



Community Planning Association

of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
March 12, 2004
COMPASS Conference Room**

***** MINUTES*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Tom Dale, Mayor, City of Nampa
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Todd Lakey, Commissioner, Canyon County
Ralph Little, Commissioner, Canyon Highway District
Garret Nancolas, Mayor, City of Caldwell
Judy Peavey-Derr, Commissioner, Ada County

OTHERS ATTENDING:

Allan Bosch, Bosch, Daw & Ballard
Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Elaine Clegg, Councilwoman, City of Boise
Steve Purvis, City of Boise
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne, Urlezaga, Community Planning Association
George Wadsworth, Wadsworth & Smith

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 2:30 p.m.

AGENDA ADDITIONS/CHANGES

Chair Eastlake asked for any objections to moving Action Item E to the first of the agenda under Action Items. Hearing none, Chair Eastlake so ordered.

CONSENT AGENDA

A. Approve February 18, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the February 18, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

E. Review FY2003 Audit

George Wadsworth presented the FY2003 Audit Report. George noted that a written management report was not provided this year as it had been in the previous years. He said it was not required because the findings were immaterial instances and were reviewed with staff and the corrections were made. He reviewed Alan Bosch's findings regarding the fact that COMPASS did not offer a "cash out" option as part of the deferred compensation benefit under the 457 Plan/Cafeteria Plan, which put the Cafeteria Plan into non-compliance with the Internal Revenue Code creating a potential liability for COMPASS. Alan noted that COMPASS would only have to go back 36 months to satisfy any potential liability. Clair Bowman stated with Alan Bosch's assistance the plan has been changed and there is no additional liability accruing. Clair said staff recommends the Finance Committee exercise its fiduciary responsibility and direct Clair as the Executive Director to pursue and bring resolution to the liability. If the financial costs exceed Clair's budget line item authority, then Clair would come back to the Finance Committee for further direction.

After discussion, **Garret Nancolas moved and Tom Dale seconded to direct Clair Bowman to resolve any outstanding issues in an appropriate manner and come back to the Finance Committee only if there will be a monetary impact or if it affects individual staff. Motion passed unanimously.**

Chair Eastlake asked for any objections to forwarding the FY2003 Audit to the full Board as accepted by the Finance Committee. Hearing none, Chair Eastlake so ordered.

A. Internal Controls Engagement

After discussion, **Chair Eastlake asked for any objections to adding the following as part of the revisions to the financial policy manual: Establish a procedure to address expenditure submitted without receipts. Establish a procedure at month-end directing the Operations Director to print a listing of all manual entries and compare them to the manual log. Establish Matt Stoll's position as a signer on checks in place of Jeanne Urlezaga's position. Establish a procedure stating annual raises that are more than twice the pre-approved dollar level or percentage level will be reported to the Executive Committee. A quarterly report of requests by members for staff time will be provided to the Board. Hearing no objections, Chair Eastlake so ordered.**

Chair Eastlake asked for any objections to accepting the Agreed-Upon Procedures as submitted by Balukoff Lindstrom, releasing Balukoff Lindstrom from any further requirements under the Internal Controls Engagement agreement and approving final payment. Hearing none, Chair Eastlake so ordered.

B. Review Variance Report: October 1, 2003 to January 31, 2004

After discussion, **Chair Eastlake asked for any objection to directing staff to provide the original budget compared to the revisions as they occur. Hearing none, Chair Eastlake so ordered.**

C. Establish FY2005 Membership Dues

Clair Bowman stated the last action of the Restructure/Dues Subcommittee was to propose that the basis of the dues assessment to a per person assessment within each county. The goal was to keep it as close to the same across both counties with the highway districts treated as full dues paying members. Clair reviewed the assessments based on that formula.

Chair Eastlake asked for any objections to: recommending the proposed formula to develop the dues structure, with a maximum amount per person of \$1.10; directing staff to bring back to the Finance Committee an analysis of how population increases related to COMPASS dues increases; and direct staff to review dues for Special Members. Hearing none, Chair Eastlake so ordered.

D. Consider Staff Recommendation on Minimum Cash-on-Hand Carrying Balance

Chair Eastlake asked for any objections to deferring this item until the April 16, 2004, Finance Committee meeting. Hearing none, Chair Eastlake so ordered.

INFORMATION/DISCUSSION ITEMS

A. Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting

After discussion, **Chair Eastlake asked for any objections to referring this item back to the Executive Committee as a policy discussion, which is not within the mandate of the Finance Committee. Direct staff to provide an analysis to the Executive Committee showing current dues that are paid by each member including Special Members and an analysis of what the weight of these members votes are. Hearing none, Chair Eastlake so ordered.**

B. Update on Revision 3 of the FY2004 Unified Planning Work Program and Budget

Matt Stoll provided an overview of the changes proposed in Revision 3 of the FY2004 Unified Planning Work Program and Budget that will be brought to the Finance Committee at its April 16th meeting for review and then to the full Board at the April 19th meeting for adoption.

ADJOURNMENT

The meeting adjourned at 4:15 p.m.

Dated this 16th Day of April 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

By: _____
A. J. Balukoff, Vice-Chair
COMPASS Finance Committee

T:\900supsvs\Finance Committee\Minutes\minutes03122004.doc