



Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
May 14, 2004
COMPASS Conference Room**

***** MINUTES*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Bob Flowers, Mayor, City of Parma
Todd Lakey, Commissioner, Canyon County
Ralph Little, Commissioner, Canyon Highway District

ABSENT MEMBERS:

Tom Dale, Mayor, City of Nampa
Garret Nancolas, Mayor, City of Caldwell
Judy Peavey-Derr, Commissioner, Ada County

OTHERS ATTENDING:

Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

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

CONSENT AGENDA

A. Approve April 16, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the April 16, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Review Variance Report: October 1, 2003 to April 30, 2004

After discussion, **Chair Eastlake** asked for any objections to adding to the **June 18, 2004, Finance Committee meeting agenda** a discussion of what constitutes a variance and how variances are calculated. **Hearing none, Chair Eastlake so ordered.**

B. Approve Finance Committee Bylaws

Clair Bowman reviewed the structure of the proposed Bylaws.

After discussion, **Chair Eastlake** asked for objections to deleting the first sentence of **Article I – Establishment and Purpose**. **Hearing none, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to changing the language in **Article II – Committee Structure, Section 1: Composition**, to read, **“The Finance Committee shall be composed of seven COMPASS Board members: the COMPASS Board Secretary/Treasurer, three members from Ada County and three members from Canyon County. The Finance Committee Chair will be selected by the Finance Committee members.”** **Hearing none, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to changing the language in the first sentence of **Article II – Committee Structure, Section 2: Appointment**, to read, **“Vacancies on the Finance Committee shall be filled by the Board Chair and presented annually to the full Board for confirmation at the first meeting following the annual meeting of the Board.”** **Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to changing the language in **Article II – Committee Structure, Section 3: Term of Office** to read, **“The term of office for Finance Committee members will be two-year staggered terms, except for the Secretary/Treasurer whose term is one year. There is no limit to the number of terms a member may serve. Terms will be numbered except for the Secretary/Treasurer as odd/even terms.** **Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to adding an **“s”** to **“...member...”** and deleting **“an”** in the sentence **“...an additional...”** in **Article II – Committee Structure, Section 4: Additional Expertise**. **Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to deleting the last sentence in **Article II – Committee Structure, Section 5: Alternates**. **Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to approving **Article III - Meetings, Section 1: Frequency and Notification and Section 2: Open Meetings** as presented. **Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake** asked for any objections to approving **Article IV - Operations, Section 1: Rules of Order** as presented. Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to adding the language, “...or alternates” to the end of the sentence in **Article IV - Operations, Section 2: Quorum**. Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to approving **Article IV - Operations, Section 3: Voting** as presented. Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to changing the title of **Article IV - Operations, Section 4: Vice Chair** to “**Chair and Vice-Chair**,” and changing the language to read, “**The Finance Committee shall elect a Committee Chair and a Vice-Chair to serve as meeting chairperson in the event the Chair is unable to attend**.” Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to deleting **Article IV - Operations, Section 5: Bylaws** in its entirety. Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to changing the language in **Article V – Powers and Duties, Section 1: Authority** to read, “**The Finance Committee is a Standing Committee of the COMPASS Board. The Committee Chair shall report all actions taken by the Finance Committee to the Board. Ultimate authority resides with the Board.**” Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to adding language to the end of the sentence in **Article V – Powers and Duties, Section 2: Duties, No. 6**: to read, “...as approved by the Board.” Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to adding language to **Article V – Powers and Duties, Section 2: Duties** as “**9. Serve as the official Audit Committee for COMPASS.**” Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to approving **Article VI – Staff Responsibilities** as presented. Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to changing the language in the first sentence of **Article VII – Amendment** to read, “**These Bylaws may be amended by an affirmative vote of at least four members who are present at a duly authorized meeting, subject to ratification by the COMPASS Board.**” Hearing no objections, **Chair Eastlake** so ordered.

After discussion, **Chair Eastlake** asked for any objections to directing staff to revise the draft **Bylaws** to reflect the changes approved today and bring them back to the Finance Committee at its **June 18, 2004, Finance Committee meeting**. Hearing no objections, **Chair Eastlake** so ordered.

