



Working together to plan for the future

**FINANCE COMMITTEE MEETING
DECEMBER 12, 2024 – 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

(Subject to availability and functionality of connection.)

Committee members can participate in the meeting in-person or via Zoom conference call. The 2nd floor large conference room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at tgregory@compassidaho.org or 208-475-2225.

****AGENDA****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 **A.* Approve November 21, 2024, Finance Committee Meeting Minutes**

IV. INFORMATION/DISCUSSION ITEM

Page 4 **A.* Review Report of Disbursements Made in the Reporting Period**

V. ACTION ITEMS

A. Accept Fiscal Year 2024 Audit Report

Page 6 **B.* Establish 2025 Finance Committee Meeting Dates**

VI. OTHER

A. Next Meeting: March 20, 2025

VII. ADJOURNMENT

***Enclosures** Agenda is subject to change.

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.

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**FINANCE COMMITTEE MEETING
NOVEMBER 21, 2024
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****DRAFT MINUTES****

ATTENDEES: Rod Beck, Commissioner, Ada County, in person
Jay Gibbons, Commissioner, Highway District No. 4, in person
Dave McKinney, Commissioner, Ada County Highway District, in person
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM
Robert Simison, Mayor, City of Meridian, in person
Jarom Wagoner, Mayor, City of Caldwell, **Chair**, in person

MEMBERS ABSENT: Zach Brooks, Commissioner, Canyon County

OTHERS PRESENT: Ashley Cannon, COMPASS, via ZOOM
Teri Gregory, COMPASS, in person
Amy Luft, COMPASS, in person
Meg Sonnen, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Jarom Wagoner called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

A. Approve August 11, 2024, Finance Committee Meeting Minutes

Jay Gibbons moved and Rod Beck seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Meg Sonnen presented the disbursements made in the reporting period, July 20, 2024, through November 19, 2024, which was provided in the packet for information. After discussion, future reports will be provided with a comment/description line for further clarification of disbursements.

ACTION ITEMS

A. Approve Variance Report October 1, 2023-September 30, 2024

Meg Sonnen presented the variance report from October 1, 2023-September 30, 2024.

After discussion, **Victor Rodriguez moved and Rod Beck seconded approval of the variance report as presented.** Motion passed unanimously.

B. Recommend Approval of Revision 1 of the FY2025 Unified Planning and Work Program and Budget (UPWP)

Meg Sonnen presented Revision 1 of the FY2025 UPWP.

Rod Beck moved and Jay Gibbons seconded to recommend COMPASS Board of Director’s approval of Revision 1 of the FY2025 UPWP. Motion passed unanimously.

ADJOURNMENT

Chair Jarom Wagoner adjourned the meeting at 12:25 p.m.

Approved this 12th day of December 2024.

By: _____
Jarom Wagoner, Chair

Attest:

By: _____
Robert Simison, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 11/20/2024 to 12/5/2024

