



Wisconsin County Highway Association

Board of Directors Meeting

Monday, January 22, 2024 (Winter Road School) - **9:00 a.m.**

Chula Vista Resort – Sierra Room

1000 Chula Vista Parkway

Wisconsin Dells, WI

Virtual Link option: **Microsoft Teams Meeting**

SEE INVITE FROM Patrick Vander Sanden for Link

| Present | Name | Position | Present | Name | Position |
|---------|----------------------------------|-----------------------------------|---------|---------------------------------------|------------------|
| | Roland Hawk – Wood County | President | | Donna Brown-Martin – Milwaukee County | Commissioner |
| | Jon Johnson – Eau Claire County | Past President | | Kyle Kozelka – Crawford County | Commissioner |
| | Robbie Krejci – St. Croix County | Secretary | | Tom Cornford – Crawford County | Committee Member |
| | Jim Griesbach – Marathon County | Treasurer | | Craig Hardy – Iowa County | Commissioner |
| | Marv Thompson- Barron County | Chairman | | Darren Schroeder – Columbia County | Committee Member |
| | Tim Kessler – Washburn County | Past-Chair | | Nathan Check – Portage County | Commissioner |
| | Matthew Budde – Calumet County | Vice Chair | | Jake Hahn – Wood County | Committee Member |
| | Hans Guderyon | LDG Representative | | Brian Duell – Clark County | Commissioner |
| | Patrick Vander Sanden | Executive Director | | Larry Hoekstra – Eau Claire County | Committee Member |
| | Todd Every | Deputy Director | | Dean Steingraber – Outagamie County | Commissioner |
| | Gary Kennedy | Professional Development Director | | Roger Te Stroete – Sheboygan County | Committee member |
| | | | | Troy Schalinske – Vilas County | Commissioner |
| | | | | Ted Cushing – Oneida County | Committee Member |

| | | | | | |
|--|--|--|--|-----------------------------------|------------------|
| | | | | Brian Danielsen – Washburn County | Commissioner |
| | | | | Steve Warndahl – Polk County | Committee Member |

- I. Agenda: Call to Order, Roll Call of Board Members - Chair, M. Thompson
- II. Consider Minutes from Previous Meeting (12/19) - Chair, M. Thompson (attached)
- III. Treasurer’s Report – J. Griesbach
- IV. Professional Development Director’s Report – Gary Kennedy (and Todd Every, WCHA Deputy Director)
- V. Review and discuss 6-20ft Bridge Inventory and Assessment Program
- VI. Review and consider request by WTBA/WCA for Work Zone Safety Curriculum
- VII. Consider Request of WC District to Appoint member to Bridge Committee
- VIII. Review and consider NACE Representative process for WCHA
- IX. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
- X. WCHA President Report – Roland Hawk
- XI. WCHA Executive Director Report of Activities – Patrick Vander Sanden
 - a. Legislative/Policy Updates
 - b. IRS Certification Update
 - c. Update – exploring partnerships with CHEMS/Financial Group
 - d. WCHA future conference event venues - update
 - e. Other
- XII. Board of Directors District Reports
 - a. North Central
 - b. Northeast
 - c. Northwest
 - d. South Central
 - e. Southeast
 - f. Southwest
 - g. West Central
- XIII. Any Other Business Items for Discussion Only - Chair, M. Thompson
- XIV. Possible Agenda Items for the Next Meeting – All
- XV. Next meeting Date & Location – February 27, 2024 (Virtual)
- XVI. Adjournment



Wisconsin County Highway Association

Board of Directors Meeting

December 19, 203

1 pm

Virtual

Microsoft Teams Meeting

SEE INVITE FROM WISCONSIN COUNTY HIGHWAY ASSOCIATION for Link

| Present | Name | Position | Present | Name | Position |
|---------|----------------------------------|-----------------------------------|---------|---------------------------------------|------------------|
| X | Roland Hawk – Wood County | President | X | Donna Brown-Martin – Milwaukee County | Commissioner |
| | Jon Johnson – Eau Claire County | Past President | X | Kyle Kozelka – Crawford County | Commissioner |
| X | Robbie Krejci – St. Croix County | Secretary | X | Tom Cornford – Crawford County | Committee Member |
| X | Jim Griesbach – Marathon County | Treasurer | X | Craig Hardy – Iowa County | Commissioner |
| X | Marv Thompson- Barron County | Chairman | | Darren Schroeder – Columbia County | Committee Member |
| X | Tim Kessler – Washburn County | Past-Chair | X | Nathan Check – Portage County | Commissioner |
| X | Matthew Budde – Calumet County | Vice Chair | X | Jake Hahn – Wood County | Committee Member |
| X | Hans Guderyon | LDG Representative | | Brian Duell – Clark County | Commissioner |
| X | Patrick Vander Sanden | Executive Director | | Larry Hoekstra – Eau Claire County | Committee Member |
| X | Todd Every | Deputy Director | X | Dean Steingraber – Outagamie County | Commissioner |
| | Gary Kennedy | Professional Development Director | | Roger Te Stroete – Sheboygan County | Committee member |
| X | Whitney Wilgus | Impact | X | Troy Schalinske – Vilas County | Commissioner |
| X | Ron Chamberlain | | X | Ted Cushing – Oneida County | Committee Member |

| | | | | | |
|--|--|--|---|-----------------------------------|------------------|
| | | | X | Brian Danielsen – Washburn County | Commissioner |
| | | | X | Steve Warndahl – Polk County | Committee Member |

- I. Agenda: Call to Order, Roll Call of Board Members - Chair, M. Thompson
 - a. The meeting was called to order at 1:00 pm CT.
- II. Consider Minutes from Previous Meeting (10/31) - Chair, M. Thompson (attached)
 - a. A motion was made by St. Croix and seconded by Oneida to approve the minutes as presented. The motion carried.
- III. Treasurer’s Report – J. Griesbach
 - a. Griesbach provided an update on the financial statement. Future reports will present budget versus actuals.
- IV. Professional Development Director’s Report – Gary Kennedy (and Todd Every, WCHA Deputy Director)
 - a. There is a Conference Coordinating Committee meeting coming up in January.
- V. 2024 WCHA Scholarship Winners – Gary Kennedy, CHAPPS
 - a. The scholarship recipients were included in the meeting materials.
- VI. Board of Directors appointment of LDG Liaison
 - a. Vander Sanden noted that Norby was previously the liaison to the LDG Committee. Bryan Olson, new Sheboygan commissioner, has expressed interest in serving in the role.
 - b. A motion was made by St. Croix to approve Olson as the LDG representative and seconded by Schalinke. The motion carried.
- VII. 2024 WCHA Meeting & Events Schedule
 - a. Impact will add dates to the website.
- VIII. Review and consider request by WTBA/WCA for Work Zone Safety Curriculum
 - a. Vander Sanden reported that WTBA/WCA were interested in providing a drivers ed curriculum via a vendor they utilize. Thompson suggested including in the curriculum that fines are possible. Steingraber agreed that it should be supported. Griesbach noted that increase of 5-1-1, coordination of media outlets to raise awareness, and gas pump videos are current efforts being explored.
 - b. Hawk moved to suggest Vander Sanden reach out to WTBA/WCA to determine how WCHA can support in addition to a contribution. Steingraber seconded. The motion passed.
- IX. Review and consider proposal to expand WCHA officer slate and reduce length of office terms
 - a. Hawk reviewed the proposal from the Executive Committee to expand the officer slate to four officers, serving one year each in those terms. Krejci noted that implementation would include electing a secretary this year, and this would be voted on by the membership at the Summer Road School. Hawk

moved to take the proposal to the full assembly for discussion, then bring back in June for approval based on the discussion. Budde seconded.

- X. Review of Executive Director Annual Review and salary adjustment
 - a. Hawk went through a review process with Vander Sanden, which was positive. The Executive Committee has moved to increase Vander Sanden's salary by 5% in 2024. Oneida County seconded. The motion carried.
 - b. Hawk noted that due to the lapse in tax status, WCHA was unable to establish a retirement plan for Vander Sanden. In the offer letter, a contribution was noted, but WCHA has been unable to contribute. Hawk moved to increase the original retirement contribution for 2023 by 4.5% due to the lapse in contributions. Milwaukee seconded. The motion carried.
- XI. Review and consider proposed 2024 WCHA Budget
 - a. Griesbach reviewed the draft budget with the Board of Directors. Wood moved to approve the 2024 budget; Iowa seconded. The motion passed.
- XII. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
- XIII. WCHA President Report – Roland Hawk
 - a. Hawk shared his president's report, which included a number of meetings attended by WCHA leadership. Infotech will be attending the Winter Road School to present on a local bidding platform. Anytime a county is more than three months behind on submitting invoices, WCHA will reach out. DNR is looking for more coordination on maintenance projects for non-emergency.
- XIV. WCHA Executive Director Report of Activities – Patrick Vander Sanden
 - a. Legislative/Policy Updates
 - i. Vander Sanden provided an update on three bills. Work Zone Safety bill received a hearing on December 5. AB514 at the hearing Indemnification is often written out already; one of the sponsors has removed themselves from the bill. ARIP – a group of stakeholders have been assembled to take a look at that. DOT will be putting out a two page application online.
 - b. IRS Certification Update
 - i. WCHA will have this for their review by next week.
 - c. WisDOT request of Counties to create a 'generic' email for permitting purposes
 - i. This would also benefit WCHA.
 - d. Other
- XV. Board of Directors District Reports
 - a. North Central
 - b. Northeast – last meeting November 9.
 - c. Northwest – didn't meet last month.
 - d. South Central – were supposed to meet today but it was canceled. Held a joint meeting in early November on RMAs.

