



Wisconsin Department of Transportation/Wisconsin County Highway Association

Executive Committee Meeting

Monday, July 10, 2023

Time: 10am

Location: Wood County Hwy Dept, Wisconsin Rapids

[Virtual Meeting Link:](#)

[Join meeting](#)

Attendees:

Agenda:

1. Approve meeting minutes from 6.12.23 Executive Committee meeting
2. WisDOT – HMM Policies status/update (general update)
3. WCHA Website Update
4. Discuss the process for obtaining legal opinions on current issues and costs associated
5. LRIP Pilot Program – update
6. IRS Designation – update
7. Update on centralized bidding platform
8. HMM revision process
9. Membership survey interest
10. Review of WCHA Organization (following recent staff/contractor changes)
11. Follow up on Road School Associate Member Donation
12. Training and Events Update
 - a. Fall Commissioner Training
13. Executive Director report
14. Further agenda items
15. Next Meeting Date – August 14, 2023 at 10 am (Virtual)



**Wisconsin Department of Transportation/Wisconsin County Highway Association
Executive Committee Meeting**

Monday, June 12, 2023

Time: 10am

Location: Wood County Hwy Dept, Wisconsin Rapids/Virtual

Virtual Meeting Link:

[Join meeting](#)

Attendees:

Jim Griesbach, Jon Johnson, Patrick Vander Sanden, Roland Hawk, Marv Thompson, Matthew Budde, Whitney Wilgus

WisDOT: Rebecca Szymkowski, Dave Stertz

UW-Madison Transportation Information Center: Andi Bill

Meeting called to order at 10:07 am CT.

Agenda:

1. Approve meeting minutes from 4.10.23 meeting; approve minutes of the 5.8.23 meeting
 - a. Motion to approve 5.8.23 minutes made by Wood County. Seconded by Marathon County. Motion carried.
 - b. Motion to approve 4.10.23 minutes made by Wood County. Seconded by Marathon County. Motion carried.
2. WisDOT – HMM Policies status/update
 - a. Dave Stertz mentioned the proposed legislation to add utility contractors; Patrick confirmed that WCHA was aware.

- b. An email was sent out about changing accounting process. WisDOT will be taking suggestions, but Dave Stertz will look further into this process.
 - c. Dave Stertz noted that he had forwarded on the spreadsheet with comments from WCHA, but he is waiting on an update. A suggestion was made to establish grants for one or two counties. WCHA needs to see how it impacts those already invested and if there is a negative impact for those getting on board if a grant system is implemented.
 - d. Brine Makers – rock salt/solar salt
 - i. Dave would like to explore this a bit more, as the differences in quality of salt and salt suppliers has him concerned. Has also asked BTS to come up with better testing procedures. Chris was compiling info on it, and over 50% had responded.
 - ii. Patrick asked if there was a good contact at WisDOT who can join meeting on LOS and how it works. Dave will arrange this.
3. Andi Bill – UW-Madison Transportation Information Center (TIC)
- a. Andi reviewed the technical assistance and training opportunities with Local Technical Assistance Program (LTAP) Center. They provide training on how to provide maintenance for highways and services.
 - b. Jim Griesbach agrees there's an opportunity to make that connection again with the commissioners. Jim would like Andi to attend future conferences.
 - c. Jon Johnson notes that we should be collaborative on work plans and would be happy to provide input.
 - d. Need to help counties identify scope for projects so commissioners can identify projects that aren't going to put them in a higher risk category as STP administration is moved over to WCHA.
4. WCHA Website Update
- ACTION: Impact will make the online forum public so commissioners can access it.**
- a. We have mined most of the information from the old website, and it will be added to the new website. Committee reports and agendas were first priority. Once photos from Summer Road Show are received, those edits will be made to the homepage.
 - b. Impact will provide Patrick training on Wild Apricot.
 - c. Staff and Impact will continue to review the forum options and see if it has the email notifications preferred.
5. Discuss the process for obtaining legal opinions on current issues and costs associated
- a. The intent was to try and set a policy that would allow for greater turnaround when we need to move to legal.
 - b. Need to work with Robbie to make a motion to approve legal counsel up to a certain amount. Will table until next meeting.
- ACTION: Patrick will talk with Robbie and bring a motion back to the committee for next the meeting.**
6. Newsletter Question – selection of Member Spotlight subject
- a. A motion was made by Jim Griesbach and seconded by Roland Hawk to highlight Cedar as an associate member for the newsletter. After discussion, the motion was withdrawn to instead focus on retiring commissioners.

