

MINUTES
of the
Capital Area Regional Planning Commission

May 14, 2026	Westport Town Hall – 5387 Mary Lake Rd, Waunakee Zoom Webinar	6:00 pm
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Commissioners Present: Steve Greb, Audra Dalsoren, Maureen Crombie, Cynthia Richson, Bill Tishler, Heidi Murphy, Noah Lieberman, David Pfeiffer, Peter McKeever

Commissioners Absent: Jim Schuler, Regina Vidaver, Alison Volk

Staff Present: Jason Valerius, Matthew Kozlowski, Melissa Michaud, Nick Bower, Caitlin Shanahan, Matthew Krempely

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:04 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. PUBLIC HEARING (6:05pm)

a. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria*

- (1) Staff Presentation – Overview of Updated Policies and Criteria document
- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
- (3) Commissioner Questions and Discussion

Melissa Michaud presented an overview of the updated policies and criteria.

Chair Pfeiffer opened the public hearing at 6:24pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:25pm.

4. Consent Agenda (*all items below are actionable items*) (6:26 pm)

- a. **Minutes of April 9, 2026 CARPC Meeting**
- b. **Executive Committee Recommendations**

- (1) **Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources, \$95,000 for 2026**
- (2) **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**
- (3) **Approval of Agreements with USGS and Various Regional Stakeholders for Cooperative Monitoring within the Yahara River Watershed for 2026**

Commissioner Richson and Vice Chair Murphy requested separation of items B1, B2, and B3.

Motion: Vice Chair Murphy moved to approve the remaining items on the Consent Agenda.

Commissioner Richson seconded.

The motion carried unanimously.

Motion: Commissioner McKeever moved approval of items 4.b(1) and 4.b(2). Commissioner Lieberman seconded.

Discussion: Commissioner Richson advised that staff exceeded its authority under CARPC Bylaws, Article II – Section 6, by signing the two contracts in 4.b(1) and 4.b(2) without first obtaining CARPC Commission approval of these contracts, which constitutes a material weakness in internal controls. She further advised that similar contracts had been approved by the Commission in prior years in July of 2025 and June of 2024. Therefore, Commission approval of the current contracts would've been appropriate and timely in May of 2026.

On the motion to approve items 4.b(1) and 4.b(2), the motion carried 8-0-1; Commissioner Richson abstained due to the weakness in internal controls.

Motion: Commissioner Greb moved approval of item 4.b(3). Commissioner Crombie seconded.

Discussion: Commissioner Greb expressed concern that some monitoring stations have more limited parameters or are being discontinued and asks how services compare to previous years.

Melissa Michaud answered that agreements for 2026 will be the same as 2025, but 2027 may see some potential changes due to funding limitations.

On the motion to approve item 4.b(3), the motion carried unanimously.

5. Acknowledgement of Receipt – March 2026 Financial Management Report (*actionable item*) (6:36 pm)

Motion: Commissioner McKeever moved to acknowledge receipt of the March 2026 Financial Management Report. Commissioner Dalsoren seconded.

The motion carried unanimously.

6. Dane County Water Quality Plan: Summary Plan Update – Update on Project and Stakeholder Engagement Process – Staff Presentation and Discussion (6:37 pm)

Nick Bower presented an overview and updates on the Summary Plan update process, including the staff recommendation to rename the Summary Plan to the Water Quality Management Framework.

Commissioner Crombie asked when the plan was last updated and why the delay. Nick Bower answered that the plan was last updated in 2004 and the delay is mostly due to funding limitations and prioritization of updates to other components of the Dane County Water Quality Plan, such as the Environmental Corridors Report.

Vice Chair Murphy asked if staff plan to connect this update to the Regional Development Framework in some way. Nick Bower answered that they're closely connected in many ways and used in tandem to advocate for practices informed by each, but that maintaining them as separate documents is important because some aspects of implementation require focus exclusively on water quality issues, in particular the sewer service area planning process.

7. Water Quality Plan Conformance Review Fees Assessment – Staff Presentation and Discussion (7:07 pm)

Nick Bower provided an overview of the updated fees schedule and report.

Commissioner Richson asked for clarification regarding the decision to charge for environmental corridor reviews as a part of the sewer extension review process, but not during standalone reviews. Nick Bower

answered that environmental corridor reviews are necessary and not optional when an applicant is seeking a sewer extension on a site with environmental corridors, whereas standalone environmental corridor reviews are voluntary consultation inquiries that are beneficial opportunities for conversation with the community and might not happen if a fee is charged.

Jason Valerius asked commissioners if they would prefer to see a public hearing on this item. Commissioner Richson answered that a public hearing would be appropriate.

8. Farmland Stewardship Initiative Update – Staff Presentation and Discussion (7:28 pm)

Caitlin Shanahan provided an overview and update on the farmland stewardship initiative.

Commissioner Richson noted that farmer advocacy organizations have been promoting groundwater mapping in an effort to promote water quality and drinking water health and expressed interest in seeing CARPC add to these efforts.

9. Acceptance of MadREP/USDA Funds for Rural Economic Development Update – Staff Presentation and Discussion (7:58 pm)

Jason Valerius noted that MadREP and USDA may be able to complete the tasks necessary for CARPC to consider acceptance of the funding at the June Commission meeting.

10. Quarterly Report on Work Program Hours – Budget vs. Actual – Staff Presentation and Discussion (8:03 pm)

Jason Valerius presented a summary of the report.

11. CARPC Approach to Public Engagement Related to Sewer Service Area Amendments – Staff Presentation and Discussion (8:08 pm)

Jason Valerius provided an overview of the strategy and approach used by CARPC for public engagement in Sewer Service Area Amendments.

12. Reports (8:16 pm)

a. Commission Chair

None

b. Executive Director

(1) Program and Services Updates

(2) Partnership Updates

Jason Valerius provided highlights from the Executive Director's report.

13. Future Agenda Items (next meeting June 11, 2026, via Zoom Webinar, 6:00 pm meeting start time)

a. Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* (June)

b. Resolution 2026-XX, Approving the 2027 Preliminary CARPC Budget and Dane County Charge (June)

c. Resolutions for MadREP/USDA Funds (June)

d. 2025 Annual Report Presentation (June)

e. 2025 CARPC Audit (June)

f. Update on Key Performance Indicators for the Regional Development Framework (June)

g. Public Hearing/Applicant Presentation – Sun Prairie Sewer Service Area Amendment – Business Park (July)

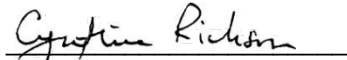
h. Visits/Presentations by Allied Organizations – TBD

14. Adjournment

The meeting was adjourned at 8:18pm following technical difficulties resulting in a loss of quorum shortly before the completion of the Executive Director's Report.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary