

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

May 11, 2026

Zoom Webinar

5:15 pm

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

Commissioners Absent: Maureen Crombie

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of April 6, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion: Vice Chair Murphy moved to approve minutes of the April 6, 2026 meeting. Commissioner McKeever seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – March 2026 Financial Management Report (*actionable item*) (5:17 pm)**

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

The motion carried unanimously.

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*) (5:18 pm)**

Commissioner Richson advised that staff exceeded its authority under CARPC Bylaws, Article II – Section 6, by signing this contract without first obtaining CARPC Commission approval, 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 in June of 2024. Therefore, Commission approval of this contract would've been appropriate in May of 2026.

Jason Valerius noted that the premature signing was an unintended error that will be avoided in the future.

Motion: Vice Chair Murphy moved to recommend approval of the agreement. Commissioner Tishler seconded.

The motion carried 4-0-1; Commissioner Richson abstained due to the weakness in internal controls.

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*) (5:22 pm)**

Commissioner Richson advised that staff exceeded its authority under CARPC Bylaws, Article II – Section 6, by signing this contract without first obtaining CARPC Commission approval, 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 2015 and in June of 2024. Therefore, Commission approval of this contract would've been appropriate in May of 2026.

Jason Valerius provided additional context for the background and purpose of the contract.

Motion: Commissioner McKeever moved to recommend approval of the agreement. Vice Chair Murphy seconded.

The motion carried 4-0-1; Commissioner Richson abstained due to the weakness in internal controls.

7. **Approval of Agreements with USGS and Various Regional Stakeholders for Cooperative Monitoring within the Yahara River Watershed for 2026 (actionable item) (5:27 pm)**

Jason Valerius provided an overview of the agreement.

Motion: Vice Chair Murphy moved to recommend approval of the agreement. Commissioner McKeever seconded.

The motion carried unanimously.

8. **Draft CARPC Budget Policy – Staff Presentation and Discussion (5:29 pm)**

Jason Valerius provided an overview of the draft budget policy.

Commissioner McKeever noted concern that we don't want to create requirements that would force the Commission to make amendments to the budget unnecessarily.

Jason Valerius noted that there is often uncertainty about when an amendment is required and what understanding the various decision makers have about the budget. This policy is intended to remove that uncertainty.

Commissioner Richson noted that budget amendments should be rare and asked for more details on why this policy is necessary.

Chair Pfeiffer noted that CARPC's budget gets adopted earlier in the year than many other units of government, and this often leads to more uncertainty and unknowns.

Vice Chair Murphy asked to hear an opinion from our auditors and/or outside accountants.

Commissioner McKeever stated that some of the opinions and direction should also come from the Budget and Personnel Panel ("BPP").

9. **2027 Preliminary CARPC Budget Scenarios – Staff Presentation and Discussion (5:59 pm)**

Jason Valerius provided an overview of the draft budget policy.

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)
- e. Air Quality Monitoring Discussion

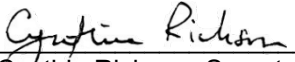
11. Adjournment

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

The motion carried unanimously. Meeting was adjourned at 6:24 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary