

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

Monday, May 11, 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 April 6, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – March 2026 Financial Management Report (*actionable item*)**
5. **Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources, \$95,000 for 2026 (*actionable item*)**
6. **Approval of Water Quality Management Planning Grant Agreement with the Wisconsin Department of Natural Resources for Chloride Planning Activities in Starkweather Creek, \$25,000 for 2026-2027 (*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.

- 7. Approval of Agreements with USGS and Various Regional Stakeholders for Cooperative Monitoring within the Yahara River Watershed for 2026 (*actionable item*)**
8. Draft CARPC Budget Policy – Staff Presentation and Discussion
9. 2027 Preliminary CARPC Budget Scenarios – Staff Presentation and Discussion
- 10. Future Agenda Items (next meeting is **Monday, June 8, 2026, via Zoom, at 5:15 pm**)**
 - a. 2025 Draft Audit Presentation (June)
 - b. 2027 Budget and County Levy Charge Recommendation (June)
 - c. 2026-2028 Joint Planning Services Agreement with Fitchburg and Oregon (June)
 - d. 2027 Cost Allocation Plan (June/July)
11. Adjournment

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

April 06, 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 5:17 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of March 9, 2026 Executive Committee Meeting (*actionable item*) (5:17 pm)**

Motion: Commissioner Crombie moved to approve minutes of the March 9, 2026 meeting. Vice Chair Murphy seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – February 2026 Financial Management Report (*actionable item*) (5:18 pm)**

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

The motion carried unanimously.

5. CARPC Economic Development Role, Committee Creation, and USDA Fund Acceptance – Staff Presentation and Discussion (5:19 pm)

Jason Valerius provided an overview of the updates to CARPC's proposed economic development roles, the creation of an advisory committee, and acceptance of United States Department of Agriculture ("USDA") funds.

Commissioner McKeever asked for clarification about the last Budget and Personnel Panel ("BPP") meeting and their views on CARPC's role in economic development. Jason Valerius answered that the BPP met last week and limited their discussion to the one-time funds from USDA.

Commissioner McKeever asked about the process for recruiting members of the advisory committee for economic development. Jason Valerius noted that the resolution establishes the process for members being nominated to the committee by the 'highest elected official' in each of the member counties.

Commissioner Richson asked for details about the original allocation of the funds to Columbia County and the subsequent allocation of the funds to MadREP and the conversion to a multi-county effort. She also noted that

the original scoring of these funds included a strong consideration for population as a factor in determining whether a community is rural. As a result, why not use these funds for the rural towns and villages within Dane County. Jason Valerius answered that the possibility of limiting the funds to just Dane County hasn't been discussed by any of the stakeholders or USDA; the discussions have presumed the continuation of access to these funds across a multi-county region; and depending on the uses that the Commission authorizes, it will more likely be rural cities and villages that will apply.

Commissioner Richson expressed disinterest in having the Commission operate as a rubber stamp over the use of these funds and would rather see the Commission directly operate these funds if it's something the Commission deems as important rather than get periodic reports from the committee and staff.

6. 2027 Preliminary CARPC Budget – Staff Presentation and Discussion (5:41 pm)

Jason Valerius provided an overview of the preliminary budget draft and the upcoming budget process.

Commissioner McKeever asked for additional details around Dane County's current budget challenges. Jason Valerius answered that it is a combination of upward pressures on personnel costs and the end of various federal grants.

Vice Chair Murphy noted that CARPC has a unique opportunity to bring together decision makers from Dane County, towns, villages, and municipalities generally. As a result, it is important to highlight how CARPC's operations benefit the entire region and its stakeholders.

7. **Closed Session (actionable item by roll call vote) (5:56 pm)**

Motion: Commissioner Crombie moved to reconvene the meeting in closed session pursuant to Wis. Stat. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of a public employee. Vice Chair Murphy seconded.

The motion carried unanimously. The meeting entered closed session at 5:57 pm.

8. **Return to Open Session (actionable item by roll call vote) (6:24 pm)**

Chair Pfeiffer reconvened the meeting in open session at 6:26 pm.

9. **Job Description Updates – Senior Environmental Engineer, Water Quality Program Director (actionable item) (6:26 pm)**

Jason Valerius provided an overview of the proposed changes to the job descriptions.

Motion: Commissioner McKeever moved to approve the revised Senior Environmental Engineer and Water Quality Program Director job descriptions. Commissioner Crombie seconded.

The motion carried unanimously.

10. **CARPC Organizational Chart Update (actionable item) (6:28 pm)**

Jason Valerius provided an overview of the proposed updates to the Organizational Chart.

Motion: Vice Chair Murphy moved to approve the revised Organizational Chart. Commissioner Crombie seconded.

The motion carried unanimously.

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 (May/June)

12. Adjournment

Motion: Commissioner McKeever moved to adjourn. Commissioner Murphy seconded.

The motion carried unanimously. Meeting was adjourned at 6:29 pm.

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

Motion to Acknowledge Receipt of March 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. March 2026 Financial Management Report

Staff Contact:

Matt Kozlowski
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 March 31, 2026



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Prepared by
Berndt CPA

Prepared on
April 20, 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 March 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 March, \$150,774 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$12,105 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of March month-end, the balance in account 3600 – Deferred Revenue is at \$775,103 per knowledge of remaining balances of current contracts and received donations and taxes.

March'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 March 31, 2026

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	110,069.27	634,653.54
1001 MONEY MARKET ACCOUNT	68,083.68	48,072.10
1002 INVESTMENT ACCOUNT	791,607.57	389,297.67
Total Bank Accounts	\$ 969,760.52	\$ 1,072,023.31
Accounts Receivable		
1105 PROJECT AND GRANTS REC	207,202.10	145,873.93
Total Accounts Receivable	\$ 207,202.10	\$ 145,873.93
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	496,049.99	580,591.83
1150 PREPAID EXPENSES	0.00	0.00
1153 PREPAID HEALTH INSURANCE	18,971.38	28,142.58
1154 PREPAID DISABILITY INSURANCE	75.02	121.80
1156 PREPAID LIFE INSURANCE	(93.35)	(151.29)
1157 PREPAID PARKING	170.55	189.00
1165 PREPAID LICENSES	5,636.25	6,262.50
Total 1150 PREPAID EXPENSES	\$ 24,759.85	\$ 34,564.59
1170 UNDEPOSITED FUNDS	8,280.63	3,632.17
Total Other Current Assets	\$ 529,090.47	\$ 618,788.59
Total Current Assets	\$ 1,706,053.09	\$ 1,836,685.83
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,171.66	7,171.66
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,171.66)	(7,171.66)
Total 1200 FURNITURE AND EQUIPMENT	\$ -	\$ -
1210 RIGHT OF USE ASSET	6,076.50	6,076.50
1211 ACCUMULATED AMORTIZATION	(3,595.44)	(3,561.68)
Total Fixed Assets	\$ 2,481.06	\$ 2,514.82
TOTAL ASSETS	\$ 1,708,534.15	\$ 1,839,200.65
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	3,093.58	8,743.20
Total Accounts Payable	\$ 3,093.58	\$ 8,743.20
Credit Cards		
3002 PARK BANK CREDIT CARD	0.00	0.00
3003 CREDIT CARD	1,641.81	3,703.79
Total 3002 PARK BANK CREDIT CARD	\$ 1,641.81	\$ 3,703.79
Total Credit Cards	\$ 1,641.81	\$ 3,703.79
Other Current Liabilities		
3005 ACCRUED PAYROLL	45,626.47	38,419.12
3010 ACCRUED COOP WATER RESOURCE MONITORING	51,150.00	32,402.50

3015 ACCRUED PREPAID LIABILITIES	1,864.17	2,071.30
3202 WRS PENSION PLAN	11,050.88	11,622.66
3300 UNUSED VACATION, WELLNESS	58,849.46	63,267.67
3500 SICK LEAVE ACCRUAL PAY	104,149.01	99,849.92
3600 DEFERRED/UNEARNED REVENUE	775,103.21	925,877.59
3655 INVEST IN RIGHT OF USE	2,987.46	2,987.46
Total Other Current Liabilities	\$ 1,050,780.66	\$ 1,176,498.22
Total Current Liabilities	\$ 1,055,516.05	\$ 1,188,945.21
Total Liabilities	\$ 1,055,516.05	\$ 1,188,945.21
Equity		
3700 PRIOR YEAR BALANCE	(181,415.57)	(181,415.57)
3701 PRIOR YEAR FUND BALANCE	908,394.73	908,394.73
3702 CURRENT FUND BALANCE	200.00	200.00
Net Revenue	(74,161.06)	(76,923.72)
Total Equity	\$ 653,018.10	\$ 650,255.44
TOTAL LIABILITIES AND EQUITY	\$ 1,708,534.15	\$ 1,839,200.65

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Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of March - Budget Vs Actuals 3 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	290,240	1,160,959	25.00%
Total 5000 PROPERTY TAX REVENUE	96,747	290,240	1,160,959	25.00%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	29,750	134,000	22.20%
5102 EPA/DNR GRANT FUNDS	-	-	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	13,021	39,062	125,000	31.25%
5104 WisDOT PLAN INTEGRATION	2,301	4,393	5,457	80.49%
Total 5100 STATE/FEDERAL GRANTS	25,238	73,205	264,457	27.68%
5150 OTHER GRANTS	5,000	10,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	2,009	2,009	7,093	28.33%
5220 COOP WATER RESOURCE MONITORING	5,146	15,437	68,200	22.64%
Total 5200 PASS THROUGH REVENUE	7,155	17,447	75,293	23.17%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	2,400	8,200	45,000	18.22%
5302 FEES - USA/LSA APP REVIEW	2,378	2,378	65,000	3.66%
Total 5300 FEES REVENUE	4,778	10,578	110,000	9.62%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	15,384	15,590	140,000	11.14%
Total 5400 SERVICES REVENUE	15,384	15,590	140,000	11.14%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	2,321	5,179	32,000	16.18%
5502 MISCELLANEOUS REVENUES	6	18	3,123	0.58%
5505 WI SALT WISE	6,250	20,815	140,000	14.87%
Total 5500 OTHER REVENUE	8,577	26,012	175,123	14.85%
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	162,880	443,071	1,925,832	23.01%
Gross Profit	162,880	443,071	1,925,832	23.01%
Expenditures				
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	79,635	213,466	903,822	23.62%
6002 COMPENSATED LEAVE TIME	5,966	75,944	198,400	38.28%
Total 6000 SALARIES AND LEAVE TIME	85,601	289,410	1,102,222	26.26%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	5,885	18,402	82,115	22.41%
6052 LIFE INSURANCE	(37)	(112)	309	-36.20%
6053 HEALTH INSURANCE	26,622	80,450	329,364	24.43%
6054 DENTAL INSURANCE	1,074	4,502	15,369	29.29%
6055 WRS-ER CONTRIBUTION	5,525	17,104	73,440	23.29%
6056 DISABILITY INSURANCE	-	-	534	0.00%
6057 COMMUTE CARDS	216	561	200	280.65%
6058 UNEMPLOYMENT	9	498	1,000	49.79%

6059 WORKER'S COMPENSATION	-	-	2,771	0.00%
Total 6050 FRINGE BENEFITS	39,293	121,405	505,102	24.04%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	13,147	51,833	25.36%
Total 6100 OCCUPANCY	4,382	13,147	51,833	25.36%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	-	-	
6202 LEGAL SERVICES	1,072	3,018	6,000	50.30%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	2,991	-	
Total 6200 CONTRACTED SERVICES	1,072	6,009	27,000	22.25%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	-	15,435	0.00%
6302 PAYROLL FEES	672	2,226	5,250	42.40%
6303 FINANCIAL SERVICES	5,070	7,945	42,000	18.92%
Total 6300 FINANCIAL SERVICES	5,742	10,171	62,685	16.23%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	1,948	2,438	13,349	18.26%
6402 MEALS	88	88	907	9.70%
6403 CONFERENCES & MEETINGS	-	1,422	9,638	14.75%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	2,036	3,948	26,894	14.68%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	88	472	3,860	12.22%
6502 PRINTING	77	218	1,558	13.99%
6503 POSTAGE	-	28	105	26.55%
6504 EQUIPMENT	-	103	8,925	1.15%
6505 TELEPHONE	-	495	1,500	33.00%
6506 ADMINISTRATIVE FEES	25	29	442	6.59%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	190	1,344	18,890	7.12%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	-	213	368	57.93%
6602 SOFTWARE	1,596	4,418	17,220	25.66%
6603 IT SERVICES	692	1,645	8,000	20.56%
Total 6600 INFORMATION TECHNOLOGY	2,289	6,276	25,588	24.53%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	550	1,200	8,000	15.00%
6702 COMMISSION TRAVEL	14	91	840	10.82%
Total 6700 COMMISSION	564	1,291	8,840	14.60%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	18,748	51,150	68,200	75.00%
6802 WisDOT PLANNING SERVICES	-	2,009	5,457	36.82%
Total 6800 PASS THROUGH EXPENSES	18,748	53,159	73,657	72.17%
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	134	1,927	7,186	26.82%
6903 EDUCATION/INFO/OUTREACH	33	1,527	1,500	101.81%
6904 RECRUITMENT	-	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	101	608	16.66%
Total 6900 OTHER	201	11,071	15,053	73.55%
Uncategorized Expense	-	-	-	

Total Expenditures
Net Operating Revenue
Net Revenue

160,117	517,232	1,917,764	26.97%
2,763	(74,161)	8,068	-919.20%
2,763	(74,161)	8,068	-919.20%

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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
Ayers Associates, Inc.					1,000	1,000
City of Altoona		1,000				1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	2,546					2,546
Total City of Evansville	\$ 2,546	\$ -	\$ -	\$ -	\$ -	\$ 2,546
D'Onofrio Kottke and Associates	800					800
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
MSA Professional Services, Inc.		400			1,600	2,000
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Rock County Planning, Economic & Community Development Agency						0
245401 - Rock County Comp Plan	7,995					7,995
Total Rock County Planning, Economic & Community Development Agency	\$ 7,995	\$ -	\$ -	\$ -	\$ -	\$ 7,995
Town of Berry						0
255101 - T-Berry Comp Plan Update	4,679					4,679
255102 - T-Berry - Opt Out Town Billing	33					33
Total Town of Berry	\$ 4,712	\$ -	\$ -	\$ -	\$ -	\$ 4,712
Town of Blue Mounds	33					33
Town of Bristol	33					33
Town of Springfield	53					53
Town of Sun Prairie	33					33
VANDE HEY					800	800
Vierbicher		600			800	1,400
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
WI Department of Military Affairs						0
Division of Emergency Management	19,497					19,497
Total WI Department of Military Affairs	\$ 19,497	\$ -	\$ -	\$ -	\$ -	\$ 19,497
WI Department of Natural Resources					14,090	14,090
243104-BRIC Stream Crossing Inventory	46,396					46,396
Total WI Department of Natural Resources	\$ 46,396	\$ -	\$ -	\$ -	\$ 14,090	\$ 60,486
Wyser Engineering, LLC	400			1,000	400	1,800
TOTAL	\$ 82,498	\$ 2,000	\$ -	\$ 1,000	\$ 121,704	\$ 207,202

Re: Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources, \$95,000 for 2026 (*actionable item*)

Requested Action:

Authorization to enter into annual agreement with the Wisconsin Department of Natural Resources to provide Water Quality Management Planning Assistance for 2026

Background:

The Capital Area Regional Planning Commission has entered into an agreement with the Wisconsin Department of Natural Resources (WDNR) on an annual basis to provide water quality management planning assistance to the Department. Under the agreement CARPC provides services to support the state’s water quality management planning program, including assistance with administration and updates to the *Dane County Water Quality Plan* (DCWQP), sewer service area plan amendments, conformance reviews, and other planning services in support of the DCWQP.

The agreement will designate federal and state general purpose revenue funds, totaling \$95,000, for work completed between January 1 – December 31, 2026. Payments to CARPC will occur quarterly upon completion of scope activities.

Staff Comments:

Due to delays at the WDNR, the agreement was not received in time for staff to bring forward to the Commission for authorization in April. To avoid any further delays and allow for quarterly billing (due end of April), staff have already executed the agreement. The scope of work contained in this agreement reflects the 2026 Work Program adopted by Resolution 2025-14 on December 11, 2025.

Attachments:

- 1. 2026 Annual Agreement for WQMP Assistance

Staff Contact:

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

Next Steps:

None

**AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND
THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and the Capital Area Regional Planning Commission (CARPC) (Grantee) for the purpose of providing water quality management planning assistance to the Department.

FOR AND IN CONSIDERATION of the terms and conditions contained in this Grant Agreement, the above-named parties agree:

1. **PERIOD OF AGREEMENT:** This grant agreement shall commence upon its signing by both parties and continue until December 31, 2026, during which period all performance as described in this grant agreement shall be fully completed to the satisfaction of the Department. Grantee may claim eligible costs for reimbursement for work conducted between January 1, 2026, and the end of the grant agreement.
2. **CANCELLATION:** The Department reserves the right to cancel this grant agreement in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of this grant agreement.
3. **ENTIRE AGREEMENT; AMENDMENTS:** This grant agreement, together with the specifications in the bid request (if any) and referenced parts and attachments, shall constitute the entire grant agreement and previous communications or agreements pertaining to the subject matter of this grant agreement are hereby superseded. Any grant agreement revisions, including cost adjustments and time extensions, may be made only by a written amendment to this grant agreement, signed by both parties prior to the ending date of this grant agreement.
4. **ASSIGNMENT SUBCONTRACTS:** Neither this grant agreement nor any right or duty in whole or in part by the Grantee under this grant agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this grant agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this grant agreement and be bound by the terms and conditions of this grant agreement. Assignment in whole or in part of this grant agreement does not absolve the Grantee of any liability or obligation expressed and agreed to hereunder.
5. **DESCRIPTION OF WORK:** The Grantee agrees to perform the following services to the satisfaction of the Department:
 - A. See Attached Capital Area Regional Planning Commission “2026 CARPC Proposal for WQM Planning”.
 - B. Reports:
 - 1) Provide quarterly reports to the Department in April, July, October, and January describing all applicable work activities completed or in progress, activities anticipated during the next quarter, and any problems/issues that could affect completing this work on time. Quarterly reports should be a one or two page report, providing the following information:

- a) Project Goals
 - b) Progress this Quarter
 - c) Activities Planned for Next Quarter
 - d) Problems/Issues (including any that could affect completing the project on time)
- 2) Prepare and submit to the Department within 60 days after the end of the agreement a final report describing all work activities. This report shall be subject to review and approval by the Department of Natural Resources.

6. AGENCY CONTACTS: All communications regarding this grant agreement will be made through the designated agency contacts. The designated contacts are:

Grantee - Jason Valerius, Executive Director
Capital Area Regional Planning Commission
100 State St. Suite 400
Madison, WI 53703-3350

Department - Helena Tiedmann
Wisconsin Department of Natural Resources
Bureau of Water Quality – WY/3
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

7. TERMINATION:

- A. This grant agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Grantee to fulfill its obligation under this grant agreement, provided, that the Department shall give the Grantee not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is affected by the Department, an equitable adjustment in the price provided for in this grant agreement shall be made. Any payment due to the Grantee at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Grantee's default. The equitable adjustment for any termination shall provide for payment to the Grantee for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Grantee relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Grantee shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Grantee in performing this grant agreement, whether completed or in process.
- D. Upon termination pursuant to paragraph A above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise and the Grantee is liable for any excess costs for such similar work or services.

- E. The rights and remedies of the Department and the Grantee provided in this clause are in addition to any other rights and remedies provided by law or under this grant agreement.
- 8. PAYMENT: The Department agrees to reimburse the Grantee up to \$40,000 of FY26 state general purpose revenue funds (state identification #370.604), and up to \$55,000 in federal FY25 Water Quality Management Planning Grant Funds, for a contract total of up to \$95,000.

Billings by the Grantee shall be made on a quarterly itemized basis for the actual net costs incurred for review and acceptance. Invoices should be sent electronically to the following:

Allen Darkow
Allen.Darkow@wisconsin.gov

Ryan Raab
Ryan.Raab@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality - WY/3
P.O. Box 7921
Madison, WI 53707

Copies of billings and all reports must also be sent (electronically) to:

Tim Asplund
Tim.Asplund@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality – WY/3
P.O. Box 7921
Madison, WI 53707

If the final report as identified in 5, B above does not accompany the final billing, the Department may withhold 10% of the total dollars of this grant agreement until the final report is received, reviewed, and approved by the Department.

- 9. RECORDS; ACCESS: The Grantee shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this grant agreement in accordance with generally accepted accounting principles and practices. The Grantee shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this grant agreement and a copy of the cost summary submitted to the Department. The Department or any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.
- 10. INDEPENDENT CONTRACTOR: The Grantee is an Independent Contractor for all purposes and is not an employee or agent of the Department.
- 11. INDEMNIFICATION. The Grantee agrees to save, keep harmless, defend and indemnify the

State of Wisconsin, Department of Natural Resources and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this grant agreement or omissions of Grantee's employees, agents or representatives.

12. INSURANCE. The Grantee performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.
13. NONDISCRIMINATION: In connection with the performance of work under this grant agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" Grantee, termination of the grant agreement or withholding of payment.
14. AFFIRMATIVE ACTION: If this grant agreement is for an amount fifty thousand dollars (\$50,000) or more the Grantee agrees to submit a written affirmative action plan to the Department within 15 business days after the grant agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (Grantees with an annual work force of fewer than 50 employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" grantee, termination of the grant agreement or withholding of payment.
15. FUNDING SOURCE: This grant agreement is funded in part or wholly by a grant from the U.S.

Environmental Protection Agency, CFDA #66.454, as well as State Funding 370.604. This procurement will be subject to regulations contained in 2 CFR 200.338 & 200.339 (formerly 40 CFR Parts 31 and 40 and OMB Circular 133). Neither the United States nor the Environmental Protection Agency is party to this agreement.

- 16. APPLICABLE LAW: This grant agreement shall be governed by the laws of the State of Wisconsin. The Grantee shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this grant agreement.
- 17. ANTITRUST ASSIGNMENT. The Grantee and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Grantee hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
- 18. TAX DELINQUENCY. Grantees who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 19. ADDENDUM: Additional conditions are attached as Attachment A, as part of the Water Quality Management Planning grant, that is funding this award. It is the responsibility of the grantee to determine which if any of the Federal Administrative Conditions in Attachment A may be relevant to the grantee or their sub awards, and to apply them accordingly.