- e. Southeast – Hope to schedule meeting for January or early February. Discussions have been on email on various programs.
 - f. Southwest – Met two weeks ago to discuss the LRIP pilot.
 - g. West Central
- XVI. Any Other Business Items for Discussion Only - Chair, M. Thompson
- a. Work Zone Safety Subcommittee has not met in a while.
 - b. Dunn County Commissioner – twins
- XVII. Possible Agenda Items for the Next Meeting – All
- a. Current president will discuss with Patrick on how we work with the LDG
- XVIII. Next meeting Date & Location – January 22, 2024, 9 a.m. Winter Road School
- XIX. Adjournment
- XX. Adjourned at 2:36 pm CT.

Wisconsin County Highway Association

Budget vs. Actuals: Budget_FY23_P&L - FY23 P&L

January - December 2023

| | TOTAL | | | |
|---|---------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| Associate Member Dues | 50,400.00 | 60,000.00 | -9,600.00 | 84.00 % |
| Commissioner's Spring Training Conference | 7,607.00 | 3,750.00 | 3,857.00 | 202.85 % |
| Commissioner's Fall Training Conference | 7,227.00 | 3,750.00 | 3,477.00 | 192.72 % |
| Interest Income | 606.70 | | 606.70 | |
| LDG Road School | 120,906.00 | 105,000.00 | 15,906.00 | 115.15 % |
| LRIP Administrative Fee Income | 60,600.95 | | 60,600.95 | |
| Misc. Income | 89.15 | | 89.15 | |
| Misc. Training | | 17,000.00 | -17,000.00 | |
| NACE | 22,825.00 | 18,000.00 | 4,825.00 | 126.81 % |
| Pesticide Training - Waukesha County | 9,593.00 | | 9,593.00 | |
| Pesticide Training - Waupaca County | 7,958.00 | | 7,958.00 | |
| Snow Fighter Training Income | 25,475.00 | | 25,475.00 | |
| Special Revenue (US Communities) | 1,753.96 | 2,000.00 | -246.04 | 87.70 % |
| Summer Road School | 112,599.15 | 120,000.00 | -7,400.85 | 93.83 % |
| SRS Booth Income | 23,588.00 | | 23,588.00 | |
| SRS Golf Income | 11,215.85 | | 11,215.85 | |
| SRS Sponsorship Income | 13,833.00 | 12,000.00 | 1,833.00 | 115.28 % |
| Total Summer Road School | 161,236.00 | 132,000.00 | 29,236.00 | 122.15 % |
| WI Flagger Handbook Instructor Training - Brown County | 2,475.00 | | 2,475.00 | |
| WI Flagger Handbook Instructor Training - Chippewa County | 4,158.00 | | 4,158.00 | |
| WI Flagger Handbook Instructor Training - Columbia County | 3,366.00 | | 3,366.00 | |
| Winter Road School | 148,623.00 | 130,000.00 | 18,623.00 | 114.33 % |
| Winter Road School - Auction | 9,155.00 | | 9,155.00 | |
| Total Winter Road School | 157,778.00 | 130,000.00 | 27,778.00 | 121.37 % |
| Total Revenue | \$644,054.76 | \$471,500.00 | \$172,554.76 | 136.60 % |
| GROSS PROFIT | \$644,054.76 | \$471,500.00 | \$172,554.76 | 136.60 % |
| Expenditures | | | | |
| Administrative Services Expense | 67,788.51 | 80,000.00 | -12,211.49 | 84.74 % |
| ATSSA Expense | 450.00 | 425.00 | 25.00 | 105.88 % |
| Bank & Credit Card Fees | 12,271.68 | | 12,271.68 | |
| CHAPPS Scholarships Expense | 20,000.00 | 12,000.00 | 8,000.00 | 166.67 % |
| Commissioner's Fall Training Expenses | 90.00 | | 90.00 | |
| Commissioner's Spring Training Expenses | 5,095.79 | 4,000.00 | 1,095.79 | 127.39 % |
| Deputy Director Expense | 594.20 | | 594.20 | |
| Events Coordinator Expense | 115,812.50 | 93,000.00 | 22,812.50 | 124.53 % |
| Executive Director Expense | 37,058.95 | 39,622.50 | -2,563.55 | 93.53 % |
| Flagger Instructor Training Expense | 4,818.09 | | 4,818.09 | |
| LDG Road School Expenses | 42,610.70 | 40,000.00 | 2,610.70 | 106.53 % |
| Meeting Expenses | 1,216.40 | 4,750.00 | -3,533.60 | 25.61 % |
| Misc. Expense | 109.00 | 7,000.00 | -6,891.00 | 1.56 % |
| NACE Conferences (Annual) Executive Expense | 12,620.21 | 16,500.00 | -3,879.79 | 76.49 % |
| NACE Dues Expense | 22,825.00 | 18,000.00 | 4,825.00 | 126.81 % |

