



Wisconsin Department of Transportation/Wisconsin County Highway Association

Executive Committee Meeting

Monday, March 11, 2024

Time: 10:00 a.m. - Virtual

Virtual: See Link Provided by Meeting Invite

Agenda:

1. Approve meeting minutes from 2/13/24 Executive Committee meeting
2. WisDOT – HMM Policies status/update
 - a. Deferred Maintenance update
 - b. HMM Follow-up
 - c. Truck Mounted Attenuator insurance
 - d. ATV/UTV bill follow-up (mainly want to know status of the bill and any updates from the hearing)
3. Training and Events Update
 - a. 2024 Events – Conversation on Spring Commissioner Training (dates and location)
 - i. Agenda topics for Spring Commissioner Training (updates)
 - b. Winter Road School – January 22-24, 2024 – post road school updates
 - c. Other
4. 6-20ft Bridge Assessment Project
5. LRIP Pilot Commissioner Survey
6. STP-Urban Program – Change Management discussion
7. WCHA – IRS Employer Identification Number
8. CHEMS/County Financial Group Cooperation Update
9. Work Zone Safety Awareness Week, April 15-19, 2024
10. Annual Board of Directors Recommendations for Audit & Insurance – Hannah from Impact
11. Executive Director report
 - a. Policy Items State, Federal Update
 - b. Association Activities and Events
 - c. WCHA Representative to the NACE NC Awards Committee
 - d. Other
12. Any Items for next Agenda
13. Next Meeting Date – April 8, 2024 – Chula Vista Board Room, WI Dells
14. Adjourn



Wisconsin Department of Transportation/Wisconsin County Highway Association

Executive Committee Meeting Minutes

Tuesday, February 13, 2024 (1:00 pm) – Chula Vista, Wisconsin Dells

Present: Robbie Krejci, Roland Hawk, Jim Griesbach, Jon Johnson, Marv Thompson, Matthew Budde, Tim Kessler, Patrick Vander Sanden, Todd Every

WISDOT - David Stertz, John Marchewka, Rebecca Szymkowski, Cassandra Walbrun

1. Approve meeting minutes from 1/08/24 Executive Committee meeting:

Motion by Budde to approve the minutes from the 1-08-24 Executive Committee Meeting. Seconded by Hawk. Motion carried.

2. WisDOT – HMM Policies status/update (general update):

Marchewka reviewed the draft HMM updates.

Summary of Revised Draft Sections of Highway Maintenance Manual

1/25/2024

HMM Policy	HMM Policy Title	Summary of Changes	Date	Status	Comment
02-20-15	GPL Insurance	Clarify reimbursement policy to include only state roadways and require documentation from counties for reimbursement.	1/24/2024	Draft approved by Maintenance Supervisors	Send D. Stertz for WCHA comment.
02-20-20	Eligible Costs/Field Small Tools	Updated for the MPM invoice submittal process	1/24/2024	Draft approved by Maintenance Supervisors	Send D. Stertz for WCHA comment
06-20-86	Snow Removal Materials/ Salt Shed and Loader Building Designs	Counties to cover costs of lean-tos, plan requirements	2/9/2023	Ready for Supervisor Review. Drafted.	Awaiting WCHA comments. Counties were meeting with DSPS.

07-01-25	Adopt A Highway Program	Update criteria for eligible roads	12/5/2023	Supervisors reviewed/accepted changes. To be published.	Send summary to D. Stertz with changes to program.
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1. HMM 02-20-15 Admin/Eligible Costs/General Public Liability Insurance
 - Clarify that the GPL insurance reimbursement is for STH lane miles only. It does not cover other assets as these are covered under other reimbursements.
 - Clarify that documentation of these costs must be submitted to MPM.

2. HMM 02-20-20 Admin/Eligible Costs/Field Small Tools
 - The Eligible tools cost threshold was increased by Machinery Management Committee in 2023 to \$7500 from \$5000. This was reflected in a recent update to the policy.
 - The additional changes included here are to modify the process for submittal of the worksheet through MPM.

3. HMM 06-20-86 Winter Maintenance/Snow Removal Materials/Salt Shed and Loader Building Designs
 - Last time this draft was discussed with WCHA was a year ago.
 - Policy draft includes:
 - References to Lean-To's which are not permitted on state buildings.
 - Requires a prelim salt shed plan to be provided to the region and BHM when a state funded salt shed is requested.
 - Includes the DSPS design approval process.

4. HMM 7-01-25 Roadside Management/General/Adopt-A-Highway Program (*to be published)
 - Update to Section 2.0 Background to identify the department considerations for identifying segments for adoption.
 - Update Section 6.0 Hazardous Materials to clarify if suspected hazards are found to document in cleanup report. These are followed up by counties and regions and proper management procedures from WDNR are followed.
 - Update to Section 7.0 Terms and Conditions provides list of terms consistent with application materials and rules for groups. Terms include safety and training requirements, timelines for pickups, age requirements, etc. Department agrees to provide safety vests, trash bags, signs, training to groups and remove bags after pickup.

Szymkowski reviewed the Deferred Safety and Maintenance Needs on State Highways research project. WISDOT is working with 5 counties to gather estimates for these needs not being addressed. Once gathered, WISDOT will use these estimates to project a statewide need for this maintenance.

3. Training and Events Update

2024 Winter Highway Conference: Every reviewed information from the Winter Highway Conference. The committee members and staff received a lot of positive feedback from the conference. Every stated we will be reviewing the final revenues and expenses soon as the final invoices are in.

2024 Summer Highway Conference: Every and Vander Sanden are working on the registration information for the summer conference.

Spring Commissioner's Training: Every stated the training will be held at the Oneida Hotel in Green Bay on April 2-3. Every and Vander Sanden will be finalizing the agenda topics and registration materials soon.

Fall Commissioners Training: Every is looking into locations to host the meeting.

Pesticide Applicator Certification Training: Every has scheduled three sessions of Pesticide Applicator Certification Training in partnership with UW-Extension and DATCP. Sessions will be April 1 in Waukesha, April 8 in Eau Claire, and April 9 in Waupaca. Registration materials will be available soon.

LDG Annual Conference: Every has met several times with the LDG Conference Planning Committee. The committee has been generating session topics, vendor area improvements, and events.

Every discussed the WCHA's Zoom account. After discussion, the committee agreed there is a need to provide a way to call into virtual meetings. Every will investigate if Microsoft Teams has that capability. If not, the Zoom account will be renewed.

4. 6-20 Foot Bridge Assessment Project

The committee discussed the latest developments with the program. Vander Sanden and Krejci hosted a meeting on 2/12 with the Commissioners to answer questions they have. Continued discussions with the WCA, and other stakeholder groups are ongoing regarding the details on the program and implementation.

5. Discuss Large Events – RFP – next steps:

Vander Sanden and Every reviewed the status of our conference venue search. A draft RFP for venues has been prepared. This will need to be finalized and then sent out to potential hosts. Vander Sanden and Every will move ahead with this project.

6. By Law Changes:

The committee reviewed the current approved changes to the WCHA Bylaws. The update to add the Employee Review Committee and new Vice President position to the organization will be completed for the June Business Meeting.

A subcommittee of the committee will review the bylaws and recommend any further updates needed to the bylaws. Potential updates could include committee consolidations, CHAPPS Committee structure, etc.

7. Higher Yield Banking Alternatives:

Griesbach reviewed the current interest rates on the WCHA accounts. Current interest rate .25%. Associated Bank has offered some higher interest rate CD options to us (7% for a 5-Month CD and 5% for a 7-Month CD).

Discussion on the amount to retain in the regular checking for operating costs.

Motion by Hardy to move \$200,000 into a 5-Month (7%) CD with Associated Bank. Seconded by Krejci. Motion carried.

8. Payments to WTA/League for LRIP Pilot Program:

Vander Sanden provided a summary of the counties in the LRIP Pilot project which have not paid their invoice for the administrative fees. Discussion.

The committee indicated to process the WCHA payment to the WTA and League of Municipalities and to send a reminder to the counties who have not paid their invoice.

9. Consideration of WCHA/TDA Scholarship(s) for 2024 DC Fly-in:

Vander Sanden announced that a candidate is forwarded for one of the two WCHA/TDA Scholarships for the DC Fly-in, Chris Bates from Pepin County. Vander Sanden also presented an inquiry from a county to see if it was acceptable for a highway committee member to apply for our TDA Scholarship. Discussion

Motion by Hardy to support allowing highway committee members to apply for the TDA Fly-in Scholarship if they comply with all the scholarship requirements. Seconded by Hawk. Motion carried.

10. Presidents Appointments to the Employee Advisory Committee:

Krejci reviewed the list of commissioners he is appointing to the Employee Advisory Committee. Appointments are Jon Johnson, Allison Bussler, Dean Steingraber, Brian Field.

11. Continued discussion regarding the WI State NACE Representative:

This item will be included in the bylaw review and revisions.

12. Executive Director Report:

All the report items were covered with the other agenda items.

