



Community Planning Association

of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
April 16, 2004
COMPASS Conference Room**

***** MINUTES*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Ralph Little, Commissioner, Canyon Highway District
Garret Nancolas, Mayor, City of Caldwell
Rick Yzaguirre, Commissioner, Ada County, for Judy Peavey-
Derr, Commissioner, Ada County

OTHERS ATTENDING:

Steve Purvis, City of Boise
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Debbie Winchar, Community Planning Association

CALL TO ORDER:

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

CONSENT AGENDA

A. Approve March 12, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the March 12, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Review Variance Report: October 1, 2003 to February 29, 2004 and March 31, 2004

After discussion, Chair Eastlake asked for any objections to directing staff to provide a status report to the Finance Committee for any variance in a task that is 10% over in hours spent or dollars spent and indicate that the project manager has reviewed the variance report and provided an explanation of why it either does or does not warrant an action by

the Finance Committee. Chair Eastlake also asked for any objections to directing staff to include in the explanation for multi-year projects the proposed budget for subsequent years. Hearing none, Chair Eastlake so ordered.

B. Establish FY2005 Membership Dues

After discussion, Chair Eastlake asked for any objections to her reporting to the COMPASS Board at its April 19th meeting that the recommendation of the Finance Committee is to adopt the membership dues structure as presented by staff. The Finance Committee would also recommend adoption of a maximum of \$1.10 per person as the calculation to be used in the total membership dues program for FY2005. The final dues per person would be dependent upon the adopted FY2005 budget, but not greater than \$1.10 per person. Hearing none, Chair Eastlake so ordered.

Chair Eastlake asked for any objections to changing the analysis report of membership dues for FY2002-2005 to a two-section report: top portion for general members who have dollars associated with them and a section for special members, leaving the Maximum FY2005 column blank. It would then be clearer that the top portion for general members, equals a Maximum FY2005 total of \$556,316. Hearing none, Chair Eastlake so ordered.

C. Consider Staff Recommendation on Minimum Cash-On-Hand Carrying Balance

After discussion, Chair Eastlake asked for objections to approving the recommended minimum cash-on-hand carrying balance. Also, recommending that staff draft a plan to handle the potential situation of a Contractor presenting a draw in a larger amount than is kept in the cash-on-hand carrying balance. Hearing none, Chair Eastlake so ordered.

D. Approve Revision 3 of the FY2004 Unified Planning Work Program and Budget

After discussion, Chair Eastlake asked for any objections to recommending the concept of regional tasks. Those tasks will be reported on the expenditure side on the Variance report, but not broken out between counties. Recommending approval of Revision 3 of the FY2004 Unified Planning Work Program and Budget as presented by staff. Also to direct staff to define “regional” projects and what the vision is for *Communities In Motion* in terms of staff days and consulting dollars. Hearing none, Chair Eastlake so ordered.

E. Review Finance Committee Bylaws

Matt Stoll asked to defer this item for one more month and suggested the Finance Committee’s participation in the revision process be done by email. **Hearing no objections, Chair Eastlake so ordered.**

F. Establish Next Meeting Agenda Date

The next meeting of the COMPASS Finance Committee is Friday, May 14, 2004, 2:30 p.m., at COMPASS.

ADJOURNMENT

Meeting adjourned at 4:15 p.m.

Dated this 14th Day of May 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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