

Community Planning Association

of Southwest Idaho

COMPASS FINANCE COMMITTEE
April 16, 2004, 2:30 p.m.– 4:30 p.m.
COMPASS Conference Room
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

(The meeting packet and all attachments can be accessed on the Internet at:
<http://www.compassidaho.org/board.html>)

I. AGENDA ADDITIONS/CHANGES (2:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS (2:35)

III. CONSENT AGENDA (2:40)

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

IV. ACTION ITEMS

- | | | |
|------|---|------------------------|
| 2:45 | *A. Review Variance Report: October 1, 2003 to February 29, 2004 and March 31, 2004
<i>Copies of the Variance Reports are attached.</i> | Jeanne Urlezaga |
| 3:00 | *B. Establish FY2005 Membership Dues
<i>The attached memorandum outlines staff's recommendation for FY2005 Membership dues.</i> | Clair Bowman |
| 3:45 | *C. Consider Staff Recommendation on Minimum Cash-on-Hand Carrying Balance
<i>This item was deferred from the March 12, 2004, Finance Committee Meeting. The attached memorandum outlines staff's recommendation for a Cash-on-Hand carrying Balance.</i> | Jeanne Urlezaga |
| 3:55 | *D. Approve Revision 3 of the FY2004 Unified Planning Work Program and Budget
<i>The attached memorandum outlines Revision 3 of the FY2004 Unified Planning Work Program and Budget.</i> | Clair Bowman |
| 4:10 | E. Review Finance Committee Bylaws
<i>Staff will present proposed revisions to the current interim Bylaws that were approved by the COMPASS Board.</i> | Susan Eastlake |
| 4:25 | *F. Establish Next Meeting Agenda/Date
<i>Proposed agenda items are attached.</i> | Susan Eastlake |

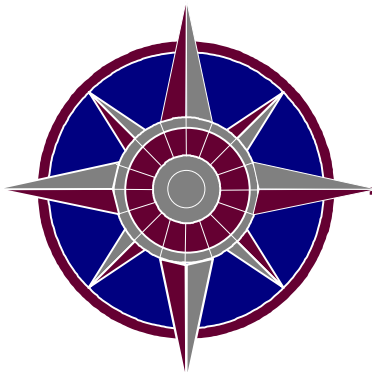
V. **OTHER**

ADJOURNMENT (4:30)

* Enclosures

Times are approximate. Agenda is subject to change.

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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 if 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.

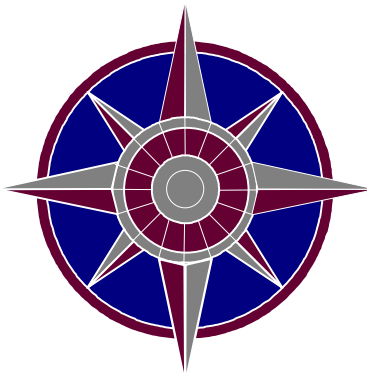
APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee
FROM: Jeanne Urlezaga, Operations Director
DATE: April 7, 2004
RE: **FY2004 Variance Report – February and March 2004**

Action Requested:

None. This item is for information only.

Background:

The attached documents represent the variance analysis for the period October 2003 through February and March 2004.

Status:

The February variance report is compared to the Unified Planning Work Program (UPWP) Revision 1, while the March is compared to the UPWP Revision 2, approved in March. The overall expenditures for all categories of funds are 27% of budget at March 31, 2004. Explanation of unusual differences follows:

- Corridor Studies, Tasks 610 and 611 were delayed due to staff vacancy early in the year. We are awaiting signed grant agreements with Idaho Transportation Department before issuing Professional Service Agreements. For Task 612 a Request for Qualifications was issued in March.
- Peak Hour Model, Task 637 is only at 2% because it was created with Revision 2 in order to track this project separate from Regional Transportation Modeling, Task 636. We anticipate completion of this project this fiscal year.
- Since the COMPASS Board accepted the ITD request to consider a five county study, the original Scope of Work for the Regional Long Range Plan is being revised. It is still the intent that Professional Service Agreements will be executed and dollars will be obligated by June 1st of this year.
- Operations, Task 900 went from 57% in February to 80% in March for legal services during the first half of the fiscal year in support of transportation legislation.

Also enclosed is the Quarterly Income Statement and Balance Sheet at March 31, 2004. Cash flow increased in second quarter that reflects grant completion and billing activities.

Attachment

T:\900supvs\Finance Committee\Variance Report Analysis Jan FY2004.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - FEBRUARY 29, 2004 (41.66%)

601 Transportation Support **Lead:** **Matt Stoll**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 42%
Explanation: Work elements associated with task are on schedule. Necessary Canyon County staff hours are under budgeted for a task regional in nature. Actual time spent on task will vary during the year depending upon member requests.

	Budget - Revision 1				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	191	105,060	11,700	116,760	85	49,918	3,542	53,460	45%	46%
Canyon	64	35,020	3,900	38,920	40	22,559	1,227	23,787	62%	61%

610 SH44 Corridor Preservation **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/06 Status: 4%
Explanation: Project delayed due to COMPASS staff change. Awaiting grant agreement from ITD. RFQ to be issued in March 2005. Contract scheduled for execution in early June 2005.

