

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

Monday, April 6, 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 March 9, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – February 2026 Financial Management Report (*actionable item*)**
5. CARPC Economic Development Role, Committee Creation, and USDA Fund Acceptance – Staff Presentation and Discussion
6. 2027 Preliminary CARPC Budget – Staff Presentation and Discussion
7. **Closed Session (*actionable item by roll call vote*)**

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.

- a. *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 job description, compensation, and appointment for the Water Quality and Program Director role.*

8. Return to Open Session (actionable item by roll call vote)

9. Job Description Updates – Senior Environmental Engineer, Water Quality Program Director (actionable item)

10. CARPC Organizational Chart Update (actionable item)

11. Future Agenda Items (next meeting is **Monday, May 11, 2026, via Zoom, at 5:15 pm)**

- a. 2025 Draft Audit Presentation (June)
- b. 2027 Budget and County Levy Charge Recommendation (June)

12. Adjournment

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

March 09, 2026

Zoom Webinar

5:15 pm

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

Commissioners Absent: None

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:16 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of February 9, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion: Commissioner Crombie moved to approve minutes of the February 9, 2026 meeting. Commissioner McKeever seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – January 2026 Financial Management Report (*actionable item*) (5:19 pm)**

Motion: Vice Chair Murphy moved to acknowledge receipt of the January 2026 Financial Management Report. Commissioner Richson seconded.

The motion carried unanimously.

5. Update on Hiring Process for Senior Environmental Engineer – Staff Presentation and Discussion (5:23 pm)

Jason Valerius provided an update on the hiring process for the Senior Environmental Engineer and the role of the Executive Committee in the hiring process.

Commissioners McKeever and Crombie noted that hiring is the purview of the Executive Director and that unless there are significant changes to a job description or duties, that it would be the Executive Director's responsibility to fill vacancies.

Commissioner Richson added that the Executive Committee would be available to offer advice and feedback if desired in the hiring process.

6. **CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant and Related Documents for Black Earth Creek and Brewery Creek (*actionable item*) (5:30 pm)**

Jason Valerius provided an overview of the resolution.

Motion: Commissioner McKeever moved to recommend adoption of CARPC Resolution 2026-04. Commissioner Crombie seconded.

The motion carried unanimously.

7. Update on Economic Development Programming and USDA Revolving Loan Fund Transition – Staff Presentation and Discussion (5:31 pm)

Jason Valerius provided an update on the options to retain and utilize the USDA-funded Revolving Loan Fund recently administered by the Madison Region Economic Partnership (MadREP). As described in the meeting packet, USDA is offering to release the federal interest in the funds if CARPC agrees to use the funds for the rural economic development purposes described in 7 CFR 4280.17. The draft resolution, offered for action by the Commission in April, proposes the creation of an ad hoc committee with multi-county membership that would help decide how to use the funds.

Commissioner McKeever asked about the County Executive's views on the funding and economic development opportunity. Jason Valerius responded that the County Executive expressed some skepticism about a CARPC role in economic development but reinforced the importance of collaboration with the Greater Madison Chamber of Commerce (GMCC) and deferred further discussion until the March 31 meeting of the Budget and Personnel Panel (BPP).

Chair Pfeiffer added that the authorizing resolution by Governor Doyle includes provisions for promoting "economic growth and sound land development practices" as part of the charge of the commission.

Jason Valerius noted that this process is ongoing and will be done in collaboration with the Greater Madison Chamber of Commerce.

Commissioner McKeever asked if GMCC has shown interest in these USDA funds. Jason Valerius answered that GMCC staff have reinforced the idea of a collaboration seen in other parts of the state where the chamber of commerce focuses on relationships with private businesses and the RPC uses public grant dollars to support work with local governments. GMCC staff will be talking about it with their board in March.

8. Future Agenda Items (next meeting is **Monday, April 6, 2026**, via Zoom at 5:15 pm)

- a. Consideration for Action – Acceptance of MadREP/USDA Revolving Loan Fund assets and structure for guiding use of the funds (April)
- b. 2027 Operating Budget Draft (April/May)

9. Adjournment

Motion: Commissioner Crombie moved to adjourn. Commissioner Richson seconded.

The motion carried unanimously. Meeting was adjourned at 5:52 pm.

Re: February 2026 Financial Management Report (*actionable item*)**Requested Action:**

Motion to Acknowledge Receipt of February 2026 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. February 2026 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 February 28, 2026



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Prepared by
Berndt CPA

Prepared on
March 26, 2026

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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 February 2026.

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 February, \$132,249.04 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$12,803.53 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of February month-end, the balance in account 3600 – Deferred Revenue is at \$925,878 per knowledge of remaining balances of current contracts and received donations and taxes.

February's financials currently do not reflect any audit adjustments that may occur related to year end 2025. After the audit, finalized financials for this period will be released to include those adjustments.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of February 28, 2026

	Total	
	As of Feb 28, 2026	As of Jan 31, 2026 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	634,654	21,395
1001 MONEY MARKET ACCOUNT	48,072	68,090
1002 INVESTMENT ACCOUNT	389,298	488,108
Total Bank Accounts	\$ 1,072,023	\$ 577,593
Accounts Receivable		
1105 PROJECT AND GRANTS REC	145,874	780,748
Total Accounts Receivable	\$ 145,874	\$ 780,748
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	580,592	585,715
1150 PREPAID EXPENSES	0	0
1153 PREPAID HEALTH INSURANCE	28,143	31,416
1154 PREPAID DISABILITY INSURANCE	122	0
1156 PREPAID LIFE INSURANCE	(151)	(209)
1157 PREPAID PARKING	189	190
1165 PREPAID LICENSES	6,263	6,889
Total 1150 PREPAID EXPENSES	\$ 34,565	\$ 38,285
1170 UNDEPOSITED FUNDS	3,632	1,805
Total Other Current Assets	\$ 618,789	\$ 625,806
Total Current Assets	\$ 1,836,686	\$ 1,984,147
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	(3,562)	(3,528)
Total Fixed Assets	\$ 2,515	\$ 2,549
TOTAL ASSETS	\$ 1,839,201	\$ 1,986,695
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	8,743	25,386
Total Accounts Payable	\$ 8,743	\$ 25,386
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	3,704	2,465
Total 3002 PARK BANK CREDIT CARD	\$ 3,704	\$ 2,465
Total Credit Cards	\$ 3,704	\$ 2,465
Other Current Liabilities		
3005 ACCRUED PAYROLL	38,419	39,986
3010 ACCRUED COOP WATER RESOURCE MONITORING	32,403	16,201

3015 ACCRUED PREPAID LIABILITIES	2,071	2,278
3202 WRS PENSION PLAN	11,623	11,534
3300 UNUSED VACATION, WELLNESS	63,268	60,786
3500 SICK LEAVE ACCRUAL PAY	99,850	95,753
3600 DEFERRED/UNEARNED REVENUE	925,878	1,058,127
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	\$ 1,176,498	\$ 1,287,652
Total Current Liabilities	\$ 1,188,945	\$ 1,315,503
Total Liabilities	\$ 1,188,945	\$ 1,315,503
Equity		
3700 PRIOR YEAR BALANCE	(181,416)	(181,416)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(76,924)	(55,987)
Total Equity	\$ 650,255	\$ 671,192
TOTAL LIABILITIES AND EQUITY	\$ 1,839,201	\$ 1,986,695