Wisconsin County Highway Association

Budget vs. Actuals: Budget_FY23_P&L - FY23 P&L

January - December 2023

| | TOTAL | | | |
|--|---------------------|-----------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NACE Exp. Reimbursement | 2,629.70 | 5,000.00 | -2,370.30 | 52.59 % |
| NACO Conference Expense | | 1,800.00 | -1,800.00 | |
| Office Supplies Expense | 6,312.34 | 12,900.00 | -6,587.66 | 48.93 % |
| Payroll Expenses | | | | |
| Health Reimbursement | 4,236.85 | 3,600.00 | 636.85 | 117.69 % |
| Other Payroll Expenses | 2,125.00 | | 2,125.00 | |
| Taxes | 10,034.19 | 11,960.00 | -1,925.81 | 83.90 % |
| Wages | 103,461.54 | 112,279.92 | -8,818.38 | 92.15 % |
| Total Payroll Expenses | 119,857.58 | 127,839.92 | -7,982.34 | 93.76 % |
| Pesticide Training Expense | 9,568.97 | | 9,568.97 | |
| Professional Services Expense | 13,865.60 | 20,000.00 | -6,134.40 | 69.33 % |
| Snow Fighter Training Expense | 50,800.00 | | 50,800.00 | |
| Summer Road School Expense | 49,203.66 | 40,000.00 | 9,203.66 | 123.01 % |
| TDA Dues Expense | 235.00 | 235.00 | 0.00 | 100.00 % |
| TDA Fly In Expenses (BOD) | 2,165.21 | 4,500.00 | -2,334.79 | 48.12 % |
| TDA Fly In Expenses (Executive) | 8,357.44 | 9,000.00 | -642.56 | 92.86 % |
| TDA Sponsorships | 700.00 | 700.00 | 0.00 | 100.00 % |
| WCHA Website Expense | 293.60 | | 293.60 | |
| Winter Road School Expenses | 35,559.78 | 40,000.00 | -4,440.22 | 88.90 % |
| Winter Road School - Auction Expenses | 938.40 | | 938.40 | |
| Total Winter Road School Expenses | 36,498.18 | 40,000.00 | -3,501.82 | 91.25 % |
| Work Zone Safety Comm. Expense | | 3,500.00 | -3,500.00 | |
| Total Expenditures | \$643,848.31 | \$580,772.42 | \$63,075.89 | 110.86 % |
| NET OPERATING REVENUE | \$206.45 | \$ -109,272.42 | \$109,478.87 | -0.19 % |
| NET REVENUE | \$206.45 | \$ -109,272.42 | \$109,478.87 | -0.19 % |

Wisconsin County Highway Association

Statement of Activity

January - December 2023

| | TOTAL |
|---|---------------------|
| Revenue | |
| Associate Member Dues | 50,400.00 |
| Commissioner's Spring Training Conference | 7,607.00 |
| Commissioner's Fall Training Conference | 7,227.00 |
| Interest Income | 606.70 |
| LDG Road School | 120,906.00 |
| LRIP Administrative Fee Income | 60,600.95 |
| Misc. Income | 89.15 |
| NACE | 22,825.00 |
| Pesticide Training - Waukesha County | 9,593.00 |
| Pesticide Training - Waupaca County | 7,958.00 |
| Snow Fighter Training Income | 25,475.00 |
| Special Revenue (US Communities) | 1,753.96 |
| Summer Road School | 112,599.15 |
| SRS Booth Income | 23,588.00 |
| SRS Golf Income | 11,215.85 |
| SRS Sponsorship Income | 13,833.00 |
| Total Summer Road School | 161,236.00 |
| WI Flagger Handbook Instructor Training - Brown County | 2,475.00 |
| WI Flagger Handbook Instructor Training - Chippewa County | 4,158.00 |
| WI Flagger Handbook Instructor Training - Columbia County | 3,366.00 |
| Winter Road School | 148,623.00 |
| Winter Road School - Auction | 9,155.00 |
| Total Winter Road School | 157,778.00 |
| Total Revenue | \$644,054.76 |
| GROSS PROFIT | \$644,054.76 |
| Expenditures | |
| Administrative Services Expense | 67,788.51 |
| ATSSA Expense | 450.00 |
| Bank & Credit Card Fees | 12,271.68 |
| CHAPPS Scholarships Expense | 20,000.00 |
| Commissioner's Fall Training Expenses | 90.00 |
| Commissioner's Spring Training Expenses | 5,095.79 |
| Deputy Director Expense | 594.20 |
| Events Coordinator Expense | 115,812.50 |
| Executive Director Expense | 37,058.95 |
| Flagger Instructor Training Expense | 4,818.09 |
| LDG Road School Expenses | 42,610.70 |
| Meeting Expenses | 1,216.40 |
| Misc. Expense | 109.00 |
| NACE Conferences (Annual) Executive Expense | 12,620.21 |
| NACE Dues Expense | 22,825.00 |

