



# Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho  
COMPASS Finance Committee  
November 4, 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  
Ralph Little, Commissioner, Canyon Highway District

**ABSENT MEMBERS:**

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

**OTHERS ATTENDING:**

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.

**AGENDA ADDITIONS/CHANGES**

**Chair Eastlake asked for any objection to moving Agenda Action Items C and D after Item A and before Item B. Hearing no objections, Chair Eastlake so ordered.**

**CONSENT AGENDA**

**A. Approve August 11, 2004, Finance Committee Meeting Minutes**

**Chair Eastlake asked for any objections to approving the August 11, 2004, Finance Committee meeting minutes as presented. Hearing none, Chair Eastlake so ordered.**

## **ACTION ITEMS**

### **A. Review Variance Report: October 1, 2003 to September 30, 2004**

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

After discussion, **Chair Eastlake asked for any objection to directing staff to continue e-mailing the Variance Reports to the Finance Committee on a monthly basis and to have Jeanne forward any comments from individual members to the full Finance Committee. Hearing none, Chair Eastlake so ordered.**

### **C. Approve the Definition of “Regional” Projects**

Jeanne Urlezaga reviewed the definition of “regional” projects.

After discussion, **Chair Eastlake asked for any objection to adding the following clarifying language to the definition, “ a project will be considered regional if it meets any one of the following criteria.” Staff is directed to add the definition into subsequent revisions of the FY2005 Unified Planning Work Program and Budget. Hearing none, Chair Eastlake so ordered.**

### **D Approve Modification to COMPASS Financial Manual**

Jeanne Urlezaga reviewed the modification to the per diem rate in the COMPASS Financial Manual Section V: Travel/Education.

**Chair Eastlake asked for any objection to approving the modification as presented. Hearing none, Chair Eastlake so ordered.**

### **B. Recommend Board Approval of Revision 1 of the FY2005 Unified Planning Work Program and Budget**

Matt Stoll reviewed Revision 1 of the FY2005 Unified Planning Work Program and Budget. He said Revision 1 deals with carry forward expenditures; additional revenue sources being realized through proposed new membership or increased revenue available with the Consolidated Planning Grant; and how staff requests those dollars be budgeted. He reviewed the 24 items in two parts: Part 1 consists of Items 1,2,3,6,7,12, 3,14,15,18,19, 20, and 21. Part 2 consists of Items 4,5,8,9,10,11,16,17, 22, 23 and 24.

After discussion, **Chair Eastlake asked for any objection to approving the proposed changes under Part 1, Items 1, 2, 3, 6,7,12, 13, 14, 15, 18, 19, 20, and 21. Hearing no objections, Chair Eastlake so ordered.**

After discussion, **Chair Eastlake asked for any objection to recommending approval of Part 2, Items 4, 5, 8, 9, 10, 11, and 17 (Program 801: \$5,000 Transportation Staff Development and Program 990: \$5,000 equipment). Items 16, 22, 23 and 24 will be considered for allocation after the FY2004 Year-End review as part of Revision 2. Hearing none, Chair Eastlake so ordered.**

**E. Establish Quarterly Meetings of the Finance Committee**

**Chair Eastlake asked for any objection to scheduling the next meeting of the Finance Committee for December 2, 2004, at COMPASS from 2:00 p.m. to 3:00 p.m. to review the FY2004 Year-End Balance and Fund Balance. Hearing none, Chair Eastlake so ordered.**

**Chair Eastlake asked for any objection to scheduling 2005 Finance Committee meetings at COMPASS from 2:30 p.m. to 4:30 p.m. on the third Friday of every month following the end of each quarter: January 21, 2005, April 15, 2005, July 15, 2005, and October 21, 2005. Hearing no objection, Chair Eastlake so ordered.**

**ADJOURNMENT**

Meeting adjourned at 4:00 p.m.

**Dated this 2nd Day of December 2004.**

**APPROVED:**

**By: \_\_\_\_\_  
Susan Eastlake, Chair  
COMPASS Finance Committee**

**ATTEST:**

**By: \_\_\_\_\_  
A. J. Balukoff, Vice-Chair  
COMPASS Finance Committee**