



Working together to plan for the future

**FINANCE COMMITTEE MEETING
DECEMBER 15, 2022 — 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 December 1, 2022, 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 2022 Audit
Page 5 **B.* Establish 2023 Finance Committee Meeting Dates**

VI. OTHER

A. Next Meeting: March 23, 2023

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
DECEMBER 1, 2022
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****DRAFT MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, **Chair**, in person
Jim Hansen, Commissioner, Ada County Highway District, **Vice Chair**, via telephone
Kendra Kenyon, Commissioner, Ada County, via telephone
Victor Rodriguez, Councilmember, City of Nampa, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT: Steve Rule, Mayor, City of Middleton
Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: Teri Gregory, COMPASS, in person
Keith Holmes, COMPASS, via telephone
Meg Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Jacob Miller, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Jay Gibbons called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll introduced Jacob Miller, the new Government Affairs Coordinator.

CONSENT AGENDA

A. Approve August 18, 2022, Finance Committee Meeting Minutes

Jim Hansen moved and Kendra Kenyon seconded approval of the Consent Agenda, as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen reviewed the report of disbursements made in the reporting period, August 6 through November 18, 2022, which was provided in the packet for information.

ACTION ITEMS

A. Approve Variance Report for October 1, 2021 – September 30, 2022

Meg Larsen presented the variance report for October 1, 2021 – September 30, 2022, for approval by the Finance Committee.

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

B. Recommend Approval of Revision 1 of the FY2023 Unified Planning Work Program and Budget (UPWP)

Meg Larsen reviewed Revision 1 of the FY2023 UPWP.

After discussion, **Holli Woodings moved and Kendra Kenyon seconded to recommend COMPASS Board of Directors' approval of Revision 1 of the FY2023 UPWP. Motion passed unanimously.**

C. Recommend Approval of Resolution OX-2023 to Increase the Credit Limit on the COMPASS Credit Card

Meg Larsen presented a resolution to increase the credit limit on the COMPASS credit card from \$12,000 to \$20,000.

After discussion, **Jim Hansen moved and Victor Rodriguez seconded to recommend Board of Directors' approval of the credit limit increase on the COMPASS credit card from \$12,000 to \$20,000. Motion passed unanimously.**

ADJOURNMENT

Chair Jay Gibbons reminded everyone the next Finance Committee Meeting will be December 15, 2022, at noon, at which time the recent audit will be presented. The meeting adjourned at 12:29 p.m.

Approved this 15th day of December 2022.

**By: _____
Jay Gibbons, Chair**

Attest:

**By: _____
Jim Hansen, Vice Chair**

Check History Report
Sorted By Vendor Name
Activity From: 11/19/2022 to 12/5/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ASSIDC ASSOCIATION OF IDAHO CITIES					
A	ICCU - Checking	0000007086	12/5/2022	25.00	Auto
				Vendor ASSOCIATION OF IDAHO CITIES Total:	25.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001194	12/5/2022	34,114.44	Electronic Payment
				Vendor Boise Municipal Health Care Total:	34,114.44
Vendor Number: DEQ Department of Environmental Quality					
A	ICCU - Checking	0000007087	12/5/2022	10,537.45	Auto
				Vendor Department of Environmental Quality Total:	10,537.45
Vendor Number: GOODHEA Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001190	12/5/2022	592.50	Electronic Payment
				Vendor Good Heart Technology, Incorporated Total:	592.50
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007089	12/5/2022	6,501.99	Auto
A	ICCU - Checking	W000000618	11/24/2022	2,387.46	Wire Transfer
				Vendor IDAHO CENTRAL CREDIT UNION Total:	8,889.45
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007090	12/5/2022	535.23	Auto
				Vendor IDAHO POWER CO. Total:	535.23
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000625	12/5/2022	18,614.31	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	18,614.31
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007091	12/5/2022	96.98	Auto
				Vendor Office Depot Total:	96.98
Vendor Number: PROVELO Pro Velocity					
A	ICCU - Checking	E000001191	12/5/2022	1,225.00	Electronic Payment
				Vendor Pro Velocity Total:	1,225.00
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000626	12/5/2022	23,624.40	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	23,624.40
Vendor Number: RIVAL Rival Solutions					
A	ICCU - Checking	0000007092	12/5/2022	420.00	Auto
				Vendor Rival Solutions Total:	420.00
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	0000007093	12/5/2022	60.00	Auto
				Vendor Shred-It USA- Boise Total:	60.00
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	0000007088	12/5/2022	2,006.00	Auto
				Vendor THE HARTFORD Total:	2,006.00
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E000001192	12/5/2022	1,375.00	Electronic Payment
				Vendor Valley Regional Transit Total:	1,375.00
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E000001193	12/5/2022	27.00	Electronic Payment
				Vendor WESTERN TROPHY & ENGRAVING Total:	27.00
				Report Total:	<u>102,142.76</u>

COMPASS Finance Committee
Proposed Meeting Dates for Calendar Year 2023

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 FY2024 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 23, 2023	
2	Approve FY2024 membership dues		Monday, April 17, 2023
3	a. Review FY2024 UPWP budget worksheets. Recommend changes as necessary. b. Review and approve Q2 Variance Report.	Thursday, June 15, 2023	
4	Request recommendation of Board adoption of the FY2024 UPWP.	Thursday, July 13, 2023	
6	Adopt FY2024 UPWP		Monday, August 21, 2023
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 17, 2023	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2024 UPWP.	Thursday, November 30, 2023	
8	Review and approve FY2023 Audited Financial Statements.	Thursday, December 14, 2023	
9	Adopt Revision 1 of the FY2024 UPWP.		Monday, December 18, 2023

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.