Wisconsin County Highway Association

Statement of Financial Position

As of December 31, 2023

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| AffiniPay Clearing | 7,329.00 |
| Associated Checking | 244,825.25 |
| Associated Conference Checking | 189,035.78 |
| Associated Money Market | 202,560.00 |
| Road School Checking | 2,000.00 |
| Total Bank Accounts | \$645,750.03 |
| Total Current Assets | \$645,750.03 |
| TOTAL ASSETS | \$645,750.03 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable (A/P) | 21,179.13 |
| Total Accounts Payable | \$21,179.13 |
| Other Current Liabilities | |
| Direct Deposit Payable | 2,137.70 |
| Payroll Liabilities | |
| Federal Taxes (941/943/944) | 21,010.62 |
| Federal Unemployment (940) | 24.00 |
| WI Income Tax | 4,736.42 |
| WI SUI Employer | 2,095.38 |
| Total Payroll Liabilities | 27,866.42 |
| Prepaid Winter Road School | 109,246.00 |
| Total Other Current Liabilities | \$139,250.12 |
| Total Current Liabilities | \$160,429.25 |
| Total Liabilities | \$160,429.25 |
| Equity | |
| Opening Balance Equity | 549,205.73 |
| Retained Earnings | -64,091.40 |
| Net Revenue | 206.45 |
| Total Equity | \$485,320.78 |
| TOTAL LIABILITIES AND EQUITY | \$645,750.03 |

Wisconsin County Highway Association

Statement of Activity

January - December 2023

| | TOTAL |
|--|---------------------|
| NACE Exp. Reimbursement | 2,629.70 |
| Office Supplies Expense | 6,312.34 |
| Payroll Expenses | |
| Health Reimbursement | 4,236.85 |
| Other Payroll Expenses | 2,125.00 |
| Taxes | 10,034.19 |
| Wages | 103,461.54 |
| Total Payroll Expenses | 119,857.58 |
| Pesticide Training Expense | 9,568.97 |
| Professional Services Expense | 13,865.60 |
| Snow Fighter Training Expense | 50,800.00 |
| Summer Road School Expense | 49,203.66 |
| TDA Dues Expense | 235.00 |
| TDA Fly In Expenses (BOD) | 2,165.21 |
| TDA Fly In Expenses (Executive) | 8,357.44 |
| TDA Sponsorships | 700.00 |
| WCHA Website Expense | 293.60 |
| Winter Road School Expenses | 35,559.78 |
| Winter Road School - Auction Expenses | 938.40 |
| Total Winter Road School Expenses | 36,498.18 |
| Total Expenditures | \$643,848.31 |
| NET OPERATING REVENUE | \$206.45 |
| NET REVENUE | \$206.45 |

Wisconsin County Highway Association

Statement of Activity

December 2023

| | TOTAL |
|---------------------------------|--------------------|
| Revenue | |
| Associate Member Dues | 1,800.00 |
| Interest Income | 51.60 |
| LDG Road School | 201.00 |
| LRIP Administrative Fee Income | 60,600.95 |
| Snow Fighter Training Income | 13,050.00 |
| Total Revenue | \$75,703.55 |
| GROSS PROFIT | \$75,703.55 |
| Expenditures | |
| Administrative Services Expense | 4,364.24 |
| Bank & Credit Card Fees | 913.69 |
| CHAPPS Scholarships Expense | 20,000.00 |
| Deputy Director Expense | 594.20 |
| Events Coordinator Expense | 12,000.00 |
| Executive Director Expense | 1,199.43 |
| Office Supplies Expense | 1,286.95 |
| Payroll Expenses | |
| Health Reimbursement | 627.69 |
| Taxes | 1,292.19 |
| Wages | 11,461.54 |
| Total Payroll Expenses | 13,381.42 |
| Professional Services Expense | 182.50 |
| Total Expenditures | \$53,922.43 |
| NET OPERATING REVENUE | \$21,781.12 |
| NET REVENUE | \$21,781.12 |

Wisconsin County Highway Association

Expenditures by Vendor Summary

December 2023

| | TOTAL |
|-----------------------|--------------------|
| Affinipay | 909.69 |
| Associated Bank | 4.00 |
| Attolles Law, S.C. | 182.50 |
| Cardmember Services | 1,222.52 |
| Carolyn Erickson | 2,000.00 |
| Gary Kennedy | 12,000.00 |
| Impact AMC | 4,441.99 |
| Jennifer Blanchard | 2,000.00 |
| Josh Becker | 2,000.00 |
| Justin Schumacher | 2,000.00 |
| Logan Krause | 2,000.00 |
| Mark Brunner | 2,000.00 |
| Nate Minning | 2,000.00 |
| Patrick Vander Sanden | 1,169.32 |
| Ross Tyriver | 2,000.00 |
| Samuel Stauffer | 2,000.00 |
| Todd Every, DD | 594.20 |
| Travis Hofer | 2,000.00 |
| Zoom | 16.79 |
| TOTAL | \$40,541.01 |



TO: WCHA Board of Directors
FR: Patrick Vander Sanden
DATE: January 22, 2023
RE: WCHA Board Meeting Items

WCHA Executive Committee,

Below are summaries tied to items on our Board agenda for January.