Ada	54	26,617	205,033	231,650	2	1,284	-	1,284	4%	1%
Canyon	77	38,303	295,047	333,350	2	1,127	-	1,127	2%	0%

611 US 20/26 Corridor Preservation **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/05 Status: 4%
Explanation: Project delayed due to COMPASS staff change. Awaiting grant agreement from ITD. RFQ to be issued in March 2005. Contract scheduled for execution in early June 2005.

Ada	68	32,590	232,960	265,550	2	1,586	-	1,586	3%	1%
Canyon	76	36,750	262,700	299,450	2	1,197	-	1,197	2%	0%

612 Middleton Road Extension Alternatives **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/05 Status: 5%
Explanation: Project delayed due to COMPASS staff change. RFQ issued on March 12. Contract scheduled for execution in late May 2005.

Ada	-	-	-	-	-	-	-	-	0%	0%
Canyon	57	30,370	169,630	200,000	4	2,785	-	2,785	7%	1%

636 Regional Transportation Modeling **Lead:** **Jay Witt**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 20%
Explanation: Task is not tracking with budget, partly due to staffing and delays in demographic development. A new modeler has been hired. The 24-hour model is in calibration/validation, and peak-hour model will be completed by year end.

Ada	239	107,910	40,500	148,410	47	28,259	5,242	33,501	20%	23%
Canyon	80	35,970	13,500	49,470	20	11,766	1,825	13,591	25%	27%

640 Transportation Liaison **Lead:** **Matt Stoll**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 42%
Explanation: Task generally on schedule. Time spent in liaison function for Ada County by senior management has been greater than originally anticipated.

Ada	34	19,944	-	19,944	17	15,799	-	15,799	51%	79%
Canyon	23	13,296	-	13,296	8	5,893	-	5,893	36%	44%

642 Congestion Management System **Lead:** **Jay Witt**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 45%
Explanation: System implementation and maintenance are on schedule, but system development is slightly off which is partly due to staff turnover and lack of member participation. Staff plan to have the System fully implemented and documented by the end

Ada	53	25,270	15,050	40,320	34	19,386	-	19,386	64%	48%
Canyon	23	10,830	6,450	17,280	17	8,483	-	8,483	73%	49%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - FEBRUARY 29, 2004 (41.66%)

645 Air Quality Conformity Demonstration Lead: Jay Witt
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 15%
Explanation: This task is currently on schedule. Because COMPASS generates a TIP annually, transportation conformity analyses are annual tasks. Most of the work up to this point in the year has been to include impacts from proposed plan amendments.

	Budget - Revision 1				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	92	45,100	-	45,100	33	16,496	-	16,496	35%	37%
Canyon	-	-	-	-	-	-	-	-	0%	0%

651 Air Quality Planning Lead: Jay Witt
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 40%
Explanation: These projects are on schedule. The B20 Biodiesel Project is 70% completed, while current miscellaneous air quality projects are approximately 40% completed.

Ada	180	91,980	126,000	217,980	51	30,987	11,358	42,344	29%	19%
Canyon	34	17,520	24,000	41,520	15	9,256	550	9,806	44%	24%

661 Regional Long-Range Transportation Plan Lead: Matt Stoll
 Commencement Date 05/01/06 Proposed Completion: 02/01/06 Status: 11%
Explanation: Project is behind schedule due to consideration of joint COMPASS-ITD planning proposal and demographics development. Staff have developed a proposal for updating Destination 2025 and a RFQ/P process for the Joint COMPASS-ITD Plan.

Ada	577	326,137	305,980	632,117	142	95,160	14,739	109,898	25%	17%
Canyon	141	48,733	106,098	154,831	53	32,776	3,920	36,696	38%	24%

671 Public Transportation Support Lead: Toni Tisdale
 Commencement Date 10/1/03 Proposed Completion: 10/01/04 Status: 55%
Explanation: Task is on schedule. Idaho Task Force on Public Transportation is drawing to completion; however, Legislature recently approved a public transportation/air quality interim committee. Senior management time in this task has been greater than budgeted.

Ada	72	44,880	-	44,880	44	31,347	-	31,347	61%	70%
Canyon	18	11,220	-	11,220	10	8,680	-	8,680	56%	77%

685 Transportation Improvement Program Lead: Patricia Nilsson
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 35%
Explanation: Task on schedule based on adopted TIP calendar.

Ada	220	98,930	1,300	100,230	71	36,509	15	36,524	32%	36%
Canyon	118	53,270	700	53,970	41	21,855	4	21,858	34%	41%

686 Maximize Transportation Funds Lead: Clair Bowman
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 15%
Explanation: Staff effort is seasonal by nature. Staff time will increase significantly as the Balancing Committee meets on a more frequent basis in spring and summer. Nationally, Congressional lobbying will increase as re-authorization proceeds.

Ada	33	20,600	500	21,100	5	5,186	21	5,207	16%	25%
Canyon	33	20,600	500	21,100	3	3,096	21	3,118	9%	15%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - FEBRUARY 29, 2004 (41.66%)

710 Development Monitoring **Lead:** **Charles Trainor**
Commencement Date 10/01/03 Proposed Completion: 08/31/04 Status: 50%
Explanation: Task is on schedule with release of the end-of-year report in March. The mid-year report in August is a relatively minor product.

