 2025-15, CARPC Internal Controls Update – Staff Presentation, Discussion and Consideration for Adoption**
- 9. Hyperscale Data Centers – Development Review Processes and Water Resource/Public Infrastructure Impacts – Staff Presentation and Discussion
- 10. Reports
 - a. Commission Chair
 - b. Executive Director
 - (1) Program and Services Updates
 - (2) Partnership Updates
- 11. Future Agenda Items (next meeting January 8, 2026, via Zoom Webinar, 6:00 pm meeting start)
 - a. Public Hearing and Consideration for Adoption - DCWQP Amendment - Sewer Service Area Amendment Policies and Criteria (Jan)
 - b. Public Hearing - DCWQP Sewer Service Area Boundary Amendment, #2504 Village of Waunakee – “Heyday Development” (Jan)
 - c. Election of Officers, Appointment of Executive Committee Members
- 12. Adjournment

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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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

November 13, 2025

Zoom Webinar

6:00 pm

Commissioners Present: David Pfeiffer, Maureen Crombie, Cynthia Richson, Jim Schuler, Bill Tishler, Caryl Terrell, Audra Dalsoren, Alison Volk, Noah Lieberman, Regina Vidaver, Heidi Murphy

Commissioners Absent: Steve Greb, Peter McKeever

Staff Present: Jason Valerius, Matthew Kozlowski, Caitlin Shanahan

Others Present: Tom Mathies

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:00 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. Consent Agenda (*all items below are actionable items*) (6:00 pm)

a. Minutes of October 9, 2025 CARPC Meeting

b. Executive Committee Recommendations

- (1) Approve 2026 Cost Allocation Plan
- (2) Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie – 2025 Mapping and Data Services
- (3) Authorize Executive Director to sign – Joint Planning Assistance Services Agreement to provide assistance to the City of Fitchburg and Village of Oregon
- (4) Authorize Executive Director to sign – 2026 Audit Services Agreement with Johnson Block to conduct the 2025 audit

Commissioner Schuler moved to approve the consent agenda, seconded by Vice Chair Murphy.

Commissioner Richson requested to separate Item 3.b.3. for discussion.

On the motion to approve the consent agenda, as amended, the motion carried unanimously.

Item 3.b.3. – Authorize Executive Director to sign – Joint Planning Assistance Services Agreement to provide assistance to the City of Fitchburg and Village of Oregon.

Commissioners Richson and Terrell raised concerns about CARPC staff facilitating discussions that could lead to the development of lands shown in the Regional Development Framework (RDF) as Farmland Preservation, and about meetings in the process that involve elected officials but are not open to the public. Commissioner Pfeiffer and Jason Valerius noted that the RDF maps reflect local plans and have no statutory enforcement power, and the proposed process is requested by the local governments to help foster cooperation around development in a location that has eluded the two communities for decades. Mr. Valerius noted that the process will comply with open meetings laws and the process will conclude with a presentation of findings at a joint public meeting of the City Council and Village Board. Mr. Valerius agreed to provide updates about the process to the Commission as it proceeds.

Commissioner Schuler moved to authorize the Executive Director to sign the Joint Planning Assistance Services Agreement to provide assistance to the City of Fitchburg and Village of Oregon, seconded by Vice Chair Murphy. The motion carried 8 ayes, 2 nays, and Commissioner Lieberman abstained.

4. Acknowledgement of Receipt – September 2025 Financial Management Report (*actionable item*) (6:47 pm)

Commissioner Richson moved to acknowledge receipt of September 2025 Financial Management Report, seconded by Commissioner Terrell. The motion carried unanimously.

5. CARPC 2026 Work Program – Presentation and Discussion (6:47 pm)

Jason Valerius presented selected details about the draft 2026 Work Program. Commissioner Richson requested additional information about the proposed Economic Development Assistance program. Jason Valerius described the expected dissolution of the Madison Region Economic Partnership and the need for some entity to continue facilitating coordination with and funding from state and federal agencies, especially the US Economic Development Agency. Commissioner Schuler asked if there would be a role for a regional organization to guide the process for development with both a lens for economic and environmental planning; Mr. Valerius concurred that such a dual role is possible and indicated that exploration of this potential role for CARPC is ongoing.

6. **CARPC Resolution 2025-13, Adopting the CARPC 2026 Rural Transportation Work Program (actionable item) (7:04 pm)**

Jason Valerius provided an overview of the purpose for putting this item before the Commission separately from the rest of the work program due to the timing of when WisDOT requires the work program materials to be adopted and submitted to satisfy federal funding timelines.

Commissioner Richson moved approval of CARPC Resolution 2025-13, seconded by Commissioner Schuler. The motion carried unanimously.

7. Reports (7:07 pm)

a. Commission Chair

Ad Hoc Water Quality Subcommittee has met, but the results of that meeting will come before the Commission in a future meeting.

b. Executive Director

- (1) Program and Services Updates
- (2) Partnership Updates

Jason Valerius provided an overview of the Executive Director's report.

8. Future Agenda Items (next meeting December 11, 2025, via Zoom Webinar and in-person at the Madison Central Library, 5:00 pm social gathering with commission and staff, 6:00 pm meeting start time)

- a. 2026 Work Program Adoption (Dec)
- b. Demand of Data Centers on Water/Sewer/Environmental Infrastructure (Dec)
- c. Sewer Service Area Amendment Process – Presentation and Discussion (Dec)
- d. Review and update – CARPC Internal Control Procedures (Dec)

9. Adjournment

Commissioner Richson moved to adjourn, seconded by Commissioner Murphy. The motion carried unanimously. The meeting was adjourned at 7:30 pm.

Re: Authorize Executive Director to Execute Agreement with the City of Madison (the MPO) for 2026 Transportation Planning Services (*actionable item*)

Requested Action: Motion to authorize Executive Director to execute agreement for 2026 Transportation Planning Services
Background: CARPC's annual Work Program includes the Regional Transportation-Land Use Planning Integration Program, as approved by the Wisconsin Department of Transportation (WisDOT) through the Rural Transportation Work Program. The total funding for this program in Dane County is \$13,945 which includes federal, state, and 10% local match. CARPC uses a portion of the federal and state funding to contract with the MPO for planning services and supporting regional land use and transportation planning integration. The other funds pay for a portion of CARPC staff time.
Staff Comments: MPO staff services include conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, providing assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation-related local planning assistance, working with CARPC staff to integrate regional land use and transportation planning generally, and coordinating performance measure tracking and outreach and education efforts. The portion of CARPC's RTWP funding passed through to the MPO is reduced this year to 33% of the total funding, or \$4,183.47, based on review of recent utilization of available funds with MPO staff.
Attachments: None – at the time of packet creation the agreement was not yet available. The agreement will be added if available prior to the meeting, or this item will be postponed.
Staff Contact: Jason Valerius Executive Director jasonv@capitalarearpc.org (608) 474-6010
Next Steps: Coordinate with MPO to adopt terms of 2026 Transportation Planning Services agreement.

Re: Authorize Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2026 (actionable item)

Requested Action: Motion to authorize Executive Director to execute agreement for 2026 Metro Transit Commute Cards
Background: CARPC provides transportation benefits to staff, including the use of Metro Transit Commute Cards to help cover the cost of commuting to and from the office or for conducting Agency-related business. This benefit is paid for by CARPC and requires an annual update to the agreement with Madison Metro.
Staff Comments: This benefit is charged on a per-ride basis, meaning it represents a comparatively small cost to the Agency. However, this benefit helps provide staff with transportation options that are aligned with the Agency's climate-related goals while also promoting the use of public transportation.
Attachments: 1. 2026 Metro Cards Renewal Agreement
Staff Contact: Jason Valerius Executive Director jasonv@capitalarearpc.org (608) 474-6010
Next Steps: Coordinate with Madison Metro to adopt terms of 2026 Metro Transit Commute Cards agreement.

**SMALL ENTITY
COMMUTE CARD AGREEMENT
BETWEEN
THE CITY OF MADISON/METRO TRANSIT
AND
CAPITAL AREA REGIONAL PLANNING COMMISSION**

The following consists of the whole Agreement between The City of Madison, Metro Transit, 1245 East Washington Ave., Suite 201, Madison, WI 53703, hereinafter **MADISON**, and

Name: **Capital Area Regional Planning Commission**
Address: 100 State St. Suite 400
Madison, WI 53703

Name: **Jason Valerius**
Address: 100 State St. Suite 400
Madison, WI 53703

Hereinafter referred to as **ORGANIZATION**.

In consideration of the fact that **MADISON** and **ORGANIZATION** wish to enter into an unlimited ride pass agreement, and in consideration of the positive benefits such an agreement would have on ridership, traffic congestion, and the environment, the undersigned Parties agree to the following terms:

1. Term. The initial term of the AGREEMENT shall extend from January 1, 2026 to December 31, 2026.
2. Service. During the term of this AGREEMENT as provided herein, **MADISON** agrees to provide unlimited ride bus passes for distribution to **ORGANIZATION'S** participants (employees, students, members, volunteers and other affiliated individuals) as determined by **ORGANIZATION** for use on fixed route transit and on ADA complementary paratransit services offered by Metro Transit.
3. Pass Production, Distribution and Validity. **MADISON** shall design, print and supply the passes used under this AGREEMENT.
 - a. The number of passes provided shall be determined by **ORGANIZATION**.
 - b. An extra supply of passes will be provided to replace those that are lost or stolen.
 - c. Passes verified as lost or stolen by **ORGANIZATION** to **MADISON** and passes of individuals verified by **ORGANIZATION** to **MADISON** as being no longer eligible participants will be deactivated by **MADISON** in a

- reasonable amount of time in accordance with Metro Transit's standard transit operations.
- d. Passes will be available for pick up at Metro Transit at least 14 days prior to pass active date. The initial pass active date shall be January 1, 2026.
 - e. Once activated, the pass shall remain active and be valid for use during a given contract term, unless voided as provided herein or suspended under Section 6, Termination, paragraph a. New passes shall be issued for each subsequent one-year renewal period, if any.
 - f. All passes issued pursuant to this AGREEMENT shall become void as of the date of termination of this AGREEMENT under Section 6 below. Passes will also be void as of the end of their active date period as provided in this Section 3, paragraphs c and e. Void passes will no longer be valid for commute card rides.
4. Cost and Billing. MADISON shall bill ORGANIZATION monthly for all fixed route transit and ADA paratransit rides taken during the billing period. Fixed route rides taken during the initial term of January 1, 2026 to December 31, 2026 will be billed at \$1.40. All subsequent fixed route rides will be billed at the current unlimited ride pass rate in the Metro Transit Fare Tariff on the date the ride is taken. ADA paratransit rides will be billed at the applicable peak or off-peak ADA paratransit fare in the fare tariff on the date the ride is taken.
- ORGANIZATION may, in its sole determination, collect and retain fees, including fees for reissued passes, from participants levied to provide the aforesaid transit service. Such fees shall be collected by ORGANIZATION using its standard operating procedures.
5. Commute Card Program Restriction. It is understood by and between both Parties that the Small Entity Commute Card Program cannot be used in lieu of or to avoid paying the agency fare as defined in the Metro Transit Fare Tariff.
6. Termination.
- a. Either PARTY may terminate this AGREEMENT upon ninety (90) days written notice. In the event of default by ORGANIZATION in its payment for more than thirty (30) days from the date of billing, service may be suspended, by deactivating the passes, or be terminated at MADISON'S option under paragraph b.
 - b. In the event ORGANIZATION shall materially breach any of the covenants, agreements, commitments or conditions herein contained and such breach shall continue unremedied for a period of thirty (30) days after written notice thereof to ORGANIZATION, MADISON may at its option and in addition to all other rights and remedies which it may have at law or in equity against ORGANIZATION forthwith have the cumulative right to immediately terminate this AGREEMENT.

- c. In the event of termination, ORGANIZATION will pay MADISON for all satisfactorily completed service prior to termination of this AGREEMENT.
7. Certifications and Representations. Each PARTY certifies it possesses legal authority to enter into this AGREEMENT. Each PARTY has identified the signatory on the last page, or identified his or her designee, as its agent to act in connection with this AGREEMENT. ORGANIZATION represents and warrants that its organization has fewer than 1,000 participants and that it will not use the passes issued under this AGREEMENT contrary to Section 5 above. This AGREEMENT shall be binding on the PARTIES hereto, their respective heirs, devisees, and successors and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto unless the same be in writing signed by the duly authorized agent or agents who executed this AGREEMENT.
8. Notice of Rate Changes. MADISON shall give written notice of rate changes and date of implementation within one month after the change has been approved in the Fare Tariff by the Transit and Parking Commission. Such fare tariff changes shall apply as provided in Section 4 above.
9. Allocation of Risk. It is mutually agreed ORGANIZATION and MADISON will be prepared to answer and defend only that responsibility and resultant legal liability, involving bodily injury or property damage, which is based upon or arises from their respective, or their employees' or agents' respective acts, errors or omissions which may occur in connection with this AGREEMENT while acting within their scope of employment.
10. Non-Discrimination. In connection with the performance of work under this AGREEMENT, ORGANIZATION agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. ORGANIZATION further agrees not to discriminate against any subcontractor or person who offers to subcontract on this AGREEMENT because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.
11. Third Party Rights. This AGREEMENT is intended to be solely between the parties hereto, i.e., MADISON and ORGANIZATION. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to, employees or participants of either of the Parties.
12. Notices. All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or

certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the Parties listed on Page 1.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last of the individuals to sign.

CITY OF MADISON, WISCONSIN

Jamie Acton
Transit General Manager

Date

Approved as to form:

Approved:

Eric Finch
Assistant City Attorney

David Schmiedicke
Finance Director

CAPITAL AREA REGIONAL PLANNING COMMISSION

Jason Valerius
Executive Director

Re: CARPC Deputy Director Job Description (*actionable item*)

Requested Action: Motion to adopt the CARPC Deputy Director job description
Background: Caitlin Shanahan is taking on the added designation of Deputy Director as of January 1, 2026 as part of an effort to build organizational resilience within Agency operations. There is an existing Deputy Director job description on file but it was written in the context of different staff and a different organizational structure.
Staff Comments: The proposed job description is specific to the needs of this add-on role and has been written in a way that it should be transferable to any senior staff person taking on the role.
Attachments: 1. Deputy Director Job Description
Staff Contact: Jason Valerius Executive Director jasonv@capitalarearpc.org (608) 474-6010
Next Steps: File and use this job description



JOB DESCRIPTION DRAFT - December 5, 2025

Deputy Director

This is an “add-on” role that can be combined with any senior-level staff position in the Agency.

Working closely with the Executive Director, the Deputy Director supports the organizational resilience of the Agency and helps advance CARPC’s mission and strategic priorities. In addition to completing regular senior-level staff duties, the Deputy Director assists the Executive Director in coordinating Agency activities and oversees Agency operations in the Executive Director’s absence.

The ideal candidate is a strategic thinker, effective communicator, and strong collaborator who demonstrates a firm understanding of and commitment to CARPC’s mission and strategic priorities.

The following lists of duties are neither comprehensive nor requirements for the role. The Deputy Director may practice only some of these duties and/or may have organizational duties not described here. It is the duty of the Executive Director, in collaboration with the Deputy Director and the Administrative Services Manager, to configure administrative duties in a way that best fits the skills and availability of staff and enables the Agency to function effectively through staff absences or departures.

Organizational Resilience & Effectiveness

- Understand the administrative functions of the Agency and assist with their implementation as directed by the Executive Director, including:
 - Budget development and approval
 - Work program development and approval
 - Accounting, banking and financial reporting
 - Project billing and reporting
 - Payroll and benefits management
- Help develop, implement, and evaluate Agency operational procedures
- Help track and evaluate organizational performance and regional impact
- Support the effective development and management of community and environmental planning projects, including scoping, budgeting, proposal development, and helping staff teams meet deadlines and client expectations

Leadership and Relationships

- Establish relationships with each of the CARPC commissioners
- Foster strong working relationships with municipal partners, state and regional agencies, and community organizations
- Support clear, consistent, and coordinated Agency communications to enhance regional awareness and engagement

- Help align Agency operations with long-term regional sustainability, equity, and climate resilience goals
- Identify emerging issues and opportunities for collaboration that align with CARPC's mission and strategic priorities
- Help to monitor and support staff cohesion and morale

Perform the Duties of the Executive Director in their Absence

Absences of the Executive Director can be either planned, with mutual agreement about which duties will and will not be delegated specific to each absence, or unplanned. Acting as the Executive Director in an unplanned absence requires coordination with the Administrative Services Manager and may require consultation with the Commission Chair.

- For planned absences of limited duration (typically three weeks or less):
 - Support Commission/committee meetings, including packet preparation and meeting attendance
 - Complete all internal controls functions assigned to the Executive Director, including payroll review
 - Execute contracts and agreements within the limits established for the Executive Director, as necessary to meet deadlines and partner expectations
- For extended and/or unplanned absences of the Executive Director:
 - Perform all the duties described in the prior section
 - Conduct necessary employment actions, including the hiring, reassignment, suspension or dismissal of staff, in consultation with the Commission Chair

Minimum Education and Experience Requirements: 2 years experience within CARPC preferred

Certifications: None required

Licenses: None required

Salary Range: R-21 (supplemental to the salary of a senior planning or engineering role)

FLSA Status: Exempt

Reports to: Executive Director (or in the absence of an Executive Director, the Agency Director)

Disclaimer

This position description reflects the Agency's assignment of essential functions; and nothing herein restricts the Agency's right to assign or reassign duties and responsibilities to this position at any time.

Re: Acknowledgement of Receipt – October 2025 Financial Management Report (*actionable item*)

Requested Action: <p>Motion to acknowledge receipt of October 2025 Financial Management Report</p>
Background: <p>Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.</p> <p>Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer, who each sign off on the packet when they are satisfied that it is an acceptable representation of the Commission's fiscal condition.</p> <p>The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.</p>
Staff Comments: <p>Requests for additional financial information or reports may be directed to the Administrative Services Manager.</p>
Attachments: <ol style="list-style-type: none">1. October 2025 Financial Management Report
Staff Contact: <p>Matt Koz Administrative Services Manager MatthewKoz@CapitalAreaRPC.org 608-474-6017</p>
Next Steps: <p>Continual improvements to the CARPC financial systems, policies, and procedures.</p>

Management Report

Capital Area Regional Planning Commission
For the period ended October 30, 2025



Prepared by
Berndt CPA

Prepared on
November 24, 2025

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Notes to the Monthly Financial Statements

To Capital Area Regional Planning Commission,

Provided is some additional context regarding the deferred revenue and related activity for the month of October 2025.

Deferred revenue represents funds that have been invoiced or received in advance for services that have not yet been performed. It also includes contracts or related grants established at the beginning of the year, or early in the year, that relate to work performed throughout the year and are invoiced periodically. These amounts are recognized as revenue over time to more accurately align associated expenses with the related revenue.

For October, \$74,331 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$88,626 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of October month-end, the balance in account 3600 – Deferred Revenue is \$292,800. This amount corresponds to the remaining contracted revenue expected to be recognized in November and December, unless any contract terms change.

Additional clean-up work was completed related to associated expenses and deferred revenue. The journal entries associated with this clean-up are 12312110 through 12312114.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of October 31, 2025

	Total	
	As of Oct 31, 2025	As of Sep 30, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	63,091	81,881
1001 MONEY MARKET ACCOUNT	128,113	148,125
1002 INVESTMENT ACCOUNT	682,082	779,314
1072 BILL.COM - MONEY OUT CLEARING	0	19,316
Total Bank Accounts	\$ 873,285	\$ 1,028,637
Accounts Receivable		
1105 PROJECT AND GRANTS REC	273,379	219,332
Total Accounts Receivable	\$ 273,379	\$ 219,332
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	119,002	81,424
1150 PREPAID EXPENSES	1,166	1,749
1151 PREPAID INSURANCE	0	0
1152 PREPAID DENTAL INSURANCE	1,277	3,583
1153 PREPAID HEALTH INSURANCE	23,266	21,120
1154 PREPAID DISABILITY INSURANCE	87	39
1155 PREPAID RENT	0	0
1156 PREPAID LIFE INSURANCE	(383)	0
1157 PREPAID PARKING	632	475
1165 PREPAID LICENSES	0	0
1170 UNDEPOSITED FUNDS	0	8,675
Total Other Current Assets	\$ 145,048	\$ 117,065
Total Current Assets	\$ 1,291,712	\$ 1,365,034
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,427)	(3,393)
Total Fixed Assets	\$ 2,650	\$ 2,684
TOTAL ASSETS	\$ 1,294,362	\$ 1,367,718
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	14,949	14,755
Total Accounts Payable	\$ 14,949	\$ 14,755
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	2,436	3,449
Total 3002 PARK BANK CREDIT CARD	\$ 2,436	\$ 3,449
Total Credit Cards	\$ 2,436	\$ 3,449
Other Current Liabilities		
3005 ACCRUED PAYROLL	18,890	47,548

3010 ACCRUED COOP WATER RESOURCE MONITORING	24,302	13,784
3015 ACCRUED PREPAID LIABILITIES	0	37,195
3202 WRS PENSION PLAN	3,017	5,855
3206 WI DEFERRED COMPENSATION PROGRAM	0	0
3300 UNUSED VACATION, WELLNESS	56,003	55,613
3500 SICK LEAVE ACCRUAL PAY	99,454	95,578
3600 DEFERRED/UNEARNED REVENUE	292,800	330,744
3650 INVEST IN CAPITAL ASSETS	0	0
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	\$ 497,453	\$ 589,305
Total Current Liabilities	\$ 514,837	\$ 607,509
Total Liabilities	\$ 514,837	\$ 607,509
Equity		
3700 PRIOR YEAR BALANCE	(118,524)	(118,524)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(10,546)	(29,862)
Total Equity	\$ 779,524	\$ 760,209
TOTAL LIABILITIES AND EQUITY	\$ 1,294,362	\$ 1,367,718

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of October 2025 - Budget Vs Actuals 10 Months Ended (83.3% of year)

	Total			
	Monthly Actual	Actual Year to Date	Annual Budget	% of Annual Budget
Revenue				
5000 PROPERTY TAX REVENUE	-	-	-	-
5001 DANE COUNTY PROP TAX-OTH	100,778	1,007,777	1,209,332	83.33%
Total 5000 PROPERTY TAX REVENUE	100,778	1,007,777	1,209,332	83.33%
5100 STATE/FEDERAL GRANTS	-	-	-	-
5101 EPA/DNR Water Planning.	5,207	84,944	113,275	74.99%
5102 EPA/DNR GRANT FUNDS	3,050	31,292	39,000	80.24%
5103 WEM/FEMA/HMGP GRANT FUNDS	4,605	80,700	125,000	64.56%
5202 EPA/DNR WATER PLANNING	-	-	-	-
5403 WisDOT PLAN INTEGRATION	1,874	6,384	7,093	90.01%
Total 5100 STATE/FEDERAL GRANTS	14,737	203,320	284,368	71.50%
5200 PASS THROUGH REVENUE				
5201 WisDOT RURAL WORK PROGRAM	1,369	913	5,457	16.73%
5220 COOP WATER RESOURCE MONITORING	(28,824)	122,863	179,715	68.37%
Total 5200 PASS THROUGH REVENUE	(27,455)	123,775	185,172	66.84%
5300 FEES REVENUE	-	-	-	-
5301 FEES - SEWER EXTENSIONS	2,000	38,600	45,000	85.78%
5302 FEES-USA/LSA APP REVIEW	2,246	14,688	65,000	22.60%
Total 5300 FEES REVENUE	4,246	53,288	110,000	48.44%
5400 SERVICES REVENUE	-	-	-	-
5401 LOCAL & REGIONAL PLAN ASSISTANCE	7,030	66,228	100,000	66.23%
Total 5400 SERVICES REVENUE	7,030	66,228	100,000	66.23%
5500 OTHER REVENUE	-	-	-	-
5208 LAND USE CODE ASSESSMENT	-	-	-	-
5501 INTEREST INCOME	2,780	26,391	36,000	73.31%
5502 MISCELLANEOUS REVENUES	9	4,375	2,988	146.42%
5505 WI SALT WISE	60,833	162,977	140,000	116.41%
Total 5500 OTHER REVENUE	63,622	193,742	178,988	108.24%
6570 REVENUE REFUNDS	-	(17,762)	(35,524)	50.00%
Total Revenue	162,957	1,630,368	2,032,336	80.22%
Gross Profit				
Expenditures	-	-	-	-
6100 SALARIES AND LEAVE TIME	-	-	-	-
6101 DIRECT SALARIES & WAGES	79,059	738,120	830,647	88.86%
6102 COMPENSATED LEAVE TIME	12,743	163,214	207,662	78.60%
Total 6100 SALARIES AND LEAVE TIME	91,803	901,334	1,038,309	86.81%
6104 FRINGE BENEFITS	-	-	-	-
6105 FICA BENEFITS	8,790	64,919	77,354	83.92%
6116 LIFE INSURANCE	(37)	569	294	193.64%
6117 DENTAL INSURANCE	(27,557)	(20,409)	14,707	-138.77%
6118 HEALTH INSURANCE	13,837	245,232	289,702	84.65%
6119 DISABILITY INSURANCE	78	478	508	94.15%
6120 COMMUTE CARDS	28	174	105	165.33%
6121 WRS-ER CONTRIBUTION	-	45,270	71,643	63.19%
6122 UNEMPLOYMENT	3	579	1,000	57.92%

6124 WORKER'S COMPENSATION IN	-	-	3,570	0.00%
Total 6104 FRINGE BENEFITS	(4,858)	336,812	458,883	73.40%
6200.1 OFFICE EXPENSES	(239)	-	-	
6200 CONTRIBUTIONS & DONATIONS	-	651	1,000	65.12%
6250 SUPPLIES	159	1,707	3,860	44.23%
6251 PRINTING	142	751	1,558	48.20%
6252 POSTAGE	-	39	105	36.67%
6265 EQUIPMENT	-	5,298	8,925	59.36%
6330 TELEPHONE	(16)	1,441	1,500	96.09%
6341 ADMINISTRATIVE FEES	-	-	426	0.00%
Total 6200.1 OFFICE EXPENSES	46	9,887	17,374	56.91%
6280 INFORMATION TECHNOLOGY	-	-	-	
6253 WEBHOSTING	(75)	317	368	86.14%
6270 SOFTWARE	1,493	13,537	17,220	78.61%
6275 IT SERVICES	4,923	11,024	10,000	110.24%
Total 6280 INFORMATION TECHNOLOGY	6,341	24,877	27,588	90.17%
6300 OCCUPANCY	-	-	-	
6310 RENT	4,235	42,837	50,987	84.02%
Total 6300 OCCUPANCY	4,235	42,837	50,987	84.02%
6400 CONTRACTED SERVICES	-	-	-	
6125 CONTRACTED SERVICE	-	70,600	28,570	247.11%
6425 LEGAL SERVICES	62	10,455	4,400	237.61%
6431 CONSULTING SERVICES	-	-	10,000	0.00%
Total 6400 CONTRACTED SERVICES	62	81,055	42,970	188.63%
6410 PASS THROUGH EXPENSES	-	-	-	
6414 COOP WATER RESOURCE MONITORING	10,518	121,509	194,415	62.50%
6415 WisDOT PLANNING SERVICES	1,369	2,590	5,457	47.47%
6417 MARKETING AND COMMUNICATIONS	11,505	16,505	-	
Total 6415 WisDOT PLANNING SERVICES	12,874	19,095	5,457	349.93%
Total 6410 PASS THROUGH EXPENSES	23,392	140,605	199,872	70.35%
6426 COMMISSION	-	-	-	
6422 COMMISSION PER DIEMS	600	5,029	8,000	62.87%
6423 COMMISSION TRAVEL	-	304	840	36.17%
Total 6426 COMMISSION	600	5,333	8,840	60.33%
6435 FINANCIAL SERVICES	-	-	-	
6420 AUDIT	3,500	11,350	14,700	77.21%
6430 PAYROLL FEES	612	7,049	5,000	140.98%
6432 FINANCIAL SERVICES	2,605	32,349	40,000	80.87%
Total 6435 FINANCIAL SERVICES	6,717	50,748	59,700	85.01%
6500 TRAVEL AND TRAINING	-	-	-	
6130 MEALS	658	950	907	104.73%
6150 EMPLOYEE TRAVEL	3,499	12,165	12,713	95.69%
6170 CONFERENCES & MEETINGS	522	5,981	10,125	59.07%
6171 TRAINING	-	2,008	5,000	40.17%
Total 6500 TRAVEL AND TRAINING	4,679	21,104	28,745	73.42%
6600 OTHER	10,226	10,226	-	
6172 DUES/MEMBERSHIP/SUBSCRIPTION	(269)	2,382	6,843	34.81%
6411 EDUC/INFO/OUTREACH	796	1,920	2,625	73.15%
6440 RECRUITMENT	-	7	1,050	0.67%
6501 INSURANCE	(161)	11,449	4,457	256.87%
6560 DEPRECIATION	-	-	-	
6565 AMORTIZATION EXPENSE	34	338	608	55.53%

Total 6600 OTHER	10,626	26,322	15,583	168.91%
Uncategorized Expense	-	-	35,524	0.00%
Total Expenditures	143,642	1,640,914	1,984,375	82.69%
Net Operating Revenue	19,315	(10,546)	47,961	-21.99%
Net Revenue	19,315	(10,546)	47,961	-21.99%

Capital Area Regional Planning Commission
A/R Aging Summary
As of October 31, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.		1,000				1,000
Bolton & Menk		1,000				1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	2,031					2,031
Total City of Evansville	\$ 2,031	\$ -	\$ -	\$ -	\$ -	\$ 2,031
City of Madison Engineering Division	5,000					5,000
Clean Water Minnesota		1,000				1,000
Dane County Land Conservation					85,075	85,075
Department of Planning, Community and Economic Development					2,869	2,869
Dodge County Highway Department					1,500	1,500
Homburg Contractors, Inc.					400	400
Izaak Walton League of America	2,500					2,500
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
Maryland Department Of the Environment		1,000				1,000
MSA Professional Services, Inc.	1,000				1,400	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Rock County Planning, Economic & Community Development Agency						0
245401 - Rock County Comp Plan	10,308					10,308
Total Rock County Planning, Economic & Community Development Agency	\$ 10,308	\$ -	\$ -	\$ -	\$ -	\$ 10,308
Snyder & Associates, Inc.		600			1,800	2,400
Town of Berry	1,715					1,715
255101 - T-Berry Comp Plan Update	1,854					1,854
Total Town of Berry	\$ 3,569	\$ -	\$ -	\$ -	\$ -	\$ 3,569
Town of Blue Mounds	1,399					1,399
Town of Bristol	1,207					1,207
Town of Springfield	1,242					775
Town of Sun Prairie	1,466					1,466
VANDE HEY						800
Vierbicher		1,200				2,000
Village of Black Earth					8,000	8,000
Village of Deforest	2,246				3,070	5,316
WI Department of Military Affairs						0
Division of Emergency Management	72		56,550			56,622
Total WI Department of Military Affairs	\$ 72	\$ -	\$ 56,550	\$ -	\$ -	\$ 56,622
WI Department of Natural Resources			11,900		21,900	33,800
100 - Water Quality Management Planning	27,000					27,000
243103 - Stream Crossing Inventory & Assessment for Dane County	4,356					4,356
	1,200					1,200
Total WI Department of Natural Resources	\$ 32,556	\$ -	\$ 11,900	\$ -	\$ 21,900	\$ 66,356
WISDOT, Bureau of Plan & Econ	3,243					3,243
Wyser Engineering, LLC			400		400	800

TOTAL	\$ 68,840	\$ 4,800	\$ 68,850	\$ -	\$ 130,889	\$ 273,379
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Re: CARPC Resolution 2025-14, Adopting the CARPC 2026 Work Program – Staff Presentation and Action on Adoption (actionable item)**Requested Action:**

Motion to approve Resolution 2025-14, Adopting the CARPC 2026 Work Program

Background:

The Commission adopts a work program each fall to guide the activities of the agency throughout the next year. The document helps the commission know what to expect from the agency and helps staff prioritize projects and services. The 2025 Work Program can be viewed on the “About” page of our website: www.capitalarearpc.org/about/annual-report-work-program-budget/.

Staff Comments:**1) Themes for the year.**

For 2026 we are proposing a set of three themes for our collective efforts. The purpose of these themes is to make a complex work program more understandable and also to serve as a guide as questions arise about competing priorities.

**2) The addition of a new program: Economic Development Assistance**

CARPC has served in a support role for regional economic development planning for many years, providing data and mapping assistance for partner agencies, especially the Madison Region Economic Partnership (MadREP). MadREP completed a Comprehensive Economic Development Strategy (CEDS) titled “Elevate Madison Region” in early 2024. See madisonregion.org/elevate-strategy/. That document is a tool for guiding public and private investments in projects that promote economic development, including grants from the U.S. Economic Development Administration’s (EDA). MadREP also manages the Capital Area Regional Revolving Loan Fund, offering gap financing assistance to businesses in Columbia, Dane, Jefferson, Dodge, Rock and Sauk counties.

MadREP is in the process of dissolving and transferring some of its functions to the Greater Madison Chamber of Commerce. In other parts of the state, and across much of the country, regional planning entities like CARPC maintain the CEDS, manage revolving loan funds

capitalized by state and federal agencies, and help local communities gain access to funding and programs from the EDA. It may be possible and appropriate for CARPC to take on this role for South Central Wisconsin, though the details of such an arrangement need further work, including establishment of an organizational structure and bylaws specific to this role and funding sources to support the role.

Staff is proposing the addition of an Economic Development Assistance Program as a placeholder for yet-to-be-defined duties.

Attachments:

1. Resolution 2025-14, Adopting the CARPC 2026 Work Program
2. CARPC 2026 Work Program

Staff Contact:

Jason Valerius
Executive Director
jasonv@capitalarearpc.org
608-474-6010

Next Steps:

Implement the Work Program



CARPC Resolution No. 2025-14

Adopting the CARPC 2026 Work Program

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is authorized to carry out a range of planning activities, pursuant to Wis. Stat. § 66.0309(8), including contracts with the Wisconsin Department of Transportation to fund land use and transportation planning integration, analyses of transportation impacts of proposed new development areas, and amendments to regional plans; and

WHEREAS, CARPC prepares an annual work program to identify and describe the agency’s programs including anticipated activities, hours, costs, and funding sources for the following year; and

WHEREAS, CARPC adopted a 2026 budget on September 12, 2025 that provides the funding mechanism to support 2026 work program activities; and

WHEREAS, CARPC noticed its December 11, 2025, meeting, at which this resolution is scheduled to be acted upon, was duly posted, and distributed to local units of government in accordance with the Open Meeting Law of the State of Wisconsin; and

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission approves its 2026 Work Program.

December 11, 2024

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CAPITAL AREA REGIONAL PLANNING COMMISSION

2026 Work Program

DRAFT – December 3, 2025

**Prepared by the Staff of the
Capital Area Regional Planning Commission**

100 State Street, Suite 400
Madison, WI 53703-2573

"This document was prepared, in part, with federal funds via the State of Wisconsin but does not necessarily reflect the official views or policy of the U.S. or Wisconsin Departments of Transportation."



The Capital Area Regional Planning Commission represents Dane County and supports planning needs across a wider region on a fee-for-service basis, including five Wisconsin counties not otherwise represented by a regional planning commission (Sauk, Columbia, Dodge, Jefferson, Rock).

Questions regarding this 2026 Work Program are directed to:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608-474-6010



CAPITAL AREA REGIONAL PLANNING COMMISSION

David Pfeiffer, Chairperson
Heidi Murphy, Vice-Chairperson
Cynthia Richson, Secretary
Peter McKeever, Treasurer
Maureen Crombie
Audra Dalsoren
Steve Greb
Noah Lieberman
Jim Schuler
Caryl Terrell
Bill Tishler
Regina Vidaver
Alison Volk

COMMISSION STAFF

Jason Valerius, Executive Director
Matthew Kozlowski, Administrative Services Manager
Sean Higgins, Senior Community Planner
Nick Bower, Senior Environmental Engineer
Prachi Mehendale, Environmental Engineer
Caitlin Shanahan, Senior Community Planner & Deputy Director
Melissa Michaud, Environmental Resources Planner
Matt Noone, Senior Environmental Resources Planner – Land Resources Specialist
Allison Madison, WI Salt Wise Program Manager
Liz Levy, Environmental Resources Planner
Matthew Krempely, Community Planner
Isaac Porter, Water Resources Technician

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Commission Approval Resolution

About the Capital Area Regional Planning Commission

The Capital Area Regional Planning Commission (hereafter “Regional Planning Commission,” “CARPC,” or “Agency”) is an independent unit of government established by Executive Order of Governor Jim Doyle in 2007 at the request of units of local government in Dane County (CARPC was preceded by the Dane County Regional Planning Commission, established in 1969 and dissolved in 2004).

The Commission meets on the second Tuesday of each month; agendas and agenda packets are posted on the CARPC website, www.capitalarearpc.org/meetings/.

The Regional Planning Commission assists local communities with a variety of planning services and conducts regional planning and coordination to advance community and regional goals.

The Regional Planning Commission manages the Dane County Water Quality Plan on behalf of the Wisconsin Department of Natural Resources, consistent with Wis. Stat. § 66.0309 and State Administrative Code NR 121.

For more information about CARPC, see www.capitalarearpc.org.

Regional Plan Commission Vision and Mission

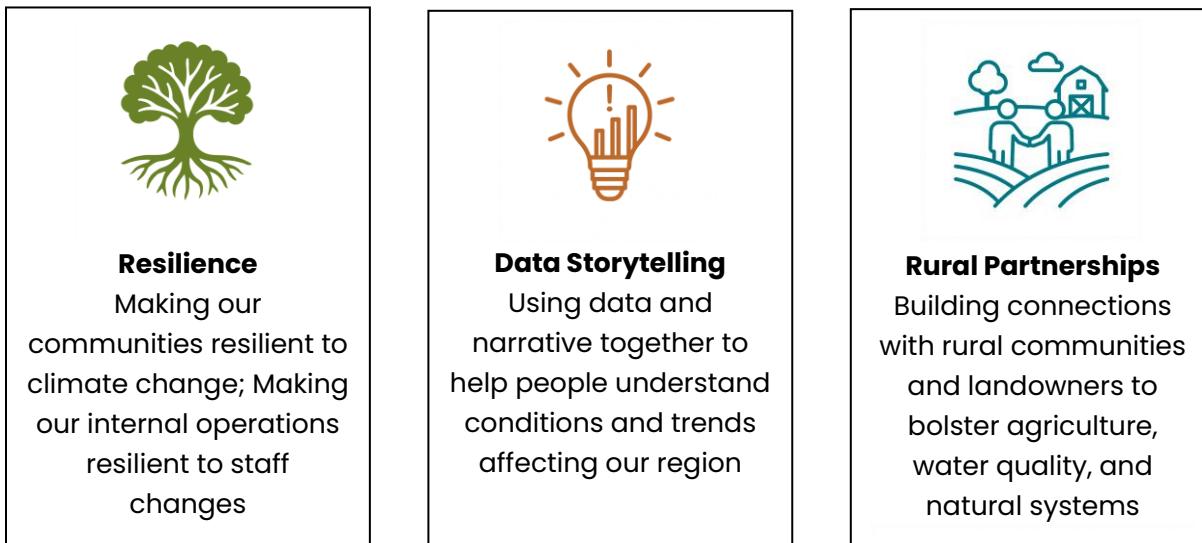
In February 2020, the Commission amended its vision and mission statements as part of its strategic planning process:

- **Vision:** A region where communities create exceptional quality of life for all by working together to solve regional challenges.
- **Mission:** The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration, and assistance.

Introduction to the 2026 Work Program

The Capital Area RPC adopts an Annual Work Program to guide staff activities.

THEMES OF THE 2026 WORK PROGRAM



ORGANIZATION OF THE WORK PROGRAM

The 2026 CARPC Work Program is organized into seven major programs:

1. Regional Water Quality Planning
2. Wisconsin Salt Wise Program
3. Regional Climate Resilience Planning
4. Regional Land Use Planning
5. Community Assistance
6. Economic Development Assistance
7. Education and Information

For each major program the Work Program describes:

- Program Objectives
- Activities – 2025 Highlights and 2026 Objectives
- Estimated hours
- Funding sources*

**Note: Funding is allocated based on staff hours for each program. Hourly costs are estimated based on hourly wage rates plus multipliers to capture the cost of fringe benefits and agency overhead as described in CARPC's 2026 Cost Allocation Plan (available upon request). An Administrative program is described and hours allocated, but the costs for those hours are distributed out to the other programs using a wage multiplier.*

2026 Work Program Staffing

2026 staffing features one change from 2025 – the Senior Planner and Outreach Coordinator will be designated as Senior Planner and Deputy Director beginning in January 2026.

The Executive Director leads operations and administration, including agency outreach efforts, and is the primary commission liaison. The Administrative Services Manager coordinates accounting, human resources, and office administrative functions in collaboration with the Executive Director. The Deputy Director will support administrative functions to a limited extent, learning systems to build organizational resilience.

Agency staff participate in any project in accordance with their skills and availability. Water quality and climate resilience planning and initiatives are generally led by staff with an environmental focus, including a Senior Environmental Engineer, a Senior Environmental Resources Planner, an Environmental Engineer and two Environmental Resources Planners. Regional land use planning and community planning assistance work is generally led by staff with a community planning focus, including two Senior Planners and a Community Planner.

The Wisconsin Salt Wise Program has a dedicated Project Manager.

Outreach and education activities are coordinated by a Public Relations and Communications Specialist (25% time contract with the Greater Madison MPO) with primary guidance from the Deputy Director. Mapping and data services are coordinated by multiple staff, assigned on a task-by-task basis.

Table 1 shows a breakdown of program hours for each staff person and total time in each program.

Table 1: Staff Hours by Program

	Executive Director Valerius	Senior Environmental Engineer Bower	Environmental Engineer Mehendale	Senior Environmental Resources Planner Noone	Environmental Resources Planner Michaud	Environmental Resources Planner Levy	WI Salt Wise Program Manager Madison	Senior Community Planner & Deputy Director Shanahan	Senior Community Planner Higgins	Community Planner Krempeley	LTEs & Interns	Administrative Services Manager Kozlowski	Total	% of Agency Time
	JV	NB	PM	MN	MM	LL	AM	CS	SH	MK		MK	Total	% of Agency Time
Water Quality Planning	246	1,690	1,508	242	1,580	281	-	24	44	64	120	-	5,799	28%
WI Salt Wise	20	-	-	-	-	-	1,770	-	-	-	-	-	1,790	9%
Climate Resilience Planning	62	60	250	1,256	109	1,012	-	11	-	22	869	-	3,651	18%
Land Use Planning	255	10	40	194	65	356	-	630	998	850	220	-	3,618	17%
Community Assistance	150	-	-	5	5	78	-	610	172	475	400	-	1,895	9%
Economic Development Planning	30	-	-	-	-	-	-	-	10	20	-	-	60	0%
Information, Education and Connection	120	10	-	60	8	90	-	376	30	18	-	-	712	3%
Accounting, Administration and Commission Support	830	10	12	20	10	7	45	122	59	370	-	1,800	3,285	16%

2026 Work Programs

REGIONAL WATER QUALITY PLANNING PROGRAM

The Wisconsin Department of Natural Resources (DNR) is required to have a continuing water quality management planning process, under Wis. Stat. 283.83. These Areawide Water Quality Management Plans are defined in NR 121 as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

CARPC conducts a variety of water quality planning activities in collaboration with the DNR, local municipalities, and other agencies and organizations in the region working to protect our surface and groundwater resources. Much of this work is conducted as part of CARPC’s annual agreement with the DNR for water quality planning services.

Program Objectives

- Maintain the *Dane County Water Quality Plan* (DCWQP) and its component pieces
- Communicate and coordinate the policies and recommendations of the DCWQP with all stakeholders including residents, land development companies, local governments, State agencies, and other entities
- Maintain data that helps CARPC and others protect and improve water quality
- Help prevent adverse water quality impacts as land is developed by protecting Environmental Corridors, ensuring adequate collection and treatment systems for wastewater, and promoting effective nonpoint source pollution prevention methods in new development areas

Program Activities

The regional water quality planning program is organized into nine activity categories:

Internal Coordination (1000)

Communicate and coordinate among CARPC staff to manage water quality planning activities.

External Coordination (1001)

Communicate and coordinate the policies and recommendations of the DCWQP with all stakeholders including residents, land development companies, local governments, State agencies, and other entities.

Sewer Service Area Amendments (1002)

Implement a process for updating Sewer Service Areas (SSAs) across the region, including technical review for consistency with the DCWQP and stakeholder input consideration. of technical review and stakeholder Help prevent adverse water quality

impacts as land is developed by protecting Environmental Corridors, ensuring adequate collection and treatment systems for wastewater, and promoting effective nonpoint source pollution prevention methods in new development areas.

Consistency (1003)

Review sewer extension proposals, environmental corridor boundaries, and facility plans to ensure consistency with the DCWQP; respond to inquiries related to DCWQP conformance.

Plan Updates (1004)

Maintain the *Dane County Water Quality Plan* (DCWQP) and its component pieces; pursue updates as appropriate to ensure an effective continuous planning process.

Projects (1005)

Conduct studies and plans, prepare outreach and education tools, and pursue data collection and analysis initiatives. This activity captures specific projects and initiatives which may also relate to External Coordination (1001) and/or Data and Mapping (1006).

Data and Mapping (1006)

Maintain in-house datasets related to water quality, service areas and environmental corridors and make data available to the public via an open data portal and interactive web maps.

Monitoring: (1007)

Facilitate ongoing collection of stream flow, water quality and lake level data; coordinate the efforts and funding of local, state, and federal resources to sustain local monitoring programs.

Training & Innovation (1009)

Pursue continuing education opportunities and best practice research to ensure that staff are fluent in the latest issues and methods related to water quality protection.

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
PLAN AMENDMENTS (1002)		
Sewer Service Area Amendments	<ul style="list-style-type: none"> • 2 USA Amendments (through November) 	<ul style="list-style-type: none"> • Anticipating 8-10 SSA amendments
CONSISTENCY REVIEWS (1003)		
Water Quality Plan Conformance Reviews	<ul style="list-style-type: none"> • 95 Sewer Extension Reviews; • 8 MMSD Annexation Reviews); • 4 Facility Plan reviews (Jan-Nov) 	<ul style="list-style-type: none"> • Anticipating a similar load of conformance reviews in 2026

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
PLAN UPDATES (1004)		
Water Quality Plan Updates	<ul style="list-style-type: none"> Administered and prepared updates to the Plan (see sections below for detail) 	<ul style="list-style-type: none"> Complete an update to the <i>Dane County Water Quality Plan</i> (Summary Plan document)
Sewer Service Area Amendment Process Updates	<ul style="list-style-type: none"> Continued work with the CARPC Ad Hoc Water Quality Planning Committee to evaluate and update the Sewer Service Area amendments process, drafted new materials, including <i>SSA Amendment Policies & Criteria</i>, flowcharts, and application forms 	<ul style="list-style-type: none"> Complete stakeholder review and CARPC and DNR adoption of the <i>SSA Amendment Policies & Criteria</i>
Environmental Corridor Report Updates	<ul style="list-style-type: none"> Adopted the updated <i>Environmental Corridor Report</i> as an amendment to the <i>Dane County Water Quality Plan</i> Engaged with subject matter experts to prepare a draft update to the <i>Environmental Corridor Policies and Criteria</i> 	<ul style="list-style-type: none"> Complete stakeholder review, final editing and adoption of updated <i>Environmental Corridor Policies and Criteria</i> Begin work on iterative update to the <i>Environmental Corridors Report</i>, post adoption of <i>Policies and Criteria</i>
WATER QUALITY MONITORING (1007)		
USGS Cooperative Water Resources Monitoring Program	<ul style="list-style-type: none"> Coordinated and administered 2 monitoring programs with USGS, DNR, and local stakeholders: <ul style="list-style-type: none"> Dane County Cooperative Water Resources Monitoring Black Earth Creek Watershed Monitoring program 	<ul style="list-style-type: none"> Continue to coordinate and administer the monitoring programs
OTHER PROJECTS AND EFFORTS (1001, 1005, 1006)		
Starkweather Creek Watershed Chloride Management Plan	<ul style="list-style-type: none"> Continued chloride monitoring with real time interactive map reporting Created a diverse Technical Task Force to identify next steps for the project vision, expand partnerships and seek funding 	<ul style="list-style-type: none"> Use grant funding to upgrade monitoring equipment and continue the monitoring program Continue to focus on education of stakeholders and plan implementation

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
	<ul style="list-style-type: none"> Recruited community organizations to sponsor monitoring equipment Coordinated with WI Salt Wise to reduce salt application at priority locations 	
Other Planning and initiatives	<ul style="list-style-type: none"> Continued fostering relationships with regional stakeholders to promote watershed-level planning and project execution Increased engagement with the Clean Lakes Alliance, including Co-Chairing of the Renew the Blue Council (Jason Valerius) Formed and facilitated a Water Quality Monitoring Workgroup to evaluate monitoring practices and commitments across Dane County 	<ul style="list-style-type: none"> Continue to collaborate with regional partners to advance and implement the Plan Identify opportunities to collaborate on watershed planning projects with activities in urban and rural settings Continue supporting the Clean Lakes Alliance Renew the Blue Council with data describing land-based conditions affecting water quality Engage with the Dane County Drainage Board to better understand their activities and advocate for water quality benefits in the projects they implement

Estimated Hours by Staff

STAFF	HOURS
Executive Director - Valerius	246
Senior Environmental Engineer - Bower	1,690
Environmental Engineer - Mehendale	1,508
Senior Environmental Resources Planner - Noone	242
Environmental Resources Planner - Michaud	1,580
Environmental Resources Planner - Levy	281
Senior Community Planner & Deputy Director - Shanahan	24

Senior Community Planner - Higgins	44
Community Planner - Krempely	64
LTEs & Interns	120
Total	5,799

Estimated Hours & Cost by Activity

Activity		Hours	Cost
1000	Internal Coordination	882	\$ 95,500
1001	External Coordination	703	\$ 84,500
1002	(SSA) Amendments	725	\$ 80,800
1003	Consistency	1,108	\$ 113,100
1004	Plan Updates	822	\$ 86,700
1005	Projects	691	\$ 68,300
1006	Data and Mapping	586	\$ 53,500
1007	Monitoring	56	\$ 5,800
1009	Training and Innovation	226	\$ 23,600
Totals		5,799	\$ 611,800

Funding Sources

Tax Levy	Fees	Grant	DNR Agreement	Total
56%	18%	10%	16%	100%
\$344,800	\$110,000	\$62,000	\$95,000	\$611,800

WI SALT WISE PROGRAM

Initiated in 2015 as a collaboration of local agencies working to reduce salt pollution in Dane County surface and drinking waters, WI Salt Wise is now a statewide initiative with one full-time staff person and a variety of funding sources. CARPC hosts this program as a service to the Dane County region due to our commitment to water quality protection.

Program Objectives

- Provide information, education, best practices, and training to support the reduction of salt pollution in our lakes, streams and drinking water
- Support communities in making informed water quality decisions and investments

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Program Coordination	<ul style="list-style-type: none"> • Secured funding from the Fund for Lake Michigan for 2026 and 2027 (\$75,000/year) 	<ul style="list-style-type: none"> • Develop sustainable funding mechanisms to support Salt Wise beyond the current grant-supported model, including fee-for-service education, public donations, corporate sponsorships, and state agency contributions
Outreach and Education	<ul style="list-style-type: none"> • Winter Salt Week 2025 (over 900 registrants from 30+ states) • Salt Wise season debriefs with public and private winter maintenance professional • Development and coordination of a Property Manager's Salt Wise 101 workshop • Extensive professional training (14 Smart Salting workshops; 8 Salt Wise Equipment Open Houses; 8 agency trainings) and communications to expand the use of Salt Wise practices • Presented at the National APWA Snow Conference and Adirondack Champlain Regional Salt Summit 	<ul style="list-style-type: none"> • Winter Salt Week 2026 (goal of >1,000 registrants) • Continue to coordinate and provide Smart Salting Workshops, Salt Wise Open Houses, Agency Trainings, and Salt Wise 101 workshops for Property Managers • Strengthen connections between municipal and private winter maintenance professionals through more frequent in-person Salt Wise events • Coordinate local salter calibration clinics • Roll out a Salt Wise Star Recognition Program for private winter maintenance companies

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
	<p>and dozens of local and state presentations</p> <ul style="list-style-type: none"> Coordinated the Wisconsin APWA Excellence in Snow and Ice Control Award judging Serve on the Technical Committee for the Cold Climate Stormwater Center of Excellence 	<ul style="list-style-type: none"> Increase public awareness of chloride as a pollutant and measures to reduce chloride pollution
Public Policy Advocacy	<ul style="list-style-type: none"> Successfully lobbied for \$5 million in a statewide Winter Maintenance Safety Improvement Grant program which was included in the Governor's Executive budget Legislative lobbying to preserve statewide equipment grant program Legislators and staff invited to Salt Wise-County Hwy Dept Equipment Open House events around the state State and local proclamations in recognition of Winter Salt Week. 	<ul style="list-style-type: none"> Informational Meeting for legislators and staff in February 2026 Collaboration with the newly-formed Snow and Ice Management Association Legislative Council

Estimated Annual Hours – WI Salt Wise Program

STAFF	HOURS
WI Salt Wise Program Manager – Madison	1,770
Executive Director – Valerius	20
Total	1,790

Funding Sources – WI Salt Wise Program

TAX LEVY	GRANTS	SERVICE AGREEMENTS AND DONATIONS	TOTAL
30%	35%	35%	100%
\$65,000	\$75,000	\$76,000	\$216,000

CLIMATE RESILIENCE PLANNING PROGRAM

The Climate Resilience Planning Program was established to promote activities across the region that improve our communities' ability to manage the effects of wetter, warmer weather patterns. The activities address flood resilience, green infrastructure and the urban tree canopy.

Objectives

- Collaborate with communities in the region to develop and implement plans that build regional climate resilience
- Support communities in making decisions that strengthen regional climate resilience

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Black Earth Creek Watershed Green Infrastructure Plan	<ul style="list-style-type: none"> • Facilitated Steering Committee meetings for implementation of priority projects • Coordinated funding efforts for ongoing water quality monitoring in Black Earth Creek and tributaries, including securing funding through grants 	<ul style="list-style-type: none"> • Continue to lead Steering Committee to facilitate ongoing collaborations and project implementation • Provide assistance in preparing concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities
Tree Canopy	<ul style="list-style-type: none"> • Participated in the Neighborhood Forest Project with Eco-Latinos, Operation Fresh Start, Sustain Dane, and Urban Tree Alliance to involve residents in planting and maintaining 100-125 trees per year in south Madison • Partnered with the State cartographer's Office and Sustain Dane's Powerful Teen Leaders program to train young people in tree inventorying and GIS skills • Secured a \$5,000 grant from the CD Besadny Conservation Fund to support the Dane County School Tree Nursery Program and develop K-12 curriculum around tree nurseries 	<ul style="list-style-type: none"> • Continue to support the Neighborhood Forest Project • Develop a standardized municipal tree canopy report for use by local government as a planning and advocacy tool • Develop and promote model tree ordinances for urban and rural communities, with input from municipal foresters • Implement the Dane County School Tree Nursery Program and develop K-12 curriculum around tree nurseries • Maintain the Growing Shade website

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
	<ul style="list-style-type: none"> Piloted a program with Dane County to offer free oak saplings to rural homeowners building new homes. 	
Midwest Climate Collaborative	<ul style="list-style-type: none"> Co-hosted and presented at the 2025 Midwest Climate Summit in Madison, April 30-May 2 	<ul style="list-style-type: none"> Participate in the MCC Steering Committee and Green Infrastructure and Local Government Working Groups Attend 2026 Midwest Climate Summit in Cleveland, OH Explore opportunities for collaboration on climate projects and potential grant funding
Regional Stream Crossing Inventory and Assessment	<ul style="list-style-type: none"> Secured funding from WEM to complete the inventory across 29 PLSS Townships Signed partnership agreement with Trout Unlimited for work in western Dane County Hired two part-time Environmental Resources Technicians Collected data at 581 road-stream crossings Finalized and sent out reports to 4 towns – reports in progress for 7 towns Created a project website 	<ul style="list-style-type: none"> Continue to contribute data to Great Lakes Stream Crossing Inventory database Complete data collection within Dane County and begin data collection for subwatersheds that straddle the county line Complete reports for all municipalities within the project area Engage with municipalities to discuss inventory results Hire additional LTEs as necessary

Estimated Annual Hours – Climate Resilience Projects

STAFF	HOURS
Executive Director – Valerius	62
Senior Environmental Engineer – Bower	60
Environmental Engineer – Mehendale	250
Senior Environmental Resources Planner – Noone	1,256
Environmental Resources Planner – Michaud	109
Environmental Resources Planner – Levy	1,012
Senior Community Planner & Deputy Director – Shanahan	11
Community Planner – Krempely	22
LTEs & Interns	869
Total	3,651

Funding Sources – Climate Resilience Projects

TAX LEVY	GRANT	TOTAL
84%	16%	100%
\$272,000	\$52,500	\$324,500

LAND USE PLANNING PROGRAM

The Regional Planning Commission is charged under state statutes with “the function and duty of making and adopting a master plan for the physical development of the region.” This involves facilitating processes that build broad agreement on goals and objectives for how the region grows, preparing and updating a regional land use plan, and maintaining mapping and data systems.

Objectives

- Maintain, update, and implement the [Regional Development Framework](#) to support local planning and development that aligns with shared regional goals and objectives.
- Conduct outreach and provide staff professional development to support regional land use planning.
- Maintain and share GIS geodata and mapping systems, including historical and current inventories of land use in the region.
- Collect, analyze, maintain and share data for key performance indicators that monitor implementation of the Regional Development Framework

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Regional Development Framework	<ul style="list-style-type: none"> • Piloted a UW-Department of Planning and Landscape Architecture (DPLA) design studio focused on RDF implementation with CARPC and community partners as “clients” on student planner/designer group projects – initial focus is the edge of the Madison metro area east of I-90, loosely the Door Creek watershed 	<ul style="list-style-type: none"> • Publish online Data Dashboard 2.0 that effectively communicates key performance indicators; establish update schedule • Continue work with DPLA and local community partners to investigate RDF planning and implementation through coursework and studio (design) projects. • Identify multi-governmental opportunities for catalytic projects implementing RDF objectives
Farmland Preservation	<ul style="list-style-type: none"> • Began attending meetings and special events with groups like Yahara Pride 	<ul style="list-style-type: none"> • Convene a regional conversation about farmland preservation, beginning with

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
	<p>Farms, Groundswell Conservancy, the American Farmland Trust, and Dane Demo Farms</p> <ul style="list-style-type: none"> Connected with Dane County staff, DCTA staff, Merge Impacts, and others to gauge existing regional needs in farmland preservation and sustainable agriculture 	<p>an ad hoc workgroup of known stakeholders with interest in the subject</p> <ul style="list-style-type: none"> Prepare an updated farmland preservation report for Dane County that provides current information and identifies key roles and recommendations for CARPC
Future Urban Development Area and Intergovernmental Planning	<ul style="list-style-type: none"> Participated in two growth area planning processes in the City of Fitchburg Facilitated boundary agreement discussions with the City and Town of Sun Prairie 	<ul style="list-style-type: none"> Complete the Sun Prairie boundary agreement and participate in others as appropriate Facilitate key stakeholder pre-planning discussions to help Fitchburg and the Village of Oregon work together on land development near their shared boundary
Mapping and Data	<ul style="list-style-type: none"> Maintained tracking of development and updates to land use maps and datasets Continued coordination with Dane County on shared land use data and mapping Improved and routinized methods for tracking and updating development data Developed tools to automate data aggregation from common sources 	<ul style="list-style-type: none"> Continue data and mapping monitoring and updates in coordination with outside agencies Federate and automate collection of current and future land use map changes Continue improvement and routinization of methods for data and map updates Conduct 5-year update to the regional land use inventory with Dane County and City of Madison staff.

Estimated Annual Hours – Land Use Planning & RDF Implementation

STAFF	HOURS
Executive Director – Valerius	195
Senior Environmental Engineer – Bower	5
Environmental Engineer – Mehendale	40
Senior Environmental Resources Planner – Noone	194
Environmental Resources Planner – Michaud	60
Environmental Resources Planner – Levy	356
Senior Community Planner & Deputy Director – Shanahan	580
Senior Community Planner – Higgins	956
Community Planner – Krempely	850
LTEs & Interns	220
Total	3,456

Funding Source – Land Use Planning & RDF Implementation

TAX LEVY
100%
\$379,000

Regional Transportation-Land Use Planning Integration Program

Objective

- Integrate transportation planning with land use and environmental planning in the Dane County region.

Previous and Current Work

CARPC works with the Greater Madison Metropolitan Planning Organization (MPO) to coordinate transportation and land use planning across the region. CARPC periodically updates projections of population and demand for urban land development at the municipal and urban service area level, which the MPO uses for updates of the regional transportation plan. In 2025 CARPC and MPO staff collaborated with other key entities in the region (Dane County, City of Madison, UW-Madison) to prepare new population projections. CARPC is assisting with more detailed population and employment projections at the transportation analysis zone level (TAZ), work that continues into 2026.

MPO staff conduct transportation analyses of applications to amend sewer service area boundaries, which are provided as recommendations to applicant municipalities – three such analyses were completed in 2025.

CARPC and MPO staff also coordinate outreach and education activities through local presentations, joint webinars and community forums, and a joint Communications and Outreach Workgroup. These activities are coordinated by a Marketing and Communications Specialist who is an employee of the MPO with 25% of her time dedicated by contract to CARPC. 2025 highlights include coordination of bike tours of green infrastructure features in Madison for multiple conferences hosted in the City, and a Fall Forum attended by 45 local staff and elected leaders focused on intergovernmental challenges and solutions related to transportation systems and infrastructure.

Work Description, Products and Schedule

CARPC works under contract with the Wisconsin Department of Transportation (WisDOT), which provides funding for some of CARPC's land use and transportation integration activities. CARPC contracts with the MPO to perform various transportation-related activities. Activities and projects anticipated for 2026 include:

- a. Coordinating implementation of the *Regional Development Framework* and the *Connect Greater Madison 2050 Regional Transportation Plan*. Coordination activities may include efforts on measuring performance indicators (though WisDOT funds will not be used for CARPC work on performance indicators).
- b. Conducting joint education and outreach activities. CARPC and MPO staff will conduct a Fall Forum on a topic of interest across the region (in 2025 this was Intergovernmental Coordination on Transportation Systems and Infrastructure). There

may also be one or two webinars on topics of interest to local community officials. These activities support local governments and strengthen the function and perception of CARPC and the MPO as integrated partner agencies.

- c. Contracting with the MPO for 25 percent of the MPO Marketing & Communications Specialist position (WisDOT funds will not be used for this contract).
- d. Continuing to hold regular joint staff meetings and coordinate the sharing of information at commission/board meetings as appropriate.
- e. MPO staff will provide transportation planning services to local planning projects coordinated by CARPC. These may include preparation of transportation analyses and recommendations related to sewer service area amendments and other local planning projects.
 - a. *Sewer Service Area Amendments.* For applications that CARPC receives for amendment to sewer service area (SSA) boundaries, MPO staff may review the applications and make recommendations where appropriate for revisions to improve transportation system function and to achieve greater consistency with Regional Transportation Plan goals and policies. CARPC pays the MPO for this review of transportation system impacts with pass-through funds from WisDOT (funding for CARPC review of SSA amendments comes from sources other than WisDOT).
 - b. *Other local planning projects.* CARPC provides planning services to local communities (see [Community Assistance Planning Program](#)). Assistance such as comprehensive planning can include transportation planning. Transportation planning services provided by MPO staff for such projects may be supported by WisDOT funding (CARPC planning services are funded from sources other than WisDOT).
- f. Monitoring and participating in MPO transportation planning activities, as appropriate.
- g. Assisting local communities with the Transportation Alternatives Program and/or WisDOT grant applications.
- h. Participating in MPO/RPC Quarterly Directors Meetings to discuss transportation planning, policy, financial and technical issues, and questions. Attendance at the WisDOT/MPO/RPC Annual Conference.
- i. Participating in statewide and regional major corridor planning and environmental feasibility studies as coordinated by WisDOT.
- j. Participating in *Public Transit Human Service Transportation Plan* work activities as needed.
- k. Preparing population projections and assisting the MPO with associated travel demand projections with those projections.

Estimated Annual Hours – Regional Transportation-Land Use Planning Integration Program

STAFF	HOURS	% OF ANNUAL HOURS
Senior Environmental Engineer – Bower	5	0.2%
Environmental Resources Planner – Michaud	5	0.2%
Environmental Resources Planner – Levy	12	0.5%
Senior Community Planner & Deputy Director – Shanahan	30	1.4%
Senior Community Planner – Higgins	70	3.4%
Community Planner – Krempely	30	1.4%
Executive Director – Valerius	20	1.0%
Total	162	

Funding Sources – Regional Transportation-Land Use Planning Integration Program

WisDOT provides funding for this program through the Rural Transportation Work Program (RTWP) and State Planning and Research (SPR) funds. Funding comes from a combination of federal and state monies. Thirty-three percent of the funding is passed through to the MPO to support technical assistance by MPO staff on tasks coordinated by CARPC (item e. above). The RTWP budget allocation requires a 10% local match, which CARPC and the MPO provide in proportion to their respective shares of the RTWP funding.

	Federal	State	Local	Total Funds
Percent of Funding	80%	10%	10%	100%
CARPC (66%)	\$7,437.28	\$929.66	\$929.66	\$9,296.60
MPO (33%)	\$3,718.64	\$464.83	\$464.83	\$4,648.30
Totals by Source	\$11,155.92	\$1,394.49	\$1,394.49	\$13,944.90

COMMUNITY ASSISTANCE PROGRAM

CARPC provides assistance to local governments and county agencies on request. These services are offered primarily on a fee-for-service basis, though within Dane County CARPC can offer reduced rates or charge no additional fee for small efforts if furthering the objectives of the Regional Development Framework. Outside of Dane County, the fully loaded cost must be supported by the project fees.

Objectives

- Provide planning and data resources to meet the needs of local communities.
- Increase community capacity to address local planning needs and collaborate with other units of government.
- Strengthen regional capacity to collaborate on shared issues and achieve the goals and objectives outlined in regional plans.

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Community Assistance Program	<ul style="list-style-type: none"> • Evaluated and improved project management methods • Completed deliverables that can serve as templates for future projects • Adopted guidelines for work outside of Dane County • Created a Project Development Strategy outlining how we connect and work with communities 	<ul style="list-style-type: none"> • Continue to refine and routinize project creation and management tools and procedures • Expand fee-for-service work contracts, including work outside Dane County
Fitchburg-Oregon Joint Planning Assistance	<ul style="list-style-type: none"> • Signed an agreement with the City of Fitchburg and Village of Oregon to facilitate conversations on Fitchburg development that may require utility service from Oregon 	<ul style="list-style-type: none"> • Facilitate a series of meetings with municipal staff and officials, property owners, the Wisconsin Department of Corrections, and area school districts • Map site characteristics and future land use to inform an Urban Service Area amendment proposal (if communities wish to proceed)

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Rock County Comprehensive Plan	<ul style="list-style-type: none"> Assembled an advisory workgroup, held a series of community engagement meetings, conducted a public survey, met with cities and villages, and held focus groups 	<ul style="list-style-type: none"> Complete outreach activities, including another round of meetings with towns, cities, and villages and a public open house Finalize and adopt updated Comprehensive and Farmland Preservation Plans for Rock County
Evansville Bike-Ped Plan	Conducted preliminary site visits, stakeholder meetings, focus groups, and a public survey	<ul style="list-style-type: none"> Survey and data analysis, mapping, and final plan preparation
Community Comprehensive Planning	<ul style="list-style-type: none"> Completed a comprehensive plan update for the Town of Rutland Launched a plan update process for the Town of Berry that will lay the groundwork for bringing all parcels into compliance with current Town zoning 	<ul style="list-style-type: none"> Conduct a public outreach process, compile data, and update maps to prepare an updated comp plan for the Town of Berry by EOY 2026
Other Town Projects	<ul style="list-style-type: none"> Ongoing mapping services for 5 towns 	<ul style="list-style-type: none"> Continue to assist five Towns with zoning mapping services Other assistance to be determined
Other Projects	<ul style="list-style-type: none"> Assisted the Southwestern Wisconsin RPC with their 5-year strategic planning process Compiled data and maps to support the Village of Maple Bluff's comprehensive and strategic planning processes 	<ul style="list-style-type: none"> Prepare a housing data dashboard for the City of Sun Prairie

Estimated Annual Hours

STAFF	HOURS
Executive Director - Valerius	150
Senior Environmental Resources Planner - Noone	5
Environmental Resources Planner - Michaud	5
Environmental Resources Planner - Levy	78
Senior Community Planner & Deputy Director - Shanahan	610
Senior Community Planner - Higgins	172
Community Planner - Krempeley	475
LTEs & Interns	400
Total	1,895

Funding Source

TAX LEVY	FEES	TOTAL
27%	73%	100%
\$51,500	\$140,000	\$191,500

ECONOMIC DEVELOPMENT ASSISTANCE PROGRAM

CARPC has been providing assistance to the Madison Region Economic Partnership (MadREP) for many years, including data support for the Community Economic Development Strategy (CEDS) and mapping solutions. With the dissolution of MadREP in late 2025 and absorption of some of its functions into the Greater Madison Chamber of Commerce there is still need for economic development assistance across the wider region.

Objectives

- Identify the role for CARPC to support economic development planning and promote community access to funding programs from the US Economic Development Agency (EDA) and other state and federal agencies, including a suitable contractual arrangement and/or organizational structure to enable that role.
- Identify funding support for the CARPC role with these activities, in particular for support to communities outside of Dane County.

Estimated Annual Hours*

STAFF	HOURS
Executive Director - Valerius	30
Senior Community Planner - Higgins	10
Community Planner - Krempely	20
Total	60

Funding Source*

TOTAL
100%
\$7,800

*The hours and costs described here are only for exploratory efforts. This program may be either eliminated or significantly expanded (or something in between) based on the results of the exploratory efforts in 2026.

EDUCATION, INFORMATION & CONNECTION PROGRAM

As a public agency, CARPC strives to be transparent about its activities, educate partners and the public on key regional issues, share information important to public discourse, and highlight the good work being done by Dane County municipalities, community groups, and government agencies. CARPC's Education, Information, and Connection Program focuses on strengthening our relationships within the region and connecting communities with valuable information and resources.

Objectives

- Increase awareness and understanding of regional planning and of CARPC and its activities among local community leaders and their constituents.
- Support local planners and planning processes with information that addresses current challenges in our communities and informs solutions to those challenges.
- Position CARPC as a leader in land use and water quality planning and a trusted resource for data, information, and assistance.

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
EDUCATION & INFORMATION		
Outreach	<ul style="list-style-type: none"> • Published monthly newsletters, produced webinars, created social media content, updated and improved websites • Expanded media outreach with TV news coverage and several published press releases • Held an in-person forum on intergovernmental transportation issues in partnership with the Greater Madison MPO 	<ul style="list-style-type: none"> • Continue current activities • Develop agency communications and outreach strategy • Continue brand implementation • Continue to deliver no- or low-cost education and training opportunities to municipal and agency partners • Continue to work with schools, including speaking to classes, tree planting, and tutoring • Explore opportunities to host additional in-person events • Prioritize storytelling in our outreach efforts

Estimated Annual Hours

STAFF	HOURS
Executive Director - Valerius	120
Senior Environmental Engineer - Bower	10
Senior Environmental Resources Planner - Noone	60
Environmental Resources Planner - Michaud	8
Environmental Resources Planner - Levy	90
Senior Community Planner & Deputy Director - Shanahan	376
Senior Community Planner - Higgins	30
Community Planner - Krempeley	18
Total	712

Funding Source

TAX LEVY
100%
\$90,800

ADMINISTRATION AND COMMISSION

The Executive Director is responsible for managing the administrative functions of the Agency and the Commission, with significant assistance from the Administrative Services Manager and additional assistance from the Deputy Executive Director.

Objectives

- Manage CARPC's financial resources with accuracy and transparency
- Hire, train and retain professional staff to implement the Agency's programs
- Support effective meetings of the Commission and its committees

Activities – 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
Commission	<ul style="list-style-type: none"> • Welcomed 3 new commissioners (Dalsoren, Lieberman, Vidaver) • Adopted policies to guide operating reserve fund maintenance and CARPC work outside Dane County • Made presentations to the Commission on agricultural preservation, stormwater management, population projections, MMSD effluent discharge changes, and data center development • Convened the Ad Hoc Water Quality Planning Committee four times and made recommendations to the Commission • Convened the Budget & Personnel Panel four times 	<ul style="list-style-type: none"> • Conduct commissioner training(s) led by CARPC staff on topics of interest to the Commission • Staff will review the Commission bylaws and provide a report to the Commission on potential updates
Administration	<ul style="list-style-type: none"> • Continued reviewing, sorting, scanning and disposing of paper records • Completed an update of the Personnel Manual • Prepared an update of the Agency's Internal Controls policies 	<ul style="list-style-type: none"> • Review the Agency's banking services • Establish new administrative and controls routines involving the Deputy Executive Director • Continue reviewing, sorting, scanning and disposing of paper records • Develop reporting tools to monitor staff time use in relation to this work program

Estimated Annual Hours

STAFF	HOURS
Executive Director - Valerius	830
Senior Environmental Engineer - Bower	10
Environmental Engineer - Mehendale	12
Senior Environmental Resources Planner - Noone	20
Environmental Resources Planner - Michaud	10
Environmental Resources Planner - Levy	7
WI Salt Wise Program Manager - Madison	45
Senior Community Planner & Deputy Director - Shanahan	122
Senior Community Planner - Higgins	59
Community Planner - Krempeley	370
Administrative Services Manager - Kozlowski	1,800
Total	3,285

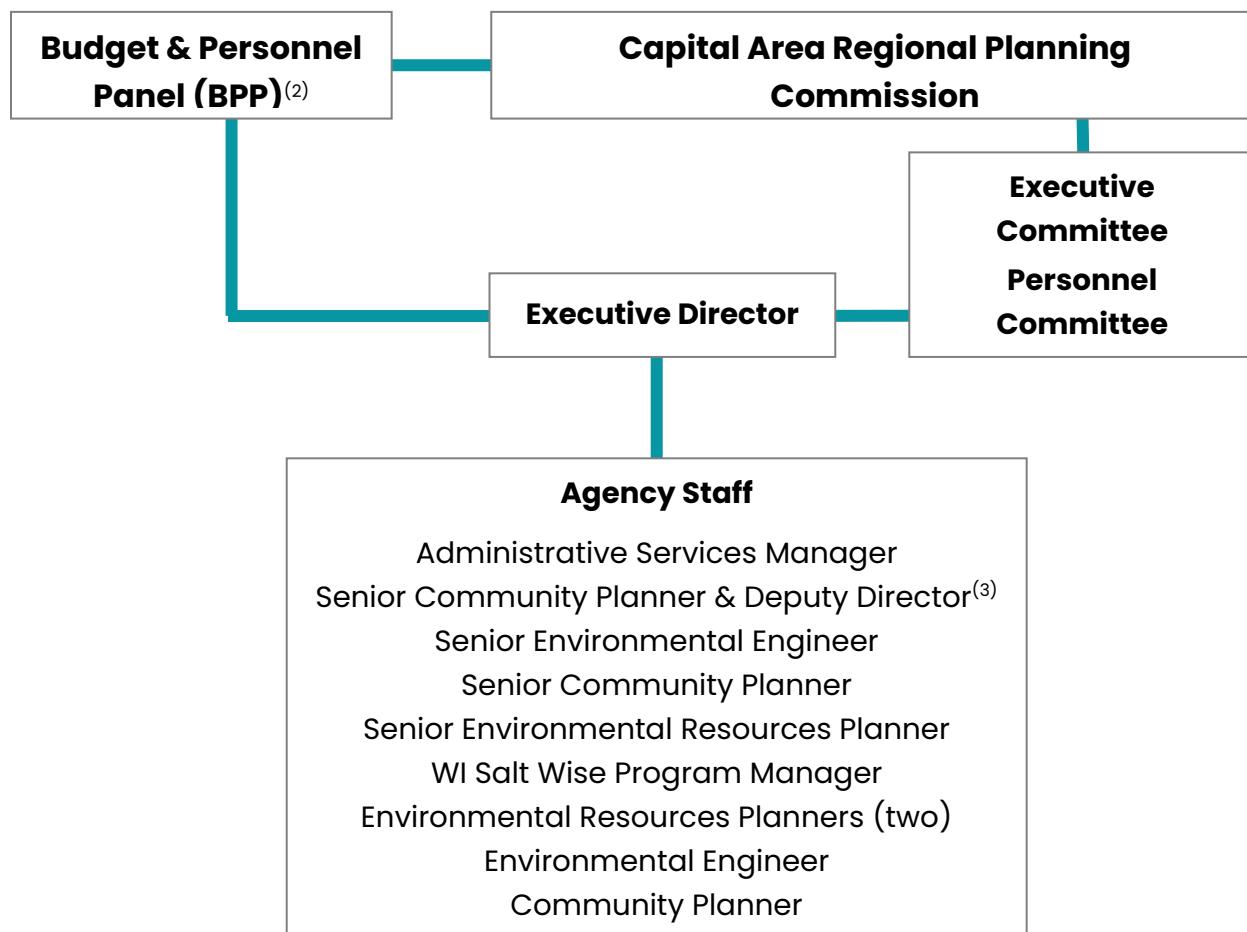
Funding Source

The Agency's administrative functions are funded by all Agency revenue sources through an indirect cost rate applied to all staff time .

Note: Administrative activities account for an estimated 16% of total staff hours for 2026.

Organizational Chart

(Effective January 1, 2026) ⁽¹⁾



Notes:

- (1) This version incorporates the designation of a Deputy Director in 2026
- (2) The BPP has the power to approve the CARPC budget and levy and hire or fire the Executive Director, as described in Article IV of the CARPC Bylaws
- (3) Title VI Officer
- (4) Greater Madison MPO staff, under contract to CARPC for 25% time

APPENDIX A: Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements

Regional Planning Commissions Self-Certification of Compliance with CFDA

20.205 Federal Funding Requirements

The Regional Planning Commissions (RPC) will formulate, and submit for annual approval, a Transportation Planning Work Program (TPWP), which identifies all transportation-related planning activities to be funded. In performing the activities and receiving Federal and State funding for the TPWP, the Regional Planning Commission hereby self-certifies their compliance with the following regulations, terms and conditions:

1. Catalog of Federal Domestic Assistance (CFDA) 20.205 Federal Funding Requirements.
2. The TPWP sets forth a description of the specific transportation planning activities and products to be completed each calendar year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies.
3. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, with authorization from WisDOT the RPC will proceed with the TPWP.

The TPWP may be amended during the course of the year upon written request of the RPC subject to (1) the written concurrence of WisDOT and (2) the availability of funding, if applicable.

4. The RPC may enter into such institutional arrangements, service contracts or agency agreements as it deems necessary to carry out the scope of work in the TPWP with the understanding that the RPC shall remain accountable for completion of planning products in accordance with the TPWP. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 2 CFR 200 as supplemented by 23 CFR 420.119 issued by the Federal Highway Administration (FHWA); Federal Transit Administration (FTA) Circular 42201.E and any changes or revisions thereto; and other applicable guidance the FTA, FHWA or USDOT may issue.