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Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of February - Budget Vs Actuals 2 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	96,747	193,493	1,160,959	16.67%
Total 5000 PROPERTY TAX REVENUE	96,747	193,493	1,160,959	16.67%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	19,833	134,000	14.80%
5102 EPA/DNR GRANT FUNDS	-	-	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	13,021	26,042	125,000	20.83%
5104 WisDOT PLAN INTEGRATION	1,046	2,092	5,457	38.33%
Total 5100 STATE/FEDERAL GRANTS	23,983	47,967	264,457	18.14%
5150 OTHER GRANTS	5,000	5,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	-	7,093	0.00%
5220 COOP WATER RESOURCE MONITORING	5,146	10,292	68,200	15.09%
Total 5200 PASS THROUGH REVENUE	5,146	10,292	75,293	13.67%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	4,600	5,800	45,000	12.89%
5302 FEES - USA/LSA APP REVIEW	-	-	65,000	0.00%
Total 5300 FEES REVENUE	4,600	5,800	110,000	5.27%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	123	206	140,000	0.15%
Total 5400 SERVICES REVENUE	123	206	140,000	0.15%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	1,198	2,857	32,000	8.93%
5502 MISCELLANEOUS REVENUES	6	12	3,123	0.38%
5505 WI SALT WISE	8,250	14,565	140,000	10.40%
Total 5500 OTHER REVENUE	9,454	17,434	175,123	9.96%
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	145,053	280,191	1,925,832	14.55%
Gross Profit	145,053	280,191	1,925,832	14.55%
Expenditures				
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	75,007	133,831	903,822	14.81%
6002 COMPENSATED LEAVE TIME	13,935	69,978	198,400	35.27%
Total 6000 SALARIES AND LEAVE TIME	88,942	203,809	1,102,222	18.49%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,322	12,517	82,115	15.24%
6052 LIFE INSURANCE	(37)	(75)	309	-24.14%
6053 HEALTH INSURANCE	30,188	53,829	329,364	16.34%
6054 DENTAL INSURANCE	2,354	3,428	15,369	22.30%
6055 WRS-ER CONTRIBUTION	5,811	11,578	73,440	15.77%
6056 DISABILITY INSURANCE	-	-	534	0.00%
6057 COMMUTE CARDS	204	346	200	172.85%
6058 UNEMPLOYMENT	50	489	1,000	48.93%

6059 WORKER'S COMPENSATION	-	-	2,771	0.00%
Total 6050 FRINGE BENEFITS	44,892	82,112	505,102	16.26%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	8,765	51,833	16.91%
Total 6100 OCCUPANCY	4,382	8,765	51,833	16.91%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	-	-	
6202 LEGAL SERVICES	905	1,946	6,000	32.43%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	2,991	2,991	-	
Total 6200 CONTRACTED SERVICES	3,895	4,937	27,000	18.28%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	-	15,435	0.00%
6302 PAYROLL FEES	622	1,554	5,250	29.60%
6303 FINANCIAL SERVICES	25	2,875	42,000	6.85%
Total 6300 FINANCIAL SERVICES	647	4,429	62,685	7.07%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	291	490	13,349	3.67%
6402 MEALS	-	-	907	0.00%
6403 CONFERENCES & MEETINGS	215	1,422	9,638	14.75%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	506	1,912	26,894	7.11%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	145	384	3,860	9.94%
6502 PRINTING	141	141	1,558	9.03%
6503 POSTAGE	28	28	105	26.55%
6504 EQUIPMENT	103	103	8,925	1.15%
6505 TELEPHONE	165	495	1,500	33.00%
6506 ADMINISTRATIVE FEES	-	4	442	0.93%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	582	1,154	18,890	6.11%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	195	213	368	57.93%
6602 SOFTWARE	1,296	2,822	17,220	16.39%
6603 IT SERVICES	352	952	8,000	11.90%
Total 6600 INFORMATION TECHNOLOGY	1,843	3,988	25,588	15.58%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	300	650	8,000	8.13%
6702 COMMISSION TRAVEL	77	77	840	9.15%
Total 6700 COMMISSION	377	727	8,840	8.22%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	16,201	32,403	68,200	47.51%
6802 WisDOT PLANNING SERVICES	2,009	2,009	5,457	36.82%
Total 6800 PASS THROUGH EXPENSES	18,210	34,412	73,657	46.72%
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	34	1,793	7,186	24.95%
6903 EDUCATION/INFO/OUTREACH	1,494	1,494	1,500	99.62%
6904 RECRUITMENT	150	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	68	608	11.11%
Total 6900 OTHER	1,712	10,871	15,053	72.22%
Uncategorized Expense	-	-	-	

Total Expenditures
Net Operating Revenue
Net Revenue

165,989	357,115	1,917,764	18.62%
(20,936)	(76,924)	8,068	-953.44%
(20,936)	(76,924)	8,068	-953.44%

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Capital Area Regional Planning Commission
A/R Aging Summary
As of February 28, 2026

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Arc Design Resources, Inc.	1,000					1,000
Ayers Associates, Inc.					1,000	1,000
City of Altoona	1,000					1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan		5,326				5,326
Total City of Evansville	\$ -	\$ 5,326	\$ -	\$ -	\$ -	\$ 5,326
City of Madison Engineering Division	400					400
D'Onofrio Kottke and Associates	400					400
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
MDRoffers Consulting LLC						0
255103 - Trends and Conditions		2,200				2,200
Total MDRoffers Consulting LLC	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ 2,200
Moraine Park Technical College	1,000					1,000
MSA Professional Services, Inc.	400				1,600	2,000
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
raSmith	400					400
Snyder & Associates, Inc.	1,000					1,000
Southwestern Wisconsin Regional Planning Commission-c						0
255401 - SWWRPC Strategic Planning		8,921				8,921
Total Southwestern Wisconsin Regional Planning Commission-c	\$ -	\$ 8,921	\$ -	\$ -	\$ -	\$ 8,921
Town of Berry						0
255102 - T-Berry - Opt Out Town Billing		82				82
Total Town of Berry	\$ 82	\$ -	\$ -	\$ -	\$ -	\$ 82
Town of Springfield	21					21
Town of Sun Prairie	21					21
VANDE HEY					800	800
Vierbicher	1,000				800	1,800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
WI Department of Natural Resources					14,090	14,090
Wyser Engineering, LLC		600	400		400	1,400
TOTAL	\$ 6,723	\$ 17,047	\$ 400	\$ -	\$ 121,704	\$ 145,874

Re: CARPC Economic Development Role, Committee Creation, and USDA Fund Acceptance – Staff Presentation and Discussion

Requested Action:

None.

Background:

The Commission approved the creation of an Economic Development Program in the 2026 CARPC Work Program with limited commitment of staff time. This was primarily in preparation for discussions about CARPC's role in the region following the dissolution of the Madison Region Economic Partnership (MadREP). The Commission has been discussing since January the prospect of receiving from MadREP a fund intended for the promotion of rural business development across the wider region.

CARPC's Budget and Personnel Panel (BPP) discussed CARPC's role in regional economic development at its February 2 and March 31 meetings. At the March meeting members indicated support for retention of the fund for the benefit of the region, support for uses of the fund that encourage planning and incorporate principles such as water quality protection and infill development, and support for CARPC administration of the fund.

Staff Comments:

The first resolution is intended to establish a common understanding regarding why, how, and where CARPC may be involved in economic development activities. The second and third resolutions are required by USDA to enable the transfer of the rural economic development fund to CARPC

Attachments:

1. CARPC Resolution 2026-08, CARPC Support for the Economic Development of our Region
2. CARPC Resolution 2026-09, Creating an Ad Hoc Rural Economic Development Committee
3. CARPC Resolution 2026-10, Accepting Rural Business Development Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission.

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

Commission consideration of these resolutions.



CARPC Resolution No. 2026-08 CARPC Support for the Economic Development of our Region

WHEREAS, Governor Doyle’s Executive Order #197 creating CARPC notes that “local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as promote economic growth and sound land development practices;” and

WHEREAS, in the preparation of A Greater Madison Vision in 2019 and adoption of the 2050 Regional Development Framework in 2022, the Commission identified three overarching goals for regional development: reduce greenhouse gas emissions and foster community resilience to climate change; increase access to jobs, housing and services for all people; and conserve farmland, water resources, natural areas, and fiscal resources; and

WHEREAS, CARPC established in adoption of the 2050 Regional Development Framework its current vision for “a region where communities create exceptional quality of life for all by working together to solve regional challenges;” and

WHEREAS, Wis. Stat. 66.0309(8)(a)1.d, authorizes all regional planning commissions to “provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives, and...act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives;” and

WHEREAS, economic systems, like natural ecosystems and water systems, function across political and jurisdictional boundaries and the health of all such systems within Dane County is intertwined with and dependent upon the health of those systems in the counties and communities around Dane County; and

WHEREAS, CARPC has a long history of collaboration with partner organizations that focus on economic development and business success, where our role has been to provide data, land use planning expertise, and support for the needs of local governments as part of efforts to directly and indirectly promote economic development; and

WHEREAS, CARPC Resolution 2025-05 Guidelines on Providing Services Outside Dane County establishes CARPC’s ability to offer services in the five adjacent counties not affiliated with

another regional planning commission, including Columbia, Dodge, Jefferson, Rock and Sauk, provided those services are not funded by Dane County taxpayers;

NOW, THEREFORE BE IT RESOLVED that the Capital Area Regional Planning Commission reaffirms its commitment to the economic vitality and resilience of our region and seeks to help communities across our region increase access to jobs, housing, and services for all people in our region; and

BE IT FURTHER RESOLVED that our core focus is on quality of life, requiring that any promotion of economic development and business success remain in balance with effective stewardship of our natural systems and resources, especially our lands and our waters; and

BE IT FURTHER RESOLVED that except as otherwise required by law or policy, CARPC will not act to support economic development initiatives or projects through the use of staff time or funding assistance that the Commission determines to be incompatible with sound land development practices due to unmitigated threats to water quality or unsustainable fiscal commitments around the maintenance of inefficient infrastructure; and

BE IT FURTHER RESOLVED that CARPC may operate in support of economic vitality and quality of life in the Counties of Columbia, Dodge, Jefferson, Rock, and Sauk where those operations are requested by a community in those counties and are not funded by Dane County taxpayers; and

BE IT FURTHER RESOLVED that CARPC will not use one-time funding sources specifically related to economic development services either to hire additional CARPC staff or to fund more than 2% of the annual agency payroll; and

BE IT FURTHER RESOLVED that CARPC will continue to partner, coordinate, and communicate with other organizations focused on economic development across the region, including but not limited to the Greater Madison Chamber of Commerce, within the limits described herein; and

BE IT FURTHER RESOLVED that CARPC exists to help communities work together and will not support through funding or staff assistance economic development initiatives that are likely to deteriorate or impede collaborative intergovernmental relationships.

April 9, 2026 _____
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CARPC Resolution No. 2026-09 Creating an Ad Hoc Rural Economic Development Committee

WHEREAS, the Madison Region Economic Partnership (MadREP) has dissolved and transferred most of its regional economic development activities to the Greater Madison Chamber of Commerce, but asked CARPC to accept and utilize a fund that supports business success in rural areas of the counties of Dane, Sauk, Columbia, Dodge, Jefferson, and Rock; and

WHEREAS, the fund originated with Rural Business Development Grant funding from the United States Department of Agriculture (USDA), the fund has to this point been used as a revolving loan fund in support of small and emerging businesses, and USDA staff have indicated that CARPC can establish eligibility to accept and utilize this fund by creating a committee with representation from the multi-county region the fund serves and by committing to continue using the funds for eligible projects in rural areas as defined in [7 CFR part 4280, Subpart E](#); and

WHEREAS, Governor Doyle's Executive Order #197 creating CARPC notes that "local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as promote economic growth and sound land development practices"; and

WHEREAS, Wis. Stat. 66.0309(8)(a)1.d, authorizes all regional planning commissions to "provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives, and may act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives;

NOW, THEREFORE BE IT RESOLVED that, under the provision of [CARPC Bylaws](#), Article V, Section 1, the Capital Area Regional Planning Commission hereby establishes, effective April 9, 2026, an Ad Hoc Rural Economic Development Committee; and

BE IT FURTHER RESOLVED that the purposes and functions of the committee are to: a) make recommendations regarding the use of these funds within the project eligibility described in [7 CFR 4280.417](#) and: b) provide continuing oversight and reports to the CARPC Commission regarding use of the funds; and

BE IT FURTHER RESOLVED that the Committee shall be comprised of eight (8) members, including one (1) representing each of the counties of Columbia, Dane, Dodge, Jefferson, Rock and Sauk, nominated by the highest elected official in each county or their designee; one (1) member who is a CARPC Commissioner; and one (1) member who is nominated by the Greater Madison Chamber of Commerce; and

BE IT FURTHER RESOLVED that the committee will select its chairperson by majority vote, a minimum of five (5) members of the committee shall constitute a quorum, and actions of the Committee shall be approved by a majority of the members in attendance; and

BE IT FURTHER RESOLVED that all committee recommendations regarding use of the funds are subject to approval by the CARPC Commission; and

BE IT FURTHER RESOLVED that the CARPC Commission will consider its commitment to protect the quality of surface and ground water resources and may reject any use of the funds that would be incompatible with any applicable state, county or local regulations to protect those water resources; and

BE IT FURTHER RESOLVED that the Committee will provide the Commission with updates regarding its activities after each of its meetings and an annual report in the first quarter of the calendar year on the uses of the Rural Economic Development Fund during the preceding year and the remaining balances of available funds and outstanding loan payments; and

BE IT FURTHER RESOLVED that the committee will remain active as long as there are funds remaining and is anticipated to dissolve by 2031 following repayment or forgiveness of the current outstanding loan, use of the funds for rural economic development purposes, and reporting on those activities to the Commission as described herein; and

BE IT FURTHER RESOLVED that the Commission will accept from MadREP the transfer of the funds and loan described herein for the purposes described herein.

