

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

January 5, 2026

Zoom Webinar

5:15 pm

Participant Information

How to Attend: This meeting will take place via Zoom Webinar. You may participate in the meeting from your computer, tablet, or smartphone at this URL:

<https://us02web.zoom.us/j/83989722178?pwd=RjJQc6tY4f6aW279SN3rt3TkXi21af.1>

Phone: 1-312-626-6799

Meeting ID: 839 8972 2178

Passcode: 282772

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

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting if received at least 24 hours before the meeting.

Quorum may be Present: CARPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings, which may constitute a quorum of the Commission.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create an 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. **Minutes of the December 8, 2025 Executive Committee Meeting (*actionable item*)**
4. **Minutes of the December 11, 2025 Executive Committee Meeting (*actionable item*)**
5. **Acknowledgement of Receipt – November 2025 Financial Management Report (*actionable item*)**
6. **Authorize Executive Director to Execute Agreement with the City of Madison (the MPO) for 2026 Transportation Planning Services (*actionable item*)**
7. **Authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank (*actionable item*)**

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.

8. **CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion and Recommendation for Commission Consideration (*actionable item*)**
9. 2026 Meeting Calendar Review
10. Future Agenda Items (next meeting is **Monday, February 9, 2026, via Zoom, at 5:15 pm**)
11. Adjournment

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

December 08, 2025

Zoom Webinar

4:00 pm

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

Commissioners Absent: None

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.

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

December 11, 2025

Zoom Webinar

4:00 pm

Commissioners Present: Heidi Murphy, Bill Tishler, Maureen Crombie, Cynthia Richson, David Pfeiffer

Commissioners Absent: None

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 4:05 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. Closed Session (*actionable item*) (4:05 pm)

The Commission intends to convene into closed session pursuant to Wis. Stat 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the annual evaluation of the Executive Director.

Motion to convene in closed session was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

4. Return to Open Session (*actionable item*) (5:07 pm)

Motion to return to open session was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

5. Performance Evaluation of the Executive Director and authorization of the Commission Chair to approve the annual merit increase (*actionable item*) (5:09 pm)

Motion to authorize Executive Director salary step increase was made by Commissioner Murphy. Commissioner Tishler seconded. The motion carried unanimously.

6. Future Agenda Items (next meeting is **Monday, January 5, 2026, via Zoom Webinar at **4:00 pm**)**

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

7. Adjournment

Motion to adjourn was made by Commissioner Richson and seconded by Commissioner Crombie. Meeting was adjourned at 5:10 pm.

Re: November 2025 Financial Management Report (*actionable item*)**Requested Action:**

Motion to Acknowledge Receipt of November 2025 Financial Management Report

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.

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.

The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.

Staff Comments:

Requests for additional financial information or reports may be directed to the ASM.

Attachments:

1. November 2025 Financial Management Report

Staff Contact:

Matt Koz
Administrative Services Manager
MatthewKoz@CapitalAreaRPC.org
(608) 474-6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Management Report

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



Prepared by
Berndt CPA

Prepared on
December 29, 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 November 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 November, \$145,738 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$14,535 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of November month-end, the balance in account 3600 – Deferred Revenue is \$145,738. This amount corresponds to the remaining contracted revenue expected to be recognized in December, unless any contract terms change.