The undersigned, as representatives of their respective agencies, hereto agree to this grant agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date 3/24/2026 | 11:49 AM CDT

Signed by: Steven Little on behalf of
7A5DFE3497144B5...
Karen Hyun, DNR Secretary

CAPITAL AREA REGIONAL PLANNING
COMMISSION

Date 4/21/2026 | 12:36 PM CDT

Signed by: Jason Valerius
3785FC95062248E...
Jason Valerius, Executive Director

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current Environmental Protection Agency (EPA) general terms and conditions available at: https://www.epa.gov/system/files/documents/2024-10/fy_2025_epa_general_terms_and_conditions_effective_october_1_2024_or_later.pdf

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and reid.jeffrey@epa.gov
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Daughtridge.Rachel@epa.gov and reid.jeffrey@epa.gov
- Payment requests (if applicable): Daughtridge.Rachel@epa.gov and reid.jeffrey@epa.gov
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Daughtridge.Rachel@epa.gov

Programmatic Conditions

Grant Programmatic Terms and Conditions

A. Conditional Award

EPA has conditionally approved the workplan to allow the recipient to proceed to work on approved workplan components. The recipient may incur costs on eligible activities associated with the approved workplan components up to **\$922,100**. Until a final revised workplan has been approved by EPA:

- 1) the recipient should not request payments and EPA will not make payments for unapproved work; and
- 2) any costs incurred for unapproved work by the recipient are at its own risk.

B. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports – Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to notify the Environmental Protection Agency when a significant development occurs that could impact the award. Significant developments include events that enable meeting milestones and objectives sooner or at less cost than anticipated or that produce different beneficial results than originally planned. Significant developments also include problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award, including outputs/outcomes specified in the assistance agreement work plan. If the significant developments negatively impact the award, the recipient must include information on their plan for corrective action and any assistance needed to resolve the situation

Interim performance and final progress reports must prominently display the three Essential Elements for state work plans: 1) Strategic Plan Goal; (2) Strategic Plan Objective; and (3) Workplan Commitments plus time frame.

(See [Grants Policy Issuance 11-03 State Grant Workplans and Progress Reports](#) for more information)

Performance Reports - Frequency

The recipient agrees to submit **annual** performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on 9/30.

The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

C. State Grant Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

D. Requirements for Tracking and Reporting Infrastructure Investment and Jobs Act Funding and

Benefits

EPA may amend this agreement to specify additional requirements applicable to Infrastructure Investment and Jobs Act funding as information becomes available.

In the interim, the recipient agrees to have financial management and programmatic management systems in place to:

- 1) track Infrastructure Investment and Jobs Act and “regular” 604(b) funds separately using Agency-provided accounting codes and report separately on expenditures of Infrastructure Investment and Jobs Act funds.
- 2) track and report on outputs and outcomes achieved with Infrastructure Investment and Jobs Act funds: Outputs and outcomes associated with Infrastructure Investment and Jobs Act 604(b) appropriations will be estimated by examining the proportion of activities funded by Infrastructure Investment and Jobs Act relative to those funded by “regular” 604(b) allotments.
- 3) states shall report to EPA Regions no less than annually (or more often as required by Infrastructure Investment and Jobs Act reporting requirements) on key project characteristics and milestone information, applying the proportional ratio to estimate those benefits resulting from Infrastructure Investment and Jobs Act-funded activities.

Additional Agency direction on tracking and reporting Infrastructure Investment and Jobs Act funding is contained in EPA's [Interim Implementation Guidelines for Clean Water Act Section 604\(b\) Water Quality Management Planning Grants for Fiscal Years 2022 through 2026](#).

E. Water Quality Data Reporting

The recipient agrees to enter all water quality monitoring data collected under Section 604(b) assistance agreement(s) into the EPA's WQX system. All water quality data generated with Section 604(b) funding, either directly or by subaward, are required to be transmitted into the WQX system using either the WQX or WQXweb. When uploading data through WQX or WQXweb, data should be identified as Section 604 (b)-related by providing the project ID “CWA604b” in the data submission. Please contact the WQX helpdesk (wqx@epa.gov) if you need assistance assigning multiple project IDs to a dataset.

F. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements](#).

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process.

A copy of the Policy is available online at <https://www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements> or a copy may also be requested by contacting the EPA Project Officer for this award.

G. QUALITY ASSURANCE

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement the Quality Assurance (QA) planning documents in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP)

a. Prior to beginning environmental information operations, the recipient must:

i. Submit a previously EPA-approved and current QMP,

ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.

b. The recipient must submit the QMP within 90 days after grant award, and/or no more than 180 days after grant award.

c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#).

2. Quality Assurance Project Plan (QAPP)

a. Prior to beginning environmental information operations, the recipient must:

i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.

b. The recipient must submit the QAPP 90 days after grant award, and/or no more than 180 days after grant award.

c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur

For Reference:

- [Quality Management Plan \(QMP\) Standard and EPA's Quality Assurance Project Plan \(QAPP\) Standard](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Specifications for EPA and Non-EPA Organizations](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

H. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the Wisconsin DNR received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

I. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.



State of Wisconsin Purchase Order

Dept of Natural Resources
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Supplier: 0000030909
 Capital Area Reg Planning Comm
 100 State Street Ste 400
 Madison WI 53703-2573
 United States

Dispatch Via Print		
Purchase Order	Date	Revision
37000-0000034434	04-09-2026	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	COMMON
Buyer	Phone	Currency
Plachetta, Konrad	608/266-0311	USD

Ship To: MADSWE0031
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Attention: Darkow, Allen

Bill To: NATURAL RESOURCES, DEPT OF
 ATTN; ACCOUNTS PAYABLE - FN/2
 PO BOX 7921
 MADISON WI 53707-7921
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	State Funding Line-Agreement to provide water quality management planning assistance to DNR		1.0000	LOT	40,000.00000	40,000.00	12/31/2026
	Agreement to provide water quality management planning assistance to DNR						
	DocuSigned agreement attached						
					Schedule Total	<u>40,000.00</u>	
					Item Total	<u>40,000.00</u>	
2 - 1	FED FY25 WQMP Funds		1.0000	LOT	55,000.00000	55,000.00	12/31/2026
					Schedule Total	<u>55,000.00</u>	
					Item Total	<u>55,000.00</u>	
					Total PO Amount	<u>95,000.00</u>	

Authorized Signature

Wisconsin Department of Administration
Chs. 16, 51 Wis. Stats.
DOA-3054A (R 07/2025)

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

APPLICABLE LAW AND COMPLIANCE: This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

CANCELLATION: The State of Wisconsin reserves the right to cancel any contract in whole or in part without prior notice, any penalty, or liability whatsoever due to non-appropriation of funds or non-receipt of funds from the Legislature or federal government or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

WORK CENTER CRITERIA: A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The contractor performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for

employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.

PATENT INFRINGEMENT: The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

PAYMENT TERMS AND INVOICING: The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Effective August 2016, the contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

REFUND OF CREDITS: The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

TERMS AND CONDITIONS: The Standard Terms and Conditions (DOA-3054) or the Standard Terms and Conditions for State of Wisconsin Printing (DOA-3604) shall apply to all orders. Copies of these terms and conditions are available upon request from the State Bureau of Procurement.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.



February 6, 2026

(via email)

Ms. Helena Tiedmann
Water Quality Planning Coordinator
Wisconsin Department of Natural Resources
101 South Webster Street, WT/3
Madison, WI 53707-7921

RE: 2026 CARPC Proposal for Annual Water Quality Management Planning Work

Dear Ms. Tiedmann:

Enclosed is an excerpt of the Capital Area Regional Planning Commission's (CARPC's) Agency-wide 2026 Work Program for water quality management planning work for the calendar year 2026, for your use in developing an annual aid agreement between Wisconsin DNR and CARPC for calendar year 2026.

CARPC's 2026 Regional Water Quality Planning Program reflects a general continuation of services from the prior year, including sewer service area (SSA) amendments, water quality plan conformance reviews, collaboration with regional communities and agencies to implement the water quality plan, and various projects. Note that two such projects will be partially funded through separate arrangements (see attached). The total cost of our proposed Regional Water Quality Planning Program is \$611,800, with 16% of that amount being covered by the anticipated contract amount of \$95,000 for 2026.

We appreciate your consideration of our proposed 2026 work program and for your continued assistance and support. We look forward to our continued collaboration with Wisconsin DNR. Please contact me if you need additional information or have any questions.

Sincerely,

A handwritten signature in black ink that reads "Jason Valerius". The signature is written in a cursive, flowing style.

Jason Valerius
Executive Director

cc: Ruth Person, NR Program Specialist, WDNR
Tim Asplund, Water Quality Planning Section Chief, WDNR
Ryan Raab, Budget Coordinator, WDNR
Allen Darkow, WDNR

Capital Area Regional Planning Commission
2026 Work Program Funding Summary
Regional Water Quality Management Planning

Regional Water Quality Planning

Work Program Element ⁽¹⁾	Staff Hours	Total Work Cost	Anticipated WQM Aid Agreement
Internal Coordination	882	\$ 95,500	\$ 19,000
External Coordination	703	\$ 84,500	\$ 27,000
(SSA) Amendments ⁽²⁾	725	\$ 80,800	\$ -
Consistency ⁽²⁾	1,108	\$ 113,100	\$ -
Plan Updates ⁽³⁾	822	\$ 86,700	\$ 12,000
Projects ⁽⁴⁾	691	\$ 68,300	\$ 18,000
Data and Mapping	586	\$ 53,500	\$ 19,000
Monitoring	56	\$ 5,800	\$ -
Training & Innovation	226	\$ 23,600	\$ -
Totals	5,799	\$ 611,800	\$ 95,000
Share of Total Work Aided by Annual WQM Agreement:			16%

Notes:

- 1) Refer to 2026 Work Program for description of each element and breakdown of hours.
- 2) A portion of the Element is funded by direct fees collected by Applicants.
- 3) A portion of this Element (update to the DCWQP Summary Plan) will be partially funded by a separate agreement with DNR using IJIA and state funds in the amount of \$48,000.
- 4) A portion of this Element (Starkweather Creek Monitoring) will be partially funded by a separate agreement with DNR using IJIA funds in the amount of \$25,000.



CAPITAL AREA REGIONAL PLANNING COMMISSION

2026 Work Program

Adopted December 11, 2025

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

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

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



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

Questions regarding this 2026 Work Program are directed to:

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



CAPITAL AREA REGIONAL PLANNING COMMISSION

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

COMMISSION STAFF

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

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



ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2025-14
Adopting the CARPC 2026 Work Program

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

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

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

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

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

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

December 11, 2025
Date Adopted

David Pfeiffer
David Pfeiffer, Chairperson

Cynthia Richson
Cynthia Richson, Secretary

About the Capital Area Regional Planning Commission

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

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

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

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

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

Regional Plan Commission Vision and Mission

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

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

2026 Work Programs

REGIONAL WATER QUALITY PLANNING PROGRAM

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

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

Program Objectives

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

Program Activities

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

Internal Coordination (1000)

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

External Coordination (1001)

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

Sewer Service Area Amendments (1002)

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

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

Consistency (1003)

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

Plan Updates (1004)

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

Projects (1005)

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

Data and Mapping (1006)

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

Monitoring: (1007)

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

Training & Innovation (1009)

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

Activities - 2025 Highlights and 2026 Objectives

ACTIVITIES	2025 HIGHLIGHTS	2026 OBJECTIVES
PLAN AMENDMENTS (1002)		
Sewer Service Area Amendments	<ul style="list-style-type: none"> 2 USA Amendments (through November) 	<ul style="list-style-type: none"> Anticipating 8-10 SSA amendments
CONSISTENCY REVIEWS (1003)		
Water Quality Plan Conformance Reviews	<ul style="list-style-type: none"> 94 Sewer Extension Reviews; 4 MMSD Annexation Reviews; 1 Facility Plan review (Jan-Nov) 	<ul style="list-style-type: none"> Anticipating a similar load of conformance reviews in 2026

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

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

Estimated Hours by Staff

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

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

Estimated Hours & Cost by Activity

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

Funding Sources

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

Re: Authorization to Sign Water Quality Management Planning Grant Agreement with the Wisconsin Department of Natural Resources for Chloride Planning Activities in Starkweather Creek, \$25,000 for 2026-2027 (actionable item)

Requested Action:

Authorization to sign Water Quality Management Planning Grant Agreement with the Wisconsin Department of Natural Resources for Chloride Planning Activities in Starkweather Creek for 2026-2027

Background:

The Infrastructure Investment and Jobs Act (IIJA) of 2021, also known as the Bipartisan Infrastructure Law (BIL), represents the single largest investment in clean water that the federal government has ever made. Wisconsin is eligible to use up to approximately \$2 million of additional funding between 2022-2026 for water quality planning through section 604(b) of the Clean Water Act (CWA), with at least 40% of these funds passed through to Regional Planning Commissions (RPCs). Funds awarded under the FFY2025 award will need to be utilized by December 31, 2027.

In December 2025, CARPC applied for partial funding of the Starkweather Creek Water Quality Monitoring program. This project will help build a sustainable chloride monitoring program in the Starkweather Watershed and also includes maintaining a technical guidance committee and the Adopt-a-Meter program. The data collected will be used in a future update to the Starkweather Creek Chloride Management Plan, which CARPC led in 2020.

The agreement will designate federal Infrastructure Investment and Jobs Act (IIJA) funds received by WDNR, totaling \$25,000, for work completed between January 1 – December 31, 2027. Payments to CARPC will occur quarterly upon completion of scope activities.

Staff Comments:

Due to delays at the WDNR, the agreement was not received in time for staff to bring forward to the Commission for authorization in April. To avoid any further delays and allow for quarterly billing (due end of April), staff have already executed the agreement. The scope of work contained in this agreement is described in the 2026 Work Program adopted by Resolution 2025-14 on December 11, 2025.

Attachments:

- 1. WDNR Starkweather Creek Aid Agreement for 2026-2027
- 2. Project Scope for Starkweather Creek Monitoring

Staff Contact:

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

Next Steps:

None

**AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND
THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and the Capital Area Regional Planning Commission (CARPC) (Grantee) for the purpose of providing water quality management planning assistance to the Department.

FOR AND IN CONSIDERATION of the terms and conditions contained in this Grant Agreement, the above-named parties agree:

1. **PERIOD OF AGREEMENT:** This grant agreement shall commence upon its signing by both parties and continue until December 31, 2027, during which period all performance as described in this grant agreement shall be fully completed to the satisfaction of the Department. Grantee may claim eligible costs for reimbursement for work conducted between January 1, 2026, and the end of the grant agreement.
2. **CANCELLATION:** The Department reserves the right to cancel this grant agreement in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of this grant agreement.
3. **ENTIRE AGREEMENT; AMENDMENTS:** This grant agreement, together with the specifications in the bid request (if any) and referenced parts and attachments, shall constitute the entire grant agreement and previous communications or agreements pertaining to the subject matter of this grant agreement are hereby superseded. Any grant agreement revisions, including cost adjustments and time extensions, may be made only by a written amendment to this grant agreement, signed by both parties prior to the ending date of this grant agreement.
4. **ASSIGNMENT SUBCONTRACTS:** Neither this grant agreement nor any right or duty in whole or in part by the Grantee under this grant agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this grant agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this grant agreement and be bound by the terms and conditions of this grant agreement. Assignment in whole or in part of this grant agreement does not absolve the Grantee of any liability or obligation expressed and agreed to hereunder.
5. **DESCRIPTION OF WORK:** The Grantee agrees to perform the following services to the satisfaction of the Department:
 - A. See Attached Capital Area Regional Planning Commission (CARPC) “CARPC Chloride Planning”
 - B. Reports:
 - 1) Provide quarterly reports to the Department in April, July, October, and January describing all applicable work activities completed or in progress, activities anticipated during the next quarter, and any problems/issues that could affect completing this work on time. Quarterly reports should be a one or two page report, providing the following information:

- a) Project Goals
 - b) Progress this Quarter
 - c) Activities Planned for Next Quarter
 - d) Problems/Issues (including any that could affect completing the project on time)
- 2) Prepare and submit to the Department within 60 days after the end of the agreement a final report describing all work activities. This report shall be subject to review and approval by the Department of Natural Resources.

6. AGENCY CONTACTS: All communications regarding this grant agreement will be made through the designated agency contacts. The designated contacts are:

Grantee - Jason Valerius, Executive Director
Capital Area Regional Planning Commission
100 State St., Ste 400
Madison, WI 53593

Department - Helena Tiedmann
Wisconsin Department of Natural Resources
Bureau of Water Quality – WY/3
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

7. TERMINATION:

- A. This grant agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Grantee to fulfill its obligation under this grant agreement, provided, that the Department shall give the Grantee not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is affected by the Department, an equitable adjustment in the price provided for in this grant agreement shall be made. Any payment due to the Grantee at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Grantee's default. The equitable adjustment for any termination shall provide for payment to the Grantee for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Grantee relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Grantee shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Grantee in performing this grant agreement, whether completed or in process.
- D. Upon termination pursuant to paragraph A above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise and the Grantee is liable for any excess costs for such similar work or services.

E. The rights and remedies of the Department and the Grantee provided in this clause are in addition to any other rights and remedies provided by law or under this grant agreement.

8. PAYMENT: The Department agrees to reimburse the Grantee up to \$25,000 in FY25 Water Quality Management Planning Grant Funds to be earned by December 31, 2027.

Billings by the Grantee shall be made on a quarterly itemized basis for the actual net costs incurred for review and acceptance. Invoices should be sent electronically to the following:

Allen Darkow
Allen.Darkow@wisconsin.gov

Ryan Raab
Ryan.Raab@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality - WY/3
P.O. Box 7921
Madison, WI 53707

Copies of billings and all reports must also be sent (electronically) to:

Tim Asplund
Tim.Asplund@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality – WY/3
P.O. Box 7921
Madison, WI 53707

If the final report as identified in 5, B above does not accompany the final billing, the Department may withhold 10% of the total dollars of this grant agreement until the final report is received, reviewed, and approved by the Department.

9. RECORDS; ACCESS: The Grantee shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this grant agreement in accordance with generally accepted accounting principles and practices. The Grantee shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this grant agreement and a copy of the cost summary submitted to the Department. The Department or any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

10. INDEPENDENT CONTRACTOR: The Grantee is an Independent Contractor for all purposes and is not an employee or agent of the Department.

11. INDEMNIFICATION. The Grantee agrees to save, keep harmless, defend and indemnify the

State of Wisconsin, Department of Natural Resources and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this grant agreement or omissions of Grantee's employees, agents or representatives.

12. INSURANCE. The Grantee performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.
13. NONDISCRIMINATION: In connection with the performance of work under this grant agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" Grantee, termination of the grant agreement or withholding of payment.
14. AFFIRMATIVE ACTION: If this grant agreement is for an amount fifty thousand dollars (\$50,000) or more the Grantee agrees to submit a written affirmative action plan to the Department within 15 business days after the grant agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (Grantees with an annual work force of fewer than 50 employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" grantee, termination of the grant agreement or withholding of payment.
15. FUNDING SOURCE: This grant agreement is funded in part or wholly by a grant from the U.S.

Environmental Protection Agency, CFDA #66.454. This procurement will be subject to regulations contained in 2 CFR 200.338 & 200.339 (formerly 40 CFR Parts 31 and 40 and OMB Circular 133). Neither the United States nor the Environmental Protection Agency is party to this agreement.

- 16. APPLICABLE LAW: This grant agreement shall be governed by the laws of the State of Wisconsin. The Grantee shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this grant agreement.
- 17. ANTITRUST ASSIGNMENT. The Grantee and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Grantee hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
- 18. TAX DELINQUENCY. Grantees who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 19. ADDENDUM: Additional conditions are attached as Attachment A, as part of the Water Quality Management Planning grant, that is funding this award. It is the responsibility of the grantee to determine which if any of the Federal Administrative Conditions in Attachment A may be relevant to the grantee or their sub awards, and to apply them accordingly.

The undersigned, as representatives of their respective agencies, hereto agree to this grant agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date 3/24/2026 | 11:49 AM CDT

Signed by: Steven Little on behalf of
Karen Hyun, DNR Secretary

CAPITAL AREA REGIONAL PLANNING
COMMISSION

Date 4/21/2026 | 12:38 PM CDT

Signed by: Jason Valerius
Jason Valerius, Executive Director

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current Environmental Protection Agency (EPA) general terms and conditions available at: https://www.epa.gov/system/files/documents/2024-10/fy_2025_epa_general_terms_and_conditions_effective_october_1_2024_or_later.pdf

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and reid.jeffrey@epa.gov
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Daughtridge.Rachel@epa.gov and reid.jeffrey@epa.gov
- Payment requests (if applicable): Daughtridge.Rachel@epa.gov and reid.jeffrey@epa.gov
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Daughtridge.Rachel@epa.gov

Programmatic Conditions

Grant Programmatic Terms and Conditions

A. Conditional Award

EPA has conditionally approved the workplan to allow the recipient to proceed to work on approved workplan components. The recipient may incur costs on eligible activities associated with the approved workplan components up to **\$922,100**. Until a final revised workplan has been approved by EPA:

- 1) the recipient should not request payments and EPA will not make payments for unapproved work; and
- 2) any costs incurred for unapproved work by the recipient are at its own risk.

B. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports – Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to notify the Environmental Protection Agency when a significant development occurs that could impact the award. Significant developments include events that enable meeting milestones and objectives sooner or at less cost than anticipated or that produce different beneficial results than originally planned. Significant developments also include problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award, including outputs/outcomes specified in the assistance agreement work plan. If the significant developments negatively impact the award, the recipient must include information on their plan for corrective action and any assistance needed to resolve the situation

Interim performance and final progress reports must prominently display the three Essential Elements for state work plans: 1) Strategic Plan Goal; (2) Strategic Plan Objective; and (3) Workplan Commitments plus time frame.

(See [Grants Policy Issuance 11-03 State Grant Workplans and Progress Reports](#) for more information)

Performance Reports - Frequency

The recipient agrees to submit **annual** performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on 9/30.

The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

C. State Grant Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

D. Requirements for Tracking and Reporting Infrastructure Investment and Jobs Act Funding and

Benefits

EPA may amend this agreement to specify additional requirements applicable to Infrastructure Investment and Jobs Act funding as information becomes available.

