

**FINANCE COMMITTEE MEETING
FEBRUARY 20, 2014
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County
Highway District, **Chair**
Craig Hanson, Commissioner, Canyon County
John McEvoy, Commissioner, Canyon Highway
District #4
Charlie Rountree, Councilman, City of Meridian
Steve Rule, Commissioner, Canyon County, **Vice
Chair**

MEMBERS ABSENT: Garret Nancolas, Mayor, City of Caldwell
Rick Yzaguirre, Commissioner, Ada County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Megan Larsen, Community Planning Association
Bryce Millar, Commissioner, Nampa Highway
District #1
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Rebecca Arnold called the meeting to order at 12:00 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll said that the City of Wilder has submitted a request to join COMPASS, which will be presented to the COMPASS Board on February 24, 2014.

CONSENT AGENDA

A. Approve December 12, 2013, Finance Committee Meeting Minutes

Steve Rule moved and Charlie Rountree seconded approval of the Consent Agenda as presented. Motion passed unanimously.



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

INFORMATION/DISCUSSION ITEM

A. Status Report - FY2014 General and Special Membership Dues Received To Date

Megan Larsen provided a status report on FY2014 General and Special membership dues received to date.

ACTION ITEMS

A. Elect Chair and Vice Chair

Steve Rule nominated and Charlie Rountree seconded Rebecca Arnold as Chair. Charlie Rountree moved and Steve Rule seconded to close nominations. Motion passed unanimously.

John McEvoy nominated and Rebecca Arnold seconded Steve Rule as Vice Chair. John McEvoy moved and Craig Hanson seconded to close nominations. Motion passed unanimously.

Charlie said as COMPASS Board Chair, he will be making a suggestion that beginning in FY2015 upon election of the COMPASS Secretary-Treasurer each year, the Secretary-Treasurer becomes chair of the Finance Committee. The Finance Committee would still elect a Vice Chair. This will require changes to the Finance Committee Bylaws and approval by the COMPASS Board.

It was agreed by consensus, to have staff draft an amendment to the Finance Committee Bylaws to reflect the change for action at the March 17, 2014, Finance Committee meeting.

B. Approve Variance Report for October 1, 2013 – December 31, 2013

Megan Larsen presented the October 1, 2013 – December 31, 2013 Variance Report and reviewed a format change to the report.

After discussion, **Charlie Rountree moved and Steve Rule seconded approval of the October 1, 2013 – December 31, 2013 Variance Report as presented. Motion passed unanimously.**

C. Revise Established 2014 Finance Committee Meeting Dates

Megan Larsen said the meeting dates stay the same, but Agenda Items have been moved forward.

After discussion, **John McEvoy moved and Steve Rule seconded approval of the revised established 2014 Finance Committee meeting dates as presented.**

D. Approve Methodology for Calculating FY2015 General and Special Membership Dues

Matt Stoll reviewed the historical and proposed revised methodology for calculating FY2015 General and Special membership dues.

After discussion, **John McEvoy moved and Charlie Rountree seconded to approve the historical dues calculation formula for FY2015, and directed Matt Stoll to convene a workgroup comprised of a representative from Canyon Highway District #4; Nampa Highway District #1; Golden Gate Highway District; the mayors of Nampa, Caldwell, Middleton, Parma, and Wilder; and a Canyon County commissioner to develop a recommendation regarding a dues formula for FY2016. Motion passed unanimously.**

E. Approve Protocol for Resolving Unpaid Dues

Megan Larsen reviewed staff proposed steps to address Boise State University's unpaid FY2014 membership dues:

- 1) Notify Boise State University (BSU) in writing of its unpaid status and advise BSU of the steps to be taken if dues are not brought current (both first and second quarter dues paid in full) by March 26, 2014.
- 2) If first and second quarter dues are brought current by March 26, 2014, no further steps will be taken and BSU will remain in good standing.
- 3) If first and second quarter dues are not paid by March 26, 2014, BSU will be removed from COMPASS membership all together. Requests for member services, if any, will be cancelled. Additionally, COMPASS' commitment to fund an intern from BSU's Masters in Community and Regional Planning program will be cancelled.
 - a. If dues are not paid, staff will present a proposed revision to the FY2014 Unified Planning Work Program (UPWP) to the Finance Committee at the March 27, 2014 meeting.

After discussion, **Steve Rule moved and Charlie Rountree seconded approval of the protocol for resolving unpaid dues as presented. Motion passed unanimously.**

F. Recommend Board Approval of Financial Policy and Procedures Manual, to become Effective March 1, 2014.

Megan Larsen reviewed proposed changes to the current financial policy and procedures manual to remove outdated procedures, simplify procedures where possible, make COMPASS' policy consistent with the policies that guide member agencies, and add written policies and procedures where none currently exist.

Charlie suggested under Section XII: Investments, the third paragraph, should be reworded to say, "Deposits should be made up to the "yield" that would be covered by FDIC," not the deposit per say, to ensure full protection.

After discussion, **John McEvoy moved and Steve Rule seconded to have the proposed changes reviewed by legal counsel, and reviewed again by the Finance Committee at the March 27, 2014, committee meeting. Motion passed unanimously.**

ADJOURNMENT

**Charlie Rountree moved and John McEvoy seconded adjournment at 1:20 pm.
Motion passed unanimously.**

Dated this 27th day of March 2014.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

**By: _____
Steve Rule, Vice Chair**