



Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
August 11, 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
Judy Peavey-Derr, Commissioner, Ada County

ABSENT MEMBERS:

Tom Dale, Mayor, City of Nampa
Matt Beebe, Commissioner, Canyon County
Ralph Little, Commissioner, Canyon Highway District
Garret Nancolas, Mayor, City of Caldwell

OTHERS ATTENDING:

Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Steve Purvis, City of Boise
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 2:45 p.m.

CONSENT AGENDA

A. Approve June 2, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the June 2, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

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

Jeanne Urlezaga reviewed the October 1, 2003 to June 30, 2004 Variance Report.

B. Recommend Board Approval of Revision 4 of the FY2004 Unified Planning Work Program and Budget

Jeanne Urlezaga reviewed the five modifications proposed in Revision 4 of the FY2004 Unified Planning Work Program and Budget. Matt Stoll stated that additional modifications might be made due to the result of the Idaho Transportation Department end-of-the-year funding sweep. He said the only project that additional funding has been requested for, which would affect the Unified Planning Work Program and Budget, is \$112,000 for the Middleton Road Connections project. He said these additional funds have been requested based on recommendations from the contractor and the Idaho Transportation Department to address environmental requirements necessary to move the project from concept to construction. Matt added that if the funding comes through, the \$112,000 would be added into this revision when it goes to the Board.

After discussion, **Chair Eastlake asked for any objection to recommending COMPASS Board approval at the August 16th Board meeting of Revision 4 of the FY2004 Unified Planning Work Program and Budget. Hearing none, Chair Eastlake so ordered.**

C. Approve the Definition of “Regional” Projects

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

After discussion, **Chair Eastlake asked for any objection to directing staff to bring back a revised definition - the third bullet point is to read, “A task’s direct costs can only be assigned rationally to a multiple county area,” and the fourth bullet point is to read, “A task’s labor costs can be easily tracked only on a multiple county basis.” Staff is to bring the revised definition back to the Finance Committee at its next meeting for approval. Hearing none, Chair Eastlake so ordered.**

D. Consider Change to the Per Diem Rate

After discussion, **Chair Eastlake asked for any objection to recommending the Board approve the proposed change to the per diem rate based on the current State of Idaho’s Per Diem Policy. Steve Purvis will provide Jeanne Urlezaga with the clarifying language that Boise City uses regarding per diem rates for partial days. Hearing no objection, Chair Eastlake so ordered.**

After further discussion, **Chair Eastlake asked for any objection to directing staff to revise the COMPASS Financial Manual incorporating the change to the per diem rate and to bring the manual back to the Finance Committee at its next meeting for approval. Hearing none, Chair Eastlake so ordered.**

INFORMATION/DISCUSSION ITEM

A. Establish Next Meeting Agenda

After discussion, **Chair Eastlake** asked for any objection to canceling the **September 7, 2004, October 15, 2004 and December 17, 2004, meetings**. Staff is to continue sending the **Variance Reports** to the **Finance Committee** on a monthly basis for review. Hearing none, **Chair Eastlake** so ordered.

Chair Eastlake asked for any objection to scheduling the next meeting of the **Finance Committee** for **November 4, 2004, at 2:30 p.m. at COMPASS**. An action item will be added to the **November 4th Agenda** to establish that regular meetings of the **Finance Committee** will be held on a quarterly basis rather than monthly, with the option of calling a special meeting when necessary. Hearing none, **Chair Eastlake** so ordered.

Chair Eastlake asked for any objection to **Steve Purvis'** request to meet with **Jeanne Urlezaga** regarding internal controls and cost accounting for post retirement, fringe benefits and annual leave. Hearing none, **Chair Eastlake** so ordered.

ADJOURNMENT

Meeting adjourned at 4:00 p.m.

Dated this 4th Day of November 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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