	Budget - Revision 1				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	63	31,785	910	32,695	40	15,741	-	15,741	63%	48%
Canyon	34	17,115	490	17,605	13	5,597	-	5,597	39%	32%

720 Data Resources and Forecasting **Lead:** **Charles Trainor**
Commencement Date 01/01/03 Proposed Completion: 05/31/04 Status: 85%
Explanation: Task is behind schedule. An area of impact level allocation is approved. The trend development scenario at the traffic analysis zone level could be approved in April. The last two scenarios should be completed at the zonal level by May/June.

Ada	74	38,430	5,600	44,030	71	44,225	175	44,401	96%	101%
Canyon	32	16,470	2,400	18,870	23	15,090	125	15,215	72%	81%

760 Automated Geographic Information Sys **Lead:** **Ross Dodge**
Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 45%
Explanation: Task has expended labor early on development/improvements to Canyon data layers, specifically the street centerline file. This work has been completed. Ada work is on schedule. Canyon work expected to be lower through end of year.

Ada	294	144,560	2,400	146,960	129	74,472	236	74,708	44%	51%
Canyon	74	36,140	600	36,740	43	23,118	48	23,166	58%	63%

761 Ada County Orthophotography **Lead:** **Charles Trainor**
Commencement Date 08/01/03 Proposed Completion: 03/31/04 Status: 95%
Explanation: Work by the consultant has been completed. Distribution of the product is underway. Final payment to the consultant is pending quality review by participants.

Ada	-	-	75,000	75,000	-	-	72,388	72,388	0%	97%
Canyon	-	-	-	-	-	-	-	-	0%	0%

780 Drainage Planning **Lead:** **Clair Bowman**
Commencement Date 12/01/03 Proposed Completion: 09/30/04 Status: 0%
Explanation: Negotiations are finally complete with a consultant to produce this project's final report. Professional Services Agreement is signed; work will commence in early April.

Ada	-	-	7,320	7,320	-	-	-	-	0%	0%
Canyon	-	-	3,941	3,941	-	-	-	-	0%	0%

900 Operations **Lead:** **Jeanne Urlezaga**
Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 44%
Explanation: This task is over based on up front expenditures, one time equipment purchase for a vehicle and PERSI retirement Purchase of Service payment for Erv Olen. This percent will even out as the year progresses.

Ada	1,048	-	95,900	95,900	464	-	54,794	54,794	44%	57%
Canyon	450	-	41,100	41,100	199	-	23,512	23,512	44%	57%

T:\900supsvs\Variance Reports\FY2004\February04 Variance Report

TOTAL ALL TASKS										
Ada	3,289	1,159,793	1,126,153	2,285,946	1,238	466,355	162,509	628,865	38%	28%
Canyon	1,332	421,607	931,056	1,352,663	491	173,279	31,231	204,510	37%	15%
TOTAL	4,621	1,581,400	2,057,209	3,638,609	1,729	639,635	193,740	833,375	37%	23%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - MARCH 31, 2004 (50.00%)

601 Transportation Support **Lead:** **Matt Stoll**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 50%
Explanation: Work elements associated with task are on schedule. Necessary Canyon County staff hours are under budgeted for a task regional in nature. Actual time spent on task will vary during the year depending upon member requests.

	Budget - Revision 2				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	191	105,060	11,700	116,760	114	65,380	7,320	72,700	60%	62%
Canyon	64	35,020	3,900	38,920	53	29,733	2,487	32,220	83%	83%

610 SH44 Corridor Preservation **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/06 Status: 6%
Explanation: Awaiting grant agreement from ITD after which RFQ to be issued.

Ada	54	26,617	205,033	231,650	5	3,020	-	3,020	9%	1%
Canyon	77	38,303	295,047	333,350	4	2,690	-	2,690	5%	1%

611 US 20/26 Corridor Preservation **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/05 Status: 6%
Explanation: Awaiting grant agreement from ITD after which RFQ to be issued.

Ada	68	32,590	232,960	265,550	5	3,214	-	3,214	7%	1%
Canyon	76	36,750	262,700	299,450	4	2,783	-	2,783	5%	1%

612 Middleton Road Extension Alternatives **Lead:** **Patricia Nilsson**
 Commencement Date 01/01/04 Proposed Completion: 04/30/05 Status: 10%
Explanation: RFQ issued on March 12. Pre-bid conference held on March 24. Contract scheduled for execution in late May 2004.

Ada	-	-	-	-	-	-	-	-	0%	0%
Canyon	57	30,370	169,630	200,000	8	5,438	83	5,521	14%	3%

636 Regional Transportation Modeling **Lead:** **Jay Witt**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 30%
Explanation: Task is not tracking with budget, partly due to staffing and delays in demographic development. The "new" 24-hour model is in calibration/validation and on track to be ready for use in the long-range plan limited update.

Ada	156	70,410	40,500	110,910	74	41,781	11,072	52,853	47%	48%
Canyon	52	23,470	13,500	36,970	31	17,368	4,235	21,603	59%	58%

637 Peak Hour Model **Lead:** **Jay Witt**
 Commencement Date: 3/15/04 Proposed Completion: 9/30/04 Status: 2%
Explanation: This task includes both the peak hour and mode choice model components. Peak Hour - 20% complete because of the Downtown Boise Mobility Study. The peak Hour model is on track to be completed by 9/1/04. Mode Choice - 2% complete. Currently in exploratory phase of model development.

Ada	30	13,500	54,000	67,500	2	979	-	979	6%	1%
Canyon	81	36,500	146,000	182,500	2	1,425	-	1,425	3%	1%

640 Transportation Liaison **Lead:** **Matt Stoll**
 Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 50%
Explanation: Staff time spent within task generally on schedule. Time spent in liaison function for Ada County by senior management has been greater than originally anticipated.