13. Legislative Update:

As part of the information packet provided to the committee for the meeting, Vander Sanden compiled a list of pending legislation before the Wisconsin State Legislature, which is getting close to wrapping up the session for the year. He summarized a few of the bills that have been receiving hearings and other activity and discussion was held on strategy going forward.

14. Discussion of Executive Committee Meetings – Location for in person meetings:

The Executive Committee will hold its in-person meetings at the Chula Vista Resort – WI Dells.

15. Any Items for the next Agenda:

No new items at this time.

16. Next Meeting Date – March 11, 2024 (Virtual)

17. Adjourn

The meeting was adjourned at 4:00 pm.



TO: WCHA Executive Committee
FR: Patrick Vander Sanden
DATE: March 11, 2024
RE: Committee Meeting Notes – March Meeting

WCHA Executive Committee,

Here are some notes/summaries of issues on the March Executive Committee agenda:

- WisDOT HMM Policies: Dave, Rebecca and John from the Bureau of Highway Maintenance will be in attendance for any updates. It will be good to hear from the WisDOT folks on any new policy updates, and also news on the status of the winter maintenance season.
- Training and Events Update: Todd Every will talk about the upcoming WCHA trainings and events for 2024, including the status update on the upcoming Spring Commissioner's Training. If the information is available, he will provide further updates on the 2024 Winter Road School, post-event.
- 6-20ft Bridge Assessment Project: I will provide an update on the status of the WisDOT 6-20ft Bridge Inventory and Inspection program, including recent changes to the approach and any action items and support that WCHA can provide to the membership as the program moves forward.
- LRIP Pilot Program Commissioner Survey: With the 2024-25 LRIP "Busy Season" nearly coming to an end, I've been hearing some feedback from commissioners in WCHA Districts that lie within the LRIP Pilot area. There have been comments varying between negative and positive, so I want to discuss the timing and the content of a potential survey of LRIP Pilot counties before discussions begin to take place regarding the future direction of the program.
- STP-Urban Program – Change Management Discussion: Robbie asked to add this to the agenda to convey concerns raised by the WCHA SE District related to the change management process within the STP-Urban program. Attached for your review is the change management policy provided on the WisDOT website related to the STP-Urban program.
- WCHA/IRS Employer Identification Number: This issue has recently emerged related to WCHA employees working to file their 2023 income taxes and issues tied to the WCHA EIN. Todd Every experienced some issues that prevented him from filing due to the EIN not being recognized by the systems his accountant is using to file. Todd, Jim and I have been discussing this with WIPFLI and Heather from Impact. We will provide a report on this Monday.
- CHEMS/County Financial Group Cooperation Update: Information will be provided to the Committee on recent meetings with the CHEMS group leadership and the current status of our efforts to provide support and guidance to this group.
- Work Zone Safety Awareness Week: this year's events are set for April 14-19, 2024. A number of us will be in Palm Springs for the NACE Conference at this time, but other WCHA members are planning events and activities for this week. I have been invited to participate in a workgroup with WisDOT to review plans and other outreach activities for Work Zone Safety Awareness Week from a state and cooperative standpoint. I thought we could have short conversation relating to any actions or support WCHA can provide to the Commissioner as this draws closer.
- Impact: Hannah from Impact will join the meeting to present information on recommendations from Impact to their clients on Audit and Insurance.

- Executive Director's Report:
 - Policy/Legislative Items: General update on Legislative and Policy items been developed, supported and monitored. I have provided what I believe to be a comprehensive list of legislation that we've been following currently.
 - Association Activities and Events: Local Programs Advisory Forum – Work Zone Safety Awareness Week planning meeting, DC Fly In coming, Recent District meeting attendance: NE District (virtual – 2/15), NC Regional/District (virtual - 2/21), NW District (virtual – 2/22), and WC District (in person – 2/26). Attended the WI Concrete Pavement Association Annual Conference (2/16).
 - NACE NC Awards Committee Representative: Current NACE President-Elect Stephen McCall has asked for a WCHA appointment to serve on the North Central Awards Committee. I have sent an initial email to some of the WCHA leadership already, but given there was not any finality to the issue, I thought I would add this to our agenda.

WisDOT Local Programs Change Management Policy and Process

Policy

Local program project funding limits are established and approved based on estimates provided during the application process. These project estimates could change once the design process is underway. Project changes may increase the design costs, oversight costs, and/or construction costs of the project. Many requests for cost increases are not made until the project is at or near PS&E or letting, which limits flexibility to fund the increase and places projects at risk. Program Change Management requests should be submitted *as early as possible* to maximize use of fund resources and to allow local governments time to consider alternatives. If the current project estimate is above the approved funding amount, the region and local project sponsor must examine whether costs can be reduced or request a cost increase if the estimate remains above the approved amount.

Process

WisDOT region and/or project sponsor identify a potential need for a project or schedule change. A formal request is required for any additional funding in excess of the amount originally approved and contained in the State Municipal Agreement (SMA). If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.

WisDOT region, in consultation with the local sponsor submit a Change Management form that contains a description of the change requested and a detailed justification of the cost increase. The approved estimate is the amount of funding approved on the project. As stipulated in the SMA, costs in excess of the approved limit are the responsibility of the local sponsor.

The review process below applies to all projects. Projects with SMAs that predate the implementation of a policy or requirement will be reviewed based on the pre-existing SMA and the process below.

Design Phase

- As Needed
 1. WisDOT regions submit change request forms for cost increases, substitutions, schedule changes, scope changes, or other changes to DTIM local program managers in coordination with local project sponsors.
 - Schedule changes within the same quarter or into/within the 2nd or 3rd quarter of the same fiscal year are considered preapproved and no form is necessary.
 2. Change Management requests should be submitted as early as possible to manage and maximize our program fund resources, and allow local governments to consider alternatives.
 3. DTIM Local Programs & Finance reviews and approves, denies, or proposes an alternative to the request.

- Process
 1. WisDOT region, in coordination with the local project sponsor, identifies a potential need for a project or schedule change.
 2. WisDOT region determines whether the change is appropriate considering the existing scope of the project, available delivery resources, and concurrence with program policy.
 - A formal request is required for any additional funding in excess of the amount originally approved through the program and contained in the SMA.
 - If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.
 - Expansions of scope or enhancements to the project that are not necessary to meet state or federal requirements, or exceed the Replacement-In-Kind policy for Local Bridge, are not eligible for program funding unless supported by an engineering justification.
 3. A less than or equal to five percent differential between the project estimate at PS&E and the low-bid at Let does not require approval from DTIM for the contract award to be updated in FIIPS. However, if the approved funding in the SMA is below the estimate submitted at PS&E, or below the low-bid more than the five percent differential, the Region LPM must notify the project sponsor that their

- project cost share has increased and either consider submittal of Change Management or assume a higher cost share.
4. WisDOT region, in coordination with the local sponsor and MPO (if applicable), submit a change management form with:
 - project identifier details
 - a description of the change that is being requested
 - a justification for the change, and
 - any alternatives they wish to be considered.
 5. DTIM reviews and approves, denies, or proposes an alternative to the request.
 - Review decisions are based on available funding, original project scope, scheduling alternatives, and other factors.
 - DTSD Regions should carefully review any increase requests that are a result of project delivery before submitting to DTIM.
 6. WisDOT region informs project sponsor of the result of the request.
 7. Per WisDOT Change Management policy, sponsors may ask that requests be resubmitted at a later date.

Construction Phase

- As Needed
 8. WisDOT regions submit Change Management request forms for cost increases, scope changes, or other changes to DTIM local program managers in coordination with local project sponsors.
 - Schedule changes within the same quarter or into/within the 2nd or 3rd quarter of the same fiscal year are considered preapproved and no form is necessary.
 9. Change Management requests should be submitted *as early as possible* to maximize fund resources, and allow local governments to consider alternatives.
 10. DTIM reviews and approves, denies, or proposes an alternative to the request.
- Process
 1. WisDOT region, in coordination with the local project sponsor, identifies a potential need for a project change.
 2. WisDOT region determines whether the change is appropriate considering the existing scope of the project, available delivery resources, and concurrence with the program policy.
 - Change Management requests can be submitted during construction for significant items as related to the approved scope.
 - Plan errors should be addressed through the Errors and Omissions process
 - Contract mods during construction require a budget check to ensure increases are within approved funding limits or to determine the need for Change Management
 - A formal request is required for any additional funding in excess of the amount originally approved through the programs and contained in the SMA.
 - If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.
 3. WisDOT region, in consultation with the local sponsor and MPO (if applicable), submits a change management form with:
 - project details
 - a description of the change that is being requested
 - a justification for the change, and
 - any alternatives they wish to be considered.
 4. DTIM Local Programs & Finance reviews and approves, denies, or proposes an alternative to the request.
 - Review decisions are based on available funding, original project scope, and other factors.
 - DTSD Regions should carefully review any increase requests that are a result of project delivery before submitting to DTIM.