When consultants are to be employed in accomplishing work under the TPWP, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures and to review and approve subcontracts.

WisDOT and USDOT, at all times during the effective period of the TPWP, will be accorded proper facilities for inspection of the transportation planning work activities and

shall, in accordance with Article XI, have access to all data, information, records and documents pertaining to the work under the TPWP.

Work Product

RPCs shall give WisDOT and applicable USDOT agencies reasonable opportunity to review and comment on their respective reports produced under the TPWP prior to publication of the final report.

All reports and documents published by all parties shall give credit to all other parties and to participating USDOT agencies and include appropriate disclaimer statements regarding representation of USDOT views or policies.

WisDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under the TPWP for government purposes.

Prohibited Interest

No member, officer or employee of the RPC or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in the TPWP proceeds thereof or any benefit arising therefrom.

Funding and Payment

- A. Upon adoption of the TPWP by the RPC and approval by WisDOT and by USDOT funding agencies, this Self-Certification shall be deemed to be a part of the TPWP with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the TPWP will be set forth in WisDOT's annual authorization letter.
- B. All costs incurred during the progress of the transportation planning work activities shall be shared by the RPC and the other participating agencies on the basis of the cost allocation schedule set forth in the approved TPWP.

WisDOT's share of program costs, together with any USDOT share, which is administered by WisDOT, will be paid to the RPC following the receipt of a properly executed invoice, and a detailed status of expenditures report.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by RPC to WisDOT at no greater than a

quarterly interval. These reports shall be due 30 days after the end of the first, second and third quarters, and 60 days after the final quarter.

WisDOT may withhold or delay approval of invoices if the RPC fails to submit progress reports or scheduled products in a timely and satisfactory manner. WisDOT shall provide reimbursement to the RPC for the timely payment for all submitted and approved progress reports, finished products, and invoices.

Article IX: Cost Principles

- A. Allowable Costs. Actual costs incurred by RPC under this TPWP shall be eligible for reimbursement provided the costs are:
 1. Verifiable from the RPC's records;
 2. Not included as match funds as prescribed by federal law or regulation for any other federally assisted program;
 3. Necessary and reasonable for proper and efficient accomplishment of the approved TPWP;
 4. In conformance with the standards for allowable costs set forth in 2 CFR 225 (Office of Management and Budget (OMB) Circular A-87, revised) and with applicable guidelines, regulations, or federal agreement provisions issued by FHWA or FTA.
 5. Not paid by the federal government under another assistance agreement unless authorized to be used as match funds under the other federal agreement and the laws and regulations governing such agreement; and
 6. Provided for in the approved TPWP.

No contributions where costs are not incurred, such as volunteer services or donated property, may be accepted as the non-federal share.

- B. Indirect Costs. RPC costs charged on an indirect basis shall be supported by an indirect cost allocation plan and indirect cost rate proposal. Such plans shall be submitted with certification to WisDOT and the host agency's cognizant federal agency for approval prior to recovering any indirect costs included under this TPWP.

Property Utilization and Management

The RPC shall comply with the property management standards as set forth in 2 CFR 200, Subpart D, Property Standards.

Records and Audits

- A. The RPC shall, for the program of transportation planning and programming activities maintain an accounting system that adequately accounts for all funds provided for, accruing to, or otherwise received from the federal, state and local units of government, or any other quasi-public or private source under this TPWP.
- B. All eligible costs, including paid services and expenses contributed by the RPC, shall be charged to the approved TPWP by the RPC and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by the RPC under this TPWP shall be maintained by the RPC and shall be clearly identified and readily accessible. WisDOT and USDOT shall have authority to audit, review, examine copy and transcribe any pertinent data, information, records or documents relating to this TPWP at any reasonable time. The RPC shall retain all records and documents applicable to this TPWP for a period of not less than three (3) years after final payment is made to WisDOT by the federal funding agencies.
- C. The RPC shall have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations. (See 2 CFR 200 Subpart F Audit Requirements.). This audit shall be performed in accordance with 2 CFR 200, and state single, organization-wide audit guidelines issued by the Wisconsin Department of Administration (DOA). A copy of the audit shall be furnished to WisDOT.

Certification Regarding Lobbying

- A. The RPC certifies, to the best of his or her knowledge and belief, that:
 - 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the RPC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The RPC also agrees by adopting this TPWP that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

APPENDIX B: Current Signed Title VI Nondiscrimination Agreement

**FHWA/WISDOT SUBRECIPIENT
STANDARD TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2026**

The Capital Area Regional Planning Commission herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through (**Federal Highway Administration**), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (**Federal Highway Administration**).*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Rural Transportation Work Program :

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Rural Transportation Work Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Capital Area Regional Planning Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give

reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Capital Area Regional Planning Commission also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **Wisconsin Department of Transportation** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **Wisconsin Department of Transportation**. You must keep records, reports, and submit the material for review upon request to **Wisconsin Department of Transportation** or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Capital Area Regional Planning Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Rural Transportation Work Program . This ASSURANCE is binding on **Wisconsin**, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Rural Transportation Work Program . The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Capital Area Regional Planning Commission
(Name of Recipient)

by Jason Valerius Digitally signed by Jason Valerius
Date: 2025.10.01 14:10:59 -05'00'
(Signature of Authorized Official)

DATED October 1, 2025

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (**Federal Highway Administration**), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (**Federal Highway Administration**) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (**Federal Highway Administration**), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (**Federal Highway Administration**) may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (**Federal Highway Administration**) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Capital Area Regional Planning Commission will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of Rural Transportation Work Program, and the policies and procedures prescribed by the (Federal Highway Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Capital Area Regional Planning Commission all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Capital Area Regional Planning Commission and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Capital Area Regional Planning Commission its successors and assigns.

The Capital Area Regional Planning Commission in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Capital Area Regional Planning Commission will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Capital Area Regional Planning Commission pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Capital Area Regional Planning Commission will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Capital Area Regional Planning Commission will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Capital Area Regional Planning Commission and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Capital Area Regional Planning Commission pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that
 - 1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,
 - 2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,
 - 3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, Capital Area Regional Planning Commission will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Capital Area Regional Planning Commission will there upon revert to and vest in and become the absolute property of Capital Area Regional Planning Commission and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

APPENDIX C: Cost Allocation Plan

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573



ph: 608.474.6077
info@capitalarearpc.org

CAPITAL AREA REGIONAL PLANNING COMMISSION

2026 COST ALLOCATION PLAN

November 5, 2025

Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts, and agreements.

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Capital Area Regional Planning Commission's (CARPC's) Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by CARPC.

This proposal is based on CARPC's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2024. The general approach of CARPC in allocating costs to specific grants, contracts and fees are as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, unemployment insurance, worker's compensation, health insurance, retirement system contributions, life and disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc., using direct labor hours as the base.
- C. All other allowable indirect expense costs are pooled and allocated to programs, grants, etc., using direct labor hours as the base.

Allocation of Costs

The following information summarizes the procedures that are used by CARPC:

- A. Compensation for Personal Services – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages and benefits are charged directly to the program for which work has been done.
- B. Insurance – Insurance needed for a particular program is charged directly to the program requiring coverage. Other insurance coverage that benefits all programs is allocated to the indirect expenses category.
- C. Professional Services Costs (such as consultants) – Costs that benefit a specific program are charged directly to the program requiring the service. Costs that benefit all programs are allocated to the indirect expense category.
- D. Audit Costs – Annual audit fees will be allocated to the indirect expense category.
- E. Postage – Allocated based on use. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- F. Printing – Allocated based on usage. Printing costs are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- G. Supplies – Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- H. Equipment/Depreciation – CARPC depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the equipment category and expenses in the current year and are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- I. Training/Conferences/Seminars – Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect expense category.
- J. Travel Costs – All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs are allocated to the indirect expense category.

- K. Facilities Expenses (includes rent, Information Management, utilities, maintenance) – Facilities costs related to indirect expense activities are allocated to the indirect expense category.
- L. Communications - Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect category.
- M. Other costs (including membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs are allocated to the indirect expense category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including commissioner travel and per diem, alcoholic beverages, lobbying, bad debts, contributions, entertainment, fines, and penalties are not included in the calculation of the indirect rate.

Indirect Salary Narrative

Executive Director charges time spent on support to the Commission, financial review, personnel matters, and project management.

Administrative Services Manager charges time spent on financial management, procurement, support to the Commission, personnel matters, employee benefit administration, contract administration, website updates, and report preparation and production.

Other Staff charge time spent in all staff meetings and performance reviews.

ORGANIZATIONAL CHART

(Effective January 1, 2026) ⁽¹⁾



Notes:

- (1) This version incorporates the designation of a Deputy Director in 2026
- (2) The BPP has the power to approve the CARPC budget and levy and hire or fire the Executive Director, as described in Article IV of the CARPC Bylaws
- (3) Title VI Officer
- (4) Greater Madison MPO staff, under contract to CARPC for 25% time

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal, dated November 5, 2025, to establish indirect, administrative overhead, and fringe cost billing rates for 2025 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This proposal does not include any costs which are unallowable as identified in the applicable federal cost principles.
- (2) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) Rates calculated within the proposal used a direct cost base type of direct salaries and wages. The indirect cost rate is 39.63%. The fringe rate is 65.13%. The administrative overhead rate is 30.96%. The total of these three rates is 135.72%. The calculations were based on actual costs from fiscal year 2024, to obtain these federal billing rates for fiscal year 2025 until a new Cost Allocation Plan is adopted.
- (4) All documentation supporting the indirect cost rate identified above will be retained by CARPC. This rate should be reviewed and validated as part of the CARPC's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: Capital Area Regional Planning Commission

Signature: 

Name of Official: Jason Valerius

Title: Executive Director

Date of Execution: November 5, 2025

CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 1
COMPUTATION OF FRINGE BENEFIT RATE
FOR THE YEAR ENDED DECEMBER 31, 2024

Fringe Benefits:

Payroll Taxes	77,854
Health Insurance	195,641
Dental Insurance	11,287
Group Life Insurance	309
Disability Insurance	162
Compensated Absences / Paid	
Time Off	175,259
Retirement	60,705
Worker's Compensation Insurance	6,802
Unemployment Compensation	532
Fringe Benefits	29
Moving Expense	-
Total Fringe Benefits	<u>\$ 528,581</u>

Project Salaries	619,719
Administrative Salaries	<u>191,889</u>
Total Labor	<u>\$ 811,608</u>

Total Fringe Benefits	<u>\$ 528,581</u>
Total Labor	<u>\$ 811,608</u>

65.13%

Total Salaries	986,868
Unallowable Salaries	2,086
Total Salaries	<u>988,953</u>

CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 2
COMPUTATION OF INDIRECT OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2024

Indirect Overhead:

Contracted Services	\$ 21,172
Meals, Travel	16,355
Conference and Training	7,158
Dues, Membership,	
Subscriptions	9,168
Contributions & Donations	55
Supplies	5,851
Printing	1,783
Postage	30
Webhosting	96
Equipment	6,716
Software	15,873
IT Services	10,772
Rent	50,352
Telephone	1,069
Administration and Payroll	
Fees	5,665
Outreach and Education	250
Pass Through - Coop Water Resource, Transport Plan	-
Audit	10,450
Commission Per Diem and Travel (unallowable & not included here)	-
Legal Services	3,298
Consulting Services	32,207
Financial Services	43,699
Recruitment	-
Insurance	3,180
Depreciation and Amortization	405
Total Indirect Expenses	<u><u>\$ 245,604</u></u>

Total Indirect Expenses	<u><u>\$ 245,604</u></u>
Total Project Salaries	<u><u>39.63%</u></u>

CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 3
COMPUTATION OF ADMINISTRATIVE OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2024

Administrative Overhead:

Administrative Salaries	\$ 191,889
Total Administrative Salaries	<u>\$ 191,889</u>
Administrative Overhead	\$ 191,889
Project Salaries	\$ 619,719
	<u>30.96%</u>

Summary of the Rates / Total

Administrative Overhead (Schedule 3)	30.96%
Indirect Overhead (Schedule 2)	39.63%
Fringe Benefits (Schedule 1)	<u>65.13%</u>

Total Fringe & Indirect Rate	135.72%
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**Re: Review of Components of a Proposed Amendment to the *Dane County Water Quality Plan* by
Revising the Policies and Criteria for the Review of Sewer Service Area Amendments – Staff
Presentation and Discussion**

Requested Action:

Feedback on the following components of revised *Policies and Criteria for the Review of Sewer Service Area*, which will be brought forward to the Commission for action at a future meeting:

- a. Sewer Service Area Amendments – General (see Section 01 of attached *Policies & Criteria*)
- b. Sewer Service Area Major Amendments – Standard Process (see Section 02)
- c. Sewer Service Area Major Amendments – Expedited Process (see Section 03)
- d. Sewer Service Area Minor Amendments (see Section 04)

Background:

The Wisconsin Department of Natural Resources (WDNR) is required to have a continuing water quality management planning process, under Wis. Stat. § 283.83. One component of areawide water quality management planning sewer service area planning. CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area (SSA) Amendments, under a contractual agreement with the WDNR.

The current [Policies and Criteria for the Review of \[Major\] Sewer Service Area Amendments](#) were last revised April 13, 2017. The current [Policies and Criteria for the Review of Minor Sewer Service Area Amendments](#) were last revised February 13, 2020.

On February 8, 2024, [Resolution 2023-11 \(Revised\)](#) was adopted to establish the Ad-Hoc Water Quality Committee. The charge of the committee was, as stated in the Resolution:

“Make recommendations to the Commission for changes to its [SSA] Amendment process to better align the process with the authority and functions of regional planning commissions under Wis. Stat. 66.0309, Wis 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.”

Over the course of 2025, staff and the Ad-Hoc Water Quality Committee met multiple times to discuss and develop proposed policy changes to the collective policies for SSA Amendments (Major and Minor). On October 23, 2025, the Committee directed staff to finalize the proposed changes and bring them to the Commission for review and comment. With some minor, additional edits, the attached documents reflect the culmination of this work.

Staff Comments:

As a result of the work of the Proactive Planning Committee and Ad-Hoc Water Quality Committee (see above), changes to the policies and criteria for how we administer and review proposed SSA Amendments are being proposed. In general, these updates seek to clarify submittal requirements, align with statutory requirements, and better align our processes with the intentions of the Proactive Planning Committee and Agency vision and mission. These updates were prepared in consultation with legal counsel and DNR staff, and in consideration of feedback received from regional municipalities. The proposal includes updates to the two existing amendment processes (now referred to as SSA Major – Standard, and SSA Minor) as well as introduction of an alternative process (SSA Major – Expedited), all of which are contained within a single

document covering all SSA amendment applications. An overview of key updates and highlights is provided in the attached *Overview of Key Changes & Highlights* document.

These updates will constitute an amendment to the *Dane County Water Quality Plan*. A public hearing will be held at a future Commission meeting. Assuming favorable action by the Commission (at a future meeting), the final proposed amendment will be sent to the WDNR for review and an administrative decision.

In support of the proposed policy updates, staff have also prepared ancillary documents intended to assist applicants in preparing a complete application. These documents are tools designed and utilized to facilitate implementation of the adopted Policies and Criteria. They are provided for reference and no Commission action will be requested.

Attachments:

1. Sewer Service Area Amendments to the Dane County Water Quality Plan - Policies & Criteria
(Note: this document will be considered by the Commission at a future meeting and forwarded to DNR for final approval)
2. Ancillary Documents *(Note: for reference only; no action will be requested)*
 - a. Applications (Major and Minor)
 - b. Flow Charts (Major - Standard Process, Major - Expedited Process, and Minor Process)
3. Overview of Key Changes & Highlights *(Note: for reference only; no action will be requested)*

Staff Contact:

Nick Bower, Sr Environmental Engineer

NickB@CapitalAreaRPC.org

608 474 6019

Next Steps:

Assuming no significant concerns or issues raised, staff will finalize all materials, incorporating any additional feedback received, and prepare for a public hearing and possible Commission action at a future meeting.

Sewer Service Area Amendments to the Dane County Water Quality Plan

Policies & Criteria

Capital Area Planning Commission

(DRAFT December 2, 2025)

Review Note: Proposed policies for all SSA amendments, based on the following:

- Policies and Criteria for the Review of Sewer Service Area Amendments (dated April 13, 2017) ([Link](#))
- Policies and Criteria for the Review of Minor Sewer Service Area Amendments (dated February 13, 2020) ([Link](#))

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01 Sewer Service Area Amendments – General

KEY TERMS AND CONCEPTS

Sewer Service Area (SSA)

Planning area which identifies existing sewer areas and adjacent land most suitable for new development, as well as environmentally sensitive areas where development would have an adverse impact upon water quality (see Environmental Corridors definition below). In the Dane County region, sewer service areas have historically been further defined as either Urban Service Areas or Limited Service Areas (see definitions below).

Urban Service Areas

Lands intended for urban development, located in and around existing communities in the Dane County region, with the capacity to provide a full range of urban services (e.g., public sanitary sewer, public water supply, trash/refuse collection, EMS, etc.).

Limited Service Areas

Lands intended for limited urban development, located in and around existing communities in the Dane County region, with the capacity to provide one or more urban services (typically inclusive of public sanitary sewer collection).

Environmental Corridors

Generally contiguous network of open space and environmentally sensitive areas within urban service areas that are protected from development.

Estimated Environmental Corridors

Preliminary estimates of lands that would be required to be designated as Environmental Corridor if brought into an urban service area.

Voluntary Environmental Corridors

Lands that provide important benefits to the region, but do not have legal protection from development or disturbance (e.g., old-growth woodlands, 500-year floodplains, etc.), and which are recommended for voluntary inclusion in Environmental Corridors.

NEED FOR SEWER SERVICE AREA PLANNING

Sewer service area planning plays an important role in keeping Wisconsin's water safe for drinking, recreation and diverse aquatic life. Sewer service area planning is not intended to restrict a community's growth, obligate wastewater treatment plants to provide sewer throughout the planning boundary or affect community annexation policy. Planning accommodates future growth, while at the same time consolidating wetland, shoreland and floodplain protection programs within a community-based plan for sewer development.ⁱ Effective service area planning and policies relating to wastewater collection and treatment are best developed in tandem with Comprehensive Planning at a

regional and local level. CARPC conducts sewer service area planning activities under contract with Wisconsin Department of Natural Resources (DNR).

All amendments to urban service areas and limited service areas represent changes to the sewer service area within the *Dane County Water Quality Plan*, and as such, are referred to as Sewer Service Area (SSA) Amendments. This planning approach considers the interrelationship and impact of land development on water resources and ecosystem resources on an areawide basis.

Predicting the specific impacts of any one development on water resources can be difficult, or even impossible. At a regional or watershed scale, recognizing and accounting for the cumulative impacts of development on the ecological systems that are vital to the region's wellbeing is also a difficult, but vital challenge. As watersheds experience increased urbanization, infrastructure expansion, and increases in impervious surfaces, the cumulative impacts can push these natural systems beyond the point where ecological degradation accelerates, often irreversibly. In this way, there is a need for balancing the needs of a growing economy and population with the need for sustaining the ecological systems that are the foundation of the region's vitality.

Avoiding all detrimental impacts to the water resources and ecological systems within a watershed can be difficult, or entirely impossible, in a highly urbanized area, especially given the historical lack of proper stormwater management or focus on conservation and protection of these sensitive ecosystems. However, there are strategies which can slow and even reverse some of the harm done. Development practices with a focus on sustainability and progressive stormwater management using integrated green infrastructure throughout are an effective way to pair the need for development with limiting detrimental impacts on ecosystems.

In areas of the region where water resources are not already highly impaired, special emphasis should be placed on avoiding degradation and pushing these resources beyond the tipping points described above. Current stormwater management ordinances do not fully mitigate the effects of development on water resources. Even with more stringent (i.e., protective) stormwater management performance standards, the effects of land conversion from natural systems to agriculture use or urban development can have detrimental impacts on water resources and biological systems. As such, it is often appropriate in the watersheds of Areas of Special Natural Resources Interest (ASNRI) resources (e.g., Outstanding Resource Waters (ORWs)/Exceptional Resource Waters (ERWs), trout streams, etc.) to enact higher standards for stormwater management and ecosystem conservation to further limit the degradation of these resources.

Given the varying levels of complexity and the associated potential for adverse water quality impacts on receiving waters and ecosystem resources for any given SSA Amendment, three separate processes have been established for prospective sewer service area amendments commensurate with the potential impacts.

REGIONAL PLANNING PRIORITIES

The following items represent general planning priorities and best practices supported by CARPC. While the applicant is encouraged to incorporate these into their proposal, these are not a basis for a decision on water quality criteria.

- A. Contiguity to Existing Urban Infrastructure. Development should seek the efficient use of existing capacity in urban infrastructure (roads and streets, sewerage systems, water systems, parks and open space, etc.).
- B. Efficient Land Use. Development should seek efficient use of land through higher densities of development, infill development and redevelopment of existing development areas across the region.
- C. Reliance on Planning. USA expansion should be based on the community's comprehensive plan. Ad-hoc plan amendments in response to an unanticipated development opportunity should be rare but are sometimes necessary, especially for a land use in short supply in the community.
- D. Intergovernmental Cooperation. Infrastructure systems (e.g. transportation) and natural systems (e.g. watersheds) cross municipal boundaries. Annexation and development decisions affect functions and outcomes for neighboring communities. CARPC encourages good communication between neighbors and intergovernmental agreements that coordinate growth, boundaries and services.
- E. Climate Change Mitigation and Resiliency. All facets of planning and development should consider the impacts of a warming climate and increased precipitation anticipated in the region, including increased severe weather patterns. Future development and infrastructure planning should aim to ensure reliability and sustainability in the face of these conditions and consider the associated socio-economic impacts.
- F. Transportation Planning. Careful planning of transportation systems can improve cost efficiency and mobility outcomes for current and future residents of our region. CARPC will provide all SSA amendment applications to the Greater Madison MPO for review and commentary.

PUBLIC PARTICIPATION PROCESS

A key component of areawide water quality planning, and specifically the sewer service area amendment process, is meaningful public participation. Amendment proposals should be prepared with public input at the local process. All areawide water quality plan and plan revisions, including SSA Amendments, must have been subject to a public participation process approved by Wisconsin DNR including, at a minimum, a public hearing [[NR 121.07\(1\)\(b\)](#)].

A public hearing will be set for the next possible CARPC meeting unless the DNR determines it will hold the hearing at a time and place it deems appropriate in accordance with the contractual agreement between DNR and CARPC. The DNR may petition the circuit court for an order extending the time to act on the proposed amendment [[Wis. Stat. § 283.83\(1m\)\(c\)\(2\)](#)]. All affected local units of government (generally, local clerks and administrators), applicable county board supervisors, local chief elected officials, and other interested parties will be notified by letter thirty (30) days prior to the public hearing in accordance with [Wis. Stat. § 66.1001\(4\)\(d\)](#). For amendments which would expand the Central USA more than 300 developable acres, CARPC will notify all the units of government within the Central USA and invite them to comment.

All materials, including the application, staff analysis, CARPC recommendation, records of public hearings and Commission action, and DNR decision letter will be made available to the public throughout the amendment process through the CARPC website or other designated medium.

CREATION OF NEW SEWER SERVICE AREAS

In general, new sewer service areas will not be created unless there is no existing wastewater treatment facility and service area which could logically be expanded to serve the area. Creation of new service areas must meet the requirements and conditions of NR 110 regarding new treatment facilities to serve new and existing residential and non-residential development, and the state anti-degradation policy (NR 207, which prevents the unnecessary creation of new point-sources of wastewater discharge on water bodies). This process will require additional coordination with DNR and may be subject to additional criteria and requirements not stated in this document.

HISTORICAL LIMITED SERVICE AREAS

Historically, Limited Service Areas (LSA) have been defined within the Dane County region for areas where only one or a few urban services, such as sanitary sewer service, are provided to accommodate special or unique facilities or institutional uses which are appropriately located outside urban service areas, or areas of existing development experiencing wastewater disposal or water supply problems. This offered distinction from Urban Service Areas, which were provided a full range of urban services.

At times, some Limited Service Areas have been “absorbed” by Urban Service Areas during amendments to the sewer service area. In other instances, reference names of both Limited Service Areas (e.g., Oak Hill Correctional LSA) and Urban Service Areas (e.g., Central USA) have been retained. However, the distinction is no longer relevant and both Limited Service Areas and Urban Services Areas are more broadly defined as sewer service areas.

CRITERIA FOR ALL SSA AMENDMENTS

Requests for all amendments (Major and Minor) must comply with ALL the following:

- A. The applicant for a proposed amendment should be the municipality within which the property will be located at the time of development.
- B. The following must be provided with the application which shows that certain designated local management agencies in charge of various aspects of water quality protection have the ability and recognize their responsibilities in serving the amendment area (Note: one or more of the following can be combined if the responsible agency is the same):
 - i. Resolution stating support of the amendment to the SSA by municipality who is making the application
 - ii. Resolution acknowledging obligation to enforce nonpoint source pollution control (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development

- iii. Resolution acknowledging enforcement role to protect designated Environmental Corridor by municipality who will have regulatory jurisdiction at the time of development

Note: In lieu of a Resolution, applicant may demonstrate this by reference to existing policy or planning document
 - iv. Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing wastewater treatment for amendment area at the time of development

Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the treatment system
 - v. Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide wastewater collection and/or conveyance from the amendment area to the treatment plant at the time of development

Note: In lieu of a statement from separate entities, the applicant can demonstrate sufficient capacity within the downstream systems
- C. The applicant must have notified neighboring and affected units of government of their intent to expand the service area. Where post-development stormwater runoff from the amendment area will likely be discharged to an area under the jurisdiction of another unit of government, notification should identify this condition.
- D. Adequate treatment capacity must be available in wastewater treatment facilities to receive the anticipated volume of wastewater generated by the area.
- E. Service areas must be delineated to ensure the cost-effective (as defined in NR 110.03) and environmentally sound expansion of public sewerage facilities.
- F. The boundary of SSA amendment areas should generally follow parcel lines, rights-of-ways (ROWs), or other appropriate, repeatable boundaries. Consult with CARPC staff on delineation.
- G. In general, SSA amendment areas should be contiguous to existing sewer service areas, although exceptions may be made for unique land uses where isolation is warranted. In these rare instances, an amendment area may be discontinuous (on an "island") to accommodate special or unique facilities or institutional uses which are appropriately located outside the immediate vicinity of existing service areas, or areas of existing development experiencing wastewater disposal or water supply problems.
- H. Amendments should not omit adjacent lands which would create a gap or "hole" in the resulting SSA.
- I. Stormwater management measures should be aimed at mitigating to the maximum extent practicable the cumulative and incremental adverse impacts of development on surface water and groundwater resources and associated ecological systems. Such impacts include, but are not limited to, increases in off-site erosion and flooding, increases in pollution, reductions in stream baseflow, reductions in groundwater recharge, lowering of groundwater levels and

groundwater quality, reductions in flows to and from springs, hydrologic alterations of wetlands, and reductions in the ecological health of natural habitats. The effectiveness of proposed measures should be analyzed in the context of the current best management practices and available technology, and in consultation with municipal, county, and WDNR technical staff.