Ada	34	19,944	-	19,944	25	21,648	-	21,648	74%	109%
Canyon	23	13,296	-	13,296	11	7,559	-	7,559	46%	57%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - MARCH 31, 2004 (50.00%)

Budget - Revision 2				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

642 Congestion Management System	Lead:	Jay Witt			
Commencement Date	10/01/03	Proposed Completion:	09/30/04	Status:	45%
Explanation: System implementation and maintenance are on schedule, but system development is slightly off which is partly due to staff turnover and lack of member participation. Staff plan to have the System implemented and documented by the end of summer.					

Ada	53	25,270	15,050	40,320	36	19,929	-	19,929	67%	49%
Canyon	23	10,830	6,450	17,280	17	8,504	-	8,504	75%	49%

645 Air Quality Conformity Demonstration	Lead:	Jay Witt			
Commencement Date	10/01/03	Proposed Completion:	09/30/04	Status:	25%
Explanation: This task is currently on schedule. Because COMPASS generates a TIP annually, transportation conformity analyses are annual tasks. Staff have developed this years modeling assumptions for ICC approval.					

Ada	92	45,100	-	45,100	38	18,948	-	18,948	42%	42%
Canyon	-	-	-	-	-	-	-	-	0%	0%

651 Air Quality Planning	Lead:	Jay Witt			
Commencement Date	10/01/03	Proposed Completion:	09/30/04	Status:	45%
Explanation: These projects are on schedule.					

Ada	85	41,650	-	41,650	35	20,989	265	21,254	41%	51%
Canyon	36	17,850	-	17,850	15	8,586	60	8,646	41%	48%

655 B20 Biodiesel Study	Lead:	Jay Witt			
Commencement Date:	10/01/03	Proposed Completion:	9/30/04	Status:	75%
Explanation: Data collection was completed on 3/05/04. The projects are on schedule.					

Ada	84	45,000	138,500	183,500	32	16,314	15,426	31,740	38%	17%
Canyon	9	5,000	11,500	16,500	6	2,729	500	3,229	66%	20%

661 Regional Long-Range Transportation Pl	Lead:	Charles Trainor			
Commencement Date	05/01/06	Proposed Completion:	02/01/06	Status:	20%
Explanation: This project will be split into two projects--Communities in Motion and 2030 Limited Update for Ada County. An RFQ is out for Communities in Motion, with contractor to be selected in May.					

Ada	577	326,137	305,980	632,117	192	123,277	19,156	142,434	33%	23%
Canyon	141	48,733	106,098	154,831	70	42,171	5,813	47,984	50%	31%

671 Public Transportation Support	Lead:	Toni Tisdale			
Commencement Date	10/1/03	Proposed Completion:	10/01/04	Status:	55%
Explanation: Task is on schedule. The Legislature recently approved a public transportation/air quality interim committee, which may continue to cause the task to run slightly over budget. Senior management time greater than expected.					

Ada	72	44,880	-	44,880	48	33,854	-	33,854	67%	75%
Canyon	18	11,220	-	11,220	11	9,061	-	9,061	61%	81%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - MARCH 31, 2004 (50.00%)

	Budget - Revision 2				Actual				% Expended		
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$	
685 Transportation Improvement Program Lead: Patricia Nilsson	Ada	220	98,930	1,300	100,230	90	44,560	15	44,575	41%	44%
Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 45%	Canyon	118	53,270	700	53,970	56	28,247	4	28,251	47%	52%
Explanation: Task on schedule based on adopted TIP calendar. Also produced TIP manual.											
686 Maximize Transportation Funds Lead: Clair Bowman	Ada	33	20,600	500	21,100	7	7,350	21	7,371	23%	35%
Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 25%	Canyon	33	20,600	500	21,100	4	4,175	21	4,196	12%	20%
Explanation: Staff effort is seasonal by nature. Staff time will increase significantly as the Balancing Committee meets on a more frequent basis in spring and summer. Nationally, Congressional lobbying will increase as re-authorization proceeds.											
710 Development Monitoring Lead: Charles Trainor	Ada	63	31,785	910	32,695	47	18,538	-	18,538	75%	57%
Commencement Date 10/01/03 Proposed Completion: 08/31/04 Status: 50%	Canyon	34	17,115	490	17,605	17	7,060	-	7,060	51%	40%
Explanation: Task is on schedule with release of the end-of-year report in March. The mid-year report in August is a relatively minor product. An inventory of preliminary plats could be started.											
720 Data Resources and Forecasting Lead: Charles Trainor	Ada	74	38,430	5,600	44,030	75	45,558	243	45,801	101%	104%
Commencement Date 01/01/03 Proposed Completion: 05/31/04 Status: 85%	Canyon	32	16,470	2,400	18,870	25	15,819	193	16,012	79%	85%
Explanation: Task is behind schedule. An area of impact level allocation is approved. The trend development scenario at the traffic analysis zone level could be approved in April. The last two scenarios should be completed at the zonal level by May/June.											
760 Automated Geographic Information Sys Lead: Ross Dodge	Ada	294	144,560	2,400	146,960	153	86,224	236	86,460	52%	59%
Commencement Date 10/01/03 Proposed Completion: 09/30/04 Status: 50%	Canyon	74	36,140	600	36,740	43	22,440	48	22,488	58%	61%
Explanation: Task has expended labor early on development/improvements to Canyon data layers, specifically the street centerline file. This work has been completed. Ada work is on schedule. Canyon work expected to be lower through end of year.											
761 Ada County Orthophotography Lead: Charles Trainor	Ada	-	-	75,000	75,000	-	-	72,388	72,388	0%	97%
Commencement Date 08/01/03 Proposed Completion: 03/31/04 Status: 95%	Canyon	-	-	-	-	-	-	-	-	0%	0%
Explanation: Work by the consultant has been completed. Distribution of the product is underway. Final payment to the consultant is pending quality review by participants.											
780 Drainage Planning Lead: Clair Bowman	Ada	-	-	7,320	7,320	0	181	-	181	0%	2%
Commencement Date 12/01/03 Proposed Completion: 09/30/04 Status: 2%	Canyon	-	-	3,941	3,941	0	76	-	76	0%	2%
Explanation: Negotiations are complete with a consultant to produce this project's final report. Professional Services Agreement is signed; work began in late March.											