Appointment of WCHA Non-Commissioner to the Bridge Committee

The WCHA West Central District recommends the appointment of Greg Haig, St. Croix County Highway Engineer to the Bridge Committee. The WCHA Bylaws default position on standing committee membership states that commissioners should serve on the committees. However, Article VII, Section 4 allows for a non-commissioner to serve on a standing committee if they are recommended by a WCHA District and approved by the Board of Directors (see reference in the Bylaws attached). This item is on the agenda to consider the recommendation of Greg to serve.

Discussion of 6-20ft Bridge Inventory/Assessment Program

The instructional webinar took place this week as well as further information been sent to stakeholders on the 6-20ft Inventory and Assessment Program. This is a 2023-35 State Budget initiative where the operative word is swift. There is an urgency to collect the inventory and the assessment to set up the effort to request state funding to address repairs in the next state budget. Attached is the information that has been provided by WisDOT and the association coalition relating to the specific instructions and timeline.

Transportation Coalition – partnership proposal on Work Zone Safety Curriculum

At a recent Transportation Coalition meeting (WCA, WTBA, TDA, WTA, League, Farm Bureau, etc), there was discussion of the “Oklahoma” curriculum for work zone safety, called “Work Zone Safe”. WTBA provided information that they, and the WCA were already working on an agreement with the provider to offer this as a resource for driver’s education providers in Wisconsin. Eventually, this program would be handed over to WisDOT once the legislature would approve a requirement for this material to be taught in Wisconsin driver’s education. At the last Board meeting, there was discussion about the appropriate contribution that should be made to this effort, and direction was given to WCHA leadership to garner further information. Roland, Robbie and Patrick met with Elise Nelson, who has been managing the effort with WTBA and Tom Robins, who has created and runs the WZ curriculum. Honestly, I believe the 3 of us were wowed by what is being proposed here, which is not only an able curriculum, but an opportunity for great public awareness on work zone safety and reaching young drivers. There’s an opportunity for WCHA to take ownership and be front and center on a scholarship program for participants in the program. As the main sponsor of the scholarship – WCHA will be placed in front of driver’s age young people, and be one of the points of contact on the program, which will be good for forwarding the WZ safety issue and to increase our public profile on this particular issue.

That being said, to make this contribution – which would allow WCHA to champion the scholarship (and the countless PR opportunities that it could bring), would be \$6000. Talking to Roland and Robbie, one avenue to tap for this amount would be to consider the use of funds within our own scholarship account. We look forward to the conversation at the meeting on this item.

Discussion on the NACE Representative Process within WCHA

I have scanned both the WCHA Constitution and Bylaws to determine any official direction on the question on who should be the WCHA representative on the National Association of County Engineers (NACE) Board. Both of these documents are silent on the issue. At the last Executive Committee meeting, there was discussion of the current practice of having the Past-President serve in the role. When the transition of WCHA Officers takes place at Winter Road School, Roland Hawk stated he is ready to take the mantel as the NACE Representative. However, there was a question about whether this position would better be served by a more ‘permanent’ representative such as someone from the ACME group. The Executive Committee would like to discuss this concept further but I am sharing with the Board for comment and feedback.

WCHA Executive Director Report of Activities

Policy/Legislative Items: General update on Legislative and Policy items been developed, supported and monitored.

Executive Director Activities: updates on activities, including training events, planning, etc, since the last Board meeting

IRS Certification Update: I will provide an update on WCHA's efforts to finish up the IRS certification process

CHEMS/Financial Group Partnerships: Since the last Board meeting, I have met with the current President of CHEMS to discuss an arrangement where CHEMS/Financial Group would come under the WCHA umbrella in terms of assistance with conference planning, and some coordination of training and support opportunities. I will provide an update.

WCHA President's Report
(Respectfully Submitted by Roland Hawk)
January 2024

2023 Executive Committee meetings:

01/09/23 @ Virtual BOHM Staff invited unable to attend
02/13/23 @ Wood County Highway, BOHM Staff in attendance
03/13/23 @ Wood County Highway – Hybrid, BOHM Staff in attendance
04/10/23 @ Wood County Highway,
05/08/23 Virtual, BOHM Staff in attendance
06/12/23 @ Wood County Highway, BOHM Staff in attendance
07/10/23 @ Wood County Highway, BOHM Staff in attendance
08/14/23 Virtual, BOHM & WCA Staff in attendance
09/11/23 @ Eau Claire County Highway, BOHM Staff in attendance
10/09/23 Lismore Hotel, Eau Claire, BOHM Staff in attendance
11/13/23 @ Wood County Highway, BOHM Staff in attendance
12/11/23 @ Wood County Highway, BOHM & WCA Staff in attendance

2023 Board of Directors Meetings:

01/25/23 @ Chula Vista Resort – Wisconsin Dells
03/28/23 @ Hotel Retlaw – Fond du Lac
04/13/23 Virtual Special Meeting
04/25/23 Virtual
06/05/23 @ Chula Vista Resort – Wisconsin Dells
07/25/23 Virtual
08/22/23 Portage County Highway Department
09/26/23 Virtual
10/31/23 Virtual
12/19/23 Virtual

WCHA/WisDOT Subcommittee meetings

LRIP Pilot Program
Local Structure 6 – 20 Program

Hiring Employees

January 9, 2023 first employ for WCHA, Executive Director Patrick Vander Sanden started.