ACTION: Patrick will highlight the two retiring commissioners in the newsletter and will develop a selection process for associate members for future newsletters.

7. LRIP Pilot Program – update

- a. Patrick sent out copies of the Board approved WCHA contract to pilot members. The wrong version initially went out, and Patrick contacted those members and sent the correct version. Two contracts have been received thus far.
- b. After the Board met, the towns association and the league sent changes to their contracts. They are inconsequential.

ACTION: Patrick will circulate an email to the Board with the details of these updates so the Board can approve.

- c. Patrick will be out Monday 26th – July 13th, and to keep contracts moving he will send them the execution page with his signature in anticipation of receiving a fully executed contract.

8. IRS Designation – update

- a. After Road School, Jake set up a meeting to discuss the Board’s decision further. Patrick will connect with Jake to set up a way to track his time spent on lobbying.

ACTION: Staff will schedule a meeting with participating parties and Heather at Impact to discuss next steps.

9. Discussion potential action strategy for federal overweight standards bill

- a. This is information shared from the Committee Against Overweight Trucking. They shared that the House had passed a bill that would increase allowable weights by 91,000 on federal highways. Matthew will be sending a template letter to Patrick.
- b. A reporter from Appleton Post Crescent is doing an article on the Safe Roads Act; WCHA has been invited to participate in the discussion.

10. Update on centralized bidding platform

- a. There is an upcoming meeting with WTVA regarding centralized and localized bidding. Roland plans to attend, and Jim will see if he can attend on June 27th.

ACTION: Roland will forward the calendar invite to Jon and Jim.

11. Membership survey interest

- a. We recommend sending a membership survey as follow up to Summer School Road Show.

ACTION: Impact will work on a draft, then send to Patrick for review with the goal of sending out by the end of July.

12. Fall Commissioner Training Dates

- a. Wood County moves to approve the 17th and 18th dates, Calumet County seconded. Motion carried.

ACTION: Patrick will let Gary know to secure the venue for the fall commissioner training dates.

13. Executive Director report

- a. Patrick provided an overview of his report. He noted his upcoming vacation and discussed processes.
- b. In his absence, emails will go to Impact. Impact will then forward on to WCHA leadership as needed.

14. Further agenda items

15. Next Meeting Date – July 10, 2023 at 10 am

Adjourned at 11:54 am.



1.0 General Policy

Perform all utility work and other related operations on or adjacent to roadways or within highway right-of-way (ROW) in accordance with this policy. Plan and implement utility work with full regard for safety and to minimize interference with traffic, which includes pedestrians and bicycles, and to minimize the closure of roads, ramps, lanes, roundabouts, intersections, and driveways. On heavily traveled highways, utility work interfering with traffic may not be allowed during peak travel hours. Use WisDOT's Lane Closure System (LCS) as required (see Section [4.0](#)).

Perform utility work in compliance with the Wisconsin Work Zone Field Manual ([WZFM](#)) for durations of three days or less. For work durations longer than three days in a single location, road/ramp closures requiring a detour, and nighttime or complex operations, develop a traffic control plan (TCP). Submit the applicable WZFM layouts, WisDOT [Standard Detail Drawings \(Series 15\)](#), or specialized diagrams with a utility permit application. A TCP worksheet for use before, during, and after the project is available in [Attachment 1](#).