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - MARCH 31, 2004 (50.00%)

900 Operations	Lead:	Jeanne Urlezaga
Commencement Date	10/01/03	Proposed Completion: 09/30/04
Status:	50%	
Explanation: This task is over as a result of up front expenditures, one time equipment purchase for a vehicle, PERSI retirement Purchase of Service payment for Erv Olen and legal/lobbying expenditures.		

	Budget - Revision 2				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	1,048	-	95,900	95,900	557	-	76,642	76,642	53%	80%
Canyon	450	-	41,100	41,100	239	-	32,856	32,856	53%	80%

T:\900supsvs\Variance Reports\FY2004\March04 Variance Report

TOTAL ALL TASKS										
Ada	3,225	1,130,463	1,192,653	2,323,116	1,534	571,745	202,785	774,530	48%	33%
Canyon	1,396	450,937	1,064,556	1,515,493	614	215,863	46,299	262,162	44%	17%
TOTAL	4,621	1,581,400	2,257,209	3,838,609	2,148	787,607	249,084	1,036,692	46%	27%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

INCOME STATEMENT				
October 1, 2003 to March 31, 2004 (50.00%)				
	BUDGET-REV2	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	504,942	252,122	252,820	50%
Special Membership Dues	23,725	15,513	8,212	65%
FTA/FHWA Consolidated Planning Grant	756,162	391,630	364,532	52%
Surface Transportation Program Grants	1,864,672	273,799	1,590,873	15%
Other Federal Aid	546,581	71,921	474,660	13%
Other Revenue Sources	222,362	117,383	104,979	53%
Total Revenue	3,918,444	1,122,368	2,796,076	29%
EXPENSES				
Salary	950,200	454,067	496,133	48%
Fringe	355,700	171,219	184,481	48%
Overhead	275,500	162,321	113,179	59%
Professional Services	1,983,809	135,393	1,848,416	7%
Legal/Lobbying	35,000	36,078	(1,078)	103%
Equipment	55,000	31,538	23,462	57%
Travel/Education	19,500	7,320	12,180	38%
Printing	3,500	156	3,344	4%
Public Involvement	82,000	1,810	80,190	2%
Meeting Support	5,500	2,097	3,403	38%
Other	72,900	34,693	38,207	48%
Total Expenses	3,838,609	1,036,692	2,801,917	27%
Reserve-Air Quality Event-pubic transportation	15,000	-	15,000	
Net Income (Loss)	64,835	85,676		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	2,323,116	774,530
Canyon County	1,515,493	262,162
Total Expenses	3,838,609	1,036,692

BALANCE SHEET		
March 31, 2004		
	March 31, 2004	December 31, 2003
ASSETS		
Cash and Cash Equivalents	432,015	188,665
Accounts Receivable	248,160	337,646
Fixed Assets - net of accumulated depreciation	145,769	143,477
Amount to be provided for long-term obligations	100,050	101,688
TOTAL ASSETS	925,994	771,476
LIABILITIES		
Accounts Payable	166,867	55,753
Accrued Payroll Liabilities	52,873	48,892
Accrued Capital Lease Obligation	18,873	20,510
Accrued Compensated Absences	81,178	81,178
TOTAL LIABILITIES	319,791	206,333
FUND BALANCE		
Investments in Fixed Assets	145,769	143,477
Fund Balance	460,434	421,666
	606,203	565,143
TOTAL LIABILITIES AND FUND BALANCE	925,994	771,476

* Accrued Compensated Absences are calculated annually at fiscal year-end

** Depreciation on Fixed Assets is calculated annually at fiscal year-end

March 31, 2004



Community Planning Association *of Southwest Idaho*

MEMORANDUM

TO: Community Planning Association Finance Committee and Board of Directors

FROM: Clair M. Bowman, Executive Director

DATE: April 7, 2004

RE: **Adopt a Membership Dues Structure for FY2005**

Action Requested:

Adopt a membership dues structure for FY2005.

Background:

FY2004 General Membership dues were assessed as a rate of \$0.46 per person within each jurisdiction of a General Member. One exception to this rate was that the Ada County Highway District paid dues at a rate of 65% of the \$0.46. Canyon County highway districts were considered to be Special Members and paid a flat rate of dues negotiated with them a year ago.