Sincerely,
Berndt CPA, LLC

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

	Total	
	As of Nov 30, 2025	As of Oct 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	76,385	63,091
1001 MONEY MARKET ACCOUNT	48,125	128,113
1002 INVESTMENT ACCOUNT	684,338	682,082
Total Bank Accounts	\$ 808,848	\$ 873,285
Accounts Receivable		
1105 PROJECT AND GRANTS REC	227,502	273,379
Total Accounts Receivable	\$ 227,502	\$ 273,379
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	107,130	119,002
1150 PREPAID EXPENSES	583	1,166
1152 PREPAID DENTAL INSURANCE	1,277	1,277
1153 PREPAID HEALTH INSURANCE	22,193	23,266
1154 PREPAID DISABILITY INSURANCE	122	87
1156 PREPAID LIFE INSURANCE	(325)	(383)
1157 PREPAID PARKING	689	632
Total 1150 PREPAID EXPENSES	\$ 24,539	\$ 26,046
Total Other Current Assets	\$ 131,669	\$ 145,048
Total Current Assets	\$ 1,168,019	\$ 1,291,712
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION- FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	\$ -	\$ -
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,460)	(3,427)
Total Fixed Assets	\$ 2,616	\$ 2,650
TOTAL ASSETS	\$ 1,170,635	\$ 1,294,362
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	57,593	14,949
Total Accounts Payable	\$ 57,593	\$ 14,949
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	2,003	2,436
Total 3002 PARK BANK CREDIT CARD	\$ 2,003	\$ 2,436
Total Credit Cards	\$ 2,003	\$ 2,436
Other Current Liabilities		
3005 ACCRUED PAYROLL	18,891	18,890
3010 ACCRUED COOP WATER RESOURCE MONITORING	20,676	24,302
3015 ACCRUED PREPAID LIABILITIES	2,486	0
3202 WRS PENSION PLAN	5,325	3,017

3300 UNUSED VACATION, WELLNESS	55,391	56,003
3500 SICK LEAVE ACCRUAL PAY	102,080	99,454
3600 DEFERRED/UNEARNED REVENUE	145,738	292,800
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	\$ 353,573	\$ 497,453
Total Current Liabilities	\$ 413,169	\$ 514,837
Total Liabilities	\$ 413,169	\$ 514,837
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	(32,604)	(10,546)
Total Equity	\$ 757,466	\$ 779,524
TOTAL LIABILITIES AND EQUITY	\$ 1,170,635	\$ 1,294,362
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(10,546)	(29,862)
Total Equity	\$ 2,068,684	\$ 2,173,095
TOTAL LIABILITIES AND EQUITY	\$ 2,036,080	\$ 2,162,548

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of November 2025 - Budget Vs Actuals 11 Months Ended

	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	1,108,554	1,209,332	91.67%
Total 5000 PROPERTY TAX REVENUE	100,778	1,108,554	1,209,332	91.67%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	2,617	87,561	113,275	77.30%
5102 EPA/DNR GRANT FUNDS	2,258	33,550	39,000	86.03%
5103 WEM/FEMA/HMGP GRANT FUNDS	2,895	83,594	125,000	66.88%
5104 WisDOT PLAN INTEGRATION	-	6,384	7,093	90.01%
Total 5100 STATE/FEDERAL GRANTS	7,769	211,089	284,368	74.23%
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	913	5,457	16.73%
5220 COOP WATER RESOURCE MONITORING	14,976	137,839	179,715	76.70%
Total 5200 PASS THROUGH REVENUE	14,976	138,751	185,172	74.93%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	400	39,000	45,000	86.67%
5302 FEES-USA/LSA APP REVIEW	-	14,688	65,000	22.60%
Total 5300 FEES REVENUE	400	53,688	110,000	48.81%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	159	66,388	100,000	66.39%
Total 5400 SERVICES REVENUE	159	66,388	100,000	66.39%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	2,268	28,659	36,000	79.61%
5502 MISCELLANEOUS REVENUES	6	4,381	2,988	146.62%
5505 WI SALT WISE	33,917	196,893	140,000	140.64%
Total 5500 OTHER REVENUE	36,191	229,933	178,988	128.46%
7000 REVENUE REFUNDS	-	(17,762)	(35,524)	50.00%
Total Revenue	160,273	1,790,641	2,032,336	88.11%
Gross Profit	160,273	1,790,641	2,032,336	88.11%
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	72,435	810,556	830,647	97.58%
6002 COMPENSATED LEAVE TIME	11,348	174,562	207,662	84.06%
Total 6000 SALARIES AND LEAVE TIME	83,784	985,118	1,038,309	94.88%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,157	71,075	77,354	91.88%
6052 LIFE INSURANCE	(37)	532	294	180.96%
6053 HEALTH INSURANCE	22,038	236,129	289,702	81.51%
6054 DENTAL INSURANCE	1,277	12,009	14,707	81.65%
6055 WRS-ER CONTRIBUTION	12,837	58,107	71,643	81.11%
6056 DISABILITY INSURANCE	(35)	444	508	87.33%
6057 COMMUTE CARDS	24	197	105	188.00%
6058 UNEMPLOYMENT	-	579	1,000	57.92%
6059 WORKER'S COMPENSATION IN	-	-	3,570	0.00%