SUBMITTAL REQUIREMENTS

The following describes submittal requirements for an SSA amendment application. Refer to the respective Application – Major Amendments [[link](#)] or Application – Minor Amendments [[link](#)] for additional details and a checklist of items needed for submittal to demonstrate compliance with these policies.

Requests for sewer service area amendments must be accompanied by plans for development, including proposed land uses and major facilities in the area, provisions for water supply and wastewater collection and treatment services to be provided to the amendment area, description of nonpoint source pollution control measures and standards (e.g., stormwater management), and identification of environmentally sensitive areas which will be protected from development and a description of local policies, ordinances and other measures to protect such areas.

The specific level of detail in supporting materials can vary depending on how much is known about the future development area and whether there are specific development plans, provided that enough specificity is provided in terms of type and densities of land use to enable the determination of long-range urban service needs and impacts of development and the applicant can show compliance with water quality standards under Wis Stats. 281.15, applicable provisions of NR 121, and additional policies and criteria of the *Dane County Water Quality Plan*.

Completeness

For a complete submittal, the applicant shall submit the following:

- 1) Cover letter from Applicant (sponsoring municipality) or Applicant's Representative
- 2) Supporting resolution(s)
- 3) Documentation of notification to adjacent local governmental units
- 4) Application form (Major [[link](#)] or Minor [[link](#)])
- 5) Narrative and associated maps, tables, and figures which address requirements of application checklist
- 6) Relevant reports and studies (e.g., wetland delineation, stormwater management report, flora/fauna assessment, utility report, etc.)

Land Use Tables

Applications require two land use tables using the categories provided below, one table for the existing land uses and a second for proposed land uses. It is important for our data collection that applicants use consistent land use categories (i.e., all land uses should fit into one of the predefined categories).

When in doubt, applicants should refer to the [North American Industry Classification System \(NAICS\)](#) for example uses within each category. Provide values rounded to the nearest tenth of an acre.

Table 1. Existing Land Use

Land Use	Total Area (ac)	Housing Units (Count)
Agricultural		
Cemetery		
<i>Commercial</i>		
Extractive		
Governmental/Institutional		
Manufacturing		
Military		
Open Land		
Parks and Recreation		
<i>Residential</i>		
Single-Unit		
Multi-Unit		
Rural		
Group Quarters		
Mixed-Use	— ³	
Road Rights-of-Way (ROW)		
Stormwater Management		
Water and Wetlands		
Woodland		
TOTAL ACREAGE		

¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual *production* of goods.

² Where possible, separate residential uses into the following categories: Single-Unit, Multi-Unit, Rural, Group Quarters, and Residential/Commercial Mixed-Use.

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

Table 2. Proposed Land Use

Land Use	Total Area (ac)	Existing Development (ac)	New Development (ac)	Housing Units (Count)
Agricultural				
Cemetery				
<i>Commercial</i> ¹				
Extractive				
Governmental/Institutional				
Manufacturing				
Military				
Open Land				
Parks and Recreation				
<i>Residential</i> ²				
Single-Unit				
Multi-Unit				
Rural				
Group Quarters				
Mixed-Use	— ³		— ³	
Road Rights-of-Way (ROW)				
Stormwater Management				
Water and Wetlands				
Woodland				
TOTAL ACREAGE				

¹ "Commercial" refers to service-providing industries, including Wholesale Trade (NAICS 42) and Retail Trade (NAICS 44-45) (e.g., wholesale, sale of goods, services, etc.); "manufacturing" is a separate category referring to the actual *production* of goods.

² Where possible, separate residential uses into the following categories: Single-Unit, Multi-Unit, Rural, Group Quarters, and Residential/Commercial Mixed-Use.

³ For mixed use, list housing units under residential subsection and acreage under corresponding other use (e.g., commercial).

02 Sewer Service Area Major Amendments – Standard Process

SSA Major Amendments allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality.

The goal of the Standard Process is to provide a pathway for applicants to amend the sewer service area boundaries to accommodate imminent and future planned growth in a structured manner while managing, protecting, and enhancing groundwater and surface water quality. This process has been established in accordance with [Wis. Stat. § 283.83\(1m\)](#).

ADDITIONAL CRITERIA FOR STANDARD PROCESS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for major amendments utilizing the Standard Process must comply with ALL the following:

(none)

PROCEDURES FOR MAJOR AMENDMENT - STANDARD PROCESS

The following describes the application and review of an SSA major amendment, utilizing the Standard Process. Refer to the referenced flow charts for an illustrative outline of steps (in case of discrepancy, this document shall control) [[link](#)].

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is optional (but *highly recommended*). Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any known public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
 - e. Review of environmentally sensitive areas and ecosystems as well as opportunities for enhanced protections which still meet the goals of the municipality and development

Note: CARPC staff will present information on Voluntary and Estimated Environmental Corridors.

- 3) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 4) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.
- 5) Applicant submits a formal application to CARPC staff (via email is preferred).

Completeness Review Stage

- 6) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 7) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 8) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 9) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 10) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - a. A public hearing, at which members of the general public will be open to speak.
 - b. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.

- 11) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - c. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - d. The Commission may act on the Water Quality Management Letter.
- 12) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 13) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 14) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

03 Sewer Service Area Major Amendments – Expedited Process

SSA Major Amendments allow for a careful and structured approach to the expansion of urban areas to meet the needs of a growing region, while managing, protecting, and enhancing groundwater and surface water quality.

The goal of the Expedited Process is to provide an elective, alternative route of pursuing an SSA amendment. Working collaboratively prior to the formal amendment application allows for the possibility to resolve issues, align priorities, and yield better outcomes. By initiating the proposal early in the overall development process and proactively engaging with CARPC staff regarding possible issues and concerns, the formal amendment review period has the potential of being completed on a shorter timeline (i.e., 60 days from formal submittal, compared to 90 days for the Standard Process).

Note: DNR has historically operated in a manner which provides their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 90 days of formal application pursuant to [Wis. Stat. § 283.83\(1m\)](#); in the Expedited Process where CARPC is able to recommend approval 30 days after formal application, DNR is expected to be able to continue providing their decision within 30 days of receipt of CARPC's recommendation, thus rendering a final decision within 60 days of formal application.

ADDITIONAL CRITERIA FOR EXPEDITED PROCESS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for major amendments utilizing the Expedited Process must comply with ALL the following:

- A. There shall not be any known, unmitigated water quality concerns related to the proposed amendment to the sewer service area following submittal of formal application.
- B. Applicants shall have met with CARPC staff for a pre-application meeting.
- C. Applicants shall have met with CARPC staff and neighboring and affected units of government regarding their intent to expand the service area (or provided documentation that invitation was declined or not responded to within 10 business days).
- D. Notification to CARPC staff of intent to pursue an amendment must be given prior to local approval of the preliminary plat.
- E. All steps within the pre-application stage (see below) must be completed prior to formal application.

PROCEDURES FOR MAJOR AMENDMENT - EXPEDITED PROCESS

The following describes the application and review of an SSA major amendment, utilizing the Expedited Process. Refer to the attached flow charts for an illustrative outline of steps (in case of discrepancy, this document shall control) [[link](#)].

Pre-Application Stage

Note: it is recommended to commence this stage at least 45 days prior to a formal SSA application to allow time for completion of all activities.

- 1) The applicant shall provide written (via email is preferred) notice to CARPC staff of the intent to pursue an SSA amendment prior to local approval of the preliminary plat. It is intended for this to occur early in the overall development process (for a specific development request) or comprehensive planning process (for general requests)
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topics which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development

Note: CARPC staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.
- 3) A meeting(s) between the applicant (and/or applicant's representative), affected municipalities (including all adjacent municipalities), and CARPC staff is required. Attendance of technical support and the development team is optional. The following represents the basic topic which should be covered at this meeting:
 - a. Discussion of goals and priorities of the development, municipality, and region
 - b. Discussion of conflicts and possible resolution between municipalities due to the SSA amendment

Note: In lieu of a meeting with affected municipalities, the applicant may demonstrate that the meeting invitation was declined or not responded to within 10 business days.

- 4) CARPC staff, in consultation with the applicant and other municipal, county, and WDNR technical staff (as appropriate) will decide if the application can proceed with the Expedited

Process, based on whether there are unmitigated water quality concerns which raise uncertainty to the ability to meet water quality standards. Proposals with such unmitigated concern will follow the Standard Process.

- 5) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 6) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for informal staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 7) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 8) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 9) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 10) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not meet) water quality standards. Conditions of approval may be included to ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.
- 11) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - e. A public hearing, at which members of the general public will be open to speak.
 - f. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.

- g. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - h. The Commission may act on the Water Quality Management Letter.
- Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30.
- 12) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 13) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 14) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

04 Sewer Service Area Minor Amendments

SSA Minor Amendments facilitate the connection of existing structures to the public wastewater collection and treatment system and provide a simplified pathway for small adjustments to the sewer service area boundaries which would have a negligible impact on the wastewater collection and treatment system.

ADDITIONAL CRITERIA FOR MINOR AMENDMENTS

In addition to the criteria listed under [CRITERIA FOR ALL SSA AMENDMENTS](#), requests for minor amendments must comply with ALL the following:

- A. Minor amendment requests shall be limited to serve any of the following:
 - i. Existing buildings or the comparable replacement of existing buildings currently on septic systems
 - ii. Additional ancillary buildings on a portion of a parcel only partly within the sewer service area (i.e., outside of the current SSA boundary)
 - iii. Buildings in existence as February 13, 2020, which are already connected to public sanitary sewer but are currently outside of the approved sewer service area
 - iv. Up to 4 units of new residential construction
- B. The building(s) must be able to be served by private interceptor and/or lateral connection(s) to an existing sanitary sewer main (i.e., no public sanitary sewer main extension).
- C. The amendment area must adhere to all adopted Policies & Criteria for Environmental Corridors within the Dane County Water Quality Plan [[link](#)] (i.e., no Major Changes allowed).
- D. Area must be contiguous with existing sewer service areas.
- E. There shall not be any known, legitimate water quality concerns related to the proposed addition to the sewer service area.

PROCEDURES FOR MINOR AMENDMENT PROCESS

The following describes procedures regarding applying for and the processing of an SSA Minor Amendment. Refer to the attached flow chart for an illustrative outline of steps, specific to the [Minor Process](#).

Pre-Application Stage

- 1) The applicant is encouraged to provide written (via letter or email) notice to CARPC staff of the intent of pursuing an SSA amendment.
- 2) A pre-application meeting between the applicant, the applicant's representative(s) (e.g., planning consultant), and CARPC staff is *optional*. Attendance of technical support and the

development team is optional. The following represents the basic topics which should be covered at this meeting:

- a. Discussion of goals and priorities of the development, municipality, and region
 - b. Process and schedule review
 - c. Potential issues anticipated (including any public controversy)
 - d. Review of key issues related to stormwater management, wastewater collection and treatment, and Environmental Corridors
 - e. Review of environmentally sensitive areas and ecosystems and opportunities for enhanced protections which still meet the goals of the municipality and development
- Note: CARPC staff will provide information on Voluntary and Estimated Environmental Corridors prior to this meeting.

- 3) CARPC staff will provide a general update at the next CARPC Commission to inform them of upcoming application.
- 4) A draft application is recommended to be submitted to CARPC staff at least two (2) weeks prior to a formal application submittal to allow for staff review. Staff will review for completeness and clarity, potential concerns, and gaps in information. This review does not constitute acceptance of a formal application, guarantee acceptability of the content within, nor guarantee future acceptance of the proposed amendment. Rather, it is intended to assist the applicant with preparation of a complete submittal.

Completeness Review Stage

- 5) Upon receipt of an application package, CARPC staff will review for completeness within 10 days [[Wis. Stat. § 283.83\(1m\)\(c\)\(1\)](#)]. If determined to be incomplete, the application will be put on hold until sufficient information is provided to make it complete. If no determination has been made within 10 days, the application will be assumed complete.
- 6) A complete, formal application must have been received at least 31 days prior to when the public hearing for the prospective amendment would be held in order to comply with posting requirements (see [PUBLIC PARTICIPATION PROCESS](#) for additional information). Upon determination of completeness, the application will be considered formal a public hearing notice will be posted by CARPC staff.

Note: Applications determined incomplete may be delayed by one or more meeting cycles.

Formal Review Stage

- 7) CARPC staff review public feedback collected during the public comment period and conduct a detailed review of the application for conformance with water quality standards [[Wis. Stat. § 281.15](#)] and these *Policies & Criteria for Sewer Service Area Amendments to the Dane County Water Quality Plan*.
- 8) Staff prepare a detailed analysis report containing an analysis of the amendment proposal and how it meets (or does not) water quality standards. Conditions of approval may be included to

ensure water quality standards and other policies and criteria of the *Dane County Water Quality Plan* will be met. Staff also prepare a Water Quality Management Letter, containing findings and recommendations.

- 9) The proposed amendment will be on the agenda at the next possible Commission meeting, and include the following:
 - i. A public hearing, at which members of the general public will be open to speak.
 - j. The applicant will provide a presentation of the proposal for the Commission to hear and discuss.
 - k. Staff will provide a presentation during the Commission meeting of their findings and recommendations for the Commission's action.
 - l. The Commission may act on the Water Quality Management Letter.

Note: If any legitimate, unmitigated water quality concerns have been raised, no action will be taken, and the application will be routed through the [Standard Process](#), beginning on Day 30.

- 10) Upon the action of the Commission, staff will forward the recommendation to Wisconsin DNR for their review and administrative decision.

DNR Administrative Decision

- 11) DNR reviews all materials and issues an administrative decision on the proposed amendment (typically within 30 days of CARPC's action).
- 12) Staff forward the final administrative decision to the applicant and make available to interested parties by posting to the CARPC website.

ⁱ "Sewer Service Area Planning". Wisconsin DNR.

<https://dnr.wisconsin.gov/topic/SurfaceWater/SSAPlanning.html>

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Major Amendments

*Capital Area Planning Commission
(DRAFT December 2, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. This form is intended to be a tool to aid applicants in preparing a complete application. Refer to Policies & Criteria for Sewer Service Area Amendments for complete info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the property will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner(s) of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Does this application include a request for a deviation from the Policies & Criteria for Environmental Corridors (i.e., Environmental Corridor Major Change Amendment) (yes/no)? _____

If yes, briefly describe the request: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process, schedule, and considerations that may impact development design. **This meeting is required to be eligible for the Expedited Process and strongly encouraged for the Standard Process.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Process Selection

Identify whether this application is intended for the Standard Process, with an expectation of DNR decision by Day 90; or the Expedited Process, with the possibility of a CARPC recommendation on Day 30 (same meeting as public hearing) and DNR decision on Day 60 (refer to flow charts).

Note: Day 0 refers to the day in which a formal, complete application is received by CARPC staff.

By checking the Expedited Process box, I acknowledge that:

- 1) Applicant has completed a Pre-Application meeting with CARPC staff
- 2) There are no known, unmitigated water quality concerns, as determined in consultation with CARPC staff
- 3) Applicant has met with affected units of government (or provided documentation that invitation was declined or not responded to within 10 business days)

- 4) The expedited timeline may not be possible if unmitigated water quality concerns or other legitimate controversies emerge during the public review process, requiring additional time to evaluate those concerns prior to CARPC action
- 5) DNR generally issues their administrative decision within 30 days upon receipt of our recommendation; however, in accordance with Wis. Stat. § 283.83 which allows up to 90 days from the time of formal application to issue a final administrative determination, DNR may take up to 60 days to issue their decision

Standard Process

Expedited Process

Section 4 – Fees

The following fees will be charged for SSA Major Amendments, in accordance with CARPC Resolution #####-##.

Criteria	Application Fee	Remaining Balance
Adds greater than 1 net developable acre to urban service area	\$3,500	Actual cost exceeding \$3,500 ^{1,2}
Adds 1 or fewer net developable acre to urban service area		\$0
Exclusively removes developable acreage from urban service area		\$0

¹ At current CARPC billing rates and any associated direct costs

² Includes all costs directly attributable to SSA review and administration, which may include staff time prior to formal application, except that the initial Pre-Application meeting between Applicant and CARPC staff will not be charged

Upon receipt of a formal application package, the individual listed as “Applicant” (see Section 1) will be invoiced for the application fee. Upon completion of work by CARPC (typically following DNR decision), the individual listed as “Applicant” will be invoiced for the remaining balance.

Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made. Please include with all payments reference to the invoice number and specific SSA Amendment for proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Consistency with Local and Regional Plans			
1.1	Consistency w/ Local Plan*	Description of consistency with local community's comprehensive plan (or neighborhood plan, if applicable)	
Applicant Comments:			

1.2	Consistency w/ RDF*	Description of consistency with priorities in 2050 Regional Development Framework (RDF)	
Applicant Comments:			
Intergovernmental Cooperation			
2.1	Notification	Document notification to adjacent local governmental units regarding the proposed SSA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
2.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
2.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
2.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce <u>nonpoint source pollution control</u> (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development	
Applicant Comments:			
2.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
2.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing <u>wastewater treatment</u> for amendment area at the time of development	
Applicant Comments:			
2.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide <u>wastewater collection and/or conveyance</u> from the amendment area to the treatment plant at the time of development	
Applicant Comments:			
Land Use & Geography			
3.1	Existing Map & USAA Boundary	Map of the proposed SSAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
3.2	Proposed Map & USAA Boundary	Map of the proposed SSAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			

3.3	Plat / Concept Layout	Preliminary plat and final plat (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			
3.4	Land Use Table	A table with the following (refer to Policies & Criteria for details): 1. Acreage of “Proposed” land uses 2. Acreage of “Existing” land uses	
Applicant Comments:			
3.5	Proposed Land Uses	Description of proposed land uses, including estimated number and type of housing units (including single-family, multifamily, group quarters), commercial-building space area, and estimated employee types (if known, as applicable)	
Applicant Comments:			
3.6	Phasing	For proposals larger than 100 developable acres, map showing conceptual staging boundaries (smaller proposals also encouraged to submit phasing maps, if available)	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
4.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
4.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
4.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
4.3	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
4.4	Parks and Stormwater Areas	Description of proposed publicly and privately-owned parks, greenways, and conservancy areas and public outlots intended for stormwater management facilities	
Applicant Comments:			

4.5	Major Change (if applicable)	<p>If any deviations to the Policies & Criteria for Environmental Corridors are proposed (constituting a Major Change request), also include the following (refer to Environmental Corridors Major Change request guidance for more information):</p> <ul style="list-style-type: none"> - Extent of the encroachment into the required environmental corridor - Justification for not meeting requirements - Practicable alternatives analysis - Proposed mitigation strategies & measures to offset and/or prevent water quality impacts or reduced function of the environmental corridor - Assessment of current conditions of natural resources affected (e.g., wetland delineation, tree survey, flora/fauna assessment, connectivity to other water resources, etc.) - Local municipality support (including any feedback received during local processes) 	
Applicant Comments:			
4.6	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
5.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer extension for the amendment area	
Applicant Comments:			
5.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.3	Existing Loading	Current average daily flow for <i>all</i> downstream receiving sewers and the wastewater treatment plant, including full calculations and sources of values and assumptions	
Applicant Comments:			
5.4	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
5.5	Existing Utility Map	Map of the current municipal wastewater collection system, noting areas which are outdated and of influence on the proposed amendment; identify the route of wastewater transport from the amendment area to WWTP (or regional interceptor if within MMSD's service area)	
Applicant Comments:			

Utilities (Water Supply)			
6.1	Proposed Water Supply	Description and map of the proposed public water distribution system extension for the amendment area	
Applicant Comments:			
6.2	Proposed Demand	Estimate of the average daily and peak hourly water demand for the amendment area, including full calculations, sources of values and assumptions and identification of any heavy water users	
Applicant Comments:			
6.3	Existing Demand	Current average daily and peak hourly water demand, including full calculations and sources of values and assumptions	
Applicant Comments:			
6.4	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
7.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
7.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			
7.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
7.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
7.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <i>Note: Areas within the watersheds of waters listed by DNR as Areas of Special Natural Resources Interest (e.g., ORWs, ERWs, trout streams, etc.) and impaired waters may be subject to additional protection to achieve water quality goals</i>	
Applicant Comments:			
7.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	
Applicant Comments:			

7.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
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Applicant Comments:

Section 6 – Certification

I, _____ (name), on behalf of the City/Village/Town (circle one) of _____, certify in accordance with Wis. Stat. § 283.83 that the proposed change to the _____ Limited/Urban Service Area, an amendment to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards under Wis. Stat. § 281.15 and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution #####-##, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

Signature: _____ Date: _____

(end)

Sewer Service Area Amendments to the Dane County Water Quality Plan

Application – Minor Amendments

*Capital Area Planning Commission
(DRAFT December 2, 2025)*

Instructions:

1. This form shall be completed and submitted as part of a complete application package.
2. All fields are required (unless specifically indicated otherwise).
3. An Authorized Representative of the Applicant (Municipality) must sign this form.
4. This form is intended to be a tool to aid applicants in preparing a complete application. Refer to Policies & Criteria for Sewer Service Area Amendments for complete info.

Section 1 – Contact Information

Applicant Information:

Sponsoring Municipality: _____
(Municipality where the existing property is located or proposed residential units will be located at the time of development)

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Representative Submitting Application (on behalf of Applicant, if different than above):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Other Technical Support (e.g., Planner/Engineer, as applicable):

Company/Firm: _____

Point of Contact Name/Title: _____

Point of Contact Phone/Email: _____

Section 2 – Project Information

Project/Amendment Area Name: _____

Current Jurisdiction of Lands within Amendment Area: _____

Final Jurisdiction of Lands within Amendment Area: _____

Date of Annexation to Final Jurisdiction (if applicable): _____

Owner / Name of WWTF Serving Area: _____

Owner of Wastewater Collection System Serving Area: _____

Amendment Area Location (address or relative location): _____

e.g., Northwest corner of [Municipality], west of [Road Name], south of [Road Name]

Total Acreage of Amendment: _____

Section 3 – Pre-Application Documentation

Pre-Application Meeting

A pre-application meeting between CARPC staff and key members of the project team (Applicant, Applicant's Representatives, and Technical Support, as appropriate) is intended to review submittal requirements, process and schedule, and considerations that may impact development design. **This meeting is optional but recommended.** This meeting does not constitute a formal application nor commencement of the SSA amendment process.

Date of Pre-Application Meeting: _____

Representatives of the Applicant Present: _____

Section 4 – Fees

The following fees will be charged for SSA Minor Amendments, in accordance with CARPC Resolution #####-##.

Criteria	Application Fee ¹
Existing Development on Septic	\$0
New Residential Land Uses	\$2,500
All Other Cases	\$1,500

¹ Fees will be reviewed and updated periodically, and adjusted based on current CARPC staff billing rates at time of review

Upon receipt of a formal application package, the individual listed as "Applicant" (see Section 1) will be invoiced for the application fee. Upon completion of work by CARPC (typically following DNR decision), the individual listed as "Applicant" will be invoiced for the remaining balance.

Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made. Please include with all payments reference to the invoice number and specific SSA Amendment for proper accounting.

Section 5 – Checklist

For each item below, indicate the location within the application package where item is addressed (e.g., Page/Section number or Appendix). If any items are not included, include a comment describing why it is not included.