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ATLANTI Atlantic & Pacific Data Corporation					
A	ICCU - Checking	E000001604	12/5/2024	10,000.00	Electronic Payment
				Vendor Atlantic & Pacific Data Corporation Total:	10,000.00
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E000001605	12/5/2024	1,250.00	Electronic Payment
				Vendor BOISE AREA CHAMBER OF COMMERCE Total:	1,250.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001603	11/20/2024	30,024.23	Electronic Payment
				Vendor Boise Municipal Health Care Total:	30,024.23
Vendor Number: BURGESS Burgess & Niple					
A	ICCU - Checking	E000001598	11/20/2024	687.88	Electronic Payment
				Vendor Burgess & Niple Total:	687.88
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000007504	11/20/2024	17.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	17.32
Vendor Number: HARRIS HARRIS CPA's					
A	ICCU - Checking	E000001599	11/20/2024	11,000.00	Electronic Payment
				Vendor HARRIS CPA's Total:	11,000.00
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	W000000793	11/20/2024	1,070.24	Wire Transfer
				Vendor HARTFORD Total:	1,070.24
Vendor Number: HDRENGI HDR Engineering, Inc.					
A	ICCU - Checking	E000001606	12/5/2024	22,844.88	Electronic Payment
				Vendor HDR Engineering, Inc. Total:	22,844.88
Vendor Number: IDBUSI Idaho Business Review					
A	ICCU - Checking	0000007505	11/20/2024	179.14	Auto
				Vendor Idaho Business Review Total:	179.14
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007513	12/5/2024	1,663.32	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	1,663.32
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007506	11/20/2024	624.30	Auto
				Vendor IDAHO POWER CO. Total:	624.30
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000007507	11/20/2024	489.00	Auto
				Vendor IDAHO PRESS-TRIBUNE Total:	489.00
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W000000792	11/20/2024	5,131.00	Wire Transfer
				Vendor IDAHO STATE TAX COMMISSION Total:	5,131.00
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	0000007508	11/20/2024	56.04	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	56.04
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000790	11/20/2024	17,103.25	Wire Transfer
A	ICCU - Checking	W000000794	12/5/2024	17,170.34	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	34,273.59
Vendor Number: KLOPFEN Lila Klopfenstein					
A	ICCU - Checking	E000001600	11/20/2024	300.00	Electronic Payment
				Vendor Lila Klopfenstein Total:	300.00
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001607	12/5/2024	48.18	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 11/20/2024 to 12/5/2024

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor MATTHEW STOLL Total:				48.18	
Vendor Number: MCCLATC McClatchy Company					
A	ICCU - Checking	0000007509	11/20/2024	218.00	Auto
Vendor McClatchy Company Total:				218.00	
Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE					
A	ICCU - Checking	0000007510	11/20/2024	230.00	Auto
Vendor NAMPA CHAMBER OF COMMERCE Total:				230.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007503	11/20/2024	80.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				80.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007514	12/5/2024	65.72	Auto
Vendor Office Depot Total:				65.72	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000791	11/20/2024	21,397.99	Wire Transfer
A	ICCU - Checking	W000000795	12/5/2024	20,328.57	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				41,726.56	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E000001601	11/20/2024	700.00	Electronic Payment
Vendor Syringa Networks, LLC Total:				700.00	
Vendor Number: TOTALCA TotalCare IT, Inc.					
A	ICCU - Checking	E000001608	12/5/2024	5,962.80	Electronic Payment
Vendor TotalCare IT, Inc. Total:				5,962.80	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000007511	11/20/2024	900.00	Auto
Vendor Townsquare Digital Total:				900.00	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007515	12/5/2024	77.15	Auto
Vendor TREASURE VALLEY COFFEE Total:				77.15	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007512	11/20/2024	52.26	Auto
Vendor Verizon Total:				52.26	
Vendor Number: WSP WSP USA, Inc.					
A	ICCU - Checking	E000001602	11/20/2024	25,425.00	Electronic Payment
Vendor WSP USA, Inc. Total:				25,425.00	
Report Total:				<u>195,096.61</u>	

COMPASS Finance Committee
Proposed Meeting Dates for Calendar Year 2025

ITEM V-B

MEETING DATES

Agenda Items - Tentative		Proposed Finance Committee Dates	COMPASS Board
1	a. Review five year revenue and expense estimates and assumptions. b. Review and recommend proposed member dues for FY2025 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 20, 2025	
2	Approve FY2025 membership dues		Monday, April 21, 2025
3	a. Results of annual salary/benefit survey b. Review FY2025 UPWP budget worksheets. Recommend changes as necessary. c. Review and approve Q2 Variance Report.	Thursday, June 12, 2025	
4	Request recommendation of Board adoption of the FY2025 UPWP.	Thursday, July 10, 2025	
6	Adopt FY2025 UPWP		Monday, August 18, 2025
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 14, 2025	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2025 UPWP.	Thursday, November 20, 2025	
8	Review and approve FY2024 Audited Financial Statements.	Thursday, December 11, 2025	
9	Adopt Revision 1 of the FY2025 UPWP.		Monday, December 15, 2025

Notes: - Meeting times are from 12:00 pm to 1:30 pm
- As in prior years, it may be necessary to call additional meetings. Staff will make every effort to notify COMPASS Finance Committee members in a timely manner so they can adjust their schedules.