Total 6050 FRINGE BENEFITS	42,261	379,073	458,883	82.61%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,371	47,209	50,987	92.59%
Total 6100 OCCUPANCY	4,371	47,209	50,987	92.59%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	(34,208)	36,392	28,570	127.38%
6202 LEGAL SERVICES	62	10,517	4,400	239.02%
6203 COMMISSION OPERATIONS	51,320	51,320	10,000	513.20%
6204 MARKETING AND COMMUNICATIONS	-	16,505	-	
Total 6200 CONTRACTED SERVICES	17,174	114,734	42,970	267.01%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	11,350	14,700	77.21%
6302 PAYROLL FEES	653	7,702	5,000	154.04%
6303 FINANCIAL SERVICES	1,930	34,279	40,000	85.70%
Total 6300 FINANCIAL SERVICES	2,583	53,331	59,700	89.33%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	497	12,662	12,713	99.60%
6402 MEALS	19	969	907	106.83%
6403 CONFERENCES & MEETINGS	283	6,264	10,125	61.87%
6404 TRAINING	-	2,008	5,000	40.17%
Total 6400 TRAVEL AND TRAINING	799	21,903	28,745	76.20%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	-	1,707	3,860	44.23%
6502 PRINTING	454	1,205	1,558	77.34%
6503 POSTAGE	-	39	105	36.67%
6504 EQUIPMENT	-	5,298	8,925	59.36%
6505 TELEPHONE	330	1,771	1,500	118.09%
6506 ADMINISTRATIVE FEES	-	-	426	0.00%
6902 CONTRIBUTIONS & DONATIONS	-	651	1,000	65.12%
Total 6500 OFFICE EXPENSES	784	10,671	17,374	61.42%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	18	335	368	91.08%
6602 SOFTWARE	1,463	14,999	17,220	87.10%
6603 IT SERVICES	850	11,873	10,000	118.73%
Total 6600 INFORMATION TECHNOLOGY	2,331	27,208	27,588	98.62%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	200	5,229	8,000	65.37%
6702 COMMISSION TRAVEL	-	304	840	36.17%
Total 6700 COMMISSION	200	5,533	8,840	62.59%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 COOP WATER RESOURCE MONITORING	27,928	149,437	194,415	76.87%
6802 WisDOT PLANNING SERVICES	-	2,590	5,457	47.47%
Total 6800 PASS THROUGH EXPENSES	27,928	152,027	199,872	76.06%
6900 OTHER	-	10,226	-	
6901 DUES/MEMBERSHIP/SUBSCRIPTION	34	2,416	6,843	35.31%
6903 EDUC/INFO/OUTREACH	48	1,969	2,625	74.99%
6904 RECRUITMENT	-	7	1,050	0.67%
6905 INSURANCE	-	11,449	4,457	256.87%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	371	608	61.08%
Total 6900 OTHER	116	26,438	15,583	169.66%
Uncategorized Expense	-	-	35,524	0.00%

Total Expenditures	182,331	1,823,245	1,984,375	91.88%
Net Operating Revenue	(22,058)	(32,604)	47,961	-67.98%
Net Revenue	(22,058)	(32,604)	47,961	-67.98%

Capital Area Regional Planning Commission
A/R Aging Summary
As of November 30, 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 New Berlin	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
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
Kamran Mesbah	1,833					1,833
MSA Professional Services, Inc.		1,000			1,400	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Root Pike Watershed Initiative Network	4,500					4,500
Snyder & Associates, Inc.			600		1,800	2,400
Stroud Water Research Center	500					500
The Bruce Company	500					500
The Watershed Council	500					500
The Watershed Institute	1,000					1,000
Town of Springfield	1,402				775	2,177
VANDE HEY					800	800
Vierbicher					800	800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
Walworth County Highway Department	6,000					6,000
Waukesha County	2,500					2,500
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
243103 - Stream Crossing Inventory & Assessment for Dane County		4,356				4,356
Total WI Department of Natural Resources	\$ -	\$ 4,356	\$ -	\$ 11,900	\$ 21,900	\$ 38,156
Wyser Engineering, LLC	400				400	800
TOTAL	\$ 20,135	\$ 6,428	\$ 1,600	\$ 68,450	\$ 130,889	\$ 227,502

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:

- 1) Agreement Between City of Madison on Behalf of the Greater Madison MPO and the Capital Area Regional Planning Commission for Transportation Planning Services

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.