A number of COMPASS Board members met throughout the summer and fall of 2003 to identify a better way to assess dues. The problems, as this committee saw them were:

1. Paying a dues-per-person rate within each organization made collections substantially different between the two counties. The result of this dues structure for FY2004 generates \$1.18 per Ada County resident and only \$0.91 per Canyon County resident.
2. Inconsistent treatment of highway districts in the two counties was undesirable if indeed they were to be true partners in the organization.

The committee eventually agreed that all highway districts should be treated as General Members and pay dues on the same basis as all other General Members. Committee members further agreed that the basis of dues, in order to attain greater equity between the two counties, should be a set rate per person, allocated in some fair manner to individual jurisdictions.

The committee reviewed half a dozen alternatives to implement these two standards, agreeing only that the two principles were still the right ones to implement. No final decision was made on FY2005 dues.

Status:

The attached spreadsheet represents the product of staff's efforts over the past several months to implement the dues committee's two major principles. It shows FY2004 dues and the inequity that exists in the dues collected per person in the two counties on the \$0.46 per person structure. It then shows calculated FY2005 dues, using assumptions identified at the top of the spreadsheet.

There are several non-trivial impacts on COMPASS members. In Ada County, the total amount collected with the new structure is almost identical to that collected in FY2004. However, the distribution of that amount within the county affects the Ada County Highway District much more than any other agency. This is, in part, an expected result of changing from a 65% rate to a 100% rate. Likewise, in Canyon County, highway districts' dues increase more (on a percentage basis) than any other agencies' dues.

I met, at the invitation of the Association of Canyon County Highway Districts, with representatives of all four Canyon highway districts, Canyon County and the cities of Nampa and Caldwell to review the calculated FY2005 dues. Ultimately, all agreed that Canyon County, Nampa and Caldwell would pick up a portion of the highway districts' increase for one year as a supportive gesture to facilitate the highway districts coming up to full participation in FY2006.

The results of this agreement show up in the Proposed FY2005 Dues column. Staff requests that the Finance Committee and Board concur with this schedule for FY2005 and that staff be directed to distribute this information promptly to all General Members for their use in preparing their FY2005 budgets.

Please note that both of the changes incorporated in this proposal [a) treating all highway districts as General Members; and b) applying a total-dues-per-person formula] will require modification of the Joint Powers Agreement and Bylaws to memorialize them in organizational documents.

Attachment

T:\900supsvs\board\Clair's Memos\FY2005 Membership Dues Proposal.doc

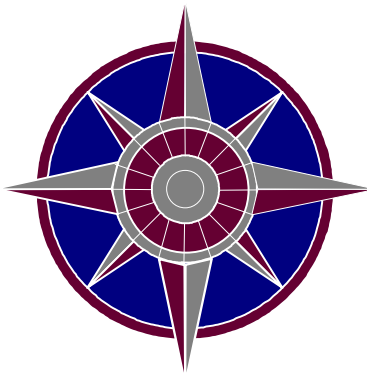
Membership Dues Proposal for FY2005 COMPASS Dues

March 11, 2004

Assumptions:

1. Dues Collected are uniformly based on the person (not "persons served" as is now the case)
2. The rate of dues assessed is shown to the right -> -> -> -> \$ 1.100
3. Populations used in these calculations are those adopted by the COMPASS Board on March 15
4. In incorporated cities in Ada County, dues per person are divided equally among a) the incorporated city; b) Ada County; and c) Ada County Highway District
5. In unincorporated areas of Ada County, dues per person are divided equally among a) Ada County and b) Ada County Highway District
6. In incorporated cities in Canyon County, dues per person are divided equally among a) the incorporated city and b) Canyon County
7. In unincorporated areas of Canyon County, dues per person are divided equally among a) Canyon County and b) the Association of Canyon Highway Districts

Members Who Pay Formula-Based Dues	April 2004 Population	FY2004 Dues	Calculated FY2005 Dues	Proposed FY2005 Dues
Ada County	58,118	\$153,552	\$137,599	\$137,599
Ada County Highway District		\$99,809	\$137,599	\$137,599
Boise	200,062	\$90,128	\$73,356	\$73,356
Eagle	16,418	\$6,506	\$6,020	\$6,020
Garden City	11,675	\$5,331	\$4,281	\$4,281
Kuna	9,696	\$3,979	\$3,555	\$3,555
Meridian	47,690	\$19,541	\$17,486	\$17,486
Star	2,552	\$1,032	\$936	\$936
Total, Ada County	346,211	\$379,878	\$380,832	\$380,832
Dues per person		\$1.176	\$1.100	\$1.100
Association of Canyon County Highway Districts		\$16,333	\$27,623	\$21,623
Caldwell	33,059	\$14,129	\$18,182	\$18,936
Canyon County	50,223	\$70,000	\$89,488	\$93,198
Greenleaf	825	\$0	\$0	\$0
Melba	476	\$0	\$0	\$0
Middleton	3,835	\$1,659	\$2,109	\$2,109
Nampa	67,401	\$29,084	\$37,071	\$38,607
Notus	470	\$0	\$0	\$0
Parma	1,838	\$832	\$1,011	\$1,011
Wilder	1,404	\$0	\$0	\$0
Total, Canyon County	159,531	\$132,037	\$175,484	\$175,484
Dues per person		\$0.914	\$1.100	\$1.100
Grand Total	505,742	\$511,915	\$556,316	\$556,316
Canyon as % of Total	32%	26%	32%	32%
Ada as % of Total	68%	74%	68%	68%



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee
FROM: Jeanne Urlezaga, Operations Director
DATE: April 8, 2004
RE: Consider Staff Recommendation on Minimum Cash-on-Hand Carrying Balance

Action Requested:

Consider staff recommendation on minimum cash-on-hand carrying balance.