April 9, 2026
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CARPC Resolution No. 2026-10

Accepting Rural Business Development Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission

WHEREAS, the Madison Region Economic Partnership (MadREP) holds and administers a revolving loan fund that supports the development of small businesses in rural areas of the counties of Dane, Sauk, Columbia, Dodge, Jefferson, and Rock; and

WHEREAS, that revolving loan fund was originally established by the Columbia County Economic Development Corporation with funding from the United States Department of Agriculture (USDA) Rural Business Development Grant Program, and transferred to MadREP in 2021 with \$324,210 in cash, with approval from USDA; and

WHEREAS, the fund is understood to include \$299,439 in cash and \$86,025 in outstanding loan portfolio as of April 1, 2026, and there is no other property acquired with or associated with these funds; and

WHEREAS, MadREP has asked CARPC to take on administration of this fund; and

WHEREAS, CARPC is coordinating this transfer with the advice and assistance of legal counsel; and

WHEREAS, CARPC agrees to utilize these funds for eligible projects in rural areas as defined in [7 CFR part 4280, Subpart E](#).

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission approves receiving this fund from the Madison Region Economic Partnership.

April 9, 2026
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: 2027 Preliminary CARPC Budget – Staff Presentation and Discussion

Requested Action:

None.

Background:

Per the CARPC bylaws, the Budget and Personnel Panel is authorized “to establish the levy and user fees and adopt the annual operating budget for the Commission.” The BPP reviewed this first draft 2027 budget on March 31.

Attached for reference is a 10-year history of CARPC’s net expenses and charges to Dane County, Dane County’s equalized value and operating budgets, and the relationships among these amounts. The CARPC charge to Dane County has been dropping steadily since 2020 (or earlier) as a percentage of CARPC net expenses and the County operating budget.

The Commission established this Operating Reserve Policy in 2025:

CARPC will maintain an operating reserve no lower than 30% and no higher than 50% of projected operating expenses for the next fiscal year and will make adjustments in the budgeting process each year to keep the operating reserve within that range.

CARPC started 2025 with net unrestricted assets of \$876,127. Based on the preliminary 2025 results (\$52,655 net loss) and the budgeted 2026 results (\$8,068 net gain), we will finish 2026 with \$831,540. If 2027 actual net expenses are \$1,853,740, then the operating reserve would amount to 44.9%. A 2027 operating loss of \$100,000 would drop that to 39.5% against the same expenses, and a loss of \$200,000 would drop it to 34.0%.

Staff Comments:

This first draft assumes no change in the charge to Dane County as compared to 2026, and shows a net deficit of about \$120K. The primary change from 2026 is the conclusion of one-time grant funding for special projects.

Dane County has described a \$24 million deficit for 2027 (after the depletion of surplus funds) and a potential reduction in its own budget of 8% for activities supported by general purpose revenue. An 8% reduction of the county charge would reduce CARPC revenue by \$92,877 and widen our gap to more than \$200,000.

We will need to look closely at all sources and uses to close the gap.

Attachments:

1. 10 Year History - CARPC Net Expenses, CARPC County Charge, Dane County EAV, Dane County Operating Budget
2. Preliminary 2027 Budget

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

- Executive Committee recommendation on preliminary budget and levy charge - June 8
- Commission resolution approval of preliminary budget and levy charge - June 11
- BPP approval of preliminary budget and levy charge - late June (week of June 15?)
- Certification of levy charge to Dane County Clerk - July (7/31 statutory deadline)
- Executive Committee review of final 2026 Budget – August 10
- Publish public hearing notice – August 11
- Commission public hearing and action on 2027 Budget – September 8 (10/1 statutory deadline)
- BPP action on final 2027 budget – late September

10 Year History - CARPC Net Expenses, CARPC County Charge, Dane County EAV, Dane County Operating Budget

	CARPC Net Expenses (pass-through excluded)	% change from prior year	County charge	% change from prior year	County charge as % of CARPC net expenses	Dane County Equalized Value	% change from prior year	County charge as % of EAV	Dane County Operating Budget	% change from prior year	County charge as % of operating budget
2017	\$ 1,170,016	12.02%	\$ 873,017	1.93%	74.62%	\$ 56,550,867,750	4.89%	0.00163%	\$ 587,112,816	3.47%	0.149%
2018	\$ 1,170,798	0.07%	\$ 906,027	3.78%	77.39%	\$ 60,784,157,550	7.49%	0.00162%	\$ 538,112,599	-8.35%	0.168%
2019	\$ 1,111,216	-5.09%	\$ 924,137	2.00%	83.16%	\$ 65,007,455,200	6.95%	0.00151%	\$ 558,564,452	3.80%	0.165%
2020	\$ 1,185,184	6.66%	\$ 983,137	6.38%	82.95%	\$ 69,928,053,700	7.57%	0.00141%	\$ 593,707,780	6.29%	0.166%
2021	\$ 1,187,343	0.18%	\$ 983,137	0.00%	82.80%	\$ 74,243,627,000	6.17%	0.00139%	\$ 615,596,386	3.69%	0.160%
2022	\$ 1,263,081	6.38%	\$ 983,137	0.00%	77.84%	\$ 76,889,801,300	3.56%	0.00148%	\$ 660,707,896	7.33%	0.149%
2023	\$ 1,475,506	16.82%	\$ 1,032,294	5.00%	69.96%	\$ 88,148,741,300	14.64%	0.00133%	\$ 714,932,492	8.21%	0.144%
2024	\$ 1,648,210	11.70%	\$ 1,135,523	10.00%	68.89%	\$ 99,140,491,900	12.47%	0.00117%	\$ 789,298,454	10.40%	0.144%
2025*	\$ 1,784,502	8.27%	\$ 1,174,214	3.41%	65.80%	\$ 107,504,867,100	8.44%	0.00110%	\$ 813,712,952	3.09%	0.144%
2026	\$ 1,844,104	3.34%	\$ 1,160,959	-1.13%	62.96%				\$ 825,599,213	1.46%	0.141%

* 2025 County charge shown is net amount after COLA-based reimbursement

**Capital Area Regional Planning Commission
2027 Summary Budget - Preliminary**

Budget Year	2027	2026		2025		Variance	
Budget Type	PROPOSED	BUDGET	ACTUAL YTD	BUDGET	ACTUAL	2027 PROPOSED MINUS 2026 ADOPTED	
Date	MAR 2026	SEP 2025	JAN-FEB	FEB 2025	JAN-DEC	\$	%