**AGREEMENT BETWEEN
CITY OF MADISON ON BEHALF OF THE GREATER MADISON MPO
AND THE
CAPITAL AREA REGIONAL PLANNING COMMISSION
FOR TRANSPORTATION PLANNING SERVICES**

Parties: This agreement is by and between the City of Madison, hereafter “City,” and Capital Area Regional Planning Commission, hereafter “CARPC.”

Term: The term of this agreement is January 1, 2026 through December 31, 2026.

Scope of Services by City/MPO: The city will provide transportation planning services to CARPC. These services will be provided by city staff to the Greater Madison MPO (Metropolitan Planning Organization) housed within the city’s Planning Division. These planning services will consist of:

- (1) conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, including an assessment of the capacity to handle the traffic to be generated, ability to serve the development with public transit, accommodations for pedestrians and bicyclists, other design issues, and overall consistency with the goals, policies, and recommendations in the MPO’s Regional Transportation Plan (RTP), *Connect Greater Madison 2050*;
- (2) provide assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation related local planning assistance;
- (3) provide assistance in preparing regional plan (RTP and Regional Development Framework) consistency reviews of comprehensive plans;
- (4) work with CARPC staff to integrate regional land use and transportation planning generally and coordinate performance measure tracking and outreach efforts; and
- (5) engage in any other joint planning initiatives.

Payment: The City of Madison will bill CARPC on a quarterly basis for the 80% federal funding share of providing the transportation planning services. The city will cover the required 20% local match to the federal funding. The city will provide a progress report on services provided, which will be submitted with the quarterly invoice. The total cost of MPO transportation planning services will not exceed \$4,602 (including the local match) for calendar year 2026.

Non-Discrimination: During the term of this agreement, the parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

Liability: CARPC shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The city shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement.

IN WITNESS THEREOF, the parties have caused this agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL
PLANNING COMMISSION**

By: _____
Jason Valerius
Agency Executive Director

Date: _____

CITY OF MADISON

By: _____
Satya Rhodes-Conway
Mayor

Date: _____

By: _____
Maribeth Witzel-Behl
City Clerk

Date: _____

Countersigned:

By: _____
David Schmiedicke
City Finance Director

Date: _____

Approved as to Form:

By: _____
Michael Haas
City Attorney

Date: _____

Re: Authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank (*actionable item*)

Requested Action:

Motion to authorize Executive Director and CARPC Chair to move deposits to One Community Bank

Background:

In September, CARPC staff started evaluating our banking services to see if there were other alternatives or financing products available that might better serve the Commission's finances. Following Executive Committee discussion, CARPC published a request for proposals to solicit options for review.

CARPC received 4 submissions: Associated Bank, One Community Bank, Park Bank, and Summit Credit Union.

Staff Comments:

After reviewing the submitted proposals, staff identified One Community Bank as the strongest proposal for meeting CARPC's needs based on the suite of products offered, the prospective interest yields, and the customer service options.

Attachments:

1. RFP CARPC 20251001
2. One Community Bank RFP Responses
3. Summary of RFP Responses

Staff Contact:

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

Next Steps:

Open One Community Bank accounts and transfer funds from Park Bank



CAPITAL AREA REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSAL – CARPC 20251001

FINANCIAL INSTITUTION AND BANKING SERVICES

Date Issued: October 8, 2025

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Introduction and Purpose

Background

Capital Area Regional Planning Commission (“CARPC”) is an independent unit of government, one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. CARPC was created on May 2nd, 2007 by Executive Order pursuant to Wisconsin’s regional planning statute (Wis. Stat. § 66.0309). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts.

Purpose of Request

Capital Area Regional Planning Commission is seeking proposals to serve as the primary vendor for banking services to the Commission.

Scope of Services and Duration

Capital Area Regional Planning Commission hasn’t established a definite period for services resulting from this process. The provider selected from this process will act as the Commission’s primary depository for funds, credit products, and financing tools.