Deviate from the above traffic control policy only in accordance with the latest revision of Part VI of the Wisconsin Manual of Uniform Traffic Control Devices for Streets and Highways ([WisMUTCD](#)). Submit these deviations as part of the TCP with the utility permit application. Site (field) deviations require prior WisDOT approval via a permit amendment – except for making immediate corrections for emergency situations, or for inadequate measures that are creating safety and operational issues.

2.0 General Requirements

Follow the general requirements below for utility work zones. Any deviation requires WisDOT's prior approval.

- 1) **Before starting any permitted work**, install required warning signs, devices, etc. and ensure all are fully functional and maintained to protect the public, workers, and work site until all work is complete.
- 2) Augment the work zone with additional signs, devices, and flaggers as needed to always protect people and property from injury or damage in all conditions, including changed or changing conditions.
- 3) Remove, cover, or lay flat warning signs when workers or workers' vehicles are not at the job site or when the signs' messages are not relevant.
- 4) Do not keep vehicles, equipment, or materials related to this permit within the highway ROW limits except those items that are actively being used in the work operation.
- 5) Use a reboundable sheeting material for all barricades, barrels, cones, etc., and retroreflective sheeting for all signs, that complies with the [work zone sheeting](#) guidelines in WisDOT's approved product list.
- 6) Provide signs, arrow boards, barricades, warning lights, drums, and 42-inch cones that comply with [Section 643](#) of WisDOT's *Standard Specifications for Highway and Structure Construction*, current edition and WisDOT Standard Detail Drawing [15c11](#).
- 7) Secure the work site and associated traffic control zone against any hazard to the public, both when the site is attended and unattended during off-hours, holidays, and nighttime hours. This includes vehicles, equipment, materials, and drop-off protection under *Standard Specifications* [Section 104.6.1.2.3](#).
- 8) At all times while working within the highway ROW, (a) wear high-visibility safety attire meeting performance Class 2 or 3 requirements of ANSI/ISEA 107-2015 type R, and (b) activate flashing (or strobe) amber or white lights on all vehicles and equipment. *Note: Under Wis. Stat. s. [347.26\(7\)](#), flashing **green** warning lamps may be used **only** by WisDOT or county or municipal highway department vehicles when working on a highway.*


3.0 DT1553 Work Zone Description


For question 13 on WisDOT’s DT1553 utility permit application form, check all items applicable to the utility work. Details for some items are listed below. Items not listed are considered self-explanatory.

13. Work Zone Description (Check all that apply)
(Provide relevant diagram(s) with application)

- Not applicable
- Full road closure: detour
- Full road closure: temporary
- Lane closure without flagging
- Lane closure with flagging
- Lane encroachment (2' or less)
- Shoulder/parking lane closure
- Turn lane closure
- Sidewalk or trail closure
- Terrace (Area from curb to sidewalk)
- Off shoulder/parking lane
- Near right-of-way line or fence
- Freeway/expressway
- Intersection/roundabout
- Railroad crossing
- Mobile operation

- (a) **Not applicable** – Use when traffic control will not be needed with utility work. This may occur with a directional bore under the highway or when the work area is near the ROW line and/or access is from private property (especially on roads with wide ROW).
- (b) **Full road closure: detour** – Use when a single closure lasts more than 15 minutes or there are multiple daily closures lasting 15 minutes or less. Submit a detour plan with the permit application. The plan will be reviewed by WisDOT’s traffic section and may be altered as needed.
- (c) **Full road closure: temporary** – Typically, this covers line stringing, moving equipment and/or materials across the highway, or directional bores under the highway that require manual tracking. A flagger or flaggers may be needed. Also, law enforcement may be needed to assist with the closure especially if it is associated with a rolling stop on a freeway. For the latter situation, provide documentation of coordination with the law enforcement agency including proposed times for the rolling stops.
- (d) **Lane closure without flagging** – Use when a thru lane is being closed on a multi-lane highway. Typical signing and devices are shown at the right.


- (e) **Lane closure with flagging** – Use when a single lane is being closed on a two-lane, two-way highway or if the entire road would be closed as described in (c). Typical signing is shown at the right.


- (f) **Lane encroachment (2' or less)** – Some lane encroachments may be allowed without closing the adjacent lane. However, to provide a lateral buffer space for safety, it may be necessary to close the adjacent lane instead.
- (g) **Turn lane closure** – Do not check this box for closing thru traffic lanes. Use when needed to close a left-turn, right-turn, 2-way-left-turn, or bypass lane. When closing thru a traffic lane and a turn lane, check both boxes.
- (h) **Sidewalk or trail closure** – Submit a pedestrian/trail detour plan, pedestrian/trail traffic control plan, or provide a detailed information on the plans or specifications for how pedestrians and people using mobile-assisted devices will be accommodated. Submit proof of coordination with the maintaining authority of the sidewalk/trail with a permit application.
- (i) **Intersection/roundabout** – There are several diagrams that cover various closures at intersections and roundabouts but do not consider them a “one-size-fits-all” for utility work. Sometimes, lane or shoulder closure staging will be needed. With roundabouts, certain leg closures may require a detour plan. If the utility work will be accomplished in various stages, submit the TCP labeled with the associated stages.

If any bus stops will be closed, note the closures on the permit drawings along with the contact’s name and information for coordinating the closure.

3.1 Short Duration Work – Specific Situations Only

For short duration work that occupies a location up to one hour or less and only involves a shoulder¹ or parking lane closure, static warning signs and channelizing devices may be omitted. Operate utility vehicles using their high intensity flashing (strobe or revolving) and hazard warning lights and place traffic cones behind them if needed. Additional traffic control such as guard (shadow) vehicles and impact attenuators may also be utilized. See [WZFM](#) layouts 4 and 7.

¹ Also includes a work area adjacent to the shoulder.

4.0 Lane Closure System (LCS) Requirements

Use WisDOT’s Lane Closure System (LCS) when utility work involves the closures listed in Table 1. The LCS is used to populate WisDOT’s 511 system, which provides motorists with current road/ramp closure, lane/shoulder closure, or lane width restriction information on WisDOT improvement projects, highway incidents, maintenance work, permits, and other planned events. <https://www.511wi.gov/>

TABLE 1: Closure Type and Required Minimum Advance Notification to WisDOT	
Closure type with height, weight, or width restrictions (available width, all lanes in one direction < 16')	MINIMUM NOTIFICATION
Lane and shoulder closures	7 calendar days
Full roadway closures	7 calendar days
Ramp closures	7 calendar days
Detours	7 calendar days
Closure type without height, weight, or width restrictions (available width, all lanes in one direction ≥ 16')	MINIMUM NOTIFICATION
Shoulder closures	3 calendar days
Lane closures	3 business days
Ramp closures	3 business days
Modifying all closure types	3 business days

Contact WisDOT’s Traffic Management Center at (414) 227-2142 as soon as possible if a utility has an emergency closure or restriction. See Table 2 for additional LCS notification requirements.

Situation	LCS Notification	
	Required	Not Required
Any temporary stop of any duration on a freeway	✓	
Shoulder closure on any highway of 30 minutes or less		✓
Multiple shoulder closures of 30 minutes or less in one day on any highway	✓	
Temporary stop of all traffic (full road closure) for stringing overhead lines if: the closure last no more than 15 minutes, occurs no more than three times in a day, and does not take place on any Interstate or freeway		✓

4.1 Required LCS Information/Timing of Submittals

Use the worksheet in [Attachment 3](#) to collect information required for LCS notifications. Allow sufficient time for WisDOT to approve LCS notifications prior to needing the closure. Do not plan for LCS approval the same day as permit approval. If a closure is needed soon after permit approval, submit the application well in advance of the work start date.