* Indicates item is requested for supplemental context and is not a basis for a decision on water quality criteria

Ref. No.	Item	Description	Location in Package
Intergovernmental Cooperation			
1.1	Notification	Document notification to adjacent local governmental units regarding the proposed USA amendment, including transmittal of draft (or final) application	
Applicant Comments:			
1.2	Responses	Document any adjacent local governmental unit(s) objections or support of the proposal (provide when received, even if after formal submittal)	
Applicant Comments:			
1.3	Supporting Resolution (SSA Amendment)	Resolution stating support of the SSA amendment by the municipality who is making the application <i>Note: any of the below items can be combined and covered by a single Resolution</i>	
Applicant Comments:			
1.4	Supporting Resolution (Nonpoint Pollution)	Resolution acknowledging obligation to enforce <u>nonpoint source pollution control</u> (i.e., stormwater management) by municipality who will have regulatory jurisdiction at the time of development	
Applicant Comments:			
1.5	Supporting Resolution (Environmental Corridors)	Resolution acknowledging enforcement role in protection of designated <u>environmental corridors</u> by municipality who will have regulatory jurisdiction at the time of development. Alternatively, applicant may demonstrate this by reference to existing policy or planning document	
Applicant Comments:			
1.6	Statement of Capacity (Wastewater Treatment)	Written statement of the ability to serve the proposed amendment area by authorized representative of the entity (local municipality or sewerage district) who will be providing <u>wastewater treatment</u> for amendment area at the time of development	
Applicant Comments:			
1.7	Statement of Capacity (Wastewater Collection)	Written statement of the ability to serve the proposed amendment area by authorized representative of each entity (local municipality(ies) and/or sewerage district(s)) who will provide <u>wastewater collection and/or conveyance</u> from the amendment area to the treatment plant at the time of development	
Applicant Comments:			
Land Use & Geography			

2.1	Existing Map & USAA Boundary	Map of the proposed USAA boundary and existing parcel lines, rights-of-way (ROW), and land uses	
Applicant Comments:			
2.2	Proposed Map & USAA Boundary	Map of the proposed USAA boundary and proposed parcel lines, rights-of-way (ROW), and land uses (existing and/or planned land uses in the surrounding the amendment area, to the extent known)	
Applicant Comments:			
2.3	Plat / Concept Layout	Existing plat or CSM, or proposed CSM (can be draft versions), if available; conceptual layout of any imminent proposed development	
Applicant Comments:			
2.4	Proposed Land Uses*	Description of proposed land uses, including estimated number and type of housing units	
Applicant Comments:			
Ecosystem Resources & Environmental Corridors			
3.1	Ecosystem Resource Features	Description and map of wetlands, water bodies, drainageways, floodplains (1% and 0.2% annual chance), steep (>12%) slopes, woodlands, internally drained depressions, areas of endangered or sensitive habitats, areas of problem soils or unique geological formations, groundwater recharge areas, and other such environmentally sensitive areas, within and in the immediate vicinity of the amendment area	
Applicant Comments:			
3.2	Map of Proposed Environmental Corridors	Map of proposed Environmental Corridors within the amendment area, which includes an overlay of Estimated and Voluntary Environmental Corridors mapping (see CARPC Open Data Portal)	
Applicant Comments:			
3.3	Proposed Environmental Corridors	Description of proposed Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i> , including whether Voluntary Environmental Corridors have been proposed for inclusion	
Applicant Comments:			
3.4	Protection of Environmental Corridors	Description of local policies, ordinances and other measures which are in place to protect designated Environmental Corridors in accordance with the Policies & Criteria for Environmental Corridors adopted in the <i>Dane County Water Quality Plan</i>	
Applicant Comments:			
3.5	Supporting Documentation	A copy of relevant reports and approvals, e.g., wetland delineations (within previous 5 years), DNR stream navigability determinations, FEMA Letter of Map Changes, tree survey, etc.	
Applicant Comments:			
Utilities (Sanitary Sewer)			
4.1	Proposed Sanitary Sewer	Description and map of the proposed sanitary sewer connection(s) for the amendment area	
Applicant Comments:			

4.2	Proposed Loadings	Estimate of the average daily and peak wastewater flow for the amendment area, including full calculations and sources of values and assumptions	
Applicant Comments:			
4.3	Capacity Evaluation	Description of the capacity to serve the amendment area by <i>all</i> downstream receiving sewers and the wastewater treatment plant. If existing capacity is not sufficient, description of planned infrastructure upgrades to provide necessary capacity	
Applicant Comments:			
Utilities (Water Supply)			
5.1	Proposed Water Supply	Description and map of the proposed public water supply system extension for the amendment area	
Applicant Comments:			
5.2	Capacity Evaluation	Description of the current capacity of the water supply system to serve the amendment area	
Applicant Comments:			
Stormwater Management			
6.1	Map of BMPs	Map of the proposed stormwater management facilities and best management practices (can be conceptual, if detailed design is not yet available)	
Applicant Comments:			
6.2	Map of Existing Watersheds	Map of the existing (predevelopment) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (may reference stormwater management report)	
Applicant Comments:			
6.3	Map of Proposed Watersheds	Map of the proposed (post-development) watersheds for the amendment area, showing major drainage divides and offsite areas with runoff entering the amendment area (if available; may reference stormwater management report)	
Applicant Comments:			
6.4	Proposed BMPs	Description of the proposed stormwater management system (may reference stormwater management report), including what local ordinances will control and what performance standards will be met (or not, if for any reason)	
Applicant Comments:			
6.5	Performance Standards	Description of stormwater performance standards, including what local ordinances will control and what performance standards will be met (or not, if for any reason) <i>Note: Areas within the watersheds of waters listed by DNR as Areas of Special Natural Resources Interest (e.g., ORWs, ERWs, trout streams, etc.) and impaired waters may be subject to additional protection to achieve water quality goals</i>	
Applicant Comments:			
6.6	Maintenance	Identification of who will be responsible for the management and long-term maintenance of the stormwater facilities	

Applicant Comments:			
6.7	Supporting Documentation	A copy of any pertinent engineering reports, including utility studies which are the source of reported data and stormwater management reports (if available)	
Applicant Comments:			

Section 6 – Certification

I, _____ (name), on behalf of the City/Village/Town (circle one) of _____, certify in accordance with Wis. Stat. § 283.83 that the proposed change to the _____ Limited/Urban Service Area, an amendment to the *Dane County Water Quality Plan*, is consistent with applicable water quality standards under Wis. Stat. § 281.15 and the information provided herein is accurate, complete, and in support of this certification.

Furthermore, I acknowledge that I/we, as Applicant, are responsible for paying all invoices issued upon formal application and completion of work by CARPC, in accordance with CARPC Resolution ####-##, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.

Authorized Representative of Applicant

Name, Title: _____

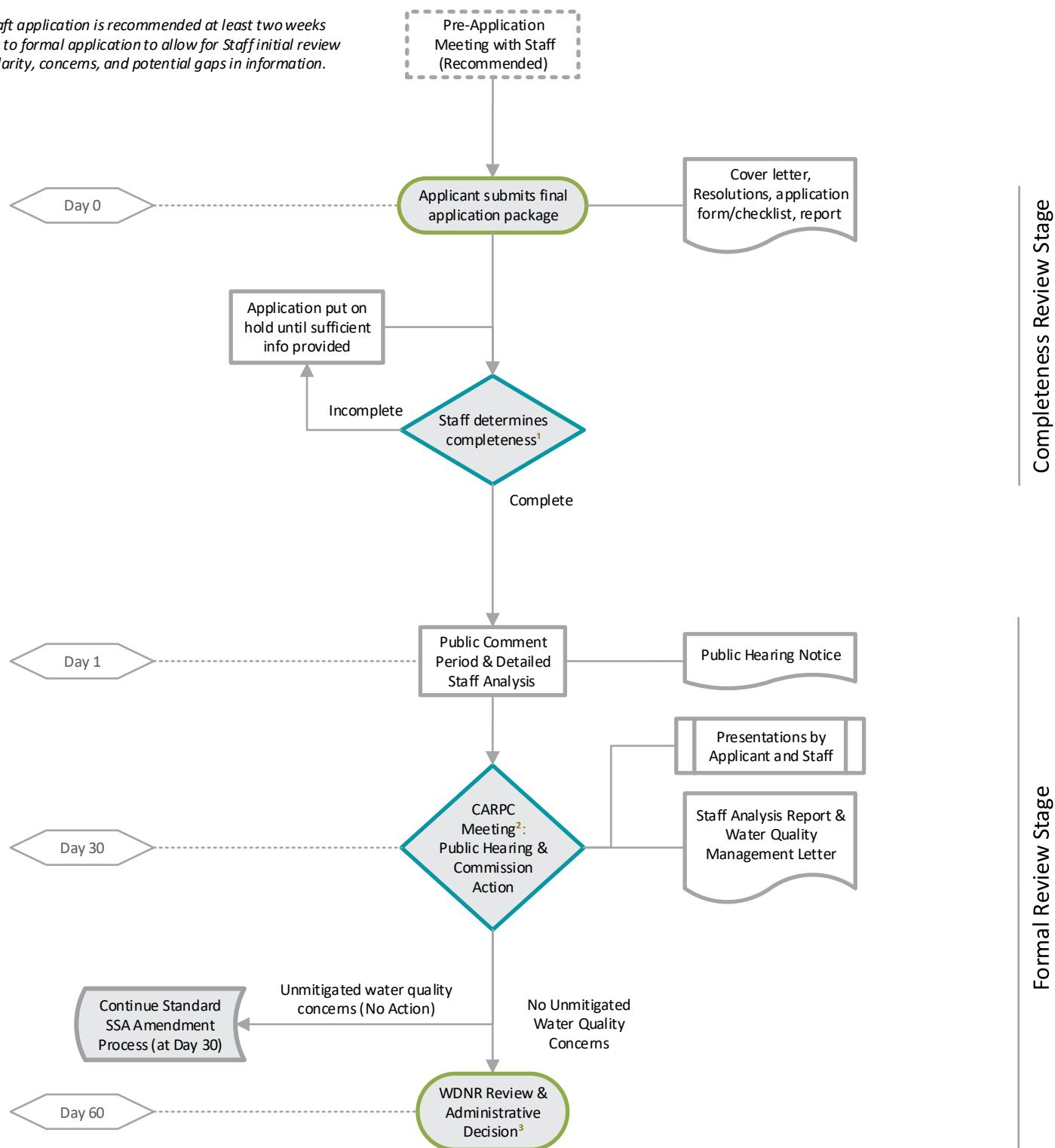
Signature: _____ Date: _____

(end)

Sewer Service Area Amendments Flow Chart (Minor Process)

(revised November 2025)

A draft application is recommended at least two weeks prior to formal application to allow for Staff initial review for clarity, concerns, and potential gaps in information.



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

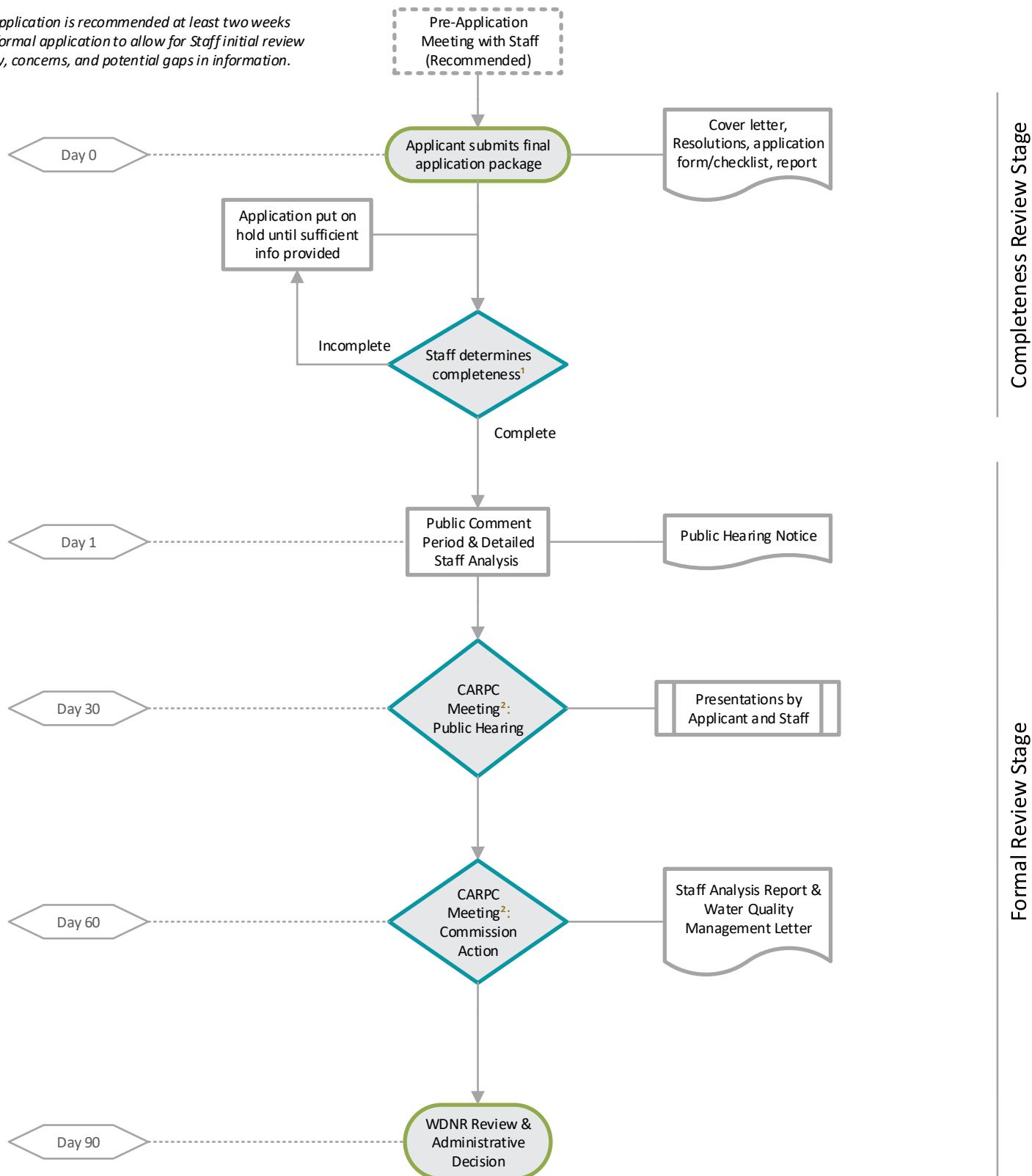
² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Sewer Service Area Amendments Flow Chart (Standard Process)

(revised November 2025)

A draft application is recommended at least two weeks prior to formal application to allow for Staff initial review for clarity, concerns, and potential gaps in information.

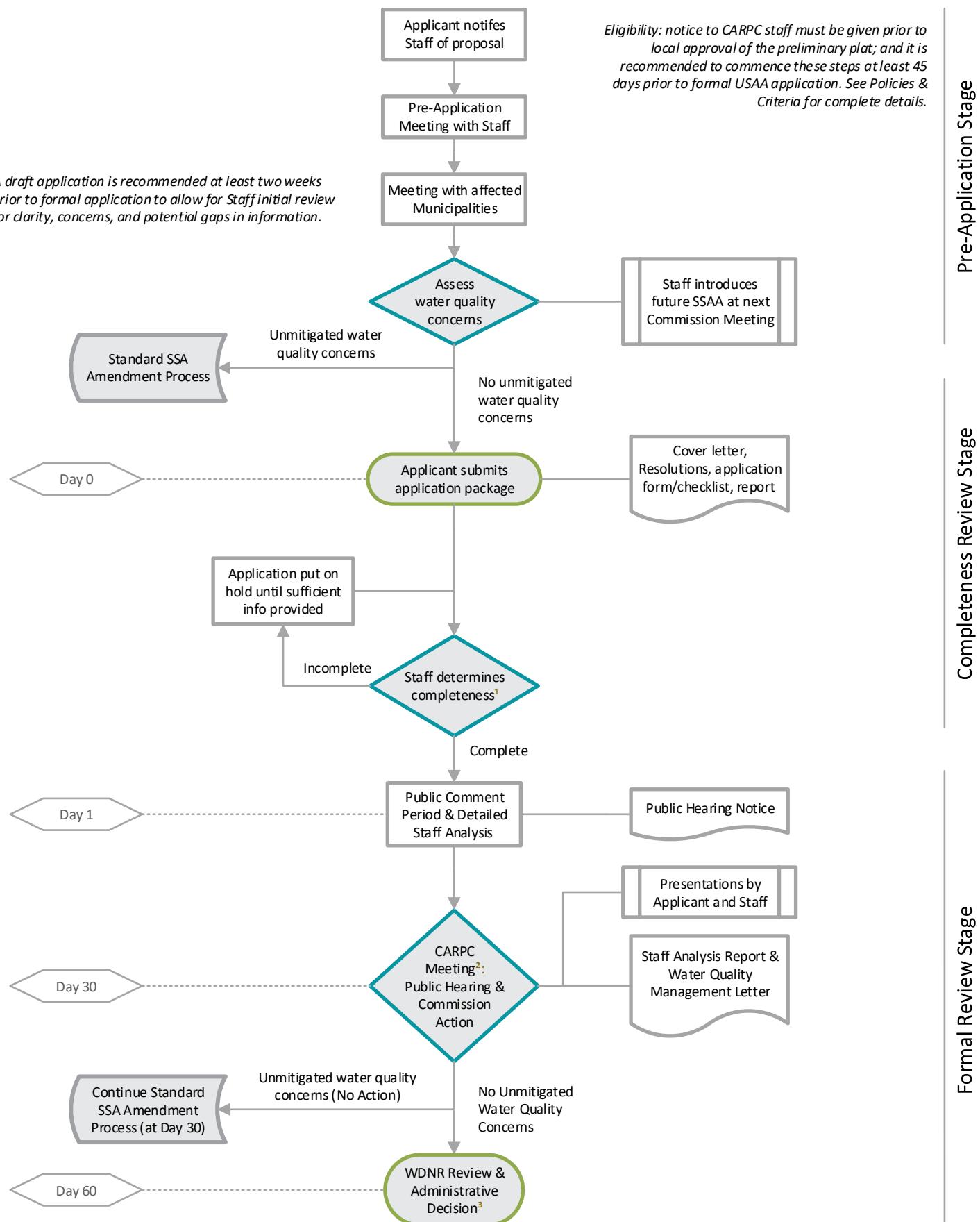


¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month

Sewer Service Area Amendments Flow Chart (Expedited Process)

(revised November 2025)



¹ Staff will determine completeness within 10 days of receipt of application. A formal (and complete) application must have been received at least 31 days prior to Public Hearing. Applications determined to be incomplete may be delayed one or more meeting cycles.

² CARPC Commission meetings occur on 2nd Thursday of month

³ Decision by Day 60 is possible given the earlier CARPC action; Stats. 283.83(1m) allows DNR up to 90 days to make final determination

Policies and Criteria for the Review of Sewer Service Area Amendments

Overview of Key Changes & Highlights

Section 01 - Applicable to *all* SSA Amendments

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Clarify with updates to grammar and word-choice	(all throughout)	(all throughout)
Clarify that those expected to provide wastewater collection and treatment services must acknowledge ability to do so	Requires that local government and sanitary or sewerage districts in charge of pollution prevention sponsor the amendment.	Require statement of the ability to serve the amendment area from all entities responsible for wastewater collection/conveyance and treatment (or demonstration of it)
Clarify that local agency in charge of stormwater control supports the amendment	Support by entity in charge of stormwater control is implied, but not explicit.	Add a separate requirement, requiring that entity responsible for stormwater runoff control will enforce regulations
Update & Create Flow Charts , including pre-application phase and clarifying what happens if an information request is made by staff	Does not explicitly address process for requesting information; see existing flow chart for SSA Amendment (correlates to new Standard Process) (link)	Refer to new Flow Charts: <ul style="list-style-type: none">- Major Standard (link)- Major Expedited (link)- Minor (link)

Section 01 - Applicable to *all* SSA Amendments (cont.)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Create Application Form , including updates to application checklist to improve relevance of info requested and clarify requirements	Application checklist included in SSA amendment packet	See New Application Form - Major (link) - Minor (link)
Require applicant provide certification that proposal is consistent with water quality standards	Not required/requested within CARPC policy, although is required per Wis. Stats. 283.83(1m)(c)	Statement and signature from Applicant certifying this is within Application Form
Specify who the applicant shall be	"Amendments to service areas must be sponsored by the unit of government planning to provide the services or by the CARPC..."	Applicant shall be Municipality where the property will be located at the time of development
Formalize the pre-application period	Pre-application work (coordination, meeting, draft application review and feedback by staff) has been customary, but not explicitly referenced in policy	Outline clear expectations for work occurring prior to formal application—still optional for “Major – Standard Process” and “Minor Process”, required for “Major – Expedited Process”
Make explicit that local municipality is expected to support CARPC’s execution of environmental corridor policies (EC)	Referred to within submittal requirements and policies & criteria for environmental corridors, but not stated explicitly	Acknowledgement of enforcement role to protect designated EC by municipality who will have regulatory jurisdiction

Section 02 & 03 - Applicable to Major SSA Amendments (Standard & Expedited)

[Policies and Criteria for the Review of Sewer Service Area Amendments](#) (Adopted 4/13/2017)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
Existing process is now referred to as “Standard Process” ; and creation of “Expedited Process” as an alternative process for USA amendments.	Two “SSA amendment” processes: 1) SSA Amendment (<i>typical 90-day</i>) 2) Minor SSA Amendment (60-day)	Three “SSA amendment” processes: 1) SSA Major Amendment (Standard Process) (<i>typical 90-day timeline</i>) 2) SSA Major Amendment (Expedited Process) (<i>possibility of 60-day</i>) 3) SSA Minor Amendment (60-day)

Section 04 - Applicable to Minor SSA Amendments

[Policies and Criteria for the Review of Minor Sewer Service Area Amendments](#) (Adopted 3/17/2020)

Description of Change	Currently Adopted Policy	Proposed Policy (Abbreviated)
As an allowed project type, add to allow for up to 4 new residential units , and allow for all existing buildings on septic (regardless of age of construction), still with other stipulations and limitations to utilize the Minor SSA Process	“Minor amendments are limited to existing buildings or the comparable replacement of existing buildings... in existence as of the date of these policies [Feb 13, 2020].” [Item 1.A.]	Minor Amendments limited to up to 4 new residential units, existing buildings (as of Feb 13, 2020) already connected to public sewer, and existing buildings on septic.
Remove stipulation that the amendment area not contain any environmentally sensitive areas (environmental corridors); rather, not allow Major Changes to EC	Requires that amendment area cannot contain any environmentally sensitive areas (environmental corridors) as defined by NR 121.” [Item 1.C.]	“The amendment area must adhere to all adopted Policies & Criteria for Environmental Corridors within the Dane County Water Quality Plan (i.e., no Major Changes allowed).”

SSA Amendment Fees - Applicable to *all* SSA Amendments

[CARPC Resolution No. 2018-03: Adopting Service Area Amendment Fees for the Capital Area Regional Planning Commission](#) (Adopted July 12, 2018)

[CARPC Resolution No. 2020-04: Adopting Fees for Minor Sewer Service Area Amendments](#) (Adopted February 13, 2020)

Description of Change	Currently Adopted Policy	Proposed Policy
Clarify that third-party can pay fees	Silent on who must pay invoices	Allow for third party to pay invoices on behalf of applicant
Program in periodic review and update of fees for SSA Major (application fee) and SSA Minor (fixed fees)	Fees were set at time of Resolution	State that fee structures will be reviewed and updated periodically by action of the Commission
Clarify scope of work	States fee will be equal to actual cost incurred, but is silent on specifically what will be charged	Clarify that time billed will NOT include pre-application meetings, but will include all other direct costs attributable to the SSA amendment
Minimum fee of Major SSAA	Not clear on whether \$3,500 is a retainer (with unused amount refunded) or initial application fee	\$3,500 is the initial application fee <u>and</u> the minimum amount due
Update Fee Structure for Minor SSAA	\$1,500 fixed fee, unless exempt	Retain \$1,500 fixed fee for existing development and \$0 for existing development on septic; add \$2,500 fixed fee for new development

Re: Review of Proposed Fee Resolution for the Review of Sewer Service Area Amendments – Staff Presentation and Discussion

Requested Action:

Feedback on Proposed Fee Resolution for the Review of Sewer Service Area Amendments

Background:

CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area (SSA) Amendments, under a contractual agreement with the WDNR.

CARPC covers most of the cost of administering SSA Amendments through direct billing for staff time. The current fee structures are represented by the following two documents:

- **Resolution No. 2018-03: Adopting Service Area Amendment Fees for the Capital Area Regional Planning Commission**
- **Resolution No. 2020-04: Adopting Fees for Minor Sewer Service Area Amendments**

As part of the work of the Ad-Hoc Water Quality Committee and in association with the proposed changes to the policies and criteria of SSA Amendments (see previous agenda item for additional background), changes to the fee structure for how we charge for review of proposed SSA Amendments are being proposed. The proposed fee resolution will now cover all SSA Amendments and includes revisions to clarify requirements and scope of work subject to billing and establish policies commensurate with updated SSA Amendment processes.

Staff Comments:

These updates do not constitute an amendment to the *Dane County Water Quality Plan*, and no public hearing is needed.

Staff recommend that the fee structures be reviewed periodically for appropriateness by action of the Commission (at least every 5 years).

This is a draft review - we are not asking for action on the resolution at this time

Attachments:

1. Draft Resolution #####-## - **Adopting a Fee Policy for the Review of Sewer Service Area Amendments**

Staff Contact:

Nick Bower, Sr Environmental Engineer
NickB@CapitalAreaRPC.org
608 474 6019

Next Steps:

Staff will finalize all materials, incorporating any additional feedback received, and prepare for Commission action at a future meeting.



CARPC Resolution No. #####-##

Adopting a Fee Policy for the Review of Sewer Service Area Amendments

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a regional planning commission duly created by Executive Order of Governor Jim Doyle in 2007 under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is authorized to carry out a range of planning activities, pursuant to Wis. Stat. §66.0309(8), and contracts with the Wisconsin Department of Natural Resources (DNR) to conduct areawide water quality management planning for the Dane County region; and

WHEREAS, as part of its areawide water quality management planning work, CARPC conducts periodic review and administration of amendments to the Sewer Service Areas contained within the region; and

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

WHEREAS, CARPC has prepared revisions to the *Policies and Criteria for the Review of Sewer Service Area Amendments*, which includes processes for Major Amendments and Minor Amendments, and which are subject to a public hearing and Commission adoption, and ultimately approval as an amendment to the *Dane County Water Quality Plan* by Wisconsin DNR; and

WHEREAS, CARPC adopted Resolution No. 2018-03 on July 12, 2018, and Resolution No. 2020-04 on February 13, 2020, which established the existing fee policies applicable to Sewer Service Area Amendments, and which shall be replaced in full by the proposed fee policy contained herein; and

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the following fee schedule and associated policies for the review and administration of Sewer Service Area Amendments, to be effective upon approval by Wisconsin DNR of the revised *Policies and Criteria for the Review of Sewer Service Area Amendments*:

General Provisions:

1. Upon receipt of a formal application, the Applicant will be invoiced for the application fee per the fee schedules listed below for Major and Minor Amendments.
2. The Applicant is responsible for paying all invoices issued, regardless of whether payment has been delegated to another party, and regardless of whether the application receives a final DNR determination.
3. The Applicant may transmit invoices to a third party for payment but will remain responsible for ensuring that payment is made.
4. These policies and fee schedules will be reviewed and updated periodically by action of the Commission (based on current CARPC staff billing rates at the time of review and other

- appropriate parameters to ensure the application fees are appropriate and commensurate with the required level of effort needed to perform the work)
5. Eligibility for the processes described below shall be based on the *Policies and Criteria for the Review of Sewer Service Area Amendments*.
 6. The fees assessed are intended to generally cover the cost of CARPC staff reviewing and administering the proposed Sewer Service Area (SSA) Amendment. This includes all costs directly attributable to SSA review and administration, which may include staff time prior to formal application, except that the initial Pre-Application meeting between Applicant and CARPC staff will not be charged.
 7. Where balances due are not fixed, but based on CARPC staff time, the invoice amount will be based on current CARPC billing rates at the time of work completion and any associated direct costs

Minor Amendments:

1. All applications shall be charged a non-refundable, fixed application fee, according to the following:
 - a. Solely existing development currently on septic systems = \$0
 - b. New residential land uses = \$2,500
 - c. All other cases (eligible for SSA Minor Amendment process) = \$1,500

Major Amendments:

1. All applications shall be charged a non-refundable application fee of \$3,500.
2. Upon completion of work by CARPC (typically following DNR decision), the remaining balance will be charged based on the following criteria of the proposal:
 - a. Adds greater than 1 net developable acre to the sewer service area = actual cost of CARPC staff time (less application fee)
 - b. Adds 1 or fewer net developable acre to the sewer service area, or exclusively removes developable acreage from the sewer service area = no additional fees

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: CARPC Resolution 2025-15, CARPC Internal Controls Update – Staff Presentation, Discussion, and Consideration for Adoption**Requested Action:**

Adopt Resolution 2025-15, CARPC Internal Controls Update

Background:

Internal controls are fundamental to the integrity of CARPC's financial operations. Controls provide reasonable assurances that the Commission's operations are resilient and free from waste, fraud, and abuse.

CARPC's current adopted internal controls are no longer a fit to certain aspects of our operational environment. After reviewing current policies and procedures, staff has drafted an updated controls framework that fills in gaps from the previously adopted controls and fits the current organizational chart.