September 11, 2023 interviews for WCHA Deputy Director were conducted at the Eau Claire County Highway Department.

October 18, 2023 Offer Letter sent to Todd Every for the WCHA Deputy Director position and was accepted.

December 11, 2023 second employ for WCHA, Deputy Director Todd Every started work.

Extended contract with Professional Development Director through January 2024 to assist with Winter Road School and onboard Deputy Director.

WCHA Business

- Website Development
- News Letter
- IRS Designation
- Employee Review Committee
- Officers Slate 4 – 1 year term positions

Wisconsin Department of Transportation Report

- Bureau of Highway Maintenance Staff routinely attended Executive Committee meetings to exchange and share HMM Policy revisions. There were very few or minor revisions adopted in 2023.
- Local STP Program
 - Funding for roads/streets classified as minor collector & local streets
- RMA budgets
 - Regular meetings with BOHM Staff, quarterly meetings with Secretary Thompson and DTSD Administrator Rebecca Burkel
- LRIP Administration
 - Pilot Program for Town and Municipal projects in WTA Districts 2 & 3
 - Numerous meetings with Pilot Program Committee
 - Contracts with WCHA/CHC & WCHA/WTA
- Local Structures 6 – 20 ft Program
 - Phase I, Inventory
 - Phase II, Assessment

Legislation & Transportation Partner Business

- Green Light Bill
- Drivers Ed Work Zone Safety Bill
- Cameras in Work Zone
- Centralized Local Bidding for Non-WisDOT projects



Local Structures 6 – 20ft: Program Overview

The WisDOT 2023-25 budget includes the following language:

Provide \$12,500,000 to the Joint Committee on Finance SEG supplemental biennial appropriation in 2023-24 for assessment of local bridges and culverts that are less than 20 feet in length and create a biennial DOT SEG appropriation that could receive the funds. Direct DOT to develop a program for counties to assess local bridges and culverts that are 20 feet or under in length, but greater than six feet in length.

WisDOT has developed draft details to administer the program identified above and has discussed with the following local owner representatives:

- Wisconsin Towns Association (WTA)
- Wisconsin League of Municipalities (WLM)
- Wisconsin County Highway Association (WCHA)
- Wisconsin Counties Association (WCA)

Below is a summary of the proposed program to date.

Program Overview

- WisDOT estimates that there are approximately 25,000 structures that meet the definition in the budget language.
 - This estimate is based on GIS information of local roads, mapped waterways, and previous culvert inventory efforts. This estimate aligns with survey information from local owners.
- WisDOT is proposing a phased approach:
 - Phase 1: Inventory
 - Phase 2: Assessment

Phase 1: Inventory

- There are no personnel qualifications necessary to collect inventory information.
- Effort is focused on locating structures and gathering basic inventory information.
 - Goal is to gather as much relevant information that can be efficiently done by personnel with no technical background.
- WisDOT will provide guidance/direction on collecting the information noted below and will be available to answer questions as needed.
- WisDOT will provide information on identified *possible* structure locations to aid the inventory collection effort.
- Information will be uploaded into the Highway Structures Information System (HSIS), an on-line database used to store all Wisconsin bridge information.

Inventory Items to be Collected

- Name of person completing the inventory
- Date of inventory
- Owner
- County
- Municipality
- Road name
- Number of lanes on structure



- Feature under (waterway, dry terrain, pathway, other)
- Latitude/Longitude
- Location description (distance from an intersection)
- Total structure length
- Structure type (pipe culvert, box culvert, girder bridge, etc.)
- Structure material (concrete, steel, etc.)
- Weight limit (if posted)
- Concerns/photos (Intended to identify any critical issues noticed that should be brought to the immediate attention of the owner)

Phase 2: Assessment

Inspections

- Collect condition information on identified structures.
- Work is done by Wisconsin-certified bridge inspectors and submitted to WisDOT via the Highway Structures Information System (HSIS) application.
- WisDOT will provide guidance/direction on collecting the information noted below and will be available to answer questions as needed.
- Condition information will be based on the National Bridge Inspection (NBI) 0 – 9 scale, commonly used for bridges.
 - 7 – 9: Good condition
 - 5 – 6: Fair condition
 - 3 – 4: Poor condition
 - 0 – 2: Severe condition
- For a bridge-like structure, the inspector will rate the superstructure, substructure, and deck based on the NBI scale noted above.
- For a culvert-like structure, the inspector will record a single rating for the structure based on the NBI scale noted above.
- Inspector to supplement NBI rating with notes and photographs detailing significant findings.
- Other items to be collected during the inspection:
 - Structure geometric measurements – dependent on structure type
 - For culvert-type structures: height, barrel length, number of cells
 - For bridge-like structures: deck width, deck thickness, girder dimensions (if present)
 - Approach roadway width
 - Evidence of flooding, structure inundation
 - Supplement with notes and photographs (as appropriate) to support findings.