4.2 Utility Access to LCS

The LCS is a web-based system in which a utility or utility representative must become a requestor. This involves establishing a username and password from the [UW Traffic Operations and Safety \(TOPS\) Laboratory](#), who maintains LCS for WisDOT. A requestor status means that a utility may enter the necessary information directly into the LCS.

WisDOT may assist a utility if it does not have requestor status. However, a utility may experience work delays if WisDOT staff are not readily available when LCS information needs to be entered into the system.

4.3 LCS Compliance

If a utility fails to perform LCS notifications, then WisDOT may suspend a utility’s work operations, revoke its permit, and/or withhold future approvals of other permits until the problem has been corrected to WisDOT’s satisfaction.

5.0 Flagging Operations

Ensure that when performing flagging operations, flaggers are certified by a training program that meets the requirements outlined in the [Wisconsin Flagging Handbook](#). WisDOT may restrict utility work for those portions of the project with deficient flagging operations or for using flaggers that are not certified. Follow the Handbook for the requirements on high-visibility safety attire.

6.0 Pedestrian Accommodations

If any proposed utility work will impact a pedestrian facility (Figure 1), make appropriate accommodations for all pedestrians, especially those who are visually impaired or must use a personal assistive mobile device (wheelchair, scooter, etc.), in accordance with the Americans with Disabilities Act (ADA) of 1990. Reference the Facilities Development Manual [11-50-31](#) for additional temporary pedestrian accommodation guidance. Use materials conforming to *Standard Specifications for Temporary Pedestrian Accommodations* [Section 644](#).



Figure 1: Sidewalk work not meeting ADA requirements

Do not park vehicles, store materials, or place signs/devices on a pedestrian facility that remains open to the public (Figure 2). If a utility work operation may impact a pedestrian facility, submit a pedestrian traffic control plan with a permit application (see Standard Detail Drawing [15D-30](#)) or develop a special plan if those drawings are not applicable.



Figure 2: Sidewalks blocked by vehicles, materials, signs, and devices

7.0 Suspension of Utility Operations

If the work zone traffic control part of a permitted utility operation is not being performed in accordance with this policy, a WisDOT representative² may suspend all utility work and:

- Remove all traffic control devices, or
- Add to, partially remove, and/or rearrange existing devices as needed to achieve a safe work area until WisDOT approves the utility work to resume.

The utility is responsible for all costs associated with either of the above items.

² Includes WisDOT employees, consultants, county highway department personnel working under contract to perform WisDOT maintenance activities, and local law enforcement.

Attachment 1
Traffic Control Plan Worksheet

**Prior to permit submittal:**

- 1) Investigate alternatives to eliminate the need for a closure
- 2) Determine if there are any special events in the area
- 3) Determine if there is other work (WisDOT highway improvement or maintenance work) in the area
- 4) Determine:
 - a) Roadway type
 - b) Road users (vehicles, pedestrians, bicyclists) and potential impacts to them
 - c) Work area needed including access to and from the work area
 - d) Traffic volume
 - e) Posted speed limit(s)
 - f) Duration of the work
- 5) Select the appropriate layouts (diagrams) or standard detail drawings based on #3
- 6) Determine if portable changeable message signs (PCMS) are needed, where they should be located, and what messages will be on them
- 7) Allow for buffer space free of obstructions
- 8) Determine if any modifications are needed to the typical layouts or standard detail drawings
- 9) Check Decision Sight Distance(s) (D) in the WZFM
- 10) Review the appropriate Index Chart at the start of each [WZFM](#) section. Review notes on all layouts and standard detail drawings.
- 11) Propose work hours that avoid peak traffic periods
- 12) Coordinate with mass transit if needed
- 13) Obtain permits from all affected road authorities
- 14) Submit detailed work zone traffic control plans with the permit application

Before and During Project

- 15) Determine if any coordination needed with the region communication's manager
- 16) If possible, maintain access to intersections, parking areas, driveways, and mass transit
- 17) Contact the road authority if the work zone interferes with normal traffic signal operation in the area
- 18) Develop contingency plans:
 - a) Can the closure be removed quickly if there is an incident?
 - b) If it cannot be removed quickly, is there an alternate (either signed or unsigned) route available?
 - c) Who is responsible to stop work due to weather or an incident and how others will be notified?
- 19) Coordinate with law enforcement (State Patrol, County Sheriff, local) if needed for work zone support

During and After Project

- 20) Install signs and devices beginning with the first one the driver will see
- 21) Conduct a drive-through after all signs and devices are properly in-place. Check for problems, make modifications, and document as needed. Use the inspection checklist in [Attachment 2](#) if needed.
- 22) Remove or cover signs and devices as soon as work is suspended or completed

Attachment 2

Sample Work Zone Inspection Checklist



Permit Number:		Inspector Name:		Date:
Item		Yes	No	Provide details for "Yes" answers
1	Was traffic observed to see if the work zone is functioning properly?			
2	Was the condition and orientation of signs and devices checked (see WZFM , Quality Standards)?			
3	Are any signs or devices missing or need repair?			
	Were all items replaced or repaired?			
4	Are any lights (bulbs, flashers, etc.) not functioning?			
	Were all lights replaced or repaired?			
5	Are any signs or devices improperly placed?			
	Were all positions corrected?			
6	Do any signs or devices need cleaning?			
	Were all items cleaned?			
7	Were any modifications needed to the work zone layouts (diagrams) or standard detail drawings?			
8	Provide any additional comments as needed:			

Attachment 3

Lane Closure System (LCS) Notification Worksheet



Permittee will enter the data into the LCS

General Section:

1. Permit Number
2. General Description (brief description of the type of work)
3. County (Begin/End if different)
4. Highway/Direction
5. Primary Contact (WisDOT Regional Utility Permit Coordinator) – *Required*
6. Emergency Traffic Control Contractor Contact (name/number - 24 hour contact) – *Required*
7. Contractor Contact (such as contractor or utility name/number) – *Required*
8. Law Enforcement Contact (if applicable)
9. Other Contact (other WisDOT contact names if applicable)

Each Facility:

1. Facility Type (mainline, ramp, system interchange)
2. Closure/Roadway Status (Full closure, Lane/shoulder closure, Flagging operations, One lane road, One lane road temporary signal, Moving lane closure, Rolling full closure)
3. Duration (daily/nightly, weekly, continuous)
4. Begin/End Date
5. Begin/End Time
6. Begin/End Location
7. Oversize/Overweight Restrictions (height, width, weight restrictions if applicable)
8. Detour Route (if applicable)



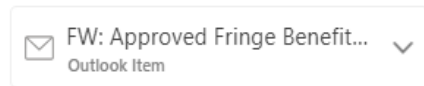
Chris Bates <cbates@co.pepin.wi.us>

To: jon.johnson@eau Clairecounty.gov

Cc: robbie.krejci@sccwi.gov; roland.hawk@woodcountywi.gov +1 other



Tue 6/13/2023 10:51 AM



Jon and the rest of the executive committee:

I guess there is still some confusion on the timing of rate updates for Small Tool and Fringe. I have talked with my finance department and we will make the change next year to match what you are doing. (use existing rates until new rates are calculated by my finance dept and accepted by DOT, anticipated in May)

For this year, new rates have now been accepted so we are applying them to February and forward billings.

My February RMA invoice got rejected by the Region because we are using new rates prior to the effective date, which we've always done. Some discussion between the region and central office has now determined that we can use new rates for any invoice not yet submitted to DOT. I attached that email chain from the region.

What I'm getting at is there still is some misunderstanding with counties and within DOT on this issue. Is this something the executive committee could discuss with DOT and issue some guidance? Maybe have something added to HMM or UCAM?

Chris Bates

Highway Commissioner
Pepin County Highway Department
N5585 COUNTY ROAD N
ARKANSAW, WI 54721
715-285-5550

Survey on Wisconsin County Highway Association Membership

DRAFT

1. On a scale from 1-10, how likely are you to recommend WCHA to a colleague?

Not at all likely

Extremely likely

0 1 2 3 4 5 6 7 8 9 10

2. What is the primary reason for giving the score you did?

3. How would you describe your experience with your WCHA membership thus far?

- Extremely positive
- Mostly positive
- Neutral
- Mostly negative
- Extremely negative

4. Do you feel that you have a clear understanding of the benefits and resources available to WCHA members?

- Yes, I have a thorough understanding of the available benefits and resources.
- Yes, but I could use more information to fully grasp all the benefits and resources.
- No, I am not entirely clear on the benefits and resources available.
- Not applicable (haven't explored the benefits yet)

5. In your opinion, what improvements or changes could WCHA make to enhance the membership onboarding process? Please select all that apply.

- Provide more detailed guidance on navigating the association's website and resources.
- Develop interactive online tutorials or training modules for new members.

- Increase the frequency of communication or updates during the onboarding phase.
- Simplify the membership application or registration process.
- Provide additional documentation or resources to clarify the association's policies and guidelines.
- Host virtual onboarding sessions or webinars to address questions and concerns.
- Nothing more, WCHA is doing well.

6. What would make your membership more valuable to you? *Open ended question*

7. Are you satisfied with the frequency of communication from WCHA?

- Very satisfied
- Somewhat satisfied
- Neutral
- Somewhat dissatisfied
- Very dissatisfied

8. Which of the following items are of most interest to you right now?

- Legislative/Policy Updates
- State Budget Updates
- Road Schools
- Commissioner Trainings and Resources
- County Member Trainings and Resources
- Other

Thank you for your valuable input! Your feedback will help us understand the benefits that matter most to our members and enhance their experience within the Wisconsin County Highway Association.

Survey on Wisconsin County Highway Association Associate Membership

DRAFT

1. On a scale from 1-10, how likely are you to recommend WCHA membership to an industry colleague?

Not at all likely

Extremely likely

0 1 2 3 4 5 6 7 8 9 10

2. What is the primary reason for giving the score you did?
3. How would you describe your experience with your WCHA membership thus far?
 - Extremely positive
 - Mostly positive
 - Neutral
 - Mostly negative
 - Extremely negative
4. Do you feel that you have a clear understanding of the benefits and resources available to WCHA associate members?
 - Yes, I have a thorough understanding of the available benefits and resources.
 - Yes, but I could use more information to fully grasp all the benefits and resources.
 - No, I am not entirely clear on the benefits and resources available.
 - Not applicable (haven't explored the benefits yet)
5. In your opinion, what improvements or changes could WCHA make to enhance the membership onboarding process? Please select all that apply.
 - Provide more detailed guidance on navigating the association's website and resources.

- Develop interactive online tutorials or training modules for new members.
 - Increase the frequency of communication or updates during the onboarding phase.
 - Simplify the membership application or registration process.
 - Provide additional documentation or resources to clarify the association's policies and guidelines.
 - Host virtual onboarding sessions or webinars to address questions and concerns.
 - Nothing more, WCHA is doing well.
6. What do you think is the best membership benefit WCHA offers to associate members?
- Working with WCHA to advance and support transportation development at the State and Federal level
 - Discounts on registration and display fees at WCHA Road Schools
 - Complementary listing on the WCHA website
7. Are there additional benefits you wish were offered to associate members?
8. How long have you been a member?
- Less than one year
 - 1-2 years
 - 3-5 years
 - 5-7 years
 - 8-10 years
 - 10+ years

Thank you for your valuable input! Your feedback will help us understand the benefits that matter most to our associate members and enhance their experience within the Wisconsin County Highway Association.



