



*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
DECEMBER 16, 2021 – 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

**ZOOM CONFERENCE CALL**

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 1st Floor Board room is open for in-person attendance, but has limited capacity. In-person attendees must maintain physical distance and should wear a mask at all times in the COMPASS building, if not fully vaccinated.

Please specify whether you plan to attend in-person or virtually when RSVPing to Hailey Townsend at [htownsend@compassidaho.org](mailto:htownsend@compassidaho.org) or 208-475-2232.

**\*\*AGENDA\*\***

- I. CALL TO ORDER/ROLL CALL**
- II. OPEN DISCUSSION/ANNOUNCEMENTS**
- III. CONSENT AGENDA**  
Page 2 \*A. Approve December 2, 2021, Finance Committee Meeting Minutes
- IV. INFORMATION/DISCUSSION ITEM**  
Page 5 \*A. Review Report of Disbursements Made in the Reporting Period
- V. ACTION ITEMS**
  - A. Approve Draft Fiscal Year 2021 Audit
- Page 7 \*B. Establish 2022 Finance Committee Meeting Dates
- VI. OTHER**
  - A. Next Meeting: March 24, 2022
- 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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## **FINANCE COMMITTEE MEETING DECEMBER 2, 2021 ZOOM CONFERENCE CALL**

### **\*\*MINUTES\*\***

#### **ATTENDEES:**

Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone  
Kendra Kenyon, **Vice Chair**, Commissioner, Ada County, via telephone  
Mary May, **Chair**, Commissioner, Ada County Highway District, in person  
Holli Woodings, Councilmember, City of Boise, via telephone

#### **MEMBERS ABSENT:**

John Evans, Mayor, City of Garden City  
Garret Nancolas, Mayor, City of Caldwell  
Keri Smith, Commissioner, Canyon County

#### **OTHERS PRESENT:**

Meg Larsen, Community Planning Association, via telephone  
Amy Luft, Community Planning Association, via telephone  
Matt Stoll, Community Planning Association, in person  
Hailey Townsend, Community Planning Association, in person

#### **CALL TO ORDER:**

Chair Mary May called the meeting to order at 12:01 p.m.

#### **OPEN DISCUSSION/ANNOUNCEMENTS**

None.

#### **CONSENT AGENDA**

##### **A. Approve August 19, 2021, Finance Committee Meeting Minutes**

**Kendra Kenyon moved and Jay Gibbons seconded approval of the Consent Agenda with the amendment to correct the spelling of Holli Woodings' name in the minutes. Motion passed unanimously.**

#### **INFORMATION/DISCUSSION ITEM**

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

Meg Larsen reviewed the report of disbursements made in the reporting period, July 3, 2021, to November 5, 2021, which was provided in the packet for information.

**ACTION ITEM**

**A. Approve Variance Report for October 1, 2020 – September 30, 2021**

Meg Larsen presented the variance report for October 1, 2020 – September 30, 2021, for approval by the Finance Committee.

After discussion, **Holli Woodings moved and Kendra Kenyon seconded to approve the variance report as presented. Motion passed unanimously.**

**B. Recommend Approval of Revision 1 to the FY2022 Unified Planning Work Program and Budget**

Meg Larsen reviewed Revision 1 to the FY2022 Unified Planning Work Program and Budget.

After discussion, **Kendra Kenyon moved and Jay Gibbons seconded to recommend COMPASS Board approval of Revision 1 to the FY2022 Unified Planning Work Program and Budget. Motion passed unanimously.**

**ADJOURNMENT**

**Holli Woodings moved and Kendra Kenyon seconded to adjourn the meeting at 12:21 p.m. Motion passed unanimously.**

**Approved this 16th day of December 2021.**

**By:** \_\_\_\_\_  
**Mary May, Chair**

**Attest:**

**By:** \_\_\_\_\_  
**Kendra Kenyon, Vice Chair**

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 11/6/2021 to 12/3/2021**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>					
A	ICCU - Checking	E00997	12/3/2021	28,524.82	Electronic Payment
				<b>Vendor Boise Municipal Health Care Total:</b>	28,524.82
<b>Vendor Number: BSURADI Boise State Public Radio</b>					
A	ICCU - Checking	006864	11/17/2021	525.00	Auto
				<b>Vendor Boise State Public Radio Total:</b>	525.00
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>					
A	ICCU - Checking	006862	11/19/2021	169.32	Manual
				<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>	169.32
<b>Vendor Number: DKSACCO DKS Associates</b>					
A	ICCU - Checking	E00989	11/19/2021	12,135.25	Electronic Payment
				<b>Vendor DKS Associates Total:</b>	12,135.25
<b>Vendor Number: FLEXTE FLEXTECHS, LLC</b>					
A	ICCU - Checking	E00990	11/19/2021	1,295.00	Electronic Payment
				<b>Vendor FLEXTECHS, LLC Total:</b>	1,295.00
<b>Vendor Number: ZHARTF HARTFORD</b>					
A	ICCU - Checking	006863	11/19/2021	1,040.12	Manual
				<b>Vendor HARTFORD Total:</b>	1,040.12
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>					
A	ICCU - Checking	006870	12/3/2021	5,306.89	Auto
				<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>	5,306.89
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>					
A	ICCU - Checking	006871	12/3/2021	475.87	Auto
				<b>Vendor IDAHO POWER CO. Total:</b>	475.87
<b>Vendor Number: IDPRES IDAHO PRESS-TRIBUNE</b>					
A	ICCU - Checking	006865	11/17/2021	338.35	Auto
				<b>Vendor IDAHO PRESS-TRIBUNE Total:</b>	338.35
<b>Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation</b>					
A	ICCU - Checking	006866	11/17/2021	300.00	Auto
				<b>for Idaho Society of Professional Engineers Foundation Total:</b>	300.00
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>					
A	ICCU - Checking	W00536	11/19/2021	4,035.00	Wire Transfer
				<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>	4,035.00
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W00534	11/19/2021	15,847.38	Wire Transfer
A	ICCU - Checking	W00537	12/3/2021	16,322.27	Wire Transfer
				<b>Vendor INTERNAL REVENUE SERVICE Total:</b>	32,169.65
<b>Vendor Number: STOLL MATTHEW STOLL</b>					
A	ICCU - Checking	E00991	11/19/2021	38.47	Electronic Payment
				<b>Vendor MATTHEW STOLL Total:</b>	38.47
<b>Vendor Number: IDSTAT McClatchy Company</b>					
A	ICCU - Checking	006867	11/17/2021	89.14	Auto
				<b>Vendor McClatchy Company Total:</b>	89.14
<b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>					
A	ICCU - Checking	006861	11/19/2021	48.00	Manual
				<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>	48.00
<b>Vendor Number: OFFMAX Office Depot</b>					
A	ICCU - Checking	006872	12/3/2021	240.47	Auto
				<b>Vendor Office Depot Total:</b>	240.47
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>					
A	ICCU - Checking	W00535	11/19/2021	20,143.35	Wire Transfer

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 11/6/2021 to 12/3/2021**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	W00538	12/3/2021	20,534.40	Wire Transfer
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>				<u>40,677.75</u>	
<b>Vendor Number:</b> RSG Resource Systems Group, Inc.					
A	ICCU - Checking	E00995	12/3/2021	203,045.79	Electronic Payment
<b>Vendor Resource Systems Group, Inc. Total:</b>				<u>203,045.79</u>	
<b>Vendor Number:</b> RIVAL Rival Solutions					
A	ICCU - Checking	006868	11/17/2021	420.00	Auto
<b>Vendor Rival Solutions Total:</b>				<u>420.00</u>	
<b>Vendor Number:</b> SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E00992	11/19/2021	933.08	Electronic Payment
<b>Vendor Syringa Networks, LLC Total:</b>				<u>933.08</u>	
<b>Vendor Number:</b> VRT Valley Regional Transit					
A	ICCU - Checking	E00994	11/19/2021	1,500.00	Electronic Payment
<b>Vendor Valley Regional Transit Total:</b>				<u>1,500.00</u>	
<b>Vendor Number:</b> VERITA VERITAS					
A	ICCU - Checking	E00993	11/19/2021	7,912.50	Electronic Payment
<b>Vendor VERITAS Total:</b>				<u>7,912.50</u>	
<b>Vendor Number:</b> VERIZON Verizon					
A	ICCU - Checking	006869	11/17/2021	23.11	Auto
<b>Vendor Verizon Total:</b>				<u>23.11</u>	
<b>Vendor Number:</b> WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00996	12/3/2021	455.00	Electronic Payment
<b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>				<u>455.00</u>	
<b>Report Total:</b>				<u><u>341,698.58</u></u>	

COMPASS Finance Committee  
Proposed Meeting Dates for Calendar Year 2022

**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 FY2023 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 24, 2022	
2	Approve FY2023 membership dues		Monday, April 18, 2022
3	a. Review FY2023 UPWP budget worksheets. Recommend changes as necessary. b. Review and approve Q2 Variance Report.	Thursday, June 16, 2022	
4	Request recommendation of Board adoption of the FY2023 UPWP.	Thursday, July 14, 2022	
6	Adopt FY2022 UPWP		Monday, August 15, 2022
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 18, 2022	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2023 UPWP.	Thursday, December 1, 2022	
8	Review and approve FY2022 Audited Financial Statements.	Thursday, December 15, 2022	
9	Adopt Revision 1 of the FY2023 UPWP.		Monday, December 19, 2022

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.