REVENUES							
County Charge	\$ 1,160,959	\$ 1,160,959	\$ 96,747	\$ 1,209,332	\$ 1,209,332	\$ -	0.0%
State & Federal Grants	\$ 112,867	\$ 266,093	\$ 22,938	\$ 284,368	\$ 241,649	\$ (153,226)	-57.6%
Other Grants	\$ 2,500	\$ -	\$ 5,000	\$ -	\$ -	\$ 2,500	0.0%
Pass-Through	\$ 183,898	\$ 73,657	\$ 5,000	\$ 185,172	\$ 165,628	\$ 110,241	149.7%
Water Quality Fees	\$ 115,000	\$ 110,000	\$ 5,800	\$ 110,000	\$ 68,808	\$ 5,000	4.5%
Planning Services	\$ 150,000	\$ 140,000	\$ 82	\$ 100,000	\$ 105,595	\$ 10,000	7.1%
WI Salt Wise	\$ 160,000	\$ 140,000	\$ 8,315	\$ 140,000	\$ 146,377	\$ 20,000	14.3%
Other	\$ 33,000	\$ 35,123	\$ 1,679	\$ 38,988	\$ 35,170	\$ (2,123)	-6.0%
TOTAL REVENUES	\$ 1,918,224	\$ 1,925,832	\$ 145,561	\$ 2,067,860	\$ 1,972,558	\$ (7,608)	-0.4%
Net Revenues (Less Pass-Through)	\$ 1,734,326	\$ 1,852,175	\$ 140,561	\$ 1,882,688	\$ 1,806,931	\$ (117,849)	-6.4%

EXPENDITURES							
Salaries and Leave Time	\$ 1,123,705	\$ 1,102,222	\$ 158,812	\$ 1,038,309	\$ 1,052,481	\$ 21,483	1.9%
Fringe Benefits	\$ 489,658	\$ 505,102	\$ 91,517	\$ 458,883	\$ 418,074	\$ (15,444)	-3.1%
Occupancy	\$ 54,033	\$ 51,833	\$ 8,765	\$ 50,987	\$ 51,580	\$ 2,200	4.2%
Contracted Services	\$ 29,000	\$ 27,000	\$ 4,937	\$ 42,970	\$ 121,112	\$ 2,000	7.4%
Financial Services	\$ 64,685	\$ 62,685	\$ 4,429	\$ 59,700	\$ 61,734	\$ 2,000	3.2%
Employee Travel and Training	\$ 25,041	\$ 26,894	\$ 1,912	\$ 28,745	\$ 24,148	\$ (1,853)	-6.9%
Office	\$ 13,915	\$ 16,390	\$ 1,154	\$ 16,374	\$ 11,237	\$ (2,475)	-15.1%
Information Technology (IT)	\$ 30,449	\$ 25,588	\$ 3,361	\$ 27,588	\$ 28,845	\$ 4,861	19.0%
Commissioner Per Diems & Travel	\$ 7,000	\$ 8,840	\$ 727	\$ 8,840	\$ 6,143	\$ (1,840)	-20.8%
Pass-Through	\$ 183,899	\$ 73,657	\$ 18,210	\$ 199,872	\$ 197,005	\$ 110,242	149.7%
Other	\$ 16,253	\$ 17,553	\$ 10,871	\$ 52,107	\$ 52,864	\$ (1,300)	-7.4%
TOTAL EXPENDITURES	\$ 2,037,639	\$ 1,917,764	\$ 304,695	\$ 1,984,375	\$ 2,025,224	\$ 119,875	6.3%
Net Expenditures (Less Pass-Through)	\$ 1,853,740	\$ 1,844,107	\$ 286,484	\$ 1,784,503	\$ 1,828,218	\$ 9,633	0.5%

Total Revenue Minus Total Expenditures \$ (119,414) \$ 8,068 \$ (159,134) \$ 83,485 \$ (52,665)

**Capital Area Regional Planning Commission
2027 Budget - Preliminary**

Budget Year	2027	2026		2025		Variance		Comments on Changes from 2026 ADOPTED
Budget Type	PROPOSED	BUDGET	ACTUAL	BUDGET	ACTUAL	2027 PROPOSED MINUS 2026 ADOPTED		
Budget Date	MAR 2026	SEP 2025	JAN-FEB	FEB 2025	JAN-DEC	\$	%	

REVENUES									
5001	Dane County Charge	\$ 1,160,959	\$ 1,160,959	\$ 96,747	\$ 1,209,332	\$ 1,209,332	\$ -	0.0%	
5100	State & Federal Grants	\$ 112,867	\$ 266,093	\$ 22,938	\$ 284,368	\$ 241,649	\$ (153,226)	-135.8%	
5101	EPA/DNR Water Planning	\$ 95,000	\$ 134,000	\$ 9,917	\$ 113,275	\$ 124,897	\$ (39,000)	-41.1%	Special project funding ends in 2026
5102	EPA/DNR Grant Funds	\$ 9,500	\$ -	\$ -	\$ 39,000	\$ 19,600	\$ 9,500	100.0%	Surface water grant that continues
5103	WEM/FEMA/HMGP Grant Funds	\$ -	\$ 125,000	\$ 13,021	\$ 125,000	\$ 90,767	\$ (125,000)	0.0%	End of Stream Crossing Inventory
5104	WisDOT Plan Integration	\$ 8,367	\$ 7,093	\$ -	\$ 7,093	\$ 6,384	\$ 1,274	15.2%	Minor shift of funding from MPO to CARPC
5105	USDA Rural ED Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	No funding assumed
5150	Other Grants	\$ 2,500	\$ -	\$ 5,000	\$ -	\$ -	\$ 2,500	100.0%	Southside Urban Forestry project
5200	Passthrough Revenue	\$ 183,898	\$ 73,657	\$ 5,000	\$ 185,172	\$ 165,628	\$ 110,241	59.9%	
5201	WisDOT Rural Work Program	\$ 4,183	\$ 5,457	\$ -	\$ 5,457	\$ 913	\$ (1,274)	-30.4%	Minor shift of funding from MPO to CARPC
5220	Coop Water Resource Monitoring	\$ 179,715	\$ 68,200	\$ 5,000	\$ 179,715	\$ 164,715	\$ 111,515	62.1%	Water monitoring funding likely to continue
5300	Water Quality Fees Revenue	\$ 115,000	\$ 110,000	\$ 5,800	\$ 110,000	\$ 68,808	\$ 5,000	4.3%	
5301	Fees - Sewer Extensions	\$ 60,000	\$ 45,000	\$ 5,800	\$ 45,000	\$ 43,200	\$ 15,000	25.0%	Expecting to increase fees in 2026
5302	Fees - USA/LSA App Review	\$ 55,000	\$ 65,000	\$ -	\$ 65,000	\$ 25,608	\$ (10,000)	-18.2%	Many future applications known, none submitted yet
5400	Planning Services Revenue	\$ 150,000	\$ 140,000	\$ 82	\$ 100,000	\$ 105,595	\$ 10,000	6.7%	
5401	Local & Regional Plan Assistance	\$ 150,000	\$ 140,000	\$ 82	\$ 100,000	\$ 105,595	\$ 10,000	6.7%	More project development needed to meet these goals
5500	Other Revenue	\$ 193,000	\$ 175,123	\$ 9,994	\$ 178,988	\$ 181,547	\$ 17,877	9.3%	
5501	Interest Income	\$ 30,000	\$ 32,000	\$ 1,667	\$ 36,000	\$ 30,783	\$ (2,000)	-6.7%	Rates still dropping
5502	Miscellaneous Revenues	\$ 3,000	\$ 3,123	\$ 12	\$ 2,988	\$ 4,387	\$ (123)	-4.1%	
5505	WI Salt Wise	\$ 160,000	\$ 140,000	\$ 8,315	\$ 140,000	\$ 146,377	\$ 20,000	12.5%	FFLM grant continues through 2027
TOTAL REVENUES		\$ 1,918,224	\$ 1,925,832	\$ 145,561	\$ 2,067,860	\$ 1,972,558	\$ 7,608	0.4%	