Staff Comments:

We saw need for many changes to the controls and crafted a completely new document with a new structure and lots of new content. The enclosed Summary and Explanation of Proposed Changes details three types of changes in the proposed CARPC Key Internal Controls: 1) Controls measures that have been *modified* from the 2020 Adopted CARPC Internal Controls; 2) Controls measures that have been *removed* from the 2020 Adopted CARPC Internal Controls; and 3) Controls measures that have been *added* in the Proposed CARPC Key Internal Controls.

Attachments:

1. Resolution 2025-15, CARPC Internal Controls Update
2. Adopted CARPC Internal Controls – July 2020
3. Proposed CARPC Key Internal Controls – December 2025
4. Summary and Explanation of Proposed Changes

Staff Contact:

Jason Valerius
Executive Director
jasonv@capitalarearpc.org
608-474-6010

Next Steps:

Implement internal controls processes and procedures as adopted



CARPC Resolution No. 2025-15

CARPC Internal Controls Update

WHEREAS, the Capital Area Regional Planning Commission's ("CARPC") maintains a set of Internal Controls that ensure appropriate internal and external oversight of critical functions; and

WHEREAS, maintaining a robust system of internal controls is essential to mitigating risks and operating the Agency in a consistent manner; and

WHEREAS, timely review and revision of internal controls ensures that Agency practices are appropriate to current operations, expectations, regulations, and technology; and

WHEREAS, the Internal Controls were last revised in 2020; and

WHEREAS, updates are warranted due to changes in the Agency's organizational chart and current practices.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission adopts the updated *Key Internal Controls* and directs the Agency to implement these controls.

December 11, 2024

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

CARPC Internal Control Procedures

As adopted 7/12/07, and amended 8/23/07, 1/24/08, 11/13/08, 04/14/16, 02/13/20, and 07/09/20

Throughout this document, if there is no Executive Director (or in the absence of the Executive Director), the Agency Director shall assume all responsibilities of the Executive Director. The Agency Director may designate the Deputy Agency Director to assume any of the Agency Director's responsibilities. The Deputy Agency Director may assume the Executive Director responsibilities in the event that the Agency Director is unable to assume them. Initialing and dating a document shall constitute approval by the Executive Director.

Background

The following internal control activities are meant to maintain efficient Commission operations while protecting its assets and ensuring a reliable and accurate accounting of its financial activities. These processes should be monitored and evaluated on a continual basis so that the Commission and its auditors are satisfied that effective internal controls are in place.

In addition to pursuing these activities, the Commission understands the importance of establishing a sound control environment, which promotes an ethical and competent workplace in which all employees are encouraged to identify control inefficiencies or weakness and report to management or the Commission Chair.

A. Internal Control Activities

1. Whenever possible, Commission staff should involve two or more employees in a single transaction or related transactions in order to provide a "check" on employee activities.
2. All incoming revenue will be in the form of cash or checks, except for payments by the State of Wisconsin, which may be made by ACH deposits directly into CARPC's checking account.
3. All invoices and pre-printed receipts will be in sequential order, and a hard copy of each will be kept on file.
4. All Commission purchases will be made by check or credit card. Under special circumstances, payment of accounts payable invoices may be made through an online payment system, such as PayPal, with prior approval of the Executive Director.
5. Electronic transfer of funds out of CARPC's checking account may be made only for payments: (a) of federal and state taxes and invoices; (b) to Wisconsin Retirement System (WRS) retirement accounts; (c) of mid-month balances of the CARPC credit card in order to zero out the balances; (d) of fees for payroll processing; (e) to employees' deferred compensation accounts through Great West Retirement; and (f) of employee payroll. Additional payees may be added to this list with prior approval of the Executive Director.
6. All checks will be printed in sequential order, and all voided checks will be recorded.
7. A third-party accounting firm will be hired to perform the majority of accounting functions, including, without limitation, payment of AP invoices, acting as the liaison between the CARPC and the third-party payroll processing provider, and maintenance of the CARPC's accounting records. All accounting software will be password protected. The Administrative Services Manager will work closely with the accounting firm to address payroll issues and maintain paid time off hours in the payroll system, pay AP invoices, record AR receipts, prepare monthly accounting reports for review by the Commission/Executive Committee/Chair/Treasurer, and other accounting duties as necessary.
8. A third-party payroll processing provider will be hired to process payrolls; maintain payroll records; and complete and file all necessary reports, payroll taxes, and forms with the corresponding government agencies. The third-party accounting firm will work closely with the

payroll processing provider to ensure payrolls are processed correctly and on time and that all payroll tax documents are filed on time.

9. Petty Cash will not be used. Employees may make minor work-related purchases and submit expense reports and receipts for payment. All expense reports will be approved by the Executive Director.
10. The agency credit card will be in the name of the Capital Area Regional Planning Commission and its Executive Director. Balances will be paid in full each month. All purchases using this card will be approved in advance by the Executive Director. Purchases made with the agency credit card by the Executive Director will be approved by the Commission's Treasurer. All payments of the agency credit card will be reviewed and approved by the Commission's Treasurer.
11. The Commission will hire a third-party firm capable of conducting an annual or two-year financial audit in accordance with generally accepted federal auditing standards. This firm shall not be the third-party accounting firm used for daily accounting functions nor the third-party payroll processing provider.
12. The Chair and Treasurer of the CARPC shall routinely review and approve the CARPC bank statement, the entries and balance of the cash account of the general ledger, and the bank account reconciliation prepared by staff, and shall verify the previous month's ending cash balance. These reviews shall be performed on a monthly basis or prior to each Executive Committee meeting.
13. Accounts Payable Procedures
 - a. All payments for purchases and invoices shall have prior approval by the Executive Committee unless securing prior approval may incur a late payment penalty. In such cases, the Executive Director or Agency Director may approve payment if such expenditure does not exceed the amount of the corresponding line item of the adopted budget. Those payments which have not had prior approval by the Commission/Executive Committee, such as those made to meet due dates and avoid penalties, will be reviewed by the Commission or the Executive Committee after payment has been made.
 - b. Once an AP invoice is received for payment, the Executive Director shall review the invoice along with the accounting code and approve both the payment and the accounting code.
 - c. After the Executive Director has approved the payment and accounting code, the AP invoice, with its corresponding documentation, will be forwarded to the third-party accounting firm for payment no later than two (2) weeks after receipt by the accounting firm.
 - d. Every two (2) weeks (at a minimum) the accounting firm shall prepare all AP invoices for payment, which shall include a Check Register of all AP invoices being paid. All checks for payment of AP invoices will reference the invoice or customer number, or other information that will identify the payment being made. The Check Register shall be forwarded to the Executive Director for review and approval. Once approved by the Executive Director, the Check Register shall be sent back to the accounting firm for processing.
 - e. Each paid invoice will have the following information from the Check Register recorded on it: check number, check date, and amount of the check. In the instances where a check has included the amounts for more than one invoice, the number of invoices being paid shall also be recorded on the invoice.
14. Accounts Receivable Procedures
 - a. All AR payments received shall be date stamped with the date received and logged into the Accounts Receivable spreadsheet with a receipt number assigned to each payment. Receipt numbers shall be in sequential order.

- b. The Administrative Services Manager shall deposit all AR payments in the bank upon receipt of payments totaling \$2,000 or no later than two (2) weeks after receipt, whichever comes first. Deposits made via the bank's mobile app are allowed.
- c. Prior to each deposit, the Executive Director shall review the deposit slip, corresponding checks, and backup documentation before approving the deposit slip.
- d. Once a deposit slip is approved, a copy of the deposit slip with copies of all corresponding checks and backup documentation shall be forwarded to the third-party accounting firm for inclusion in the CARPC accounting records.

B. Employee Responsibilities

1. The **Executive Director** is the **custodian** of Commission assets, and serves as the authority for disbursement and receipt of funds. They are responsible for the following:
 - a. With the Commission Chair, acts as the authorized agents for the CARPC bank accounts. All authorized agents have the authority to sign CARPC checks. For withdrawal of funds from CARPC bank accounts, both the Executive Director and the Commission Chair need to be present at the bank to authorize the withdrawal.
 - b. With the Commission Chair and Administrative Services Manager, acts as the authorized agents for CARPC's Local Government Investment Pool account (LGIP). All authorized agents have the ability to transfer funds to/from the LGIP.
 - c. Reviews all outstanding invoices on a monthly basis.
 - d. Reviews, as needed, Check Registers, insuring sequential order of issued checks.
 - e. Reviews and cross-checks all bank deposits, monies for deposit, and their associated invoices and receipts, as prepared by the Administrative Services Manager. Upon verification will initial and date the deposit slips and agency copies of the invoices.
 - f. Reviews the monthly reports created by the Administrative Services Manager and the third-party accounting firm prior to inclusion in the Commission packet.
2. The **Administrative Services Manager** is the **recordkeeper** of the Commission assets and liabilities, and serves to administer the disbursement and receipt of funds. They are responsible for the following:
 - a. Works with the third-party accounting firm to maintain the accounting records of the Commission.
 - b. Prepares monthly revenue and expenditure reports for Executive Committee or Commission review.
 - c. Prepares financial reports as required.
 - d. Files and makes readily available all hard copies of source documents for all accounts payable and accounts receivable transactions.
 - e. Prepares and maintains files for all purchases, which will include all invoices, receipts, and Check Registers.
 - f. Documents all receipts of cash and checks.
 - g. Indicates payment information on all AP invoices filing.
 - h. Receives from the third-party accounting firm each month the following reports for inclusion in that month's financial packet which shall be reviewed by the CARPC Chair and Treasurer: bank account reconciliations, general ledger, outstanding Accounts Payable, and outstanding Accounts Receivable. Once received, prepares the financial

- packet which includes these documents along with a report of voucher bills for the current month, and bank statements for the previous month for all bank accounts.
- i. Prepares bank deposit slips, and provides the slips, corresponding checks and backup documentation to the Executive Director for review and approval.
 - j. Transmits deposits to the bank and attaches the deposit receipt to a copy of the deposit slip and corresponding backup documentation before filing.
 - k. Pays credit card balance in full each month to avoid paying interest and overdue fines.
 - l. Acts as the primary contact for the LGIP.

C. Capital Assets

- 1. Capital Assets of the Commission are defined as those tangible assets that have an initial cost of at least \$5,000 and have a useful life in excess of one year. Unless indicated otherwise in financial reports, capital assets shall be depreciated using the straight-line method.

D. Local Government Investment Pool (LGIP)

- 1. CARPC has established an account with the LGIP which allows CARPC better management of funds over the FDIC insured amount of \$250,000.
- 2. All incoming funds shall be deposited into either the CARPC checking account or CARPC's money market account. Once the deposit has been processed by the bank, any funds over an established baseline shall be transferred from the money market account to the LGIP.
- 3. When funds in CARPC's money market account fall under the baseline, funds from the LGIP will be transferred into the money market account via ACH.
- 4. All transfers to/from the LGIP will be approved in advance by the Executive Director, or the Commission Chair if the Executive Director is the individual making the transfer.



CARPC KEY INTERNAL CONTROLS

Policies and procedures to support the accuracy, security and reliability of Agency operations

DRAFT – December 5, 2025

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Overview

This document describes the Key Internal Controls of the Capital Area Regional Planning Commission (“CARPC”)¹. Internal controls are the policies, procedures, practices, and organizational structures that an organization uses to ensure that it operates effectively, efficiently, ethically, and in compliance with laws and regulations. CARPC has established these internal controls in accordance with U.S. Generally Accepted Accounting Principles (“GAAP”) and Uniform Guidance under 2 CFR 200 to remain compliant with funding requirements, to ensure effective operations of the Agency, to maintain reliable and accurate accounting of financial activities, and to protect the Commission’s assets.

Controls Strategies

In general, all activities involving the finances or assets of CARPC should involve at least two employees to minimize the risks of error or fraud. Though it may be necessary for one staff person to complete most steps in the Agency’s financial processes due to the small size of the organization, each step should include documented oversight by the Executive Director, the Deputy Executive Director, the external CPA, the Commission Treasurer, or a combination thereof.

In the course of day-to-day operations, exceptions to these processes and procedures may be necessary for the effective operation of the Commission’s business. Where such exceptions occur, adequate documentation of the alternative process or exception should be collected, including the initials/signatures of at least two key personnel in the controls structure. It may also be necessary to delegate assigned roles and responsibilities periodically, either as described in these controls or otherwise as necessary to maintain the controls function.

If exceptions become common or there is frequent delegation of roles then these controls should be reviewed by the Commission and, if deemed appropriate, amended.

CARPC staff are encouraged to recognize vulnerabilities and report concerns to Agency management or the Commission.

Key Personnel

- Executive Director
- Deputy Executive Director
- Administrative Services Manager (“ASM”)
- Commission Treasurer
- Commission Chair
- External CPA (Berndt CPA LLC as of November 2025)
- External Payroll Processor (Stelios, a subsidiary of Berndt CPA LLC as of November 2025)
- External Auditor (Johnson Block CPAs as of November 2025)

¹ This document refers to both “the Commission” and “the Agency”. “Commission” is typically intended to mean the 13-member oversight and decision-making body, though it can also be understood to mean the entire organization, inclusive of the staff. “Agency” is intended to mean the staff that serve the Commission.

1.0 – Ethical Oversight

1.1 – Management Responsibilities

Management should demonstrate a commitment to integrity and ethical values when conducting the business of the Commission. Management should demonstrate a clear understanding of the purpose and value of control measures and should model compliance with those controls.

1.2 – Standards of Conduct

Management is responsible for maintaining a Personnel Manual that establishes rules and procedures for all aspects of employment with the Agency, including expectations for ethical and respectful behavior. The Personnel Manual must be reviewed and acknowledgement of that review documented by each staff person on an annual basis.

1.3 – Segregation of Duties

Due to the small size of the Agency, options for segregation of duties are limited. Controls systems have been designed to ensure oversight of key functions, including the use of an outside accountant to handle some of the monthly and quarterly accounting functions.

1.4 – Annual Fiscal Audit

To maintain public trust in the Commission’s operations, the Agency will conduct an annual audit of the Commission’s financial statements using an external auditor that is NOT also the Agency’s external CPA. The results of this audit, along with any required communications to the Commission, will be provided to the Commission upon the completion of the audit. In the event there are deficiencies identified in the Commission’s internal controls, processes, or procedures, management will be responsible for making recommendations to remedy any such deficiencies.

1.5 – Assignment of Duties

In the temporary absence of the Executive Director, or at the discretion of the Executive Director, controls functions may be delegated to the Deputy Executive Director or other Agency staff. No controls functions performed by the Executive Director should be delegated to the ASM. In the temporary absence of the ASM, the Executive Director may delegate duties of the ASM to the Deputy Executive Director or other Agency staff. In delegating the duties of the ASM, the Executive Director shall evaluate any weaknesses in controls functions that would result from reassignment of duties.

In the event of a major disruption to the Agency’s staff or controls infrastructure, the Commission Chair will be responsible for delegating duties among Agency staff and may consider the temporary involvement of other Commissioners and/or contracted staff or service providers.

1.6 – Key Personnel Wellness

Key personnel are expected to communicate to the Agency any inability to carry out their essential job functions, with or without accommodation. For these key personnel, the accurate, transparent and timely management of the Agency's accounting functions is an essential job function. Reporting should

CARPC Key Internal Controls

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disclose circumstances that could make staff vulnerable to errors, exploitation, or misconduct, as follows:

- Executive Director (or any person recognized by the Commission as Acting Executive Director in an extended absence of the Executive Director) reports to the ASM and the Treasurer and/or the Chairperson, as appropriate to the situation
- ASM reports to the Executive Director; the Executive Director may also inform the Treasurer and/or the Chairperson, as appropriate to the situation

Key personnel may be asked from time to time by one of the other persons named above and are expected to answer truthfully about their ability to carry out their essential job functions, with or without accommodation, to the Agency. Any disclosures under this policy should be limited to the information necessary to identify the vulnerability and will never be expected to include any personal or medical information that would otherwise be protected or privileged.

1.7 – Review of Internal Controls

To ensure that controls policies and procedures remain accurate and effective, key internal controls should be reviewed by the Commission every two years.

2.0 – Key Personnel Responsibilities

2.1 – Executive Director

The Executive Director serves as the custodian of the Commission's assets. Their core duties in the controls environment include:

- a) Primary authority for the receipt and disbursement of funds
- b) Authorized agent and authorized signer for all financial accounts

2.2 – Administrative Services Manager

The ASM serves as the key administrative staff member handling the Agency's day-to-day operations and operates as the Commission's recordkeeper. Their core duties in the controls environment include:

- a) Initiating all financial deposits and disbursements and preparing documentation of the same for review by the Executive Director
- b) Preparing payroll for review and approval by the Executive Director
- c) Entry of activity into the Commission's accounting systems
- d) Coordination with the external CPA for monthly and quarterly accounting processes and procedures
- e) Handling of incoming mail

2.3 - Deputy Executive Director

The Deputy Executive Director acts in support of the Agency's administrative functions and serves as Acting Director in the absence of the Executive Director. Their core duties in the controls environment include:

- a) Implementing specific controls functions described in this document and others if delegated by the Executive Director
- b) Acting as Executive Director in the absence of the Executive Director, with responsibilities as delegated by the Executive Director in a planned absence and as deemed necessary in consultation with the ASM and the Commission Chair in an unplanned absence
- c) Fulfilling limited duties of the ASM in a planned or unplanned absence of the ASM, as delegated by the Executive Director

If the Deputy Executive Director role is not filled the Executive Director will delegate to another senior staff person the specific control functions described in this document.

3.0 – Accounting Procedures

3.1 – Budget Entry

Following the adoption or amendment of the budget by the Commission, the ASM is responsible for inputting changes into the Commission's accounting systems. Once completed, the ASM will prepare a budget report using the Commission's accounting systems for review by the Executive Director to verify that the amounts entered match the budget as adopted by the Commission.

3.2 – Monthly Financial Statements

The ASM works with the external CPA to prepare monthly financial statements of the Commission's activities. In this process, the external CPA reconciles bank account activities. Once compiled, these statements and additional reports prepared by the ASM are provided to the Executive Director and Commission Treasurer for review. When those reviews are complete and any revisions made, the financial statements are provided to the Executive Committee and Commission for their review.

Monthly financial statements may sometimes include estimated invoice amounts if an invoice for that period has not yet been issued. When an invoice is issued for services in a period after the close of the accounting records for that period, the actual totals and any corrective adjustments are posted in the financial period as of the date of issuance, except that corrections made after the end of the fiscal year will result in modification of the December financial statement. Year-end financial statements are considered preliminary until all relevant invoices are issued and all transactions are audited.

3.3 – Capital Assets

The Commission defines capital assets as any tangible asset with an initial cost of \$5,000 or more with a useful life longer than one year. Unless otherwise identified, capital assets are depreciated using the straight-line method (Cost of Asset – Salvage Value) / Useful Life).

3.4 – Voided Payments

Whenever a payment issued by the Commission is voided, the ASM is responsible for preparing the necessary documentation to detail the cause for the void, repayments (if any), and original payment documentation. All such documentation is reviewed by the Executive Director and stored in [Accounting and Budgets>Memos and Misc Documentation](#).

4.0 – Information Systems

4.1 – Accounting Information Systems

The Agency utilizes Quickbooks Online for preparation and maintenance of accounting records and Bill.com for bill payments. Access to these systems is provided to the Executive Director, ASM, and external CPA. Access may be provided to the Deputy Executive Director at the discretion of the Executive Director.

4.2 – Employee and Payroll Information Systems

The Agency uses iSolved to manage employee information, time reporting, and payroll, in coordination with the external CPA. Administrative access to this system is provided to the Executive Director, ASM, and external CPA. Administrative access may be provided to the Deputy Executive Director at the discretion of the Executive Director.

4.3 – Information Technology Systems

The Agency uses Microsoft 365 for the majority of its communications and file management functions. Administrative access to this system is provided to the Executive Director, the ASM, and one or more other staff with IT administrative responsibilities at the discretion of the Executive Director.

To safeguard the Agency's assets, management will be responsible for developing and maintaining an Information Technology policy. This policy includes provisions for file backups, password security, use of personal devices, and details for monitoring risks from the use of information technology.

4.4 – Other Information Systems

The Executive Director and ASM will have administrative access to periodically review and maintain any and all systems and services utilized by Agency staff.

5.0 – Operations

5.1 – Mail Processing

Items delivered by mail include important notifications from other organizations, notifications about the Commission's operations, payments for CARPC invoices, external invoices for services rendered to CARPC, and other miscellaneous notifications/solicitations. To ensure transparency and accountability, mail should be received and sorted by someone other than the Executive Director or ASM, logged by the ASM, and reviewed by the Deputy Executive Director.

The Commission receives mail at the Agency office (100 State St.) on weekdays. As feasible, mail will be accepted and sorted by someone other than the ASM or Executive Director and an image of unopened business mail transmitted to the ASM and Executive Director. Mail is then provided to the ASM, who maintains a mail log describing the sender, date received, and a brief description of the contents. The ASM also scans those logged items into a weekly document transmitted to the Deputy Executive Director for review and signature. Signed copies of weekly mail documents are stored in [Accounting and Budgets>Memos and Misc Documentation>Mail Receipts](#).

5.2 – Banking

- a) *Accounts.* The Agency may utilize multiple accounts to balance liquidity with interest income opportunity and FDIC insurance coverage, or to segregate funds if required for an Agency program. Monthly statements for all CARPC accounts must be provided for review by the Executive Director and Treasurer.
- b) *Deposits.* Bank deposits are prepared on a weekly basis by the ASM. Each deposit is accompanied by a deposit detail worksheet listing each check being deposited, the check number, the corresponding invoice number (if any), and the corresponding account number from the Commission's chart of accounts. The Deputy Executive Director is cued to review and sign off on each deposit package twice – before the deposit and after the deposit when the deposit slip is attached.
- a) *Transfers and Withdrawals.* The Executive Director and Commission Chair are both authorized to transfer funds from one CARPC account to another. For withdrawal of funds from CARPC bank accounts, both the Executive Director and the Commission Chair need to be present at the bank to authorize the withdrawal

5.3 – Purchasing and Expense Reporting

- c) *Petty Cash.* The Agency doesn't utilize petty cash. Whenever possible, purchases should be made using the Commission's accounts payable systems or credit card.
- d) *Staff Expenses.* As necessary, and with the written or verbal approval of the ASM or Executive Director, other staff may make limited purchases on behalf of the Agency and submit them for reimbursement utilizing a monthly expense report.
When travelling for work-related purposes staff may incur reimbursable costs for mileage, lodging, parking, travel fares, or meals. The Agency will maintain policies regarding these expenses in the Personnel Manual.
Agency staff are expected to exercise prudent and reasonable judgment when incurring expenses on behalf of the Agency. To this end, all expenses are evaluated to determine if 1) the expense is necessary to perform an Agency function, 2) the expense was planned in the budget for the project and/or the Agency, 3) the expense has been made at a competitive or cost-effective price, and 4) the expense is proportional to the benefit gained.
- e) *Expense Reports.* Expense reports are submitted to the ASM by staff and must include copies of receipts for purchases made and accompanying notes to detail the purpose and program for which the cost was incurred. Expense reports are reviewed by the ASM to ensure all receipts and details are accurate before processing through the Agency's accounts payable procedures.
- f) *Credit Card Purchases.* Credit card purchases are made by the ASM and Executive Director as necessary. All credit card purchases require written documentation (receipts, invoices, estimates) and are stored in [Accounting and Budgets>AP>Vendor Cash Disbursements>Credit Card Purchases](#). Where practical, the ASM obtains prior authorization for all purchases made using the Agency's credit card. Purchases over \$250 require review by the executive Director

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unless previously authorized, and all purchases over \$500 must have written documentation of prior authorization.

The Agency's credit card is stored in the ASM's office when not in use. On a monthly basis, the Executive Director and Commission Treasurer each review the credit card statement for any irregularities in purchases through the Treasurer's packet process.

- g) *Package Delivery.* The Agency receives package deliveries at three locations: the Agency office, the ASM's home address, and the Executive Director's home address. The home addresses are sometimes used because delivery services lack direct access to the Agency office due to building security arrangements.

5.4 – Accounts Payable

The Commission's primary system for Accounts Payable is Bill.com. The ASM is responsible for entry and categorization of all the Commission's bills. Once entered, bills are reviewed and approved by the Executive Director prior to issuance of any payments.

5.5 – Accounts Receivable

The Commission's primary system for Accounts Receivable is Quickbooks Online. The Agency issues quarterly invoices for most projects and grants, unless otherwise specified in the applicable service or funding agreement. Invoices for review of applications for Dane County Water Quality Plan amendments or sewer extension reviews are typically billed at the completion of the review process.

All invoices are prepared by the ASM and reviewed by the assigned project manager. Invoices over \$2,500 and any supporting documentation require authorization by the Executive Director prior to issuance to the funder or client.

6.0 – Payroll

6.1 – Payroll Authorizations

Prior to processing the Commission's biweekly payroll, the ASM prepares the following reports using reporting functions of the iSolved payroll system:

- a) New Employee and Change Audit
- b) Payroll Summary
- c) Payroll Register

These reports are sent to the Executive Director for signature and initials following their review. Once approved, the ASM submits payroll for processing by the external payroll processor.

Copies of signed authorizations are saved in [Accounting and Budgets>Payroll](#).

6.2 – Payroll Reports

Once payroll has been processed by the external payroll processor, the ASM prepares the following reports using reporting functions of the iSolved payroll system:

- a) Payroll Invoice
- b) Payroll Register
- c) New Employee and Change Audit
- d) Direct Deposit Register
- e) Pay Stubs

These reports are sent to the Executive Director for review and signature. Once approved, the ASM saves the signed copies of the reports to [Accounting and Budgets>Payroll](#).

7.0 – Fraud Prevention and Reporting

7.1 – Reporting Suspected Fraudulent Activities

Any employee, commissioner, or other agent of the Commission who suspects, observes, or has knowledge of potential fraudulent activities (including, but not limited to, embezzlement, theft, misuse of assets, or false financial reporting) is required to report the activity to the Executive Director, Commission Treasurer, or Commission Chair, as appropriate to the situation. Such reports shall be made in writing and provide details including the nature of the suspected activity, the parties involved, and details of how this activity was observed.

7.2 – Investigations of Suspected Fraudulent Activities

Upon receipt of a report of potentially fraudulent activities, the Executive Director will investigate the reported activities to determine the credibility and scope of the issue. The Executive Director may utilize additional personnel to conduct the investigation where necessary. All such investigations are to be conducted confidentially. Any evidence, whether electronic or physical, obtained during the investigation is to be collected and preserved. Once concluded, the Executive Director will present any findings to the Commission Treasurer and Commission Chair. In the event the suspected fraudulent activities involved the Executive Director, reports are made to the Commission Chair.