C. Approve Amendments to the COMPASS Financial Manual

Jeanne Urlezaga stated the amendments reflect the changes recommended by Jae Hallet and the Finance Committee.

After discussion, **Chair Eastlake asked for any objections to directing staff to change the wording under Section I: Cash Receipts Procedure, Monies Received by Hand-Delivery in the second bullet under “The Financial Assistant”, to read, “Balances this log to the cash register on a weekly basis.” Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to delete the last sentence on Page 2, Section I: Cash Receipts Procedure, Monies Received By Hand-Delivery, Geographic Information Systems (GIS) and General Office, “The remaining procedures remain the same for the Financial Assistant, Financial Analyst and Director of Operations, as listed under “Monies Received by Mail,” above” and to list out the procedures as was done under Monies Received by Mail. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to changing the wording in the second sentence in Section II, Cash Disbursement Cycle, Purchase Orders to read, Financial Assistant “or” Financial Analyst. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to correct the spelling of “Useage” to “Usage” in the title of Section III: Credit Card Usage on page 4. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objection to directing staff to add wording in Section III: Credit Card Usage identifying by position who can use the credit card. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to approving Section IV: Petty Cash Fund as presented. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to add a signature line on the Travel Authorization form acknowledging that if an employee does not have a receipt for expenses, no reimbursement will be allowed. This language will also be added to Section V: Travel/Education. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to adding to the June 18, 2004, Finance Committee meeting agenda a discussion of changing the Per Diem rate to match the state rate if approved by the Board. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to correct the spelling of “semi-monthly” to “semi-monthly” in the first sentence of Section VI: Payroll Cycle. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to approving Section VII: Banking as presented. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to approving Section VIII: Procurement Policy as presented. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to review Section IX: Capitalization Policy and bring back to the Finance Committee for further discussion at its June 18, 2004, meeting. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to approving Section X: Manual Journal Entries as presented. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to deleting Section XI: Annual Merit Raises in its entirety. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objections to directing staff to bring the Finance Manual with the changes as approved today back for final approval at the June 18, 2004, Finance Committee meeting. Hearing no objections, Chair Eastlake so ordered.**

D. Establish Special Members Dues Structure.

Matt Stoll reviewed a proposed special membership dues structure.

After discussion, **Chair Eastlake asked for any objections to recommending to the Board that special member dues be set equally for all special members at 1% of the total dues assessed to general members. Ex-Officio status will be offered to any special members not wanting to pay the increase. Chair Eastlake will announce this recommendation to the Board at the May 17, 2004, Board meeting and the recommendation will be added to the June 21, 2004, Board meeting as an action item. Hearing no objection, Chair Eastlake so ordered.**

E. Approve Definition of “Regional” Projects

Matt Stoll reviewed a proposed definition of “regional” projects.

After discussion, **Chair Eastlake asked for any objections to directing staff to reword the four criteria bullet points into positive statements and further define what is “regional.” Change the current order of the bullet points to be 1, 4, 2, 3. Add language to read, “Staff will use this criteria unless the COMPASS Board directs otherwise.” Staff will bring the revised definition back to the Finance Committee at its June 18, 2004, meeting for further discussion and approval. Hearing no objections. Chair Eastlake so ordered.**

INFORMATION/DISCUSSION ITEMS

A. Update on Cash Flow

Jeanne Urlezaga reported that the Idaho Transportation Department would be providing the agreed upon \$500,000 for the Regional Long Range Transportation Plan up front. A portion of the amount will be invested with the state and withdrawn as needed. Jeanne added that she had researched opening a \$20,000 line of credit at the Idaho Central Credit Union, but they would require a personal guarantee. The committee members agreed that was not an acceptable option.

B. Establish Next Meeting Agenda

The next meeting of the COMPASS Finance Committee is Friday, June 18, 2004, 2:30 p.m., at COMPASS.

ADJOURNMENT

Meeting adjourned at 4:30 p.m.

Dated this 18th Day of June 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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