*WCHA Chair: WCHA President:*

*Tim Kessler, Washburn County Roland Hawk P.E., Wood County*

*WCHA Vice-Chair: WCHA Secretary:*

*Marv Thompson, Barron County Robbie Krejci P.E., Wood County*

*WCHA Past Chair: WCHA Past President:*

*Roger Te Stroete, Sheboygan County Jon Johnson, Eau Claire, County*

*WCHA Treasurer: James Griesbach, Marathon County*

December 14, 2022

Patrick B. Vander Sanden

510 Vista Circle

Columbus, WI 53925

Dear Patrick,

I am pleased to inform you that you have been selected for the position of Executive Director for Wisconsin County Highway Association. Please consider this letter as an offer of employment regarding the Executive Director position. You will be an exempt full-time employee and not subject to over-time pay. Your employment with WCHA is voluntary and may be terminated by you or WCHA at will.

This offer is not to be considered a contract of employment. All representation, including the salary is based on the direction of the WCHA Executive Committee and policies established in our recently developed Employee Handbook. Upon your review and acceptance of this offer, the Board of Directors will make final approval at a special meeting later this month.

Your annual salary will be $104,000 (based on $50.00/hr for 2080 hours/yr.) WCHA will contribute 7.5% of your annual salary ($7,800/yr) to either a Simple Retirement plan or if you prefer, into your Roth IRA if that is an option the Board of Directors agrees with. WCHA will pay you in 26 pay periods through direct deposit.

WCHA has budgeted $8,160 to pay for 75% of the cost for a single employee health plan through Healthcare.com plans. As long as your spouse carries your health insurance plan and you provide proof to WCHA, we will share 50% of that savings with you in your bi-weekly pay checks, which would be subject to taxes. If you elect to use a WCHA Health Insurance plan in the future, this will be retracted and used to pay for 75% of the premium and you will be responsible to pay for the remaining 25% of the premium.

WCHA offers ten (10) paid holidays and has established a PTO schedule as part of the Employee Handbook. You will accrue 20 days of PTO per calendar year and up to 40 hours of unused PTO may be carried over each year.

If you are in agreement with this offer of employment, please provide me with a written response and an email is acceptable. As soon as you provide me with your response, I will schedule a special Board of Directors meeting to seek approval.

Thank you,

Roland Hawk

Roland Hawk, PE

WCHA President