7.3 – Remedies for Fraudulent Activities

Based on the final investigation report, the remedy for fraudulent activities may include:

- a) Disciplinary action, including termination
- b) Revision and/or implementation of enhanced internal controls
- c) Referral to law enforcement and/or regulatory authorities
- d) Recovery of assets

7.4 – Retaliation Prohibited

Retaliation against individuals who make good-faith reports of suspected fraudulent activity is strictly prohibited.



CARPC Internal Controls – Summary and Explanation of Proposed Changes

December 3, 2025

MODIFIED CONTROLS

Controls Measure	Current Text	Proposed Text	Reason for Change
Methods of making payments/purchases	<p>“All Commission purchases will be made by check or credit card...”</p> <p><i>Adopted Controls – A.4 (Page 1)</i></p>	<p>“The Commission’s primary system for accounts payable is Bill.com...”</p> <p><i>Proposed Controls – 5.4 (Page 10)</i></p>	CARPC has shifted to utilizing a web-based service for processing accounts payable rather than paper checks. Credit card controls can also be found on pages 9-10 of draft update.
Monthly financial review procedures	<p>“The Chair and Treasurer of the CARPC shall routinely review and approve the CARPC bank statement...”</p> <p><i>Adopted Controls – A.12 (Page 2)</i></p>	<p>“The ASM works with the external CPA to prepare monthly financial statements of the Commission’s activities... Once compiled, these statements and additional reports prepared by the ASM are provided to the Executive Director and Commission Treasurer for review...”</p> <p><i>Proposed Controls – 3.2 (Page 7)</i></p>	Reviews of financial activity have been consolidated to a monthly review of financial statements, bank statements, and summary reports by the Executive Director and Treasurer.

Controls Measure	Current Text	Proposed Text	Reason for Change
Accounts Payable Procedures	<p>“All payments for purchases and invoices shall have prior approval by the Executive Committee unless securing prior approval may incur a late payment penalty...”</p> <p><i>Adopted Controls – A.13.a (Page 2)</i></p>	<p>“...Once entered, bills are reviewed and approved by the Executive Director prior to issuance of any payments.”</p> <p><i>Proposed Controls – 5.4 (Page 10)</i></p>	<p>CARPC no longer handles approval of bills through the Executive Committee. Instead, the Commission establishes a budget to provide limits for the Commission’s operations, the Executive Director approves payments, and the Treasurer reviews transactions as part of the monthly financial package.</p>
Bank Deposits Procedures	<p>“The Administrative Services Manager shall deposit all AR payments in the bank upon receipt of payments totaling \$2,000 or no later than two (2) weeks after receipt, whichever comes first...”</p> <p><i>Adopted Controls – A.14.b (Page 3)</i></p>	<p>“Bank deposits are prepared on a weekly basis by the ASM...”</p> <p><i>Proposed Controls – 5.2 (Page 9)</i></p>	<p>Bank deposits are made more frequently to enhance accuracy in the accounting system. Additionally, the Deputy Executive Director is tasked with reviewing deposits to increase awareness of payments received.</p>
Assignment of Duties	<p>“Throughout this document, if there is no Executive Director (or in the absence of the Executive Director), the Agency Director shall assume all responsibilities of the Executive Director...”</p> <p><i>Adopted Controls – Page 1</i></p>	<p>“In the temporary absence of the Executive Director, or at the discretion of the Executive Director, controls functions may be delegated to the Deputy Executive Director or other Agency staff...”</p> <p><i>Proposed Controls – 1.5 (Page 5)</i></p>	<p>The proposed controls are revised to reflect CARPC’s organizational chart as of 1/1/26, with additional detail about delegation options and scenarios.</p>

ELIMINATED CONTROLS

Controls Measure	Current Text	Proposed Text	Reason for Change
Physical/Paper Documentation	<p>“All invoices and pre-printed receipts will be in sequential order, and a hard copy of each will be kept on file.”</p> <p><i>Adopted Controls – A.3 (Page 1)</i></p>	N/A	All controls describing paper records are eliminated in the draft update – CARPC now uses digital files and storage systems exclusively and destroys most incoming paper documents once scanned or deposited.
Methods of Receiving Payments	<p>“All incoming revenue will be in the form of cash or checks, except for payments by the State of Wisconsin, which may be made by ACH deposits directly into CARPC’s checking account.”</p> <p><i>Adopted Controls – A.2 (Page 1)</i></p>	N/A	This provision has been removed from controls due to the rise in vendors issuing ACH payments, including the City of Madison and Dane County. Additionally, flexibility is required to ensure timely receipt of payments owed to CARPC.

NEW CONTROLS

Controls Measure	Current Text	Proposed Text	Reason for Change
Key Personnel Wellness	N/A	<p>“Key personnel are expected to report any major personal wellness or financial health issues that could impact their ability to carry out their duties to the Agency and/or make them vulnerable to errors, exploitation or misconduct...”</p> <p><i>Proposed Controls – 1.6 (Page 6)</i></p>	The adopted controls do not address the risk that personnel wellness issues pose to the agency. The proposed controls require disclosure of risk to the Agency, without requiring details that would be considered protected personal information.

Controls Measure	Current Text	Proposed Text	Reason for Change
Review of Internal Controls	N/A	<p>“To ensure that controls policies and procedures remain accurate and effective, key internal controls should be reviewed by the Commission every two years.”</p> <p><i>Proposed Controls – 1.7 (Page 6)</i></p>	The adopted controls do not address the need for periodic review.
Deputy Executive Director Responsibilities	N/A	<p>“The Deputy Executive Director acts in support of the Agency’s administrative functions and serves as the Acting Director in the absence of the Executive Director...”</p> <p><i>Proposed Controls – 2.3 (Page 7)</i></p>	The Deputy Executive Director position didn’t exist when the current controls were adopted.
Budget Controls	N/A	<p>“Following the adoption or amendment of the budget by the Commission, the ASM is responsible for inputting changes into the Commission’s accounting systems...”</p> <p><i>Proposed Controls – 3.1 (Page 7)</i></p>	The adopted controls do not address the budget entry process. The proposed controls ensure that the accounting system reflects the budget as approved by the Commission.
Mail Processing	N/A	<p>“Items delivered by mail include important notifications from other organizations, notifications about the Commission’s operations, payments for CARPC invoices, external invoices for services rendered to CARPC...”</p> <p><i>Proposed Controls – 5.1 (Page 8)</i></p>	The adopted controls do not address mail handling. The proposed controls ensure more eyes on incoming communications.

Controls Measure	Current Text	Proposed Text	Reason for Change
Expectations for Purchases	N/A	<p>"Agency staff are expected to exercise prudent and reasonable judgment when incurring expenses on behalf of the Agency..."</p> <p><i>Proposed Controls – 5.3(b) (Page 9)</i></p>	The adopted controls lack a test for reasonableness of expenses incurred.
Fraud Prevention and Reporting	N/A	<p>"Any employee, commissioner, or other agent of the Commission who suspects, observes, or has knowledge of potential fraudulent activities (including, but not limited to, embezzlement, theft, misuse of assets, or false financial reporting) is required to report the activity to the Executive Director, Commission Treasurer, or Commission Chair, as appropriate to the situation..."</p> <p><i>Proposed Controls – 7.1 (Page 11)</i></p>	The adopted controls lack reporting requirements and procedures for suspected waste, fraud, or abuse of the Commission's assets.

Re: Hyperscale Data Centers – Development Review Processes and Water Resource/Public Infrastructure Impacts – Staff Presentation and Discussion

Requested Action: None
Background: <p>Hyperscale data centers are currently being proposed and built in many parts of the U.S., generating concerns about their impact on utility infrastructure, natural systems, and community character. There is an active proposal for a facility on approximately 700 acres currently in the Town of Vienna. CARPC may be asked to approve an amendment to the Sewer Service Area to enable construction of this facility. The Commission has asked for a presentation to add to their understanding of the possible impacts of hyperscale data centers.</p>
Staff Comments: <p>Jason Valerius will make a presentation on four topics related to hyperscale data centers:</p> <ol style="list-style-type: none">1. Development review processes2. Possible impacts to sewer and water utilities3. Possible impacts to natural systems4. Overview of other concerns <p>The presentation file will be posted to our Meetings page after the meeting.</p>
Attachments: None
Staff Contact: <p>Jason Valerius Executive Director jasonv@capitalarearpc.org 608-474-6010</p>
Next Steps: None

Re: Chair and Executive Director Reports

Requested Action: None
Background: None
Staff Comments: <p>This is an opportunity for the Commission Chair to provide updates on items not otherwise addressed in the agenda of this meeting, including any noteworthy activities or discussions of the Executive Committee or other active committees.</p> <p>The Executive Director provides a monthly report briefly describing the various activities of the agency and will present noteworthy highlights from that report.</p>
Attachments: 1. Executive Director's Report
Staff Contact: Jason Valerius Executive Director jasonv@capitalarearpc.org 608-474-6010
Next Steps: N/A

Executive Director Monthly Report to CARPC Commissioners

Thursday, December 11, 2025

(updates from the previous month in blue text)

Highlighted text indicates items Jason plans to talk about during the meeting.

PROGRAMS AND SERVICES

Regional Development Framework ([link to website](#))

- Performance indicators – Work on performance indicators continues. Our current focus is a reliable database to track the timing and location of development.
- The project to assess local land use codes for consistency with RDF strategies ([link to Project Description](#)) had UW student assistance in 2023 and 2024. CARPC staff plan to wrap up this assessment in [2025 Q3](#). Final products will focus on recommendations, examples of local projects, and comparisons of existing practices across Dane County communities.
- **Regional Population Projections** – CARPC collaborated with Dane County, City of Madison, the MPO, and UW faculty to prepare population projections that we are all willing to use in local planning. Rollout to communities began in September 2025. During Q3 and Q4, staff are working with the MPO to allocate population, housing units, and jobs based on these projections to Transportation Analysis Zones (TAZs). MPO staff use these allocations for transportation modelling, updating the 2055 Regional Transportation Plan (RTP), and maintaining the Transportation Improvement Program (TIP), the document used to guide federal and state funding decisions on transportation infrastructure. The City of Madison and the Madison Metropolitan Sewerage District (MMSD) have also requested access to the TAZ allocations to adapt those smaller-geography estimates for sewer service planning.
- **Urban Green Infrastructure Guide** – Staff are drafting a document for local municipalities that highlights green infrastructure practices for the urban context and the challenges to implementing those practices. It will combine staff and UW grad student expertise in ecological design practices, urban design, and stormwater management.
- **East Metro/Door Creek Corridor Planning** — On-going collaboration with the UW Department of Planning and Landscape Architecture continues. Seniors in the professional Bachelor of Landscape Architecture (BLA) and second year students in the Master of Urban and Regional Planning (MSURPL) programs will work to identify Framework implementation opportunities in the eastern portion of the metro area, east of I-90/94, from Sun Prairie to McFarland.
- **Farmland preservation** – CARPC staff have begun attending regular [Yahara Pride Farms](#) board meetings as well as special events like YPF's Twilight Meeting, [Dane Demo Farms](#) field day, and a [Farmland Protection Field Day](#) hosted by Groundswell Conservancy and American Farmland Trust.

Planning Assistance

- **In Progress:** [Rock County Comprehensive and Farmland Preservation Plan updates](#) (Apr 2025 – June 2026). City of Evansville human-powered transportation planning (Mar – Dec 2025). Town of Berry 2025/2026 comprehensive planning (Sep 2025 – Dec 2026). Village of Maple Bluff Trends & Conditions (Nov 2025 - subcontract with MDRoffers Consulting).
- **Ongoing:** Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie mapping services (ongoing zoning amendments)
- **Potential:** [City of Sun Prairie Housing Data Dashboard](#) – scoping in progress.

Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – The parties are pursuing this as a Cooperative Plan under 66.0307. CARPC staff met with the workgroup in early December to continue negotiation of critical topics.
- **Town of Bristol and City of Sun Prairie**—Monitoring progress, no CARPC support currently needed.
- **Village of Oregon and Town of Rutland**—Beginning discussions Q4 2025
- **Village of Oregon and City of Fitchburg** – The pre-planning stakeholder engagement process is scheduled to occur in January and February 2026, facilitated by Jason.

Education and Information

- **Media coverage:** [Channel 3](#) aired a segment on the road-stream crossing inventory on 10/25.
- Staff continue to create content for [Facebook/LinkedIn](#), [newsletters](#), and our [website](#).

Regional Water Quality Planning

- **WI Salt Wise Partnership**
 - Fall Events
 - Oct. 1 – Smart Salting Workshop – New Richmond
 - Oct. 1 – City of Menomonie Agency Training
 - Oct. 2 – Smart Salting Workshop – Wausau
 - Oct. 3 – Salt Wise Open House – City of Wausau
 - Oct. 7 – Dane County Hwy Agency Training
 - Oct. 8 – Salt Wise Open House – Beaver Dam
 - Oct. 8 – WI Arborist Association – conference presentation (East Troy)
 - Oct. 9 – Salt Wise Open House – Sheboygan County Hwy
 - Oct. 10 – Salt Wise Open House – Outagamie County Hwy
 - Oct. 14 – Smart Salting Workshop – Madison
 - Oct. 15 – Smart Salting Workshop – Wauwatosa
 - Oct. 16 – Washigton and Ozaukee County Hwy Agency Training
 - Oct. 17 – Fall Forum presentation
 - Oct. 20 – Smart Salting Workshop – Elkhorn
 - Oct. 21 – Advanced Practices Open House – Walworth County Hwy
 - Oct. 23 – Smart Salting Workshop – Elkhorn
 - Oct. 24 – WI County Facility Management Association – conference presentation (Black River Falls)
 - Oct. 27 – WI Association of School Business Officials Facility Masters – conference presentation (WI Dells)
 - Oct. 28 – Smart Salting Workshop – Kenosha
 - Oct. 28 – Village of Whitefish Bay Agency Training
 - Oct. 29 – Smart Salting Workshop – Oak Creek
 - Oct. 31 – Salt Wise Open House – Grant County Hwy
 - Nov. 1 – ERBN student group presentation – UW-Madison
 - Nov. 5 – Smart Salting Workshop – Cottage Grove
 - Nov. 5 – Rock County Hwy Agency Training
 - Nov. 11 – Smart Salting Workshop – Madison
 - Nov. 11 – Agency Training – New Berlin

- Nov. 12 – Smart Salting Workshop – Waukesha
- Nov. 13 – WRWA – training presentation (virtual)
- Nov. 13 – City of Beloit Agency Training
- Nov. 18 – IFMA presentation – Appleton
- Nov. 20 – Monroe St outreach with Friends of Lake Wingra
- Communications (Newsletter, Social Media)
 - Winter Salt Week 2026 registration is open on the newly revamped Winter Salt Week website (www.wintersaltweek.org)
 - Three fundraisers in Madison, Appleton, and Walworth County are test running the peer-to-peer fundraising plan
 - [October webinar: Less Salt, More Profit: The Smarter Future of Snow and Ice Management](#)

Water Quality Plan Updates & Amendments

- **SSA Amendments**
 - Active: [V-Waunakee \(“Heyday Development”\)](#) (January public hearing)
 - Pending/future: T-Westport (“Tuggle Rd/Hope Ct” and “Madison Day School”); V-McFarland; C-Madison (multiple); C-Sun Prairie (multiple); V-Cross Plains (“PI/Haen Development”); C-Middleton (“Balzer Road”); V-Belleville (north and east areas); V-Windsor; V-Oregon (Oak Hill Correctional Institute); T-Vienna (Madison Street); [T-Pleasant Springs](#)
- **Amendment for MMSD Effluent Discharge (2308 “Nine Springs WWTP Effluent Revision”)** – Amendment to the Dane County Areawide Water Quality Management Plan, which allowed MMSD to cease its discharge to Badger Mill Creek
 - DNR conditionally approved the amendment (link to [DNR decision letter](#)).
 - MMSD submitted additional monitoring/analysis to address conditions of approval. DNR issued additional letter in response to MMSD inquiry, which confirms that required conditions have been satisfied and remaining actionable items are recommended (including encouragement to work with CARPC and C-Verona on mitigation efforts).
 - Verona challenged DNR’s decision to approve the amendment, in two separate proceedings (Judicial Review and Contested Case) on several bases, including: the decision did not comply with water quality standards, was improper due to its conditions, did not consider negative impacts to wetlands, and violated the public trust doctrine. The court ruled in DNR’s favor on all claims. Verona is appealing the decision regarding Judicial Review.
 - CARPC staff have been talking to DNR and MMSD staff to explore an arrangement whereby CARPC can facilitate implementation of the mitigation project funds offered by MMSD.
- **Environmental Corridors Report** – Updated Environmental Corridors Report has been approved and adopted as part of DCWQP (link to [Final Report](#)). When changes to the policies & criteria for Environmental Corridors (see next) are adopted, staff will revisit report to verify conformity (anticipated 2026 work).
- **Environmental Corridors Policies & Criteria** – Staff is currently discussing the existing policies and criteria and drafting proposed edits, [including consultation with subject matter experts and other stakeholders as appropriate](#). This will constitute a formal amendment to the DCWQP, with public participation/Commission review in early 2026.
- **DCWQP Summary Plan Update** – Updating the [Summary Plan](#) (last updated 2004) to update information and figures, refine focus and applicability per the current regulatory environment

and needs/conditions in the region, and incorporate current themes (e.g., climate resilience, equity, and environmental justice) into the DCWQP. CARPC was awarded a Bipartisan Infrastructure Law (BIL) grant (\$48,000 over 2 years) to partially fund this work.

- **SSA Amendment Process Analysis (Ad-Hoc Water Quality Committee)** – Ongoing work to review policies to address existing pain points, increase efficiency, and improve outcomes. Proposed updates include revisions to the existing (“standard”) SSAA process, a new alternative process (“expedited”), and revisions to the existing “Minor” process. [Staff presentation in Dec '25, then public hearing in Jan '25. Commission action may occur at either the Jan or Feb '26 meeting, with final DNR review following.](#)
- **Water Quality Plan Consistency**
 - [3 sewer extension reviews completed in November \(1 new greenfield development, 0 infill development, 2 redevelopment, 0 reconstruction/other\)](#)

Regional Climate Resilience Planning

- **Black Earth Creek Green Infrastructure Plan (GI Plan)** – Continuing work with the Steering Committee on implementation of the GI Plan ([link to site](#)). Anticipate staying active through 5-year period referenced in Plan (2022-2027).
 - [Provided letter of support to BECWA for the pursuit of grant funding for educational materials; if awarded, CARPC would host information and data tools on the existing GI Plan webpage.](#)
- **Tree Canopy Collaborative (TCC)** - Liz Levy is the Chair of this group. Increasing membership is one of the existing goals. The hub website for the Tree Canopy Collaborative has been transferred from the Office of Energy and Climate Change to CARPC ([link to website](#)).
- **Neighborhood Forest Project** – Partnership with Eco-Latinos, Operation Fresh Start, Sustain Dane, and Urban Tree Alliance to involve residents in planting and maintaining 100-125 trees per year in south Madison. This project is funded through the Inflation Reduction Act (IRA) (3-year project for \$360,000). CARPC’s contribution includes time for coordination, database development, and mapping assistance. CARPC will receive \$2,500 a year for our assistance for a period of three years.
- **Midwest Climate Collaborative** – Joined as a founding member in 2022 ([link to website](#)). CARPC staff were heavily involved in the 2025 Midwest Climate Summit, which took place at the Memorial Union from April 30 to May 2 (more info [here](#)). Caitlin Shanahan will be joining the MCC Steering Committee for the next 3 years. CARPC has submitted a proposal for a presentation on Regional Water Quality Planning (in collaboration with WDNR) at the 2026 Summit.
- **Stream Crossing Inventory** – Data collection for a road-stream crossing inventory at town, county, and some state roads in Dane County is underway in collaboration with Trout Unlimited in the Driftless area and the north/eastern townships ([hub site - recently updated](#)). Collected data can be viewed on the [Great Lakes Stream Crossing Inventory Stream Crossing Dashboard](#). We have \$31,570 in Bipartisan Infrastructure Law (BIL) grant to fund the pilot study (4 townships) and \$187,500 (75% of total project cost) in WEM Pre-Disaster Flood Resilience Grant (PDFRG) funding to extend the project to 29 townships across Dane County; anticipating completion in December 2026. The planned 25% match from DNR’s FEMA Building Resilient Infrastructure and Communities (BRIC) funding has become available and contracting is underway. [Field work is complete for this year and will resume in the spring. Staff are working on reports for towns with completed inventories.](#)
- **Mapping Old Growth Forests and Oak Gap Woodlands to Enhance Land Stewardship and Conservation Priorities in Wisconsin** – In May 2025, the Wisconsin State Cartographer’s Office and

CARPC jointly applied to the Bock Foundation for funding to create a unique statewide old growth forest and prairie remnant map. Development of this product is underway.

- **Dane County Rural Free Tree Program** – A collaborative pilot project between the Dane County Planning Department, Dane County Land and Water Resources, CARPC and the Dane County Tree Board to offer free heritage oak progeny trees to the owners of all parcels newly rezoned to Rural Single-Family Residential. Participant feedback has been very positive.
- **School Tree Nursery Program** – CARPC is partnering with UW-Stevens Point LEAF (Learning, Experiences, & Adventures in Forestry) educators to develop K-12 curriculum that incorporates tree nurseries and environmental training. CARPC was awarded \$5,000 dollars from the CD Besadny Conservation Grant to support the Dane County School Tree Nursery Program and develop the K-12 LEAF Curriculum. [Also, on 12/2/2025 CARPC applied for an additional \\$5,000 dollars from the Wisconsin Arborists Association to provide material needed to make school nursery programs successful.](#)

Cooperative Water Resources Monitoring

- **Dane County Water Resources Monitoring Program** - Ongoing with USGS and partners. Existing agreements expire at the end of 2025. [Staff are coordinating with USGS and local partners to renew their agreements. New partner agreements have been drafted for distribution when the budget is finalized by USGS.](#)
- **Black Earth Creek Watershed Monitoring Program** – Ongoing with USGS and local partners to implement and fund the program, with CARPC acting as mediator for coordination and funding (contract runs 2024-2028). Awarded \$18,270 DNR Surface Water Grant for FY25 (\$21,900 awarded in FY24) to support monitoring. [Submitted Final Application for Surface Water Grant for FY26—awardees announced in Feb '26. Anticipating a shortfall in funding for monitoring activities in 2026, possibly resulting in changes to scope and reduction in data collection \(USGS leading subgroup to review\).](#)
- **Regional Strategic Monitoring Framework** – Development of a strategic framework to guide stream monitoring activities across Dane County; project in close collaboration with Dane County LWR staff. Kickoff meeting with stakeholders was on 4/3/25; anticipate recurring meetings through July.
- **Starkweather Creek Community-Based Water Chloride Monitoring Initiative** – Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations. A 13-member Starkweather Technical Committee meets on a bi-monthly schedule (most recent meeting: 8/21). The Madison Rotary Club adopted a conductivity meter, covering the subscription and meter maintenance costs. The UW-Madison Chemistry Department has also agreed to “Adopt a Meter,” and outreach is underway to identify additional partners. [An application to the Morgridge Center Community Based Research Grant was not successful. We completed final submission in November for two DNR Surface Water Grants for FY26, totaling \\$15,000. We anticipate \\$25,000 in 2026 from the DNR \(IJIA funds\) to support equipment purchases and continued monitoring efforts.](#)

PARTNERSHIP UPDATES

- **MPO** – [The Active Transportation Plan is in drafting phase, headed toward a targeted February adoption, watch for a public draft by early 2026 if you are interested in this. At the December policy board meeting they will be announcing two new regional electric vehicle rapid charging stations, in DeForest and the American Center. MPO will be presenting a guide at their January Technical Committee meeting to offer best practices and guidance for communities to deal effectively with electric bikes, scooters, etc., and then publishing that guidance.](#)

MPO is in a 4-year self-certification process by FTA/FHWA. A survey is available where people can aid this process by describing their interactions with the MPO – it's linked from our monthly newsletter (emailed on 11/20).

- **Dane County Office of Energy and Climate Change** – Liz Levy completed a first draft of a countywide rooftop solar installation map ([link to map](#)). Corrections and refinements are ongoing. Please send any available permit data you have for your community to lizl@capitalarearpc.org to help make the map as accurate as possible.
- **Dane County Planning & Development** – [next quarterly meetings of CARPC and DCPD staff: Feb 5](#) CARPC will be assisting Planning and Emergency Management staff with updating the Dane County Hazard Mitigation Plan.
- **Dane County Human Services, Housing Access & Affordability Division** – Jason is assisting the County's Farmworker Housing Study by helping to facilitate discussions about zoning and development regulation strategies – these discussions are planned for February and March 2026.
- **Madison Region Economic Partnership (MadREP)** – MadREP is dissolving by the end of 2025 and negotiating with the Greater Madison Chamber of Commerce to take on some of its roles in the region. CARPC may have the opportunity to continue MadREP's work with the Comprehensive Economic Development Strategy and USDA revolving loan funding.
- **Greater Madison Chamber of Commerce (GMCC)** – Jason participated in a workgroup of local leaders convened by MGCC to guide their annual “Next Normal” employer survey to understand local business trends. CARPC and GMCC staff are working together on an effort to share data sources for the benefit of each organization.
- **MMSD** – Jason meets with Executive Director Eric regularly to discuss shared CARPC/MMSD interests and initiatives.
- **Clean Lakes Alliance** – Continuing to pursue collaboration opportunities in support of the *Renew the Blue* plan ([link to site](#)), with a focus on data and green infrastructure. Jason is co-chairing a new Renew the Blue Council in 2025 and 2026 to prioritize and drive the implementation of actions related to phosphorous reduction, and CARPC is collaborating with Dane County Land and Water Resources and other participants to help develop land use data and indicators related to water quality.
- **Madison Area Builders Association** – We are collaborating with MABA staff on their use of our development tracker tool and opportunities for them to help enhance it. Jason attended their Government Affairs Committee meeting on September 3 to share the RDG population projections and talk about recent and ongoing updates to aspects of the Dane County Water Quality Plan.
- **Groundswell Conservancy** – Groundswell has a new Executive Director, Heidi Habeger. We anticipate further discussion related to the property they are acquiring along the Black Earth Creek, water quality planning with the Clean Lakes Alliance, and as part of our farmland preservation initiative. CARPC donated 30 heritage oak trees to a Groundswell restoration project in the Town of Westport.
- **The Nature Conservancy** – CARPC met with TNC Conservation Science Director Peter Levi. TNC will assist CARPC with outreach of the old growth mapping project and has capacity to assist CARPC with a model forest preservation ordinance development that could be shared with Dane County communities.

OPEN RECORDS REQUESTS

- No new requests.