In the interim, the recipient agrees to have financial management and programmatic management systems in place to:

- 1) track Infrastructure Investment and Jobs Act and “regular” 604(b) funds separately using Agency-provided accounting codes and report separately on expenditures of Infrastructure Investment and Jobs Act funds.
- 2) track and report on outputs and outcomes achieved with Infrastructure Investment and Jobs Act funds: Outputs and outcomes associated with Infrastructure Investment and Jobs Act 604(b) appropriations will be estimated by examining the proportion of activities funded by Infrastructure Investment and Jobs Act relative to those funded by “regular” 604(b) allotments.
- 3) states shall report to EPA Regions no less than annually (or more often as required by Infrastructure Investment and Jobs Act reporting requirements) on key project characteristics and milestone information, applying the proportional ratio to estimate those benefits resulting from Infrastructure Investment and Jobs Act-funded activities.

Additional Agency direction on tracking and reporting Infrastructure Investment and Jobs Act funding is contained in EPA's [Interim Implementation Guidelines for Clean Water Act Section 604\(b\) Water Quality Management Planning Grants for Fiscal Years 2022 through 2026](#).

E. Water Quality Data Reporting

The recipient agrees to enter all water quality monitoring data collected under Section 604(b) assistance agreement(s) into the EPA's WQX system. All water quality data generated with Section 604(b) funding, either directly or by subaward, are required to be transmitted into the WQX system using either the WQX or WQXweb. When uploading data through WQX or WQXweb, data should be identified as Section 604 (b)-related by providing the project ID “CWA604b” in the data submission. Please contact the WQX helpdesk (wqx@epa.gov) if you need assistance assigning multiple project IDs to a dataset.

F. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements](#).

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process.

A copy of the Policy is available online at <https://www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements> or a copy may also be requested by contacting the EPA Project Officer for this award.

G. QUALITY ASSURANCE

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement the Quality Assurance (QA) planning documents in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP)

a. Prior to beginning environmental information operations, the recipient must:

i. Submit a previously EPA-approved and current QMP,

ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.

b. The recipient must submit the QMP within 90 days after grant award, and/or no more than 180 days after grant award.

c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#).

2. Quality Assurance Project Plan (QAPP)

a. Prior to beginning environmental information operations, the recipient must:

i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.

b. The recipient must submit the QAPP 90 days after grant award, and/or no more than 180 days after grant award.

c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur

For Reference:

- [Quality Management Plan \(QMP\) Standard and EPA's Quality Assurance Project Plan \(QAPP\) Standard](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Specifications for EPA and Non-EPA Organizations](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

H. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the Wisconsin DNR received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

I. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.



State of Wisconsin Purchase Order

Dept of Natural Resources
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Supplier: 0000030909
 Capital Area Reg Planning Comm
 100 State Street Ste 400
 Madison WI 53703-2573
 United States

Dispatch Via Print		
Purchase Order	Date	Revision
37000-0000034435	04-09-2026	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	COMMON
Buyer	Phone	Currency
Plachetta, Konrad	608/266-0311	USD

Ship To: MADSWE0031
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Attention: Darkow, Allen

Bill To: NATURAL RESOURCES, DEPT OF
 ATTN; ACCOUNTS PAYABLE - FN/2
 PO BOX 7921
 MADISON WI 53707-7921
 United States

Tax Exempt? Y **Tax Exempt ID:** 396006436 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	FED FY25 WQMP Funds		1.0000	LOT	25,000.00000	25,000.00	12/31/2027
	Agreement to provide water quality management planning assistance to DNR						
Schedule Total						25,000.00	
Item Total						25,000.00	
Total PO Amount						25,000.00	

Authorized Signature

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

APPLICABLE LAW AND COMPLIANCE: This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

CANCELLATION: The State of Wisconsin reserves the right to cancel any contract in whole or in part without prior notice, any penalty, or liability whatsoever due to non-appropriation of funds or non-receipt of funds from the Legislature or federal government or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

WORK CENTER CRITERIA: A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The contractor performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for

employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.

PATENT INFRINGEMENT: The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

PAYMENT TERMS AND INVOICING: The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Effective August 2016, the contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

REFUND OF CREDITS: The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

TERMS AND CONDITIONS: The Standard Terms and Conditions (DOA-3054) or the Standard Terms and Conditions for State of Wisconsin Printing (DOA-3604) shall apply to all orders. Copies of these terms and conditions are available upon request from the State Bureau of Procurement.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

Continuation of Starkweather Creek Water Quality Monitoring: Building Toward an Update to the Starkweather Creek Chloride Management Plan

Project Narrative - Capital Area RPC (December 30, 2025)

Overview

Starkweather Creek has a long history of pollution and is now considered one of the most impaired streams in Wisconsin. In 2016, portions of both branches of Starkweather Creek were listed as impaired by the WDNR for chloride chronic aquatic toxicity. While the chloride levels at the six groundwater wells within the watershed are not yet considered impaired for drinking water purposes, measurements by the Madison Water Utility show that chloride levels have been consistently rising. Continuation of this trend could have significant detrimental impacts.

In 2020, CARPC led the creation of a Starkweather Creek Chloride Management Plan (Chlorides Plan). Following the recommendations of the plan, CARPC installed eight continuous conductivity data loggers along the creek in 2024. Additional implementation efforts have included: forming the Starkweather Technical Committee, a group of local experts coordinating water quality monitoring and improvement; creating the “Adopt a Meter” program, which shares ownership of water quality monitoring efforts with community partners; and preliminary planning of a website to inform the public of chloride impacts within the creek. A future update to the Chlorides Plan is anticipated after additional data collection and assessment so that actions and recommendations can be refined and targeted to increase effectiveness.

Project Goals

The overall goal of this project proposal is to support a sustainable chloride monitoring program throughout the Starkweather Watershed. The monitoring data will be used in a future update to the Chlorides Plan and to spur continued improvements in the watershed and beyond. The current monitoring program lacks the infrastructure for quality long-term data collection. In the short-term, funding would provide the resources to maintain the Starkweather Technical Committee and to create a stable monitoring program with a robust community engagement component to inform more targeted implementation recommendations. Beyond utilizing monitoring data to update the Chlorides Plan, a long-term goal is for this program to serve as a replicable and sustainable model for community-based water quality monitoring in an urban watershed. Another long-term goal is to expand the water quality monitoring program to include other pollutants such as nitrates, phosphorous, and PFAS.

Project Tasks & Timeline

Immediately	Replace existing conductivity data loggers with upgraded versions (current data loggers are eight years old, are no longer supported by the manufacturer, and are increasingly subject to failure)
Monthly	Perform quality control and cleaning of most recent chloride data and host on the public project website

Dec 2025 – Mar 2026	Provide routine maintenance for partner organizations in “Adopt a Meter” program
Jan – Mar 2026	Prepare preliminary identification of long-term trends and issues
Dec 2025 – July 2026	Conduct outreach to involve additional community organizations in the “Adopt a Meter” program
Dec 2025 – Dec 2027	Coordinate Starkweather Technical Committee meetings
Jan 2027 – July 2027	Scope feasibility of expanding monitoring to include other pollutants
July 2027 – Dec 2027	Create program documentation to share with others interested in implementing urban watershed monitoring

Outcomes & Deliverables

Continued and improved monitoring capabilities will allow various entities to better analyze how chloride levels in Starkweather Creek correspond to location, time, weather events, and salt pollution reduction programming. This will, in turn, help to understand how to reduce chloride levels in Starkweather Creek, inform organizations (such as WI Salt Wise) working to reduce salt pollution, and contribute to a future update to the Chlorides Plan. Outreach to expand the “Adopt a Meter” program will lead to increased public awareness and ownership of chloride impacts on waterbodies and a sustainable long-term monitoring and planning effort. Community engagement in water quality monitoring work will lead to fostering local relationships and encouraging future environmental stewardship.

Deliverables:

- Dataset containing daily chloride monitoring data to aid in future planning efforts and decision making, shared on the public project website
- Identification of long-term trends and site-specific issues which will be used to refine the targeted actions in a future update to the Chlorides Plan
- Purchase of ZL6 Meters (with an estimated minimum service life of 5 years) to allow for a long-term monitoring program
- Building of an expert stakeholder group who will shape the future update to the Chlorides Plan
- Report on the feasibility of monitoring other pollutants, which will inform expanding the scope of a future update to the Chlorides Plan
- Documentation of the program as a model for community-based water quality monitoring in an urban watershed

Budget Details

See summary below and attached budget breakdown for additional details.

Task	Quantity	Expense
Grant-Funded Costs		
Program Execution (CARPC Staff Time)	168 hours	\$ 19,180
Supplies	lump sum	\$ 5,820
- ZL6 Meters (x8)	-	-
Total Request (To be Funded by Grant)		\$ 25,000
Local Match Costs		
Data Logger Maintenance	annual cost	\$16,000
Zentra Cloud Subscriptions	annual cost	\$400
6 Batches of QuanTab Test Strips	annual cost	\$540
Additional Program Execution (CARPC Staff Time)	(as needed)	(as needed)

Re: Authorization to Execute Agreements with USGS and Various Regional Stakeholders for Cooperative Monitoring within the Yahara River Watershed for 2026 (*actionable item*)

Requested Action:

Authorize Executive Director to Execute a Joint Funding Agreement with USGS and Ancillary Agreements with Each of the Funding Partners for the Dane County Cooperative Water Resources Monitoring Program within the Yahara River Watershed for 2026

Background:

For many years, CARPC has coordinated an annual monitoring program among the United States Geological Survey (USGS) and local units of government to provide water quality and quantity monitoring on streams and lakes, predominantly within the Yahara River Watershed. The program is a cornerstone of water quality improvement and lake management efforts in the region. CARPC serves as the program facilitator to allow USGS to contract with a single entity, collecting revenues from the local funding partners (City of Madison, City of Middleton, Town of Westport, and Dane County) to fund the program, but does not contribute funding directly. Wisconsin DNR (WDNR) provides funding and support for the program through lab analyses at the State Lab of Hygiene. The program is described in more detail within the attached Summary of USGS Monitoring in the Yahara River Watershed.

The prior 5-year agreement ended at the end of 2025. Due to uncertainty in future funding, a one-year agreement has been prepared to continue work at the current scope through 2026 and allow time for further assessment of future funding and scope implications. To allow time for local approval processes, CARPC has begun entering into agreements with each of the four contributing parties. The total share of local contributors, which will pass through CARPC, is \$167,000 for 2026. USGS will provide matching funds in the amount of \$79,000. The attached Joint Funding Agreement provides further details of the agreement between USGS and CARPC as well as details of the scope of work and contractual obligations of the various funding partners.

Staff Comments:

Staff are actively working with USGS and local partners to identify future funding sources and/or scope revisions. The goal is to resolve this later this year so that new long-term agreements can be entered into.