TO: WCHA Executive Committee
FR: Patrick Vander Sanden
DATE: July 10, 2023
RE: Committee Meeting Notes – July Meeting

WCHA Executive Committee,

If the July 10 Executive Committee meeting goes on as scheduled, here is a summary of some of the agenda items with information know as of June 22, 2023. Note, I will still be away from the office so there may be updated information on these items between now and the time of the meeting.

- **WisDOT HMM Policies:** There hasn't been too much movement on the pending changes to various HMM policies, and I believe that to be due to staffing turnover. However, on Friday, June 9th, I received the name of the contact at the Wisconsin Department of Safety and Professional Services (DSPS) regarding our ongoing questions related to relevant building code requirements for the construction of salt sheds. I reached out to the contact (Garry Krause) to explain the issue and to request a meeting. I have attached his response. As you can see initially, DSPS is taking a frank stance that state codes would apply in these cases. However, I am hopeful that at least one conversation about the issue can help all understand perspectives and work through the issue. (see email from Garry Krause attached).
- **WCHA Website:** Work continues from Impact on the transfer of information from the old WCHA website – I have expressed to Whitney my recommendation to get the Committee and Board agendas and minutes up as soon as they can, but to continue to work at the pace that is keeping to the hours we have to work with.
- **Developing process for WCHA leadership to obtain legal opinions on timely issues:** we have received clearance to continue on with legal and other consulting assistance to manage the current pressing issues such as the IRS designation and LRIP Pilot contract issues. However, the Board gave us the ok to proceed in developing an approved process that set parameters for which future, similar issues arise that require outside expertise. Robbie was the driving force behind this concept – and perhaps there can be some useful conversation at this coming Executive Committee meeting, or, it can be tabled until I am able to be in attendance at a future Exec meeting.
- **LRIP Pilot Program:** As of June 23rd, we have 9 Pilot-area counties who have signed and returned their contracts that link the Counties to the WCHA. Before I leave for vacation – I will have sent the remaining Counties a new copy of the agreement – which includes my signature, so that when the corresponding county signs off, the contract can be fully executed. During my absence, my work emails will be forwarded to Impact, but on the LRIP Pilot issue specifically, I will be directing Commissioners to sent their completed contracts directly to Roland.
 - On the 2nd contract(s) that link the WCHA with the WTA and the League: we had the request to change the language to those agreements by the WTA, and per the Executive Committee's direction, I sent out an email to the Board of Directors to review and tell me whether the changes were acceptable. As of June 23rd, I received 5 responses from the Board telling me that the changes were ok: Ted Cushing, Nathan Check, Jon Johnson, Craig Hardy, and Troy Schalinske. No one has responded negatively.
- **IRS Designation Update:** Following the Board of Director's approved motion to proceed with WCHA certifying with the IRS as a 501(c)3 with an "h" exception, a meeting was held to discuss next steps. Heather Kramer from Impact (Financials), Michael Peterson from WIPFLI and Jake Curtis from Attolles were on the call and we talked about a process that begins with work on WCHA filing tax returns for the last 3 years. Jim G. provided Heather with the statements needed to proceed with this first step. Jake will be organizing documents for the filing side – and he asked for a copy of WCHA's Bylaws and Articles of Incorporation (which I have provided to him)
 - Regular status meetings will be taking place on this process and Michael expected that in total, it should take a few months to complete.

- Centralized Bidding Platform: A meeting in Madison was set for June 27th with WTBA. Roland and Jim were potentially going to attend that demonstration that a vendor will have on a system that would be close to what we are working on.
- Impact Membership Survey: At the last Executive Committee meeting, Impact was to send me sample questions for a survey to the WCHA membership for our review. To date (as of June 23rd) I have not received those sample questions.
- WCHA Organization: further conversations will be taking place on the plans to address Gary Kennedy's departure from WCHA.
- Follow up on Road School Associate Member Donation: this was raised by an Associate Member at the Road School. I believe Roland has further information for the discussion on this item.

The remaining items will be reports from Gary on Training and Events and since I will not be in attendance at the June 10th meeting, I will not have a report for the Committee.