Background:

The Finance Committee directed staff to perform an analysis of Community Planning Association cash flow needs.

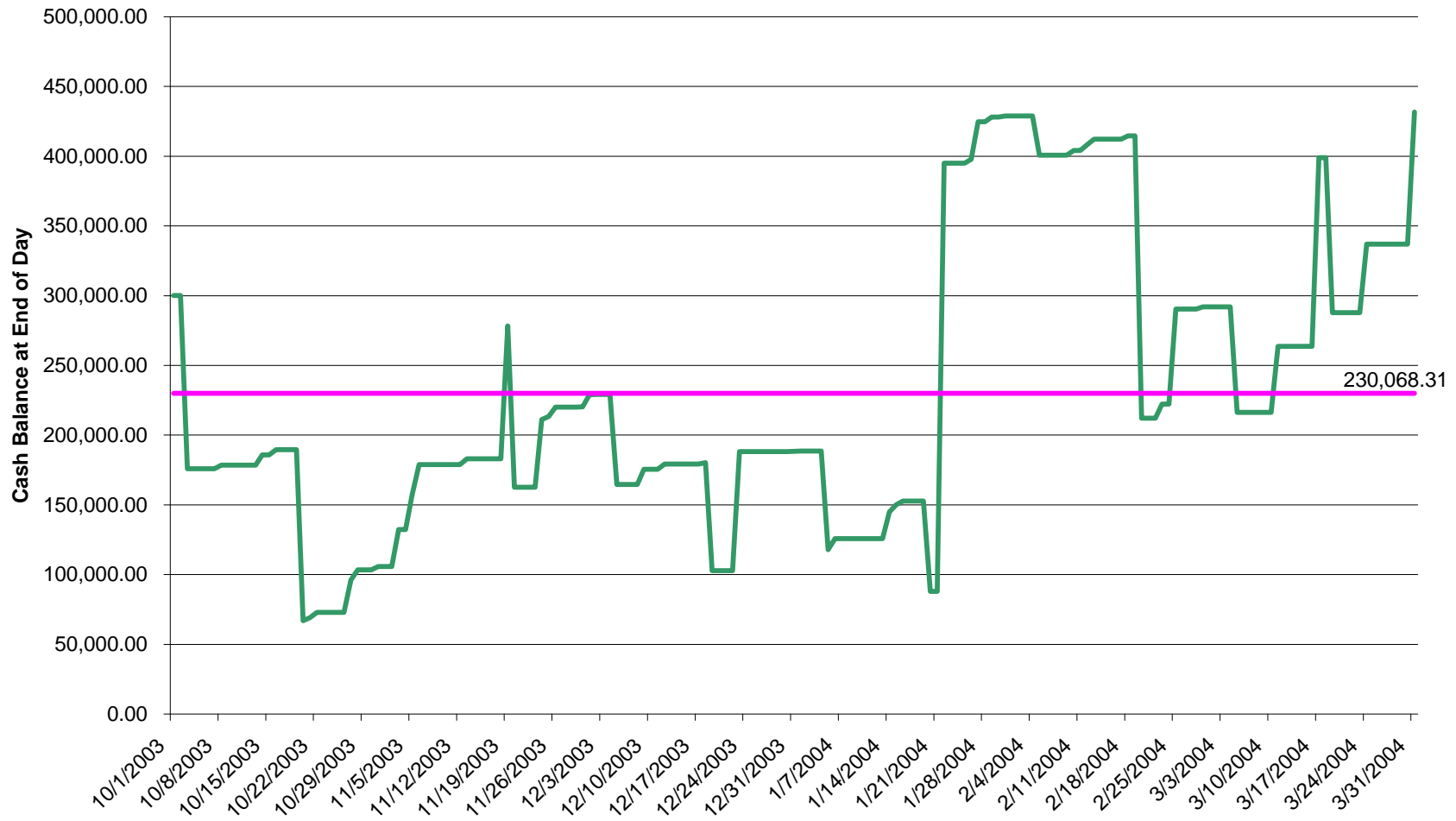
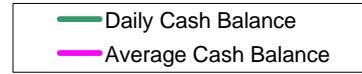
Status:

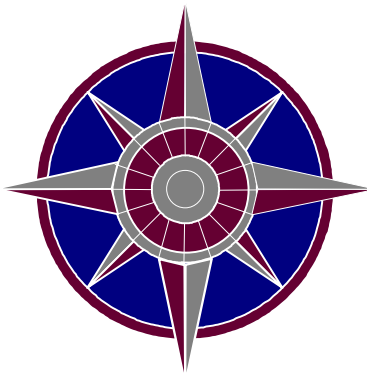
The attached graph illustrates the daily cash balance from October 1, 2003 through March 31, 2004. The average daily cash balance as shown on the straight line is \$230,000. Also note that cash has not dropped below \$69,000 in this period.

The table below indicates a need for an addition of \$89,884 to the average cash balance. Staff believes that the current average cash on hand of \$230,000 and the current budgeted increase in fund balance of \$64,835 would be sufficient to meet our obligations. This would increase our average balance to approximately \$295,000.