Attachments:

1. Summary of USGS Monitoring in the Yahara River Watershed (informational)
2. Joint Funding Agreement between CARPC and USGS
3. Sample Local Funding Partner Agreement

Staff Contact:

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

Next Steps:

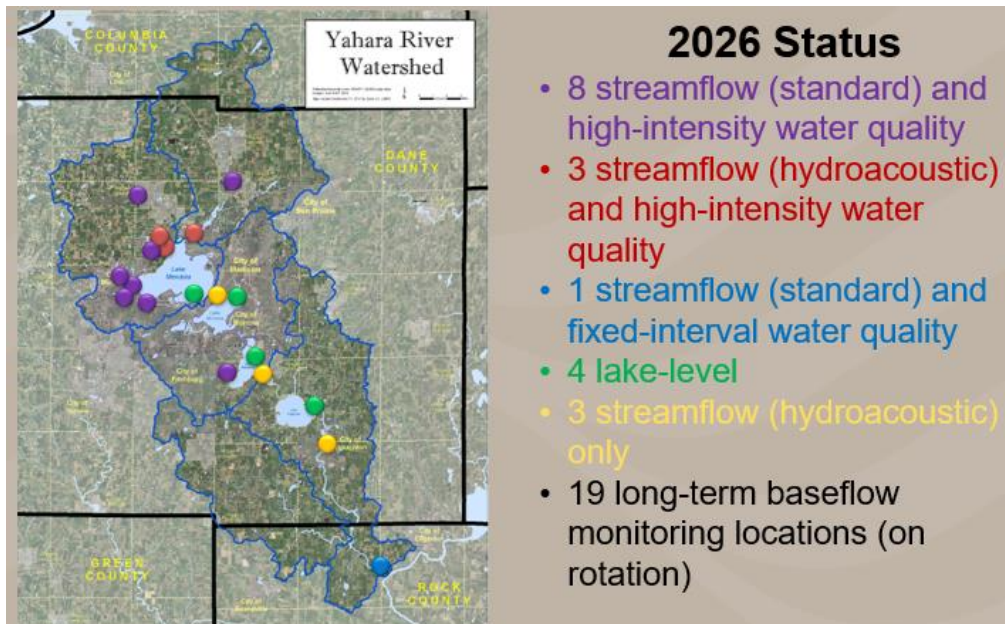
Execute agreement with USGS and local funders.

Summary of USGS Monitoring in the Yahara River Watershed

Dane County benefits from abundant water resources that are vital to its economy and the quality of life for residents and visitors. However, many streams and lakes in the county suffer from degraded water quality, primarily due to excessive nutrients and sediment from agricultural activities and urban development. In addition, lake levels need to be maintained within regulatory levels to balance competing interests of navigation, flood control, property protection, and fisheries and wildlife. Reliable streamflow, lake level, and water-quality data are essential for identifying trends, evaluating the effectiveness of water-quality improvement practices, developing and calibrating predictive models, regulatory compliance, and guiding water resource planning.

The U.S. Geological Survey has been monitoring in the Yahara River watershed for more than a century. Through sustained efforts and cooperative funding from numerous partners, USGS has developed a long-term, [publicly-accessible database](#) of streamflow, lake stage, and water-quality data. These data are essential for water-resource planning and assessment for streams and lakes throughout Dane County.

The image below shows the locations where USGS currently conducts monitoring within the Yahara River watershed. Following the image is a description of the monitoring activities at each site, the primary funding sources for those activities, and the laboratories where water samples are analyzed.



Dorn Creek - Hwy Q and Hwy M, Sixmile Creek - Hwy 19 and Hwy M:

- Continuous discharge, daily loads and concentrations of TSS, TP, Ortho-P, Nitrate+Nitrite, Ammonium, and TKN, based on analysis of ~80 water samples per year (storm-event samples and monthly baseflow samples). Monthly baseflow samples include analysis of chlorophyll.
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by Yahara WINS, with USGS matching dollars.
- Sample analysis at MMSD, paid directly by Yahara WINS.

Yahara River at Fulton:

- Continuous discharge, daily loads and concentrations of TSS, TP, Ortho-P, Nitrate+Nitrite, Ammonium, and TKN, based on analysis of ~25 water samples per year (3-week fixed-interval sampling plus some event sampling).
- 15th of the month samples to meet WisCALM guidelines.
- Funding for continuous discharge provided by MMSD, with USGS matching dollars.
- Funding for sampling and loads provided by Yahara WINS, with USGS matching dollars.
- Sample analysis at MMSD, paid directly by Yahara WINS.

Pheasant Branch Creek at Parmenter:

- Continuous discharge, daily loads and concentrations of Suspended Sediment, TP, Ortho-P, based on analysis of ~80 water samples per year (storm-event samples and monthly baseflow samples).
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by City of Middleton and Dane Co., with USGS matching dollars.
- Sample analysis at WSLH, paid directly by DNR.

Pheasant Branch Creek at Hwy 14 and at Airport Road:

- Continuous discharge, daily loads and concentrations of Suspended Sediment, TP, Ortho-P, based on analysis of ~80 water samples per year (storm-event samples and monthly baseflow samples).
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by City of Middleton, with USGS matching dollars.
- Sample analysis at WSLH, paid directly by City of Middleton.

Yahara River at Windsor:

- Continuous discharge, daily loads and concentrations of Suspended Sediment, TP, Ortho-P, Nitrate+Nitrite, Ammonium, and TKN, based on analysis of ~100 water samples per year (storm event samples and monthly baseflow samples).
- 15th of the month samples to meet WisCALM guidelines.

- Funding provided by Dane Co., with USGS matching dollars.
- Sample analysis at WSLH, paid directly by DNR.

Yahara River at Hwy 113:

- Continuous discharge, daily loads and concentrations of Suspended Sediment, TP, Ortho-P, based on analysis of ~50 water samples per year (storm event samples and monthly baseflow samples).
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by DNR, Dane Co., Town of Westport, with USGS matching dollars.
- Sample analysis at WSLH, paid directly by DNR.

Spring Harbor Storm Sewer:

- Continuous discharge, daily loads and concentrations of Suspended Sediment, TP, Ortho-P, and TKN based on analysis of ~150 water samples per year (storm event samples and monthly baseflow samples). Daily loads and concentrations of Chloride based on regressions with continuous specific conductance data and ~20 Chloride samples per year.
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by City of Madison, with USGS matching dollars.
- Sample analysis at WSLH (Suspended Sediment) paid by the City of Madison, with USGS matching dollars.
- Sample analysis at MMSD (all other constituents) paid directly by Yahara WINS.

Swan Creek at Lalor Road:

- Continuous discharge, daily loads and concentrations of TSS, TP, Ortho-P, and Nitrate plus Nitrite based on analysis of ~80 water samples per year (storm event samples and monthly baseflow samples). Daily loads and concentrations of Chloride based on regressions with continuous specific conductance data and ~20 Chloride samples per year.
- 15th of the month samples to meet WisCALM guidelines.
- Funding provided by City of Fitchburg, with USGS matching dollars.
- Sample analysis at WSLH paid directly by City of Fitchburg.

Lakes Mendota, Monona, Kegonsa, and Waubesa.

- Continuous water levels.
- Funding provided by Dane County with USGS matching dollars.

Streamflow Gages at Yahara River at E. Main St., Yahara River at McFarland, Yahara River at Stoughton, and Black Earth Creek at Black Earth:

- Continuous discharge.
- Funding provided by Dane County with USGS matching dollars.

Rotating Baseflow Samples.

- 18 Monitoring locations sampled 3x per year, during the growing season, baseflow conditions only, roughly once every 4 years.
- Discrete measurements for each visit: barometric pressure, air temperature, discharge, dissolved oxygen, pH, specific conductance, water temperature, chloride, ammonia, Nitrate+Nitrite, nitrite, ortho-P, total P, total nitrogen, *E. Coli*, and suspended sediment.
- Funding provided by Dane County, with USGS matching dollars.
- Sample analysis at USGS National Water Quality Lab paid by USGS from CARPC agreement (Dane County and USGS matching dollars).

What have we learned from monitoring, how can the data be used, what can we continue to learn from the data? The following are a few examples of benefits/uses of the monitoring data. For a more comprehensive discussion of uses of monitoring data and the water-quality challenges that we face in the Yahara River watershed, see the “State of the Science” section of the [Renew the Blue](#) action plan.

- **Long-term monitoring reveals trends.** For example, Pheasant Branch Creek shows a sharp decline in flow-weighted phosphorus loads in the 1990s–2000s, then leveling off over time. The Yahara River at Windsor shows a somewhat similar pattern. Despite these flow-weighted reductions, overall phosphorus loads to Lake Mendota remain largely unchanged due to increased streamflow.
- **Streamflow and lake stage data guide dam operations.** Dane County uses these data to manage gate settings at controlling dams, maintaining lake levels within set limits to protect shorelines and support recreation.
- **Water-quality data informs nutrient and sediment loading.** Combined with in-lake data from UW–Madison and others, these measurements help managers understand watershed inputs and lake responses.
- **Upstream/downstream site pairs track changes through the system.** Configurations like Dorn at Hwy Q and Dorn at Hwy M and Yahara R at Windsor and Hwy 113 show how concentrations change before entering lakes, including impacts of projects like Suck the Muck dredging.
- **Concentration data supports compliance assessment.** Monitoring under WisCALM guidelines helps determine if streams meet Wisconsin’s phosphorus standard.

What is the value of continuing monitoring?

- **Protects Community Assets:** Supports decisions that safeguard property, recreation, and public health.
- **Measures Progress:** Tracks effectiveness of millions invested in conservation and stormwater management.
- **Adapts to Change:** Provides baseline data for responding to land-use changes, climate variability, and emerging pollutants.
- **Enables Collaboration:** Supplies trusted, unbiased data for local governments, utilities, and watershed groups.

Challenges

The Yahara watershed monitoring program is a cornerstone of water quality improvement and lake management efforts. Continued investment ensures informed decision-making, accountability for conservation actions, and resilience in the face of watershed land use and environmental change. However, Funding USGS monitoring in the Yahara River watershed has become more challenging as costs rise, budgets are constrained, and USGS matching contributions decrease. Our goal is to ensure that the right data are collected at the right locations and that sustainable funding is secured to meet the needs of community stakeholders. We are sending out a survey to gather input on these needs. Your feedback is critical to shaping the future of water-quality monitoring in the Yahara watershed—help us ensure that the data collected truly meets the needs of our community.



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Upper Midwest Water Science Center
1 Gifford Pinchot Drive
Madison, WI 53726

March 4, 2026

Matthew Kozlowski

Capital Area Regional Planning Commission
100 State Street Suite 400
Madison, WI 53703

Dear Matthew Kozlowski:

Enclosed is our standard joint-funding agreement 26NKJFA026 between the U.S. Geological Survey Upper Midwest Water Science Center and Capital Area Regional Planning Commission for negotiated deliverables (see attached), during the period January 1, 2026 through December 31, 2026 in the amount of \$167,000 from your agency. U.S. Geological Survey contributions for this agreement are \$79,000 for a combined total of \$246,000. Please sign and return one fully-executed original to Lisa Meicher at lmeicher@usgs.gov or mail to the address above.

Federal law requires that we have a signed agreement before we continue work. Please return the signed agreement. If, for any reason, the agreement cannot be signed and returned, please contact Todd Stuntebeck at (608) 235-9505 or email tdstunte@usgs.gov to make alternative arrangements.

This is a fixed cost agreement to be billed quarterly via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Lisa Meicher at lmeicher@usgs.gov.