Load Rating

- As funding allows, structures will be load rated to verify their capacity to safely carry legal-weight traffic.
 - Only bridge-like structures will be considered for a load rating.
 - Load ratings may be prioritized based on condition.
- Load ratings will be performed by a professional engineer or under the supervision of a professional engineer.
- If capacity is found to be inadequate, the structure is load posted or closed.



Program Funding & Administration

The goal is to distribute funding as equitably and efficiently as possible, based on the number of structures in a given county, city, town, or village.

Inventory

- WisDOT and local owner representatives agree on the following payment structure:
 - Local owners reimbursed \$100 per structure inventory that meet the parameters of the budget item as defined by WisDOT.
- Individual local owners will have three options to collect and submit the inventory information:
 - Use their own staff to collect the required information.
 - Coordinate with their respective County Highway Commissioner to have their county collect the required information.
 - Contract with a private-sector agency to collect the required information.
- Regardless of the resourcing method, inventory information will be sent to the County Highway Commissioners for submittal to WisDOT.
- WisDOT will reimburse County Highway Commissioners based on the number of structure inventories received for their respective county. The County Highway Commissioners will be responsible for distributing those funds to local owners, as applicable.

Assessment: Inspections

- WisDOT and local owner representatives agree on the following payment structure:
 - Reimbursement will be \$350 per structure inspection.
- Options to collect and submit inspection information include:
 - Municipalities with staff certified as bridge inspectors and the capacity to resource the effort may inspect structures in their jurisdiction.
 - County Highway Commissioners with county staff certified as bridge inspectors and the capacity to resource the effort will inspect all local structures within their county.
 - If the County Highway Commissioner does not have certified bridge inspectors on staff or does not have capacity to resource the effort, private sector certified bridge inspectors will be used.
- In the case where municipality staff certified as bridge inspectors are used:
 - WisDOT will reimburse County Highway Commissioners based on the number of structure inspections performed, who will then distribute to the appropriate municipality.
- In the case where county staff certified as bridge inspectors are used:
 - WisDOT will reimburse County Highway Commissioners based on the number of structure inspections performed by their staff and uploaded to HSIS.
- In the cases where private sector certified bridge inspectors are used:
 - The Wisconsin Counties Association (WCA) will coordinate with the other local owner organizations (WCHA, WTA, and WLM) to develop scope and execute contracts with private sector inspectors.
 - WCA et al. will coordinate across county lines to take advantage of economy of scale and most efficiently complete the work.



- WisDOT will reimburse WCA based on the number of structure inspections performed by consultant inspectors and uploaded to HSIS.

Assessment: Load Rating

- WisDOT will coordinate with local owner representatives to develop specific direction for the load rating effort.
 - Scope of the load rating effort will be dependent on available funding.
- Load rating will be performed by private sector structural engineers.
- Reimbursement for load ratings will be on a lump sum basis.
- It is expected that contracting and reimbursement will be similar to the process described above for private sector inspections.

Program Timeline

Expected timeline for this effort is as follows.

- Inventory phase:
 - Start: Pending Joint Finance Committee approval, the intent is to start as soon as possible.
 - Local owners must decide on resourcing and inform their County Highway Commissioner by April 15, 2024. To recap, options for resourcing are:
 - Use their own staff.
 - Have county staff collect information.
 - Have an executed contract with a private sector agency to perform the inventory work.
 - WCHA will develop and distribute a form for local municipalities to complete indicating their resourcing choice.
 - Complete: By December 31, 2024
 - Work performed and information submitted to the County Highway Commissioner and WisDOT.
- Assessment phase (inspection):
 - Start: No later than January 1, 2025, possibly concurrent with the inventory phase.
 - Municipalities with staff certified as bridge inspectors must decide on resourcing and communicate to their respective County Highway Commissioner by February 1st, 2024.
 - County Highway Commissioners must decide on resourcing and communicate to Wisconsin Counties Association by February 15th, 2024. To recap, options for resourcing are:
 - Use county bridge inspectors to complete all required inspections in their respective county.
 - Use private sector bridge inspectors, with Wisconsin Counties Association (WCA) executing the consultant contract.
 - Complete: Funds must be encumbered for the inspection effort by June 30, 2025.
- Assessment phase (load rating):
 - Start: To be determined, based on available funding.
 - Complete: Funds must be encumbered for the load rating effort by June 30, 2025.