EXPENDITURES									
6000	Salaries and Leave Time	\$ 1,123,705	\$ 1,102,222	\$ 158,812	\$ 1,038,309	\$ 1,052,481	\$ 21,483	1.9%	
6001	Direct Salaries & Wages	\$ 931,211	\$ 903,822	\$ 95,412	\$ 830,647	\$ 882,467	\$ 27,389	2.9%	0% COLA, no LTE or intern time budgeted in 2027
6002	Compensated Leave Time	\$ 192,495	\$ 198,400	\$ 63,400	\$ 207,662	\$ 170,014	\$ (5,905)	-3.1%	Leave time calculated as a % of salaries
6050	Fringe Benefits	\$ 489,658	\$ 505,102	\$ 91,517	\$ 458,883	\$ 418,074	\$ (15,444)	-3.2%	
6051	FICA Benefits	\$ 83,716	\$ 82,115	\$ 12,517	\$ 77,354	\$ 77,082	\$ 1,601	1.9%	
6052	Life Insurance	\$ 500	\$ 309	\$ (37)	\$ 294	\$ 495	\$ 191	38.2%	
6053	Health Insurance	\$ 307,725	\$ 329,364	\$ 63,047	\$ 289,702	\$ 257,094	\$ (21,639)	-7.0%	2026 budget error (included staff premiums)
6054	Dental Insurance	\$ 15,676	\$ 15,369	\$ 3,766	\$ 14,707	\$ 13,286	\$ 307	2.0%	
6055	WRS-ER Contribution	\$ 77,536	\$ 73,440	\$ 11,578	\$ 71,643	\$ 68,803	\$ 4,096	5.3%	Tied to salaries
6056	Disability Insurance	\$ 534	\$ 534	\$ -	\$ 508	\$ 444	\$ -	0.0%	
6057	Commute Cards	\$ 200	\$ 200	\$ 156	\$ 105	\$ 293	\$ -	0.0%	
6058	Unemployment	\$ 1,000	\$ 1,000	\$ 489	\$ 1,000	\$ 579	\$ -	0.0%	
6059	Worker's Compensation	\$ 2,771	\$ 2,771	\$ -	\$ 3,570	\$ -	\$ -	0.0%	
6100	Occupancy	\$ 54,033	\$ 51,833	\$ 8,765	\$ 50,987	\$ 51,580	\$ 2,200	4.1%	
6101	Rent	\$ 54,033	\$ 51,833	\$ 8,765	\$ 50,987	\$ 51,580	\$ 2,200	4.1%	Lease runs to November 2028
6200	Contracted Services	\$ 29,000	\$ 27,000	\$ 4,937	\$ 42,970	\$ 121,112	\$ 2,000	6.9%	
6201	External Programs	\$ -	\$ -	\$ -	\$ 28,570	\$ 36,392	\$ -	0.0%	No planned outsourcing for community projects
6202	Legal Services	\$ 9,000	\$ 6,000	\$ 1,946	\$ 4,400	\$ 12,308	\$ 3,000	33.3%	More frequent consultations at commission request
6203	Commission Operations	\$ -	\$ 21,000	\$ -	\$ 10,000	\$ 53,898	\$ (21,000)	0.0%	This moved to 6204
6204	Marketing and Communications	\$ 20,000	\$ -	\$ 2,991	\$ -	\$ 18,514	\$ 20,000	100.0%	This moved from 6203
6300	Financial Services	\$ 64,685	\$ 62,685	\$ 4,429	\$ 59,700	\$ 61,734	\$ 2,000	3.1%	
6301	Audit	\$ 15,435	\$ 15,435	\$ -	\$ 14,700	\$ 11,350	\$ -	0.0%	
6302	Payroll Fees	\$ 8,250	\$ 5,250	\$ 1,554	\$ 5,000	\$ 8,305	\$ 3,000	36.4%	
6303	Financial Services	\$ 41,000	\$ 42,000	\$ 2,875	\$ 40,000	\$ 42,079	\$ (1,000)	-2.4%	
6400	Travel and Training	\$ 25,041	\$ 26,894	\$ 1,912	\$ 28,745	\$ 24,148	\$ (1,853)	-7.4%	
6401	Employee Travel	\$ 13,616	\$ 13,349	\$ 490	\$ 12,713	\$ 14,617	\$ 267	2.0%	Largest portion is SaltWise
6402	Meals	\$ 925	\$ 907	\$ -	\$ 907	\$ 969	\$ 18	2.0%	
6403	Conferences & Meetings	\$ 8,000	\$ 9,638	\$ 1,422	\$ 10,125	\$ 6,554	\$ (1,638)	-20.5%	Paring back again, toward actual usage
6404	Training	\$ 2,500	\$ 3,000	\$ -	\$ 5,000	\$ 2,008	\$ (500)	-20.0%	Paring back again, toward actual usage
6500	Office Expenses	\$ 13,915	\$ 16,390	\$ 1,154	\$ 16,374	\$ 11,237	\$ (2,475)	-17.8%	
6501	Supplies	\$ 2,500	\$ 3,860	\$ 384	\$ 3,860	\$ 2,050	\$ (1,360)	-54.4%	
6502	Printing	\$ 1,558	\$ 1,558	\$ 141	\$ 1,558	\$ 1,301	\$ -	0.0%	
6503	Postage	\$ 105	\$ 105	\$ 28	\$ 105	\$ 39	\$ -	0.0%	
6504	Equipment	\$ 7,500	\$ 8,925	\$ 103	\$ 8,925	\$ 5,963	\$ (1,425)	-19.0%	
6505	Telephone	\$ 1,810	\$ 1,500	\$ 495	\$ 1,500	\$ 1,771	\$ 310	17.1%	
6506	Administrative Fees	\$ 442	\$ 442	\$ 4	\$ 426	\$ 113	\$ -	0.0%	
6600	Information Technology	\$ 30,449	\$ 25,588	\$ 3,361	\$ 27,588	\$ 28,845	\$ 4,861	16.0%	
6601	Webhosting	\$ 368	\$ 368	\$ 213	\$ 368	\$ 374	\$ -	0.0%	
6602	Software	\$ 18,081	\$ 17,220	\$ 2,196	\$ 17,220	\$ 16,102	\$ 861	4.8%	
6603	IT Services	\$ 12,000	\$ 8,000	\$ 952	\$ 10,000	\$ 12,370	\$ 4,000	33.3%	
6700	Commission	\$ 7,000	\$ 8,840	\$ 727	\$ 8,840	\$ 6,143	\$ (1,840)	-26.3%	
6701	Commission Per Diems	\$ 6,500	\$ 8,000	\$ 650	\$ 8,000	\$ 5,779	\$ (1,500)	-23.1%	
6702	Commission Travel	\$ 500	\$ 840	\$ 77	\$ 840	\$ 363	\$ (340)	-68.0%	
6800	Passthrough Expenses	\$ 183,899	\$ 73,657	\$ 18,210	\$ 199,872	\$ 197,005	\$ 110,242	59.9%	
6801	Water Resource Monitoring	\$ 179,715	\$ 68,200	\$ 16,201	\$ 194,415	\$ 194,415	\$ 111,515	62.1%	Water monitoring funding likely to continue
6802	WisDOT Planning Services	\$ 4,184	\$ 5,457	\$ 2,009	\$ 5,457	\$ 2,590	\$ (1,273)	-30.4%	
6900	Other	\$ 16,253	\$ 17,553	\$ 10,871	\$ 16,583	\$ 17,340	\$ (1,300)	-8.0%	
6901	Dues/Memberships/Subscriptions	\$ 3,186	\$ 7,186	\$ 1,793	\$ 6,843	\$ 2,859	\$ (4,000)	-125.5%	Revised assignment of software costs
6902	Contributions & Donations	\$ 2,500	\$ 2,500	\$ -	\$ 1,000	\$ 651	\$ -	0.0%	
6903	Education/Info/Outreach	\$ 1,500	\$ 1,500	\$ 1,494	\$ 2,625	\$ 1,969	\$ -	0.0%	
6904	Recruitment	\$ 1,050	\$ 1,050	\$ 150	\$ 1,050	\$ 7	\$ -	0.0%	
6905	Insurance	\$ 7,409	\$ 4,709	\$ 7,366	\$ 4,457	\$ 11,449	\$ 2,700	36.4%	Review of policies planned for spring 2026
6906	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
6907	Amortization Expense	\$ 608	\$ 608	\$ 68	\$ 608	\$ 405	\$ -	0.0%	
7000	Revenue Refunds	\$ -	\$ -	\$ -	\$ 35,524	\$ 35,524	\$ -	0.0%	
TOTAL EXPENDITURES		\$ 2,037,639	\$ 1,917,764	\$ 304,695	\$ 1,984,375	\$ 2,025,224	\$ (119,875)	-5.9%	

\$ (119,414) \$ 8,068 \$ (159,134) \$ 83,485 \$ (52,665)

**Re: Job Description Updates – Senior Environmental Engineer, Water Quality Program Director
(actionable item)**

Requested Action:

Recommendation to the Commission to approve Job Descriptions for the Senior Environmental Engineer and the Water Quality Program Director roles.

Background:

Per the [CARPC Bylaws](#), it is an Executive Committee duty to “review and recommend to the Commission changes in employee job descriptions.”

Staff Comments:

We reviewed and updated the Senior Environmental Engineer job description to reflect current practices and expectations.

We created a new add-on role and title – Water Quality Program Director – to encourage and reward strategic leadership for this important CARPC program.

Attachments:

1. Updated Senior Environmental Engineer Job Description
2. Water Quality Program Director Job Description

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

- Commission approval



JOB DESCRIPTION SENIOR ENVIRONMENTAL ENGINEER

DRAFT April 3, 2026

The Senior Environmental Engineer supports CARPC's efforts to protect the region's natural water resources and ecosystem services across our region in collaboration with many stakeholders, especially municipalities, land developers, and the Wisconsin Department of Natural Resources.

Summary

This position's primary work responsibilities include reviewing engineering plans, wastewater facilities planning documents, and stormwater management plans for consistency with the adopted areawide water quality management plan. The Senior Environmental Engineer collects, analyzes, and communicates water resource and other ecosystem services data; monitors development and environmental planning activities throughout the region; and leads and/or contributes to reports and analyses related to environmental systems planning and protection for the Commission and communities within the region.

Knowledge of stormwater management design and regulation and understanding of land development planning and design services are critical to success in this role.

Key Responsibilities

- **Stormwater & Wastewater Planning and Plan Review**
 - Review site engineering plans and stormwater management plans, including assessing stormwater modeling and impacts to environmental resources
 - Review capacity analyses of wastewater collection and treatment systems
 - Contribute to stormwater management and infrastructure planning services for the region, which may include watershed planning services and conceptual stormwater management design and modeling
- **Environmental Analysis & Data Management**
 - Assess impacts on natural resources utilizing various datasets
 - Gather, interpret, and prepare data for Agency studies and reports
 - Maintain and interpret existing digital datasets using geographical information systems (GIS) tools
 - Assist with creation of custom web mapping applications and projects for staff and partners

- **Water Quality Planning & Policy Development**
 - Prepare recommendations, reports, and related information for decision-making purposes
 - Provide technical and professional advice on water and environmental resources management
- **Interagency Coordination & Public Engagement**
 - Respond to inquiries from local municipal staff, engineering consultants, other public agencies, and the public
 - Coordinate Agency activities with other departments/agencies as needed
 - Represent the Agency in technical forums
 - Provide and present information to the Commission
- **Professional Leadership**
 - Stay abreast of trends, regulations, and developments in the field of environmental and water resource engineering
 - Take interest and contribute positively to the function of the Agency
 - Provide mentorship for junior CARPC staff working in the Water Quality Program and support their professional growth

Qualifications Required

- Bachelor's degree in Civil Engineering, Environmental Engineering, Water Resources Engineering, or a closely related engineering field, from an accredited college or university. A master's degree in a related field is a plus.
- A minimum of four years of experience in stormwater management design, civil site development design or review, and/or water quality planning. Experience with water distribution and sanitary sewer analysis/design or review is a plus.
- Technical knowledge in a range of areas including wastewater and water supply systems, hydrologic and hydraulic analysis, stormwater management, water quality and water resources management planning and engineering, and environmental resources management planning.
- Knowledge and experience in stormwater modeling programs (primarily HydroCAD, WinSLAMM, and RECARGA; other modeling proficiency is a plus).
- Experience in the use of geographical information systems (GIS) software preferred.
- Skill in data analysis and writing technical and non-technical reports and articles.
- Strong verbal and written communication skills and ability to work both independently and with internal and external stakeholders.

Certifications: None Required

Licenses: Current registration as a Professional Engineer (PE) in Wisconsin, or the ability to be licensed within 1 year of the start of employment

Salary Range: \$101,966 to \$124,589 annually (Steps 1-9, as of January 1, 2026)

FLSA Status: Exempt

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

Physical Demands

Frequently required to see, talk, and hear. Frequent repetitive movement of hands and fingers for typing and/or writing. Limited fieldwork may be required, necessitating standing, walking long distances, stooping, kneeling, crouching, or reaching with hands and arms. Must occasionally lift and/or move up to 20 pounds.

Work Environment

Work is generally performed within an office environment, with standard office equipment available. Limited fieldwork may be required, potentially resulting in exposure to outside weather conditions. Ability and means to travel on a flexible schedule as needed to attend some meetings, including some regular evening meetings; proof of liability and property damage insurance on vehicle used is required.

Work Location and Travel

The Senior Environmental Engineer position requires a regular in-person presence in the Madison office, with some opportunity for remote work. The job also requires travel around Dane County and occasionally outside the county to support engagement with area stakeholders and partners.

Commitment To Equity & Inclusion

As an employer, we strive to provide a work environment where diversity of experience and perspective are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are expected, and meeting customer needs through quality service is a priority for all. All employees must demonstrate the ability to work effectively with people from different cultural and socioeconomic backgrounds, including professional counterparts, local officials, and residents. Applicants from populations traditionally underrepresented in scientific and engineering settings, including women, racial and ethnic minorities, and persons with disabilities, are especially encouraged to apply.