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

**STEVEN
PETERSON** Digitally signed by
STEVEN PETERSON
Date: 2026.04.07 13:10:17
-05'00'

Steven M Peterson
Center Director

Enclosure
26NKJFA026 (2)

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of January 1, 2026, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Capital Area Regional Planning Commission party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for negotiated deliverables (see attached), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) \$79,000 by the party of the first part during the period
January 1, 2026 to December 31, 2026

(b) \$167,000 by the party of the second part during the period
January 1, 2026 to December 31, 2026

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/office-of-science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR

Customer #: 600008630
Agreement #: 26NKJFA026
Project #:
TIN #:

Water Resource Investigations

9. Billing for this agreement will be rendered **quarterly**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Todd Stuntebeck
Supervisory Physical Scientist
Address: One Gifford Pinchot Drive
Madison, WI 53726
Telephone: (608) 235-9505
Fax: (608) 821-3817
Email: tdstunte@usgs.gov

Customer Technical Point of Contact

Name: Melissa Michaud
Address: 100 State Street Suite 400
Madison, WI 53703
Telephone: (608) 474-6019
Fax: (n/a)
Email: melissam@capitalarearpc.org

USGS Billing Point of Contact

Name: Lisa Meicher
Budget Analyst
Address: 6006 Schroeder Rd
Madison, WI 53711-2531
Telephone: 608-270-2410
Fax: (608) 982-7368
Email: lmeicher@usgs.gov

Customer Billing Point of Contact

Name: Matthew Kozlowski
Address: 100 State Street Suite 400
Madison, WI 53703
Telephone: (608) 474-6016
Fax: (n/a)
Email: matthewkoz@capitalarearpc.org

U.S. Geological Survey
United States
Department of Interior

Capital Area Regional Planning Commission

By STEVEN PETERSON
Name: Steven M Peterson
Title: Center Director

Signature
Digitally signed by STEVEN PETERSON
Date: 2026.04.07 13:10:57 -05'00'

Signatures

By _____ Date: _____

Name:

Title:

By _____ Date: _____

Name:

Title:

By _____ Date: _____

Name:

Title:

Overview of Scope of work for the CARPC agreement.

Streamflow, lake stage, and water-quality data are collected at numerous continuous-record sites. The number of monitoring locations can vary slightly each year – this is dependent upon the needs of collaborative partners.

Data are available online on [NWIS Web](#). Selected data are also available at [INFOS Yahara](#).

The following is the list of monitoring locations and data collected in 2016

Streamflow, suspended sediment, total phosphorus, ortho-phosphorus, nitrate plus nitrite, ammonium, total Kjeldahl nitrogen

- 05427718 YAHARA RIVER AT WINDSOR, WI

Streamflow, suspended sediment, total phosphorus, ortho-phosphorus

- 05427850 YAHARA RIVER AT STATE HIGHWAY 113 AT MADISON, WI
- 05427948 PHEASANT BRANCH AT MIDDLETON, WI
- 05427943 PHEASANT BRANCH AT AIRPORT ROAD NEAR MIDDLETON, WI
- 054279465 S FORK PHEASANT BRANCH @ DEMING WAY @ MIDDLETON, WI

Streamflow, suspended sediment, total suspended solids, total phosphorus, total Kjeldahl nitrogen, chloride

- 05427965 SPRING HARBOR STORM SEWER AT MADISON, WI

Lake stage only

- 05428000 LAKE MENDOTA AT MADISON, WI
- 05429000 LAKE MONONA AT MADISON, WI
- 05429485 LAKE WAUBESA AT MC FARLAND, WI
- 25715089164700 LAKE KEGONSA AT BARBER DRIVE NEAR STOUGHTON, WI

Streamflow only

- 05428500 YAHARA RIVER AT EAST MAIN STREET AT MADISON, WI
- 05429500 YAHARA RIVER AT MC FARLAND, WI
- 05429700 YAHARA RIVER @ FORTON STREET BRIDGE @ STOUGHTON, WI
- 05430150 BADFISH CREEK NEAR COOKSVILLE, WI

Long-term baseflow water-quality sampling sites: measuring streamflow, water temperature, dissolved oxygen, pH, specific conductance, suspended

sediment, chloride, ammonium, nitrate plus nitrite, nitrite, ortho-phosphorus, total nitrogen, E. Coli

- 05429150 MURPHY CREEK AT MADISON, WI (warmwater stream)
- 05427800 TOKEN CREEK NEAR MADISON, WI (coldwater stream)
- 05427900 SIXMILE CREEK NEAR WAUNAKEE, WI (warmwater stream)
- 05427930 DORN (SPRING) CREEK AT CT HIGHWAY M NR WAUNAKEE, WI (warmwater stream)
- 05425830 MAUNESHA RIVER-QW SITE-NEAR SUN PRAIRIE, WI (warmwater stream)
- 05427270 KOSHKONONG CREEK NEAR SUN PRAIRIE, WI (wastewater discharge stream)
- 05427507 KOSHKONONG CREEK NEAR ROCKDALE, WI (wastewater discharge stream)
- 05427718 YAHARA RIVER AT WINDSOR, WI (warmwater stream)
- 054064509 BLACK EARTH CK AT STAGECOACH RD NR CROSS PLAINS, WI (coldwater stream)
- 05428650 EAST BRANCH STARKWEATHER CREEK AT MADISON, WI (warmwater stream)
- 05428600 WEST BRANCH STARKWEATHER CREEK AT MADISON, WI (warmwater stream)
- 05429280 NINE SPRINGS CREEK AT MOORLAND RD NEAR MADISON, WI (warmwater stream)
- 05406500 BLACK EARTH CREEK AT BLACK EARTH, WI (coldwater stream)
- 05436000 MOUNT VERNON CREEK NEAR MOUNT VERNON, WI (coldwater stream)
- 05427948 PHEASANT BRANCH AT MIDDLETON, WI (warmwater stream)
- 05429720 YAHARA RIVER NEAR STOUGHTON, WI (wastewater discharge stream)
- 05427800 TOKEN CREEK NEAR MADISON, WI (coldwater stream)
- 05429580 DOOR CREEK NEAR COTTAGE GROVE, WI (warmwater stream)
- 05435980 WEST BRANCH SUGAR RIVER NEAR MT. VERNON, WI (coldwater stream)

2026 Dane County Cooperative Water Resources Monitoring Program

Data Collection Site and Scope of Work	USGS	Dane County	DNR	Westport	Madison	Middleton	Total
1. Spring Harbor Storm Sewer							
- Continuous water level and discharge, precipitation							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~150 samples/yr. analyzed for total P, dissolved ortho-P, total Kjeldahl-N, and total suspended solids (MMSD lab, paid by Yahara WINS)							
- ~150 samples/yr. analyzed for suspended sediment (WSLH, paid directly by USGS)							
- ~15 samples/yr. analyzed for chloride for regression-based load computations (MMSD lab, paid by Yahara WINS)							
- Continuous conductance and water temperature data collected for the computation of chloride loads ¹							
Subtotal	9,500					17,500	27,000
2. Pheasant Branch at Parmenter St.							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid by DNR)			----	2			
Subtotal	9,000	3,000				13,500	25,500
3. Yahara River at Windsor							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, suspended sediment, ammonium-N, nitrate+nitrite-N, and total Kjeldahl-N (WSLH lab, paid by DNR)			----	2			
Subtotal	9,500	17,500					27,000
4. Yahara River at Hwy113							
- Continuous water level and discharge via index-velocity methods							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~50 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid by DNR)			----	2			
Subtotal	2,000	2,000	----	3	2,000		6,000

Continued on P. 2

2026 Dane County Cooperative Water Resources Monitoring Program, con't.

Data Collection Site and Scope of Work	USGS	Dane County	DNR	Westport	Madison	Middleton	Total
5. Baseflow Sampling (4 sites/yr., rotating annual schedule, 3x/yr.)							
- Discharge, dissolved oxygen, pH, specific conductance, and temperature measurements. Analysis of E. Coli and suspended sediment at WSLH, analysis of phosphorus, nitrogen, and chloride at USGS NWQL. All analysis costs paid directly by USGS.							
Subtotal	3,500	7,000					10,500
6. Lake Level Gages							
- Continuous water levels for Mendota, Monona, Kegonsa, and Waubesa							
Subtotal	7,000	13,000					20,000
7. Streamflow Gages							
- Continuous water level and discharge for: Yahara River at Madison (index-velocity), McFarland (difficult index-velocity), and Stoughton (index-velocity); Black Earth Creek at Black Earth (standard stage-discharge)							
Subtotal	26,000	48,000					74,000
8. Strategic Planning and Collaborations							
Plan outreach to share key discussion points, organize a possible meeting to review data, collaborate on future actions, and consider updates to monitoring locations and methods.							
Subtotal	3,000	2,000		2,000	2,000	2,000	11,000
9. Pheasant Branch N. Fork and S. Fork							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid directly by Middleton)							
Subtotal	9,500					35,500	45,000
Grand Totals	79,000	92,500	----	4,000	19,500	51,000	246,000

¹ Funding for data collection and chloride loads provided through separate agreement between USGS and Madison Met Sewerage District.

² Lab analyses performed by the State Lab of Hygiene through separate agreement between the lab and DNR.

³ Partial funding for this monitoring station provided through separate agreement between USGS and DNR.

**COOPERATIVE AGREEMENT BETWEEN
CAPITAL AREA REGIONAL PLANNING COMMISSION AND
THE CITY OF MADISON FOR
DANE COUNTY COOPERATIVE WATER RESOURCES MONITORING PROGRAM**

CY2026 RENEWAL

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

WHEREAS, the parties have an ongoing relationship to cooperate in the monitoring of the water resources within Dane County and wish to continue this cooperation through 2026.

NOW, THEREFORE, LET IT BE RESOLVED that the parties do mutually agree as follows:

1. Purpose. State and local municipalities in Dane County, Wisconsin, have joined together to conduct the systematic monitoring of water resources within Dane County, formally known as the Dane County Cooperative Water Resources Monitoring Program. This program is conducted by the United States Geological Society, hereinafter “USGS,” and funded by the participants, matched by USGS.
2. Term and Renewal. The term of this agreement is January 1, 2026, through December 31, 2026. Upon mutual agreement of the parties, the agreement may be renewed for successive calendar years.
3. Scope of Services. The City’s participation in the program is to fund activities conducted on the Spring Harbor storm sewer and strategic planning. The City will have access to data collected at any of the monitoring stations within the program. Notwithstanding, the City acknowledges that scientific information and data developed as a result of the Scope of Work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-sciencepractices>). Collection sites and contributions by the various participants are set forth in Attachment A, which is hereby incorporated by reference.
4. Payment. The City shall contribute an amount equal to \$19,500 in 2026 to the total cost of the water resources program, which shall be paid to CARPC and then dispersed to USGS via a separate agreement between CARPC and USGS. This amount shall be paid to CARPC within thirty (30) days upon the City’s receipt of an invoice from CARPC, which shall be issued no later than July 1 of each year.
5. Nondiscrimination. In the performance of the services under this agreement, the parties agree to abide by their own respective affirmative action plans and in doing so agree not to discriminate, in violation of any state or federal law, against any employee or applicant because of race, religion, marital status, age, color, gender, disability, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this agreement because of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs.
6. Liability. Each party shall be responsible for all injuries, claims, or losses, including attorney’s fees, arising from or caused by the acts or omissions of its agents or employees. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement.