FY2004 Budgeted Expenses (w/o pass-through)	3,838,609
Average per pay period (budget divided by 24)	159,942
X 2 pay periods	319,884
Current Average Cash Balance - 10/1/03 to 3/31/04	230,000
	89,884

Community Planning Association of Southwest Idaho
Daily Cash Balance - FY 2004





Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Clair M. Bowman, Executive Director

DATE: April 7, 2004

RE: Approve Revision 3 of the FY2004 Unified Planning Work Program and Budget and Formulate a Recommendation to the Board

Action Requested:

Consider the following proposal regarding the FY2004 Unified Planning Work Program and Budget-Revision 3.

Background:

Federal metropolitan planning rules require the Metropolitan Planning Organization to produce and maintain the Unified Planning Work Program and Budget.

Modification is needed to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. In general, modifications are accomplished by means of a Board resolution, original copies of which are then distributed to appropriate funding agencies.

The role of the Finance Committee, according to the charter adopted by the COMPASS Board, is to perform a detailed review of COMPASS' financial portions of these proposals and formulate a recommendation to the full Board to accept, reject, or accept with specific modifications.

Status:

Eight specific modifications of the FY2004 Unified Planning Work Program and Budget are proposed for Revision 3 and summarized in the table below. Two of the proposed modifications warrant specific identification and discussion in this memorandum.

- 1.) *Change Task 637 – “Peak Hour Model” to a regional task.* The peak hour model will be developed and validated for both Ada and Canyon counties. The nature of the regional peak hour model and its equal benefits for both counties creates a prohibitive situation to track and report staff and consultant time on a county-specific basis. Staff recommends creating this as a regional task for a project that benefits the region as a whole.

- 2.) *Change Task 661 title from “Regional Long Range Transportation Plan” to “Communities in Motion” and track this project regionally.* “Communities in Motion” is a regional long-range transportation plan that specifically benefits Ada and Canyon counties. The Idaho Transportation Department has provided state funds for the regional project. Given the regional nature of the project, its benefits to Ada and Canyon counties, and funding complexity, staff recommends tracking and reporting the project on a regional basis.

Changes proposed in Revision 3 are as follows:

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Change Task 637-“Peak Hour Model” to a regional task. Due to the nature of this Project, which benefits both counties, and the Federal Transit Authority funding distribution, we are proposing to track this project regionally.	\$0.		\$0.
2	Change Task 661 title from “Regional Long Range Transportation Plan” to “Communities in Motion” and track this project regionally. With the addition of the State support to this project (see #3) it is inappropriate to track expenses by county (i.e.: time, professional services, and other).	\$0.		\$0.
3	Add dollars from the Idaho Transportation Department to change the scope of Task 661-“Communities in Motion”.	\$500,000.	Increase Professional Services expense for Task 661-“Communities in Motion”.	\$500,000.
4			Reclassify professional services expense dollars: From: 661-Communities in Motion To: 601-Transportation Support To fund professional services contract with Fred Kitchener – Staff training–contracts. Ada County 75% \$11,250 Canyon County 25% \$ 3,750	(\$15,000) \$15,000.

5			Reclassify Task 655-“BioDiesel Study” expenses. Fuel-buy down expenses were originally budgeted under “other”. The work is being conducted under a Professional Service Agreement. Budgeted expenses are adjusted here accordingly.	
			Other expenses Professional Services	(\$32,000) \$32,000.
6	Create new Task 662-“Destination 2030-Limited Plan Update”, and transfer dollars from Task 661-“Communities in Motion” to track independently on a project basis.		Transfer expenses to new Task 662. Labor (83 workdays) \$47,590 Professional Services \$30,100	
	Task 661-Communities in Motion Task 662-Limited Update	(\$77,690) \$77,690.	Task 661-Communities in Motion Task 662-Limited Update	(\$77,690) \$77,690.
7			Transfer 2.5 labor workdays to support GIS staff time to finalize Task 780-“Drainage Planning”, and decrease Task 780- “Professional Services” expense to bring the Drainage Project to conclusion.	
			Task 760-GIS–Labor-2.5 workdays Task 780-Drainage Planning-Labor	(\$1,700) \$1,700.
			Task 780-Professional Services	(\$1,700)
			Ada County \$1,360 Canyon County \$ 340	
8			Transfer 15 labor workdays from Task 661-“Communities in Motion” to Task 601-“Transportation Support” to support the Three Cities River Crossing Project.	
			Task 661-Communities in Motion Task 601-Transportation Support	(\$9,870) \$9,870.
	Total	\$500,000		\$498,300

FINANCE COMMITTEE AGENDA WORKSHEET

ITEM IV-F

<i>ID #</i>	<i>Title/Description</i>	<i>Agenda Type¹</i>	<i>Time (minutes)</i>	<i>Presenter(s)</i>	<i>Proposed Agenda</i>
1.	Approve Minutes from most recent Meeting	Consent	N/A	N/A	Monthly
2.	Establish Agenda for Next Meeting	Action	10	Susan Eastlake	Monthly
3.	Review and Accept Variance Report	Action	15	Jeanne Urlezaga	Monthly
<i>UPCOMING AGENDA ITEMS</i>					
4.	Update on Cafeteria Plan	Information/Discussion	10	Jeanne Urlezaga	May

¹ Action; Consent Agenda; Information; Special Item; Committee Reports; Open Discussion/Announcements