Reasonable Accommodations

Capital Area Regional Planning Commission will provide reasonable accommodations, including the provision of informational material in an alternative format for individuals requesting an accommodation for a disability. To request an accommodation, please contact Matt Koz, Administrative Services Manager, at Accounting@CapitalAreaRPC.org, (608) 474-6017, or by mail to:

Capital Area Regional Planning Commission
ATTN: Matt Koz, Administrative Services Manager
100 State St, Ste 400
Madison, WI 53703

Termination of Services

Capital Area Regional Planning Commission reserves the right to cancel the resulting procurement of services from this process for any reason by giving sufficient written notice to the provider.

Capital Area Regional Planning Commission may discontinue this contract, in part or in whole, without penalty at any time due to loss of available funds.

Proposal Procedures and Instructions

Submission Methods

Capital Area Regional Planning Commission is accepting bids electronically via Accounting@CapitalAreaRPC.org. Proposals may also be submitted in writing via mail to

Capital Area Regional Planning Commission
ATTN: RFP CARPC 20251001
100 State St, Ste 400
Madison, WI 53703

Calendar of Events

Date	Event
October 22nd, 2025	RFP Published
November 3rd, 2025	Deadline to Request Reasonable Accommodations
November 7th, 2025	Deadline to Request Additional Information
November 11th, 2025	Additional Information Supplied to Prospective Vendors
November 17th, 2025	Deadline to Submit Proposals

Format of Proposals

Proposals may be submitted electronically as a PDF or similar file format.

Incurring Costs in Proposals

Capital Area Regional Planning Commission is not liable for any costs incurred by a vendor in the process of responding to this RFP.

Proposal Evaluations

Proposals submitted in this process will be evaluated by Capital Area Regional Planning Commission staff based on the services and financial products included in the proposal.

Proposal Details

Summary

Capital Area Regional Planning Commission is seeking banking services and financial products to safeguard the Commission's financial assets, facilitate the Commission's stewardship of public funds, and balance the availability of funds with the Commission's need for long-term financial health.

Key Proposal Components

A successful proposal will address the following services and needs:

- ❖ Adequate insurance coverage for the Commission's deposits (average deposits totaling ~\$1m)
- ❖ Products to maximize interest income in balance with month-to-month liquidity needs and convenience of account transfers
- ❖ Deposit convenience (branch locations, remote deposit capture, etc.)
- ❖ Transparent and accessible listing of all account and transaction fees
- ❖ Robust online banking services, including Quickbooks Online solutions
- ❖ Effective customer support

Selection Notifications

Following the evaluation of proposals submitted in this process, Capital Area Regional Planning Commission will notify any finalists in writing via email. Limited feedback on proposals may be provided at the discretion of Capital Area Regional Planning Commission following the final selection from this process.



Relationship Banking Proposal Prepared for:



Capital Area Regional Planning Commission

Executive Summary

"Feel Good Banking" is not just a tagline; it is in our DNA. With roots dating back over 50 years, One Community Bank has extensive experience providing personal, attentive service to our local communities. Given our steadfast commitment, we understand decisions that impact our communities are best made by experts within those same communities.

Our experienced local team has a vested interest in our community and is well suited to support the Capital Area Regional Planning Commissions growth for many years.

- One Community Bank satisfies the stated requirements in the request for proposal.
- One Community Bank is a well-capitalized locally owned community bank.
- One Community Bank will pay a fantastic rate on all deposits

Our clients continue to tell us they "feel good" about the value we bring, and the benefits included as part of their relationship with us.

Qualifying Conditions of Financial Institution

Designated Depository: One Community Bank (OCB) is eligible to receive and hold public funds. Designated Depository: One Community Bank (OCB) is eligible to receive and hold public funds pursuant to Wisconsin Statutes § 34.05.

One Community Bank is a Federal or State of Wisconsin chartered financial institution, a qualified public depository (per Wisconsin Statutes § 34.09), a member of the Federal Reserve System and insured by the Federal Deposit Insurance Corporation.

One Community Bank is able to comply with all applicable State and Federal statutes including Wisconsin Statutes § 66.0603 relating to Depositories of Public Funds and Wisconsin Statutes Chapter 34.