2026 Dane County Cooperative Water Resources Monitoring Program

Data Collection Site and Scope of Work	USGS	Dane County	DNR	Westport	Madison	Middleton	Total
1. Spring Harbor Storm Sewer							
- Continuous water level and discharge, precipitation							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~150 samples/yr. analyzed for total P, dissolved ortho-P, total Kjeldahl-N, and total suspended solids (MMSD lab, paid by Yahara WINS)							
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- Continuous conductance and water temperature data collected for the computation of chloride loads ¹							
Subtotal	9,500				17,500		27,000
2. Pheasant Branch at Parmenter St.							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid by DNR)			----	2			
Subtotal	9,000	3,000				13,500	25,500
3. Yahara River at Windsor							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, suspended sediment, ammonium-N, nitrate+nitrite-N, and total Kjeldahl-N (WSLH lab, paid by DNR)			----	2			
Subtotal	9,500	17,500					27,000
4. Yahara River at Hwy113							
- Continuous water level and discharge via index-velocity methods							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~50 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid by DNR)			----	2			
Subtotal	2,000	2,000	----	3	2,000		6,000

Continued on P. 2

2026 Dane County Cooperative Water Resources Monitoring Program, con't.

Data Collection Site and Scope of Work	USGS	Dane County	DNR	Westport	Madison	Middleton	Total
5. Baseflow Sampling (4 sites/yr., rotating annual schedule, 3x/yr.)							
- Discharge, dissolved oxygen, pH, specific conductance, and temperature measurements. Analysis of E. Coli and suspended sediment at WSLH, analysis of phosphorus, nitrogen, and chloride at USGS NWQL. All analysis costs paid by USGS.							
Subtotal	3,500	7,000					10,500
6. Lake Level Gages							
- Continuous water levels for Mendota, Monona, Kegonsa, and Waubesa							
Subtotal	7,000	13,000					20,000
7. Streamflow Gages							
- Continuous water level and discharge for: Yahara River at Madison (index-velocity), McFarland (difficult index-velocity), and Stoughton (index-velocity); Black Earth Creek at Black Earth (standard stage-discharge)							
Subtotal	26,000	48,000					74,000
8. Strategic Planning and Collaborations							
Plan outreach to share key discussion points, organize a possible meeting to review data, collaborate on future actions, and consider updates to monitoring locations and methods.							
Subtotal	3,000	2,000		2,000	2,000	2,000	11,000
9. Pheasant Branch N. Fork and S. Fork							
- Continuous water level and discharge							
- Water quality sampling for daily loads computation and adherence to WisCALM sampling guidelines							
- ~80 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid by Middleton)							
Subtotal	9,500					35,500	45,000
Grand Totals	79,000	92,500	----	4,000	19,500	51,000	246,000

¹ Funding for data collection and chloride loads provided through separate agreement between USGS and Madison Met Sewerage District.

² Lab analyses performed by the State Lab of Hygiene through separate agreement between the lab and DNR.

³ Partial funding for this monitoring station provided through separate agreement between USGS and DNR.

Re: Draft CARPC Budget Policy – Staff Presentation and Discussion

Requested Action:

None.

Background:

The CARPC Bylaws address the budgeting process in three places:

ARTICLE IV — BUDGET AND PERSONNEL PANEL

Section 2: Panel Responsibilities

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;

ARTICLE V — COMMITTEES

Section 2: Executive Committee

The Executive Committee shall have the following duties and responsibilities:

- a. Budget:
 - 1. Present a proposed annual budget to the Commission on or about June 1 of each year;
 - 2. Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.

ARTICLE VII — BUDGET AND FINANCES

Section 1: Annual Budget

The Executive Director and Chairperson shall present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year. The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge prior to August 1 of each year.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

Staff Comments:

There is limited guidance right now, in the bylaws or otherwise, to navigate the relationship between the Commission and the BPP regarding budget approvals. There is no guidance anywhere regarding when the budget should be amended. This draft document attempts to resolve those ambiguities.

Attachments:

- 1. DRAFT CARPC Budget Adoption and Amendment Policy - April 2026

Staff Contact:

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

Next Steps:

Consideration for adoption at a future meeting.

Capital Area Regional Planning Commission

Budget Adoption and Amendment Policy

April 2026 DISCUSSION DRAFT

This is a working document; the mechanism for establishing new policy will be determined after the policy preferences are settled, potentially including a standalone policy document adopted by resolution and/or a bylaws amendment.

Purpose

This document is intended to establish clarity for all parties regarding roles and requirements in the adoption and amendment of the CARPC budget.

Roles

Staff	<ul style="list-style-type: none"> • Draft preliminary, final, and amended budgets, including tabular and narrative content • Schedule meetings and hearings • Provide monthly reports to the BPP and Commission and quarterly updates to the BPP using the monthly reports
Budget and Personnel Panel (BPP)	<ul style="list-style-type: none"> • Discuss, revise and approve the Summary Budget with focus on net position and year-to-year changes
Executive Committee	<ul style="list-style-type: none"> • Discuss and revise the Full Budget and make recommendations to the BPP and the commission • Consider BPP guidance and approvals
Commission	<ul style="list-style-type: none"> • Discuss, revise and adopt the Full Budget • Consider BPP guidance and approvals
Accountant	<ul style="list-style-type: none"> • Revise accounting systems as appropriate to reflect adopted or amended budgets • Provide monthly reports to help track performance • Support the annual audit process

Budget Adoption Processes

The annual budgeting process will follow these steps each year (with some allowance to adapt to scheduling challenges or unique circumstances):

March	<ul style="list-style-type: none"> BPP Discussion about Preliminary Budget and County Charge
April	<ul style="list-style-type: none"> Executive Committee Discussion about Preliminary Budget and County Charge
May	<ul style="list-style-type: none"> Continued Executive Committee Discussion about Preliminary Budget and County Charge (if needed)
June	<ul style="list-style-type: none"> Executive Committee Recommendation on Preliminary Budget and County Charge Commission presentation and discussion on Preliminary budget and County Charge (no action); BPP Discussion and approval of the Preliminary Budget (Summary only) and County Charge
July	<ul style="list-style-type: none"> Commission discussion and action on the Preliminary Budget and County Charge CARPC Chair certifies County Charge to Dane County
September	<ul style="list-style-type: none"> BPP discussion, revision and approval of the Final Summary Budget Executive Committee discussion, revision and recommendation of the Final Full Budget Commission public hearing, discussion, revision and adoption of the Final Full Budget

Variations Limits Between Summary Budget and Full Budget

The Summary Budget approved by the BPP is intended as a high-level framework within which the Commission will have responsibility to establish and monitor more detailed budgetary guidance for the Agency. The Commission may approve a Full Budget that varies from the BPP-approved summary budget, within the following limits:

- No change in the County Charge
- No change in Net Position (positive or negative) greater than 2% of the BPP-approved Net Expenditures, and the Commission-approved budget must show compliance with the adopted Operating Reserve Policy
- No increase in staffing greater than 0.25 FTE

Budget Amendments

Operating results can vary from the adopted budget for many reasons. This section establishes guidelines for when a budget amendment is or is not required.

Amendment Triggers

The following conditions should trigger an amendment to the budget. Items on this list that are within the control of the Agency may not proceed until the budget is amended.

- Cancellation of a contract or grant that had been included in the adopted budget and that provided funding for at least 0.25 FTE.
- A planned staffing change that increases the agency's FTE total by 0.25 or greater.
- Others?

Circumstances That Will NOT Trigger a Budget Amendment

- Changes in pass-through funding that reduce CARPC staff time commitments or increase them by less than 0.25 FTE.
- Gradual increasing variance between actual and planned revenue not within control of the commission, such as increased or reduced sewer service area amendment applications.
- Temporary staffing arrangements for critical agency functions necessitated by unanticipated events (staff departure, medical leave, etc.), if the estimated net increase in cost will not exceed 3% of total budgeted staff costs (salaries, leave time and fringe benefits) budgeted for the year and the change will not alter compliance with the adopted Operating Reserve Policy.
- Others?

Amendment Process

The amendment process will generally mimic the Full Budget adoption process as described for the month of September, with the following guidelines to allow for flexibility regarding the order of approvals:

- The Commission approval must occur after an Executive Committee recommendation
- BPP approval of an Amended Summary Budget can occur before, between or after the Executive Committee and Commission action on the Full Budget, however if there is variance between the Amended Summary Budget and Amended Full Budget exceeding the Variance Limits described in this document, the Amended Full Budget is invalid and the previously adopted budget remains in force until a new Amended Full Budget is adopted that satisfies the Variance Limits.

[Question – should a public hearing with 30-day Class 1 notice always be required for budget amendments? Should we consider dropping the hearing requirement or changing the notification requirement for all amendments, or for amendments within certain thresholds such as no change in staffing or no more than a 2% change in Net Expenditures?]

Amendment Frequency and Timing

The budget is typically adopted in September to satisfy the October 1 deadline described in 66.0309(14)(a).

Budget amendments, if required by this policy, should typically occur in the months of December, March, June or September, enabling BPP review and action without requiring a special meeting. This policy is not intended to prevent an amendment in other months that may be necessary to maintain agency functions or enable an unanticipated opportunity while complying with this policy.

Re: 2027 Preliminary CARPC Budget Scenarios – Staff Presentation and Discussion

Requested Action:

None.

Background:

At the April meeting the Executive Committee reviewed an initial draft 2027 Budget (attached again this month) showing a 0% change in Dane County Levy Charge and a \$120,000 annual shortfall.

The Commission maintains an operating reserve in the range of 30% to 50% of projected operating expenses. Based on this preliminary budget and projected 2026 performance we may start 2027 with operating reserves at 45% of expenses.

It is understood among CARPC staff, Executive Committee members, and Budget and Personnel Commission members that the reserve is for one-time costs and should not be drawn down to cover costs that would continue beyond 2027.

Staff Comments:

Staff prepared and discussed several budget scenarios to explore options for balancing the budget. The options for closing the budget gap are presented here in order of preference and priority for action.

We propose adoption of a 2027 budget in September 2026 that includes assumptions about non-specific grant and fee-for-service revenues – this is similar to our practice with fee-for-service revenue in 2025 and 2026, though the revenue targets will be higher and the inclusion of a target for grant revenue will be new. We would then present for adoption a budget amendment in December 2026 that adjusts those assumptions to reflect current expectations and, if necessary, incorporate additional cost-cutting measures.

Option 1 – Increase Grant Revenue through applications for projects that include funding for CARPC staff time. These can be CARPC-managed projects or partner-managed projects. Opportunities include programs from WDNR, WEM, WDOA, USDA/NRCS, USACE, FEMA, Bock Foundation, etc.

Option 2 – Further increase fee-for-service revenue by seeking more project opportunities. This can dovetail with Option 1.

Option 3 – Reduce non-staff costs. We think we can carve out another \$10,000 with incremental cuts (or assumptions about costs) in a series of categories, including staff recruitment (hopefully that's \$0), computer equipment, commissioner per diems and travel, etc. If critical to prevent a reduction in staffing or wages we could find another \$10,000 through cuts to conferences and training, legal services, and financial services

Option 4 – Reduce staff, staff hours, and/or staff wages. This option would start with invitations to staff to consider reduced-time/reduced pay schedules for a year or more. We can also consider across-the-board pay cuts or elimination of a staff role if other options have not closed the gap.

Attachments:

- 1. Preliminary 2027 Budget

Staff Contact:

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Executive Director
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(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

**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
	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)