

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

December 08, 2025

Zoom Webinar

4:00 pm

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**Commissioners Present:** Heidi Murphy, Peter McKeever, Maureen Crombie, Cynthia Richson, David Pfeiffer

**Commissioners Absent:** Bill Tishler

**Staff Present:** Jason Valerius, Matt Kozlowski

**Others Present:**

1. Establish Quorum

The meeting was called to order by Vice Chair Murphy at 4:03 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of November 10, 2025, Executive Committee Meeting (actionable item) (4:04 pm)**

Motion to approve minutes of the November 10, 2025 meeting was made by Commissioner Crombie. Commissioner Richson seconded. The motion carried unanimously.

4. **Acknowledgement of Receipt – October 2025 Financial Management Report (actionable item) (4:06 pm)**

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

5. **Authorize Executive Director to Execute the Annual City of Madison (the MPO) for 2026 Transportation Planning Services (actionable item) (4:07 pm)**

Jason Valerius noted that we haven't received the agreement

Motion to postpone until a future meeting made by Commissioner Richson. Commissioner McKeever seconded. The motion carried unanimously.

6. **Authorize the Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2026 (actionable item) (4:08 pm)**

Jason Valerius provided an overview of the agreement.

Motion to recommend authorization of Executive Director to execute agreement for Metro Transit Commute Card was made by Commissioner McKeever. Commissioner Crombie seconded. The motion carried unanimously.

7. **CARPC Deputy Director Job Description (actionable item) (4:08 pm)**

Jason Valerius provided an overview of the job description as drafted.

Motion to recommend adoption of the Deputy Director job description was made by Commissioner McKeever. Commissioner Crombie seconded. The motion carried unanimously.

**8. CARPC Resolution 2025-15, CARPC Internal Controls Update – Staff Presentation, Discussion, and Recommendation for Commission Consideration (actionable item) (4:13 pm)**

Jason Valerius provided an overview of the current internal controls memo and the summary of changes proposed. He noted legal counsel review of the language under 1.6 for disclosure expectations for key personnel wellness and a slight revision based on their recommendations.

Commissioner Richson recommended having a review by Berndt CPAs and/or Johnson Block for additional review or recommendations.

Chair Pfeiffer asked about IT policies for security purposes. Jason Valerius and Matt Kozlowski described the IT policies in the Personnel Manual and plans to establish a more detailed internal document that staff can update as needed in response to changing IT conditions and needs.

Motion to recommend adoption of Resolution 2025-15, conditional on review by Berndt CPAs and Johnson Block was made by Commissioner Richson. Commissioner McKeever seconded. The motion carried unanimously.

**9. Future Agenda Items (next meeting is **Monday, December 11, 2025**, via Zoom Webinar and in person at the CARPC office 100 State St at 4:00 pm)**

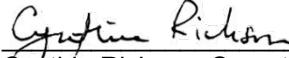
- a. Annual Review of the Executive Director (Dec)

**10. Adjournment**

Motion to adjourn was made by Commissioner Richson and seconded by Commissioner Crombie. Meeting was adjourned at 4:34 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director

Respectfully Submitted

  
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Cynthia Richson, Secretary