Location: One Community Bank has a full-service location at 5990 Hwy 51 McFarland WI 53558 and 5 other locations throughout Dane County including Oregon, Sun Prairie, Waunakee, Stoughton, Cottage Grove. Middleton has a location that is walk in only.

Safekeeping/ Collateralization of Deposits: All Commission deposits will be insured by FDIC \$250,000; State of Wisconsin insures \$1,000,000. Balances, exceeding \$1,250,000, can utilize the IntraFi Network (formerly Promontory).

Banking Services

Deposit Accounts

OCB is proud to offer a solution that not only meets but exceeds the needs of the Capital Area Regional Planning Commission. We are committed to ensuring budgeting and reconciliation are simple tasks. We optimize your account structure, increase interest earnings, streamline account management and ensure protection of funds. We do this by offering checking accounts that have zero restrictions and countless benefits.

Rate

One Community Bank will pay a fantastic rate on all deposits of the Local Government Investment Pool (LGIP) + 0.26%. Contract signed between One Community Bank and CARPC for funds to stay at OCB for Premium rate.

Public Funds Interest Operating Checking Account

- No minimum balance
- No transaction/analysis fees
- No charge for return of items deposited
- No Official Check Fees
- No charge for checks written
- No Incoming Wire Fees
- No need for additional accounts, all funds earn rate

Sweep Account Provisions

In the event CARPC would exceed insured limit, automatic sweeps are available from IntraFi Network. The Commission determines the thresholds and collected funds will automatically sweep at end of each business day. There is no cost to CARPC for this service.

Deposit Compensation

One Community Bank does not have account analysis fees, monthly maintenance fees, or minimum balances. We keep things simple in an industry that tends to make things complicated. We have no fees; we just pay interest.

Automated Daily Balance Reporting

Daily Balance Reports will be available via online banking. You can see real time, up-to-date balances and transaction details as well as historic information. Reports are available in CSV, QBO, and QFX format.

Reporting and Account Analysis

There is no monthly account analysis reports available since we do not have analysis charges. You are also able to receive e-statement on the first business day of the month; paper statements will be received within 10 business days of the next month.

Account Executive

OCB will provide the Commission with a primary account executive and access to our dedicated business/liaison team to make sure you have the best banking experience possible. The reason for this is that if an account executive is out of the office the others can promptly help. This ensures the best possible service for the Commission. This account executive is:

Teri Erickson

AVP – Treasury Management Business Development
(p) 608-577-5970 TErickson@onecommunity.bank

Business/Liaison Team- TMClientSupport@OneCommunity.Bank

Positive Pay/ACH Debit Block

OCB highly recommends fraud protection in the form of Positive Pay/Blocks & Filter service. The Commission would upload their Positive Pay file (check file) to us via online banking. All exception items would need to be reviewed and decisioned by 11:00am daily. Ach debit block filters can be applied to accounts. Commission employees set rules for approved ach debit vendors and vendor limits. All other ach debits will create an exception notice. Mitigates loss of funds due to unauthorized Ach debits and check fraud. There is a \$25 monthly fee for this service.

Online Banking Services

One Community Bank's Online Banking will provide secure, real-time access to all Commission banking accounts. We provide strict security through our multi-factor access that includes verification of company ID, username, password, and soft token. Maintenance for online banking occurs early morning prior to office hours. This is done to cause no disruption in daily business online banking function. The following explains how our online banking works:

Daily Balance Reports will be available via online banking. You can see real time, up-to-date balances, and transaction details.

Transaction detail for online banking – debits, credits, checks, deposits, wires in and out, chargebacks, interest payment, search and view cleared checks, transfer funds between accounts and provide historical data including search options for specific transactions.

Multi-Level security for various Commission staff is available for use. There will need to be at least one administrator who will be able to choose different functions for different staff. This can be inquiry-only all the way to full access.

Cancelled check images and statements are available in online banking for up to 18 months.

A member of OCB's Treasury Management team will provide online banking training to all Commission employees.

Support is available by calling or emailing the account executive or calling our treasury management support line.

QuickBooks compatible, Complimentary Bill Pay and Mobile Deposit are available.

