



**FINANCE COMMITTEE MEETING
DECEMBER 12, 2019 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

- I. CALL TO ORDER**
- II. OPEN DISCUSSION/ANNOUNCEMENTS**
- III. CONSENT AGENDA**
Page 2 *A. Approve November 21, 2019, Finance Committee Meeting Minutes
- IV. INFORMATION/DISCUSSION ITEM**
Page 4 *A. Review Report of Disbursements Made in the Reporting Period
- V. ACTION ITEMS**
 - A. Approve Draft Fiscal Year 2019 Audit
- Page 6 *B. Establish 2020 Finance Committee Meeting Dates
- VI. OTHER**
 - A. Next Meeting: March 19, 2020
- VII. ADJOURNMENT**

*Enclosures Times are approximate. Agenda is subject to change.

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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ITEM III-A

**FINANCE COMMITTEE MEETING
NOVEMBER 21, 2019
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4,
Diana Lachiondo, Commissioner, Ada County
Stan Ridgeway, Mayor, City of Eagle, **Chair**

MEMBERS ABSENT: Rebecca Arnold, Commissioner, Ada County Highway District
Garret Nancolas, Mayor, City of Caldwell
Pam White, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Stan Ridgeway called the meeting to order at 12:07 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve August 8, 2019, Finance Committee Meeting Minutes

Jay Gibbons moved and John Evans 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 Larsen noted the Report of Disbursements made in the reporting period July 20, 2019 to November 5, 2019, is provided in the packet for information.

B. Review Fund Balance Analysis

Meg Larsen reviewed the fund balance analysis.

ACTION ITEMS

A. Approve Variance Report for October 1, 2018 - September 30, 2019

Meg Larsen reviewed the Variance Report for October 1, 2018 - September 30, 2019.

After discussion, **John Evans moved and Diana Lachiondo seconded approval of the Variance Report for October 1, 2018 - September 30, 2019, as presented. Motion passed unanimously.**

B. Recommend Approval of Revision 1 of the FY2020 Unified Planning Work Program and Budget

Meg Larsen reviewed proposed Revision 1 of the FY2020 Unified Planning Work Program and Budget.

After discussion, **Jay Gibbons moved and Diana Lachiondo seconded recommending COMPASS Board of Directors' approval of Revision 1 of the FY2020 Unified Planning Work Program and Budget as presented. Motion passed unanimously**

ADJOURNMENT

Chair Stan Ridgeway adjourned the meeting at 12:44 p.m.

Approved this 12th day of December 2019.

**By: _____
Stan Ridgeway, Chair**

Attest:

**By: _____
John Evans, Vice Chair**

Check History Report
Sorted By Vendor Name
Activity From: 11/20/2019 to 12/4/2019

ITEM IV-A

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006459	11/20/2019	884.21	Auto
				Vendor Allstream Total:	884.21
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	006451	11/20/2019	1,020.00	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	1,020.00
Vendor Number: ASSIDC ASSOCIATION OF IDAHO CITIES					
A	ICCU - Checking	006453	11/20/2019	500.00	Auto
				Vendor ASSOCIATION OF IDAHO CITIES Total:	500.00
Vendor Number: APBD Association of Pedestrian & Bicycle Professionals					
A	ICCU - Checking	006452	11/20/2019	50.00	Auto
				Vendor Association of Pedestrian & Bicycle Professionals Total:	50.00
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006454	11/20/2019	1,832.47	Auto
				Vendor Boise Office Equipment Total:	1,832.47
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006449	11/20/2019	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	169.32
Vendor Number: CUMUBOI Cumulus - Boise					
A	ICCU - Checking	006455	11/20/2019	2,054.00	Auto
				Vendor Cumulus - Boise Total:	2,054.00
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006456	11/20/2019	488.75	Auto
				Vendor EideBailly Total:	488.75
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00654	11/20/2019	5,230.19	Electronic Payment
				Vendor FLEXTECHS, LLC Total:	5,230.19
Vendor Number: NANCOLA Garret Nancolas					
A	ICCU - Checking	006461	11/20/2019	492.80	Auto
				Vendor Garret Nancolas Total:	492.80
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006450	11/20/2019	915.06	Manual
				Vendor HARTFORD Total:	915.06
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00655	11/20/2019	62.87	Electronic Payment
				Vendor HUGO'S DELI Total:	62.87
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006457	11/20/2019	786.24	Auto
				Vendor IDAHO PRESS-TRIBUNE Total:	786.24
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00396	11/20/2019	3,955.00	Wire Transfer
				Vendor IDAHO STATE TAX COMMISSION Total:	3,955.00
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006458	11/20/2019	768.00	Auto
				Vendor IDAHO STATESMAN Total:	768.00
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006460	11/20/2019	131.72	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	131.72
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00394	11/20/2019	14,331.63	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	14,331.63

Check History Report
Sorted By Vendor Name
Activity From: 11/20/2019 to 12/4/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00656	11/20/2019	323.97	Electronic Payment
				Vendor Kathy Parker Total:	<u>323.97</u>
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006448	11/20/2019	48.00	Manual
				Vendor NCPERS Group Life Ins. (M605) Total:	<u>48.00</u>
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006462	11/20/2019	26.49	Auto
				Vendor Office Depot Total:	<u>26.49</u>
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00395	11/20/2019	17,210.66	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	<u>17,210.66</u>
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006463	11/20/2019	3,393.50	Auto
				Vendor Radio Rancho Total:	<u>3,393.50</u>
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006464	11/20/2019	4,076.00	Auto
				Vendor Townsquare Digital Total:	<u>4,076.00</u>
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006465	11/20/2019	47.30	Auto
				Vendor TREASURE VALLEY COFFEE Total:	<u>47.30</u>
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00657	11/20/2019	7,912.50	Electronic Payment
				Vendor VERITAS Total:	<u>7,912.50</u>
				Report Total:	<u><u>66,710.68</u></u>

COMPASS Finance Committee
Proposed Meeting Dates for Calendar Year 2020

ITEM V-B

Agenda Items - Tentative		MEETING DATES	
		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 FY2021 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 19, 2020	
2	Board approval of member dues.		Monday, April 20, 2020
3	a. Review FY2021 UPWP budget worksheets. Recommend changes as necessary. b. Review and approve Q2 Variance Report.	Thursday, June 18, 2020	
4	Request recommendation of Board adoption of the FY2021 UPWP.	Thursday, July 16, 2020	
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 20, 2020	
6	Board adoption of FY2021 UPWP.		Monday, August 17, 2020
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2021 UPWP.	Thursday, December 3, 2020	
8	Review and approve FY2020 Audited Financial Statements.	Thursday, December 17, 2020	
9	Board adoption of Revision 1 of the FY2021 UPWP.		Monday, December 21, 2020

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.