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.



JOB DESCRIPTION WATER QUALITY PROGRAM DIRECTOR

DRAFT April 3, 2026

This is an “add-on” role that can be combined with a senior-level environmental planner or engineer position in the Agency.

Working closely with the Executive Director and staff who contribute to the Water Quality Program, the Water Quality Program Director provides strategic leadership for the advancement of the program and oversight of its projects and activities.

Success in this role requires a strategic thinking, effective communication, strong collaboration, and demonstration of a firm understanding of both the technical and political aspects of water quality and environmental resource protection. The Water Quality Program Director is responsible for helping guide the program, administration of the *Dane County Water Quality Plan (DCWQP)*, and understanding and responding effectively to the varied interests that contribute to and are affected by Agency efforts to protect the region’s natural water resources and ecosystem services.

The following lists of duties are intended to supplement the base duties described in the candidate’s underlying job description.

Strategic Direction

- Identify emerging issues and opportunities for collaboration that align with the DCWQP
- Seek opportunities to advance water quality protection practices through the periodic refinement of our regulatory tools
- Identify and pursue funding support for water quality projects in the region
- Help track and evaluate the performance and impact of the Water Quality Program

Leadership and Relationships

- Coordinate the efforts of Agency staff to update and administer the areawide water quality management plan in collaboration with engineering consultants, municipal officials, the Wisconsin Department of Natural Resources, and the public
- Help to assemble and sustain implementation coalitions among various public and private entities interested in the protection and improvement of certain waterways
- Foster strong working relationships with municipal partners, state and regional agencies, and community organizations engaged in water quality protection
- Provide mentorship for other CARPC staff working in the Water Quality Program and support their professional growth; help to monitor and support job satisfaction among staff working primarily in the Water Quality Program

Minimum Education & Experience Requirements: 2 years of experience within CARPC preferred

Certifications: None required

Licenses: None required

Salary Range: \$4,308 to \$4,550 annually (Steps 1-9, as of January 1, 2026)

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: CARPC Organizational Chart Update (*actionable item*)**Requested Action:**

Recommendation to the Commission to approve the Updated CARPC Organizational Chart.

Background:

Per the [CARPC Bylaws](#), it is an Executive Committee duty to “review and recommend to the Commission changes to the organizational chart.”

The Organizational Chart was last updated with the 2026 Cost Allocation Plan; revision at that time included the addition of the Deputy Director role as an add-on to the Senior Planner.

Staff Comments:

The current update adds to the Senior Environmental Engineer role the add-on role of Water Quality Program Director. The change is intended to encourage strategic leadership of this important agency function. Approval of the organizational chart affirms that the Executive Director is authorized to fill or assign this role.

The new Ad Hoc Rural Economic Development Committee is also shown in the draft. It will be included if approved by the Commission.

Attachments:

1. Updated CARPC Organizational Chart

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

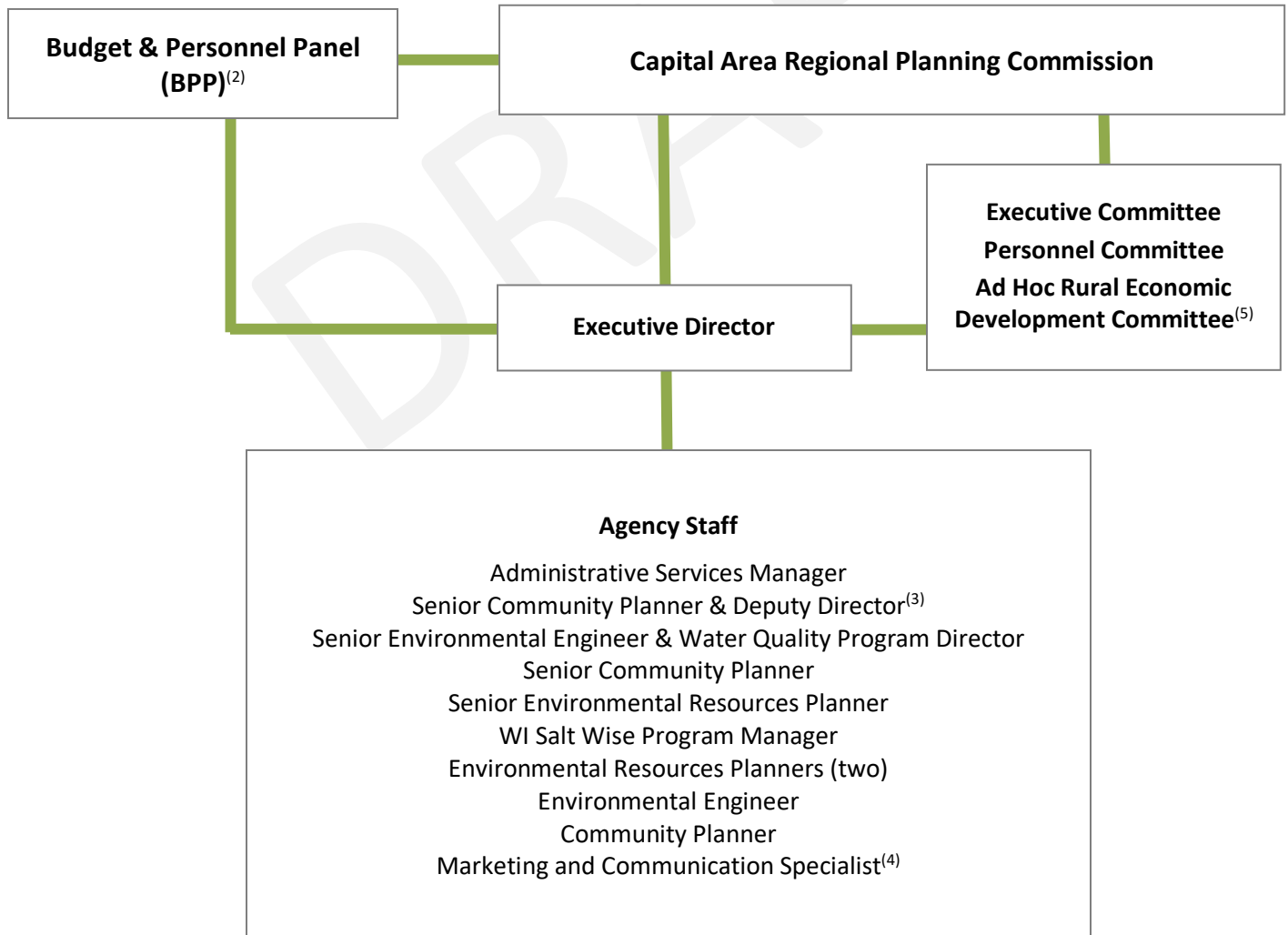
Next Steps:

- Commission approval
- Executive Director assigns the Water Quality Program Director role



CARPC ORGANIZATIONAL CHART

(Effective April 9, 2026) ⁽¹⁾



Notes:

- (1) This version incorporates the designation of the Senior Environmental Engineer as also the Water Quality Program Director
- (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
- (5) The Ad Hoc Rural Economic Development Committee will be included in the adopted version of this chart if and when it is created by the Commission