ACH Files

ACH Origination including debits and credits is available. Recurring ACHs can be set up or saved as templates for future use. There are multiple options for ACH origination and initiation security measures. These options include single control, dual control, approval override and soft token security. All files must be balanced and uploaded no later than 4pm CST on the business day prior to the effective date. There is a monthly fee of \$50, which includes unlimited transactions. Additionally, a one-time setup fee of \$150 applies and includes a copy of the current NACHA Rules.

Remote Deposit Services

Remote Deposit Capture is available for the Commission. We would need to install a scanner onto your computer, set up a time for installation, and training for this product. The bank pulls the deposits in at 11am, 1pm and 3pm each business day. Anything deposited before 3pm will be posted to the account same day. Checks deposited after 3pm will be posted between 12-1pm the following business day. Single Feed, Multi Feed, or License are only available, for \$50, \$65, or \$35 per month. One time set of \$100 would be waived.

Per correspondence with Teri Erickson on 12/8/25, monthly fees for Remote Deposit Capture will be waived.

Fee Schedule

Fee Description	Fee Amount
Account Activity Printout	No Charge
Account Research	\$25/Hr.
Check Image	\$1/Per Image
Debit Card Initial Issuance	No Charge
Debit Card Dispute	No Charge
Debit Card Replacement	\$5
Dormant Account Fee	\$5/Annual
Fax-Outgoing	No Charge
Fax-Incoming	No Charge
Garnishments	\$100
Holds on Account	No Charge
Image/CD Rom	No Charge
Intnl. Check Settlement	No Charge
Levies	\$100
Lost Passbook	No Charge
Max. Daily Overdraft	No Limit
Max. Daily Return Items	No Limit
Money Orders	\$2
Negative Balance (every 5 days)	No Charge
Nonsufficient Funds Fee Cap	No Limit
Nonsufficient Funds Fee	\$25
Overdraft Fee	\$25
Overdraft Protection Transfer	\$2
Uncollected Funds	\$5
Uncollected Funds Fee Cap	No Limit
Phone Transfer	No Charge
Photocopies	No Charge
Return Item Fee	No Charge
Safety Deposit Box-Late Fee	\$1
Stop Payments	\$25
Wire-Domestic Incoming	No Charge
Wire-Domestic Outgoing	\$25
Wire-International Incoming	No Charge
Wire-International Outgoing	\$60
Official Check Fee	No Charge
Foreign Currency	Current Cost at Time of Transaction



Category	Associated Bank	One Community Bank	Park Bank	Summit Credit Union
Solution for Yielding Interest on Deposits	Continue using LGIP	Insured Cash Sweep System LGIP +0.26%	Continue Using LGIP	Municipal Savings LGIP +0.14%
Solution for Intermediary Account Between Interest and Operating	Money Market - \$10,000 Minimum Balance – 3.5%	None Needed	Money Market – 3%	Money Market – 3%
Proposal Includes Insured Cash Sweep?	Yes – Checking, Money Market, or Certificates	Yes	No	No
Credit Card Rewards	Yes 1 Point per Dollar \$99 Annual Fee	None	None	Yes 2 Points per Dollar No Annual Fee
Remote Deposit Capture	Yes CARPC Buys Scanner	Yes Fees Waived	Yes Fees Not Disclosed	Yes \$45/Month
Distance to Nearest Branch	1.2 Miles	10.6 Miles	0.3 Miles	0.9 Miles

Re: CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion, and Recommendation for Commission Consideration (*actionable item*)

Requested Action:

Motion to recommend adoption of CARPC Resolution 2026-02

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.

The December draft was reviewed by staff at our external CPA, Berndt. Based on that review we have made the following substantive changes (all changes are tracked in the January draft document in this packet):

- 1) "Management" is revised as "Administrative Team" and defined as the Executive Director, Deputy Executive Director, and Administrative Services Manager
- 2) The external CPA is identified as an option for the temporary assignment of duties in the absence of the Executive Director
- 3) Responsibility for investigation of fraud involving the Executive Director is assigned to the Administrative Services Manager and/or the Deputy Executive Director

Attachments:

1. Resolution 2026-2, CARPC Internal Controls Update
 2. Proposed CARPC Key Internal Controls – January 2026
- (See the December meeting packet for the current, adopted 2020 version and the comparative document that explains the changes)

Staff Contact:

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

Next Steps:

Commission adoption and controls implementation



CARPC Resolution No. 2026-02

CARPC Internal Controls Update

WHEREAS, the Capital Area Regional Planning Commission's ("CARPC") Internal Controls were last revised in 2020; and

WHEREAS, maintaining robust systems of internal controls is essential to ensuring operational efficiency while mitigating risks; and

WHEREAS, timely review and revision of internal controls ensures that policies and procedures are responsive to the Commission's operations, objectives, and changing technological landscape; and

WHEREAS, the proposed, updated CARPC Key Internal Controls document incorporates many improvements to strengthen the accuracy and integrity of agency operations.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission adopts the enclosed revised Key Internal Controls.

January 08, 2026

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CARPC KEY INTERNAL CONTROLS

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

DRAFT – December 5, 2025

CARPC Key Internal Controls

DRAFT – January 2026

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CARPC Key Internal Controls

DRAFT – January 2026

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 the Agency ~~management~~ Administrative Team or the Commission.

Key Personnel

- Administrative Team
 - Executive Director (leads the Administrative Team)
 - Deputy Executive Director
 - Administrative Services Manager (“ASM”)
- Commission Officers
 - Commission Treasurer
 - Commission Chair
- External Administrative Support

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.

CARPC Key Internal Controls

DRAFT – January 2026

- 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)

1.0 – Ethical Oversight

1.1 – ~~Management-Administrative Team~~ Responsibilities

~~Management-Administrative Team~~ members, including the Executive Director, Deputy Executive Director, and Administrative Services Manager, should demonstrate a commitment to integrity and ethical values when conducting the business of the Commission. ~~Management-Administrative Team members~~ 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-The Administrative Team~~ 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~~ external CPA 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, ~~the Administrative Team~~ 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~~, or the external CPA. 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~~, or the external CPA. In delegating the duties of the ASM, the Executive Director shall evaluate any weaknesses in controls functions that would result from reassignment of duties.

CARPC Key Internal Controls

DRAFT – January 2026

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 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 and/or Deputy Executive Director, as described in this document
- b) Preparing payroll for review and approval by the Executive Director

CARPC Key Internal Controls

DRAFT – January 2026

- 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, prepares accruals, and scans for unexpected financial activity. 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.

CARPC Key Internal Controls

DRAFT – January 2026

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~~ the Administrative Team 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.

CARPC Key Internal Controls

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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 by the ASM and/or Executive Director 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 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.

CARPC Key Internal Controls

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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.

CARPC Key Internal Controls

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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, the ASM and/or Deputy Executive Director will investigate potentially fraudulent activities and 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.

Re: 2026 Meeting Calendar Review

Requested Action:

None

Background:

For 2026, the meeting calendar will be as follows:

January – **Executive Committee: January 5th** – Commission: January 8th
February – Executive Committee: February 9th – Commission: February 12th
March – Executive Committee: March 9th – Commission: March 12th
April – **Executive Committee: April 6th** – Commission: April 9th
May – Executive Committee: May 11th – Commission: May 14th
June – Executive Committee: June 8th – Commission: June 11th
July – **Executive Committee: July 6th** – Commission: July 9th
August – Executive Committee: August 10th – Commission: August 13th
September – Executive Committee: *TUESDAY, September 8th* – Commission: September 10th
October – **Executive Committee: October 5th** – Commission: October 8th
November – Executive Committee: November 9th – Commission: November 12th
December – **Executive Committee: December 7th** – Commission: December 10th

Staff Comments:

Following the typical scheduling of meetings, the September Executive Committee meeting would fall on Labor Day. To accommodate the holiday, the meeting calendar has rescheduled September's Executive Committee to Tuesday, September 8th.

The January, April, October and December Executive Committee meetings are bolded to indicate that these meetings fall on the first Monday of the month and are planned as 30-minute meetings to avoid conflict with Middleton Town Board meetings.

Attachments:

1. 2026 Meeting Calendar

Staff Contact:

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

Next Steps:

Publish 2026 Meeting Calendar

Capital Area Regional Planning Commission 2026 Meeting Calendar

CARPC Holidays / Agency Closed
 Executive Committee Meetings

Packet Item Deadlines
 10 PHN Deadlines

CARPC Meetings

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		